



Agenda Cover Memorandum

Meeting Date: March 13, 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve the contract for a City Hall life/safety assessment and a Police Department space needs analysis to FGM Architects in the amount of \$19,650.00

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247
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Background:

The City sought quotes from qualified firms to provide a City Hall life/safety assessment and a Police Department space needs analysis. Six (6) firms provided quote proposals and quotes were obtained from four (4) architecture firms that ranged from \$19,250 to \$57,000. One firm did not provide requested price information and another firm could not fully address the scope of services.

Staff interviewed two firms and selected FGM Architects of Oak Brook, Illinois based on their capability, their substantial municipal experience that includes police station modernization and their knowledge of and previous experience with the current police facility.

Staff recommends that the contract be awarded to the lowest responsive and responsible bidder: FGM Architects of 1211 West 22nd Street, Oak Brook, Illinois 60523 in the amount of \$19,650.00.

Vendor and Transaction History:

Vendor Status: Current New

Is Purchase Order Request supported by existing contract: Yes No If Yes, date:

Is this an Annual Recurring Purchase Order: Yes No

Bid Process Used: N/A Price Quotes Bid RFP

Have Goods been received or Statement of Work completed: N/A Yes No
If Overage, approved by Department: Yes No Details:

Recommendation:

Approve the contract for a City Hall life/safety assessment and a Police Department space needs analysis to FGM Architects in the amount of \$19,650.00.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$

If Yes, is this a Budgeted Item: Yes No Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object) 100 3062 942100

Attachment:

- None