



Agenda Item Summary

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Submitted By

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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 \$150,000 and Authorizing its Execution

Overview

The Engineering Division requested a proposal from Chastain & Associates to provide permit plan review and inspection services for the Public Works Department in 2020. Chastain & Associates provided these same services in 2019 and will utilize the same staff.

Recommendation

Approve the Resolution.

Fiscal Impact

There are available funds for this work in the FY2020 Budget in the General Fund, Public Works - Engineering, Base Program, External Support account no. 1001-43700-101-530667 which provides \$150,000 for consultant support for permit and inspection services.

Background

In order to meet customer service turnaround times for permit plan review and for permit inspections, funds were included in the 2020 budget to hire a consultant to assist the Engineering Division and the Public Works Department with permit plan reviews and inspections. Chastain & Associates provided these services in 2019 and did an excellent job. The consultant will utilize part-time staffing, typically at a 3-day per week level, for completing permit plan reviews and inspections of permit projects in the public right of way. The work will be performed by the same person that performed the work for the Village in 2019. This individual previously served as the Engineering Division manager at the Village of Schaumburg for many years. This relevant and high level experience made it possible to provide exceptional customer service and ensure permit projects are administered in a thorough and timely fashion while also mitigating any impacts to the surrounding community.

The Engineering division previously went through the request for proposal process in 2019 and recommended Chastain & Associates based on their qualifications.

Alternatives

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

Previous Board Action

At the March 18, 2019 regular meeting, the Village Board approved an Agreement with Chastain & Associates LLC for Permit Plan Review and Inspection Services for the Public Works Department.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

None at this time.

Intergovernmental Cooperation Opportunities

None at this time.