

WESTWOOD SCHOOL BUILDING COMMITTEE
Westwood, Massachusetts

MEETING MINUTES

May 2, 2019

Attendance and Call to Order

The meeting was called to order at 7:00pm in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Allison Borchers, Sarah Cronin, John Cummings, Charles Donahue, Pam Dukeman, Abby Hanscom, Mike Jaillet, Lemma Jn-baptiste, Michelle Miller, Anthony Mullin, Emily Parks, and Mike Walsh. Josepha Jowdy, Carol Lewis, and Peter Paravalous were absent. John Cianciarulo recorded the minutes.

Chair's Report

Ms. Plotkin recognized Westwood Media Center, which was on-site to record the meeting.

Ms. Plotkin updated the School Building Committee regarding membership. At a previous School Committee meeting, Ms. Jn-baptiste and Ms. Miller were voted onto the School Building Committee. Both were present at this meeting.

Ms. Plotkin provided an update on the Owner's Project Manager (OPM) search. The Request for Services (RFS) was released to the community. Between the release of the RFS and accepting proposals, a rubric was devised. All firms had an opportunity to tour Hanlon Elementary School. Twelve proposals were received:

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

The OPM Selection Subcommittee individually reviewed and ranked the proposals. They later met and came up with top five firms based upon the scoring rubric. The top five firms were invited for interviews:

- Arcadis
- Compass
- Construction Monitoring Services (CMS)
- Pinck & Co.
- PMA

Interviews were conducted on April 30, 2019. The format allowed for a fifteen minutes presentation and a thirty-five minute question-and-answer session.

The Subcommittee began deliberations on April 30, following the interviews where two top contenders were decided: Compass Project Management and Construction Monitoring Service (CMS). The Subcommittee did not make a recommendation at its April 30 meeting.

References for the two firms were conducted May 1 and today, May 2, 2019.

The Subcommittee will evaluate the OPMs and share information learned from reference calls. The Subcommittee will then continue deliberations and then take a vote on who to recommend to the full School Building Committee.

OPM Selection Subcommittee – Evaluation of OPM Candidates

Ms. Plotkin asked Ms. Parks to share information she acquired during the reference checking process. Ms. Parks spoke with school district leaders that worked with both companies.

Ms. Plotkin shared information she learned during her reference calls.

Ms. Miller shared information that she learned during her reference calls.

Ms. Dukeman wanted to remind the Committee that it has been a while since Westwood was involved in a school-building project. She noted that it is important to work with an OPM that is familiar with the MSBA and its processes.

Ms. Plotkin opened deliberations for additional discussion.

Mr. Cummings shared that he was able to conduct reference calls as well. He shared information he learned.

The Subcommittee shared their thoughts as they reflected upon interviews and references.

References were received from two different perspectives: Permanent Building Committee Chairs and educational leaders.

Mr. Cummings made a motion to recommend Compass Project Management as the OPM. Mr. Walsh seconded.

Mr. Walsh expressed concern over favoritism, as this would be the third time Westwood has hired Compass as a project manager. Ms. Miller replied that this is a structured process: Twelve proposals were received and the MSBA will see how they were ranked; there was not a huge spread. She stressed that this was an unbiased evaluation. In fact, during calls for references, there are some communities using the same firm for multiple projects.

Ms. Plotkin shared that Compass' previous work in Westwood is merely a reference. Compass' familiarity with the MSBA was integral. The District cannot go wrong with either firm. It comes down to who has most experience.

Mr. Mullin asked Ms. Plotkin if the full School Building Committee could ask questions. Ms. Plotkin queried the Subcommittee, they agreed that the full Committee could do so.

Mr. Mullin asked about fees. Ms. Miller replied that a fee is negotiated once a firm has been named to the MSBA. The reason for this is so that the best firm for the job is chosen.

Vote: 7-0-0

Result: Approved (Unanimous)

OPM Selection Subcommittee – Action Item

Mr. Walsh moved to approve the OPM Selection Subcommittee minutes of April 30, 2019, as amended. Mr. Cummings seconded. Vote: 7-0-0.

Result: Approved (Unanimous)

Action Items

Mr. Walsh moved to approve Compass as the OPM Selection Subcommittee's recommended OPM and to be submitted to the MSBA. Mr. Jaillet seconded. Vote: 13-0-0.

Result: Approved (Unanimous)

Mr. Walsh moved to approve the minutes of February 27, 2019. Mr. Cummings seconded. Vote: 13-0-0.

Result: Approved (Unanimous)

Mr. Walsh moved to accept the OPM Selection Subcommittee's meeting minutes of April 11, April 26, and April 30, 2019. Ms. Parks seconded. Vote: 12-0-1.

Result: Approved.

Mr. Mullin asked for an update on the next steps of the process. Ms. Plotkin shared:

- Ms. Miller will notify the MSBA of the School Building Committee's selection and will submit the appropriate paperwork.
- It is anticipated that Westwood will be on the MSBA's June 3 agenda. If not, Westwood will be on the July one. This is where the MSBA will approve Westwood's OPM.
- A fee will be negotiated with Compass in anticipation of the June 3 MSBA meeting.
- At the School Building Committee's June meeting, the designer-selection process will be discussed.
- The architect RFS will be prepared in the next few weeks.
- Once a designer is on board, the next phase will become more clear.

Mr. Walsh announced that, by the June School Building Committee meeting, he will no longer be Chair of the Select Board. Therefore, he will be replaced on the School Building Committee by Nancy Hyde. Ms. Hyde will be Chair of the Select Board at that time.

Mr. Walsh motioned to adjourn. Mr. Cummings seconded. Vote: 13-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 7:34pm.