MEETING OF THE LIBRARY AND SENIOR COMMUNITY CENTER PROJECT REQUEST FOR PROPOSAL COMMITTEE Monday, April 25, 2011

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

City Administrator, Barg called the meeting to order at 12:35 p.m.

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

Excused: Dave LaFontaine

Angell moves and Stauber seconds a motion to approve the minutes of the April 18, 2011 meeting. All ayes, motion carried.

The group reviewed the rankings of each committee member for each of the 24 firms submitting valid qualification submissions. (One submission didn't meet the RFQ specifications) The combined scores were then used to determine the top ten firms to receive the RFP.

Stauber moves and Strey seconds a motion to send RFPs(Request for Proposal) to the ten top firms after approval by the Board of Public Works and the Common Council. All ayes, motion carried.

LIST OF TOP 10 FIRMS - Alphabetical

Bray Architects, Inc
Design Unlimited
Dewberry
Durant Architects
Engberg Anderson
HGA Architects
HSR Associates
OPN Architects
Plunket Raysich Architects
Zimmerman Architectural Studio

Strey moves and Knoeck seconds a motion to add a requirement to have the **Architectural Service Fee Schedule** delivered in a separate sealed envelope within the RFP submissions, to encourage proposal considerations free of economic influence. The motion also included the addition of the "Library Board" to sections 4.1 and 4.2.1 of the RFP.

It was determined that no meeting was required for May 2, 1011. The RFP Committee will not reconvene until after the RFPs are submitted, unless necessary.

Knoeck moves and Belongia seconds a motion to adjourn at 1:20 p.m.

Respectfully submitted,