



Kevin J. Murphy
City Manager
Michael McGovern
Assistant City Manager

School Building Committee MSBA Meeting

Meeting Minutes

Date: Dec 8, 2015
Time: 11:00AM
Location: Mayor's Conference Room

1. - Introductions

Introductions showed 12 present: Kevin Murphy, Mike McGovern, Mike Vaughn, Salah Khelfaoui, Brian Martin, Robert Healy, Conor Baldwin, William Samaras, Brian Curley, Rady Mom, Steve Gendron and George Tsapatsaris.

City Manager, Kevin Murphy, presiding.

The City Manager noted that the MSBA project is the largest development project in Lowell's history. Manager Murphy explained that if the project is completed on or ahead of time, the City could pick up reimbursement rates to increase the overall reimbursement for the project. Fortunately the City is 3 months ahead of schedule so far, and the Manager expressed his wish that the project continue to proceed accordingly.

2. - Recap and Overview to Date

2.1 Description of Modules (Process Steps)

Assistant City Manager, Mike McGovern, reviewed the OMR Report and the Feasibility Study. M. McGovern discussed and passed out a copy of the City Council motion response from June 17th, 2015 regarding the modules and deliverable requirements for the project. Currently the City is in phase 2 of the project, the feasibility study.

3. - Current Module- Module II, Feasibility Study

3.1 Steps, Requirements, and Timeline

M. McGovern addressed the timeline for the next step in the current phase, selecting an OPM.

OPM Panel Meeting date: April 4th, 2016

Advertisement placed in Central Register by: Jan. 26, 2016

Advertisement appears in Central Register and Newspaper: Feb. 3, 2016

Applications due by: Feb. 17, 2016

Applications received by MSBA by: March 9, 2016

Review Committee Meeting: March 21, 2016

Panel member's recommendations due by: March 28, 2016

Brian Martin commented on applicant qualifications, City Manager noted that applicants will be MSBA approved prior to applying.

George Tsapatsaris commented on the position for OPM. City Manager noted that the OPM is responsible for selecting an architect and brings recommendations to School Building Committee for approval.

4. - Vote to Appoint a Certified MCCO (Massachusetts Certified Public Purchasing Official)

City Manager motioned for Mike Vaughn to be appointed Certified Public Purchasing Official, seconded by Robert Healy. So voted.

5. - Appointment of the OPM Selection Sub-Committee- 5 Members

City Manager motioned for: Brian Curley, Robert Healy, George Tsapatsaris, William Samaras and Brian Martin to be appointed to the OPM Selection Sub-Committee. Seconded by Salah Khelfaoui. So voted.

M. Vaughn volunteered to advise the OPM Selection Sub-Committee and assist with scheduling times and delivering applications to members. M. McGovern noted that scoring sheets will be given to members and need to be submitted to the MSBA.

6. - Required Votes

6.1 MSBA requires vote for the Building Committee empowering and authorizing the OPM selection sub-committee to "Prepare and Advertise a Request for Services for an Owner's Project Manager."

R. Healy motioned to vote for the Building Committee empowering and authorizing the OPM selection sub-committee to prepare and advertise a request for service (RFS) for an owner's project manager. Seconded by Rady Mom.



Kevin J. Murphy
City Manager
Michael McGovern
Assistant City Manager

M. Vaughn discussed the difference RFS and RFP with the different ratings, and how the RFS will use points for the categories listed with maximums for each category.

M. Vaughn also noted the Committee will need a letter of intent from prior City Council agenda for the MSBA on the Lowell High School. Referred to Conor Baldwin.

S. Gendron commented on the application process to determine how many interviews should be held. The City Manager noted that there should be three, but also commented on how the sub-committee should not limit themselves to just three if there are multiple quality applicants. Committee agreed that the sub-committee should conduct interviews and give their recommendations to the School Building Committee for their single top applicant. W. Samaras commented on the top applicant that is recommended by the sub-committee to present to the full committee prior to making a final decision.

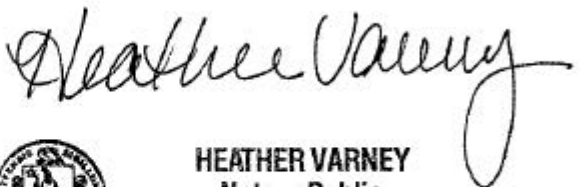

M. McGovern cautioned the committee on using dollar figures after attending the MSBA conference call.

W. Samaras commented on the size of the project. The City Manager noted that the High School is to accommodate 3,500 students.

The City Manager commented on the City Council vote to spend \$2M without guarantee to be paid back, shows commitment from the City side of the project.

G. Tsapatsaris commented on finding a location for the school. The City Manager noted that the more sites proposed, it will increase cost as well as slow down approval by the MSBA. Manager Murphy also noted that the location and controversy over a new site should be left the feasibility study.





HEATHER VARNEY
Notary Public
Commonwealth of Massachusetts
My Commission Expires Oct. 2, 2020