



MEMO

To: Finance and Personnel
From: Library Director
Date: 6/1/2022
Re: Library Space Needs RFP

On April 23, 2022 an RFP was issued for a Space Needs Assessment for the Kaukauna Public Library. RFP's were due back on May 23. Companies that submitted include McMahon, Dimension IV, SEH, Engberg & Anderson, and FEH.

Department of Public Works Director Neumeier put together a committee consisting of himself, the Library Director, Assistant Library Director Schneider, Principle Planner Stephenson, and Finance Director Van Rossum. The group went through each of the five RFP's and ranked them using a point system. Criteria consisted of General Requirements, specifically the organization capabilities, staff qualifications and references, as well as Technical Requirements, which consisted of experience, capacity to perform work, and plan of work, including cost.

There was a wide range in bids from \$12,000 to \$42,320. The space needs assessment will be paid out of Tax Increment District (TID) 8, specifically Fund 468.

Recommended Action

1. Direct the Library Director in conjunction with DPW Director to hire FEH in the amount of \$12,000 for the Space Needs Assessment of the Library.