

## Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

Ph. 847-428-2861 Fax: 847-428-2955

[www.villageofgilberts.com](http://www.villageofgilberts.com)

### VILLAGE BOARD MEETING AGENDA

**Tuesday, February 7, 2023 - 7:00 p.m. - Village Hall Board Room**

In accordance with recent amendments to the Open Meetings Act that authorize remote meeting attendance during the COVID-19 pandemic, the Village President has determined that it is not prudent or practical to conduct an in-person meeting for all members of the Board and the public due to the pandemic. Therefore, some of the Village Board members may attend this meeting by electronic means, in compliance with the amended OMA.

In order to comply with the Governor's executive orders regarding limitations on gatherings and to ensure social distancing, members of the public are encouraged to attend the meeting remotely via video or audio as follows:

Zoom (video and/or audio): <https://us06web.zoom.us/j/87196998065>

Meeting ID: 871 9699 8065

Dial-In (audio): (312) 626-6799

Members of the public can also submit written comments via email at [info@villageofgilberts.com](mailto:info@villageofgilberts.com). Any comments received by 5:00 p.m. on February 7, 2023 will be submitted into the record of the meeting.

#### ORDER OF BUSINESS

##### 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 2. ROLL CALL / ESTABLISH QUORUM

##### 3. PUBLIC COMMENT\*

##### 4. CONSENT AGENDA

A. A Motion to approve Minutes from the January 9, 2023 Special Village Board Meeting

B. A Motion to approve Minutes from the January 17, 2023 Village Board Meeting

C. A Motion to approve Bills & Payroll dated February 7, 2023

D. A Motion to approve Resolution 02-2023, a Resolution Authorizing Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Village Administrator to Approve Contracts with the Lowest Cost Electricity Providers for a Period up to 36 Months

E. A Motion to approve Resolution 03-2023, a Resolution Approving and Making a Determination on Executive Session Meeting Minutes and Verbatim Recordings

##### 5. ITEMS FOR APPROVAL

A. A Motion to approve a Professional Engineering Services Proposal (Task Order) with Robinson Engineering for a Not to Exceed Amount of \$110,700

##### 6. ITEMS FOR DISCUSSION

##### 7. STAFF REPORTS

##### 8. TRUSTEES' REPORTS

##### 9. PRESIDENT'S REPORT

##### 10. EXECUTIVE SESSION

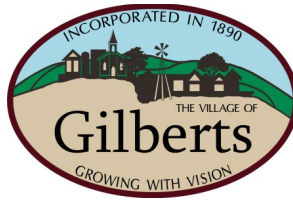
##### 11. ADJOURNMENT

*Posted on February 3, 2023 at:*

*Village of Gilberts, 87 Galligan Road, Gilberts, IL 60136*

**\*Public Comment Policy**

Anyone indicating a desire to speak during Public Comments portion of the Village Board Meeting will be acknowledged by the Village President. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President. If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue. During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting. The Village of Gilberts complies with the Americans Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861". Assistive services will be provided upon request.



**VILLAGE OF GILBERTS  
JOINT MEETING OF THE VILLAGE BOARD AND PLAN COMMISSION  
SPECIAL VILLAGE BOARD MEETING MINUTES  
MONDAY, JANUARY 9, 2023**

**Village Hall: 87 Galligan Road, Gilberts, IL 60136**

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

President Zambetti called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

**2. ROLL CALL / ESTABLISH QUORUM**

Village Clerk Kelly Mastera called roll. Roll call of Village Board members present: Trustees LeClercq, Corbett, Allen, Hacker, and Redfield were present, as was President Zambetti. Trustee Coats was absent from the meeting. Also present in the room were Village Administrator Brian Bourdeau, Management Analyst Riley Lynch, and Village Attorney Kurt Asprooth.

(Clerk Mastera also called roll for the Plan Commission. Commissioners McHone, Page, Del Vecchio, and Lateer were present, as was Chairman Mills. Commissioners Borgardt and Sullivan were absent.)

