

Memo

To: Mayor and Council

From: Gary

Subject: Office Space Study

Date: 4/8/13

We received six proposals from firms interested in studying our office space needs. Sandy, Dustin and I reviewed them and met Tuesday to compare them and decide which we thought were best.

Two of the firms did not meet the RFQ requirements and were not rated. The other four firms presented acceptable proposals, and of those, the top three were: ADW Architects, out of Charlotte; Bowman, Murray, & Hemingway, out of Wilmington; and, Becker Morgan, out of Maryland with an office in Wilmington.

Attached are the pages from their proposals that outline their approach to the study. We have contacted the firms, and they will be here for interviews April 16. Staff will make reference checks prior to the 16<sup>th</sup>. If you wish to see the full proposal of any of the three, or of the others submitted, we have them here in my office and Lisa's office.