

Aleta Masterson

From: Katie Loeffler [Katie.Loeffler@MassSchoolBuildings.org]
Sent: Wednesday, June 06, 2012 3:04 PM
To: Michael Wood; Aleta Masterson
Cc: Karl Brown; George Driscoll; Brian McLaughlin
Subject: MSBA's Science Laboratory Initiative

Good Afternoon,

As you are aware, under the program requirements of the MSBA's Science Laboratory Initiative ("SLI"), the MSBA will randomly assign both a designer and an owner's project manager ("OPM") to each project approved for participation in SLI.

The following firms have been assigned as the design team to work with the Nashoba Regional School District ("District"). Strategic Building Solutions has been assigned as the Owner's Project Manager ("OPM") and Symmes Maini & McKee Associates has been assigned as the designer.

All projects must be substantially complete by September 2013 so it is imperative that the District contact the above named firms to start contract negotiations. Please be advised that the District should contract with an OPM before contracting with a designer. An executed contract between the OPM and the District must be received by the MSBA no later than close of business on Wednesday June 20, 2012. An executed contract between the District and the Designer must be received by the MSBA by no later than close of business on Friday June 22, 2012.

The MSBA's standard contracts for OPM and designer services will be forwarded shortly. Please use this format when submitting the executed contracts to the MSBA on the above listed dates.

A hard copy of this letter has been sent by U.S. Mail. In addition to this correspondence, the District will be receiving a Board Action Letter confirming the vote of the MSBA Board as well as detailing next steps, and conditions and timelines in accordance with the Science Lab Initiative.

If you have any questions or comments, please do not hesitate to contact Karl Brown or Katie Loeffler at 617-720-4466 or Karl.Brown@MassSchoolBuildings.org, Katie.Loeffler@MassSchoolBuildings.org.

Sincerely,

Katie Loeffler
Project Field Coordinator