

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

DATE: August 18, 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 - Next Step

On **May 12, 2017** the Board of the Massachusetts School Building Authority (MSBA) formally voted to invite West Springfield into the Feasibility Study/Schematic Design phase for the Coburn Elementary School. The Planning & Construction Committee (PCC) began the Owner Project Manager (OPM) selection process on **June 1** in order to allow plenty of time to meet the MSBA's submission deadline for their **September 11** OPM Review Panel meeting. The time was necessary to prepare and advertise a Request for Services; to receive, review and rank the proposals; to reference-check and interview the short-listed candidates; and to negotiate the draft OPM contract.

The schedule was as follows:

- **May 26** - Draft OPM Request For Services (RFS) to the MSBA for approval
- **June 1** - Ad submitted to Central Register
- **June 5** - Regularly scheduled PCC meeting
- **June 7** - Ad appeared in Central Register & *Republican* newspaper
- **June 15** - Pre-bid walk-through at Coburn School
- **June 20** - Regularly scheduled PCC meeting
- **June 28** - **Deadline for RFS responses to be submitted to PCC** (Nine proposals were received and delivered to PCC members to review)
- **July 5** - Regularly scheduled PCC meeting - The PCC scored and ranked all nine proposals in accordance with the method of evaluation stipulated in the RFS, and selected the top four for reference checks. Four PCC members were assigned (one to each shortlisted proposal) to conduct the reference checks as per the MSBA checklist.

- **July 18** - Regularly scheduled PCC meeting - The assigned members reported on the results of the reference checks. All four firms received good references and the Committee decided to invite all four to interviews on August 1st.
- **August 1** - Regularly scheduled PCC meeting - Beginning at 6:00 PM in the Mayor's meeting room, the final four firms were interviewed in turn by the PCC. After completion of the interviews the PCC deliberated and voted to recommend the firm NV5 as the Owner Project Manager (OPM) for the Coburn School project.
- Over the following two weeks the PCC negotiated an OPM contract with NV5 and drafted the selection process report to be submitted to the MSBA.
- **August 16 - Deadline for Town to submit application to MSBA OPM Review Panel A** 106-page document was submitted to the MSBA that included a full report on the selection process used, the scoring and ranking sheets kept by the PCC, the answers that each of the finalists gave to the set questions, and the reasons for the committee's decision. It also included a copy of the standard MSBA OPM contract signed by NV5 but not by the Town.
- **September 11 - OPM Review Panel Meeting** - Following this meeting we expect to get formal approval from the MSBA to sign the contract with NV5 and to start work immediately on the selection of an architect. This decision is actually made by the MSBA and the Town will have minority representation (3 seats out of 13) on the Designer Selection Committee. The Designer Selection committee meeting that the MSBA has tentatively scheduled is for is on November 22nd.

We have hit all the milestones so far on the Feasibility Study/Schematic Design phase calendar and have successfully completed and submitted all the required "deliverables" to the MSBA. NV5 has advised us that they intend to aim for a Project Scope and Budget Conference with the MSBA in January 2019. This is the point at which a budget and funding agreement for the project is signed by the MSBA and the Town. This would require prior acceptance of the preferred schematic design, which will have been completed by the architect and approved by the PCC, and it would open the door to MSBA Board approval for us to proceed to the next phase, which is Detailed Design which in turn leads to bidding and construction.