



Chicago Metropolitan  
Agency for Planning

**MEMORANDUM**

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**To:** CMAP Board

**From:** Amy McEwan  
Deputy Executive Director, CMAP

**Date:** March 8, 2023

**Re:** Contract cost increase approval with Henricksen, in the amount not to exceed \$55,000 for 5<sup>th</sup> floor office furniture

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CMAP completed the renovation and furnishings to the agency's fourth floor space at the Old Post Office in 2020. The original construction project and board approval was for the fourth floor and a portion of the fifth floor. In 2020, CMAP delayed completion of the fifth floor space and due to uncertainties in the marketplace.

CMAP has a landlord allowance for tenant improvements of \$427,799.01 which expires in May 2023 to complete the work on the fifth floor. To meet these deadlines, CMAP has been proceeding with the work that had been delayed for the fifth floor and is in the process of ordering the furniture that was planned prior to the construction delay. Office furniture is not an eligible expense for the tenant improvement allowance.

A competitive procurement process was completed in 2020 and Henricksen was the successful vendor. The procurement for office furniture was approved by the board in two phases. The first approval by the Board was in February 2020 for the purchase of office furniture for the fourth floor of the Old Post Office, in the amount of \$544,656. The second approval occurred in April 2020, when the Board approved an additional \$405,920 for the purchase of ancillary furniture, for a total furniture purchase amount of \$950,576.

CMAP has expended \$907,768.43 on furniture to date, resulting in an available balance of \$42,807.57 to spend on office furniture on the fifth floor, but due to an increase inflation and low inventory, the cost of furniture has increased. CMAP has initiated the order of the remaining furniture including those items that require a longer lead-time, utilizing the remaining funds

provided for that purpose, but is requesting that the contract with Henricksen be increased to complete the planned furniture order and meet the landlord's deadline of May 2023.

CMAP staff is seeking approval for a \$55,000 contract increase with Henricksen to complete the furniture purchase as planned. Support for this cost increase will be provided with FY2023 UWP funds.

ACTION REQUESTED: Approval