



*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.*

## Scoring Meeting

Monday, March 28th, 2022

Lincoln Campus

9:00 a.m.

---

# MINUTES

## ATTENDEES

Siobhan Hathhorn, Vice Chair

Libby Goldes, Trustee

Terry Beaver, Trustee

Rex Weltz, Superintendent

Brian Cummings, Assistant Superintendent K-5

Josh McKay, Assistant Superintendent 6-12

Stacy Collette, Director of Human Resources

Rob Brewer, Maintenance Manager

Jacob Augenstein, Guest of the Public

Carley Smith, Guest of the Public

### I. CALL TO ORDER

Board Vice Chair Siobhan Hathhorn called the scoring meeting to order at 9:09 a.m.

### II. REVIEW OF AGENDA

The committee reviewed the agenda, and no changes were made.

### III. GENERAL PUBLIC COMMENT

There was no public comment.

#### IV. NEW BUSINESS

##### A. Review Process of RFQ

The members of the scoring committee introduced themselves. Ms. Stacy Collette, Director of Human Resources, reviewed the process for the request for qualifications. The committee will be reviewing five proposals from the following companies: Cushing Terrell, Dowling Architects, MGT, SMA Architecture and Design, and Slate Architecture.

##### B. Review Scoring Grid Produced by Kaleva Law

The committee reviewed the scoring grid produced by Kaleva Law. The selection criteria for responsive proposals that companies would be scored on include: experience of firm, and proposal addresses the project. Under experience of firm the companies would also be scored on: experience on projects with similar scope of work, key personnel has experience with projects with similar scope of work, and experience working with variety of stakeholders (Board of Trustees, administration, parents, community, etc.) Under proposal addresses the project, the companies would also be scored on: focuses on the outcomes and process identified in the scope of work, details methodology to be utilized to accomplish the outcomes, addresses ability to achieve buy-in from stakeholders, and addresses deliverables-capabilities to meet deadline and project.

##### C. Discuss Individual Proposals and Scoring for Determination of Which Companies Will Come for An Interview

The committee proceeded to review and discuss proposals put forth by each company, and each committee member filled out the scoring grid for each individual proposal. The committee determined that they would bring the top three scoring companies to the interview stage. After all the proposals were reviewed and scored, based on the highest scores it was determined that SMA Architecture and Design, Slate Architecture, and Dowling Architects would move on to the interview stage. The committee discussed what the interview schedule would look like, and who would be part of the interview committee.

#### V. BOARD COMMENTS

There were no further comments.

#### VI. ADJOURNMENT

Board Vice Chair Siobhan Hathhorn adjourned the meeting at 11:27 a.m.

