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**SPECIAL REVENUE FACILITIES COMMITTEE**

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Thursday, April 19, 2018 @ 9:30 a.m.

**1. Roll Call**

Chairman Dave Dillon called the meeting to order at 9:35 am and the roll was called.

**Commissioners present:** Dave Tosh, Jen Roberts, Bill Casey, Dave Dillon

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

**Legal Counsel:** Derke Price, Attorney of Ancel Glink

**Late Arrivals, Early Departure:** Derke Price left at 10:30 am

**Commissioners/Official Staff absent:** Commissioner Dan Peterson

**2. AGENDA TOPICS**

**a. Agreement with Williams Architects – Glenview Ice Center Renovation**

Staff requested consideration to approve an agreement with Williams Architects of Itasca, Illinois for basic Architectural & Engineering services (Schematic Design through Post Construction).

The proposed agreement covers Phase 3, Basic Architectural & Engineering Services for the renovation of the Glenview Ice Center and covers the Schematic Design Phase, Design Development Phase, Construction Documents & Permitting Phase, Bidding & Negotiation, Construction Observation & Administration Phase, Post Construction Services and Project Close Out – 2 Year warranty.

The committee reviewed the AIA document B133 – 2014 draft agreement, which was presented in draft format in an effort to keep the renovation project on schedule. Staff anticipated having the final draft for inclusion in the April 26, 2018 Board Packet. The committee discussed the benefits of using a Construction Manager as opposed to a General Contractor. Attorney Derke Price explained that the method of a General Contractor is more appropriate for the Ice Center renovation due to the size and it being a specialized facility. Attorney Price noted that a General Contractor has more control over the subs that are working on the project and will have more flexibility in choosing the contract bids that will help to complete the project efficiently with minimal issues. The General Contractor will hold all of the contracts and be at risk to guarantee that the project will not exceed the guaranteed maximum project budget. Williams Architects will be held responsible for all design parameters of the project. Executive Director Mike McCarty informed the committee that the percentage of payment has changed from 9% to 8.9%, which is a cost savings of \$25,940.

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The commissioners present recommended the acceptance of the proposed draft agreement with Williams Architects of Itasca, Illinois for basic A&E services (Schematic Design through Post Construction) per to form pending final review and approval by Glenview Park District counsel.

**b. Agreement with W.B. Olson, Inc. – Glenview Ice Center Renovation**

Staff requested consideration to approve the A133 agreement with W.B. Olson, Inc. of Northbrook, Illinois for construction manager services for the Glenview Ice Center renovation.

The proposed agreement covers the Preconstruction Phase, setting and submission of the Guaranteed Maximum Price Proposal and Construction Phase. The Construction Manager will provide administrative oversight and project delivery responsibility for the Glenview Ice Center Renovation.

W.B. Olson's fee will be fixed at 2.5% of the cost construction work. This amount will be finalized upon the Board of Park District approving and awarding the bid. Staff anticipated the inclusion of the bid award not later than the March 2019 Board Meeting. This expense was included in the Ice Center Renovation Project estimate. The committee requested an addendum be added to the contract that WB Olson will respect and honor all District policies related to the environment.

The commissioners present recommended the acceptance of the proposed AIA A133 agreement with W.B. Olson, Inc. of Northbrook, Illinois for construction manager services for the Glenview Ice Center Renovation per to form pending final review and approval by Glenview Park District counsel.

**c. Agreement with The AT Group, Inc. for Project Management Services – Glenview Ice Center Renovation**

Staff requested consideration to approve The AT Group, Inc. of Park Ridge, Illinois for Project Management Services to assist the Glenview Park District with the design and construction programs for the Glenview Ice Center Renovation.

Based on the scope of the project, The AT Group (ATG) will provide Project Management Services on behalf of the Glenview Park District (Owner) for the renovation of the Glenview Ice Center. ATG will provide representation, negotiation, management and administrative services during the Design, Construction and Post Construction Phases of the project. Attorney Price noted that ATG will assist the Park District in dispute resolution and will monitor the budget.

The total estimated project budget for The AT Group services is \$119,000; \$40,000 for the Design Phase, \$76,500 for the Construction Phase and \$2,500 for the Post Construction Phase.

The commissioners present recommended the acceptance of the proposed agreement with The AT Group, Inc. of Park Ridge, Illinois for Project Management Services to assist the Glenview Park District with the design and construction phases for the

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Glenview Ice Center Renovation per to form pending final review and approval by Glenview Park District counsel.

**d. Glenview Ice Center Renovation – Site Visits for Predesign Research**

The committee discussed preconstruction site visits to ice centers in order to compare facility’s design features, materials, equipment and amenities. Staff and commissioners will also have the opportunity to learn from fellow professionals and benefit from their experience constructing and operating similar ice centers. These site visits will further insure that the design process will implement best practices and a facility that will be enjoyed by Glenview Park District residents for many decades. Commissioners suggested that staff should continue to visit ice centers and provide updates to the SRF Committee.

**3. Other Business**

Staff provided the Committee with a brief update of Glenview Men’s Club request. Staff continues to work toward an amicable resolution on various items.

**4. Matters from the Public**

None

**5. Adjourn**

Chairman Dave Dillon moved seconded by Commissioner Bill Casey to adjourn the Open Session at 10:39 am. 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 24<sup>th</sup> day of May 2018.