



## Agenda Item Summary

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**File #:** RES 21-257, **Version:** 1

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### **Submitted By**

Bill McKenna, Village Engineer

### **Reviewed By**

AMZ

### **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 \$175,000 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 2022. Chastain & Associates provided these same services in 2019 through 2021 and are most qualified to perform these services for the Village due to their understanding of the Village's operations and neighborhoods.

### **Recommendation**

Approve the Resolution.

### **Fiscal Impact**

There are available funds for this work in the proposed FY2022 Budget in the General Fund, Public Works - Engineering, Base Program, External Support account no. 1001-43700-101-530667 which provides \$175,000 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 2022 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 from 2019 through 2021 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 consultant staff that previously performed the work will be retiring before the end of 2021 and has trained new staff for performing this work. In 2022 Chastain & Associates will provide a lower level staff to assist with reviews of simpler permits in order to allow the more senior staff to focus on more complex reviews and coordination.

### **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.

At the January 27, 2020, regular meeting, the Village Board approved an Agreement with Chastain & Associates LLC for Permit Plan Review and Inspection Services for the Public Works Department.

At the December 7, 2020, 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.