

**Community Center OPM Subcommittee
Meeting Minutes
Dover Town House / Selectmen Meeting Room
February 24, 2020**

Members Present: Chris Dwelley, Town Administrator / Luciana Burdi / Dave Billings / Ford Spalding

Call to Order: 6:50PM

Regular Business:

- 1) The committee reviewed & discussed their individual responses to the Town of Dover OPM RFQ Minimum Qualifications Checklist which they individually completed based on the OPM submissions. The six responding OPM firms are: CBI / CMS Construction Monitoring Services, Inc / Colliers International / Jacobs / KVA / Lehrer Cumming.
- 2) A composite Rating document was created based on responses.
- 3) Based on the committee individual ratings and discussion the following firms were selected to be interviewed by the subcommittee as finalist: CBI / Colliers / Jacobs / KVA.
- 4) The committee reviewed a list of written questions to be asked of each candidate during the interview. From that discussion a list was created.
- 5) Chris Dwelley will: Determine the OPM Interview dates by consulting the OPM Subcommittee members, the Board of Selectmen and the candidates to be interviewed. The OPM firms will be requested to bring the Team that will work on the project. Four firms will present on their appointed date. The tentative dates are March 9 & 11. The presentations will be for 20 minutes and the questions and answers from the Subcommittee will be for 40 minutes. At the conclusion of the final interview the Subcommittee will discuss and vote for their recommended OPM firm to be presented to the Selectmen for their acceptance or rejection. Chris Dwelley will do reference checks prior to the interviews. Chris Dwelley will negotiate with the recommended OPM firm the agreed upon contract price for this phase of the project.
- 6) A concern was raised about the adequacy of the \$400,000 that was appropriated for the OPM & Architect for this phase of the project. It was decided to wait and see if we have enough funds to do the project based on our contractual expectations for each service. We will address the concern at that time.

Adjournment: At 9:00pm it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Respectfully Submitted,

Ford Spalding

