

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
OWNER'S PROJECT MANAGER (OPM) SUBCOMMITTEE
FINAL MEETING MINUTES
Wednesday, February 8, 2017
Town Hall
7:30 AM**

2017 MAR -8 AM 9:19

Meeting #5

Subcommittee Members Attending:

Chair McLaughlin; Members: Phyllis Marshall (arrived at 8:59 a.m.), Gerald Boyle, Pat Bruschi, and Bill Livallo

Members Absent: Joel Mooney

I. Call to Order

The meeting was called to order at 7:38 a.m. by Chair McLaughlin.

II. Assessment of OPM Applicants

The OPM subcommittee discussed the OPM applications. Specifically, the subcommittee reviewed each of the firms and formulated a ranking based on the averages of the individual members' scoring of the Evaluation Criteria. The four highest-ranked firms were selected to advance to the interview process (*listed below in no particular order*):

- NV5 Consultants, Inc.
- Daedalus Projects, Inc.
- Hill International
- Heery International, Inc.

Chair McLaughlin moved: To approve that the top four firms that have the highest total combined rankings, are, in alphabetical order: Daedalus Projects, Inc.; Heery International Inc.; Hill International; and NV5 Consultants, Inc.

The motion passed unanimously.

III. Set Agenda for Interview Sessions (February 15)

Mr. Livallo discussed who from Belmont would be present at the interview sessions.

The four interview sessions will be at the following times: 12:00, 1:15, 2:30, and 3:45. The meeting will be posted for 11:30 a.m. in the Homer Building Gallery, on the third floor.

IV. Finalize Interview Questions

Mr. Boyle will communicate with the four firms who will be interviewed. He will make sure the appropriate people are present at the interview.

Chair McLaughlin moved: That the set of “information request questions” that Mr. Boyle circulated were discussed and reviewed with authority given to Mr. Boyle to do non-substantive adjustments as necessary.
The motion passed unanimously.

Also discussed were a draft set of interview questions. Mr. Boyle suggested that this list be paired down to about 8 questions.

V. Finalize Reference Check Questions (RCQ)

Mr. Boyle distributed a draft of RCQ. Each subcommittee person will participate in the RCQ process. Information concerning this process will be sent out to each subcommittee member (e.g., the specific RCQ, and whom the subcommittee members are responsible for calling).

VI. Minutes of Previous Meetings

Mr. Lovallo moved: To approve the Minutes of 1/25/17.
The motion passed unanimously.

VII. Preparation of MSBA OPM Selection Report

Mr. Boyle is compiling the materials for this report.

Next Meeting:

Wednesday, February 15, 2017 at 11:30 a.m. at the Homer Building Gallery.

VIII. Related Meeting Documents:

1. Summary Table of OPM Submission Rankings
2. Twelve (12) OPM submissions
3. Draft list of OPM Interview information requests
4. Draft list of OPM Interview Questions
5. Draft list of OPM Reference Check Questions


IX. Adjournment

The meeting was ended at 9:39 a.m. by Mr. Lovallo.

Respectfully submitted by:

Lisa Gibalerio

Approved:


Gerald R. Boyle, Secretary

2/22/17
Date