

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
School Building Committee (SBC) Approved Minutes

R.J. Grey Junior High School, Room 409
16 Charter Road, Acton, MA 01720

February 28, 2018
6:00 p.m.

Members Present: Mary Brolin, Amy Krishnamurthy, Dennis Bruce, Bill McAlduff, Peter Berry, Jason Cole, Bob Evans, JD Head, Adam Klein, Lynne Newman, Mac Reid, Damian Sugrue, Chris Whitbeck.

Members Absent: Marie Altieri, Rob Bukowski, Brian Griffin, Ted Kail, Steve Mielke, Maria Neyland, Katie Raymond.

Other: Karen Coll.

1. Mary Brolin called the meeting to order at 6:01
2. Members reviewed draft minutes of the January 31, 2018 School Building Committee meeting, and asked some questions about the MSBA process as outlined in the draft minutes. After discussion, revisions to the draft minutes were proposed. Jason Cole moved, Peter Berry seconded, and the minutes were unanimously approved as amended.
3. Review and Approve Owner's Project Manager (OPM) Request for Services and Advertisement

Bill McAlduff said that the need for this extra meeting in February was to enable us to meet our preferred timeline. The Building Committee must approve both the Request for Services (RFS) and the advertisement for an OPM prior to posting. If we post the ad on March 1, we will be able to work through the process in time to get onto the MSBA review board's May 7 agenda; if not, we wouldn't be able to present our candidate to the MSBA until August. Mary Brolin noted that the date planned for interviewing short-listed OPM candidates is the first day of Acton's annual Town Meeting; that should not pose a problem as long as the interviews are held during the day.

JD Head reviewed the draft Request for Services document (RFS), including revisions that had been made after the document was submitted to the MSBA on February 20. Revisions included:

- In Section 3, Project Description, Objectives and Scope of Services, adding the enrollment numbers from the MSBA enrollment certification for each of the three proposed options of a Douglas/Gates twin school; a Douglas/Conant twin school; and a Douglas standalone building.
- Increasing the expected duration of the design development/construction documents/bidding phase of the project from three months to 10 months. This would delay our goal of starting construction during the summer of 2020 and opening the new school in time for the 2022 school year. In response to a question from Peter Berry about the impact on our timeline, Bill said that we might not need the full 10 months, and that the feasibility study might also take less than the 18 months outlined in the RFS. In addition, we might be able to begin site work as the feasibility study is being finalized.
- In Section 4, Evaluation Criteria, distributing the 15 points allocated to past performance of the OPM between the two indicators, documented past performance (10 points) and satisfactory working relationships (five points).
- Additional clarifications and minor revisions.

In response to a question from Peter, Bill confirmed that we would not be required to go with the lowest bidder, but would be able to negotiate with any preferred OPM candidates.

Adam Klein noted that the estimated cost range of the project was not the same in the RFS and the draft advertisement. The estimated costs in the ad are correct, and JD Head will revise the RFS. Mac Reid asked about the process of obtaining voter approval of the funds; the projected costs need to be approved first by the Building Committee and the MSBA before they are put to a vote at Town Meetings.

Damian Sugrue made a motion to accept the RFS as amended, Peter Berry seconded, and the committee **VOTED** unanimously to approve the RFS document as amended.

Dennis Bruce moved to accept the advertisement, Adam Klein seconded, and the committee **VOTED** unanimously to approve the advertisement.

Amy Krishnamurthy left the meeting at 6:27, prior to the votes.

4. Bill said that the committee should be prepared at its next meeting on March 14 to identify an OPM review panel. In his role as Procurement Officer, JD Head is required to be part of that panel; it was also suggested that Katie Raymond, an engineer would be a strong potential member. Mary Brolin asked that anyone else with an interest in participating on the panel email her or Bill to let them know.

Jason Cole moved, Bob Evans seconded, and the meeting was adjourned at 6:35pm.

Respectfully submitted,
Karen H. Coll

Documents Used:

Draft OPM Request for Services Submitted to MSBA 2-20-18

Final SOI, Douglas School, Submitted to MSBA 4-7-16

Draft Advertisement for OPM

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

March 14 (Note: Meeting will be in Superintendent's Conference Room)

April 11

May 9

June 13 (Note: Meeting will be in Superintendent's Conference Room)