

Board of Commissioners  
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**Request for Proposals (RFP) No. 2526-03  
Professional Architectural Services for Renovations and  
Additions to the Existing Facility**

**Shortlist Interviews Meeting Agenda**

June 12<sup>th</sup>, 2026 at 7:45 AM

1. Introduction and Order of the Meeting – Selection Committee Chair
2. Firm Interviews [closed to the public]
3. Discussion of scores for each firm for each criterion provided in the solicitation – Evaluation Committee members [open to the public]

<b>Criteria</b>	<b>Maximum Points</b>
1. Firm Qualifications	10
2. Qualifications of Project Manager and Key Personnel	10
3. Project Approach	30
4. Reference Projects	20
5. Office Location(s) Relative to District Needs	10
6. Current and Projected Workload	20
<b>TOTAL</b>	<b>100</b>

4. If needed – a short break will occur to tally committee member scores
5. Announcement of ranking of firms and next steps – Selection Committee Chair
6. Adjourn