



## Agenda Item Summary

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**File #:** RES 19-355, **Version:** 1

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### **Submitted By**

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### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving the Renewal of a Professional Services Agreement with HR Green, Inc. to Provide Plan Review and Inspection Services in Fiscal Year 2020 in an Amount Not to Exceed \$900,000 and Authorizing its Execution**

### **Overview**

This agreement with HR Green, Inc. is the third renewal will result in the continuation of the outsourcing of day-to-day large project plan review and inspection activities, not currently handled by the Development Customer Services' Permit Division's in-house staff. Since this is the last extension allowed under the 2018 initial contract. Staff will issue a Request for Proposals for 2021 services in late 2020.

### **Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The General Fund FY2020 account #1001-46250-101-530667 (External Support) has \$945,500 budgeted. This contract will not exceed \$900,000 leaving a balance of \$45,500 of which \$45,000 will be used for the contractual services of Thompson Elevator Inspection Services. As a reminder, a percentage of the costs for outsourcing large project plan reviews and inspections will be covered by the permit fees charged for those projects.

### **Background**

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

The Village initially hired HR Green to serve as the outsourcing firm in 2015. A new outsourcing RFP was issued on May 3rd, 2017, and the following firms submitted proposals: HR Green; SAFEbuilt; Building & Fire Technical; and T.P.I. Building Code Consultants.

As a result of the 2017 RFP process, staff recommended retaining the services of HR Green for the 2018

calendar year. The 2017 RFP allowed for an initial year of service (2018) and then two subsequent years of service (2019 & 2020) if the Village was satisfied with the service being provided by the outsourcing firm. Staff has been very satisfied with the service being provided by HR Green and is therefore recommending a one-year extension of the Professional Services Agreement for the 2020 calendar year.

If this recommendation is approved by the Village Board, the Permit Processing Manager (Steve Cutaia) will continue to have the day-to-day responsibility of coordinating the work of the HR Green staff.

### **Alternatives**

The Village Board could direct that additional in-house staff be hired to do this work.

### **Previous Board Action**

On December 11, 2017 the Village board approved RES-17-744 authorizing a contract with HR Green for 2018 services.

On December 10, 2018 the Village board approved RES-18-1065 authorizing a renewal contract with HR Green for 2019 services.

### **Citizen Advisory Commission Action**

N/A.

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

N/A.

### **Intergovernmental Cooperation Opportunities**

N/A.