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**BELMONT HIGH SCHOOL BUILDING COMMITTEE
OWNER'S PROJECT MANAGER (OPM) SUBCOMMITTEE
FINAL MEETING MINUTES
Thursday, February 16, 2017
Town Hall – Selectmen's Meeting Room
7:30 AM**

Meeting #7

Subcommittee Members Attending:

Chair McLaughlin; Members: Phyllis Marshall, Gerald Boyle (arrived at 8:00 a.m.), Pat Bruschi, Bill Lovallo, and Joel Mooney

I. Call to Order

The meeting was called to order at 7:30 a.m. by Chair McLaughlin.

I. Architect and Design Selection Update

Mr. Lovallo broached the topic of the formulation of the Design and Selection Panel (the guidelines have been laid out by the MSBA), which might include the following three Belmont members: School Committee Chair Fiore (or a designee, presumably BHSBC Chair Lovallo), the Superintendent of Schools, the Chair of the Board of Selectmen (or a designee, presumably another BHSBC member). This team of three would serve with the MSBA selection team and would need to understand who the prospective architects might be.

Chair Lovallo explained the selection process, which includes MSBA ranking the proposals, the interviews, the caucusing, etc. Ms. Bruschi stated that touring schools and talking with end-users is a valuable exercise. However, it was noted that there is a point at which Belmont cannot talk with potential architects (viz., after the RFS is issued).

While the architect/design decision will not be made until May or June, the Selection process actually starts now. Belmont's group will be in contact with the MSBA throughout the process.

II. Rank Owners Project Manager (OPM) Proposals for Recommendation

The OPM Subcommittee discussed the strengths and weaknesses of the applicants interviewed yesterday. The Subcommittee also discussed the references, agreeing they were all very strong.

Ms. Bruschi moved: To rank all the reference checks at the highest possible score (25) as they were all stellar.

The motion passed unanimously.

Mr. Lovallo explained how the scoring needs to be reflected in the report sent to the MSBA. The report should include an explanation of the scoring system that was used. Mr. Boyle noted that the scoring system needs to be consistent for each Subcommittee member, e.g., the weights given to certain items need to be consistently applied. Reference checks and concluding statements are included in the report.

OPM Subcommittee members then took a few minutes to fill in the scoring/ranking sheet based on the interviews. Each Subcommittee member submitted numerical ratings. Once averaged, the ratings indicated the following ranking:

1. Daedalus 114.7
2. Hill 104.3
3. NV5 94.5
4. Heery 88.0

The subcommittee then reviewed the tabulation of applicants' scores in all three areas of evaluation – submission (maximum 100 points), references (maximum 25 points), and interviews (maximum 125 points). In consideration of the results of the scoring and the ensuing ranking, Chair McLaughlin entertained the following motion:

Moved: That the OPM Subcommittee recommend to the full BHSBC that the OPM applicants be ranked in the following order:

1. Daedalus 218.4 points
2. Hill 211.0 points
3. NV5 195.5 points
4. Heery 194.8 points

The motion passed unanimously.

III. Preparation of MSBA OPM Selection Report

Mr. Boyle and Mr. Lovallo reviewed the sections of the report, which is due on March 8, 2017.

V. Other:

Next Meeting: Nothing is set up for the OPM Subcommittee; the BHSBC meets tomorrow (i.e., Friday, 2/17/2017) at 7:30 a.m. (Homer Building Gallery).

IX. Related Meeting Documents:

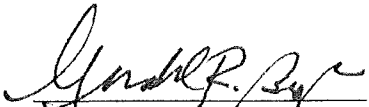
1. OPM Evaluation Scoring Summary
2. 2017 Designer Selection Panel Meeting Dates
3. OPM Interview Scoring Matrix Template

XI. Adjournment

The meeting was ended at 9:01 a.m. by Chair McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

3/6/17
Date