

Webster Groves Public Library  
Building Committee Meeting Notes  
June 10, 2009

In attendance: Debbie Ladd, Paige Shaw, Bethany Curtis, Bill Kuc, Stephanie Dents, Nancy Marshall, Bently Green, Ann Bolger, Jenny Gossow, Bob Powers

I. Call to order

The meeting was called to order at 7:00 p.m.

II. Criteria for evaluating firms submitting Statements of Qualifications

Prior to this item there were two quick items of discussion: Ms. Gossow spoke about her work trying to find a suitable site for the architect interviews. The Recreation Center would have nothing available on the necessary date. Emerson Library was not available for a non-university function. There are still a few places to check, such as Eden Seminary and WG School District. City Hall Council Chambers might still be an alternative, but they seem less than ideal for the kind of presentation we expect.

Mr. Cooper talked about the walk-through for architects conducted on Wednesday, June 3. Fifty representatives from 35 different companies took the tour. Their questions were few and not technical. Since then, several other firms have called to express interest in submitting SOQs.

The committee considered a draft Qualifications Scoresheet prepared by Laura Wehrenberg. There were several areas of concern that had been voiced in e-mails prior to the meeting:

- There should not be points awarded simply for being a WG firm
- There should be more points awarded for the interior design component
- There should be more points for the project manager and design team
- There should be some 'gateway criteria' set up to help cull the many firms we expect to submit

In addition to these, people had other concerns:

- 'Other project experience' should be worded as 'other *relevant* project experience'
- 'Consultants' should be changed to 'Secondary Disciplines,' so as not to unduly penalize firms who do all their own work and do not employ consultants. Also, this heading should be subdivided into three areas: Structural, MEP, and Specialized.
- There was a lot of discussion of renumbering criteria to emphasize certain areas over others. This renumbering is reflected in the revised document

In the end, there are 120 points available. Once these changes are worked into the document, it will be distributed to all committee members for final approval.

There was a discussion of how committee members would retrieve their copies of the statements of qualifications for review prior to the June 29<sup>th</sup> meeting. The deadline for submissions is Friday, June 26<sup>th</sup>. Library staff will organize the submissions in Mr. Cooper's office, and they will be available for committee members to get them once the library opens on Saturday morning. Details of these arrangements will be sent out next week.

III. The meeting adjourned at 8:00.