

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
OWNER'S PROJECT MANAGER (OPM) SUBCOMMITTEE
FINAL MEETING MINUTES
Wednesday, February 15, 2017
Homer Building Gallery
11:30 AM**

2017 MAR -8 AM 9:19

Meeting #6

Subcommittee Members Attending:

Chair McLaughlin; Members: Phyllis Marshall, Gerald Boyle, Pat Brusch, Bill Lovallo, and Joel Mooney

BHSBC Members in Attendance: Chris Messer, Dan Richards, John Phelan, Diane Miller

I. Call to Order

The meeting was called to order at 11:35 a.m. by Chair McLaughlin.

II. Minutes of Previous Meetings

Mr. Mooney moved: To approve the Minutes of 2/8/17, as amended.
The motion passed unanimously.

III. Review Interview Questions and Ratify

The OPM Subcommittee briefly discussed the interview questions as well as the method for scoring the four applicants. Each member will keep notes, and the subcommittee will come up with a final number when it meets tomorrow.

IV. Interview of Owners Project Manager (OPM) Candidates

Daedalus Projects, Inc.

Key Team Members:

Mr. Richard Marks
Mr. Tom Gatzunis
Mr. Shane Nolan
Ms. Sidni Bragg
Mr. Matt Jackson
Ms. Delwyn Williamson

Chair McLaughlin introduced the OPM Subcommittee members. He explained the interview format: a 20-minute presentation, followed by 20 minutes of questions, and a 10-minute follow-up.

Mr. Marks, Daedalus Principal, introduced the team members. Mr. Gatzunis provided information on his professional background and his experience in Belmont. Mr. Marks reviewed the key objectives of the project and reviewed their related experience with high schools and MSBA-funded projects. Mr.

Nolan added some details regarding their prior experiences, and Ms. Williamson provided information on the cost estimation process. Ms. Bragg spoke to her experience with ProPay. Mr. Jackson discussed his expertise with the building information software modeling process.

In answer to a question, Mr. Marks offered that Mr. Gatzunis will be the prime contact with Belmont. However, Mr. Nolan will also be on hand frequently. He added that the architect will do most of the work during the feasibility phase. Mr. Marks reviewed the OPM management approach, noting that staying on budget and schedule are top priorities. He briefly reviewed their inspection process, their commitment to continuous communication, and the value added of the OPM services.

During the next phase of the interview, Daedalus Team Members addressed the questions put forth by the OPM Subcommittee. Mr. Gatzunis offered insights on the communication process. Mr. Marks explained his experience in working cost-effectively and efficiently with designers. He spoke to their understanding of the value engineering process. He addressed the question pertaining to the MSBA-appointed commissioning agents, noting that he believes in the commissioning system. Mr. Jackson provided more information on the use of technology during the various phases (design, construction) of the project.

In answer to a question from Mr. Lovallo, Mr. Marks stated that, as Principal, his role is to oversee and manage the entire project. Team Members then offered what their value-added strengths would be in undertaking this project. Mr. Marks addressed the question of their time availability in taking on this project. He stressed that they do have the time and they understand the demands of the project (space constraints, small site, enrollment issues, etc.).

Heery International, Inc.

Key Team Members:

Mr. Tom Ellis
Mr. Tony Pruner
Mr. Dennis Pacitti
Mr. Peter Collins
Mr. Mark Lydon
Mr. Ted Fiffy

Chair McLaughlin introduced the OPM Subcommittee members. He explained the interview format: a 20-minute presentation, followed by 20 minutes of questions, and a 10-minute follow-up.

Mr. Tom Ellis, Heery Project Executive, introduced himself, and each team member did the same. Mr. Pruner stated that he would be the main contact for this project. He explained how he would create and manage a “master schedule” to aid in overseeing all facets (scope, budget, schedule, problem solve) of the project. He spoke to their experience (Beverly High School, Tewksbury, etc.) in meeting the MSBA’s budgeting guidelines. Mr. Ellis addressed the BMS Commissioning and Training aspect of the project, while Mr. Lydon addressed how the dynamic schedule will be managed. In discussing their added value, Mr. Ellis noted the relevant experience and stability the Heery team has had in executing similar projects.

During the next phase of the interview, Heery Team Members addressed the questions put forth by the OPM Subcommittee. Mr. Ellis and Mr. Pruner fielded most of the questions pertaining to the public

relations, the design process, and the challenges that the project will have during the construction phase (maintaining the education excellence, staying on schedule, following budget guidelines, etc.). Mr. Pruner discussed the communication methods for reaching out to the various stakeholders in town. Mr. Ellis stated that they do have experience (Beverly) with multiple grade configurations. Mr. Pruner spoke to his experience in working with architects and engineers. Mr. Ellis explained how they engage the designer in the value engineering process. They both expressed having had good experiences working with commissioning agents. Mr. Ellis noted that they use e-Builder as a part of their technology tools. He said that Heery is a proactive, team-oriented firm that will take full responsibility for the project. Mr. Ellis spoke to their profit margin, noting that they were involved in some “at risk” work.

Hill International, Inc.

