(The meeting was originally scheduled to meet in Davies Hall, but the group was too large, so we moved to Dailey Hall.)

1. **Pre-Meeting Tour:** Before getting into the details of the RFP, we did a quick walk through of the project area. Mr. Haatvedt felt it would help orient everyone to the areas so they could better visualize it when we started to look at drawings on the screen.

2. After the quick tour, the group met in V112, where ICC staff gave introductions, and consultants were asked to sign in on the paper log form, and register on line with their contact info. (a copy of these forms/data are in the project file).

   Bart Johnson, Provost at ICC, provided a brief background of the project and why it is important to the Campus and its student population. He also described the funding situation, namely the capital campaign. Steve Bean, ICC Librarian, discussed his needs for the library space, and how the space has evolved into a learning community space and social gathering spot. He gave a good overview of how the predesign accommodated the academic learning needs of the library.

   Mr. Haatvedt then began the review of the RFP document itself. He referenced the pre-design, and asked if the consultants had had a chance to review it. Everyone seems to have done so. He then reviewed the major sections of the RFP, indicated that this will be a B3 project, using Minnesota State design standards, and will be managed in eBuilder. He also referred to other documents that the college will make available to help consultants get a better picture of the related structures:
   a. Construction plans for current work in library
   b. Drawings for Davies Hall
   c. Original Drawings for Media Center/Library
   d. Predesign for Davies Hall
   e. Remodeling plans for Media Center – related to space in SE corner of the building

3. During the Q & A session after the presentation, two questions were asked:
   a. Will the A/E firm need to have a roofing consultant on their team? Mr. Haatvedt did not have an answer but will respond in an addendum. However, it was discussed that the roof designs will need to be reviewed by a Minnesota State approved roof consultant.
   b. Will a Civil Engineer be required on the team? Mr. Haatvedt indicated that since the project may require a storm water permit, a civil engineer may be needed. The A/E will need to make that determination.

4. **Detailed Tour / Site Visit:** Mr. Haatvedt then led the group on an in-depth tour of the buildings, related mechanical spaces and rooms that would be part of the project.