



## Agenda Item Summary

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**File #:** RES 23-116, **Version:** 1

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### **Submitted By**

Bill McKenna, Village Engineer

### **Reviewed By**

A.M. Zayyad, Deputy Village Manager

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Permit Plan Review and Inspection Services in an Amount Not to Exceed \$165,000 and Authorizing its Execution**

### **Overview**

The Engineering Division requested proposals for permit plan review and inspection services for the Public Works Department. The Village received four proposals. The proposal from Christopher B. Burke best fits the needs of the Village for this project. Staff is recommending approving the contract at the available budget amount of \$165,000.

### **Recommendation**

Adopt the Resolution.

### **Background**

In order to meet customer service turnaround times for permit plan review and permit inspections, funds were included in the 2023 budget to hire a consultant to assist the Engineering Division and the Public Works Department with permit plan reviews and inspections. The proposal from Burke provided part-time staffing for these services, typically at a 3-day per week level, with staff that previously served as the Village Engineer for the Village of Oak Lawn, along with a staff civil engineer that has experience as an on-site consultant for the Village of New Lenox. This combination of experience will help ensure that customer service goals are met and permit projects are administered in a thorough and timely fashion while also mitigating any impacts on the surrounding community.

### **Fiscal Impact**

There is \$165,000 of available funds for consultant support for permit and inspection services in the FY2023 Budget in the General Fund, Public Works - Engineering, External Support account no. 1001-43700-101-530667 for this agreement.

### **DEI Impact**

N/A.

### **Alternatives**

The alternative to this recommendation could be to delay action to gain additional information.

**Previous Board Action**

N/A.

**Citizen Advisory Commission Action**

N/A.

**Anticipated Future Actions/Commitments**

None at this time

**Intergovernmental Cooperation Opportunities**

None at this time