



Agenda Item Summary

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Submitted By

Tammie Grossman, Development Customer Services Director

Reviewed By

AMZ

Agenda Item Title

A Resolution Approving a Professional Services Agreement with Wight & Company for Architectural Design Review Services for Fiscal Year 2022 and an Option to Renew for Two Additional One-Year Terms in an Amount Not to Exceed \$35,000.00 Annually and Authorizing its Execution

Overview

The Development Customer Services Department issued a Request for Proposals for professional services for fiscal year 2022 which includes two renewable one year terms. The Village Board approved a Professional Services Agreement in 2019 with a two-year renewal provision which ends this year 2021. The attached agreement is for a new professional services agreement for 2022 with a two one-year renewal option. These services are for architectural design consultation associated with Planned Development applications and applicable building permit applications.

Recommendation

Approve the Resolution

Fiscal Impact

The General Fund FY 2022 account # 1001 46202 101 530667 (External Support) is budgeted for \$35,000.

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 fiscal years 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. Subsequent to that, the Plan Commission reviewed and the Village Board approved new single family homes design standards in February 2019, based on a request for review by the Village Board.

The current Professional Services Agreement with Wight and Company ends on December 31, 2021. On June 30, 2021, staff posted a Request for Proposal (RFP) for an architectural design consultant for fiscal year 2022. On July 19, 2021, the RFP posting received one (1) response; Wight & Company. See attached issued Request for Proposal, RFP response and fee schedule. Wight and Company remains the appropriate consultant due to the following:

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 approval of the 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 from \$25,000 to \$40,000.

December 10, 2018, the Village Board approved the Professional Services Agreement for fical year 2019 with a 2 year renewal option. The 2019 Village budget was a not-to-exceed amount of \$40,000.

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

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

December 2, 2019, the Village Board approved the first renewal year of the agreement. The 2020 Village budget was a not-to-exceed amount of \$40,000.

December 7, 2020, the Village Board approved the second renewal year of the agreement. The 2021 Village

budget was a not-to-exceed amount of \$35,000.

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.