

***Town of Weymouth  
Massachusetts***

Robert L. Hedlund  
Mayor  
  
75 Middle Street  
Weymouth, MA 02189



Office: 781.340.5012  
Fax: 781.335.8184  
  
TTY: 781.331.5124

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## MEMORANDUM

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**TO:** Robert L. Hedlund, Mayor  
**FROM:** Nicholas Bulens, Library Construction Committee Chair  
**CC:** Library Construction Committee  
Robert Luongo, Director of Planning and Community Development  
**RE:** Recommendation of a Contract Award for Owner's Project Management (OPM) Services  
**DATE:** January 10, 2018

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Dear Mayor Hedlund,

I am pleased to report that the Library Construction Committee has completed its review of qualified firms seeking to provide Owner's Project Management (OPM) services for the Tufts Library Construction Project.

The Town released its Request for OPM Services (RFS) on November 15, 2017. Twelve responses were received, and were subsequently evaluated by all members of the Library Construction Committee using weighted evaluation criteria identified in the RFS documents.

The three highest scoring firms were short listed for interviews. These included:

- Colliers International of Boston, MA
- Hill International of Boston, MA
- NV5 Consultants of Watertown, MA

Interviews were held by the committee on the evening of January 8, 2018. Each firm was instructed to provide a presentation in response to nine interview questions pre-selected by the committee. Members were asked to score each firm based on its responsiveness to these questions. Interviews were timed, and were not permitted to exceed 60 minutes.

Upon completion of the interviews, the cumulative scores of the three firms were tallied and read aloud to the committee. After discussion, a motion was made and seconded to recommend the highest scoring firm, Hill International of Boston, for recommendation to the Office of the Mayor for a contract award for OPM services. The motion was voted unanimously with just one member of the committee absent due a previously scheduled out-of-state engagement.

On behalf the Library Construction Committee, I am pleased to recommend Hill International for a contract award for OPM services for the Tufts Library Construction Project.

Thank you for this opportunity to review and recommend the project's future OPM firm.

Sincerely,

A handwritten signature in blue ink that reads "Nicholas Bulens". The signature is fluid and cursive, with a long horizontal stroke at the end.

Nicholas Bulens  
Administrative Services Coordinator  
Chair, Library Construction Committee