Meeting Minutes

1. Develop RFQ questions and fill in matrix (due 1/15/20)
   a. RFQ released to ARC 12/11/19, posted on 1/3/20.
   b. Called WBE/MBE AE Consultants directly to bring attention to RFQ, although notification went out broadly.
   c. Not allowed to ask if consultant is MBE/WBE.
   d. Questions to be added (paraphrased):
      i. What does diversity, equity and inclusion mean to your company? (Global Understanding)
      ii. Does the RFQ show experience working with the student body? (Collaborative Communicator)
      iii. Give us more detail on your experience with multicultural projects in higher education.
      iv. Experience with new builds, renovations, identifying locations...
      v. How does this project fit into their current schedule? (RFP stage)
      vi. Does it matter if they are local or out of state? (RFP stage)
      vii. What resources can you provide locally (if out of state)?
      viii. What is their experience designing facilities for all types of accessibility challenges?
      ix. If out of state, are they used to working with partnering with a smaller, local design firm? (RFP)
      x. Are they experienced with working in a large, diverse higher education university? (subset of question 1)
      xi. Referred to requirements listed in RFQ:

        Requirements
        - Firm Qualifications: The selected consultant will be expected to be a specialist in building and\n          renovating student life facilities, have experience with culture centers or\n          their equivalent, and experience working with students and student organizations. The\n          consultant must demonstrate understanding and willingness to engage with a diverse\n          and multicultural group of students, faculty and staff throughout the process.
        - Proposed Team Consultants: Overview and qualifications of sub consultants if\n          applicable; relevant experience and experience working together on similar projects.
        - Proposed Project Approach and Process: Methods; A general description of the\n          proposed project approach, including process methods or unique tools utilized for\n          performing similar projects.

      e. Local vs. out of state firms
         i. Contract will include cost on travel to MSU, especially if the chosen firm is not local.
         ii. Local firms highlight local presence vs. out of state.
         iii. If out of state firm is chosen, we will partner with local firm to provide design input.

2. Students agreed to have name on website as contacts for planning committee.
   a. Include main student contact and fill-in students.
   b. Contact page will also include committee members and specific contact information of IPF project manager.

3. Next meeting 1/22/20, joint meeting 2/5/20.

Action Items

1. Review individually and as a committee – post to Teams prior to meeting on 1/22/20.
2. Doodle polls for biweekly meetings – prefer mornings, before 10am – Wednesdays (after 2/5).
3. Student members will post all information previously gathered to Teams.