



Town of Stow

380 Great Road.
Stow, Massachusetts 01775

To those individuals and firms applying to be the Town of Stow's Owner's Project Manager for the Elementary School Building Project:

Thank you for your interest. Attached is the key information we believe you will need to make your application for this position. As noted at the end of the RFS, we require the following be submitted as part of your application:

- Letter of application
- Commonwealth of Massachusetts Owner's Project Manager Application Form – May 2008 or equivalent highlighting:
 - Resume of projects, especially all previous work with renovation and prefab or alternate construction methods
 - Reference from a minimum of five (5) previous projects involving the construction of similar public buildings including previous work with renovation and prefab or alternate construction methods if possible.
 - Resume of Project Director, including references.
 - Proof of MCPPO certification by the Inspector General's office
 - List of all consultants and description of their qualifications.

Any additional supporting material requested in the Evaluation Criteria section

We will be holding an information session on Thursday, October 9 at 10:00am at the Stow Town Building, 380 Great Road, Stow. A tour of the current elementary school buildings will follow a brief presentation. Both meetings are optional.

Please go to www.stowma.gov/pages/StowMA_BComm/StowMA_SchoolBuild/index under the Owners Project Manager Info folder for background information. You may want to review the Master Plan published by the firm Symmes Maini McKee (SMMA); there is an electronic copy on the website and hard copies available at the Selectmen's Office and at the Stow Randall Library.

Twelve (12) copies of the proposal and one electronic copy **must be submitted by 2:00 PM on October 17, 2008** to:

Mr. William Wrigley, Town Administrator, 380 Great Road, Room 202, Stow, MA 01775.

If you have questions about the RFS, please contact Michael Wood, Superintendent of Schools (mwood@nrsd.net or 978/779-0539 x3002). Questions regarding the School Building Task Force or work of SMMA should be directed to Ellen Sturgis, Co-Chair of the Elementary School Building Committee (e.sturgis@gmail.com or 978/460-0883).