

Ed Chart called the meeting to order at 7:00 p.m. with Mike Weinkauff, Bob Lancour, Greg Beck, Russ Kumbier, and Eric Johnson present. Peggy Shumway and Paul Beere were absent.

Betty Novy, Clerk-Treasurer, was also present.

Kumbier moved, 2nd by Weinkauff to approve minutes of the November 28, 2010 meeting as printed. Motion carried.

**Review of Request for Proposals for Construction Management Services and review of changes made by Village Board**

Chart reported on changes to the request for proposals that had occurred since the last meeting. Due to an objection filed with the village by a local construction company, the Village Board amended the proposal request from an “At Risk Construction Manager with Guaranteed Maximum Price” to “Construction Manager as Advisor”. The decision was made so as not to slow progress on the project or cause unnecessary legal expenditures.

**Review Proposals for Construction Management Services**

Proposals were reviewed as follows:

<b>Firm Name</b>	<b>Pre-Construction Services Fee</b>	<b>Construction Services Fee</b>	<b>Pre-Construction and Construction Fee Total</b>	<b>Reimbursable and Non-Reimbursable Personnel (Form A)</b>	<b>Total Construction Services Fee as a Dollar Amount</b>
The Peter Scherrer Group	\$6,200.00	\$83,200.00	\$89,400.00	\$0.00	\$89,400.00
Selzer-Ornst Co. Construction Services	\$5,000.00	\$22,000.00	\$27,000.00	\$64,800.00	\$91,800.00
Scherrer Construction Co., Inc.	ADD \$35,800 for Full-Time Site Supervisor	\$25,000.00	\$25,000.00	\$43,020.00	\$103,820.00
Beyer Construction	\$6,200.00	\$35,000.00	\$41,200.00	\$70,800.00	\$112,000.00
Magill Construction Services	\$22,000.00	\$27,500.00	\$49,500.00	\$67,200.00	\$116,700.00
Anderson-Ashton, Inc.	\$38,500.00	\$82,500.00	\$121,000.00	0	\$121,000.00
Riley Construction	\$5,525.00	\$27,073.00	\$32,598.00	\$93,528.00	\$126,126.00

(continued)

Firm Name	Pre-Construction Services Fee	Construction Services Fee	Pre-Construction and Construction Fee Total	Reimbursable and Non-Reimbursable Personnel (Form A)	Total Construction Services Fee as a Dollar Amount
Tri-North Builders	\$15,000.00	\$40,000.00	\$55,000.00	\$103,783.00	\$158,783.00
Ogden Construction Group LLC	\$14,580.00	\$64,500.00	\$79,080.00	\$80,400.00	\$159,480.00
Triad Construction, Inc.	\$33,781.00	\$24,750.00	\$58,531.00	\$126,228.00	\$184,759.00

It was noted that all proposals appeared to be well qualified firms capable of performing the work. Beck pointed out Anderson-Ashton’s proposal included architectural services, adding significantly to its value. A specific line item in Scherrer Construction’s proposal referenced the addition of \$35,800 for a full-time site supervisor. There was discussion on whether this was necessary or not. Consensus was that, in order to keep the project moving, it was important to have someone on site that was able to provide adequate supervision and be available to make decisions.

Novy reported on an inquiry she had made of an architect that had assisted with the village hall’s preliminary size estimate. He estimated separate architectural costs for a project this size to be in the \$40,000 - \$50,000 cost range.

Novy then distributed another proposal submitted by Campbell Corp. that was received after the deadline. The proposal specified a total fee of \$116,700. Committee members accepted the proposal for further consideration.

**Possible selection of proposers to invite for interviews**

Committee members discussed several factors on which to base their comparisons. They found all proposals submitted by the deadline to be very professional and felt these firms met minimum qualification requirements. No firms were disqualified on this basis.

Moving on to fee comparisons, the committee felt Anderson-Ashton’s proposal appeared most favorable in that it included the cost of architectural services. However, they also realized the proposal did not conform to the original request. They did not wish to reject the other proposals without giving at least a few of the firms the opportunity to submit a secondary fee proposal that includes this cost. This would allow for “apples to apples” fee comparisons- both for construction management services only; and for construction management services combined with architectural services.

Kumbier moved, 2<sup>nd</sup> by Lancour to invite “The Peter Scherrer Group”, “Selzer-Ornst Co. Construction Services”, and “Scherrer Construction Company” to submit a secondary fee proposal that includes the cost of architectural services; and to invite “Anderson-Ashton, Inc.” to submit a secondary fee proposal that is limited to the costs of construction management services only. Motion carried.

The committee further clarified that the secondary fee proposals including architectural services were also to include:

- The name of the architect or architectural team which each firm proposes to utilize;
- The qualifications of this (these) individual(s); and
- Examples of relevant design experience.

**Possible discussion of questions and rating system for interviews and selection of dates**

Novy provided an example of interview questions and a rating system to be utilized for selection of a construction manager. Consensus of the committee was to utilize the example questions and rating system with addition of the following questions:

- Describe how your firm will involve local contractors in the bidding process. (Note: an emphasis is to be made throughout the interview process on the importance of involving local contractors).
- What strategies does your firm employ to insure compliance with safety regulations? What is your track record on this issue?
- What hours will the on-site construction manager keep?

Committee members will submit any other questions they think of for consideration at the next meeting.

Committee members then discussed the scheduling of interviews. They decided to make a final determination of which firms to invite for interviews after reviewing secondary proposals at the February 28<sup>th</sup> meeting.

Novy was instructed to issue a February 21<sup>st</sup> due date for these proposals and to forward them to committee members as soon as possible for adequate review in advance of the next meeting.

Kumbier moved, 2<sup>nd</sup> by Weinkauff to adjourn at 7:50 p.m. Motion carried.

Respectfully submitted,

Betty J. Novy, CMC CMTW  
Clerk-Treasurer