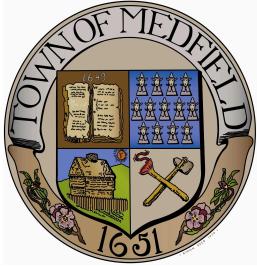




School Building Committee Meeting
Meeting Packet
January 7, 2026



TOWN OF MEDFIELD

MEETING

NOTICE

Posted in accordance with the provisions of M.G.L. c. 30A, §§18-25

This meeting will be held in a hybrid format. The School Building Committee will attend in person and members of the public may attend in person. In addition, members of the public who wish to participate via Zoom may do so by joining by one of the following options:

1. To join online, use this link:

<https://medfield-net.zoom.us/j/89128196884?pwd=ZDkvZ1RObHZS1VKRDFkQlp1VU9Zdz09>

- a. Webinar ID: 891 2819 6884
- b. Password: 898514

2. To join through a conference call, dial 929-436-2866 or 312-626-6799 or 253-215-8782 or 301-715-8592 or 346-248-7799 or 669-900-6833
 - a. Enter the Webinar ID: 891 2819 6884
 - b. Enter the password: 898514

Meeting Packet Link:

<https://town.medfield.net/2201/SBC-Meeting-Packets>

School Building Committee

Board or Committee

PLACE OF MEETING	DAY, DATE, AND TIME
1st Floor Training Room, Public Safety Building Also available remotely on Zoom	Wednesday, January 7, 2026, 7:00 pm

Agenda (Subject to Change)

1. Call to Order 7:00
2. Approval of meeting minutes for December 3rd 2025
3. Editing and finalizing the MSBA OPM (Owner's Project Manager) document. Choose an OPM hiring subcommittee. Discuss the timeline/schedule for the OPM hiring process.
4. Potential SBC Warrant articles
5. Park & Rec update
6. Communication Subcommittee update
7. Future agenda topics
8. Public Participation

Medfield School Building Committee

Meeting Minutes – December 3, 2025

Location: Public Safety Building, 1st Floor Training Room (Hybrid – In-person and via Zoom)

Time: 7:00 p.m. (posted)

Members Present

Ms. Carolyn Casey, Co-Chair

Mr. William C. Werner, Co-Chair

Mr. John Messina

Mr. Robert Meaney

Mr. Peter Michelson

Mr. Anthony Papantonis

Mr. Leo Brehm

Ms. Michelle Kirkby

Mr. Robert Worth

Ms. Teresa James (arrived after meeting started)

Dr. Jeffrey J. Marsden, Superintendent of Schools (ex-officio, non-voting member)

Ms. Eileen Murphy, attending as a Select Board member (ex-officio, non-voting member)

Mr. Stephen Grenham, Principal Dale Street School (ex-officio, non-voting member)

Members Absent

Ms. Meredith Chamberland (School Committee appointment)

(Additional attendees/participants are noted in the narrative below as they spoke.)

1. Call to Order – 7:00 p.m.

Ms. Carolyn Casey welcomed attendees to the December 3, 2025 meeting of the School Building Committee. She apologized for initial technical difficulties and explained that the town had recently implemented a new system. Ms. Casey also stated, for informational purposes, that the Communications Subcommittee typically met immediately following the full committee meeting; however, she explained that the subcommittee would not meet that evening because the subcommittee meeting had not been posted due to a hosting/posting glitch. Ms. Casey stated that, accordingly, the committee would use the “Communication Subcommittee update” agenda item during the main meeting for any updates, and there would be no meeting afterward.

Ms. Casey then reviewed the agenda for those “listening at home,” stating the committee would be reviewing three sets of meeting minutes, followed by an update and discussion of the recent MSBA meeting and the recent letter reflecting the final enrollment projection. She stated the committee would then discuss preparation for the December 12 MSBA meeting. Ms. Casey noted the committee had not yet received confirmation information but included the item on the agenda in case it had been received by the time of the meeting. She then listed the remaining topics: discussion of Town Goals as presented by the Select Board in November, preliminary discussion of the process for hiring an Owner’s Project Manager (OPM) with Dr. Jeffrey Marsden assisting the committee in understanding the process and next steps, followed by a Communication Subcommittee update, future agenda topics, and public participation.

Mr. Peter Michelson noted that the meeting should be formally opened.

MOTION: Mr. Bill Werner, To open the December 3, 2025 School Building Committee meeting.

SECONDED: Mr. John Messina

VOTE:

Ms. Carolyn Casey, yes
Mr. William C. Werner, yes
Mr. John Messina, yes
Mr. Robert Meaney, yes
Mr. Peter Michelson, yes
Mr. Anthony Papantonis, yes
Mr. Leo Brehm, yes
Ms. Michelle Kirkby, yes
Mr. Robert Worth, yes

2. Approval of meeting minutes for August 20, 2025

Ms. Casey introduced the August 20, 2025 meeting minutes and asked whether any members had changes, corrections, or items requiring fixes. Hearing no corrections stated in the excerpt, Ms. Casey requested a motion and second to approve the August 20 minutes and proceeded to a roll call vote.

MOTION: Mr. Bob Meaney, To approve the August 20, 2025 School Building Committee meeting minutes.

SECONDED: Mr. Peter Michelson

VOTE:

- Ms. Carolyn Casey, yes
- Mr. William C. Werner, yes
- Mr. John Messina, yes
- Mr. Robert Meaney, yes
- Mr. Peter Michelson, yes
- Mr. Anthony Papantonis, yes
- Mr. Leo Brehm, yes
- Ms. Michelle Kirkby, yes
- Mr. Robert Worth, yes

3. Approval of meeting minutes for September 3, 2025

Ms. Casey introduced the September 3, 2025 meeting minutes and asked whether there were any changes or corrections. Hearing no corrections stated in the excerpt, Ms. Casey requested a motion and second and conducted a roll call vote.

MOTION: Mr. John Messina, To approve the September 3, 2025 School Building Committee meeting minutes.

SECONDED: Mr. Bob Meaney

VOTE:

- Ms. Carolyn Casey, yes
- Mr. William C. Werner, yes
- Mr. John Messina, yes
- Mr. Robert Meaney, yes
- Mr. Peter Michelson, yes
- Mr. Anthony Papantonis, yes
- Mr. Leo Brehm, yes
- Ms. Michelle Kirkby, yes
- Mr. Robert Worth, yes

4. Approval of meeting minutes for October 6, 2025

Ms. Casey introduced the October 6, 2025 meeting minutes and asked whether any member had concerns, changes, or corrections, including whether anything was missing or incorrect. No corrections were stated in the excerpt.

<Ms. Teresa James joined the meeting.>

Ms. Casey then requested a motion and second and proceeded to a roll call vote.

