

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda  
Bids and Proposals

TO: President and Village Board of Trustees  
FROM: David A. Hulseberg, AICP, ICMA-CM, Village Manager  
DATE: June 11, 2012 (COW) (B of T) AGENDA DATE: June 21, 2012  
TITLE: Carriage House Addition  
Project Number PWO 12-15  
SUBMITTED BY: Carl S. Goldsmith, Director of Public Works *CS/g*

**RESULTS:**

Date Bids Were Published \_\_\_\_\_ Bidding Closed \_\_\_\_\_  
Total Number of Bids Received \_\_\_\_\_  
Total Number of Bidders Meeting Specifications \_\_\_\_\_  
Bid Security Required \_\_\_\_\_ Yes X No  
Performance Bond Required \_\_\_\_\_ Yes X No  
Were Any Bids Withdrawn \_\_\_\_\_ Yes \_\_\_\_\_ No  
Explanation: No performance references included.  
Waiver of Bids Requested? X Yes \_\_\_\_\_ No  
If yes, explain: See attached memo  
Award Recommended to Lowest \_\_\_\_\_ Yes X No  
Responsible Bidder?  
If no, explain:

**FISCAL IMPACT:**

Engineer's estimate/budget estimate \$315,000/\$315,000  
Amount of Award ~~\$000,000.00~~

**BACKGROUND/RECOMMENDATION:**

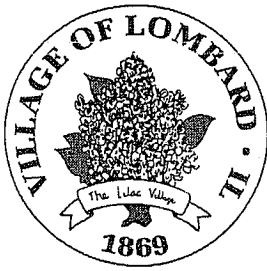
Staff recommends the Board award a contract to xxxxxxxxxxxx in the amount of \$xxx,xxx.xx

Has Recommended Bidder Worked for Village Previously \_\_\_\_\_ Yes X No  
If yes, was quality of work acceptable \_\_\_\_\_ Yes \_\_\_\_\_ No  
Was item bid in accordance with Public Act 85-1295? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Waiver of bids - Public Act 85-1295 does not apply X Yes

**REVIEW** (as needed):

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.**



June 13, 2012

TO: Village President and Board of Trustees  
THROUGH: David A. Hulseberg, Village Manager  
FROM: Carl Goldsmith, Director of Public Works *Cg*  
SUBJECT: Carriage House Addition

### **Background**

The Village staff has been working with the Lombard Historical Society and Lombard Historical Commission on an addition to the Carriage House located at 23 W. Maple Street. The proposed addition will nearly double the size of the Carriage House and provide the Society with an opportunity to more effectively display and archive Lombard history. The grounds and facilities are owned by the Village of Lombard and through an agreement dating back to April 15, 1993 (amended in June 1993, November 1998 and February 2008) the Society operates the programming of the facilities. A revised IGA was approved by the Village Board of Trustees in January 2012 to facilitate the expansion of the Carriage House.

At the time that the Village Board approved the IGA for the expansion, the staff discussed the funding scenario for the project. Based upon a State of Illinois Department of Natural Resources Public Museum Capital Grant in the amount of \$70,000, the project is required to be completed by December 31, 2012. In order to ensure that the grant funds were not forfeited, the Village has included the construction of the expansion in the 2012B Capital Improvements Plan, with an estimated value of \$313,720.00. It is recommended that the Village fund the full cost of the addition through the use of Downtown TIF funds. The Society will reimburse the Village for all non-Village Funded Work (\$45,000 for utility extensions and connections, \$30,000 for fire/burglar alarm installation & upgrades and \$6,000 for sidewalk improvements) within two (2) years from the date the Village issues a certificate of occupancy. The funds would be made available through the grant, current and future donations.

The plans for the addition were developed by the Lombard Historical Society and incorporated into the bid manual prepared by the Village of Lombard. In order to try to minimize costs for the addition, the bid manual was prepared with a Base Bid price, along with a series of Alternates that may be added to the project at the Village's discretion. There are twelve (12) alternates that have been identified. The Alternates are items that would not be required as a condition of the Village issuing a Certificate of Occupancy (CO) or are items that the Village is responsible for

under the terms of the IGA. The issuance of a CO by the Village of Lombard is required prior to the Lombard Historical Society receiving the grant funds.

The Village had previously awarded a contract for the Carriage House Addition; however, the contractor formally withdrew the bid. As a result, the Village staff recommended that the Village accept the withdrawal, reject the second bid received and authorize the solicitation of proposals for the project. The Village developed a Request for Proposals for the project and accepted proposals through 10:30 am on Thursday, June 21, 2012.

\_\_\_\_\_ (\_\_\_\_\_) contractors received plans and participated in the mandatory pre-proposal meeting held on June 15, 2012. \_\_\_\_\_ (\_\_\_\_\_) proposals were received. The results of the sealed proposals received are summarized below:

<i>Company</i>	<i>Total</i>
<i>Engineer's Estimate</i>	<i>\$232,720</i>

The lowest proposal that meets the Village's specifications was submitted by \_\_\_\_\_ of \_\_\_\_\_, Illinois with a proposal in the amount of \$\_\_\_\_\_.

***Due to the timing of the opening of the sealed proposal, staff will provide the Village Board with a revised memo to include the vendor and proposal price at the June 21, 2012 meeting.***

**Recommendation**

Staff recommends that the Village Board of Trustees accept a proposal from \_\_\_\_\_ of \_\_\_\_\_, Illinois in the amount of \$\_\_\_\_\_ for the Carriage House Addition project.