



## MEMORANDUM

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

**FROM:** Tami Urish, Planner I *TU*

**DATE:** September 28, 2018

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

The Request for Proposals (RFP) for a National Register of Historic Places Application Preparer was advertised in the Daily Herald a second time on Friday September 14 in addition to being sent directly via email and USPS to companies/individuals previously contacted in August. Of the total potential candidates, four proposals were received by the deadline of September 28, 2018.

All of the proposals are at or under the budgeted \$13,500 (Amended Grant Agreement):

- |                          |          |
|--------------------------|----------|
| 1. Douglas E. Gilbert    | \$13,500 |
| 2. RATIO                 | \$13,500 |
| 3. SWCA Enviromental     | \$11,900 |
| 4. Wise, Janney, Elstner | \$13,469 |

### **REQUESTED ACTIONS**

Staff recommends accepting one of the proposals based on expertise and quality of the completed application. If all are determined to be equal in this scope, the lowest qualified bidder should be considered first.