**3. PUBLIC COMMENT – None.**

**4. ITEMS FOR DISCUSSION**

**A. Presentation of Findings and Preliminary Recommendations on the Village's Comprehensive Planning Process**

Administrator Bourdeau explained how the Village embarked on its Comprehensive Planning Process last year. He said until now it the Steering Committee has been meeting. He explained that this meeting is to go over the draft goals and objectives and hear feedback and ideas from both the Village Board and Plan Commission members. He said this information will form the foundation for the next step of the compilation and drafting of the plan itself. Administrator Bourdeau said the final plan will eventually go before the Plan Commission as part of a public hearing process and then before the Village Board. He then introduced Michael Blue and Carol Brobeck with Teska Associates, Inc.

Mr. Blue gave an overview of what has been accomplished so far in terms of the overall process. He reminded the Board and Commission members that the Comprehensive Plan is meant to look at big picture thinking for policy choices which will impact future actions. Ms. Brobeck stated tonight would be an overview, and more detailed information was sent to the members prior to the meeting. She stated the previous plan was created in 2003.

One member of the public, J. LeClercq, spoke during the presentation.

Mr. Blue and Ms. Brobeck lead the members through their presentation. They discussed finding a balance between the community character of Gilberts and what types of developments they hope to attract. Mr. Blue and Ms. Brobeck helped facilitate a discussion among Board and Commission members about ideas of what constitutes industrial buildings, effects traffic count and lot size can have on attracting businesses, and different housing options.

## 5. ADJOURNMENT

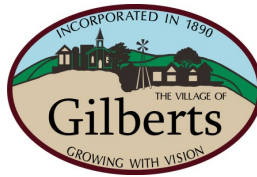
There being no further public business to discuss, a motion to adjourn from the public meeting was made by Trustee LeClercq and seconded by Trustee Redfield at 8:55 p.m. Voice vote carried unanimously, Aye (6). 0-nays, 0-abstained.

(There being no further public business to discuss, a motion to adjourn from the public meeting was made by Commissioner McHone and seconded by Commissioner Lateer at 8:55 p.m. Voice vote carried unanimously, Aye (5). 0-nays, 0-abstained.)

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera  
Village Clerk



**VILLAGE OF GILBERTS  
VILLAGE BOARD MEETING MINUTES  
TUESDAY, JANUARY 17, 2023  
Village Hall: 87 Galligan Road, Gilberts, IL 60136**

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

President Zambetti called the meeting to order at 7:01 p.m. He proceeded to lead those present in the Pledge of Allegiance.

**2. ROLL CALL / ESTABLISH QUORUM**

Village Clerk Kelly Mastera called roll. Roll call of Board members present: Trustees Corbett, Allen, and Redfield were present, as was President Zambetti. Also present were Village Administrator Brian Bourdeau and Finance Director Taunya Fischer. Trustees LeClercq, Hacker, and Coats were absent.

**3. PUBLIC COMMENT – None.**

**4. CONSENT AGENDA**

- A. A Motion to approve Minutes from the January 3, 2023 Village Board Meeting
- B. A Motion to approve Bills & Payroll dated January 17, 2023
- C. A Motion to approve the December 2022 Treasurer's Report

President Zambetti asked if there was anything anyone wanted to remove from the Consent Agenda. No removals were requested.

*A Motion to Approve Consent Agenda items 4.A-C as Presented was made by Trustee Allen and seconded by Trustee Redfield. Roll call vote: Trustees Corbett, Allen, and Redfield voted (3) Aye, 0-nays, 0-abstained. Motion carried.*

- 5. ITEMS FOR APPROVAL – None.**
- 6. ITEMS FOR DISCUSSION – None.**
- 7. STAFF REPORTS – None.**
- 8. TRUSTEES' REPORTS – None.**

Trustee LeClercq entered at 7:03 p.m.

**9. PRESIDENT'S REPORT – None.**

Administrator Bourdeau reminded the Board that the Village is up for the NIMEC renewal which is joint purchasing for electrical for the facilities which are not provided for under a franchise

agreement. He said there will be a preauthorization resolution at an upcoming Board meeting because bids are opened in the morning and have to be accepted by a certain time that specific date. He also said the RFP for the refuse contract will hopefully be on an upcoming agenda in the next few meetings.

