

MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Director of Community Development

DATE: September 26, 2005

SUBJECT: Proposed Resolutions Regarding Engineering Services Contracts

Attached for your consideration and submittal to the Village President and Board of Trustees are two proposed resolutions. Please place these resolutions on the agenda for October 6th. The resolutions would authorize the President and Clerk to sign two agreements with SPACECO Inc. to provide engineering services to the Village.

The Department has had formal agreements with consultants in the past to assist with the engineering of major development proposals. However, all engineering has been done in-house for the past four years. The subject agreements are limited to the Hotel & Convention Center and Yorktown Mall's Shops on Butterfield. The agreements are necessary due to a recent departure of a staff engineer who had been handling these projects. The Department selected SPACECO since they now employ that former staff engineer and this will enable a smooth continuation of the projects. The agreements are for hourly services and they would be in effect until the projects are completed.

The costs of these agreements will be covered by fees collected for engineering review and inspection for the projects per Village Code §36.21 (Fee Schedule). The Village's Development Engineer will keep the consultant's time to the minimum necessary and payments shall not exceed the fees collected.

The Village Attorney has reviewed the agreements. The Department of Community Development recommends approval of the resolutions.

DAH/DG:dg H:\CD\WORDUSER\PES\Consultant\Contract\VM Memo - SPACECO.doc

attachments

cc: David Gorman, PE, Development Engineer