



**Middle School Building Systems Study RFQ (WFMD-FY19-001)  
RFQ Selection Committee – Proposal Evaluation Meeting**

May 31, 2018 – 10:00 am  
Wellesley FMD Office, 888 Worcester St., Suite 370

**AGENDA**

- I. Open Meeting
- II. Discussion of Submissions
- III. Scoring of Submissions
- IV. Ranking OPM Firms
  - 1) Sum individual scores and rank
- V. Short-List Top Three Ranked Firms for Interviews
  - 1) Schedule Interviews for June 14, 2018, at FMD Office
    - a. 9:00 am – Firm A
    - b. 10:00 am – Firm B
    - c. 11:00 am – Firm C
    - d. Noon – Tally Scoring
  - 2) Plan on 60 minute Slots for Interviews
    - a. 25-minute presentation
    - b. 25-minute Q&A
    - c. 10-minute scoring and prep for next interview
- VI. Prepping for Interviews
  - 1) Invite Project Manager and key subconsultants to interviews
  - 2) Finalists should be prepared to discuss technical aspects of project (not qualifications)
    - Selection Committee to approve/finalize proposed questions/talking points which finalists will be asked to speak to at the interviews
- VII. Meeting Adjournment