

Lyon Township Library Special Meeting Board Minutes
January 24, 2023

1. **Call to Order** at 7:00 p.m. by Library Board President Cheryl Chuck
 2. **Roll Call:**
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein and Sherri Rogge were present. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
 3. **Call to the Public:** none
 4. **Announcements and Communications:** none
 5. **Approval of the Agenda:** Motion by Gehrlein and second by Coles to approve the agenda. The motion passed unanimously.
 6. **New Business:** none
 7. **Unfinished Business:**
 - a. **Proposals for Architectural/Engineering Services:**
Timeline for RFP:
RFP released: December 16, 2022 RFP questions due: January 6, 2023
RFP responses due: January 17, 2023
LTPL Special Board meeting (determine architect shortlist): January 24 @ 7:00 pm (Tuesday)

LTPL Board meeting (Architect firm presentations): January 31, 2023 @ 7:00 pm (Tuesday)

LTPL Special Board meeting (review contracts before approval): February 15 @ 7:00 pm (Wednesday)

LTPL Board Meeting (Formal approval of Architect): February 28, 2023 @ 7:00 pm (Tuesday)
- RFP for Architectural Design and Engineering for new LTPL facility at 11 Mile and Milford Rd:**
- RFP: created by Ann Dilcher of QEA, December 2022, with legal review by Scott Hogan of Foster, Collins, Swift
 - Approved by LTPL Board on December 15, 2022
 - RFP released on December 16
 - Invitations to select architectural firms to respond to RFP sent via email on December 16, 2022
 - RFP posted to www.ltpl.org on December 16

- RFP questions to be received by January 6, 2023
- RFP responses by January 1, 2023 @ 3:00 pm

The following architectural firms received an RFP via email to request that they submit a proposal: C2AE, Daniels and Zermack Architects, MCD Architects, Quinn Evans Architects, and TMP Architecture. C2AE and TMP Architecture declined to submit proposals, and an additional proposal was submitted by Paradigm Design.

b. Evaluation Criteria:

The goal for the LTPL Board of Trustees is to select a firm based on reputation, experience, knowledge of modern library service principles, proposed project team, quality of services offered, quotation submitted, satisfactory references from previous clients and overall approach to accomplishing the Library's goals.

As a tool to help with evaluations, there is a scoring sheet created by Director Teasdale that will be distributed at the January 31, 2023 board meeting. There will also be instructions that accompany the sheet. This sheet will be used in evaluating the firms in regards to the written proposals and presentations combined.

Director Teasdale stressed that this is just one tool to use in the overall evaluation. In addition, Trustee Coles offered an additional form he created to aid in the selection process.

Director Teasdale stressed that this is one of the most important decisions that the LTPL Board of Trustees will ever make, and we need to spend time reading each proposal and considering the merits of each. She urged the board to be sure to take notes on each proposal and prepare questions and comments so we can fully engage with the firm representatives at the presentations. She also reminded the board that function is foremost and we don't have the budget for grand architecture.

c. Firm Presentations:

Firm representatives who want to be considered for final selection will need to attend the LTPL Library Board meeting on Tuesday, January 31, 2023 to give a presentation. This is a public meeting, subject to the Open Meetings Act, where Library staff and members of the Lyon Township community may be in attendance.

The presentation should include up to three key personnel involved with the project. Presentations should last up to 30 minutes with time for questions, and should include the following:

1. What interests and excites you most about this project?

2. What is your design philosophy and how do you see it as applying to this project? 3. Share your preliminary thoughts on design of the building, including any site challenges to overcome or highlight.
4. Identify possible opportunities for sustainable design features.
5. Share your impression of the scope/budget alignment.
6. Describe the best practices you would follow to keep the project within budget.

If firm representatives need a projector for their presentation, a laptop and projector will be set up for use. Representatives should bring their presentations on a flash drive. If firms have handouts and/or print materials for the board to view or consider, they should bring a minimum of 10 print copies.

Timeline of presentations for January 31, 2023:

7:15 pm: Daniels & Zermack Architects

7:45 pm: MCD Architects

8:15 pm: Paradigm Design

8:45 pm: Quinn Evans Architects

Director Teasdale noted that the time for questions and comments from the audience will be after the presentations have been completed. Each person will be limited to three minutes.

8. Trustee Comments:

Trustee Bissoon-Dath commented that there was a lot of information to read and process.

Trustee Rogge Said she is excited and it will be an interesting night seeing reality vs what's on paper. She thanked Trustee Coles for the evaluation chart he made.

Trustee Deeds said she was anxious about the presentations but looking forward to them. She also thanked Coles for his chart.

Trustee Coles remarked that this is when we really need to do our homework as it impacts the whole project.

Trustee Gehrlein agreed with Coles and further remarked that this will be the most important meeting we will have for a long time.

Director Teasdale agreed with Gehrlein and added that the residents trust the board to make the right decision and there are great proposals to choose from.

Trustee Chuck thanked Coles for his chart and thought it might help to simplify the process.

9. **Adjourn Meeting:** Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at

8:03 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary