



Agenda Memo

Crest Hill, IL

Meeting Date:	October 17, 2022
Submitter:	Jim Marino, City Administrator
Department:	Administration
Agenda Item:	Approve a Professional Services Consulting Agreement with Lakeside Consultants for Plan Review & Building Inspection Services

Summary: After the departure of the building commissioner in July we engaged Lakeside Consultants to conduct plan reviews and building inspections. This filled our immediate need. The plan was to utilize Lakeside for a temporary period until a building commissioner was hired. Because this position is not yet filled, we need to continue to utilize Lakeside for the time being.

We are in the process of scheduling interviews with candidates that applied for the building commissioner position. We are also preparing a request for proposals that will be sent to companies that perform inspection and plan review services. After proposals are received, I will recommend a company to select for ongoing plan reviews and inspections until we hire a building commissioner. I would recommend that after we fill the building commissioner position, we retain a company to assist with inspections and plan reviews during high volume periods and as a backup to the building commissioner.

Recommended Council Action: Approve a consulting services agreement with Lakeside Consultants for plan review & building inspection services.

Financial Impact: The cost will be partially offset by the vacant building commissioner position.

Funding Source: General Fund

Budgeted Amount: \$0.00

Cost: The cost is based on the amount of services needed

Attachments: Consulting services agreement