

# VILLAGE OF HOMEWOOD



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING: June 27, 2023**

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**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Robert Grabowski, Fire Chief

**Topic:** Electronic Plan Review Table Purchase for Building Department and Public Works

## **PURPOSE**

Approve the purchase of two I-Plan® engineering tables to facilitate a more efficient and streamlined plan review and engineering review process. I-Plan tables will be located in the Building Department and in the Engineering Division of the Public Works Department. A budget amendment is required to allocate American Rescue Plan Act (APRA) funds to cover the cost of this purchase.

## **PROCESS**

Our staff plan reviewers have a challenging job. Reviewers must communicate with a wide range of users, ensure that code requirements are met, make numerous changes and recommendations, and the reviews must be done quickly. iPlanTables provide a more efficient solution to the Village's plan review process by ending large plan printing and scanning of plan documents, which will expedite the plan review process. An iPlanTable is a large touch screen table where building, architect and development-type plans both large and small can be reviewed and digitally shared in half the time it would take to review paper plans. Staff can perform on-screen annotations, recommendations, corrections and communication by looking at full-size drawings on a touchscreen workstation.

With the new software package installed last year in the Building Division, and with the current software being used at Public Works, the majority of plan reviews at both the Building Division and Public Works will now be electronic instead of paper blueprints. The I-Plan (*electronic plan review screens*) tables were researched by the Fire Chief, Building Inspector, Public Works Director, and the Village Engineer, and found to be the only digital touch screen table with the capability that both the Building Division and Public Works Department need to conduct and manipulate (review changes) for all submitted plan reviews.

## **OUTCOME**

One I-Plan table will be located in the Building Division and the second will be located at Public works in the Engineering Division.

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## FINANCIAL IMPACT

- **Funding Source:** ARPA Funding
- **Budgeted Amount:** \$0
- **ARPA Allocation:** \$28,280
- **Cost:** \$28,280

## LEGAL REVIEW

Not Required

## RECOMMENDED BOARD ACTION

Approve a budget amendment allocating \$25,280 of ARPA funds for the purchase of two I-Plan® tables; waive competitive bidding due to the technical nature of the item making competition impractical or negating standardization [*Purchasing Policy - Section 5(5)*]; and, approve the purchase of two I-Plan tables from iProjectSolutions LLC of St. Joseph, MO for an amount not to exceed \$25,280.

## ATTACHMENT(S)

Quote from iProjectsolutions LLC