

**SPECIAL REVENUE FACILITIES COMMITTEE**

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Monday, July 17, 2017 @ 7:00 p.m.

**1. Roll Call**

Chairman Dave Dillon called the meeting to order at 7:45 pm and the roll was called.

**Commissioners present:** Bob Patton, Dave Dillon, Dave Tosh, Dan Peterson, Jen Roberts

**Official Staff present:** Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Manager of Program Services Brian Montgomery, Treasurer Bill Moore, Attorney Jim Rock, Recording Secretary Amy Wille

**Public Visitors:** None

**Late Arrivals, Early Departure:** None

**Commissioners/Official Staff absent:** Superintendent of Special Facilities Lori Lovell

**2. AGENDA TOPICS**

**a. Request for Proposal – Glenview Ice Center**

Staff requested consideration to approve Williams Architects of Itasca, Illinois for Phase II – Pre-referendum Concept Design and Phase III - Basic Architectural and Engineering (A&E) services (Schematic Design through Construction Administration) for the Glenview Community Ice Center.

In August of 2016, the Glenview Park District entered into an agreement with Williams Architects for a Needs Analysis and Feasibility Study. At the April 27, 2017 Park Board Meeting, Williams Architects presented the results of the Feasibility Study.

The proposed agreement covers Phase II – Pre-referendum Concept Design which included task force meetings, marketing impact study, programming phase, and conceptual design phase. Phase III - Basic Architectural and Engineering (A&E) services (Schematic Design through Construction Administration) is also encompassed in the agreement and includes schematic design phase, design development phase, construction documents & permitting phase, bidding & negotiation, construction observation & administration phase, and post construction services and project close-out.

Staff requested additional information on W-T Group's experience and qualifications related to involvement with ice center projects of this magnitude. A Curriculum Vitae (CV) for W-T Group was provided to the committee.

Commissioner Dave Dillon explained that in the 2017-2018 fiscal year, the District will incur an estimated financial impact of \$28,500 for Phase II. The funds will come

from a combination of the operating budget and capital development funds. Should the project proceed to Phase III – Basic A&E services; the District will receive a credit of \$21,500.

Executive Director Mike McCarty noted that the warranty has been extended from 1 year to 2 years, any work that is done in Phase II would be credited for the design and engineering during the construction phase and the cost of the HVAC commissioning agent would be covered by Williams.

The committee endorsed the staff recommendation that the letter of Proposed Agreement be moved to the full board for approval, on the consent agenda and recommended that Legal Counsel and the Executive Director formalize the agreement in a contract to be executed by the Executive Director following final approval by Legal Counsel.

**3. Other Business**

None

**4. Matters from the Public**

None

**5. Adjourn**

Chairman Dave Dillon moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 7:51 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Robert J. Patton  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 27th day of July 2017