

**Special Board Meeting of the Board of the Trustees of Elk Grove Township  
Elk Grove Township Hall, 2400 S. Arlington Heights Road, Arlington Heights IL  
March 11, 2019**

**MINUTES**

- I. Call to Order: Supervisor Sweeney called the meeting to order at 7:00 p.m.
  
- II. Roll Call: Trustees Satern, Niewiardowski, Ingraffia and Keenley and Supervisor Sweeney – Present. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Township Attorney Jason Tremblay.
  
- III. Public Comment: None
  - A. Presentation of Bid Package. Presentations were made in preparation for the discussion and approval of the bid documents for the remodeling of the Township property located at 600 W. Landmeier Road, Elk Grove Village. The former Elk Grove Village Public Works building is being converted into the new Elk Grove Township offices and Town Hall. The Township’s architect, Mr. Berta (Capital Architects) noted that the back end of the building will remain unchanged and will be partially used by the Highway Department. He also explained that the Township will be taking advantage of a ComEd rebate program for new lighting throughout the building.
  
  - B. Architect Presentation. John Berta, Capital Architects, presented the current plans for demolition, construction, exterior and interior elevations, reflective ceiling, elevations, millwork, doors and frames, and room finishings. Questions were asked about location and construction timing for the Youth Services challenge course and Bike Safety course, the parking configuration, outside lighting, and the Township Hall audio visual package. Mr. Berta noted that the back of the building will remain unchanged and will be partially used by the Highway Department. He also explained that the Township will be taking advantage of a ComEd rebate program that involves the replacement of fluorescent lighting with LED lighting throughout the building.
  
  - C. Design Consultant Presentation. Kedra Pai, Kedra Chalen Design, explained the basic design plan that is being incorporated into the building plans. There will be a consistent neutral color palette with lighter shades in the interior spaces throughout the building. It will be a simple but polished look. Specific design details will be fleshed out at a later date.
  
  - D. Bid Presentation. Township Attorney Jason Tremblay reviewed the bid documents with the Board. He noted that there are five sections: Bid Notice, Instructions and Requirements, Bid Form, Independent Contractor Requirement, and Schematics (to be added later). He said that the bid process would start with the publication of the bid notice on Wednesday, March 13, 2019 and will close at 4:00 p.m. on Monday, April 15, 2019. Bids will be opened by the Board at a Special meeting on April 15<sup>th</sup> at 7:00 p.m. A bid will be approved at the Regular Board

meeting on Monday, April 22<sup>nd</sup>, However, if deemed inadequate, all bids could be rejected and the process restarted. He also noted that the bids will be irrevocable and the contractor must be able to start construction must within two weeks of bid acceptance. Finally, he pointed out that technically the lowest bid should be accepted by the Board but in reality, it should be the lowest reasonable bid. Questions were asked about the bid bond, performance bond and insurance certification.

Supervisor Sweeney, noting there were no further questions, asked for a motion to accept the bid documents as presented. A motion was made by Trustee Satern and seconded by Trustee Ingraffia. *The motion passed on a 5-0 roll call vote*

- IV. Adjourn: There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion was carried by voice vote.* The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'George Busse', written over a faint circular stamp or watermark.

George Busse  
Elk Grove Township Clerk