MEETING OF THE LIBRARY AND COMMUNITY CENTER PROJECT
REQUEST FOR PROPOSAL COMMITTEE
Monday, June 13, 2011

12:30 p.m. – 6th Floor Conference Room – City Hall

Chair LaFontaine called the meeting to order at 12:34 p.m.

Attendance: Dave LaFontaine, Steve Barg, Jason Angell, Keith Strey, Russ Stauber and Lori Belongia.

Excused: Dan Knoeck

Barg moves and Stauber seconds a motion to approve the minutes of the April 25, 2011 meeting.

There was general discussion of the ten RFP responses received on June 10, 2011by 3:00 p.m. All members of the committee now have a set of proposals to review.

Interview questions suggested by the Design & Architecture subcommittee were reviewed, considered, edited and augmented. A draft list incorporating the recommended changes will be shared with the committee in preparation for their next meeting where the set of questions will be finalized.

Strey moves and Angell seconds a motion setting June 20, 2011 as the date to finalize the interview questions, June 22, 2011 as the date to select firms for interviews and June 30, 2011 as the date for interviews with the firms with June 29, 2011 held in reserve, in case an additional date for interviews is required. All ayes, motion carried.

Consensus is to hold interviews in the Common Council Chambers and to ask Marshfield Cable Access Television to record them for future broadcast to keep the process as transparent as possible. A laptop and the projection unit will be made available to the firms.

Stauber moves and Barg seconds a motion to adjourn at 1:37 p.m.

Respectfully submitted,

Lori Belongia