



## Agenda Item Summary

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### **Submitted By**

Tammie Grossman, Development Customer Services Director

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving the Renewal of a Professional Services Agreement with Wight & Company for Architectural Design Review Services for Fiscal Year 2020 in an Amount Not to Exceed \$40,000 and Authorizing its Execution**

### **Overview**

The Village has previously contracted with Wight and Company for architectural design consultation associated with Planned Development applications and applicable building permit applications. The Village's Development Customer Services department issued a Request for Proposal for professional services for fiscal year 2019 including two renewable years. The Village Board approved the Professional Services Agreement for 2019 including the two-year renewal provision.

### **Recommendation**

Approve the Resolution

### **Fiscal Impact**

The General Fund FY2020 account # 1001 46202 101 530667 (External Support) has \$48,000 budgeted leaving a balance of \$8,000 after this contract approval.

### **Background**

The Village first engaged the firm of Lohan Anderson (later consolidated with Wight and Company) for pre-planned development architectural design review of the Vantage building located at the northeast corner of Lake Street and Forest Avenue. Their services were later contracted by the Village on a case by case basis for planned developments starting in July 2015. A professional services agreement was approved by the Village Board for each fiscal year 2016, 2017 and 2018.

Design standards were introduced as part of the 2017 Zoning Ordinance revision process. At that time, the design standards applied to new non-residential construction and mixed use developments, multiple family developments of three units or more, substantial enlargements of non-residential, mixed use and multiple family dwellings and planned developments. The Plan Commission reviewed and the Village Board approved new single family homes design standards, based on a request for review by the Village Board.

The 2018 Professional Services Agreement with Wight and Company ended on December 31, 2018. On

October 12, 2018, staff posted a Request for Proposal (RFP) for an architectural design consultant for fiscal year 2019. On October 29, 2018, the RFP posting received two (2) responses; Wight & Company and Safebuilt. A review group consisting of the Village Planner, Zoning Administrator and Building Code Official/Permit Processing Manager reviewed the proposals and confirmed their recommendation with the Director of Development Customer Service. Wight and Company was selected based on several factors:

1. Description of the firm, its discipline capabilities, participating architects, and staff availability.
2. Qualifications and position with the firm of those individuals who will be assigned to the project.
3. Demonstration that they have sufficient and qualified staff to carry out the task(s).
4. Experience with similar projects.
5. A proposal describing their approach in response to the draft scope of services, and fee schedule.
6. Familiar with the Village as two of the principal reviewing architects live in the Village.
7. Familiar with Village processes. The two lowest bidders did not have experience designing or reviewing large scale in fill development.
8. Local and international reputation.
9. Can work within budget constraints.
10. Staff availability.

#### **Alternatives**

Deny the Renewal and Agreement.

#### **Previous Board Action**

February 1, 2016, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

January 17, 2017, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

September 5, 2017 the Village Board discussed and agreed that proposed language establishing a process for an architectural design consultant be codified in the Zoning Ordinance.

September 18, 2017 the Village Board adopted the revised Zoning Ordinance.

December 11, 2017 the Village Board approved a budgeted amount for fiscal year 2018 for an Architectural Design Consultant.

April 16, 2018, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

October 15, 2018, the Village Board approved an amendment to the Professional Services Agreement increasing the not to exceed amount to \$40,000.

December 3, 2018, the 2019 Village budget was a not to exceed amount of \$40,000 for this agreement.

January 28, 2019, the Village Board approved the inclusion of Single-Family Home Design Standards.

September 3, 2019, the Village Board approved modifications to the Single-Family Home Design Standards.

#### **Citizen Advisory Commission Action**

N/A.

#### **Anticipated Future Actions/Commitments**

N/A.

**Intergovernmental Cooperation Opportunities**

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