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BELMONT LIBRARY BUILDING COMMITTEE

OPM Sub Committee MEETING MINUTES

2018 OCT 12 AM 10:16

DATE: Wednesday, March 28, 2018

ATTENDANCE: Stephen Sala – Clair Colburn – Bart Nelson - Phyllis Marshall – Peter Struzziero  
Steve Engler

LOCATION: Belmont Town Hall Room No. 2

TIME OF MEETING: 7 PM to 8 PM

1. Nine proposals for the Library OPM were received today at Town offices at 11 AM.
2. The full committee will have a general meeting to discuss the selection of an OPM.
3. An OPM evaluation sheet was distributed to all members to be utilized in the review of all OPM candidates.
4. The goal of the OPM committee is to choose 4 or fewer OPM candidates to interview.
5. A budget of \$45,000 was allocated for OPM Schematic Design Services.
6. An OPM subcommittee meeting is scheduled for April 12 at 7:30 PM to review OPM references and experience, rate the OPM's according to the standard evaluation sheet, and determine the finalists to interview.
7. The following members will call on the OPM references;
  - a. Clair: NV5 and Design Technique      b. S. Engler: Daedalus and CMS
  - c. S. Sala: Hill and PA Pomroy
  - d. Bart: P3 and Vertx      e. Bob: Colliers
8. OPM interviews are tentatively planned for Apr. 25 to 27
9. The OPM meeting minutes of Feb. 21, 2018 were approved.
10. The meeting adjourned at 8 PM

Meeting minutes were submitted by Secretary Stephen J. Sala on April 4, 2018