



# Agenda Cover Memorandum

Meeting Date: February 11, 2013

Item Title: Budget Amendment and Purchase Order Increase for Engineering Services

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

Staff Contact: James Testin

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Background:

Staff has revised the estimate for the blanket purchase order to Ament, Inc. of Arlington Heights. Ament, Inc. is the engineering firm used by the City in reviewing elements of permits including drainage plans. The current purchase order is \$15,000 and staff proposes to increase that amount to \$23,000. The City has seen an increase in larger projects this past year, which increased the impervious surface greater than 5% of the lot size, that have required a drainage plan by a licensed engineer. Those plans are reviewed by Ament, Inc. While this is a proposed increase to the purchase order a cost is added to the permit fee so the expense is covered by the applicant. Since the cost is passed to the applicant the increased cost for the amendment is offset by the increased revenue in building permits.

Recommendation:

1. Approve a budget amendment for \$8,000 for 100-4011-948500, General Contractual Services, for engineering services.
  
2. Approve a purchase order increase of \$8,000 to Ament, Inc., 2025 S. Arlington Heights Road, Arlington Heights, IL 60005

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$8,000

If Yes, is this a Budgeted Item:

Yes  No  Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object)

Attachments: