



## Agenda Item Summary

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**File #:** RES 19-102, **Version:** 1

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### **Submitted By**

Bill McKenna, Village Engineer

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement with Chastain & Associates LLC for Permit Plan Review and Inspection Services for the Public Works Department, in an Amount Not To Exceed \$100,000 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 six proposals and interviewed two firms. The proposal from Chastain & Associates best fit the needs of the Village for this project. Staff is recommending approving the contract at the available budget amount of \$100,000.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

There are available funds for this work in the FY2019 Budget in the General Fund, Public Works - Engineering, Base Program, External Support account no. 1001-43700-101-530667 which provides \$100,000 for consultant support for permit and inspection services.

### **Background**

In order to assist with the Village's extensive capital improvement plan and to meet customer service turnaround times for permit plan review and for permit inspections, funds were included in the 2019 budget to hire a consultant to assist the Engineering Division and the Public Works Department with permit plan reviews and inspections. The proposal from Chastain & Associates provided part-time staffing for these services, typically at a 3-day per week level, with staff that previously served as the Engineering Division manager at the Village of Schaumburg. This relevant, and high level, 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 to the surrounding community. This is also a better alternative than hiring additional part-time staff as the Department can utilize these services only as needed.

### **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.

**Performance Management (MAP) Alignment**

This work is in alignment with the Governance Priority for the Department of Public Works for Infrastructure/Capital Programs.