**10. EXECUTIVE SESSION - None.**

**11. ADJOURNMENT**

There being no further public business to discuss, a motion to adjourn from the public meeting was made by Trustee Allen and seconded by Trustee Coats at 7:05 p.m. Voice vote carried unanimously, Aye (4). 0-nays, 0-abstained.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera  
Village Clerk

DRAFT

Department: 01 ADMINISTRATIVE

B&B NETWORKS, INC.	COMMUNICATIONS	2,194.96
BENEFIT PLANNING CONSULTANTS,	GROUP HEALTH INS	100.00
CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	490.46
CURRENT TECHNOLOGIES, INC.	CONTRACTUAL SERVICES	77.50
LAW ENFORCEMENT RECORDS MNGRS OF	DUES	40.00
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	20,408.50
TESKA ASSOCIATES INC	VILLAGE PLANNER SERVICES	1,265.00
Total: 01 ADMINISTRATIVE		24,576.42

Department: 02 POLICE

ACTION AUTO WORKS INC	MAINTENANCE VEHICLES	751.27
MENARDS - CARPENTERSVILLE	MAINTENANCE VEHICLES	126.31
SWIFT WASH, LLC	MAINTENANCE VEHICLES	71.00
VERIZON WIRELESS	COMMUNICATIONS	281.08
Total: 02 POLICE		1,229.66

Department: 03 PUBLIC WORKS

AEP ENERGY	STREETLIGHTING	743.66
BARTLETT TREE EXPERTS	MAINTENANCE STREETS	39,230.00
BOBCAT OF ROCKFORD	RENTAL-EQUIPMENT	1,142.67
CENTURY SPRINGS	CONTRACTUAL SERVICES	56.74
COMMONWEALTH EDISON	STREETLIGHTING	123.96
FOX VALLEY SECURITY SYSTEMS	CONTRACTUAL SERVICES	636.00
JQ DESIGN	UNIFORMS	685.50
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	30.96
NAPA AUTO PARTS	GASOLINE	96.20
SARGENTS EQUIPMENT	MAINTENANCE VEHICLES	1,947.12
THE BUG MAN, INC	CONTRACTUAL SERVICES	48.00
Total: 03 PUBLIC WORKS		44,740.81

Department: 04 BUILDING

SAFEBUILT, LLC	BUILDING PERMIT EXPENSE	40,069.08
Total: 04 BUILDING		40,069.08

Department: 06 PARKS

AEP ENERGY	UTILITIES	251.40
VULCAN MATERIALS COMPANY	MAINTENANCE GROUNDS	827.72
Total: 06 PARKS		1,079.12

Department: 10 WATER SYSTEMS

COMMONWEALTH EDISON	UTILITIES	3,461.09
CONSTELLATION NEWENERGY, INC	UTILITIES	5,032.62
CORRPRO COMPANIES, INC.	OUTSIDE SERVICES	1,670.00
FERGUSON WATERWORKS	WATER METERS	16,583.26
ILLINOIS SECTION AWWA	TRAINING EXPENSE	200.00
JQ DESIGN	UNIFORMS	460.90
JULIE INC.	CONTRACTUAL SERVICES	1,487.46
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	136.64
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	107.41
MIDWEST SALT	BRINE HAULING EXPENSES	3,209.70
PACE ANALYTICAL SERVICES	OFFICE SUPPLIES	216.00
PACE ANALYTICAL SERVICES	LABORATORY TESTING	3,096.70
SARGENTS EQUIPMENT	UTILITIES	1,865.72
THIRD MILLENNIUM ASSOCIATES	PRINTING	608.33
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	154.28

