Facilities Committee Meeting Minutes

October 6, 2026 | Conference Room (Upstairs) | 7180 Oak Street | Arvada, CO 80004

Teams Meeting

A recording of the October 6, 2026 Facilities Meeting may be accessed here; for 90 days following the meeting.

Minutes

The meeting was called to order at 2:35pm by Katie Lehr.

Attendees: Melissa Veronesi (Facilities Chair), Katie Lehr (Board President), Matt Tien (Board VP), Lori Woods (Operations Director), Brian Demers (Committee Member)
This meeting was noticed as a public meeting due to the attendance of three board members.

RFQ Review Process (RFQ for BEST Grant Application Support with Potential for Follow-on Design and Construction Project)

1. RFQ submissions were due on Oct 5th at 5pm. No submissions were opened as of the start of this meeting to allow the team to finalize the RFQ scorecard before reviewing any respondent applications.

2. The team accomplished the following:
    a. Review of the draft RFQ scorecard with real-time changes to the percentage weightings
    b. Determined a plan for reviews: Individual reviewers will use the blank scorecard to score each of the submissions. This includes a tab with rolled up scores to the highest categories of selection criteria with a second tab to optionally use for assigning sub-category weighting.
        i. The ratings will be determined as independent scores, not a comparative rating that ranks the submissions.
    c. Discussed the criticality of declaring any actual or perceived conflicts of interest. The only attendee of this meeting who declared a conflict of interest was Matt Tien. He works in the construction industry and felt that his connections with firms across the industry could overlap with potential respondents. Accordingly, he will not participate in the selection committee nor participate in Board discussion, deliberation, or a vote regarding approval of a contractual agreement with a specific firm.
    d. Established the RFQ selection committee: Melissa Veronesi, Katie Lehr, Lori Woods, Brian Demers
    e. There were three submissions, but the specific firms were not identified during the meeting.
    f. After reviewing the submissions, the team will return to the next meeting and start by reaffirming no conflicts of interest were identified after learning the identity of the bidders.
    g. The full RFQ review plan will be documented as part of the BEST process.
    h. Scorecard and applications to be provided to the selection committee only following the meeting.

3. Next meeting of the selection committee was scheduled for October 16, 2026 at 10:30am.

Proposed Motions

None.

Adjournment The meeting was adjourned at 3:26pm.