

BELMONT HIGH SCHOOL				
Owner's Project Manager Selection Process				
December 21, 2016				
No	Date	Duration	Task	Comment
1	November 17, 2016		set agenda for OPM selection	obtain RFS material from MSBA
2	December 1, 2016		draft RFS	
3	December 8, 2016	1 week	BC mtg #10, SC formed and authorized by BC	SC meets to finalize RFS, finalize rated evaluation criteria
4	December 8, 2016	1 week	Town council review RFS	
5	December 15, 2016	1 day	BC mtg #11, SC submit RFS for authorization by BC	
6	December 15, 2016	2 weeks	submit RFS to MSBA for review	
7	December 15, 2016	1 week	submit MSBA OPM contract to Town Council for review	
8	December 30, 2016		MSBA responds with RFS review comments	SC meets to update RFS if needed
9	January 3, 2017	Tuesday	SC places advertisement for OPM	
10	January 5, 2017	Thursday	CR runs advertisement	
11	January 5, 2017		BC meeting #12	mtg with WBC to discuss lessons learned
12	January 12, 2017	advertisement + 1 wk	walk through for respondents	not mandatory
13	January 19, 2017	advertisement + 2 wk	deadline for RFS questions	
14	January 26, 2017		deadline for RFS responses	
15	February 9, 2017	responses + 2 weeks	SC evaluates responses and prepares short list of 3 to 5 firms	
16	February 13, 2017	2 days	interview short list firms	
17	February 20, 2017	1 week	school vacation week	
18	February 28, 2017		SC ranks and selects OPM	call references for all short list firms
19	March 2, 2017		BC meeting #13 to confirm OPM	negotiate fee with OPM, complete MSBA selection report
20	March 16, 2017	confirmation + 2 wks	submit OPM selection report to MSBA	1 week for review comments
21	March 23, 2017		receive comments by MSBA	
22	March 30, 2017		final submittal of MSBA selection report	
23	April 3, 2017		MSBA OPM selection board vote of approval	Board meets first Monday of month
24	April 6, 2017		BC meeting #14, execute contract with OPM	