



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 Part 3 of Phase III of the Village Hall Remodeling Project in an Amount not to exceed \$190,000.00 and Authorizing its Execution

Overview

This is a part of a multi-year project in the capital improvement program budgets. The project 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. This is the final phase in 2017 which primarily focuses on the 2nd floor and a few remaining locations on the 1st floor. This purchase price is inclusive of the furniture and the design fee.

Staff Recommendation

Approve the Resolution

Fiscal Impact

This project is budgeted in the 2017 CIP (pg 123 in the 2017-2021 CIP Summary document). The total project cost for 2017 is \$500,000. This includes all village hall renovation costs for the year such as painting, electrical, minor construction (if needed). Funds are budgeted in the Building Improvement Fund account 3012-43790-101-540673. A description of the actual work is described below.

This agenda item is the last phase of the project in 2017. Previously the Village Board authorized \$270,000 to Forward Space earlier in the year. This included work in the front lobby, conference room 101, conference room 102, conference room 215, Development Customer Services front entrance, personnel files, additional public seating in conference rooms 130 and 124, shades for 101, the entire Council Chambers remodel (chairs, cushions, storage, work tables and seats) and carpeting the entire 1st and 2nd floors. This agenda item is in the amount of \$190,000 and is for remodeling the remaining 1st floor offices (Adjudication & Cashier), the 2nd floor (excluding the employee wellness area and storage) shades in the Council Chambers, the entire 2nd floor, and the tv room and studio. The remaining \$40,000 is managed by Public Works using various vendors for items such as painting the entire 1st and 2nd floor, some outdoor furniture and various electrical work by Public Works required when setting up and rearranging new work stations.

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. All furniture purchased with Forward Space is with a discounted rate given the volume. In addition the Village is also a member of the National IPA and the National Joint Powers Alliance (NJPA), a national cooperative purchasing network for furniture and similar products. Given the volume and the length of the project, Forward Space negotiates a discounted rate for the furniture, in some cases up to 53%.

Background

This is a multi-year project approved by the Village Board in 2015. The project began with some re-organizing of departments in order to provide better customer service. This was mainly contained in the new Development Customer Services Department. The permit counter was moved closer to the front entrance, more space was provided for plan reviews or meetings with the public, employees were rotated to face the service counters directly and employees are assembled near each other in the same department. In addition, each area that is remodeled includes a complete decluttering and reorganizing of space. At times this would include the elimination of multiple refrigerators & coffee pots in individual work spaces, to organizing all paper files into either a cabinet or scanned location. Additional public seating was also a focus as appropriate. Public Works is also providing services such as repairs, painting, sound proofing and minor electrical and data work under a separate contract.

Other aspects of the project include better interior signage, use of public art, and the addition of shades for those areas that impeded on an employees work space. This items are contained in a separate 2017 capital improvement projects as noted in the budget.

In 2018 the final areas that are planned include areas such as the storage and wellness area on the 2nd floor, the employee lounge, and animal control storage.

On June 27, 2014 staff issued an RFP to those authorized Steelcase dealers in the Chicago area. At that time, there were only 3 authorized dealers, and the Village received bids from two of them, Office Concepts (Lake Forest/Chicago) and OEC (Elmhurst). Authorized dealers are very similar in services, if not exactly the same. The furniture pricing itself is determined by Steelcase (similar to car dealerships). The only other factor of any pricing differences between the two dealers was for design services rates. At the time the Village had used Office Concepts to complete the new Public Works facility and had experience with the services of Office Concepts. Office Concepts also had a slighting lower hourly labor rate for design services. For the installation/labor rate, this is a “public work project” requiring the payment of prevailing wages pursuant to state law making all authorized dealers equal in that regard. At the time the Village had used Office Concepts to complete the new Public Works facility and had experience with the services of Office Concepts. Given the both the lower design services rate as well as the previous experience, the Village selected Office Concepts. As a side note, in 2015 we learned that Office Concepts began the process of acquiring OEC (one of the original vendors who submitted a RFP response with Office Concepts). Office Concepts then changed their name to Forward Space.

Alternatives

The Village Board could direct staff to provide more information.

Previous Board Action

This is a multi-year Capital Improvement Project as outlined in the Village's CIP document. The Village Board has approved contracts for Phases I, and II previously.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Staff will make a recommendation in the FY2018 CIP related to any areas that remain.

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A