

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Memorial Room AV – Bid Results

DATE: June 30, 2022



SUMMARY:

As part of the interior remodeling project, the sound and stage lighting for the Memorial Room will also be updated. Williams Architects was contracted to prepare plans and specifications for this work. Bid documents were sent out to contractors on June 9, 2022. Bids were opened on June 28, 2022, and the results were as follows:

Company Name	Base Bid
Applied Communications Group	\$95,621.41

Williams Architects reviewed the low bidder's proposal and discovered their bid proposal was missing some of the scope of work.

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable.

REVENUE OR FUNDING IMPLICATIONS:

\$500,000 is currently proposed for the 2022 budget for Community Center renovations. An additional 18% (\$90,000) is available through the special recreation funding.

STAKEHOLDER PROCESS:

Facility staff has provided input throughout this process and a facility participant survey was conducted.

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents.

ATTACHMENTS:

Williams Architects summary letter dated June 30, 2022

ALTERNATIVES:

A price for this work may be requested from the general contractor doing the interior remodeling project. If their cost is not acceptable, this work will need to be rebid.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's reject bids for the Community Center Memorial Room AV and Stage Lighting Replacement project base bid.

30 June 2022

Mr. Steve Hinchee, Superintendent of Planning
Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

**Re: Summary of Bid Analysis / Contractor Interviews
Wheaton Park District Community Center Memorial Room A/V - WA Project #2021-048a**

Dear Mr. Hinchee:

Williams Architects administered the bid opening for the **Wheaton Park District Community Center Memorial Room AV** project on June 28, 2022. One A/V contractor submitted a bid for the project. The bid of \$95,621.41 is consistent with our estimated range of \$80,000 - \$100,000 for the work.

The apparent low bidder for the project is Applied Communications Group of Schaumburg, IL. In a review of the bid with Mike Meilahn of ACG, ACG confirmed that they only bid on the audio and video systems for the project and did not include the required lighting scope in their bid. They also did not include a \$5,000 contingency allowance the contract documents required for miscellaneous and unforeseen work.

Based on these findings, we cannot recommend this bidder for the work, and have reached out to the company to ask them to formally withdraw their bid in writing.

We recommend that this scope of work either be re-bid OR that the awarded general contractor for the remodeling project be given the opportunity to present a proposal for this work, which could be incorporated into the project via change order.

We truly appreciate our longstanding relationship with the Wheaton Park District and look forward to working as your spirited partner to complete another successful project for the Wheaton Park District and the community it serves.

Sincerely,



Andrew R. Dogan, AIA, NCARB, LEED AP - Senior Principal

Attachments: Bid Tabulation, 28 June 2022
Copy of ACG Bid Form and Attachments, 28 June 2022

