



City of Portland MLK Memorial Selection Committee

5:30 PM to 7:00 PM
Room 24

1. Review and Approve Minutes
 - a. July 22, 2019 Draft Minutes
2. Review and Discuss Draft Scoring Rubric for Finalists
 - a. Draft Rubric
3. Prep for Next Meeting - Finalists Unveiling Proposals on November 14
4. Next Meeting: November 14, 2019 at 5:30 PM in Council Chambers
5. Adjournment

Meeting Minutes

Martin Luther King Memorial Selection Committee

July 22, 2019

Council Chambers

Portland City Hall

1. Site tour of the MLK Memorial (Bayside Trail site at 5:30 PM).

- Committee conducted a site tour of where the MLK Memorial will be placed.
- Members in attendance: Councilor Jill Duson, Ethan Hipple, Regina Phillips, Kara Wooldrik, Lin Lisberger. Staff: Jessica Grondin

2. Regular meeting of the Committee at City Hall - 6:15 PM.

- Members in attendance: Councilor Jill Duson, Reverend Kenneth Lewis, Lin Lisberger, Cyrus Hagge, Kara Wooldrik, Regina Phillips, Christina Richardson, Ethan Hipple. Staff: Jessica Grondin, Reggie Parson.
- a. Scoring and discussion of the proposals - a summary of the 9 proposals.
- b. The Committee agreed to place their top four highest scored proposals up on a master list in order to see if there was a consensus for three finalists to move forward.
- c. After each member completed this, there were three proposals that stood out immediately as having the most votes.

The Committee agreed to name the following finalists from the 9 submissions.

1. Robert Katz
2. Ironwood Design Group
3. TDJ&A Landscape Architects

- Staff was asked to prepare draft letters to applicants who have advanced in the selection process and detail the RFP phase for them, and notify those who did not.

- The three finalists will now submit a Request for Proposals (RFP) by November 14, 2019. The finalists will present their proposals during a public meeting on the 14th at 5:30 PM in Council Chambers.
- The Committee agreed to take written feedback and comments from the public during the November 14 presentation. The presentation will also be recorded and available to the public to view after.
- The Committee agreed to announce the winner in January as part of Dr. King's birthday celebration. (Monday, January 20, 2020).

3. Next steps

- While the finalists are preparing their proposals, the Committee will meet in September/October to discuss and finalize a scoring rubric for the final proposals and possible questions to ask about the presentation.
- Staff will find for sample rubrics related the Committee assessing an artists rubric.

MLK Memorial Finalists Artist Selection – Artist Rubric **DRAFT #1**

MLK Memorial Selection Committee Finalist Scoring Rubric Applicants will be scored on a scale of 1 to 5 points for each category.	<u>Definition of Point Scale:</u> 1 - Does not meet minimum standards 3 - Meets minimum standards 5 - Exceeds minimum standards
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