

**MARTHA'S VINEYARD REGIONAL HIGH SCHOOL**  
**Owner's Project Manager (OPM) Selection Committee**  
**Thursday, August 10, 2023 at 9:30 am**  
**MVRHS Principal's Office or ZOOM**

Present: Sally Rizzo, Matt Coffey, Jim Mahoney, Mark Friedman  
Staff: Sam Hart

**Welcome**

The meeting began at 9:30. Mr. Hart welcomed everyone to the meeting.

**Draft Request For Services Review/ Edits/ Comments**

Mr. Friedman began by recapping the conversation Mr. Hart and he had with Allison Sullivan from the Massachusetts School Building Authority (MSBA) concerning the Request for Services (RFS) timeline and evaluation criteria. The following items were confirmed by Ms. Sullivan at MSBA:

1. The internal schedule that the OPM Committee has created will work with the MSBA.
2. The School Building Committee will need to meet and vote to authorize publication of the RFS before the OPM Committee can send its draft to MSBA.
3. The evaluation criteria within the RFS cannot be edited and additional criteria cannot be added.

Discussion followed on how best to proceed with the new information provided by Ms. Sullivan. It was agreed that the additional information intended for the evaluation criteria will be moved to the "Project Objectives" section of the RFS which was amenable to MSBA. Mr. Mahoney stressed the importance of preserving this language so that all applicants will have the ability to address it in their responses. Given the revised timeline, interviews with perspective firms would take place in late October.

It was agreed that the additional evaluation criterion number 12 that the committee initially created should be removed per MSBA requirements and its language instead added to the "Project Objectives" section. The 5 points relating to this criterion were reallocated to evaluation criterion number 1.

After the RFS revisions were made, it was decided that a full School Building Committee (SBC) meeting will have to be held before August 24 so they can vote to authorize the publication of the RFS. Mr. Dillon suggested that this meeting would also be a good time to give the full committee a status report. Mr. Hart said that he will send out a draft agenda to the chair of the SBC reflecting this. A tentative date for the School Building Committee meeting was set for August 22nd.

Mr. Mahoney asked if everyone on the OPM Committee were voting members. As the district's Massachusetts Certified Public Purchasing Official (MCPPO), it wasn't clear whether Mr. Friedman had voting rights or not on this committee. As Mr. Friedman is also on the SBC, it was agreed as a precaution to vote to make Mr. Friedman a voting member.

JIM MAHONEY MOVED TO MAKE MARK FREIDMAN A VOTING MEMBER OF THE OPM SELECTION COMMITTEE AT 9:59 AM; MATT COFFEY SECONDED. MOTION PASSED UNANIMOUSLY: 3 AYES, 0 NAYS, 1 ABSTENTION. *MS. RIZZO- AYE, MR. COFFEY- AYE, MR. MAHONEY- AYE, MR. DILLON- AYE, MR. FRIEDMAN- ABSTAIN.*

### **Outstanding Items**

There were no outstanding items.

### **Adjournment**

SALLY RIZZO MOVED TO ADJOURN THE OPM SELECTION COMMITTEE MEETING AT 10:03 AM; MATT COFFEY SECONDED. MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS. *MS. RIZZO- AYE, MR. COFFEY- AYE, MR. MAHONEY- AYE, MR. FRIEDMAN- AYE.*