

**GLENBARD WASTEWATER AUTHORITY**

**Executive Oversight Committee**

**Agenda**

**Thursday, July 14, 2011**

**8:00 A.M.**

**Meeting will be held at the Glenbard Wastewater Plant  
21 W 551 Bemis Rd, Glen Ellyn, IL**

1. Call to Order
2. Roll Call
3. Public Comment
4. Consent Agenda

4.1 Minutes from the May 19, 2011 EOC Meeting

4.2 Vouchers previously reviewed by Trustee Hartweg

4.3 Unox Pipe Gallery Design and Bidding Services Award

GWA has requested Baxter and Woodman to propose on the design and bidding services for the Unox Inlet Channel Pipe Gallery Rehabilitation. It was a pleasure to bring Mr. Charles A. Brunner P.E., S.E. Baxter and Woodman Structural Department Manager out to the site to review what the rehabilitation plans for the unox inlet pipe gallery consist of. This is the first project that Baxter Woodman has engineered for the Glenbard Wastewater Authority and all indications are positive moving forward.

**Motion EOC to award a contract to Baxter Woodman for the budgeted Design and Bidding Services for the Unox Inlet Pipe Gallery for the Not to Exceed Amount of \$21,645 invoiced to Glenbard Wastewater Treatment Facility Infrastructure account 40-580140.**

5. Asset Analysis and Funding Alternative Study Contract Award

The RFQ/RFP for the Asset Analysis and Alternative Funding Study was sent to eight consulting firms, of the eight firms four returned proposals for review by the selection committee. The four firms that submitted the proposal for the study were as follows:

- Baxter Woodman
- Malcolm Pirnie
- Trotter Associates
- MWH

The reviewers were not identified to the consulting firms nor were there reviews identified by name, only by reviewer number. After the reviews and comments were collected the scores were tabulated. Once a winner was determined by the highest weighted score the proposal cost was opened. The consulting firm that has been selected to conduct the Asset Analysis and Alternative Funding Study is Baxter Woodman of Crystal Lake, IL. The reviews and tabulated scores, the proposal, proposal cost, and the itemized list of services and associated costs are attached for your review. I have reviewed the content of the proposal cost and find the fees to be acceptable. The schedule outlined within the proposal aligns with what the EOC and GWA needed to accomplish, which was to have the study completed before or during the period when the budget work was to begin.

Baxter Woodman will have one of the project consultants present at the EOC meeting to answer any questions or concerns the EOC may have before the study begins.

**Motion to award a contract to Baxter Woodman of Crystal Lake, IL for the budgeted Engineering Services for the Asset Analysis and Alternative Funding Study for the Not to Exceed Amount of \$38,500 invoiced to Glenbard Wastewater Treatment Facility account 40-580610.**

6. Other Business

- 6.1 East Branch Biological Assessment – **No Action**
- 6.2 Anaerobic Digester Project Mediation – **No Action**
- 6.3 N56 Emergency Sewer Repair – **No Action**

7. **Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, August 11, 2011 at 8:00 a.m. at the Glenbard Plant.**