



## Agenda Item Summary

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**File #:** RES 18-1007, **Version:** 1

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### **Submitted By**

Tammie Grossman, Development Customer Services Director

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving an Amendment to the Professional Services Agreement with Wight & Company to Increase the Not to Exceed Amount to \$40,000 from \$25,000 and Authorizing its Execution**

### **Overview**

Wight and Co., was selected to provide architectural design review for Planned Development applications and building permit applications for multiple family and commercial buildings. The increase was due to new required reviews as a result of the new Zoning Ordinance as well as several planned development applications this year.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The original Professional Services agreement approved on April 18, 2018 was in a not-to-exceed amount of \$25,000. The proposal is to increase the not-to-exceed amount to \$40,000, which is an increase of \$15,000. As the North Avenue Plan will not occur this fiscal year enough funds are available in the Planning Division's External Services account to cover this additional cost in 2018. Account: 1001 46202 101 530667

### **Background**

After a formal Request for Proposal process, Wight and Co. was selected out of four potential candidates as the Village's architectural design review consultant for 2018. In April 2018 the selection and agreement was submitted and approved by the Village Board in the amount of \$25,000. This year was the first year building permit reviews were added to their workload as the Zoning Ordinance, with this requirement, was adopted in September 2017. Additional consultation was sought from Wight & Co. in developing single-family design standards for the Zoning Ordinance. In addition to these tasks, several planned development applications were reviewed and re-reviewed for the Plan Commission.

### **Alternatives**

The alternative would be to deny the request. This would cause architectural design reviews by Wight and Co. to end September 28th, short of December 31, 2018 fiscal year end. A fund balance of approximately \$4,000 remains for payment toward their September invoice.

**Previous Board Action**

April 18, 2018: The Village Board approved a not to exceed agreement with Wight and Co. for \$25,000 relative to architectural design reviews.

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A.

**Intergovernmental Cooperation Opportunities**

Zoning and land use matters are unique to Village government within the corporate limits of Oak Park and therefore, intergovernmental cooperation opportunities do not exist.

**Performance Management (MAP) Alignment**

A Governance Priority established for the Development Customer Services Department is Land Use Regulations.