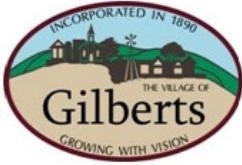
Total: 10 WATER SYSTEMS 38,290.11

Department: 20 WASTEWATER SYSTEMS

ADVANCE AUTO PARTS	CAPITAL EQUIPMENT	19,735.00
CONSTELLATION NEWENERGY, INC	UTILITIES	11,946.29
ILLINOIS SECTION AWWA	TRAINING EXPENSE	200.00
JQ DESIGN	UNIFORMS	460.90
MENARDS - CARPENTERSVILLE	LAB SUPPLIES & EQUIPMENT	3.48
MENARDS - CARPENTERSVILLE	MAINT SUPPLIES-JANITORIAL	15.96
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	8.99
NICOR	UTILITIES	1,787.90
PETROCHOICE HOLDINGS, INC.	GASOLINE	946.05
SAVECO NORTH AMERICA INC	CAPITAL EQUIPMENT	211,888.00
THIRD MILLENNIUM ASSOCIATES	PRINTING	608.33
VIKING CHEMICAL COMPANY	CHEMICALS	1,518.00
Total: 20 WASTEWATER SYSTEMS		249,118.90

\*\*\* GRAND TOTAL \*\*\* 399,104.10



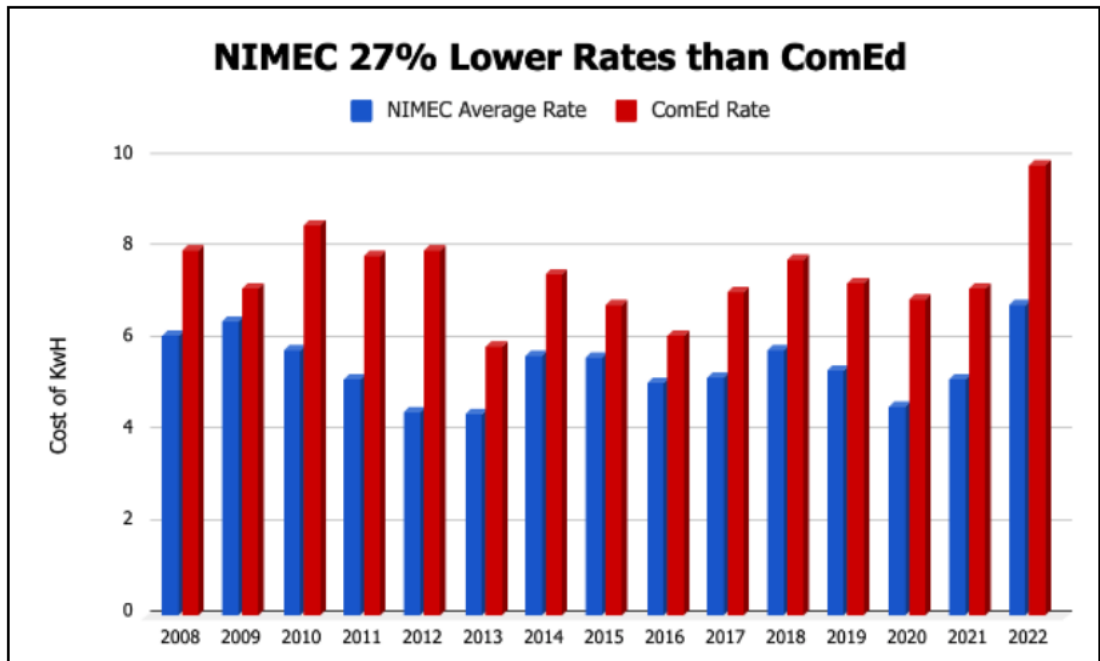


Village of Gilberts  
Village Hall  
87 Galligan Road, Gilberts, Illinois 60136  
Ph. 847-428-2861 Fax: 847-428-2955  
www.villageofgilberts.com

**To:** Village President and Board of Trustees  
**From:** Brian Bourdeau, Village Administrator  
**Date:** February 7, 2023 Village Board Meeting  
**Re:** Item 4.D: Resolution Authorizing Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Village Administrator to Approve Contracts with the Lowest Cost Electricity Provider for a Period up to 36 Months.

