



Agenda Item Summary

File #: RES 22-309, **Version:** 1

Submitted By

Tammie Grossman, Director Development Customer Services

Reviewed By

A.M. Zayyad

Agenda Item Title

A Resolution Approving the Renewal of the Professional Services Agreement with HR Green, Inc. to Provide Plan Review and Inspection Services in an Amount Not to Exceed \$1,085,000.00 in 2023 and Authorizing its Execution.

Overview

This Renewal of the Professional Services Agreement will result in the continuation of the outsourcing of day-to-day large project plan review and inspection activities, not currently handled by the DCS Permit Division's in-house staff, in order to provide the best customer services experience. The not to exceed amount will be \$1,085,000 for 2023. In addition, the Agreement is being amended to allow for rate increases for certain HR Green personnel.

Recommendation

Adopt the Resolution.

Fiscal Impact

The Recommended FY 2023 Budget includes \$1,085,000.00 for contracted services for inspections and plan reviews (Account #1001.46250.101.530667).

Background

In order to continue to provide optimum customer service, the Development Customer Services Department's Permit Processing Division outsources both inspections and plan review for most large projects. In addition, the outsourced firm provides back-up inspection activities when Village staff is not available.

The Village initially hired HR Green to serve as the outsourced firm beginning in 2015. An RFP was issued on May 3, 2017 and the Board approved retaining the services of HR Green for 2018. As permitted in the agreement, the Village renewed the agreement for two additional years of service (2019 and 2020).

Another RFP was issued on August 31, 2020 seeking proposals for inspections and plan review services for an

initial term of January 1, 2021 - December 31, 2023, with the option to renew the Agreement in its discretion for two (2) additional one (1) year terms. The RFP review team unanimously selected HR Green, Inc.

Alternatives

The Village Board could direct that specialized in-house staff be hired to perform the inspection and review services.

Previous Board Action

The Board approved RES 20-223 on December 7, 2020 for inspections and plan review services for an initial term of January 1, 2021 - December 31, 2023, with the option to renew for two (2) additional one (1) year terms.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A