

Attendees: BJ Abrams, Tina Alonzo, Diane Barker, Tiana Carter, Miracle Chatman, Tammi Cervantes, Terry Frazier, Matt Postma, Shiksha Sneha and Lisa Sudia.

## Meeting Minutes

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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/or renovating student life facilities, have experience with culture centers or their equivalent, and experience working with students and student organizations. The consultant must demonstrate understanding and willingness to engage with a diverse and multicultural group of students, faculty and staff throughout the process.
        - **Proposed Team Consultants:** Overview and qualifications of sub consultants (if applicable), relevant experience and experience working together on similar projects.
        - **Proposed Project Approach and Process Methods:** A general description of the proposed project approach, including process methods or unique tools utilized for 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

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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.