

NHS Owner's Project Manager Selection Process

The Norton High School Building Committee and two representatives of the Norton School Committee will review all proposals. All proposals that meet the Minimum Requirements will be reviewed based on the Evaluation Criteria listed in this RFS. A rating matrix sheet will be tallied for all respondents. Findings from this evaluation will be utilized to select a minimum of three finalists.

This short-list of three finalists will be interviewed by the above-mentioned individuals. Key personnel of responding firms must attend the interviews. Interviewees will be requested to conduct a presentation. A question and answer period will follow. Following interviews of these finalists by the two representatives of the Norton School Committee and the full Norton High School Building Committee, and collection of other information, including but not limited to references necessary to help render a decision, this group will discuss, then rank according to the same scale described above, the finalists in order of qualifications. All finalists will be treated equally. Rationale for the rankings will be documented.

The rank scoring matrix sheet along with other information gathered will then be forwarded to the full Norton School Committee. The School Committee will then appoint an OPM from among the finalists in order of rank.

The Owner will commence fee negotiations with the first-ranked selection. The Owner will negotiate the fee. All submittals, certifications, and requirements of this RFS will be considered documentation elements for these negotiations. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with the second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner. This signed contract will be submitted to the MSBA for its approval.

The first-ranked selection may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process, at no additional cost to the Owner or the MSBA.

The Owner may re-advertise if less than three Responses are received or re-advertise if fee negotiations fail.

The Town of Norton reserves the right to reject any and all requests for services.

NHS BUILDING PROJECT UPDATE:

We are in the midst of the OPM selection process. The request for proposals (RFS) for Owner's Project Manager was advertised in July. Proposals were received on July 23, 2010 from 14 firms to serve as our Owner's Project Manager during the Feasibility Study/Schematic Design phase. The OPM is accountable to both the owner and the Massachusetts School Building Authority (MSBA). Please see the enclosure provided to see the specifics related to the OPM's scope of services and the OPM selection process.

On Tuesday, September 14th beginning at 4:30 p.m. and again on Tuesday, September 21st the NHS Building Committee, along with School Committee Chair, Mr. Mackie, will be conducting interviews for the five finalists: Compass Project Management; KVA Associates Inc.; RF Walsh Collaborative Partners; Pinck & Company; and Skanska USA Building Inc. Following these interviews, references will be checked and recorded. These finalists will be ranked according to the same criteria utilized in the first step in the selection process and submitted to the full Board of the School Committee potentially at its meeting of September 27, 2010. The School Committee will then appoint an OPM from these finalists according to the ranking submitted from the NHS Building Committee. The negotiations with this firm will then ensue upon successful contract negotiation. All of this documentation will be submitted to the MSBA for approval of the NHS Owner's Project Manager.



Timothy P. Cahill
Chairman, State Treasurer

Katherine P. Craven
Executive Director

Owner's Project Manager: Scope of Services Information

Massachusetts law requires the hiring of an Owner's Project Manager ("OPM") prior to designer selection on all public construction projects valued at more than \$1.5 million. Once a school facilities problem has been verified by the Massachusetts School Building Authority ("MSBA") and the MSBA Board agrees to collaborate on a feasibility study or a repair assessment with a municipality or school district ("Owner"), selecting an OPM represents the first step of a process in which the Owner and the MSBA collaborate to address it. The OPM is accountable to both the Owner and the MSBA.

Upon MSBA approval of the Owner's selection, OPMs are initially hired by the Owner to represent the interests of the Owner and the MSBA during the feasibility study/schematic design phase of a project. Subject to MSBA approval of the project, and a continued funding authorization by the Owner, the contract may be amended to extend through project completion.

OPM responsibilities are far more extensive than the duties of a traditional clerk of the works. The OPM is the centerpiece of a project management process designed to maximize value by achieving a number of goals including:

- Controlling the project budget from beginning to end
- Minimizing schedule delays.
- Ensuring quality construction.
- Improving communication between all parties working on the project.
- Facilitating prompt dispute resolution.

Specific Responsibilities

The OPM will serve as the focal point of management and communication and oversee all parties working on a project. The OPM will have a number of responsibilities that extend through all stages of a project.

Cost Control

- Develop a detailed project budget, updated monthly, and report any variations to the Owner and the MSBA.
- Compare subsequent cost estimates prepared by the designer and/or construction manager at risk to the baseline budget, notify the Owner of any variance and recommend solutions to reduce or eliminate cost increases.
- If subsequent estimates are above the project budget, consult with the designer and/or construction manager at risk and recommend appropriate revisions in scope of work to the owner.
- Review all invoices and make recommendations to the Owner regarding payment.
- Provide change order cost review and negotiation.

Schedule Management

- Develop a detailed project schedule, updated monthly, and report any variations to the Owner and the MSBA.
- If actual progress varies from the baseline schedule, consult with the designer, contractor and/or construction manager at risk and make appropriate recommendations to the Owner to either achieve or revise the original schedule.

Value Engineering/Constructability

- Identify potential problems during design development.
- Make recommendations for design, cost, quality or schedule improvements to the owner.

Monthly Progress Report

- Submit to the Owner and the MSBA a written monthly report summarizing activity during the previous month. Please see the MSBA's sample report.

In addition, the OPM will have a number of specific responsibilities during particular project phases.

Feasibility Study/Schematic Design

- Coordinate the designer selection process.
- Oversee design with an eye toward constructability, long-term maintenance and life-cycle cost savings.

Bidding

- Oversee process.
- Manage contractor/subcontractor pre-qualification process.
- Assist the Owner with negotiation and award of a construction contract.

Construction

- Provide a full-time, on-site representative dedicated exclusively to the project.
 - Project representative is subject to owner's approval and must have at least five years experience in on-site supervision of similar projects.

Completion

- Inspect completed work, develop punch lists in coordination with the designer, track and confirm completion of punch-list items.
- Assist the Owner in completing written designer and contractor evaluations.

For detailed information about the OPM Scope of Services, please see the MSBA's OPM Selection Guidelines and OPM Model Contract located on the MSBA's website www.MassSchoolBuildings.org.