MOTION: Mr. Bob Meaney, To approve the October 6, 2025 School Building Committee meeting minutes.

SECONDED: Mr. Peter Michelson

VOTE:

- Ms. Carolyn Casey, yes
- Mr. William C. Werner, yes
- Mr. John Messina, yes
- Mr. Robert Meaney, yes
- Mr. Peter Michelson, yes
- Mr. Anthony Papantonis, yes
- Mr. Leo Brehm, yes
- Ms. Michelle Kirkby, yes
- Mr. Robert Worth, yes
- Ms. Teresa James, abstain

5. Update and discussion of recent MSBA meeting on enrollment projections

Ms. Casey stated that, with the agenda materials, she had attached two letters from the Massachusetts School Building Authority (MSBA). She explained that one letter reflected MSBA's final enrollment number after the committee's recent meeting with a small MSBA group. Ms. Casey recounted that the committee had previously voted a design enrollment "window" and approved a range between 445 and 500. She stated that MSBA returned with a final figure of 460, which was within the committee's approved range.

Ms. Casey stated that the MSBA process required a letter to be signed by Dr. Jeffrey Marsden and the Chair of the Select Board, as well as the Town Administrator. Ms. Casey stated that those individuals signed the letter and it was sent to MSBA. Ms. Casey reported that MSBA confirmed receipt. Ms. Casey stated that, in her view, this "closes step one" of the process.

6. Preparation for upcoming December 12th MSBA meeting

Ms. Casey stated that the committee was now hoping to be invited to the December 12 MSBA meeting, where the committee would formally move from step one to step two. She stated that, as of that day, the committee had not yet received confirmation; however, she stated Dr. Marsden had advised that MSBA often sends confirmation shortly before the meeting. Ms. Casey noted that this would be a vote by MSBA.

Mr. Peter Michelson confirmed his understanding that the MSBA vote would effectively determine whether Medfield's Module 1 submission was adequate and that the project could proceed to Module 2. Ms. Casey affirmed that understanding.

Dr. Marsden stated that, typically, MSBA recognizes the superintendent and then the Superintendent introduces any committee members and/or town officials representing Medfield and then offers a brief thanks to MSBA for the opportunity, after which MSBA would proceed with its business.

Ms. Casey stated that committee members were welcome to attend and said she would send an email to the committee with details. Ms. Casey suggested that members notify Dr. Marsden so he could be aware of who is attending. Ms. Casey stated her recollection from watching prior meetings was that the meeting largely consisted of "political moments." She stated that she anticipated remarks would be brief, generally thanking MSBA and expressing excitement, and she invited any members who wished to speak to notify the Superintendent.

Dr. Marsden stated that, if he remembered correctly, MSBA asks for a list of attendees and sometimes reads names and titles into the record (for example, superintendent and other representatives). Ms. Casey and Dr. Marsden discussed the possibility that MSBA also provides a "heads up" to state delegation members, and Dr. Marsden stated that, as the project advances through later modules, the district typically notifies state representatives and senators, who may then submit letters of support or emails that MSBA reads into the record.

Ms. Eileen Murphy asked whether having more people in attendance would help demonstrate community interest, or whether "too many" might create concerns. Ms. Murphy stated she believed the matter "shouldn't be up for debate," but asked the question. Dr. Marsden replied that, in his experience, it was generally a straightforward stage, though he recalled one instance a couple of years earlier in which MSBA had many questions for another community entering the process; he stated that community was still voted through, but there was more discussion than typical.

Ms. Michelle Kirkby asked whether Dr. Marsden had ever seen anyone not get voted through at this phase and, if so, what circumstances led to that. Dr. Marsden reiterated that he had only seen one situation where questions were raised, and he did not recall the specific details but characterized it as unusual.

Ms. Murphy stated she would be at a December 11 event with State Representative Denise Garlick and asked whether it would be valuable for her to mention the project. Dr. Marsden encouraged Ms. Murphy to do so, stating the delegation has historically been supportive and has sent letters or endorsements.

Ms. Casey then reminded members to watch for an email regarding MSBA meeting details and to notify Dr. Marsden if they planned to attend.

7. Discussion of Town Goals as presented by Select Board in November

Ms. Casey introduced the Select Board's Town Goals process, stating the Select Board had been developing goals for some time and held a November 18 meeting to discuss them, including the opportunity for boards and committees to provide input. Ms. Casey explained that the School Building Committee could not provide input at that time because the committee's November meeting was a tour of Ashland's Mindess School rather than a standard meeting. Ms. Casey stated she communicated that to the Select Board and was told the Select Board would wait until December to make final decisions, which allowed the committee time to review the draft goals.

Ms. Casey stated that she and Mr. Werner attended the November 18 Select Board meeting where goals were discussed, and they explained publicly that the SBC had not met in a way that allowed it to submit input. Ms. Casey then identified one specific goal statement she believed warranted discussion. She described the wording as: continuing to work with the School Building Committee to support plans for the new Dale Street School, and then, under that same goal, a statement regarding reviewing—together with the SBC and Parks and Recreation—opportunities to leverage the new school construction project to support development of a facility to support arts and recreation programming.

Ms. Casey asked how many members had seen the goal language, and she indicated she could share her screen to display the draft. Ms. Murphy asked whether Mr. Mel Seibolt was present remotely. Ms. Casey indicated she could not see him at first, and there was a brief exchange about whether he had joined and whether he wished to speak. Ms. Murphy stated she had spoken with Mr. Seibolt recently regarding the direction Parks and Recreation was considering, and she stated it was important to hear his comments. Ms. Murphy stated that, in her conversation with Mr. Seibolt, he had at one point seemed to be looking for SBC to take the lead, but Ms. Murphy stated she was adamant—and said Mr. Seibolt supported her view—that Parks and Recreation needed to communicate its interests sooner rather than later, and that their commission needed to be communicating and leading on their own needs and direction. Ms. Murphy also referenced prior SBC belief that there is no “rule” that a community cannot enlarge a gym or otherwise modify a school facility, though she stated she did not want to “take the thunder” from Parks and Recreation and wanted Mr. Seibolt to speak for himself.

Ms. Casey stated she had also received an email from Ms. Katie Walper to the committee. Ms. Casey stated she had responded after discussing with Mr. Werner. Ms. Casey stated she suggested holding a small initial meeting—rather than having Parks and Recreation come directly to the committee—because the SBC had not yet discussed the Town Goals language and she did not believe it would be productive for Parks and Recreation to attend before the SBC had done so. Ms. Casey described her proposed small meeting as involving herself, Mr. Werner, Ms. Walper, and two Parks and Recreation commissioners, to talk through what was happening for the school project and what Parks and Recreation was considering. Ms. Casey stated that, following that initial meeting, Parks and Recreation could potentially come to a future SBC meeting. Ms. Casey stated arrangements for that small meeting were in process, though no date was stated in the excerpt.

