



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 6/22/2022  
Re: RFP

FEH, Dimension IV, McMahon, Engberg & Anderson, and SEH submitted RFP's to the City for the Library Space Needs Assessment. A selection committee was put together including: Director of Public Works Neumeier, Director Thiem-Menning, Assistant Director Schneider, Finance Director Van Rossum, and Principle Planner Stephenson.

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 is to be paid from Tax Increment District (TID) 8, specifically Fund 468.

On June 6<sup>th</sup> the Board of Public Works awarded a bid in the amount of \$12,000 to FEH for the Library Space Needs Assessment. Ashley had an introductory meeting with FEH on June 8 to start the process.

We have an aggressive timeline for FEH and are currently in an information gathering process. I have been able to provide them with all the documentation they have asked for.

FEH will be on site on June 29 to meet with staff. FEH retains a librarian on staff, who is coming for a tour, an interview with Angela and me, then two separate staff sessions at shift change, and then we will be going over their space-planning tool.