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## **RFP STEERING COMMITTEE MINUTES**

Committee Date: October 13, 2016  
Present: Mayor Pulice, Ald. A. Woods, Ald. T. Catalano

Absent:  
Also Present: City Manager Mermuys, S. Heckler, M. York, E. Cage and K. Chrisse

Meeting Convened at: 6:33 p.m.

### **APPROVAL OF THE MINUTES:**

RFP Steering Committee Meeting – September 1, 2016.

On a motion by Ed Cage, seconded by Alderman T. Catalano, to approve the RFP Steering Committee Meeting Minutes of September 1, 2016, as presented. When the question was put, a voice vote was taken with the following results:

Ayes: Alderman T. Catalano, Alderman A. Woods, Ed Cage & Matt York

Nays: None

Abstain: Stacey Heckler

Whereupon the Mayor declared the motion carried.

### **DISCUSSION:**

The RFP Steering Committee discussed the Request for Proposal (RFP) that was sent out by the City of Wood Dale. The RFP sought proposals from multi-disciplinary and dynamic Consultant teams to lead a community planning effort to create a thoughtful and coordinated Comprehensive Plan that builds upon prior planning efforts and studies, examines relationships and produces a cohesive plan that generates support and will be implemented.

The City received four (4) proposals, the consultants are listed below:

- Houseal Lavigne
- Teska Associates
- The Lakota Group
- Rolf C. Campbell

Each firm that submitted a proposal had the opportunity to present to the RFP Steering Committee for 75 minutes each. During this time, members of the committee had the



opportunity to ask questions and get clarification, if needed, on the proposals submitted by each firm.

The RFP Steering Committee used a variety of factors to help make their decision including but not limited to: who had the most experience with Comprehensive Plan's, who would the City work best with, the price of the proposal and past projects.

On a motion by Alderman A. Woods, seconded by Alderman T. Catalano to recommend TESKA ASSOCIATES as the consultant for the Comprehensive Plan. When the question was put, a voice vote was taken with the following results:

Ayes: Alderman A. Woods, Alderman T. Catalano, Stacey Heckler, Ed Cage & Matt York

Nays: None

Abstain: Jeff Mermuys

Whereupon the Mayor declared the motion carried.

**ADJOURNMENT:**

On a motion by Mayor Pulice, seconded by Matt York to adjourn the RFP Steering Committee Meeting of October 13, 2016. When the question was put, a voice vote was taken with the following results:

Ayes: Alderman T. Catalano, Alderman A. Woods, Mayor Pulice, Ed Cage, Matt York, Jeff Mermuys and Stacey Heckler

Nays: None

Whereupon the Mayor declared the motion carried and the meeting adjourned at 6:57 p.m.