



Agenda Memo

Crest Hill, IL

Meeting Date: | October 10, 2022
Submitter: | Jim Marino, City Administrator
Department: | Administration
Agenda Item: | 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 strategy was to utilize Lakeside for a temporary period until a building commissioner was hired.

Tony and I did not know at the time how long we would need Lakeside and if or when the cost for their services would approach \$20,000. I informed Tony that I would bring their agreement to the council for approval if the cost were nearing \$20,000. I learned this week that we have spent \$34,409.87 for Lakeside's services. The proposal from Lakeside is attached and will need to be approved to continue conducting plan reviews and building inspections.

We are in the process of preparing a request for proposals that will be sent to companies that perform this service. After proposals are received, I will recommend which company to select for ongoing plan reviews and inspections until we hire a building commissioner. We would want to keep a company under contract after filling this position to assist during high volume periods and as a backup to the building commissioner.

Recommended Council Action: Approve the proposal with Lakeside Consultants at the October 17 council meeting.

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: Proposal