



## Agenda Item Summary

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**File #:** RES 21-298, **Version:** 1

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### **Submitted By**

Tammie Grossman, Director Development Customer Services

### **Reviewed By**

AMZ

### **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 an Amount Not to Exceed \$1,000,500 and Authorizing its Execution.**

### **Overview**

This agreement 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 DCS Permit Division's in-house staff, in order to provide the best customer services experience.

### **Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The Recommended FY 2022 Budget includes \$1,000,500 for contracted services for inspections and plan reviews (Account #1001.46250.101.530667).

### **Background**

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

The Village initially hired HR Green to serve as the outsourced firm beginning in 2015. An RFP was issued on May 3, 2017 and the Board approved retaining the services of HR Green for 2018. As permitted in the agreement, the Village renewed the agreement for two additional years of service (2019 and 2020).

Another RFP was issued on August 31, 2020 seeking proposals for inspections and plan review services for an initial term of January 1, 2021 - December 31, 2023, with the option to renew the Agreement in its discretion for two (2) additional one (1) year terms. The RFP review team unanimously selected HR Green, Inc.

### **Alternatives**

The Village Board could direct that specialized in-house staff be hired to perform the inspection and review services.

**Previous Board Action**

The Board approved RES 20-223 on December 7, 2020 for inspections and plan review services for an initial term of January 1, 2021 - December 31, 2023, with the option to renew for two (2) additional one (1) year terms.

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A