

WESTWOOD SCHOOL BUILDING COMMITTEE
Westwood, Massachusetts

OPM SELECTION SUBCOMMITTEE MEETING MINUTES

April 26, 2019

Attendance and Call to Order

The meeting was called to order at 7:31am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: John Cummings, Pam Dukeman, Mike Jaillet, Michelle Miller, and Emily Parks. Mike Walsh participated remotely. John Cianciarulo recorded the minutes.

Ms. Plotkin confirmed that Mr. Walsh, participating by telephone, was able to hear all members clearly.

I. Review OPM Proposal Grades

A total of twelve responses were received:

- Arcadis
- Architectural Consulting Group (ACG)
- Atlantic Construction
- Collier
- Compass
- Construction Monitoring Services (CMS)
- NV5
- P3
- PCA360
- Pinck & Co.
- PMA
- Ted Gentry

Ms. Plotkin began the meeting by asking Ms. Miller how best to review the OPM proposal grades.

Ms. Miller suggested two options: collecting numbers and doing a straight average; inviting the top three for interviews next week. The MSBA requires a minimum of three firms be brought in for interviews. A second option is to review each one and discuss, as everyone grades differently. Ms. Miller suggested the Subcommittee use this approach. The Subcommittee agreed.

Ms. Parks suggested everyone review their grades and determine if there was consensus on firms scored with the fewest points.

Ms. Plotkin asked Ms. Miller to confirm that all of the firms had been discussed. They were.

The Subcommittee discussed their rankings. Ms. Miller compiled responses into three categories: weak, mid, and high.

II. Identify Short List of Candidates for Interviews

Ms. Miller indicated that she will forward a master spreadsheet to the MSBA, along with a list of the short list candidates. Ms. Miller will also share it with members of the Subcommittee. The short list of candidates for interviews are:

- Arcadis
- Compass
- CMS
- PMA
- Pinck & Co.

III. Finalize Interview Questions

Ms. Plotkin asked how long the interviews will be. Ms. Parks indicated the Subcommittee estimated 45 minutes to an hour each.

Ms. Plotkin asked about refining questions based upon reviewing the proposals. The Committee finalized a list of interview questions.

Mr. Jaillet motioned to approve the short list of candidates: Compass, PMA, CMS, Pinck & Co., and Arcadis. **Mr. Walsh seconded.**

Ms. Parks: Aye.

Ms. Plotkin: Aye.

Ms. Miller: Aye.

Mr. Cummings: Aye.

Mr. Walsh: Aye.

Mr. Jaillet: Aye.

Ms. Dukeman: Aye.

Vote: 7-0-0.

Result: Approved (Unanimous)

Mr. Jaillet made a motion to approve the OPM Interview Questions as discussed and revised¹. **Mr. Cummings seconded.**

Ms. Parks: Aye.

Ms. Plotkin: Aye.

Ms. Miller: Aye.

Mr. Cummings: Aye.

Mr. Walsh: Aye.

Mr. Jaillet: Aye.

Ms. Dukeman: Aye.

Vote: 7-0-0.

Result: Approved (Unanimous)

IV. Approve Minutes of April 11, 2019 Subcommittee Meeting

¹ Approved OPM Interview Questions

Mr. Cummings made a motion to approve the subcommittee meeting minutes of April 11, 2019. Ms. Parks seconded.

Ms. Parks: Aye.

Ms. Plotkin: Aye.

Ms. Miller: Aye.

Mr. Cummings: Aye.

Mr. Walsh: Abstain.

Mr. Jaillet: Abstain.

Ms. Dukeman: Aye.

Vote: 5-0-2.

Result: Approved.

Mr. Jaillet motioned to adjourn. Mr. Cummings seconded.

Ms. Parks: Aye.

Ms. Plotkin: Aye.

Ms. Miller: Aye.

Mr. Cummings: Aye.

Mr. Walsh: Aye.

Mr. Jaillet: Aye.

Ms. Dukeman: Aye.

Vote: 7-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 8:50am.