

From: Poor, Richard richard.poor@haverhill-ps.org
Subject: Re: Consentino School OPM RFS Response/Firm Scores & Rankings
Date: September 14, 2020 at 8:04 AM

RP

To: Steve Bucuzzo sbucuzzo@cityofhaverhill.com, Marotta-Smith, Margaret margaret.marotta@haverhill-ps.org
Cc: Mayor - James Fiorentini mayor@cityofhaverhill.com, Paul Bergman pbergman@bergmanassociates.com, Pfifferling, Michael Michael.Pfifferling@haverhill-ps.org, Allison Heartquist aheartquist@cityofhaverhill.com, Cassano, Beverly bcassano@haverhill-ps.org, Mike Stankovich mstankovich@cityofhaverhill.com, Lisa Ferry lferry@cityofhaverhill.com

Late afternoon is best for me as we start having kids in the building next week and it will be a bit crazy...if not possible I'll make it work.

From: Steve Bucuzzo <sbucuzzo@cityofhaverhill.com>
Sent: Monday, September 14, 2020 8:01 AM
To: Marotta-Smith, Margaret <margaret.marotta@haverhill-ps.org>
Cc: Mayor - James Fiorentini <mayor@cityofhaverhill.com>; Poor, Richard <richard.poor@haverhill-ps.org>; Paul Bergman <pbergman@bergmanassociates.com>; Pfifferling, Michael <Michael.Pfifferling@haverhill-ps.org>; Allison Heartquist <aheartquist@cityofhaverhill.com>; Cassano, Beverly <bcassano@haverhill-ps.org>; Mike Stankovich <mstankovich@cityofhaverhill.com>; Lisa Ferry <lferry@cityofhaverhill.com>
Subject: RE: Consentino School OPM RFS Response/Firm Scores & Rankings

WARNING: This email originated from outside of the District. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions or concerns please contact HPS Technology at <https://support.haverhill-ps.org>

Very good. The Mayor's Office will start scheduling the interviews of the seven short-listed firms. Some could be as early as the end of this week, but most will probably be next week. Please let Lisa know if there are days and times that you are now available (Mike and Paul we have yours already). Thank you. Steve

Steven S. Bucuzzo
Purchasing Director/CPO
City of Haverhill
4 Summer Street, Room 105
Haverhill, MA 01830
978.420.3606

From: Marotta-Smith, Margaret <margaret.marotta@haverhill-ps.org>
Sent: Sunday, September 13, 2020 11:40 AM
To: Mike Stankovich <mstankovich@cityofhaverhill.com>
Cc: Steve Bucuzzo <sbucuzzo@cityofhaverhill.com>; Mayor <mayor@cityofhaverhill.com>; Poor, Richard <richard.poor@haverhill-ps.org>; Paul Bergman <pbergman@bergmanassociates.com>; Michael Pfifferling <michael.pfifferling@haverhill-ps.org>; Allison Heartquist <aheartquist@cityofhaverhill.com>; Cassano, Beverly <bcassano@haverhill-ps.org>
Subject: Re: Consentino School OPM RFS Response/Firm Scores & Rankings

Hi Steve -

This might make things a bit more complicated- but I spoke with Mayor and we agree this is too important to do over Zoom - we'd like to have the interviews held in SC Chambers...

MM
Margaret Marotta EdD
Superintendent of Schools
Haverhill Public Schools
4 Summer St.Haverhill MA 01830
978-374-3405
margaret.marotta@haverhill-ps.org

On Sep 11, 2020, at 8:36 AM, Mike Stankovich
<mstankovich@cityofhaverhill.com> wrote:

WARNING: This email originated from outside of the District. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions or concerns please contact HPS Technology at <https://support.haverhill-ps.org>

Hi Steve,

Scoring looks good to me. Can't make a meeting on either Sept 15th from 10 am to 1 pm, nor Sept 16th from 10 am to noon. Good flexibility for the following week of Sept 21-25

Here's some potential interview questions.

OPM Interview Questions

When do you know the project is off-track?

What's your leadership style?

What's your communication style?

What's the biggest mistake you've made on a project?

Tell us about a challenging project, and how did you manage it?

Tell us about a time when a Project you were working on went off the rails or an unexpected challenge came up—and How You Got It Back on Track.

What is your strategy for prioritizing the tasks?

Tell us about the most challenging project(s) you have managed so far?
What were the steps you have taken to tackle the challenges?

How do you communicate bad news?

How do you communicate bad news?

What is the most important thing a project manager does?

What sort of project management tools do you use?

How do you deal with project scope creep?

How do you deal with major changes to your project?

What was the most difficult ethical decision you've had to make on a project?

What creative problem-solving techniques do you use?

Why should we hire your firm for this project?

Mike

From: Steve Bucuzzo <sbucuzzo@cityofhaverhill.com>

Sent: Thursday, September 10, 2020 2:53 PM

To: Mayor <mayor@cityofhaverhill.com>; 'Marotta, Margaret' <margaret.marotta@haverhill-ps.org>; 'Poor, Richard' <richard.poor@haverhill-ps.org>; 'Paul Bergman' <pbergman@bergmanassociates.com>; Mike Stankovich <mstankovich@cityofhaverhill.com>; Steve Bucuzzo <sbucuzzo@cityofhaverhill.com>

Cc: 'Mike Pfifferling' <mpfifferling@haverhill-ps.org>; Allison Heartquist <aheartquist@cityofhaverhill.com>; 'Cassano, Beverly' <bcassano@haverhill-ps.org>

Subject: Consentino School OPM RFS Response/Firm Scores & Rankings
Importance: High

Hello,

Attached are the Consentino School OPM Response/Firm total scores and rankings. If everyone is good with their scores, we can proceed to notify the firms, and the Superintendent's Office can set up remote meetings with the short-listed firms for next week (or the next two weeks if necessary). Please let us know if you are unavailable on certain days and times.

The RFS document states that the short listed firms will be expected to provide the following information prior to the interviews:

- 7. Prior to their interviews, Short Listed Respondents shall provide a summary outline of at least five (5) of their most recent school*

construction projects of a similar nature (renovation, addition, or new building with a value of \$15 million or more) coordinated by the Respondent's proposed Project Director.

The RFS document also explains how the Interviews will be conducted. The remote interviews should also be recorded for the record. (I think Mike Stankovich said he would prepare some questions for the SC to ask).

8. *Each Respondent who is Short Listed will be given an opportunity to make a brief presentation to the SC on their capabilities to be successful as the Project Manager for the subject project. After the presentation is complete the members of the SC will ask each of the Respondents a number of questions, which will be asked of all Respondents, as well as any questions pertaining the specific Respondent.*

The SC also needs to perform reference checks on all the short-listed respondents/firms using the MSBA's Reference Check Matrix. Mike Pfifferling is taking the lead on that. Ideally the SC should see and discuss the results of the reference checks prior to making its final ranking and selection decision.

Finally, the MSBA provides the following guidelines regarding the final ranking and selection:

Following the interviews, the short-listed candidates should be ranked in order of preference. The ranking should be recorded on a scoring sheet separate from the first scoring sheet used. Copies of the scoring sheets should be retained by the Owner and may be requested by the MSBA at a later date. The rationale for the selection must be well documented. The Owner must forward a summary of the procurement and selection process to the MSBA for its review.

I will prepare a scoring sheet that can be used for the interviews and taking notes on each of the short-listed firms.

Thank you.

Steve

Steven S. Bucuzzo
Purchasing Director/CPO
City of Haverhill
4 Summer Street, Room 105
Haverhill, MA 01830
978.420.3606

