



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Independent Contractor Agreement with Forward Space, LLC, d/b/a/ Office Concepts, for the Purchase and Installation of Carpet, Certain New Furniture and Related Coordination and Design Services for Village Hall in an Amount not to exceed \$130,000

Overview

This is a part of a multi-year project in the capital improvement program budgets. It is an effort to remodel, reorganize and declutter Village Hall in order to provide better customer service and maintain organized and professional facilities. In 2017, the project will include different phases that will be presented to the Board as each part is defined.

Staff Recommendation

Approve the Resolution

Fiscal Impact

Funds are budgeted in both the 2016 and 2017 Building Improvement Fund account 3012-43790-101-540673 for the Village Hall Remodeling Project. The next phase is estimated at \$130,000. A description of the actual work is described below. A portion of the project cost of \$10,009 will be charged to the 2016 CIP Building Improvement Fund budget as a change order to Forward Space. The original contract amount was for \$300,000 in 2016, the total cost was \$310,009. There are funds remaining to cover this cost in the overall 2016 CIP Building Improvement Fund that were set aside for this project and have not been used.

The remaining portion of the Forward Space contract of \$119,991 will be charged to the 2017 CIP Building Improvement Fund account 3012-43790-101-540673 for the first phase of the 2017 project improvements(see below for description).

All furniture purchased is with special discounted rates for non-taxable agencies and governments. In addition the Village is also a member of the National IPA, a national cooperative purchasing network for furniture and similar products. All products through Forward Space have honored the National IPA pricing.

Background

This is a multi-year project. In 2016, the following projects were completed: carpeting was completed in the Parking Department Area, conference room 102, and the stairs; offices in the Parking and Administration area

were renovated; shelving installed in the Parking storage room; public seating in conference room 124 and 130; additional public seating in the aisles by the Permits Division; shades and a preliminary review of interior signage. The first phase was completed in 2015 to include moving those departments with greater customer volumes near the front entrance, new carpet and paint and decluttering.

In 2017, the following projects are planned for the first phase: a sitting area in the lobby, work stations in the lobby, additional seating for new business services employees, storage for room 101, conference room 102, conference room 215, conference room 123 and some miscellaneous items such as additional keyboards, file cabinets etc. requested by various departments.

Later in 2017, additional contracts will be forwarded to the Board that may include: completing the painting and carpet on the 2nd floor and the Council Chambers; improvements in the Police Department; employee lounge; additional public seating and the offices of Adjudication and the Cashier.

Forward Space was selected after a Request for Proposal was sent out for Steelcase design services. Steelcase was also the selected manufacturer for the Public Works Center.

Alternatives

The Village Board could direct staff to provide more information.

Previous Board Action

Last December, the Village Board approved a contract with Forward Space for Phase II.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Staff will make a recommendation, if needed, in the FY2018 CIP requests if any issues remain related to this project.

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A