

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Special Board Meeting: July 22, 2025 at 6:00 PM

Call to Order: At 6:00 pm, President Delano called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Lindsay McIntyre, Kathleen O'Neill, and Nathan Root. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director).

Visitors and Guests: Shaun Kelly, Engberg Anderson Architects

Renovation Project (Community Room, Bathroom, Children's Office Space)

a. Engberg Anderson bid award recommendation

Shaun Kelly of EA outlined his recommendation that the Library accept Midwest Development's bid for the project with a base bid of \$269,000. He presented details of the recommendation letter, including how many bids were received, that there were no irregularities in the bids, and about the reference check and scope review process. Midwest met the qualifications required for the project, they received good references, and they were the lowest bidder. The median of the bids was within 10% of EA's estimate for the project.

The group discussed the two alternates in the bid, glass clearstory and expanded AV. Mr. Kelly explained that multi-trade alternates tend to have more variance than single trade alternates. The clearstory alternate is multi-trade and the AV is single-trade. Mr. Kelly recommended accepting the bid for the clearstory at \$7,000 and not accepting the bid for the expanded AV at \$29,00, for a total bid recommendation of \$276,000. He recommended the Library also carry an owner's contingency of \$27,000.

Trustees discussed the process for accepting and rejecting bids with Mr. Kelly. Trustees asked clarifying questions about the references and the contract process. The group discussed why Midwest's bid may have been lower, including the possibility that Midwest does not hire as many subcontractors and does much of the work themselves.

Trustees considered the 60-day deadline to accept a bid and potential action items before accepting, and decided to hold the vote until Director Compton and Mr. Kelly meet with Midwest's general contractor for an interview.

b. Engberg Anderson furniture proposal recommendation

Mr. Kelly outlined his recommendation that the Library accept Henricksen's proposal of \$22,999.63 to provide furniture for the project once we have awarded the construction contract. Trustees discussed and agreed with Mr. Kelly.

Adjournment

The meeting was adjourned at 7:13 following a motion by Trustee Berens which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary