

**MEETING OF THE LIBRARY AND SENIOR COMMUNITY CENTER PROJECT
REQUEST FOR PROPOSAL COMMITTEE
Wednesday, March 2, 2011**

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

Stauber nominates LaFontaine as Chair of the committee, Angell seconds, All Ayes, Motion Carried.

LaFontaine called the meeting to order at 12:36 p.m. Belongia agreed to take minutes.

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

There was general discussion of advantages of using an RFQ (Request for Qualifications) to assure that the RFP respondents have the desired experience and expertise for the project. This step will make the RFP review process more efficient.

Angell moved, Stauber seconds a motion to issue an RFQ as a first step in the process. All Ayes, Motion Carried.

The RFQ will be broadly distributed via email and refer firms to the City's website for the full RFQ. The RFQ will request that responses be limited to 10 pages each with a listing of five references, up to five relevant sample projects and no more than two photos of each project. Firms would be given 3 weeks to reply to the RFQ. Angell, Knoeck & Belongia will work on the RFQ for review at the next meeting. The RFQs will be used to determine which firms will be solicited in the RFP (Request for Proposal) process.

Dan Knoeck walked the group through the component parts of a sample RFP. The committee wants the RFP to

- embrace a phased approach to the projects , with distinct decision making milestones
- detail the extent of available space for the projects
- note concerns about convenient parking
- express the desire for (but not lock us into) the same firm for drawings and construction for the Library & Senior Center projects
- include the cost for schematic alternatives
- establish that the City has ownership of any plans and drawings
- ask for information about the firm's experience collaborating with a construction manager, city staff and community committees in the design process
- state a preference to work with local firms/contractors

Stauber moves, Strey seconds to set the next meeting date as March 17, 2011 at 12:30 p.m. in the 6th Floor Conference Room – City Hall. All Ayes. Motion Carried.

Seeing no other business to come before the committee the meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Lori Belongia