Mr. Mel Seibolt then addressed the committee, identifying himself as a Parks and Recreation Commissioner and stating it was his 16th year in that role. Mr. Seibolt stated that, similar to long-serving town participants, he felt “nothing’s really changed” for Parks and Recreation in terms of facilities. He stated Parks and Recreation was housed in what he described as the oldest municipal building containing a department, and he stated it became obsolete quickly. Mr. Seibolt stated there had been two permanent building reports since 2001, and both essentially stated the building should have been demolished long ago. Mr. Seibolt stated that Parks and Recreation needed more space and that lack of space was the reason the department was “suffering.” He stated that the department could not expand successful programming or create additional programming without additional space. Mr. Seibolt stated that Parks and Recreation had raised substantial funds through its summer camp program, which he described as very successful over many years, and he stated the department’s repeated “mantra” had been the need for more multi-purpose space, including an activity room, game room, and a gymnasium. Mr. Seibolt stated he had heard that plans were being made to meet and discuss the topic, and he welcomed that discussion regardless of whether Parks and Recreation and SBC ultimately agreed on a shared path. Mr. Seibolt stated that, at a Select Board hearing, someone had commented that no one stands up at Town Meeting and asks “what about Parks and Rec,” and he stated that question needed to be asked and answered. Mr. Seibolt stated he looked forward to a meeting between the SBC and Parks and Recreation on the issue.

Ms. Casey thanked Mr. Seibolt and returned to discussion of the Town Goals language. Ms. Casey stated that, personally, she believed Parks and Recreation deserved its own goal, and she expressed concern that the current draft placed Parks and Recreation “under our goal.” Ms. Casey stated she believed a more appropriate structure would be a goal that separately addressed continuing work with Parks and Recreation to support a new Parks and Recreation facility, and then, under that Parks and Recreation goal, reference the SBC as one possible avenue for collaboration. Ms. Casey stated she believed Parks and Recreation may have “four or five avenues” for addressing its facility needs beyond a potential connection to the school project, and she asked for members’ thoughts.

Mr. Michelson stated the Town Goals statement read as a general statement of principles and he did not necessarily disagree with that as an expression of goals. He stated the discrete issue for the SBC was that the committee had only a rough sense of what the Dale Street project

would cost, and he asked what Parks and Recreation envisioned doing and how much such a proposal would add to project cost, thereby increasing the amount requested from Town Meeting. Mr. Michelson stated the committee did not need to answer those questions “tomorrow,” but he stated the committee did not have an infinite amount of time because the committee would need to provide the OPM with a sense of scope once the OPM was hired. Mr. Michelson stated he did not know how long the OPM hiring process would take, but he emphasized that Parks and Recreation would need to develop more specific ideas than what was described that night. Mr. Michelson stated he understood and did not mean to cast aspersions, acknowledging Parks and Recreation’s frustration and the fact that Mr. Seibolt had served for 16 years and was likely “the most frustrated person in Medfield.” Mr. Michelson concluded by stating the SBC still needed to move the school project forward.

Mr. Robert Worth stated he agreed with Ms. Casey’s view that Parks and Recreation should be separated in the goals. Mr. Worth stated, by way of context, that his children attended Parks and Recreation summer camp and he described it as “fantastic,” stating Parks and Recreation did “so much with so little” and had great programming. Mr. Worth stated that what he believed Parks and Recreation would hope to gain from any partnership with the school project would be space to operate during the school year, potentially as an annex, and also space in the summer. Mr. Worth cautioned, based on his experience, that this could create misconceptions because schools are not “dead space” during the summer. He stated that, in his experience, particularly in a newer building with air conditioning, the school is used for extended school year programs and other summer programming and is busy all summer. Mr. Worth stated he wanted to avoid misunderstandings about what school buildings look like during the summer and how that might affect any partnership.

Mr. Werner asked who was using the school for programming in the summer. Mr. Worth stated there were summer academic programs, summer recreational programs, and extended school year for special education. He stated that the summer recreational program was run by the school department.

Mr. Leo Brehm stated the summer recreational program was a very small program and that extended school year took “almost” the whole building. Mr. Worth agreed and further explained that, because his building was the only new school building with full air conditioning, it became the preferred site, and he described it as “buzzing all summer.”

Dr. Marsden asked a clarifying question about whether the district ran extended school year in that location, and the discussion continued with Mr. Worth elaborating that, after a renovation, the district shifted summer programming locations, and that air conditioning was a major factor in siting decisions.

Mr. Worth added that even when some programs do not run all summer, the limited time windows are used for building-wide custodial cleaning. He described custodians from all buildings coming into the building to clean, use the gym for washing rugs, and conduct major floor work such as recoating gym floors, which he described as a multi-day process. Mr. Worth concluded that the building is busy “truly” the whole summer.

Mr. LaFrancesca clarified that extended school year is the extended program, and the discussion acknowledged that understanding.

Ms. Teresa James returned to the goals language and stated she concurred that, as written, Parks and Recreation appears to be an “underpin” under the SBC goal. Ms. James stated Parks and Recreation should have its own goal, and she suggested the collaborative aspect be framed as exploring opportunities in collaboration, consistent with the stated intent to explore what might be possible.

Ms. Kirkby stated she agreed that the goals should be separated. She stated Parks and Recreation deserved its own dedicated process and the ability to engage the community to determine what the community wants to support and do. Ms. Kirkby stated she believed Parks and Recreation might have other avenues and referenced a concept that “Parcel B” comes up frequently. Ms. Kirkby stated she believed it would be difficult for the SBC to ask voters for additional funds if there had been discussion of a parcel of land that could be sold for development with the possibility that a developer could fill a need “for free,” though she acknowledged she did not know where that concept currently stood. Ms. Kirkby stated the community would need clarity as to why a particular avenue was the best approach if additional funds were being requested. Ms. Kirkby stated the SBC had been meeting for almost three years and had spent significant time with the community to understand what residents were looking for, and she said Parks and Recreation deserved similar space. Ms. Kirkby stated that ambiguity about what the “ask” is could create confusion and potentially undermine trust the SBC had worked to build. She stated cost impacts needed to be considered carefully.

Mr. Werner stated that, as written, the goal language was fairly innocuous because it stated only to “review opportunities,” and he characterized that as acceptable on its face. However, he stated that even language framed as “review opportunities” could create a concern later if someone asked whether the committee had truly considered partnership options. Mr. Werner stated he preferred separating goals for clarity. He also stated the topic had come up at the Select Board and that, while solving Parks and Recreation needs was not part of the SBC’s charter, it was a significant town issue. Mr. Werner stated he believed the SBC could be a thought partner to help create a path forward, whether that meant considering design options with some version of Parks and Recreation included or concluding that Parks and Recreation should pursue other options. Mr. Werner stated he did not want the issue to “hang in the air,” because uncertainty could lead to paralysis, and uncertainty and paralysis would not create “yes votes” on the school project. Mr. Werner stated that helping the conversation move forward step-by-step was the right thing to do as town citizens, even if the ultimate answer was that Parks and Recreation should pursue its own separate path.

