

SPECIAL REVENUE FACILITIES COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Thursday, September 1, 2016 @ 8:30 a.m.

1. Roll Call

Commissioner Dave Tosh called the meeting to order at 8:31 am and the roll was called.

Commissioners present: Bill Casey, Dave Tosh, Dan Peterson, Dave Dillon

Official Staff present: Executive Director Mike McCarty, Superintendent of Special Facilities Lori Lovell, Ice Center Manager Jim Weides, Recording Secretary Tanya Trapani

Guests:

Late Arrivals, Early Departure: Dan Peterson left at 9:01 am

Commissioners/Official Staff absent:

2. AGENDA TOPICS

a. Request for Proposal – Glenview Ice Center

Staff requested consideration to approve Williams Architects of Itasca, Illinois for the design/engineering and consulting services to determine the cost, feasibility and potential location of additional ice for the Glenview Ice Center.

At the April 2016 Special Revenue Facilities Committee meeting, the committee recommended moving forward with an RFP for design/engineering and consulting services for the Glenview Ice Center.

Proposals were received beginning in early July through July 29, 2016. Proposals were received from four firms. Staff members Weides, Montgomery, Fischer, Lovell and Executive Director McCarty reviewed proposals for each of the four teams, ranking them from one to four, with one being the top choice. Criteria used for the initial ranking included: did the firm meet the requirements of the RFP, evaluation of project team, and project approach. From the ranking, three firms were selected for presentations and interviews; interviews were then conducted on August 15.

Staff evaluated the three finalists based on the quality of presentation, the composition of the team, project approach, experience with comparable projects, experience with ice centers or other large scale facilities and references. The interview team unanimously agreed on the selection and recommendation of Williams Architects for the project. Their proposal and presentation demonstrated foresight to the scope of the project and included potential facility options based on the proposed locations. The committee discussed the qualifications of each of the finalists.

Executive Director McCarty noted that recent references have been checked on the recommended team and staff was very impressed with their abilities.

The proposed agreement covers Phase 1, Needs Analysis and Feasibility Study needs assessment, site analysis, facility study, and cost and constructability analysis for the Glenview Ice Center design/engineering and consulting services.

Phase 2 Basic Architectural & Engineering Services will be covered under a separate agreement to be presented to the Special Revenue Facilities committee for discussion at a future date. Superintendent of Special Facilities Lovell noted that Phase 2 is not a guarantee.

In the 2016-2017 fiscal year, the District will incur an estimated financial impact of \$85,000 for Phase 1. The funds will come from a combination of the operating budget and capital development funds. The committee recommended looking at financing options for the next steps of the ice project simultaneously with Phase 1 of the Needs Analysis. Executive Director McCarty mentioned the possibility of fundraising and additional donation opportunities.

The committee endorsed the staff recommendation that the approval of the proposed agreement with Williams Architects of Itasca, Illinois for Phase 1 of the design/engineering and consulting services for the Glenview Ice Center project in the amount of \$85,000 per to form pending review and final approval of Glenview Park District counsel move forward to full board for approval, on the consent agenda.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Dave Dillon moved seconded by Commissioner Dave Tosh to adjourn the Open Session at 9:32 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of October 2016