

**WILLIAM H. GALVIN MIDDLE SCHOOL**

**Canton, MA**



**OPM Monthly Project Update Report**

**April 2023**

<b>FS</b>	<b>SD</b>	<b>DD</b>	<b>CD</b>	<b>BIDDING</b>	<b>CONSTRUCTION</b>	<b>CLOSEOUT</b>	<b>SITE</b>
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Designer Procurement was the focus during the month of April. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on June 6, 2023. The Designer RFS was released to the public on April 5, 2023 and proposals were due by 2:00PM on May 11, 2023. 11 Designer proposals were received and review is underway.

The three local DSP members have been identified as Superintendent Derek Folan, Select Board Chair John Connolly, and School Committee Chair Kristian Merenda. They will join the 13 permanent members of the MSBA's DSP on June 6<sup>th</sup> to review the 11 proposals and vote to shortlist several firms that will then be invited to interview at the June 20<sup>th</sup> DSP meeting. At that second meeting, the DSP will rank the shortlisted firms to select a designer for the project.

The project is currently on target to hit the following milestone dates:

- *End of September - Preliminary Design Program (PDP) Submission due to MSBA for staff review*
- *December 2023 - Preferred Schematic Report (PSR) due to MSBA*
- *February 2024 - MSBA Board of Directors Meeting to approve PSR*
- *June 2024 – Schematic Design (SD) Report to be submitted to MSBA*
- *August 2024 - MSBA Board of Directors Meeting for Project Scope & Budget*
- *District Vote: December 2024/January 2025*

## **I. TASKS COMPLETED THROUGH APRIL 2023**

The following tasks were completed in the month of April 2023:

- |          |   |
|----------|---|
| 04/05/23 | Posted Designer RFS to Central Register, COMMBUYS, and The Canton Citizen |
| 04/05/23 | Provided final Designer RFS to MSBA                                       |
| 04/13/23 | Designer Pre-Proposal Walkthrough   |
| 04/14/23 | Amendment #1 issued including walkthrough sign in and presentation        |

## **II. TASKS PLANNED FOR MAY 2023**

The following tasks are planned for the month of May 2023:

- |          |  |
|----------|--|
| 05/04/23 | Designer questions due to LeftField                |
| 05/05/23 | Addendum #2 issued to respond to questions         |
| 05/11/23 | Designer applications due                          |
| 05/18/23 | Designer applications and spreadsheets due to MSBA |
| 05/26/23 | Designer references due to MSBA                    |

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### III. PROJECT BUDGET OVERVIEW

There were no expenditures this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated April 30, 2023.

### IV. PROJECT SCHEDULE OVERVIEW

During the month of March, LeftField was hired as the OPM for the project and the team developed the Designer RFS. Designer Proposals were due May 11, 2023 in time for the June 6, 2023 MSBA Designer Selection Panel (DSP) to review proposals and the June 20, 2023 DSP for interviews. A Designer is expected to join the team by the end of June.

Pending review of the Designer's Work Plan, the team currently expects to submit the Preliminary Design Program (PDP) to the MSBA by the end of September and expects to submit the Preferred Schematic Report (PSR) to the MSBA by the end of December 2023. This would put the project on target to submit the Schematic Design Report (SD) to the MSBA at the end of June 2024 in time for the August 2024 MSBA Board of Directors Meeting for approval. The project is currently targeting a Winter 2024/2025 project approval.

### V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

No Contract Amendments or Budget Transfers were required during the month of April 2023.

### VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours once a Designer has joined the Project Team.

### VII. COMMUNITY OUTREACH

LeftField is developing a website for the Galvin Middle School project that will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes, agendas, monthly reports, MSBA submissions, presentation materials, and more will be posted to the website.

## **VIII. ATTACHMENTS**

MSBA Online Report Submission, dated April 30, 2023  
Total Project Budget Status Report, dated April 30, 2023  
Monthly and Cumulative Cash Flow Reports, dated April 30, 2023  
Preliminary Project Schedule, dated April 30, 2023

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 4/30/2023**

District Name	Canton	MSBA ID	202100500305
School Name	Wm H Galvin Middle	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Derek Folan
Project Director	Jennifer Carlson	Total Project Budget (ProPay)	
Designer Firm Name		Encumbered (Reporting Period)	\$0
Principal		Encumbered (to Date)	\$346,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$0
General Contractor Contact Name		Project Completion Percentage	0%

**OPM**

**Leftfield, LLC**

**Progress Report as of Date 4/30/2023**

**Contract Summary**

**Payment Summary**

Original Contract Amount	\$346,000	Total Contract Amount	\$346,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$0
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$346,000	Contract Amount Remaining	\$346,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

**OPM Activities (Reporting Period)**

Designer Procurement was the focus during the month of April. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on June 6, 2023. The Designer RFS was released to the public on April 5, 2023 and proposals were due by 2:00PM on May 11, 2023. 11 Designer proposals were received and review is underway. The three local DSP members have been identified as Superintendent Derek Folan, Select Board Chair John Connolly, and School Committee Chair Kristian Merenda. They will join the 13 permanent members of the MSBA's DSP on June 6th to review the 11 proposals and vote to shortlist several firms that will then be invited to interview at the June 20th DSP meeting. At that second meeting, the DSP will rank the shortlisted firms to select a designer for the project.