Mr. Brehm stated that the driver for the Town Goals language was the same driver behind repeated public questions: “what about Parks and Rec?” Mr. Brehm stated that if the town did not address Parks and Recreation on a larger scale, the committee would continue hearing those questions regardless of how many SBC conversations occurred. Mr. Brehm stated he supported Parks and Recreation and noted his children had participated in its programs. Mr. Brehm stated that whether or not Parks and Recreation became part of the school project plan,

there needed to be a public plan for what the town was going to do regarding Parks and Recreation.

8. Preliminary discussion of the process for hiring an OPM (Owner's Project Manager)

Ms. Carolyn Casey transitioned the committee to the agenda item regarding the preliminary process for hiring an Owner's Project Manager (OPM). Dr. Jeffrey J. Marsden and Mr. Michael LaFrancesca (Director of Finance and Operations for the Medfield Public Schools) provided a handout explaining the process and led the presentation. The process used for hiring the OPM is created by the MSBA. Dr. Jeffrey J. Marsden and Mr. Michael LaFrancesca (having been through the process before) described how the process works.

Main Discussion Points of the OPM process:

- Creating a timeline
- Creating a OPM hiring subcommittee
- Posting the OPM opening and advertising
- Creating interview questions
- Deciding the how to “score” an interview based on categories
- Using parts of Medfield’s previous Feasibility Study data in the current process
- Creating the budget for the various parts of the process
- Submitting all documents to the MSBA
- The MSBA’s input in the final selection of an OPM
- Tour of Dale Street School for candidates
- Recording of minutes and interviews for the MSBA
- MSBA documents and forms that will need to be completed

NEXT STEPS

Ms. Casey asked about practical limits on how many people should serve on the smaller OPM selection subcommittee. Mr. LaFrancesca stated that MSBA requires representation, and Dr. Marsden affirmed that representation requirements are set by MSBA. Dr. Marsden stated that the last time, MSBA provided the committee with the required makeup for the selection committee, and he recalled it included four members of the School Building Committee, including the chair, the superintendent, a School Committee representative, and a facilities person. Ms. Casey and Dr. Marsden discussed that a committee could become too large, and Mr. LaFrancesca added that managing a large group was difficult because every person must vote.

Mr. Werner asked how the team should think about time commitments as the process progressed, including whether MSBA deadlines could require rapid turnaround (for example, reviewing something “by next Tuesday”). Dr. Marsden stated that once the project entered feasibility and design, meeting frequency increased substantially. He stated that during prior

MSBA work there were “several meetings a week” with the designer and OPM, while the full School Building Committee typically met about once per week. Mr. LaFrancesca described the beginning of the process as involving approximately twice-weekly meetings as documents were collected and evaluated, then shifting to weekly meetings with the OPM, with occasional weeks requiring two meetings to meet deadlines.

Dr. Marsden clarified that the more frequent meetings were not full SBC meetings, but rather smaller working meetings typically attended by the chair, superintendent, director of finance, and possibly one other member. Dr. Marsden described those meetings as often being used to review and prepare agendas for upcoming full committee meetings. Mr. Werner stated that as the process became clearer, the committee would need expectations about different committees and subcommittees and what the time requirements would be.

Dr. Marsden provided an example from prior MSBA work, stating that from the start of feasibility to the time of a vote, the project had approximately 118 meetings, including the smaller working meetings and not only full committee meetings.

Ms. Casey asked whether the committee should be thinking in terms of January to begin selecting and organizing the OPM process if MSBA approval came through. Mr. LaFrancesca replied that if MSBA approval occurred in December, the committee should use the time “right after” to begin, because the process would move quickly. Mr. Michelson asked whether the process would start immediately after the MSBA meeting in December and noted that the committee would not likely meet around Christmas.

Mr. Brehm agreed the selection process was a fairly short window and stated it moved quickly, though he also said it required a limited number of meetings. Mr. Brehm described a structure where Mr. LaFrancesca orchestrated meetings, held “resume meetings” for initial scoring, and then moved to in-person interviews. Mr. Brehm stated he recalled conducting all interviews in one day. Mr. LaFrancesca confirmed that the interviews started at 1:00 p.m. and were conducted in a single day.

Mr. Werner proposed that Dr. Marsden and Mr. LaFrancesca provide a “straw man” schedule for what the timeline might look like if the project were approved to the next module at the December 12 MSBA meeting, and he suggested the straw-man plan be sent to Ms. Casey so the committee could then socialize likely scheduling windows with members. Ms. Casey agreed, stating the full committee would have its standing first-Wednesday meeting in January (January 7), but the committee would likely need a smaller group immediately, and she stated members should be ready to think about schedules, votes, and next steps so the committee did not lose time.

Mr. LaFrancesca stated MSBA would give deadlines, and Dr. Marsden said MSBA would provide information and structure rather than simply voting and “saying good luck.” Ms. Teresa James stated that, similar to Module 1, the committee should anticipate what was coming and be ready to go, including reviewing evaluation criteria and preparing to issue the RF(S)/RFP

quickly. Ms. James stated the selection timeline required firms to have a window to respond, and the committee should be prepared to keep the process moving.

Ms. Casey asked whether the committee would reduce full group meetings while a smaller group was conducting the selection and simply provide updates. Dr. Marsden indicated the committee would probably not stop full participation because the work would soon involve setting up community meetings and collecting community input during feasibility. Mr. Michelson clarified Ms. Casey's point as whether the committee needed many full committee meetings during the OPM selection window after a smaller group was chosen to lead the selection process. Mr. LaFrancesca stated the full committee would still need to meet because the committee would have to pick and vote, and Dr. Marsden stated there would be "a lot of votes."

Ms. Casey noted that frequent meetings could create challenges because the bylaws required eight members for a vote, and more meetings increased the chance of absences affecting quorum. Mr. Brehm stated he believed the committee was well prepared, that they had the needed documents (including comparing the RFP/RFS), and that once the materials were ready the committee could vote. Mr. Brehm stated the selection committee could be as large or small as the committee wanted, but it was primarily a management issue for the OPM selection committee. Mr. Brehm noted that the designer selection committee was smaller and stated that process involved only three members.

Ms. James stated Dr. Marsden and Mr. LaFrancesca would be able to guide the committee through MSBA requirements. Mr. Brehm stated that anyone could observe because the meetings were public. Mr. Brehm added that the OPM selection committee would have to be managed as a process.

