

Essex School Building Committee Meeting Minutes

Date: November 26, 2024

Time: 7:00 PM

Location: Webex

A. Call to Order

7:00 PM

B. Public Comment - No public comment.

C. Business Meeting

- **OPM Procurement Subcommittee Formation**
 - Committee members discussed the formation of the Owner's Project Manager (OPM) procurement subcommittee.
 - Volunteers for the subcommittee: Gordon Brewster, Henry Oettinger, Tyler Verdin, and Mike Gerhart.
 - A motion was made by Charlie Haye to appoint Gordon Brewster, Henry Oettinger, Tyler Verdin, and Mike Gerhart.
 - to the OPM procurement subcommittee.
 - Motion seconded by Henry Oettinger.
 - Discussion confirmed that the selected group is a manageable size.
 - Motion unanimously approved.
- **OPM Selection Process and Timeline**
 - The committee will virtually attend the MSBA Board meeting on December 13, 2024.
 - Following the board meeting, the committee will receive an official letter from MSBA confirming project details.
 - The RFP for OPM services will be issued shortly after the first of the year.
 - The application window will be open for two weeks.
 - The OPM procurement subcommittee will meet to review applications in early February 2025.
 - The committee anticipates virtual meetings and email communications for input on the RFP prior to its issuance.
 - The committee will work with a procurement consultant to finalize the RFP content.
- **Upcoming Meetings**
 - No committee meeting is planned for December due to the holidays.
 - The next full committee meeting will be in January 2025.
 - The OPM procurement subcommittee will coordinate separately on scheduling its initial review meeting.

- **Action Items**

- Committee to attend the MSBA Board meeting virtually on December 13, 2024.
- Confirm final project details with MSBA after receiving the official letter.
- Prepare and issue the RFP for OPM services in early January 2025.
- Coordinate scheduling for the OPM procurement subcommittee meetings.

Adjournment

7:30 PM