Village of Downers Grove

Report for the Village Council Meeting

Table 1 - Council Agenda item.

Subject	Second Contract Extension for residential permit review with TPI Building Code Consultants, Inc.
Submitted By	Stan Popovich, AICP Director of Community Development

Synopsis

A resolution has been prepared to authorize the execution of a one-year contract extension for residential permit review services with TPI Building Code Consultants, Inc. (TPI), in a not-to-exceed amount of $80,000.00. This is the second extension.

Strategic Plan Alignment

The goals of 2025-2027 include *Exceptional Municipal Services and Continual Innovation*.

Fiscal Impact

The budget provides $80,000 in the General Fund for this contract. The actual cost will be based on the number and type of building permit applications submitted. The cost of this contract is covered by building permit fee revenue.

Recommendation

Approval on the December 1, 2026 Consent Agenda.

Background

In June of 2024, the Village entered into a contract with TPI to provide residential development review services for various permit types, including new homes, additions, kitchen remodels, decks and pools. The contract term is through December 31, 2025. The contract includes two one-year extensions based on mutual agreement. The first one-year extension was approved on December 9, 2025. The Village is exercising the second one-year extension on this contract.

TPI has been providing permit review services since July 2018. The firm is knowledgeable with residential building codes and have completed their permit reviews on schedule. TPI's proposed review rates remain unchanged from the original contract.

Attachments

Resolution

Contract Extension

Resolution No.

A Resolution Authorizing Execution of a Second Extension to the Contract Between the Village of Downers Grove and TPI Building Code Consultants, Inc.

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

SECTION 1. That the form and substance of a certain Extension (the "Amendment"), between the Village of Downers Grove (the "Village") and TPI Building Code Consultants, Inc. (the "Provider"), for residential permit review services, as set forth in the form of the Amendment submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

SECTION 2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Amendment, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

SECTION 3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Amendment.

SECTION 4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

_____

By: Mayor

Passed:

Published:

Attest:

_____

By: Village Clerk

SECOND EXTENSION TO THE AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND T.P.I. BUILDING CODE CONSULTANTS, INC.

On or about June 18, 2024, the Village of Downers Grove, Illinois ("Village") and T.P.I. Building Code Consultants, Inc. ("Provider") entered into an agreement for residential development review services on an as-needed basis (the "Agreement"), the term of which was subsequently extended by the parties ("First Extension"). Pursuant to the terms stated therein, the parties desire to extend the Agreement, as previously extended by the First Extension under the following terms:

1. The Agreement shall be extended from January 1, 2027 through December 31, 2027 ("Second Extension").

2. The total not-to-exceed fee for this Second Extension shall be Eighty Thousand Dollars and No Cents ($80,000.00).

3. All other terms from the Agreement remain in full force and effect.

VILLAGE OF DOWNERS GROVE

_____
Village Manager

Attest:

_____
Village Clerk

Date: _____

T.P.I. BUILDING CODE CONSULTANTS, INC.

JoAnne Tisinai

Title: C.E.O.

Date: November 16, 2026

3/mw/contracts/extensions/CD/2ndTPI