Ms. Casey raised the point that the committee needed a Permanent Building Committee member involved and asked how that would be addressed. Mr. Brehm stated that, regardless, the committee still needed the same number of members to vote. Ms. Casey discussed that the bylaw required eight votes because of the 12-person committee, but she noted the committee had been operating as an 11-person committee since "Mike left," and she raised questions about how membership and representation requirements would be handled going forward.

The committee discussed the workload on town staff and referenced that "Rob" (identified in discussion as the facilities manager) and "Ben" were providing strong support. Ms. Casey stated they had taken "a lot of weight off the citizens" and described them as highly capable. Ms. Casey reiterated that the committee would need Permanent Building Committee representation and expected MSBA would require it.

Mr. Michelson made a brief joking remark that the committee could "kidnap" someone for that role, and the discussion moved to additional questions.

Ms. Chris McCue Potts asked whether the scope this time might be narrower and less time-consuming because the project involved two grades and the site appeared relatively fixed, with fewer moving pieces. Mr. LaFrancesca responded that, based on his MSBA experience,

MSBA would still require the committee to go through every step, in part because other communities had projects fail and MSBA therefore did not streamline processes. Mr. Werner stated he understood that the committee needed to get past selection and that execution would be a long phase, but he anticipated that some options might not exist if the committee was not considering multiple sites.

Mr. LaFrancesca stated that MSBA would still require the committee to provide two sites as part of the process. Mr. Michelson asked whether one could be the renovation option and the other could be a new school at the proposed location. Mr. LaFrancesca responded that providing two sites was part of the process. Ms. Murphy stated that even if the community was already aligned on a preferred site, she believed it was a “waste of time” and “a lot of money” to go through certain steps, and Mr. Werner agreed.

Ms. Casey thanked Dr. Marsden and Mr. LaFrancesca and stated the discussion was very helpful.

9. Communication Subcommittee update

Ms. Casey stated the Communications Subcommittee continued to produce the monthly newsletter. She asked whether members had suggestions for items to include. Ms. Casey stated she was hoping to have MSBA news to include and said “fingers crossed.”

Mr. Michelson stated it would make sense to wait a few days so that MSBA news could be included, describing that as “the big news.” Ms. Casey agreed.

Ms. Teresa James asked about the next meeting date after December 12. Ms. Casey stated the next regular meeting would be February 7 and noted the committee met every two months. Mr. Michelson stated that if the committee was not advanced on December 12, it might not have a significant newsletter update; however, Ms. Casey stated that at the committee’s meeting with MSBA, MSBA had been very positive and the committee appeared to be doing everything necessary to be selected to move forward.

Ms. Casey provided a Neighborhood Captains update, stating many people had signed up, but attendance at the last meeting had been low. She stated that meeting had been in August, prior to Medfield Day, and she had not held additional meetings because she was concerned about burnout when there was not much active work at the moment. Ms. Casey stated that once an OPM was hired and the committee began gathering community input, the Neighborhood Captains could be used to help encourage participation, such as promoting surveys and encouraging residents to complete feedback tools.

Ms. Casey asked whether there were any other questions. She then stated she needed a volunteer for the SBC video update because “everyone loves the video.” Mr. Werner suggested Ms. James, and there was light banter among members. Ms. James noted they were “close to

the door" and joked that he could have suggested someone else. Ms. Casey stated "fingers crossed for next week" regarding MSBA news. The committee discussed that the January agenda would include feedback following the anticipated meeting with Parks and Recreation commissioners and staff.

Mr. Brehm stated he would be happy to be part of the conversation and participate as a listener, and Ms. Casey thanked him and stated his involvement would be helpful.

10. Future agenda topics

Ms. Casey stated that the January agenda would include an update and any feedback arising from the planned Parks and Recreation discussion, along with any MSBA-related updates and OPM process work depending on the MSBA schedule.

11. Public Participation

Ms. Casey asked whether there was anyone on Zoom or in attendance wishing to participate. No additional public comment was reflected in the excerpt. Ms. Chris McCue Potts thanked the committee for taking questions during the meeting and stated it was much easier that way. Ms. Casey thanked Ms. McCue Potts for paying attention and asking questions.

Ms. Casey noted that the next regular meeting date was January 7, the first Wednesday, unless MSBA provided OPM-related deadlines or scheduling requirements that necessitated earlier action. Ms. Casey suggested members pay attention to emails for any scheduling needs.

12. Adjournment

Ms. Casey asked for a motion to adjourn. Mr. Peter Michelson made the motion, and Mr. William C. Werner seconded. Ms. Casey conducted a roll call vote.

MOTION: Mr. Peter Michelson, To adjourn the December 3, 2025 School Building Committee meeting.

SECONDED: Mr. William C. Werner.

VOTE:

- Ms. Carolyn Casey, yes
- Mr. William C. Werner, yes
- Mr. John Messina, yes

- Mr. Robert Meaney, yes
- Mr. Peter Michelson, yes
- Mr. Anthony Papantonis, yes
- Mr. Leo Brehm, yes
- Ms. Michelle Kirkby, yes
- Mr. Robert Worth, yes
- Ms. Teresa James, yes

Ms. Casey thanked everyone for attending.

MSBC**OPM RFS Timeline**

Date	Meeting group	Action	Notes
January 7th	Full MSBC	Appoint members of subcommittee / working group, discuss RFS, vote on RFS	
January 8th	N/A	<i>Goal to submit RFS to MSBA</i>	<i>Jeff to submit</i>
Jan 15th	N/A	Draft submitted to MSBA no later than Jan 15th	
Jan 29th	N/A	RFS Live in Central Register and other advertisements	
<i>February 3th</i>	<i>subcommittee / working group</i>	<i>Informational meeting and site walkthrough</i>	<i>Jeff and Mike to host. Optional for committee</i>
February 4th	Full MSBC	Normal meeting - process update to be provided	
February 9th	N/A	Questions due	Committee will need to review
<i>Feb 11th</i>	<i>subcommittee / working group</i>	<i>Review of responses to questions</i>	
Feb 18th	N/A	Responses due	Committee will need to review
<i>Feb 23rd</i>	<i>subcommittee / working group</i>	<i>Meeting to review draft evaluations</i>	
<i>Feb 25th</i>	<i>subcommittee / working group</i>	<i>Meeting to finalize short-list</i>	
March 2nd	subcommittee / working group	Interview of short-list	
March 4th	Full MSBC	Normal meeting - process update to be provided	
<i>March 5th - 9th</i>	<i>subcommittee / working group</i>	<i>Negotiate with selected respondent</i>	
March 11th	N/A	Selection submitted to MSBA	
April 6th	TBD / MSBA meeting	OPM Review Panel	
April 8th	Full MSBC	Normal meeting - first meeting with selected OPM	

