Medford HS School Building Committee Meeting

June 11, 2025

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TODAY'S AGENDA

01 APPROVE MEETING MINUTES
- May 12, 2025

02 SITE OPTIONS DISCUSSION

03 SCHEDULE UPDATE
- OPM Panel Recap
- MSBA Feedback – DSP Schedule

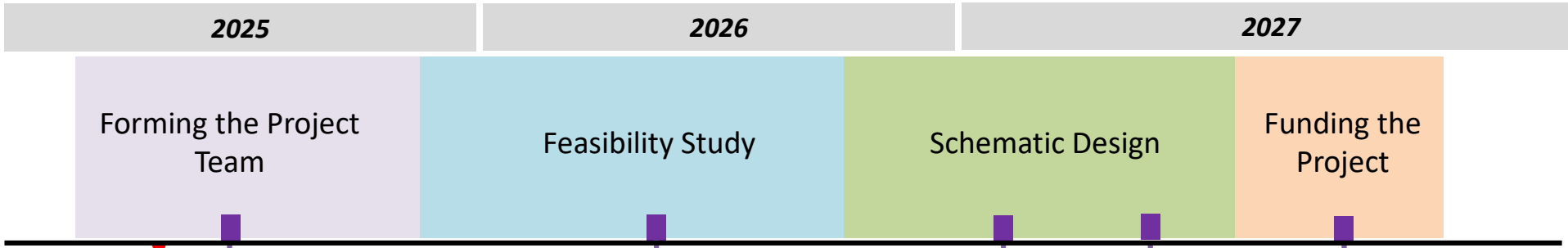
04 NEW BUSINESS

05 ADJOURN MEETING

MEDFORD HIGH SCHOOL

Feasibility/ Schematic Study

Duration: 20 Months [from designer award to MSBA schematic board approval]



June 2 – OPM Panel Complete

Designer Selection
Issue RFS 07/30/2025
Submissions Due 08/27/2025
SOQs Due to MSBA 09/04/2025
DSP Review 09/23/2025
DSP Interviews 10/07/2025
Execute Contract 10/14/2025

Feasibility Study
Duration: 12 Months [from designer selection]
Target PDP Submission Date: January 2026
Target PSR Submission Date: June 2026
Anticipated MSBA Board PSR Approval: August 2026

Schematic Design
Duration: 6 Months [from MSBA PSR approval to MSBA Schematic submission]
Target Submission Date: February 2027
Anticipated MSBA Board Approval: April 2027

MSBA Board Approval of Proposed Project & issuing of the Project Scope and Budget Agreement
Target Board Date: April 2027

District Approval & Votes
Target Date: May 2027
Or via special Town Meeting and Debt Exclusion; TBD.

**All dates are tentative and subject to change based on district and MSBA schedules*
** Currently based on dates provided by MSBA after the OPM Panel Meeting*

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Designer Selection Overview

1. Important Concepts
2. Advertisement and RFS
3. Master File Brochure and Application
4. Designer Selection Panel
5. Qualifications and Selection Criteria
6. DSP Meetings
7. Award of Contract
8. Potential Meeting Dates



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4. Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of applicable expertise, plus….

- 3 members proposed by the respective City/District, etc.
  - **1 member shall be the Mayor or their designee.**
  - **1 member shall be the Superintendent of Schools or their designee.**
  - **1 member shall be designated by the School Committee.**

- A minimum of 9 members shall constitute a quorum.

- Meetings are open to the public and are typically held twice a month.

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5. Designer Qualifications and Selection Criteria

- **Qualified Designer** within the meaning of M.G.L. Ch. 7C, section 44
- The project architect must be **MCPPO certified**
- Must agree to contract with **MBE and WBE businesses** to meet or exceed the participation goals established by the Supplier Diversity Office (SDO)
- Past **Experience & Performance**
- Current **workload**
- Qualifications of **consultants**
- **Financial stability**
- Qualifications of **personnel**
- Geographic proximity or willingness of the firm to make **site visits**
- Other criteria identified by the DSP

ADJOURN
THANK YOU!

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

Boston | Worcester | Providence | Manchester (NH)