

**Deerfield Public Library Board of Trustees
Construction Oversight Committee Meeting Minutes
April 7, 2011 and April 9, 2011**

The Construction Oversight Committee met on of April 7, 2011 at 6:30 p.m. and April 9, 2011 at 9:30 a.m. to interview five finalists in the search for Owner's Representation services. April 7 attendees: Library Board President Ken Abosch. Construction Oversight Committee Members Mike Goldberg, Jeff Rivlin, and Ron Simon. Staff: Library Director Mary Pergander and Business Manager Carol Dolin. April 9 attendees: Library Board President Ken Abosch. Construction Oversight Committee Members Jeff Rivlin and Ron Simon. Staff: Library Director Mary Pergander and Business Manager Carol Dolin.

April 7 interviews:

1. AT Group
2. Owner Services Group

April 9 interviews:

1. Independent Contractor Services
2. Morris Wade
3. Featherstone Associates

Primary considerations in making the final selection include:

1. Evidence of preparation for the interview
2. Clarity in presenting the firm's approach to performing the services
 1. Understanding of the desired scope of services
 2. Demonstrated experience with
 - a. Commission approval process
 - b. Similar library projects
 - c. Selecting, preparing, and coordinating the move to and from a temporary space
 - d. Post-construction project completion
 3. Quality of references
 4. Communication/management style and how well it fits with the existing Library team.

Two firms were selected as best meeting the criteria. Ms. Pergander will continue to check references and report back to the Committee. The Committee will meet on Tuesday, April 12 at 6:30 p.m. to formulate a recommendation to the full Board for the April Board Meeting.

The meeting adjourned at 9:15 p.m.