



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees – Facilities & Maintenance Committee

May Butler Center | 55 S. Rodney Ave  
Monday, February 3, 2020 – 12:00pm

# MINUTES

## ATTENDEES

<i>Committee:</i>	<i>Others:</i>
Terry Beaver, Committee Chair	Tyler Ream, Superintendent
Jeff Hindoen, Committee Member	Josh McKay, Assistant Superintendent
Siobhan Hathhorn, Committee Member	Barb Ridgway, Chief of Staff
	Kalli Kind, Facilities Director

### I. CALL TO ORDER

Committee Chairperson, Terry Beaver, called the meeting to order at 12:04pm.

### II. GENERAL PUBLIC COMMENT

None was offered.

### III. REVIEW OF AGENDA

No changes were requested.

### IV. REVIEW OF MINUTES

No changes were requested.

### V. DISCUSSION

#### A. 7<sup>th</sup> Avenue Gymnasium Request for Proposals (RFP) Update

Prior to winter break, an RFP process was drafted as a follow up to the presentation at the November 2019, board meeting – specifically the Architect’s Summary. Upon approval by the committee, an outline of the RFP process will be presented to the full board for consideration, then distributed to the community.

Dr. Ream described the RFP process as follows:

- a traditional RFP process, and
- a representative review team to review and vet the proposals prior to making a recommendation to the board for tentative award.

Through this process, an organization can submit a proposal without contracting with an architect for a full feasibility study. Upon granting a tentative award, the board will determine what steps are necessary prior to award of the final bid such as fundraising, architectural drawings, and a final project timeline. Dr. Ream recommended a tentative due date for proposals of August 31, 2020. He continued there would be stipulations for the tentative award and the final award prohibiting a vacant building, but a final date could not be estimated until the proposals were received.

Ms. Hathorne requested a tentative timeline post tentative award to ensure the project stays on track. She outlined her primary concern as safety of the students at Central and expressed the need to maintain that safety through the tentative award process. Dr. Ream address the sustainability portion of the RFP that includes the building must be “in continued use.” He added that “for community benefit” was included in the RFP per the requests of trustees.

Mr. Beaver asked Ms. Kind for estimated costs to maintain the building in its current state. Ms. Kind answered that District Business Services Administrator, Janelle Mickelson, would have utility costs. Ms. Kind added long-term viability of the building was imperative to its future use because of its proximity to Central School.

Mr. Beaver asked if there were any current interested parties. Dr. Ream answered that there had been two informal inquiries.

Dr. Ream detailed some of the pieces included in the RFP as follows:

- mission, vision, general description of the organization
- description of expected use including occupancy, timeline, and community use
- description of intended physical renovations
- finances for the organization including current financial status and expected financial outlook
- plans to sustain program and maintenance of building

Dr. Ream described the tentative review team as a trustee, a member of the school community, school staff, a local architect who is familiar with the renovations of older buildings, representatives from a local historical organization, and potentially a member of the Helena Area Chamber of Commerce.

Ms. Kind discussed several parking options she has been discussing with the city of Helena.

Mr. McKay voiced his appreciation for the mission alignment piece of the RFP. Dr. Ream added that aspect would be prioritized.

Mr. Beaver asked if the district would consider proposals that included demolition of the building. Dr. Ream answered those proposals likely would not be considered.

Mr. Beaver referenced the review team and asked if it should include a realtor and/or a contractor. Dr. Ream answered it might be helpful recommending amending the list to include an architect and/or contractor.

Ms. Kind said she is working with another company to obtain another approval including the land.

Dr. Ream will make the agreed upon changes and list it as an item for information on the next board meeting agenda.

#### **B. Bond Update**

Ms. Kind referenced the upcoming bid awards for Kessler and Jefferson schools and said there is a lot of construction work slated for Helena this summer, which has affected the number of qualified bids she has received and the price of those bids.

She estimated the upcoming safety and security updates at Hawthorne as \$800,000, citing an older building and the unknowns around what is encountered during construction. Dr. Ream asked if that price was in alignment with other schools' updates or higher. Ms. Kind answered that it was very much in alignment with other safety and security upgrades across the district.

Ms. Kind listed outstanding supplemental FF&E projects as makerspaces at Central and Bryant and technology updates at the first five schools.

Ms. Kind said additional projects still to bid include both high schools. She outlined next steps as meeting with Ms. Mickelson to reconcile all remaining funding.

Ms. Kind said after the conclusion of the remaining safety and security updates, the only outstanding projects on the bond are the technology updates in K-8 schools.

Mr. Beaver requested a list of proposed projects from the building reserve funds for this summer and a list of projects already completed. Ms. Kind said she would provide that information to the board.

#### **VI. SUPERINTENDENT'S REPORT/BOARD COMMENT**

None were offered.

#### **VII. ADJOURNMENT**

Mr. Beaver adjourned the meeting at 1:05pm. The next Facilities & Maintenance Committee Meeting will be March 2, 2020.