



MEMORANDUM

TO: LOMBARD HISTORIC PRESERVATION COMMISSION
Rita Schneider, Historic Preservation Commission President

FROM: Tami Urish, Planner I

DATE: September 11, 2018

SUBJECT: Lilacia Park Proposal for National Register of Historic Places Application Preparation Update

The Request for Proposals (RFP) for a National Register of Historic Places Application Preparer was advertised in the Daily Herald on Friday August 3rd in addition to being sent directly via email to companies/individuals recommended by the Illinois Historic Preservation Agency (IHPA) and other contacts the Commission has worked with in the past (see attached spreadsheet). Of the total potential candidates, three proposals were received by the deadline of August 31, 2018.

All of the proposals were over the budgeted \$4,500 (Grant Agreement, page 32). This line item was an error on the State's part therefore the grant agreement requires an amendment to increase the amount to \$10,000. Fine tuning the expectations in a new RFP could also reduce the amount proposed to be at or under the not to exceed grant amount of \$11,250. Each of the companies that submitted proposals on August 31 will be notified as well as the other participants.

REQUESTED ACTIONS

Staff recommends rejecting all bids, revising the scope of work and timeline in a new RFP and re-advertising with a September 28 deadline for submittals.