



Agenda Memo

Crest Hill, IL

Meeting Date: 08/14/23
Submitter: Don Seeman
Department: Building Department
Agenda Item: Building Services RFP results

Summary: Attached are three proposals received in response to the RFP for building services to replace the existing company contracted for building review and inspections. I have also attached the narrative from an email from one company whose original proposal did not include inspections but after interviewing wanted to include pricing for that service. Two were interviewed by myself, Zoe Gates, Ray Soliman, and Maura Rigoni. One was interviewed by myself and Zoe Gates.

Based on the pricing as well as discussions with the representatives we recommend contracting with Donald E. Morris Architects. Their inspection fees are the lower of the two proposed, and their review fees are comparable or less than our current company. Review fees are recouped from the permit applicant as part of the permit fee.

The company will be needed for plumbing inspections regularly, and other services as needed due to inspectors being off work or reviews backing up.

Recommended Council Action: We recommend council approve Donald E. Morris Architects as our new review and inspection company and we will create a contract with them.

Financial Impact:

Funding Source: Contractual Services

Budgeted Amount:

Cost: dependent on number and type of inspections and reviews requested. Cost with current company this year as of 07/31/23 is \$24,897.00 for review and \$2,384.00 for inspections.

Attachments: Original RFP, three proposals, one email.