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR SERVICES (“RFS”)

This model RFS is intended for use in the procurement of an Owner’s Project Manager (“OPM”) by cities, towns, and regional school districts that have been invited by the Massachusetts School Building Authority (the “MSBA”) to conduct a feasibility study or that have been approved for a project by the MSBA. Unless otherwise approved by the MSBA in writing, a city, town, or regional school district shall use this model RFS in the procurement of an OPM in order to qualify for MSBA funding. Each city, town, and regional school district shall be responsible for inserting project and district specific information where indicated in the RFS. Although this model RFS is intended to be comprehensive in meeting MSBA requirements for the procurement of an OPM, each city, town and regional school district shall be solely responsible for ensuring that its particular RFS complies with all applicable provisions of federal, state, and local law, including, but not limited to, all procurement laws. The MSBA recommends that each city, town, and regional school district have its legal counsel review its RFS to ensure that it is in compliance with all provisions of federal, state and local law prior to its publication. No addition, deletion or revision to the model RFS of any kind shall be valid unless approved in writing by the MSBA. The written approval given by the MSBA in this instance is solely for the purpose of determining whether the proposed RFS appears consistent with the MSBA’s guidelines and requirements for OPM procurement and is not for the purpose of determining whether the proposed RFS meets any other legal requirements imposed by federal, state or local law, including, but not limited to, public procurement laws. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to its preparation or review of its RFS.

- 1) Each city, town and regional school district (“Owner”) shall follow the instructions designated by italics and bold-face lettering in the body of the model RFS.
- 2) The Owner is responsible for reviewing its RFS to ensure that all template information and preparation guidance has been replaced with project and Owner specific information in the final RFS.
- 3) The Owner should review the RFS with its legal counsel to ensure it is in compliance with all federal, state and local laws.
- 4) The Owner shall submit a red-lined version of its final RFS indicating any and all additions, deletions or revisions to the model RFS for MSBA approval prior to the advertisement being placed.
- 5) The Owner shall include in the final RFS all attachments indicated in the RFS model.
- 6) A copy of the final RFS and the advertisement must be submitted to the MSBA as part of the required documentation in accordance with the sample narrative summary and checklist in the MSBA’s OPM Guidelines.
- 7) The Owner should allow a minimum of ten business days for MSBA review of the RFS. Actual review time may vary.
- 8) Unless agreed to in writing by the MSBA, the Owner should not advertise the RFS until the MSBA has approved the form of the RFS.

REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES ("OPM RFS")

1. Introduction

The (*The Town of Medfield*), ("Owner") is seeking the services of a qualified OPM "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the **Dale Street School** ("School") in **The Town of Medfield**, Massachusetts ("Project").

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the "MSBA") and further subject to continued funding authorized by the **Town of Medfield**, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from **\$100 - \$150 million** depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors.

2. Background

The Town of Medfield is conducting a project to evaluate alternatives (including the possible replacement of or addition/renovation to) the Dale Street School in Medfield. The Dale Street School was initially built in 1940, and has since received various improvements and additions over time. The contemplated project is for a facility for fourth and fifth grades with a design enrollment of 460 students to be located at the existing Dale / Memorial campus in Medfield.

The Medfield School Building Committee ("MSBC") was formed in April of 2023 to begin the planning of the project, and was accepted into the MSBA program in December, 2024 and completed

Module 1 of the MSBA process in December 2025. The existing Dale Street School facility does not adequately support the educational program for Grades 4 and 5 and exhibits multiple deficiencies related to space adequacy, functionality, flexibility, and compliance with current educational standards. These deficiencies limit the District's ability to deliver equitable, modern instructional programming and student support services.

Instructional Space Deficiencies

The building lacks appropriately sized general and special education classrooms, as well as properly located small-group instructional spaces integrated within general education classrooms. Existing classrooms were designed for traditional high school instruction of the 1940's and cannot accommodate contemporary instructional models that require flexible layouts, differentiated instruction, and integrated technology. As a result, instructional spaces are functionally obsolete and do not support current curriculum delivery expectations for upper elementary grades.

Student Support and Confidential Space Deficiencies

There is an insufficient number of dedicated, confidential spaces for counseling, psychological services, and related student support functions. Staff are required to use repurposed or shared spaces that do not meet privacy or programmatic requirements, negatively impacting service delivery and student well-

being. Many parent meetings take place in the principal's office as it is the sole confidential space in the building.

Music and Acoustical Deficiencies

Music instruction occurs in spaces that are not acoustically separated from adjacent classrooms, in hallways, other spaces not designed for musical instruction. This limits the effective delivery of the music curriculum, indicating a functional and programmatic deficiency and often results in frequent disruptions to classroom instruction

Temporary Space Reliance / Lack of Flexibility

The two modular classrooms currently in use were intended as a temporary solution but have become permanent. Removal of these units would result in an immediate classroom deficit and prevent the District from maintaining class size guidelines established by the Medfield School Committee. While temporary accommodations have been made to create small-group instructional areas, these spaces lack permanence, flexibility, and adaptability. The building does not have sufficient capacity to respond to enrollment changes or evolving program needs, creating inequities in access to instructional and support services. Recently, a class was displaced for 10 weeks due to the failure of one of the modular classrooms.

Core Space Deficiencies (Gymnasium)

The gymnasium is undersized relative to programmatic needs. The existing gymnasium floor area is approximately 3,348 square feet. The gymnasium does not adequately support physical education programming, scheduling needs, community use expectations or concurrent activities, representing a functional deficiency.

Core Space Deficiencies (Library / Media Center)

Despite mitigation efforts, the library/media center remains significantly undersized for an upper elementary educational program. The total area of the library/media center is approximately 2,460.5 square feet. In addition to the library program, it also serves as a makerspace area for students to use design thinking projects and daily announcements. These deficiencies prevent the library/media center from supporting small-group instruction, research-based learning, and concurrent use by multiple classes. As a result, the space functions primarily as a single-class instructional area, limiting its effectiveness and flexibility.

Educational Program Impact

The cumulative impact of these deficiencies is a facility that cannot adequately support project-based learning, collaborative instruction, team teaching, or interdisciplinary programming. The building does not provide appropriate spaces to support Special Education, English Learner (ELL), STEAM, or STEM instruction in an integrated and equitable manner.

A new or renovated facility must address these deficiencies by providing flexible, appropriately sized instructional and support spaces that align with MSBA guidelines and support the Medfield Public School's educational vision for elementary students.

Project Description, Objectives and Scope of Services

April 12, 2024 the Owner submitted a Statement of Interest (Attachment A) to the MSBA for ***Dale Street School***. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the ***December 12, 2025*** Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-

agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project.

