

Cary Park District
Board of Commissioners
Planning & Development Committee
July 12, 2018
7:30 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Committee Members Present: Stanko, Renner, and Frangiamore

Commissioners Present: Hauck and Howell

Staff Present: Jones, V. Krueger, Raica, Hughes, and Lee.

Chair Frangiamore called the meeting to order at 7:56 PM.

The minutes from the November 9, 2017 Planning and Development Committee were presented for approval.

Stanko made a motion to approve the minutes from the November 9, 2017 Planning and Development Committee. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

There were no matters from the Commissioners, Public, or Staff.

The first Direction Item for discussion was the Hampton Park Bid Results.

Jones explained that the bid was posted in the Northwest Herald on June 21st with the opening of the bid to be on July 6 at 2:00 PM. One bid was received for the project from Innovation Landscape, Inc. for a total of \$53,386.70. Staff will be purchasing the playground equipment directly from HGAC-Buy Program (Houston Galveston Area Council) and will receive a governmental cooperative discount of 6%.

Raica explained that the project has a budget of \$150,000, so after contract fees and playground equipment costs, the total will come in at \$124,695.37 which is \$25,304.63 under the budgeted amount.

Jones asked the Committee if they had any questions, and explained that three motions would be required of the Committee.

Stanko asked if the Park District has used this contractor before, and Raica explained it is the same contractor who performed the work at both Candlewood and Jamesway Parks playground replacement projects.

Stanko moved to recommend Board approval of the bid received from Innovation Landscape, Illinois in the amount of \$53,386.70 as the most qualified and responsible low bid for the Hampton Park and playground installation and site improvements. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

Stanko moved to recommend Board approval to purchase playground equipment to be installed at Hampton Park in an amount not to exceed \$50,500.00 from Landscape Structures, Inc. via the HGAC-Buy Program. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

Stanko moved to recommend Board approval of a total project budget not to exceed \$125,000.00. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

Next, RFQ Phase 2 and 3 Engineering Review Team was discussed. Jones explained that for the next steps in the ITEP grant process, the Park District will be hiring an engineering firm for Phases 2 and 3 of the project. With this, the Park District will be posting a public notice for Request for Qualifications (RFQ) in the paper for an engineering firm. The notice will be published in the Northwest Herald, the Park District website, as well as will be put on display outside the Community Center. The notice for the RFQ will be posted on July 16 and 17 in the Northwest Herald. The responses to the RFQ's are due on August 1.

Jones stated that in the past, the Park District has put together a team of staff and Commissioners to review the responses received. Each member of the team scores the responses, and as a team they select a few of the respondents to interview. Staff would request that the team be altered slightly from what has been done in the past and include one Commissioner and two staff members (previous two Commissioner, three staff members). After the interviews, the team will recommend a single firm to the Board for consideration.

Jones explained he would recommend himself, David Raica, and President Renner to be on the Review Team. The timeframe for interviews would be the week of August 27. It is his intention to bring forth a recommendation to the board on September 28 after being reviewed and recommended at the Planning and Development Committee on September 28.

Renner stated he agreed the review team process is beneficial. Stanko agreed that it was beneficial to have the review team and that President Renner should be on the team due to his background in engineering.

Stanko moved to appoint President Renner, Executive Director Jones, Director of Planning and Development Raica to a Phase 2 and 3 Engineering Team Review Committee which will administer the RFQ process to select a design firm to assist the District with Phase 2 and 3 of the ITEP grant process and make a recommendation of a design firm and agreement to the Board of Commissioners. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

Stanko made a motion to adjourn. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

Meeting adjourned at 8:35 PM.