

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL COMMITTEE MEETING MINUTES
February 20, 2019**

1. ROLL CALL & CALL TO ORDER

Secretary Maureen Wener called the meeting to order at 6:32 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Committee: Maureen Wener – Secretary, Seth Schriftman, Mike Goldberg, Luisa Ellenbogen and Kyle Stone.

Tiffany Nash – Product Architect and Design

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE

None.

3. NEW BUSINESS

A. Review & Discussion of CM Qualifications (ACTION)

The Special Committee reviewed and discussed the Construction Management Qualifications received. The Library received five qualified applicants. The general information about the company, as well as their suggested approach was emailed to the committee. Ms. Amy Falasz-Peterson showed the Board Members the packets the Library received. Ms. Tiffany Nash said she had received 12 inquiries about the project. Several of them had conflicts on the project size or timing. Ms. Nash spoke to her experience with each of the companies that submitted proposals. The following companies submitted proposals: Shales McNutt Construction, Pacific Construction Services, W. B. Olson, Leopardo and Boller.

Mr. Seth Schriftman commented on the first two and said they seem to be the most Deerfield-centric. He liked how they emphasized important things like do not disturb the library operations. Also, sticking close to the timeline and budget.

Ms. Maureen Wener started the review of the Interview Questions. The Special Committee reviewed the questions included and discussed questions to add.

Ms. Luisa Ellenbogen asked are we going to meet the person will be in charge and suggested to bring in the proposed Superintendent. The Board will express not to switch that person out. Staff will add language to Question 1 under Project Team/Experience.

Mr. Mike Goldberg discussed the experience with our last Construction Manager during the 2013 renovation project.

Mr. Kyle Stone and Ms. Wener suggested adding a question on have you done a similar in scope job. Staff will add an additional question under Project Team/Experience.

Mr. Goldberg suggested adding a final question. Why should we hire you?

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Ms. Wener discussed the importance of discussing what other jobs are you doing that will affect our project. Staff will add language to Question 3 under Project Team/Experience.

Ms. Wener recommended adding two questions under Construction Process. What does clean up look like every day on site and how do you deal with warranty issues post construction?

Mr. Goldberg recommended adding one question under Cost Estimating. How do you handle payment for services?

Ms. Ellenbogen asked to reword question 1 under Cost Estimating. What is your experience cost estimating the library renovations?

Ms. Nash indicated that this would be a way to establish a relationship for smaller projects in the future and suggested adding a question about warranty. Ms. Nash discussed how Product Architecture & Design and the Construction Manager are equal partners. They will decide how many formal meetings to have.

The Special Committee confirmed that March 6 at 6 pm would be the Special Meeting for interviews. Ms. Falasz-Peterson will email the sub-committee the full list of updated interview questions.

MOTION: Mr. Goldberg made a motion to interview Shales McNutt, Pacific and W.B. Olson for Construction Manager Services, seconded by Mr. Stone.

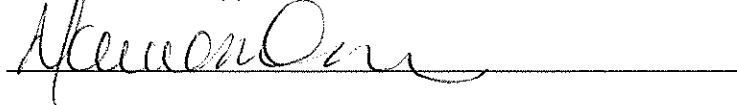
Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.
The motion was approved.

4. OTHER

5. ADJOURNMENT

At 7:25 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Ms. Ellenbogen.

Vote: 4 Yes – Maureen Wener, Mike Goldberg, Luisa Ellenbogen, Kyle Stone.
The motion was approved.

A handwritten signature in black ink, appearing to read 'Maureen Wener', is written over a horizontal line.

Maureen Wener, Secretary