The Village currently utilizes the Northern Illinois Municipal Electric Collaborative (NIMEC) as its broker for electric supply for the Village's water and wastewater facilities and street lights. As you may recall, NIMEC manages a buying collaborative, aggregating the collective power of 186 municipal and non-profit organizations, allowing NIMEC to negotiate fixed rates that are lower than what the Village could negotiate on its own. Historically, NIMEC has been able to beat the overall ComEd electrical rate by 27% annually since 2018.

NIMEC solicits bids from various electric suppliers as part of an overall bid. The Village then will receive its own pricing, typically in 12-, 24- and 36-month terms. The Village last participated in a NIMEC bid in 2020.



At this time, only the water and wastewater facilities are being bid. NIMEC will be issuing a separate bid in summer 2023 for streetlight accounts. Bids are scheduled to be opened on March 2, 2023. Pricing within the commodity markets, including electricity, is constantly fluctuating. Therefore, bid pricing is only good for the day it is provided and must be accepted by 4:30 p.m., March 2, 2023. Therefore, it is recommended to delegate authority to the Village Administrator to accept the bid and sign the contract on March 2, 2023. The contract will then be brought forward for ratification by the Village Board at the next regularly scheduled Board meeting following acceptance.

## **VILLAGE OF GILBERTS**

### **RESOLUTION 02-2023**

#### **A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO APPROVE CONTRACTS WITH THE LOWEST COST ELECTRICITY PROVIDERS FOR A PERIOD UP TO 36 MONTHS.**

**WHEREAS**, the Village of Gilberts (“Village”) is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

**WHEREAS**, on January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison; and,

**WHEREAS**, as a result of this deregulation, electricity may be purchased based on market price and Commonwealth Edison, will no longer be the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Commonwealth Edison, and competitive market forces dictating the price of electricity; and,

**WHEREAS**, municipalities across the State now look to enter the market to purchase electric power in order to mitigate some of the economic impact of rising rates, which, on a practical basis, can best be accomplished by using a third party who will serve as a broker for the municipalities and has the knowledge and experience to seek bids from various electricity providers; and,

**WHEREAS**, the Village of Gilberts has selected the Northern Illinois Municipal Electric Cooperative (NIMEC) to serve as the Village’s broker relative to the acquisition of electrical energy due to NIMEC’s municipal experience and the fact that NIMEC is a municipal cooperative which will be aggregating the energy needs of members of the cooperative in order to secure more competitive pricing based in higher volumes than can be provided individually to a single municipality; and,

**WHEREAS**, the Village has been working with NIMEC since 2008, and the Village has enjoyed a good working relationship with NIMEC; and

**WHEREAS**, there is no cost to join NIMEC and no fees will be paid to NIMEC. NIMEC acts as a broker by the supplier. The broker fee is embedded in the price that will be presented to/paid by the Village; and

**WHEREAS**, Commonwealth Edison will no longer offer a fixed energy rate for large or medium sized commercial accounts and would instead charge based on a floating hourly rate and the Village desires to enter the market to secure a fixed rate, up to 36 months in term.

**RESOLUTION 02-2023**

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES** of the Village of Gilberts, Kane County, Illinois as follows:

**Section 1.** The Northern Illinois Municipal Electric Cooperative (NIMEC) has been appointed the Village’s broker for purposes of electricity supply for the operation of the Village’s street lights, signs, water towers, and lift stations.

**Section 2.** The Village Administrator is authorized to discuss and negotiate energy rates directly with suppliers in an effort to secure lower energy costs for the Village.

**Section 3.** That in light of the time constraints and procedures required, applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC, the Village Administrator is hereby authorized to sign the contracts with the most optimal bidder, with the Village President being hereby directed to place said contract on the first available Village Board regular meeting following the execution thereof by the Administrator, for ratification by the Village Board.

**Section 4.** The Village Administrator is authorized to name the Finance Director as the Village’s designee in matters concerning the bid.

**Section 5.** The Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as provided by law.

**PASSED BY VOTE OF THE BOARD OF TRUSTEES** of the Village of Gilberts, Kane County, Illinois, this 7<sup>th</sup> day of February, 2023.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Jeanne Allen	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Lou Hacker	_____	_____	_____	_____
Trustee Brandon Coats	_____	_____	_____	_____
Trustee Justin Redfield	_____	_____	_____	_____
Trustee David LeClercq Sr.	_____	_____	_____	_____
President Guy Zambetti	_____	_____	_____	_____

APPROVED this 7<sup>th</sup> day of February, 2023.

(SEAL)

\_\_\_\_\_  
Guy Zambetti, Village President

ATTEST: \_\_\_\_\_  
Kelly Mastera, Village Clerk

**RESOLUTION NO. 03-2023**

**A RESOLUTION APPROVING AND MAKING A DETERMINATION ON  
EXECUTIVE SESSION MEETING MINUTES AND VERBATIM RECORDINGS**

**WHEREAS**, the Village Board of Trustees of the Village of Gilberts has met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act; and

**WHEREAS**, pursuant to 5 ILCS 120/2.06, the Village Board recently conducted its semi-annual review and approval of executive session meeting minutes and has determined that certain executive session minutes should be released to the public; and

**WHEREAS**, the Village Board has determined that certain executive session minutes not yet released should remain confidential, subject to further review and determination as to their appropriateness for release at a future date; and

**WHEREAS**, the Village Board has further determined that certain verbatim recordings of executive session minutes for meetings that occurred at least 18 months ago and for which minutes have been approved are ready for destruction in accordance with Section 2.06(c) of the Act.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE VILLAGE OF GILBERTS, ILLINOIS AS FOLLOWS:**

**Section 1.** The Village Board has determined that the following approved executive session meeting minutes should now be released to the public:

<b>DATE OF EXECUTIVE SESSION</b>
July 28, 2009
September 1, 2009
May 18, 2010

**Section 2.** The Village Board has determined that the following approved executive session minutes should remain confidential at this time, subject to further review and determination as to their appropriateness for release at a future date:

<b>DATE OF EXECUTIVE SESSION</b>
December 11, 2001
December 17, 2001
January 22, 2002
February 17, 2004
December 21, 2004
November 14, 2006
December 12, 2006
June 23, 2009 (Part 2)
July 14, 2009 (Part 2)

**Section 3.** The Village Board approves the content of the following executive session minutes, which minutes will be scheduled for a future Board meeting to determine whether to release to the public or be kept confidential:

DATE OF EXECUTIVE SESSION
September 6, 2022
October 4, 2022
November 15, 2022

**Section 4.** The Village Board has determined that the verbatim recordings of executive session meetings that occurred at least 18 months ago and for which minutes have been approved are ready for destruction, and hereby directs the Village Clerk or designee to destroy these recordings without further action or approval by the Board:

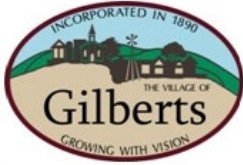
**Section 5.** This Resolution shall take full force and effect upon its passage and approval as provided by law.

ADOPTED THIS 7<sup>TH</sup> DAY OF FEBRUARY, 2023.

\_\_\_\_\_  
Guy Zambetti, Village President

ATTEST:

\_\_\_\_\_  
Kelly Mastera, Village Clerk



## Village of Gilberts

Village Hall  
87 Galligan Road, Gilberts, Illinois 60136  
Ph. 847-428-2861 Fax: 847-428-2955  
www.villageofgilberts.com

**To:** President Zambetti and Board of Trustees  
**From:** Riley Lynch, Management Analyst  
**CC:** Brian Bourdeau, Village Administrator  
**Date:** February 7, 2023 Village Board Meeting  
**Re:** Item 5.A: Approval of a Professional Engineering Services Proposal with Robinson Engineering for Preparation of an RFP for the Construction of Conservancy Public Park Number One in a not to exceed amount of \$110,700.

---

### Background:

On December 15<sup>th</sup> 2020, the Board passed Ordinance 21-2020 approving the Final Plat of Subdivision for Neighborhood 2B-1 of the Conservancy Development. This approval included a dedication of approximately 6.5 acres of parkland to the village to be used as a public park. This area is located at the south-west corner of the development, north of Freeman Road and in-between a Union Pacific railway to the west and Brielle Boulevard to the East. (PIN: 02-11-376-001)

On June 15, 2021 the Village Board held an initial discussion regarding proposed amenities for this park area which was continued at the July 6, 2021 meeting. From these discussions, the Board came to the consensus that that the park should have a pavilion, bocce ball court, bike paths, off street parking, and tennis courts that can be converted into pickleball courts. To the right is a rough sketch the Board reviewed at these discussion meetings. Note that from these discussions, the location of the off-street parking on this sketch will be moved closer to the curve on Brielle so that it is in-between the pavilion and tennis courts.

With the townhome construction and future public improvements nearing substantial completion in the Neighborhood, the Village is ready to proceed with design and construction of the park. As such, staff sought a quote from the Village's engineering firm, Robinson Engineering, to assist with professional design and engineering oversight of the park project.



### The Proposal:

The attached proposal from Robinson encompasses professional engineering, landscape architectural design, and project management services over the next few months until the park is completed. Their proposed work is split up into 5 different tasks: (1) Data Collection and Research, (2) Preliminary Design Services, (3) Final Design Services, (4) Bidding and Negotiation Services,

February 7, 2023, Village Board Meeting  
Approval of a Professional Engineering Services Proposal with Robinson Engineering for  
Preparation of an RFP for the Construction of Conservancy Public Park Number One. 2

and (5) Construction Phase Services. With this task order, Robinson will be the project lead, but working with staff throughout, from the beginning phases of producing design renderings and proposal preparation, awarding the bid and construction oversight, to the final completion of the park and amenities.

**Conclusion:**

To provide the engineering, architectural, and project management services necessary to complete this park project, staff recommends approval of this task order with Robinson Engineering for a not to exceed amount of \$110,700.

**Attachments:**

*Exhibit 1:* Proposal for Professional Engineering Services from Robinson Engineering Concerning Public Park #1 of the Conservancy Neighborhood.



Jonathon Zabrocki, PE, LEED-AP (BD+C), CFM, CPESC  
President  
Cell: (708) 932-8244  
Email: [jzabrocki@reltd.com](mailto:jzabrocki@reltd.com)

February 2, 2023

Riley Lynch, Management Analyst  
Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136

**RE: Proposal for Professional Engineering Services  
Village Park  
Conservancy Neighborhood  
Gilberts, Illinois**

Dear Mr. Lynch:

Robinson Engineering, Ltd. (REL) is pleased to present this proposal to perform professional engineering services to construct a Village Park at the northwest corner of Freeman Road and Brielle Boulevard in Gilberts, Illinois. We have partnered with Hitchcock Design and Geocon Professional Services to complement our services and to bring the highest quality of expertise for this project. Included in this proposal is an Overview of the Project, discussion of the proposed Scope of Services, Schedule, and Estimated Fee. Our Standard Terms and Conditions are also enclosed and should be considered as an integral part of this proposal.

## 1. PROJECT OVERVIEW

The proposed Village Park is approximately 6.5 acres and located in the southwest corner of neighborhood 2b of the Conservancy subdivision. The park shall include: a pavilion, Bocce ball area, portable restroom pad, a parking area, four (4) multi-use tennis courts (4 – pickleball courts), an 8' wide asphalt path approximately 1,800' in length, electrical supply, lighting options, accommodations for future site furniture, and low maintenance, natural prairie landscaping throughout. Wetlands and floodplain areas will be avoided

## 2. SCOPE OF SERVICES

Per discussions with the Village, Robinson Engineering proposes following tasks to be part of the project.

- Task 1. Data Collection and Research (lead: Robinson, secondary: Geocon)**
- a. Perform a topographical and boundary survey of the project site.



- b. Perform 6 soil borings to provide structural basis of designs: 2 in pavilion, 1 in parking, 1 in tennis courts, 2 along asphalt path. (Geocon)
- c. Research existing subdivision design engineering plans or as-built grading plans (to be provided by the Village of Gilberts)

**Task 2. Preliminary Design Services (lead: Robinson, secondary: Hitchcock)**

- a. Meeting #1: In-person, Kick-off and Programming Workshop (Village, Robinson, Hitchcock)
- b. Schematic/Concept Design of all park facilities
- c. Preliminary Construction Cost Opinion
- d. Manufacturer coordination for competitively shopped items (pavilion, etc.)
- e. Meeting #2: Virtual, Schematic Review Meeting of 75% concept plans.

