



Legislation Details (With Text)

File #: 2020-0166 **Version:** 0 **Name:** WRB LLC Contract, Professional Services Public Works
Type: MOTION **Status:** PASSED
File created: 2/25/2020 **In control:** Board of Trustees
On agenda: 3/2/2020 **Final action:** 3/2/2020
Title: WRB LLC Contract, Professional Services Public Works

Code sections:

Attachments: 1. Professional Service Agreement, 2. EXH A - Director of Public Works Position Description, 3. EXH B - Proposal and Background

Date	Ver.	Action By	Action	Result
3/2/2020	0	Board of Trustees		
2/25/2020	0	Village Manager	INTRODUCED TO BOARD	

Title
WRB LLC Contract, Professional Services Public Works

History

The Village's Public Works Department has been operating without a permanently appointed Director since former Director John Ingram's retirement in June 2019. The Department staffing does not currently include an Assistant Director position.

Since the retirement of the prior Director, the position has been filled by the Streets and Storm Water Operations Manager, Rich Rittenbacher, on an interim basis. While Mr. Rittenbacher has done a commanding job in filling the role, staff is now aware that Mr. Rittenbacher will be taking the Village's Early Retirement Incentive (ERI), leaving us once again to backfill the position on an interim basis until a permanent Director is appointed. This position is currently posted to be filled.

Staff contacted all known providers for this type of service including: WRB LLC, GovHR (GovTemps), Christopher B. Burke Engineering Limited (CBBEL), Robinson Engineering, and HR Green, seeking proposals for such services. Of these companies, only GovHR, CBBEL, and WRB LLC provided proposals for review. GovHR (GovTemps) did not feel that their candidates fit the desired area of expertise but offered two candidates without the necessary background as alternatives. CBBEL initially provided a proposal but later withdrew stating that their candidates, while experienced Public Works Directors, did not have the proper management approach for this position. WRB LLC provided a proposal and references, including prior service as the Interim Director of Public Works in the neighboring Village of Tinley Park.

One of WRB LLC's references was overseas and could not return the call. The other two references relayed nothing but the utmost confidence and respect for WRB LLC and its Managing Director, William R. Balling; who would also be assigned to the Orland Park position. Each stated that Mr. Balling provided excellent service, exceeded the hours that he billed for, and was focused on management as well as accountability. Both stated that he worked as a collaborative member of the team and provided unique and insightful analysis as to the departments which he oversaw.

WRB LLC proposes to assign Orland Park as his prime client, meaning that he would station himself daily out

of the Village's Public Works Facility and that Orland Park matters would take full priority for his time. Mr. Balling would dedicate a minimum of 35 hours per week to Village Public Works matters and is committed to remaining as the Village's consultant for the estimated three to six month duration assumed in the attached proposal. Mr. Balling's billable rate is \$190 per hour plus a 12% WRB LLC overhead factor which overhead includes all vehicle usage and mileage. Additionally, WRB does not charge for travel time to and from the work site. Therefore, expected expenses are approximately \$30,000 monthly throughout this engagement.

In order to ensure continuity of operations, WRB LLC would start work on March 16, 2020, while the existing Interim Director of Public Works is still employed by the Village. After a brief period of crossover, the existing Interim Director of Public Works would return to his role of Streets and Storm Water Operations Manager until his retirement date. Upon hire of a permanent Director of Public Works, Mr. Balling would step back to an Interim Assistant Director of Public Works role until the Assistant to the Public Works Director retires at which time that position will be upgraded and filled as a full Assistant Director role.

Financial Impact

A budget adjustment, in the amount of \$180,000, is required to fund these services through September 18, 2020. This adjustment would be made 60% to the General Fund and 40% to the Water Fund, consistent with the salary split of the Public Works Director position. This budget adjustment will be partially offset by salary and benefits savings related to the vacant Public Works Director position.

Recommended Action/Motion

I move to approve a budget adjustment to the General Fund in the amount of \$108,000, and a budget adjustment to the Water Fund in the amount of \$72,000;

And

I move to retain Professional Services as Interim Public Works Director from WRB LLC for an amount not to exceed \$180,000 for services through September 18, 2020.