

**Midlothian Public Library Board of Trustees
Building Committee
Minutes
October 3, 2018**

Present: Louis Ceja, Committee Chair
Jackie Murawski, Committee Member
Ruth Becker, Board President
Jennie Cottrill, Library Director
Dan Eallonardo, Independent Construction Services, Consultant

Mr. Ceja called the meeting to order at 5:06 PM.

Presentation by Mr. Eallonardo:

Mr. Eallonardo recommended that the evaluation form provided by the library's attorney be used at the interview stage rather than at the point of selecting firms to interview. Due to the wide differences between the firms and their presentation of qualifications, assigning a numerical value would be very difficult for non-experts at this point.

Mr. Eallonardo articulated his view of the library's priorities in selection of a design firm:

1. Local presence
2. Architectural background (very important at this stage because much forensic work has already been done)
3. Forensic background (less important at this stage because much forensic work has already been done)
4. Experience with libraries
5. A well-qualified team
6. Ability to estimate (for early budgeting purposes)
7. A good approach to the job
8. Match between the firm's qualities and the needs of the job

Based on these priorities, Mr. Eallonardo explained that he would not recommend the following firms:

- **JMA:** This firm is also a construction manager. In construction projects it is desirable to have a clear division between the architect and construction manager; not having such a division presents a potential conflict of interest.
- **KDent:** This firm is not local. They have strong forensic but little to no architectural experience. Their role in the project is not clearly defined by the RFQ response.
- **BTC:** This firm is forensic, not architectural. Their fee will be higher than those of other firms. They do not do estimating.
- **Wiss, Janney, Elstner Associates:** This firm is forensically strong but architecturally weak. The team recommended is not very experienced, which suggests that this firm is not giving this project its most serious attention.
- **Studio GC:** This firm is architecturally strong but forensically weak. They specialize in new construction rather than fixes to existing buildings

Based on the above priorities, Mr. Eallonardo explained that he would recommend the following firms:

- **Raths, Raths & Johnson:** Good combination of forensic and architectural components. The team proposed is good. In comparison to the other two recommended firms, their approach is less well described, and less architectural experience is evident.
- **Engberg Anderson:** Architecturally and forensically strong. National company but with a local Chicago office. Well described approach. Strong ability to estimate.
- **Kluber:** Architecturally and forensically strong. Exclusively local company. Well described approach. Strong ability to estimate. Did similar work in an evaluation of La Grange Park PL, whose building was designed by the same architect as ours.

Committee Recommendations:

Conclusions drawn independently by all three Board members prior to coming to the meeting coincided heavily with Mr. Eallonardo's recommendations. Therefore, the Committee recommends that Raths, Raths, & Johnson, Engberg Anderson, and Kluber be invited to the November 20, 2018 meeting of the Board of Trustees to make presentations and field questions from the Board.

The Committee recommends the following parameters be set for the firm interviews on November 20:

- That the meeting begin at 6:00 PM instead of 7:00.
- That firms be limited to 30 minutes for presentation, with 15 minutes allotted for questions from the Board.
- That PowerPoint be allowed for presentations and the library provide a projector and laptop for this purpose.
- That discussion and ranking of all firms take place immediately following the conclusion of all presentations on November 20.

The evaluation form provided by the library's attorney and edited by Mr. Eallonardo will be provided in the Board packet. At the October 16 meeting, the Board will be asked to assign weights to each of the categories. This form will then be used for all Board members to rank firms interviewed at the November 20 meeting.

The meeting was adjourned at 5:50 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jennifer Cottrill". The signature is written in a cursive, flowing style.

Jennifer Cottrill,
Library Director