

High School Building Committee – Sub Committee for OPM Selection Meeting Minutes

Meeting date: November 29, 2016

Members Present: Stephanie Sheely, Joe Torrisi, Wayne Adams, Mark Tocci, Lisa O'Connor, Bill Daley, Jeff Mulqueen. Also Present: Greg Labrecque, Jonathan Seymour

Greg Labrecque gave an overview of the process of RFS, OPM selection, designer selection, etc. Committee introduced themselves. Greg Labrecque passed out the draft RFS. He also brought to the committee's attention the email from WN's energy committee which asked the committee to consider the green design provisions. After discussion the group agreed to add to the RFS that "the selected vendor shall investigate the cost benefit analysis of the green component".

The group then focused on the Evaluation Criteria. Discussed focused on the assigning of values to each category. Mark Tocci showed a sample scoring sheet that he has used in the past. Jeff Mulqueen shared his example of assigning point values to each category based the importance of the category. Some are more important and get a possible total of 20 points and others less important with a possible total of 5 points. There was discussion of the type of questions that can be asked in the interview process. One question was about asking the candidate to show their budget estimate and final actual cost on previous projects, which is possible. The committee discussed adding a 12th category around the OPM's requested fee schedule. After discussion it was discovered that the MSBA has a payment schedule for the OPM that doesn't leave it up to the company to decide. The committee agreed to stay with the 11 categories.

The committee next considered the ratings for each category and read through the descriptors together discussing which categories were the most meaningful to the group. The categories with higher importance received greater weight in the process. Consensus was reached in regard to the weighting and description for the rubric categories and indicators.

A question was raised about the status of a 7-12 building. The school committee will be discussing with the community at a January public hearing. The school committee will provide direction after the January meeting.

Greg Labrecque will take all of the edits and update the draft documents which will be sent out to the committee for review. He will advise if there is the need for another meeting prior to submission to the MSBA.

The next meeting of the full committee will be Tuesday, December 13th at 7pm. At that time the sub committee can report progress to the full committee and the full committee can vote on the RFS to be sent to the MSBA.

Meeting adjourned at approximately 8pm.