A School Building Committee (SBC) was formed by the Town consisting of 15 members (11 voting) representing varied backgrounds and perspectives relevant to this school project. An OPM Selection Subcommittee made up of **# members (# voting)** has been tasked with primary responsibility for obtaining OPM Services. Given this is the second feasibility study for the Dale St. School, it is the expectation that some of the previous study data can be used without duplicating portions of the study.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the ***Dale Street School***

Dale Street School is comprised of structures built in 1942, 1962, a minor renovation for office conversion to educational space in 1997 and the installation of two modular classrooms in 2000. The original facility was designed as a Junior Senior High School. The main classroom structure is two stories high, built with cast in place footings and foundations with load bearing masonry walls. The roof framing is steel with wood planking and a slate roof. The construction drawings indicate the main structure has a flat roof of approximately 13' x 75" that runs north/south and flattens the top portion of the hip and it is shown as composite roofing. The remaining two portions of the original building are single story of similar construction with slate roofs. The locker room portion attached to the north raised elevation of the gym has a parapet walled flat roof. The two story section is 8,246 square feet per floor with a total of 16,492 square feet. The connecting link, which is utilized for music and art, is 2,664 square feet. The multi-leveled auditorium/gymnasium is 9,703 square feet total. The seating area has 197 seats total. The original building totals approximately 28,886 square feet.

The first addition, totaling 20,000 square feet, was constructed in 1962. It is typical school construction for this period, and began the conversion of the Junior-Senior High School to an upper elementary school for Grades 4-6. Despite this conversion, the main building was not upgraded at that time. The focus was on regular classroom space, an office area, and a cafeteria, not the impact the original structure would ultimately have on the changing needs of students and space requirements necessary to deal with these needs. Growing special education services and ELL services, reading and math remedial services, areas to house the arts evolved and posed significant challenges in the available space. The space requirements were limited and could only be addressed through converting storage areas to learning spaces or using non-instructional areas (hallways, cafeteria, library, etc) as alternatives.

The 1962 structure consists of cast in place reinforced concrete footing and foundations with a steel frame and bulb "T" and Tectum roof deck. This addition included: 10 classrooms, kitchen, cafeteria/assembly, activity room (now functioning as a media/computer center), storage, 2 student restrooms, teachers' room, 2 individual staff toilets, and administrative area (principal's office, reception/clerical, nursing station).

Before 1997, the central office for the district was located at Dale Street School. In 1997, the central office was relocated to the newly renovated Town House (municipal building), and the vacated space was renovated and converted to instructional space and an expansion to the library. There was no increase in square footage in the building as a result of this renovation.

The final addition to the facility was in 2000, at which time temporary modular classrooms were installed. There are two classrooms and two toilets. These units sit on cast in place foundation and have a flat roof structure. There are signs of cracking in the foundation. They are serviced by unit ventilators with gas fired HVAC roof top units. The building has 2" x 4" acoustic ceiling with 2" x 4" lay-in light fixtures. A failure of the outside wall displaced students during the 2024-2025 school year.

Dale Street shares a 17-acre campus with another elementary school (Memorial School). Separating the two schools is a shared physical education field/athletic field. The field is also used by Medfield High School for various sub varsity sports. Adjacent to Dale Street is a playing area with equipment. The area was professionally designed to meet the physical activity of children in Grade 4 and 5 but is also aging with repairs and closures happening over the past several years.

Project Objectives under consideration by the Owner include:

(Some examples of objectives are shown below. These may or may not apply to this RFS and/or the Owner may have others.)

- 1. Identification of:**
 - *community concerns that may impact study options;*
 - *renovation/addition vs. new structure cost-benefit*
- 2. Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues;**
- 3. Life cycle costs of operating the School as it relates to future operational budgets;**
- 4. Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council's LEED for Schools (LEED-S) Rating System**
- 5. Determination of the best delivery method: CM-at-Risk or Design/Bid/Build Delivery Method.**

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment B and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

1. Feasibility Study/Schematic Design Phase;	20-24 months*
2. Design Development/Construction Documents/Bidding Phase; and	10-12 months*
3. Construction Phase.	24-36 months*

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the “MCPPO”) as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years’ experience in the construction and supervision of construction and design of public buildings;
or,
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years’ experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

(The Owner should designate a specific number of points to each criterion listed below based on the relative importance the Owner places in each criterion.)

- 1) (20 points)Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. **(5 points)**
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. **(If the Owner is contemplating utilizing a CM-At-Risk, knowledge and experience with CM-At-Risk Procurement methodology should be included as a preferred evaluation criteria.) (5 points)**
- 4) Management approach: Describe the Respondent’s approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project of 90,000-95,000 square feet either new or renovation of proposed project

management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. **20 points**)

- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. **(15 points)**
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants. . **(10 points)**
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. . **(10 points)**
- 8) Familiarity with US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for LEED-S prerequisites. . **(5 points)**
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. . **(15 points)**
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. . **(5 points)**
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. . **(5 points)**

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.*

****(The MSBA recommends that the Owner conduct at least three reference checks for each short-listed firm, and emphasizes that the Owner should adhere to the final selection process that is stated in the Owner's RFS.)***

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent

will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

(The Owner must outline its local selection process, which must be qualifications based and in compliance with the MSBA's published guidelines to procure the OPM services as generally outlined below. This process must include adequate documentation of ranking established during the selection process including scoring sheets [see suggested format for scoring sheets in OPM Guidelines, Attachment B] for each step [e.g. shortlisting and interviews]. The Owner will be required to submit documentation as described in the OPM Guidelines and Narrative to the MSBA as part of the MSBA's review and approval process.)

- 1) The Medfield School Building Committee's OPM Selection Subcommittee will be responsible for the initial review of the responses. The responses will be evaluated against the criteria identified in section 4 above. Responses that fail to meet the minimum criteria will be rejected. Responses that meet the minimum criteria will be further evaluated using the criteria identified. All scoring will be documented in writing. The OPM Selection Committee will then contact a minimum of three (3) references for each of the shortlisted firms and record the comments and ratings from each reference.
- 2) Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFS and will short-list a minimum of three Responses.
- 3) The full Medfield School Building Committee will interview the shortlisted respondents. On the basis of the interviews and adjusted for the results of the references as necessary, each member will record their rankings for the preferred firm on a reverse scale assigning three (3) points to their highest ranked; two (2) points to their second ranked; and one (1) point to their third ranked. (If four firms are interviewed the scale will be appropriately adjusted to four.)
- 4) The OPM subcommittee will commence fee negotiations with the first ranked firm. The OPM subcommittee will negotiate a fee based upon the level of effort required, project complexity, projected construction costs and past project history. Should the project be approved by the MSBA Board and the Town of Medfield to move into Design and Construction, the District will enter into an amendment with the OPM firm to continue services in accordance with the OPM Base contract from design through closeout. The fee for Feasibility and Schematic Design will not exceed \$405,000.
- 5) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- 6) The selected firm will be submitted to the MSBA for its approval.
- 7) The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
- 8) The Owner will re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

