

WESTWOOD SCHOOL BUILDING COMMITTEE
Westwood, Massachusetts

OPM SELECTION SUBCOMMITTEE MEETING MINUTES

April 11, 2019

Attendance and Call to Order

The meeting was called to order at 7:37am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: John Cummings, Pam Dukeman, Michelle Miller, and Emily Parks. Mike Walsh arrived at 7:38am. Mike Jaillet was absent. John Cianciarulo recorded the minutes.

I. Review Process for Owner's Project Manager Interviews

Ms. Plotkin asked Ms. Miller to update the subcommittee on the Owner's Project Manager Request for Services process.

Ms. Miller replied that the OPM is posted on the website; she encouraged members to look at it. Nine firms have indicated an interest.

A walkthrough of Hanlon is scheduled for tomorrow, Friday, April 12. A couple of firms have called to confirm timing. Firms are welcome to also do a walkthrough of Sheehan and Deerfield.

Proposals are due on April 17, 2019. Ms. Miller will collate them and send to the subcommittee via email.

Before then, Ms. Miller will send a scoring sheet which will be helpful to have when reviewing the RFSs. Ms. Miller asked members of the subcommittee to contact her with any questions.

Proposals will be scored by April 26, 2019. Mr. Walsh indicated that he would be able to participate remotely.

Ms. Parks asked for clarification on scoring process between short listing and interviews. Ms. Miller noted that there are two separate things that are being scored: based upon the RFS and then based upon the interview.

Ms. Miller stated that she will collect everyone's scores. Score sheets then go to the MSBA.

Ms. Miller suggested reviewing the score sheet prior to reading the proposals.

Mr. Walsh asked about conducting outside research. Ms. Miller said to note any concerns in the notes portion. She also reinforced the strength of references during the process.

Ms. Plotkin noted that she received anecdotal information as well. She suggested sharing this information with the subcommittee during the meeting of April 26.

Ms. Miller stressed that the scoring sheet is for scoring the RFS only.

Mr. Walsh is on the board of the Massachusetts Selectmen's Association. Access to members of this board may prove to be quite useful.

Ms. Dukeman asked for clarification on the process. Ms. Miller said that the subcommittee is choosing 3-5 firms for the short-list.

II. Discuss Potential Interview Questions for Owner's Project Manager Interviews

Ms. Plotkin reviewed potential interview questions for the Owner's Project Manager interviews. Ms. Plotkin stressed that the same questions will be asked for each.

Ms. Parks asked if there was a presentation portion. Ms. Miller said there was not.

Mr. Walsh asked if we were providing copies of the questions ahead of time. Ms. Miller responded that the subcommittee does not need to do that, nor does she recommend doing it.

Ms. Plotkin noted that the OPM candidates have a general idea of the questions. Ms. Miller reiterated that most have already been through this process.

Ms. Parks suggested allotting five minutes per question; ordering the questions by priority.

Ms. Plotkin stated that she feels asking about: architecture and value engineering (i.e., cost-cutting) would be helpful.

Mr. Cummings agreed that asking about conflict-resolution and what tactics are used would be beneficial.

Ms. Dukeman suggested combining some questions.

Ms. Parks suggested offering a scenario might be a good strategy for answering some questions.

Mr. Cummings noted that include a question on communication would be beneficial.

Ms. Plotkin agreed that communication is vital.

Ms. Plotkin asked about specific expertise (e.g., environmental). Is this outsourced or within the firm?

Ms. Miller indicated that expertise is likely in-firm and would be included in the RFS response.

Ms. Parks said that she spoke with Tom Philbin, the Town's Energy Manager. He would be willing to sit-in and listen to the interviews.

Ms. Dukeman indicated that the key is the first question, asking about previous experience with MSBA construction projects; working recently with schools is very important.

Ms. Plotkin agreed, as the MSBA is likely looking for that, too.

Ms. Miller suggested they also share about some projects that did not go as planned.

Ms. Plotkin asked if it is typical for an OPM to change in the midst of construction. It is not. While personnel may change, the firm does not.

Ms. Miller suggested that the School Committee would want regular updates. Ms. Parks agreed, adding that if there is value for the public, the School Committee would invite them to present. Mr. Cummings stressed that the OPM Selection Subcommittee make sure that the OPM is able and willing to do that.

Mr. Walsh also suggested utilizing the website as an avenue for this communication.

Ms. Dukeman agreed, adding that they are going to be a public presence.

Ms. Plotkin stated that she felt eight questions were enough.

Ms. Parks asked for clarification on how to conduct the interviews.

Ms. Miller responded, asking the Subcommittee what members wanted to do.

Ms. Dukeman suggested finalizing questions on the 26th and deciding the process for asking questions.

Ms. Plotkin stated that she would revise questions for interviews. She will circulate and then ask for any edits.

In closing, Ms. Plotkin reviewed the process: Ms. Miller will provide responses for scoring. The Subcommittee will meet on April 26 to identify the short-list and then finalize questions for interviews on the 30th.

Ms. Dukeman announced that she and Marie O'Leary, the Town Accountant, will attend a finance workshop at the MSBA.

Mr. Cummings motioned to adjourn. Mr. Walsh seconded. Vote: 6-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 8:16am.