

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a proposal submitted by Architects in Common, LLC for architectural and MEP services for building renovation for new town office space located at 8386 State Rd 76 (Tax ID #006-0623-04-01) in the amount of \$25,000.00.

The submitted proposal is included in the packet & Administrator Wisnefske will be available for any questions the Board may have.

SUGGESTED MOTION(S):

Motion to approve the proposal submitted by Architects in Common, LLC for an amount not to exceed \$25,000.00.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey