



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
Special Board Meeting #885
Minutes
Tuesday, December 23, 2014
7:45 a.m.

Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

PRESENT:

Gary Marzorati, Board of Trustees, Chairman
Michael Wilcop – Board of Trustees, Secretary/Treasurer

STAFF:

Rick McVinnie – Executive Director
Jim Johnson – Project Manager
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist

CALL TO ORDER: The Board Chairman called the meeting to order at 7:45 a.m.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for Tuesday, December 23, 2014. The motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

- (a) Award a design-build contract for new office space at the East Side Transfer Center
The Project Manager stated the ESTC has unfinished space with the purpose to get a tenant to build out. He noted since there was no interest, RMTD decided to put offices in that space for future use. He stated he had received interest from an outside party in leasing the office space for the short-term. To be most efficient in regard to both time and cost, this project will be handled in a design-build fashion to include design and construction. He stated RMTD received six (6) proposals but one company did not send a bid bond which then left RMTD with only five (5) firms to evaluate. He noted that evaluation was not based on price alone but completion time; working with government entities and familiarity with the design-build process. He

stated the firm that scored the highest was Sjostrom and Sons and the substantial competition date is scheduled for March 17, 2015. The Project Manager stated he is looking for Board approval to award a design build contract for new office space at the ESTC to Sjostrom & Sons in the amount of \$292,700.00. The Board Chairman asked for and received a motion to award a design build contract for new office space at the East Side Transfer Center to Sjostrom & Sons in the amount of \$292,700.00. With no further discussion, the motion was seconded and passed.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 7:52 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Erin Jenkins". The signature is written in black ink and is positioned above a horizontal line.

Erin Jenkins
Administrative Assistant and Meeting Secretary
Rockford Mass Transit District