

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

147 POND STREET, FRANKLIN MA 02038

SCHOOL BUILDING COMMITTEE MEETING OPM SELECTION SUB-COMMITTEE SCHOOL COMMITTEE CONFERENCE ROOM

Minutes

June 22, 2021, 7:00 PM

Mr. Mushnick, Chairman, called the meeting to order at 7:19 PM.

Members Present:

Brian Mushnick, *Chairman*, Norfolk
Jonathan Dowse, Sherborn
Brendan Bowen, Member
Dan Haynes, Member

Members Not Present:

Stanley Widak, *Plainville*

Others Present:

N/A

INTRODUCTIONS

None

SELECTION COMMITTEE MINUTES

The purpose of the meeting is to short-list the Owner's Project Manager (OPM) submissions to a number that will facilitate an effective interview process. The District received thirteen (13) responses from the Request for Services (RFS) document properly posted on June 2, 2021. Mr. Haynes informed the Committee that Arcadis did not include the required forms in Attachment C and have been deemed non-responsive. All other OPM submissions met the minimum requirements set forth in the RFS. All members of OPM Selection Committee were provided a short-list evaluation criteria form which will be used to evaluate each firm.

The Selection Committee decided to review each firm submission and place each firm into one of three categories, yes, no, or moved aside for further discussion. The Selection Committee had an open discussion about each OPM firm based on the evaluation criteria provided. After each OPM firm was discussed, the selection committee placed each firm as follows:

- Colliers, Dore & Whittier, and Skanska were placed in the yes category and were short-listed.
- Atlantic, CMS, Leftfield, P3, PCA 360, and PMA Consultants were placed in the no category.
- CHA, Compass, Hill International were moved aside for further consideration.

The Selection Committee discussed whether to invite only three OPM firms forward for an onsite interview. Mr. Dowse intimated that he would like to short-list one of the firms set aside for further discussion.

Additional discussion followed regarding the three firms set aside for further discussion, CHA, Compass and Hill International. It was determined that Hill International had more relevant experience and would be short-listed and asked to participate in the interview process.

Mr. Haynes asked the members to provide a list of interview questions by June 28th. Due to the upcoming Fourth of July holiday, the Selection Committee decided to schedule the four interviews for Monday July 12. Each firm will be granted a one-hour interview and there will be fifteen minutes after each interview for Selection Committee discussion.

TOPICS NOT REASONABLY ANTICIPATED BY THE CHAIRPERSON 48 HOURS IN ADVANCE OF THE MEETING

None

ADJOURNMENT

A motion was made by Mr. Mushnick and seconded by Mr. Dowse that the School Building Selection Sub-Committee be adjourned.

Motion passed unanimously.

The School Building Selection Committee meeting adjourned at 9:20 PM.

Listing of Materials Used in the Meeting
Evaluation Criteria
OPM Respondent Submissions

Respectfully Submitted:



Daniel B Haynes, Member