

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

Superintendent's Conference Room, Room 13, Administration Building
15 Charter Road, Acton, MA 01720

March 22, 2018
7:00 p.m.

Members Present: Mary Brolin, Amy Krishnamurthy, Dennis Bruce, Bill McAlduff, Marie Altieri, Jason Cole, Bob Evans, JD Head, Gary Kushner, Lynne Newman, Maria Neyland, Katie Raymond.

Members Absent: Peter Berry, Adam Klein, Steve Mielke, Mac Reid, Chris Whitbeck.

Other: Karen Coll, Bill Hart

1. Mary Brolin called the meeting to order at 7:00pm. She introduced Bill Hart, who has agreed to serve on the OPM Selection Subcommittee. Bill briefly outlined his background overseeing large construction projects. Mary also introduced Gary Kushner, who has joined the Building Committee as the representative of the Boxborough Finance Committee. Members introduced themselves to Bill and Gary.
2. MSBA Update – there were no new updates to report regarding the MSBA.
3. Owner's Project Manager

a. Update on Status of Posting

The ad for an Owner's Project Manager (OPM) was posted on March 7, 2018. We received Requests for Service application materials (RFS) from 28 firms, although not all of those were project managers; we also received requests from architects and other related specialty firms as well as from periodicals. Interested parties were invited for a tour on March 15th. Eight firms came for the tour and we ultimately received eight proposals by the March 22nd due date. JD noted that Dore & Whittier, the firm we worked with on our initial capital needs study and master plan, had not submitted a proposal; they have indicated that they would like to be considered for the architect's role in the building project.

b. Establish the OPM Selection Committee –VOTE

Mary had asked people who were interested in participating on the OPM Selection Subcommittee to let her know. Volunteers included:

- Mary Brolin
- Peter Berry
- Bob Evans
- Katie Raymond
- JD Head
- Bill Hart, a community member with construction project management experience
- Dave Verdolino

Members agreed that seven members was a good size for this subcommittee.

Amy Krishnamurthy moved, Maria Neyland seconded, and the committee VOTED unanimously to approve the creation of the OPM Selection Subcommittee with the members as listed above.

JD Head distributed bags to each subcommittee member with all eight proposals as well as a copy of a memo, which was also distributed to the full Building Committee, with information about the MSBA OPM

selection process and criteria. Karen Coll will send out the RFS document and addendum to members of the subcommittee on Friday, March 23rd.

c. Discuss Next Steps

JD reviewed a memo outlining a proposed schedule for the OPM selection process. The plan is for the subcommittee to meet and narrow the field of eight applicants to a short list of three to invite for interviews. Once the short list has been established, references will be checked for those firms. If the references result in the elimination of one of the short-listed firms, the committee will either substitute the fourth-choice firm or will develop a list of three preferred firms plus an alternate in the initial short list. JD noted that these are all likely to be fairly similar - large firms with significant experience in this type of project.

Interviews should be held no later than April 2nd because we need to submit our selection to MSBA by April 11th in order to have it approved at the May MSBA meeting; If not the May meeting, our approval would be pushed back until August or September. The timeline is tight, but Bill McAduff felt it would be advantageous if we could have our OPM approved in May.

April 2nd is the first evening of Acton Town Meeting, but members agreed that interviews could be conducted in the morning, with some additional time scheduled for discussion and selection of a preferred candidate. JD will let the firms know of the date and schedule. As a subcommittee of the Building Committee, these meetings will need to meet public meeting requirements such as advance posting of agendas and keeping of minutes. Bill McAduff will get clarification whether the interviews and evaluations are to be considered open or executive sessions.

Bill McAduff noted that, per the RFS, each firm has to designate key personnel who will lead the project. These are likely to include a project director, a project manager, and a field representative. The project manager and field representative would probably have more involvement in the actual construction project than the feasibility study. The firms may bring this entire team in for the interviews.

Following the interviews, the subcommittee will rank the candidates using a defined set of criteria. After the selection of a preferred candidate based on these rankings, the subcommittee will negotiate with that firm to finalize contract details. If an agreement can't be reached, the subcommittee will move to the second choice candidate. The final candidate and agreed contract will be presented to the MSBA by April 11th. Bill McAduff said that the fee included in this contract is for the feasibility study only. We will negotiate a separate contract and fee for the construction project.

Selection subcommittee members were asked to review the evaluation criteria, which are in the RFS and also delineated in the memo. Each member will score each firm on all the criteria; the full subcommittee will then compile and discuss the scores to identify the top three candidates. JD will complete Attachment A, which is outlined in the memo; much of the information will be taken from the RFS. JD will also develop a ranking sheet based on the sample format on page 12 of the memo.

Bill McAduff said that once we select an OPM, and then a designer, the process will ramp up.

4. Review Composition of School Building Committee

Because it has been difficult to ensure a quorum at meetings due to absences and scheduling conflicts, some changes have been made to the Building Committee membership. After seeking feedback from all parties, Mary Brolin presented a list of proposed changes to the School Committee, which was approved

at their March 15th meeting. Damian Sugrue, principal of Conant, was offered the opportunity to withdraw, since the new building is likely to include Douglas and Gates but not Conant. Gary Kushner has joined as the Boxborough Finance Committee representative, replacing Ted Kail. Rob Bukowski and Brian Griffin have both opted to leave the committee; Steve Mielke has not yet committed but will remain on the committee for the time being. Going forward, we will need to add members with more expertise in construction, engineering, and related specialty areas.

Members of the committee will reach out to people they know with experience in electrical and mechanical engineering and architecture, as well as a certified planner and, possibly, an expert in security. Bill Hart is an electrical engineer with experience on large projects and might consider joining the committee.

5. Additional Planning to Move Forward

Mary Brolin relayed a suggestion from Beth Petr, Executive Assistant to the School Committee, to create a flyer for Town Meeting, giving an update on the project status and thanking residents for their support. The flyer will have to be sent to Acton Town Moderator Peter Ashton prior to Town Meeting, possibly by March 28th. Mary will create the content for the flyer, and JD will edit it.

6. Maria Neyland moved, JD Head seconded, and the committee voted unanimously to adjourn the meeting at 7:48pm.

Documents Used

Memo from JD Head regarding OPM Selection Subcommittee

List of Building Committee members, revised by vote of the School Committee on March 15, 2018

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

April 11

May 9

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