

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF AQUATIC FACILITY BOARD ADVISORY COMMITTEE MEETING
JUNE 1, 2011**

The Special Aquatic Facility Board Advisory Committee Meeting of the Board of the Lake Bluff Park District, Lake County, Illinois, was held at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

Present: Commissioners: Considine, McKendry, Douglass

Visitors: Ron Salski (Executive Director)

1. CALL TO ORDER:

Chair Douglass called the meeting to order at 12:30 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:
Commissioners Considine, McKendry, Chair Douglass

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine, and seconded by Commissioner McKendry to approve the agenda of June 1, 2011. **All in Favor.**

4. STATEMENT OF VISITORS:

None

5. NEW BUSINESS

A. Request for Qualifications - Review

1. Process

The goals are establishing costs for five, ten and twenty year repairs and receiving cost estimates for the existing design approved by the Board in 2010.

2. Interviews

Nine companies have submitted RFQ's – Executive Director believes all should be given an opportunity for an interview (1 hour maximum over 2 days).

Executive Director Salski recommends “short listing” three to five firms saving time. If the Board hires two firms, Executive Director Salski recommends consider hiring one structural/forensic engineering firm, one soil boring company, and one pressure testing/camera work. These firms would provide the necessary data for the specific firms.

3. Interview Questions

Next meeting will focus on interview questions. Executive Director Salski and Commissioners will prepare in advance for discussion/review. Executive Director Salski will contact professional firms to assist with questions.

4. Timeline

- Committee Meeting: June 15 1:00pm
- Interviews: June 20-22 from 1:00pm-4:00pm (3 per day/1 hour each)
Committee will create short list after all interviews are conducted.
- RFP's mailed by June 27 with return deadline July 8
- RFP interviews July 18-19
- Board approval August 15
- Final Presentation in October or November.

6. **VERBAL COMMUNICATIONS**

A. Staff - None

7. **ADJOURNMENT**

There being no further business, a motion was made by Commissioner Considine and seconded by Commissioner Douglass to adjourn the meeting at 1:51 p.m. The motion carried by unanimous vote.

Approved this 20th day of June 2011
Board of Commissioners
Lake Bluff Park District