



Report to Village Board

Agenda Item:

Meeting Date: June 10, 2024

Referring Body: Village Board items for next agenda

Committee Contact: none

Staff Contact: Peter Kampfer

Report Prepared by: Ken Charneski

AGENDA ITEM: consideration of a letter of apology to a firm that responded to a RFP

OBJECTIVE(S): do the right to prevent an unfavorable Village image

HISTORY/BACKGROUND:

At the April 1 CLIPP meeting, during consideration of agenda item "Award of the Railroad Accessibility Assessment Study", a discussion took place regarding the two lowest cost proposals submitted by engineering firms.

A question arose regarding personal history of one of the engineers of the firm that had the highest rating score.

The discussion went on about the documented history of this person, and somehow the negative connotations of the discussion spilled over with unsubstantiated negative comments about the second-choice firm.

This second-choice firm, which was then recommended by the committee for the contract, then rescinded their proposal, due to the perceived lack of discretion by the committee, and thus the Village as a whole, and the negative light which the discussion cast upon the firm, which otherwise has an excellent reputation.

This agenda item is intended to direct Administrator Kampfer to review the discussion and any relevant documents regarding the rescinding of the proposal, and to draft and send an appropriate letter of apology to that firm that perceives itself to have been unfairly maligned.

PROPOSAL: Apologize as a matter of professional courtesy for indiscretion of unsubstantiated negative comments during a public meeting.

RECOMMENDED ACTION: as the Board decides

FINANCIAL

Financial Consideration/Action:

FUNDING SOURCE:

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$

Remainder of Budgeted Amount, if approved:

ATTACHMENTS: None