



Agenda Item Summary

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Submitted By

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Reviewed By

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Agenda Item Title

A Resolution Approving the Renewal of a Professional Services Agreement with Wight & Company for Architectural Design Review Services for Fiscal Year 2023 in an Amount Not to Exceed \$35,000 and Authorizing its Execution

Overview

The Village's Development Customer Services Department issued a Request for Proposal for professional services for fiscal year 2022 plus two renewable years. The Village Board approved the Professional Services Agreement in December 2021. This agreement is for the first two years of the approved renewal period. 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 2023 account # 1001 46202 101 530667 (External Support) has \$112,600 budgeted leaving a balance of \$77,000 after this contract approval.

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 each fiscal year 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. The Plan Commission reviewed and the Village Board approved new single-family home design standards, based on a request for review by the Village Board.

The 2018 Professional Services Agreement with Wight and Company ended on December 31, 2018. On

October 25, 2021, staff received responses to a Request for Proposal (RFP) for an architectural design consultant for fiscal year 2022. The RFP posting received one (1) response; Wight & Company. Wight and Company continue to be selected based on several factors:

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 the Renewal and Agreement.

Previous Board Action

On February 1, 2016, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

On January 17, 2017, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

On September 5, 2017, the Village Board discussed and agreed that the proposed language establishing a process for an architectural design consultant be codified in the Zoning Ordinance.

On September 18, 2017, the Village Board adopted the revised Zoning Ordinance.

On December 11, 2017, the Village Board approved a budgeted amount for fiscal year 2018 for an Architectural Design Consultant.

On April 16, 2018, the Village Board approved a Professional Services Agreement in an amount not to exceed \$25,000.

On October 15, 2018, the Village Board approved an amendment to the Professional Services Agreement increasing the not to exceed amount to \$40,000.

December 3, 2018, the 2019 Village budget was a not to exceed amount of \$40,000 for this agreement.

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

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

On December 2, 2020, the Village Board approved the second year of a three-year agreement.

On December 6, 2021, the Village Board approved a Professional Services Agreement with two 1-year extensions in the amount not to exceed \$35,000 per year.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

N/A.

Intergovernmental Cooperation Opportunities

Architectural design matters are unique to the Village government within the corporate limits of Oak Park and therefore, intergovernmental cooperation opportunities do not exist.