

## **MEMORANDUM**

**TO:** William T. Lichter, Village Manager

**FROM:** David A. Hulseberg, AICP, Assistant Village Manager

**DATE:** September 26, 2007

**SUBJECT: FACILITY NEEDS ASSESSMENT STUDY**

As part of the Strategic Planning Session in 2006 the Village Board identified a desire to conduct an existing building analysis and a space needs study for Village facilities. As such, staff solicited a Request for Proposal for these items and received 7 proposals.

Staff interviewed 3 finalists and came up with a preferred recommendation of PSA-Dewberry, Inc. to complete the study. Interviews were conducted by the Village Manager and the various Department Heads. Staff then proceeded to negotiate an agreement for services and attached is that proposal. PSA-Dewberry, Inc. is to conduct this study for an amount not to exceed \$106,190. Copies of the proposal for the existing Building Analysis can be secured through my office.

Should you have any questions regarding this matter, please feel free to contact me.

**Recommendation:**

Staff recommends that the Village Board authorize the Village President and Village Clerk to sign the Facility Needs Assessment Study of Village Hall & Police Facilities, Fire Stations and Public Works Facilities with PSA-Dewberry, Inc.

DAH:jd

h:\worduser\cd\director\spacee needs\assessmentstudy\botmemo