

MINUTES
WAUKESHA PUBLIC LIBRARY BOARD
Building Committee Meeting
Thursday, March 14, 2019 4:00 PM
Library Board Room

DRAFT

Members Present: Trustees C. Deatrick, M. Ryan, and E. Helgestad

Members Absent:

Others Present: Library Director B. Gay, Head of Operations J. LaPaz, and Special Projects Coordinator J. Quinlan

The meeting was called the meeting to order at 4:00 p.m. by Trustee Helgestad.

1. Approval of the minutes for March 31, 2016

Trustee Deatrick moved to approve the minutes for March 31, 2016 as presented. Trustee Ryan seconded; motion carried unanimously.

2. Discussion/recommendation regarding first floor renovation-RFP responses

Library Director Gay reviewed his memo to the Building Committee regarding the Request for Proposal for the predesign and funding study for the Library's first floor. The RFP was sent to three architectural firms: Engberg Anderson, FEH Design, and HGA (Hammel, Green and Abrahamson). The RFP was also available online. Three proposals were received by the deadline of March 8. Library Director Gay responded to questions submitted by the firms on March 4. Six evaluators reviewed and ranked the proposals: City Engineer Katie Jelacic, Alderman and Library Board Trustee Erik Helgestad, Library Director Bruce Gay, and Library Managers John Klima, Kori Hall, and Jim LaPaz. The proposals were all very good and were ranked on a 100-point scale based on experience, qualifications, project approach and cost.

Trustee Helgestad commented that all the firms took a similar approach to how they would proceed. Trustee Deatrick questioned the variations of the total charges in the proposals and what was included for those costs. Library Director Gay responded that the proposals are only for a predesign study and cost estimate; the proposals will not include detailed final stage designs. Trustee Ryan inquired if the Library would receive anything extra for the additional \$30,000 in the HGA. proposal. Trustee Helgestad said that there was not much difference between the proposals and deliverables. Trustee Deatrick commented that Engberg Anderson had completed a previous study for \$13,000, so their proposal for \$14,000 is very similar cost wise to FEH Design's total. Library Director Gay made it clear that the proposals did not include any changes to the Circulation workroom, the Teen Zone or the lobby on the first floor. Trustee Ryan asked if the renovation plans would include new meeting space. Director Gay said that the redesign is to improve the function and flow of the first floor and that one of the main goals is to add additional meeting space. He does not foresee enlarging the current meeting room. Library Director Gay said that the reviewers were unanimous in their decision to recommend that Engberg Anderson be awarded the contract.

The next steps will be competing a feasibility study garnering support from private funding sources before going to the City to ask for capital funds. Director Gay's goal is to start the project next year. **Trustee Deatrick moved to recommend that the contract for predesign and cost study be awarded to Engberg Anderson at a cost of \$14,000. Trustee Helgestad seconded, motion carried unanimously.**

3. Adjournment

Absent any objections, the meeting adjourned at 4:11 p.m.

J. Quinlan, Recorder