

**WEST SPRINGFIELD PUBLIC SCHOOLS
WEST SPRINGFIELD, MASSACHUSETTS**

DATE: September 22, 2017

TO: Members of the School Committee
Michael J. Richard, Superintendent of Schools

FROM: Kevin McQuillan, Acting Assistant Superintendent

RE: Coburn School Project Update
Feasibility Study/Schematic Design Phase - Update and Next Steps

On **September 11, 2017**, Superintendent Richard, Doug Mattoon and I appeared before the OPM Review Panel at the MSBA offices in Boston. We were accompanied by Tom Murphy and Bill Cunniff of NV5, the company the Planning and Construction Committee has selected to be the owner project manager (OPM) for the Coburn School project. NV5 made a 15 minute presentation to the OPM Panel which includes representatives of the MSBA, building and allied trades unions, building contractors and design professionals. Following the presentation, panel members posed questions to NV5 and to the three West Springfield representatives. The questions concerned NV5's experience, approach and personnel and our OPM selection process. The panel also reminded us that the OPM works for MSBA as well as for the Town of West Springfield and they reminded us of the difference between eligible and ineligible costs for school construction projects. The meeting lasted about 45 minutes.

On **September 15, 2017** we received MSBA's official approval of the selection of NV5 as the OPM for this project. This concludes the OPM selection process segment of the Feasibility Study Phase. We now move on to Designer Selection.

NV5 has prepared a draft RFS (Request for Services) for an architect which will be published as soon as it is reviewed and approved. The choice of architect is actually made by the state's Designer Selection Committee. The MSBA and the Town will have minority representation on that committee (3 seats each out of 13 total). The Designer Selection committee meeting that the MSBA has tentatively targeted for us is on November 22nd. The selection process should be concluded by Christmas and the designer would then be ready to begin the feasibility study in January 2018.

