

AGENDA: S.H. Elementary School Building Project Committee, 01/15/25

DATE: Wednesday, January 15, 2025

Location: Mosier Elementary School Library

Time: Promptly at 5:30 pm – 6:30 pm, possible extension to 7:00 pm

Note: The topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.

1. Meeting Minutes

- a. Meeting Minutes (12/11/24)

Action Needed: Motion to approve meeting minutes, 12/11/24

2. Project Update

- a. Request for Services submitted to MSBA (12/12/24)
 - i. Other project questions as they relate to the submission process for the RFS.
- b. Posting Updates
- c. Informational Meeting & Submitted Questions
- d. Number of Responses

Action Needed: Informational, no action needed

3. OPM Review Panel Meeting (RPM) Dates

- a. OPM Sub Committee dates for review
- b. DRAFT DATES (dependent upon agenda item #2 & at the time of this agenda). The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA s discretion. (Draft until we hear back re: acceptance.)

(Date) 12/26/2024	RFS appears in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in which the project is located or to be located.
(Date and time) 01/03/2025 10am	Informational meeting and site inspection
(Date and time) 01/10/2025 2pm	Last day for questions from Respondents
(Date and time) 01/15/2025 2pm	Responses due
(Date) 01/23/2025	Respondents short-listed
(Date) 01/27/2025	Interview short-listed Respondents
(Date) 01/31/2025	Negotiate with selected Respondent
(Date) 02/05/2025	Final selection submitted to the MSBA for review and approval
(Date) 03/03/2025	Anticipated MSBA OPM Review Panel Meeting
(Date) 03/06/2025	Anticipated execution of contract

AGENDA: S.H. Elementary School Building Project Committee, 01/15/25 continued

Action Needed: Ensure availability of meeting location and attendees, see background information at end of agenda

4. Next Meeting dates

Action Needed: Confirm February and March, set April

5. Committees/Boards/Departments requesting updates

a. Communication bullets and path for distribution

6. Other New Business

a. Those items not reasonably anticipated by the Chair, 48 hours in advance

7. Adjournment

Note: Not all topics listed in this notice may actually be reached for discussion. Additionally, the listed topics are the only items the Chair is reasonably prepared to discuss.

Various Background Data

(Approved) Project Language in RFS

A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from (\$80,000,000 to 120,000,000) depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

Typical Duration Schedule for OPM

- | | | |
|----|--|---------------|
| 1. | Feasibility Study/Schematic Design Phase; | 20-24 months* |
| 2. | Design Development/Construction Documents/Bidding Phase; and | 10-12 months* |
| 3. | Construction Phase. | 24-36 months* |

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

SCHEDULES

2025 OPM Review Panel Meeting Planning Dates					
OPM RPM Date* (2025)	Ad should be placed in the Central Register by this date**	Ad appears in the Central Register and local newspaper	Responses should be due to the District by this date***	OPM Package should be received at the MSBA by this date	OPM Package sent to Panel members
January 6	October 30, 2024	November 5, 2024	November 19, 2024	December 10, 2024	December 31, 2024
February 10	December 5, 2024	December 11, 2024	December 26, 2024	January 16	February 5
March 3	December 26, 2024	January 1	January 15	February 5	February 26
April 7	January 30	February 5	February 19	March 12	April 2

Informational Mtg Dates: 09/12/24; 5p – 6:30p
10/22/24; 5:30p – 7:00p

AGENDA: S.H. Elementary School Building Project Committee, 01/15/25 continued

Building Committee, Dates

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|--|----------|
| 1. Nov 11, 2024; Tuesday @ 5:30p – 7p | 15. 2026 |
| 2. Dec 11, 2024; Wednesday @ 5:30p – 7p | |
| 3. Jan 15, 2025; Wednesday @ 5:30p – 7p | |
| 4. February 12, 2025 (tent) | |
| 5. March 12, 2025 (tent) | |
| 6. April, 2025; TBD | |
| 7. May, 2025; TBD | |
| 8. June, 2025 TBD | |
| 9. July, 2025; TBD | |
| 10. August, 2025; TBD | |
| 11. September, 2025; TBD | |
| 12. October, 2025; TBD | |
| 13. November, 2025; TBD | |

OPM Subcommittee Dates

Members: Lisa Wong (or designee), Mark McLaughlin (or designee), Jeff Cyr, Kevin McAllister, Rudi Phillips, and Diane Mulvaney.

1. January 15, 2025, 2pm RFS submissions opened
2. January 21, 2025, Score submission (TBA location/'full day', most likely Mosier) Subcommittee meets to evaluate, score, prepare shortlist
3. January 23, 2025, Shortlist available
4. January 27, 2025, Zoom interviews (whole committee invited)

Important Information

Email used for member communications:

*Please do **NOT** REPLY ALL when corresponding to the Chair, Vice Chair or the superintendent*

Committee Shared Drive (permission based): [SH Mosier Elementary Building Project](#)

Agendas: [Agendas](#)

Meeting Minutes: [DRAFT Meeting Minutes for approval](#)

MSBA Site: [Massachusetts School Building Authority](#)

Policies, Forms & Guidelines: [Operational Links 'All you ever wanted to know'](#)

Owner's Project Manager Process: [OPM Process](#)

OPM RFS: [OPM RFS Document link](#)

Town of SH Link for Calendar, Agendas, Meeting minutes: <https://www.southhadley.org>