

The following is a schedule of the Stow Elementary School Building Committee OPM selection process, subject to change at the Owner's and MSBA's discretion.

- (9/24/2008) Advertise RFS in *The Stow Independent* of general circulation in the area in which the project is located or to be located.
- (10/1/2008) Advertise RFS in Central Register of the Commonwealth of Massachusetts on October 1 and October 8.
- (10/9/2008) Informational meeting and site visit – (*Voluntary*)
- (10/10/2008) Last day for questions from Respondents
- (10/17/2008) Responses due
- (10/27/2008) Respondents short-listed (subject to MSBA approval if required)
- (11/03/2008) Interview short-listed Respondents
- (11/10/2008) Final selection submitted to the MSBA for review and approval
- (12/9/2008) Negotiate with selected Respondent
- (12/15/2008) Execute contract

Requests for Services may be obtained from

Name	William Wrigley
Address	380 Great Road, Stow, MA 01755
Phone Number	978-897-4514

on or after ***September 24, 2008.***

Any questions concerning this Request for Services must be submitted in writing to

Name:	Michael L. Wood
Address	50 Mechanic Street, Bolton, MA 01740
Phone Number	978-779-0539
Email	mwood@nrsd.net
Fax #	978-779-5537

By 2:00 p.m. the close of business on the date stated above.

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Owner's Project Management Services for (*Pompositticut*)" and delivered to:

Name	William Wrigley
Address	Great Road, Stow, MA 01775
Phone Number	978-897-4515

no later than *October 17, 2008*. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.