

Board of Trustees Special Meeting Minutes

Thursday, December 1, 2022 @ 7:00 pm at the Conrad Public Library

The mission of the Conrad Public Library is to provide services, spaces, and experiences that encourage literacy, inspire curiosity, and strengthen community.

0. Attendance

Board: Glenda McKeone, Pat Heinen, Anna Pollard, Lida Holst [Helen Bingaman absent]
Ex-Officio: Tiffany Christensen [Jamie Miller absent]
Staff: none
Guests: City Council Alderman David Cates [Ruth Fladstol absent]
Public: none

1. Call to Order

Board Chair Glenda McKeone called the special meeting to order @ 7:05 pm to open the submissions regarding the Request for Proposals (qualifications) for the Preparation of Preliminary Architectural Report and Final Construction Design and Inspection for the Conrad Public Library.

- Advertisement Date: November 3, 2022 (Independent-Observer)
- Due Date: December 1, 2022, 7:00 pm

2. The Conrad Public Library received proposals from the following firms:

- Nelson Architects
- Slate Architecture
- LSW Architects

3. Proposals were opened in the order of receipt.

- The qualifications and unique offerings of each firm were reviewed
- Selection criteria as presented in the RFP were discussed in detail
- The ratings (as decided by the group as a whole) resulted in a tie

4. Acceptance of proposal for PAR - TABLED

- Tiffany will research and determine a final date for proposal acceptance.

5. Adjourn

- Glenda adjourned the meeting @ 9:14 pm.

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Respectfully submitted by:

Tiffany Christensen, Secretary to the Board

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ADDENDUM

1. Tiffany emailed the selection committee on Monday, December 5, 2022.
 - Members were asked to create their own individual ratings for each firm by Thursday, December 8, 2022; these ratings will be averaged and weighted accordingly to determine if there is a clear winner.
 - A final decision, pending contract negotiations, will be decided no later than the next regular board meeting.
2. Mayor Jamie Miller reviewed proposals and included ratings on December 8, 2022.
3. Final ratings were determined on December 9, 2022 with the submission of individual ratings from each selection team member. The firms were ranked in the following order:
 - Nelson Architects: 9.84
 - Slate Architecture: 9.69
 - LSW Architects: 9.58
4. Tiffany will work with Mayor Miller regarding an award notification letter and pending contract.