The project is currently on target to hit the following milestone dates:

- End of September - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- December 2

**Project Budget Status**

There were no expenditures this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated April 30, 2023.

**MSBA Closeout Status**

This project is in Feasibility Study.

**Potential Issues**

There are no potential issues at this time.

**DESIGNER**

**Progress Report as of Date 4/30/2023**

**Contract Summary**

**Payment Summary**

Original Contract Amount		Total Contract Amount	
Contract Amendments (to Date)		Invoices Paid (to Date)	
Value of Contract Amendments (to Date)		Invoices Received (Reporting Period)	
Total Contract Amount		Contract Amount Remaining	
Contract Amendments as Percentage of Original Contract Amount			

**MBE/WBE**

**Workforce Participation**

MBE Percentage	Total Hours
MBE Actual	Minority Hours
WBE Percentage	Minority Percentage
WBE Actual	Minority Workforce Participation
	Female Hours
	Female Percentage
	Female Workforce Participation

**RFIs and Submittals**

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date)

Remaining Open RFIs – Past 30 Days

Notes

Remaining Open RFIs – Past 60 Days

Notes

Remaining Open RFIs – Past 90 Days

Notes

Submittals Received (Reporting Period)

Total Submittals Received (to Date)

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date)

Comments (Remaining Open Submittals)

Phase

Phase Scheduled Completion Date

Designer Activities (Reporting Period)

30 Day Look Ahead

Commissioning Consultant

Commissioning Consultant Status

**GENERAL CONTRACTOR**

Progress Report as of Date 4/30/2023

**Contract Summary**

Original Contract Amount (including CM-At-Risk Amendments)

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Procurement Type

Undetermined

Change Orders as Percentage of Original Contract Amount

Pending Change Orders

Change Order Status

**MBE/WBE**

MBE Percentage

MBE Actual

WBE Percentage

WBE Actual

**Payment Summary**

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

**Workforce Participation**

Total Hours

Minority Hours

Minority Percentage

Minority Workforce Participation

Female Hours

Female Percentage

Female Workforce Participation

**Schedule Assessment**

Notice to Proceed Date

Physical Progress

Substantial Completion Date (Reported)

Substantial Completion Date (Contract)

Substantial Completion Date (Certificate)

Construction Progress (Reporting Period)

30 Day Look Ahead

Overall Schedule Assessment

Problems Identified (Schedule or Construction)

Quality Control

Safety Compliance

Number of Claims (to Date)

Value of Claims (to Date)

Comments

Recorded Manpower (Reporting Period)

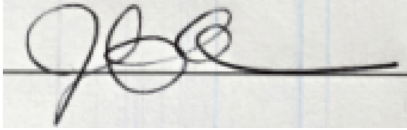
Contractor Closeout Status

## **Certification**

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Jen Carlson Print Name

A handwritten signature in black ink on a light-colored background, appearing to read 'Jen Carlson'.