**Task 3. Final Design Services (lead: Robinson, secondary: Hitchcock)**

- a. Finalize geometric, grading, utility, electrical, landscaping design and plans for:
  - i. Parking spaces
  - ii. Walkways/Trails/Plazas
  - iii. Pavilion
  - iv. Bocce Court
  - v. Tennis Courts
  - vi. Landscape improvements
  - vii. Other items determined by the process.
- b. Construction Details
- c. Technical Specifications
- d. Update Construction Cost Opinion
- e. Meetings #3 & #4: Virtual, Review Design Documents at 50% and 100% completion.
- f. QA/QC Reviews.

**Task 4. Bidding and Negotiation Services (lead: Hitchcock, secondary: Robinson)**

- a. Place bidding documents in Online Digital Plan Room for bidding distribution.
- b. Prepare Legal Notice for Village to publicize
- c. Answer Questions and issue Addendums, when appropriate, to bidders regarding changes or clarifications of the Contract Documents.
- d. Meeting #5: Host Virtual Bid Opening and record results
- e. Prepare Bid Tabulation
- f. Prepare reference checks of apparent low bidder's references.
- g. Issue Bid Results Summary Letter

**Task 5. Construction Phase Services (lead: Hitchcock, secondary: Robinson)**

- a. Construction Administration until final acceptance or 60 days after substantial completion:
  - i. Help prepare Owner/Contractor Agreement.
  - ii. Construction Meeting #1: In-person, Pre-Construction Meeting
  - iii. Respond to RFIs when requested by Village or Contractor.

- iv. Prepare recommendations for Construction Change Orders
- v. Review Submittals and Shop Drawings
- vi. Review Testing Procedures by independent testing services.
- vii. Payment Recommendations.
- b. Construction Observation
  - i. Construction Meetings #2-#7, In-person, six progress meetings with Village and Contractor to become familiarized with progress and quality of Contractor's work, and to determine if work is proceeding in general conformance with the Contract Documents.
  - ii. Prepare Field Reports
- c. Contract Close-out
  - i. Construction Meeting #8: In-person, Site walk through and preparation of Punch List.
  - ii. Review Contract Close-out Submittals
  - iii. Construction Meeting #9: In-person, one site visit to verify completion of punch list items and establish Final Acceptance.
  - iv. Prepare Final Payment Recommendations.

### 3. PROJECT SCHEDULE

Surveys and soils boring will begin immediately following Notice to Proceed and will take 30 days. Preliminary and final design will take 120 days after surveys are complete. We anticipate Bid Documents available to contractors by June 1, 2023, Bid Opening by June 30, 2023.

### 4. ENGINEERING FEES

In accordance with our understanding and experience on similar projects, we've estimated the time associated with performing the tasks identified in the Scope of Services. We propose to perform these services for a Lump Sum fee of \$110,700. This fee will not be exceeded without prior authorization.

The estimated fee is based on the Scope of Services outlined above and our design experience. **The estimated fee does not include permit fees, construction testing services, drain tile investigation, wetland or floodplain services.** REL will not exceed the estimated fee without prior authorization.

### 5. STANDARD TERMS AND CONDITIONS

A copy of our firm's Standard Terms and Conditions are attached hereto and incorporated herein into this proposal. We will commence work immediately upon your authorization to proceed.

Please indicate your acceptance of this proposal by signing both copies and returning one to my attention and retaining the other for your records. Feel free to call or email me with any questions regarding this proposal or if any additional information is needed. We again thank you for the opportunity to submit this proposal for your consideration and look forward to working with you on this important project.

Very truly yours,

**ROBINSON ENGINEERING, LTD.**

*Jonathon Zabrocki*

Jonathon Zabrocki, PE, LEED-AP (BD+C), CFM, CPESC  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name, Title

