

High School Building Committee – Sub Committee for OPM Selection Meeting Minutes

Meeting date: March 7, 2017

Members Present: Joe Torrasi, Wayne Adams, Bill Daley, Lisa O'Connor, Jeff Mulqueen. Also Present: Greg Labrecque, Jonathan Seymour. Absent: Stephanie Sheely, Mark Tocci

Greg provided an update on the scores from the rating sheets. 5 companies applied and the scores ranged from 643, 594, 587, 538, to 527. These scores represent 80% of the final score with results of the interview making up the final 20%. The RFP states we are to conduct a minimum of 3 interviews and a maximum of 5 interviews. Wayne suggested we interview the companies with the top 3 scores. After some discussion, Joe also suggested going with the companies with the top 3 point scores. Wayne made a motion to interview the top 3 and Lisa seconded. There was no discussion and all voted in favor of interviewing the companies with the top 3 point scores.

The committee considered possible interview questions. After some discussion Joe suggested adding a question about the challenges of the current site and about the OPM's ability to support the approval of the project in the community. The committee voted unanimously to approve the attached 7 interview questions.

The committee then agreed to schedule interviews of potential OPM companies on March 15th 7-9:30pm, allocating 45 minutes per company.

The meeting adjourned at 5:55pm.

The interview process will be approximately 45 minutes in length for each respondent and will consist of standard questions that will be uniformly asked of all interviewed respondents. The Sub-Committee members will then rank the respondents based on their answers on an individual score sheet. Their results of this score sheet will be worth 20% of the final point total.

DRAFT Questions:

Please tell us about your organization and its fit with Pentucket.

1. Using an example from your past experience, describe your management approach in terms of a project of similar scope to that projected for Pentucket.
2. Use examples from your past work to explain your approach for implementing components of the LEED Rating System.
3. To what degree would a Pentucket project impact your organization? Using examples from your experience with past projects, describe your strategy to manage multiple projects with high levels of success.
4. Use one or more examples from your past projects to describe how you effectively used life cycle cost analysis, cost estimation, and value engineering to make a difference for the project owner.
5. What features of your organization distinguish it from others for being selected to partner with Pentucket?
6. What challenges does the current site plan pose for a construction project and how will you plan for meeting these challenges?
7. Using examples from previous projects, how have you supported local building committees to reach community support for the building project?

