

**Deerfield Public Library Board of Trustees  
Construction Oversight Committee Minutes  
March 28, 2011**

The meeting was called to order at 7:02 p.m.

Present: Board committee members: Michael Goldberg and Jeff Rivlin, Staff: Library Director Mary Pergander, Business Manager Carol Dolin.

Absent: Ron Simon

The present committee members discussed and rejected the need for a committee chair. If at some point in the future the need becomes apparent, a chair will be appointed at that time.

Ms. Pergander reviewed the submissions for Owner's Representative. There were 13 submissions, of which seven met all of the requirements as they were strictly construed, five had minor omissions or did something different than what was requested to meet a requirement, and one submitted pricing information, which automatically disqualified them.

The committee members had reviewed and scored the seven submissions that met all of the requirements. Mr. Simon delivered his results to Ms. Pergander prior to the meeting. Ms. Pergander reviewed and scored the twelve qualified submissions. Each committee member and Ms. Pergander reported on their top scoring three to five submissions. Of these, five submissions were identified as potential candidates. These five will be invited to be interviewed by the Board on Thursday, April 7 between 6:30 and 9:15 p.m. or Saturday, April 9 between 9:30 a.m. and 2:00 p.m.

Presentations by the firms of 15 to 20 minutes will be followed by a question and answer period of approximately 20 to 25 minutes. A separate meeting room will be available for the Board to continue discussion for approximately 15 minutes following each interview while the next firm sets up. Each firm will be asked three or four general questions in addition to questions specifically about the firm's submission or project approach. Ms. Pergander will collect and organize suggested questions from Board members in advance of the interviews. Ms. Pergander will also begin checking references before the interviews begin.

The Committee will meet again on Tuesday, April 12 to formulate a recommendation to the full Board at the April 20 Board Meeting.

The meeting adjourned at 7:52 p.m.