

WAYLAND • PUBLIC • SCHOOLS

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July 16, 2008

Jonathan Smith, AIA
KVAssociates Inc.
303 Congress Street
Boston, MA 02110

Dear Mr. Smith:

Thank you for your participation in the Wayland Public Schools' request for qualifications process for owner's project management services for the Wayland High School building project. The Wayland High School Building Committee (HSBC) OPM subcommittee is pleased to include KVAssociates on its short list for further consideration.

Twenty-six firms requested the Request for Services, and eight firms submitted proposals in response to our solicitation. The HSBC subcommittee read, reviewed, discussed and rated all eight proposals and on July 15, 2008 selected the following four firms for follow-up interviews: Daedalus Projects Incorporated, KVAssociates, Inc., RF Walsh Project Management Inc., and Turner Construction Company.

We invite you to a one-hour interview on Monday, July 21, 2008 at 7:30 PM. Interviews will be held in the School Committee Room, 2nd floor, Wayland Town Building, 41 Cochituate Road in Wayland. The room is equipped with an Epson projector should you wish to bring along a laptop for a PowerPoint presentation.

Attached is a presentation outline that we ask you to use in preparation for this interview. The subcommittee is especially interested in hearing from the identified project director and project manager who will be interacting most directly with the HSBC.

As directed by the Massachusetts School Building Authority, the committee is interested in your impression of the standard contract (RFS attachment B) and your willingness to accept the MSBA contract with no changes.

The MSBA also requires that two years of financial statements including current balance sheet and income statement be supplied to the subcommittee. If you have not yet provided this information as part of your proposal, please bring it to the interview. We understand if you want to take it back with you after the interview.

Last, we request that you send us or bring along resumes for the proposed project director and project manager that clearly show work history (firms worked for, dates of employment, titles and role at each), qualifications (degrees – school and dates, registrations), projects worked on in the same capacity as the role to be played at Wayland High School with project description (size, dollars, type of building, type of construction, dates.)

We are looking forward to meeting with you next week.

Sincerely,

Joy E. Buhler
School Business Administrator

Topics to be addressed by Project Manager at Interview on July 21 or 22, 2008

Introduction

- **General Background Info** (5 minutes)
 - Company info and experience
 - Public Sector experience
 - Public School experience
 - Chapter 149 experience

- **Project Team:** Description of the proposed OPM team (10minutes)
 - Specific key personnel including the Project Director and Project Representative
 - Relevant Experience of the key personnel (when and in what capacity, scope of services provided on the project, specific project experience including type, size dollar value and complexities)
 - Resume
 - Current work loads
 - Estimated time required for the project
 - Estimated time by team member

- **Firm Qualifications/ Capacity** (5 minutes)
 - Size of OPM business in relation to the company (personnel and revenues)
 - Reporting Systems
 - Benchmarking capabilities including capabilities for benchmarking costs, space allocations for educational programs/students, etc.
 - Please identify the current and projected workload for projects estimated to cost in excess of \$1.5 million
 - Please review any pending or threatened litigation

- **Project Approach** (5 minutes)
 - Describe your approach to the project
 - Include examples of problem solving approaches to resolving issues.

- **Knowledge of Codes, Procurement, Green Development** (5 minutes)
 - Describe your involvement with CM-At Risk Procurement methodology under MSBA rules and projects (if any) that you have been involved with
 - Describe your specific involvement with Green Developments and design

- **Relevant Experience** (10 minutes)
 - Description of one assignment most similar to the Wayland High School project. Please address:
 - Description of scope of services and fee earned
 - Specific involvement of proposed OPM team in these assignments
 - Use of CM-AT-Risk Procurement (if applicable)
 - Dates of projects
 - Costs

The presentation should include:

- Identification of all major tasks that need to be done to meet the goal, and who (OPM, architect, other) will perform each task
- A high level schedule that shows each task.

Part 4 Questions (20 minutes)

OPM Interview Questions:

1. Is your firm willing to sign the standard OPM contract developed by MSBA without any changes?

Answers:

KVA understands that the MSBA wants to use the standard contract and will sign it. They are somewhat uncomfortable with the OPM being held equally responsible for safety as the contractor.

Daedalus understands the contract and thinks it is okay as is.

RF Walsh will sign the contract.

Turner understands the contract and has concern about an indemnification clause. They noted places where the OPM takes on responsibility for things that are not usually an OPM's responsibility. They expect that they will take out insurance (with associated costs) to protect themselves and sign the contract.

2. Help us understand the relationship between the project manager and project director. Who is the prime interface to the HSBC during the feasibility study and then during building?

KVA

David Saindon (Project Director) is the prime person during the feasibility study. Frank Vanzler (Principal) and Jonathan Smith (Project Manager) are less involved at this point. Frank will do cost estimating and financials. During construction, Jonathan is the main person with David and Frank helping.

Daedalus

Sean Fennell (Project Manager) is the prime person through the entire project. Richard Marks (Project Director) will review design and help with cost estimating. He will attend some meetings.

RF Walsh

Frank Kennedy (Project Director) and David Billings (Project Manager) are the prime people during the feasibility study. David and Simon Tempest (Construction site manager) are prime in the construction phase. Frank is involved throughout the project, though.

Turner

Rob Juusola (Project Director) and Bob Ho (Pre-construction) are the prime interfaces during feasibility phase. Gary Stirgwolt (Construction Manager) and Rob are prime in construction phase.

3. For KVA specifically:

Elaborate on new construction experience that your proposed Project Manager has had.

Ans. The new student center at Derby Academy is the most relevant new construction.

3. For Daedalus specifically:

Elaborate on your approach to managing design.

Ans. Will conduct design charettes with architects and HSBC members. Daedalus will conduct a full design review. Sean will be the person who helps to compare different building options and focus in on the right project concept.

3. For RF Walsh specifically:

What has the Project Director personally done that is analogous to his role proposed for the Wayland project?

Ans. At Heery Frank managed Springfield and Fall River, Westborough High School, and Worcester projects.

3. For Turner specifically:

To what do you attribute the dramatic escalation in cost at Newton North? Could Turner have advised Newton about costs?

Ans. The escalation is due to several factors: years of planning and delay during very high cost increases, delays due to redesign, site discoveries (ledge and asbestos), hiring of two architects, complicated community process that is expected in Newton (500 meetings) resulting in broadening scope, expectations for a comprehensive high school with significant Tech Ed. and SPED space. Newton was advised about cost. Turner represents the owner and the owner decides what the project will include. Value engineering was done.