Signature

5/12/23 Date

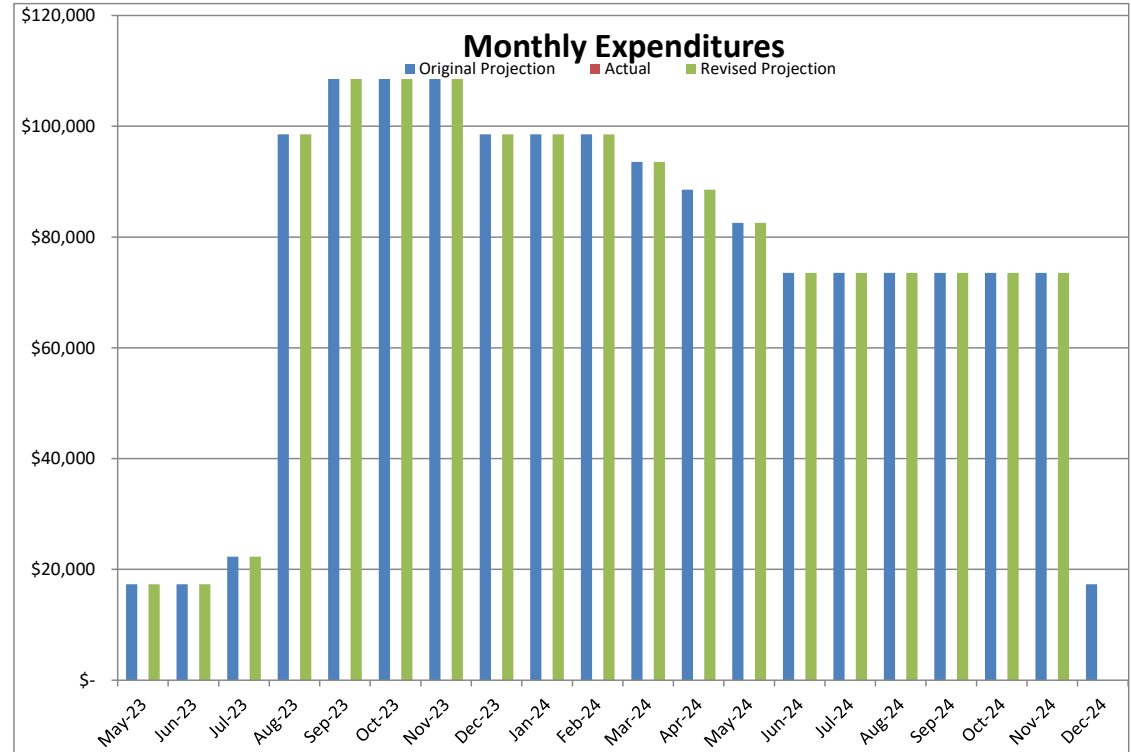
**Total Project Budget Status Report**

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
<b>FEASIBILITY STUDY AGREEMENT</b>										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 346,000		\$ 346,000	\$ 346,000	100%	\$ -	0%	\$ 346,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000		\$ 900,000	\$ -	0%	\$ -	0%	\$ 900,000	
0003-0000	Environmental & Site	\$ 204,000		\$ 204,000	\$ -	0%	\$ -	0%	\$ 204,000	
0004-0000	Other	\$ 50,000		\$ 50,000	\$ -	0%	\$ -	0%	\$ 50,000	
	<b>SUB-TOTAL</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 346,000</b>	<b>23%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,500,000</b>	



Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Apr-23	\$ 17,300	\$ -	\$ 17,300
May-23	\$ 17,300		\$ 17,300
Jun-23	\$ 22,300		\$ 22,300
Jul-23	\$ 98,550		\$ 98,550
Aug-23	\$ 108,550		\$ 108,550
Sep-23	\$ 108,550		\$ 108,550
Oct-23	\$ 108,550		\$ 108,550
Nov-23	\$ 98,550		\$ 98,550
Dec-23	\$ 98,550		\$ 98,550
Jan-24	\$ 98,550		\$ 98,550
Feb-24	\$ 93,550		\$ 93,550
Mar-24	\$ 88,550		\$ 88,550
Apr-24	\$ 82,550		\$ 82,550
May-24	\$ 73,550		\$ 73,550
Jun-24	\$ 73,550		\$ 73,550
Jul-24	\$ 73,550		\$ 73,550
Aug-24	\$ 73,550		\$ 73,550
Sep-24	\$ 73,550		\$ 73,550
Oct-24	\$ 73,550		\$ 73,550
Nov-24	\$ 17,300		\$ 17,300
Dec-24			\$ -
<b>Total:</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>



Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Mar-23	17,300	\$ -	\$ 17,300
May-23	34,600	\$ -	\$ 34,600
Jun-23	56,900		\$ 56,900
Jul-23	155,450		\$ 155,450
Aug-23	264,000		\$ 264,000
Sep-23	372,550		\$ 372,550
Oct-23	481,100		\$ 481,100
Nov-23	579,650		\$ 579,650
Dec-23	678,200		\$ 678,200
Jan-24	776,750		\$ 776,750
Feb-24	870,300		\$ 870,300
Mar-24	958,850		\$ 958,850
Apr-24	1,041,400		\$ 1,041,400
May-24	1,114,950		\$ 1,114,950
Jun-24	1,188,500		\$ 1,188,500
Jul-24	1,262,050		\$ 1,262,050
Aug-24	1,335,600		\$ 1,335,600
Sep-24	1,409,150		\$ 1,409,150
Oct-24	1,482,700		\$ 1,482,700
Nov-24	1,500,000		\$ 1,500,000
Dec-24			\$ 1,500,000
<b>Total:</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

