



Agenda Memo

Crest Hill, IL

Meeting Date: March 13, 2023
Submitter: Ronald J Wiedeman
Department: Engineering
Agenda Item: City Center Moving Discussion

Summary: Staff has been working over the past few months on a plan to move files and various other items from the old City Hall/Police Department building to the new City Center Complex in the most efficient manner possible. A basic outline of the move being suggested to council is as follows:

- Close City Hall for two consecutive days (Thursday and Friday) and have staff pack and unpack all items that have been designated to be moved.
- It is recommended that the actual dates of the move be planned on a week preceding a city council work session. Possible dates are April 20-21 or, more likely, May 4-5. The move cannot occur until after the final course of asphalt is in place. The asphalt is tentatively scheduled to be installed mid-April.
- Items already packed in boxes and bins packed by staff or items marked to go to the new city center complex will be moved from the existing building to the new building by a professional moving company.

Once a plan has been identified staff will coordinate with the IT consultant on when IT items can be moved and when these items will need to be operational so business can resume.

Staff has gone out and solicited moving estimates from three different moving companies. Attached is a more detailed moving plan along with the different scenarios that were considered. The scenarios highlighted in yellow are the scopes of work that staff suggests moving forward with. Also in your package is a cost breakdown of the estimates provided by the moving companies based on the detailed moving plan.

Recommended Council Action:

Provide direction to staff if the moving plan presented tonight is good to move forward with or what changes council would like to see.

To use the moving company of Two Men and Truck to provide moving services for the City Center Move for a not to exceed amount of \$19,900.00. While their quote is for \$16,550, approval of a not to exceed amount of \$19,900 is recommended to cover unanticipated work or additional time needed to complete the move..

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Will require a budget amendment in the 2023 budget if work completed prior to April 30th. Otherwise, will be included in the 2024 budget.

Cost: 19,900.00

Attachments:

City Hall Center Moving Plan Revised

Mover Comparison rev-Average.pdf