[Letterhead of City/Town/Regional School District]

Record of Selection Form Owner's Project Manager Green Repair Program

1) District Selection

In accordance with "Selection and Assignment of Owner's Project Managers – Green Repair Program," assembled for your review are the evaluation results of the District using the Selection Criteria approved by the MSBA for selecting an Owner's Project Manager from the applicants preselected through the Green Repair Program for (NAME OF SCHOOL). The results from the evaluation of received responses are as follows:

(Please add columns, if necessary, dependent upon the number of responses received from the MSBA for evaluation.)

a.) Selection	Criteria	Owner's Project	Owner's Project	Owner's Project
Criteria	selected	Manager:	Manager:	Manager:
		C C	C	C
Prior Similar				
Experience	Х			
Personnel				
Qualifications	Х			
Current				
Workload and	Х			
Capacity				
Experience with				
Stretch Energy				
Code				
Knowledge of				
Energy Efficiency				
Programs				
Knowledge of				
Construction				
Procurement Law				
Additional				
Criteria				
Total				

(Bold selection criteria must be utilized by the District in its evaluation.)

b) Description of rating system used for the Selection Criteria:

(NOTE: The MSBA recommends use of a numerical rating rather than least/advantageous and highly advantageous.)

The District shall evaluate the Owner's Project Managers using the rating system described by the District and accepted by the MSBA on the "Selection Criteria Form – Owner's Project Manager – Green Repair Program."

Upon completion of its review of received responses, the (NAME OF DISTRICT) selects Owner's Project Manager: _______. The District hereby designates (NAME(S)), as the individual(s) who shall have the authority to act on behalf of the District under the Contract and who shall be responsible for the day-to-day communication between the District and the Owner's Project Manager. The District shall execute the Authority's Standard Contract for Project Management Services for Green Repair Program with the Owner's Project Manager without modification to its terms and conditions.

Sincerely,

By:	Authorized signature for District
	Automzed signature for District
Title:	
Date:	

Accepted by MSBA

Date

Note to District:

The Authority's approval is further subject to the execution of a contract between the District and the Owner's Project Manager in a form that is satisfactory to the Authority, utilizing any standard contracts, forms, and provisions that the Authority may require. At your earliest convenience, please forward a copy of the fully executed contract between the District and the Owner's Project Manager to Jennifer Connarton at 40 Broad Street (Suite 500), Boston, MA 02109. Please note that the entire 30 page contract must be submitted.

In accordance with paragraph 8.1.3 of the Contract for Project Management Services for the Green Repair Program, Green Repair Owner's Project Managers will be required to enter basic project status data into the MSBA online OPM Report System. Immediately upon execution of the Contract for Project Management Services between the District and the Owner's Project Manager, the Owner's Project Manager should obtain the District's authorization to access the OPM Report System and provide a faxed copy of the completed "System User" access form to William Cross (617-720-5260 or 617-720-8460) at the MSBA. The "System User" access form can be found under "System User Guides & Access Request Forms" through the "Policies & Guidelines" tab on the MSBA website, <u>www.massschoolbuildings.org</u>. In addition, please advise the Owner's Project Manager to mail all of its required monthly reports to Jennifer Connarton.