February 4,,2026 RFS appears in Central Register of the Commonwealth of Massachusetts and *a newspaper of general circulation in the area in which the project is located or to be located.*

February 10, 2026 Informational meeting and site walkthrough

February 11, 2026 Last day for questions from Respondents

February 18,2026 Responses due at 1:00 pm

February 20, 2026c Respondents short-listed

February 26, 2026c Interview short-listed Respondents

March 4, 2026Negotiate with selected Respondent

March 11, 2026 Final selection submitted to the MSBA for review and approval

April 6. 2026 Anticipated MSBA OPM Review Panel Meeting

April 10, 2026 Anticipated execution of contract

The RFS may be obtained from:

Name, Title: Michael La Francesca, Director of Finance & Operations
Address: 459 Main Street, 3rd Floor
Phone Number: 508-359-4798
Email address: mlafrancesca@email.medfield.net

On or after *(day, XXX XX, 20XX)*.

Any questions concerning this RFS must be submitted in writing to:

Name, Title Michael La Francesca, Director of Finance & Operations
Address 459 Main Street, 3rd Floor
Phone Number 508-359-4798
Email mlafrancesca@email.medfield.net

Starting February 4, 2026

During regular business hours (8:00-4:00pm)

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for (*identify school*)” and delivered to:

Name, Title Michael La Francesca, Director of Finance & Operations

Address 459 Main Street, 3rd Floor

Phone Number 508-359-4798

no later than February 18, 2026 at 1:00pm. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit **seven (7)** hard copies of the response to this RFS and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required Attachments and certifications;
- Must include the following information:
 1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFS.
 - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
 - e. A description of the Respondent’s organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
 2. Selection Criteria: The response shall address the Respondent’s ability to meet the “Selection Criteria” Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B, D, and E) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of “12 pt” for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

All certifications required to submit as Attachment D: Required

- Certificate as to Payment of State Taxes
- Certificate of Authority
- Certificate of Non-Collusion

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Name, Title Kristine Trierweiler
Address 459 Main Street, 2nd Floor Medfield, MA 02052
Telephone: 508-906-3011
Email address: Ktrierweiler@medfield.net

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. **FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.**

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Enrollment Letter and Enrollment Certification

Attachment E: Required Certifications

ATTACHMENT A
Statement of Interest

(District to Attach)

ATTACHMENT B
MSBA Standard Contract
(Design/Bid/Build or CM-at-Risk)

Owner's Project Manager Application Form – March 2017

1. Project Name/Location for Which Firm is Filing:

1a. MSBA Project Number:

2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:

2c. Date Present And Predecessor Firms Were Established:

2e. Federal ID #:

3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):

Admin. Personnel

Architects

Acoustical Engrs.

Civil Engrs.

Code Specialists

Construction Inspectors

Cost Estimators

Electrical Engrs.

Environmental Engrs.

Licensed Site Profs.

Mechanical Engrs.

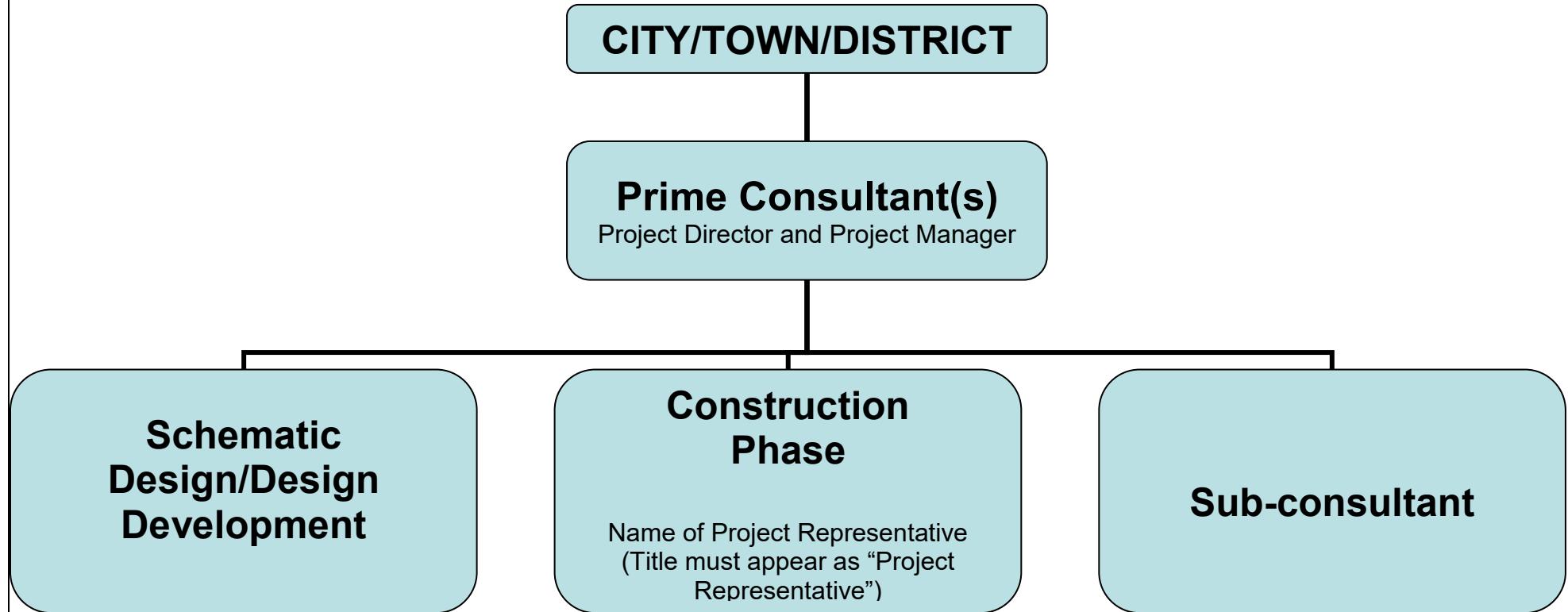
Other

Total

4. Has this Joint-Venture previously worked together?

 Yes No

5. List ONLY Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



<p>6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCPPO Certification:	f. Date of MCPPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform
 (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

<p>8. Capacity: Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.</p>								
Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.					
a. Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
1)		5)		9)	
2)		6)		10)	
3)		7)		11)	
4)		8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-consultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By _____ Printed Name And Title _____ Date _____
(Signature)

ATTACHMENT D
Enrollment Letter and Enrollment Certification

(District to Attach)

ATTACHMENT E
Required Certifications (*To be developed by the Owner*)