



RFP STEERING COMMITTEE **MINUTES**

Committee Date: December 6, 2018
Present: Mayor Nunzio Pulice
Alderman Art Woods
Absent: Alderman Mike Susmarski
Also Present: Matt York, Public Works Director
Ed Cage, Community Development Director
Kate Buggy, Management Analyst

I. CALL TO ORDER BY MAYOR

Mayor Pulice called the meeting to order at 6:30 p.m.

II. ROLL CALL

Ms. Buggy took roll call.

III. BUSINESS ITEM

A. Approval of Minutes – March 1, 2018

Motion by Alderman Woods to approve the March 1, 2018 RFP Steering Committee Meeting Minutes. Second by Mr. York. Motion carried.

IV. REPORT AND RECOMMENDATION:

A. Discuss the Request for Proposals (RFP) sent out by City of Wood Dale

The City discussed the RFP that was issued on October 29, 2018 for professional engineering services for the Royal Oaks Lift Station Replacement. The City received six proposals in response to the RFP.

B. Review the Proposals

The Committee reviewed and discussed the proposals that were submitted by six firms: Baxter & Woodman, Christopher B. Burke Engineering, Ltd., Clark Dietz, HLR Engineering, HR Green, and Robinson Engineering. Alderman Woods asked whether one of the firms had performed work on the Edgebrook Lift Station, which was the last lift station to be constructed in town. Mr. York reported that Christopher B. Burke Engineering had performed the work on the Edgebrook Lift Station.



C. Recommendation

Motion by Alderman Woods to recommend the award of the Royal Oaks Lift Station Replacement project to Christopher B. Burke Engineering. Second by Mayor Pulice. Motion carried.

V. ADJOURNMENT

Motion by Alderman Woods to adjourn the meeting. Second by Mr. Cage. Motion carried. Mayor Pulice adjourned the meeting at 6:47 p.m.

Minutes taken by Kate Buggy, Management Analyst