

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
OWNER'S PROJECT MANAGER (OPM) SUBCOMMITTEE
FINAL MEETING MINUTES
Wednesday, January 25, 2017
Town Hall
7:30 AM**

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Meeting #4

Subcommittee Members Attending:

Chair McLaughlin; Members Phyllis Marshall, Gerry Boyle, Pat Bruschi, Bill Lovallo, and Joel Mooney

Members Absent: None.

I. Call to Order

The meeting was called to order at 7:32 a.m. by Chair McLaughlin.

II. Minutes of Previous Meetings

Chair McLaughlin noted that two sets of OPM minutes need to be voted on.

Mr. Mooney moved: To approve the Minutes of 12/20/16.
The motion passed unanimously.

Mr. Mooney moved: To approve the Minutes of 1/19/17, as amended.
The motion passed unanimously.

III. Ranking Process for Short List of Respondents

Mr. Boyle suggested that the group focus this morning on the addendum as well as the draft Interview questions. Mr. Lovallo added that the "grading sheets" need to be finalized as well. Mr. Boyle reviewed the Cover Letter Requirements (which is a yes/no sheet), with the second page having the Comparative Evaluation Criteria (which contains a numerical ranking). Mr. Lovallo said he liked having the firms all on one sheet. Ms. Bruschi noted that the Comparative Evaluation Criteria constitutes a summary sheet, which is helpful.

Mr. Boyle then reviewed the document (OPM RFS Project #2017-44), which lists the potential firms interested in this project. Mr. Lovallo reviewed the list of firms, noting that over a dozen of those listed work with the OPM model.

Mr. Boyle then noted that the firm names will be filled in on the Cover Letter Requirements. Mr. Lovallo has set up a spreadsheet that can link with the Cover Letter Requirements; this spreadsheet can link to other spreadsheets, if necessary.

The Subcommittee briefly discussed the method of designer selection employed by the MSBA, as the BHSBC will participate along with the MSBA. The decision is not totally by the BHSBC. Mr. Boyle

suggested that someone might want to observe the MSBA designer selection process, as becoming familiar with the process will be helpful for Belmont.

The committee discussed the process, including the role of the MSBA.

Mr. Boyle then distributed the Addendum (No. 1) for the subcommittee to review. Mr. Lovallo raised the issue of Reference Checks. He stated that he would like to do those checks before the interviews take place. He explained that, if something comes up during the reference check, it could be raised during the interview. The subcommittee agreed and Mr. Boyle said that the MSBA is fine with that.

Mr. Boyle then distributed the Certificate of Authority (revised and amended on 1/24/17) for the subcommittee to review. Chair McLaughlin offered an edit.

Mr. Lovallo moved: To approve Addendum No. 1, as amended, with permission for Ms. Marshall and Mr. Boyle to do non-substantive adjustments as necessary to incorporate answers to respondent questions that may be submitted by the end of the day.
The motion passed unanimously.

IV. The Interview Process

Questions for Interviewees

The subcommittee then discussed several sources of possible questions from other solicitations, such as the House Doctor OPM Interviews. Mr. Lovallo stated that some of the documents used in the Underwood Pool process were helpful. It will be useful, he said, to see how well the Interviewees follow directions and how well they tailor their answers to Belmont's specific issues.

Time Allotment

The subcommittee discussed the timeframe of the Q and A. Mr. Boyle said the complete list of questions needs to be asked of each applicant regardless of the timeframe (there is a 20 minute presentation time). Ms. Brusch noted that the firms will want equal time allotments; to allow more time for some firms could be seen as unfair. Mr. Boyle offered that, if a firm is providing detailed and robust information, they should not be cut off.

Scheduling of Interviews

Interviews will be scheduled 1 hour and 15 minutes apart. This will allow 15 minutes between applicants.

The Potential Interview Questions

The subcommittee then reviewed the Interview Questions that were proposed by both Chair McLaughlin and Mr. Lovallo in recent emails. (Mr. Boyle will create a list of questions following this discussion. He will note where "presentation points" differ from actual Questions.) Mr. Mooney suggested developing (or rewording) some questions so that they will elicit more than the "canned responses" that the firms have pre-formulated. The subcommittee agreed the questions should include one that requests an explanation of "*the challenges experienced and how these challenges were faced*".

The subcommittee then discussed the necessary communication between the designer, the OPM, and the school principal. Ms. Brusch referenced the Wellington experience. A question related to this detail of communication will need to be formulated.

Mr. Lovallo referenced questions he liked from the Underwood Pool list as well as from the Sample OPM Questions document. Mr. Mooney raised the issue of commissioning. Who, he asked, is commissioning this project? This will need to be determined and a question related to Commissioning Agents will need to be formulated. This topic was explored by the subcommittee. Mr. Lovallo noted that this line of questioning will need to be revisited when the Commissioning Agent is hired.

Mr. Mooney raised “BIM – Building Information Modeling” as a potential question. Mr. Boyle suggested including a question relating to familiarity with the MSBA’s ProPay system as well.

Mr. Lovallo then summarized the timeline of action items and deadlines, once the OPM is selected. Fee negotiation and ratifying (concerning the OPM), he said, needs to occur by March 8. The subcommittee reviewed upcoming meeting dates, as they relate to the OPM selection process.

V. Preparation of MSBA OPM Selection Report

Mr. Boyle

Mr. Lovallo

V. Other:

Next Meetings:

Thursday,	February 2 at 7:30 a.m. –	BHSBC #13
Wednesday,	February 8 at 7:30 a.m. –	making the OPM shortlist (OPM #5)
Wednesday,	February 15 – Noon/1:00 –	OPM Interviews at noon (OPM #6)
Thursday,	February 16 at 8:00 a.m. –	review the OPM shortlist (OPM #7)
Friday,	February 17 at 7:30 a.m. –	Approve the OPM selection (BHSBC #14)
Wednesday,	March 1, 7:30 a.m. –	Vote to Approve the OPM agreement (BCHBC #15)
Wednesday,	March 8 –	Submit Report by Subcommittee to MSBA

IX. Related Meeting Documents:

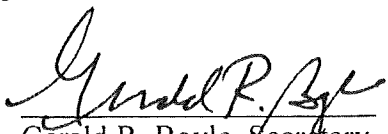
1. OPM RFS Addendum No. 1
2. Sample Questions from Underwood Pool OPM Process – October 17, 2013
3. Sample Questions from House Doctor OPM Process
4. Belmont Certificate of Authority – revised January 24, 2017

XI. Adjournment

The meeting was ended at 9:24 a.m. by Mr. Lovallo

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

2/8/17
Date