

Essex SBC OPM Procurement Subgroup Meeting Minutes

Date: January 10, 2025

Time: 2:00pm – 3:00pm

Location: WebEx

Present: Tyler Virden/ Gordon Brewster / Henry Oettinger / Mike Gerhardt / Michelle Cresta / Pam Beaudoin

A. Call to Order

2:05

B. Public Comment - No public comment.

C. Business Meeting

Review of the Request for Services (RFS) Submission to MSBA

- The committee reviewed and finalized the RFS submission for the Owner's Project Manager (OPM) selection process.
- Michelle led the discussion, outlining comments received from the Massachusetts School Building Authority (MSBA) and internal committee feedback.
- Adjustments were made to align with MSBA's recommended template and cost estimates.
- The estimated project cost range was revised from \$40–\$60 million to \$66–\$74 million, considering escalating costs and updated square footage pricing.

Shortlisting and Interview Process for OPM Selection

- Committee members discussed the timeline and procedures for reviewing submissions and selecting finalists.
- Proposals are due February 5, 2025.
- The committee will shortlist candidates by February 12, 2025.
- Interviews with shortlisted firms will be conducted the week of February 24, 2025.
- The committee agreed to finalize the selection by March 12, 2025, in accordance with MSBA deadlines.

Site Visit Coordination

- MSBA recommended that in addition to Essex Elementary, the committee include Manchester Memorial School in the site visits.
- The committee scheduled walkthroughs at 10:00 AM at Essex Elementary and 2:30 PM at Manchester Memorial School.

Action Items

1. Finalize and submit RFS to MSBA with revised cost estimates.
2. Prepare for proposal reviews, ensuring all committee members have access to documents by February 5, 2025.
3. Schedule interviews with shortlisted firms for the week of February 24, 2025.
4. Conduct site visits at Essex Elementary and Manchester Memorial School.

Adjournment

3:00