Key Team Members:

Mr. Joe Naughton
Mr. Paul Kalous
Ms. Inger Hamre-Foley
Mr. Marty Goulet
Ms. Allyson Toner

Chair McLaughlin introduced the OPM Subcommittee members. He explained the interview format: a 20-minute presentation, followed by 20 minutes of questions, and a 10-minute follow-up.

The Hill Team introduced themselves; Mr. Joe Naughton, Principal-in-Charge, led the presentation, which highlighted the prime Hill contacts for various phases of the project. He reviewed the potential timeline for specific parts of the project. Mr. Kalous explained how the team will work with the designer during the construction phase, using a Weston elementary school as an example. Ms. Hamre-Foley spoke to the coordination of the outreach efforts, MSBA coordination, agendas, and meeting minutes. Mr. Kalous spoke to the budget process, construction costs, and contingency fees. Mr. Goulet spoke to the management and maintenance of the HVAC and lighting systems. Ms. Toner spoke to their strong understanding of the MSBA’s processes and policies. She noted her experience in maximizing the MSBA’s reimbursement rate and in understanding the eligible and ineligible costs. She made note of her experience with the ProPay system.

During the next phase of the interview, Hill Team Members addressed the questions put forth by the OPM Subcommittee. They addressed the questions while highlighting their past experience in managing the communication process, creating a safe work environment, in working with multiple grade configurations, in reaching out (and identifying) the various stakeholder groups, and working with the design team to resolve challenges (Revere Landfill). Mr. Naughton addressed the concept of value engineering, while Mr. Goulet addressed their experience with MSBA-appointed commissioning agents as well as the use of PMI for technology. Mr. Naughton added that Excel is heavily used, as is e-Builder. In closing, he cited the rule of third philosophy as the cornerstone of their success.

NV5 Consultants, Inc.

Key Team Members:

Mr. Tom Murphy

Ms. Melissa Gagnon
Mr. Tim Baker
Mr. Bill Shaw

Chair McLaughlin introduced the OPM Subcommittee members. He explained the interview format: a 20-minute presentation, followed by 20 minutes of questions, and a 10-minute follow-up.

Mr. Tom Murphy, Project Director, provided an overview of the work done at NV5. He then introduced the members of the NV5 team, noting that two individuals could not be in attendance today (Mr. Chris Guarino and Ms. Stephanie Gilman). Mr. Murphy reviewed how much time each staff member would commit to the project. He also reviewed the firm's relevant K-12 experience. Ms. Gagnon outlined their management/communication approach. Mr. Baker discussed their community outreach experience, using examples from past projects. Mr. Murphy touched on their experience as OPM advocate as well as with the building management systems approach.

During the next phase of the Interview, NV5 Team Members addressed the questions put forth by the OPM Subcommittee. Mr. Murphy was the primary respondent; he incorporated their past experiences into his answers. Ms. Gagnon explained how she reached out to and involved community stakeholders in the past, and noted where stakeholder feedback was incorporated into the design. The team added information pertaining to coordination and conflict resolution with the building committee and with the architect. Consensus, agreed the team, is the goal. Mr. Murphy spoke to the concept of value engineering, noting where it is beneficial. He stressed the importance of having good relationships with the commissioning agents. Technology tools include customized Excel documents, spreadsheets, etc.

In closing, Mr. Murphy stated that NV5 is an experienced firm with an excellent track record and healthy working relationships. NV5 is experienced working with the MSBA, as well. Mr. Murphy also provided some background information about the firm and its history.

V. Post Interview Comments

Mr. Lovallo noted that, while all four firms are qualified, chemistry and personal connection need to be factored in. Mr. Richards stated that some of the presentations were not as professional as he expected. He also said it was not clear who the on-site "go to" person would be.

The group expressed concern that two key members from the NV5 team were not in attendance.

Daedalus was discussed next. Most agreed that the presentation was a bit formulaic. Mr. Gatzunis' prior experience (both in and out of Belmont) was explored.

Ms. Marshall stated that the Hill presentation felt professional. Mr. Boyle said that the Hill references were glowing. Ms. Marshall and Ms. Brusch both reported that Daedalus received strong references.

Mr. Richards stated that he has been emphasizing that the school building needs to be an environment that is supportive of communication, collaboration, creative learning, and critical thinking. The teachers are being trained in these areas and the new building needs to have spaces to support this innovative skill set.

Chair McLaughlin stated that he likes having a small firm – Daedalus. Mr. Marks, he said, has the

right experience for Belmont. However, Mr. Boyle noted that Mr. Marks will not be there much – 20 percent. Mr. Gatzunis, the group agreed, will likely be the main contact for Belmont.

Mr. Mooney said it has to be made clear that Mr. Marks is available to this project on a daily basis.

Next Meeting: Thursday, February 16, 2017 at 7:30 a.m.

IX. Related Meeting Documents:

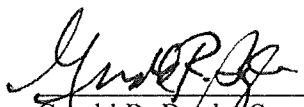
1. OPM Interview Questions
2. OPM Presentation Outline
3. OPM Interview Firms
4. Draft Meeting Minutes 2/8/17

XI. Adjournment

The meeting was ended at 6:00 p.m. by Mr. Lovallo.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

3/6/17
Date