

WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

June 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Designer Procurement was the focus during the month of June. The Designer RFS was released to the public on April 5, 2023 and proposals were due by 2:00PM on May 11, 2023. Eleven Designer proposals were received and reviewed by the Designer Selection Panel at their June 6, 2023 meeting.

The three local DSP members are Superintendent Derek Folan, Select Board Chair John Connolly, and School Committee Chair Kristian Merenda. These three joined the thirteen permanent members of the MSBA's DSP on June 6th to review the eleven proposals and voted to shortlist four firms that were then invited to interview at the June 20th DSP meeting. At that second meeting, the DSP ranked the shortlisted firms to select a designer for the project. The four firms invited to interview are Ai3 Architects, Perkins & Will, Tappé Architects, and JCJ Architecture. JCJ Architecture decided to remove themselves from consideration due to medical issues with the proposed team.

At the June 20th meeting, the DSP voted to rank the firms and Ai3 Architects emerged as the highest ranked firm. The District along with LeftField negotiated the Designer's contract, it was presented to the SBC for review and was approved at their June 28, 2023 SBC meeting.

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

- *Early October - 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 JUNE 2023

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

06/06/23	Designer Selection Panel Meeting #1
06/07/23	Interview Questions revised and sent to MSBA to distribute
06/12/23	OPM Monthly Report Submitted to MSBA and SBC
06/14/23	Galvin School Building Committee Meeting #2
06/20/23	Designer Selection Panel Meeting #2
06/28/24	Galvin School Building Committee Meeting #3

II. TASKS PLANNED FOR JULY 2023

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

07/07/23	Existing Conditions Site Visits Commenced
07/12/23	OPM Monthly Report Submitted to MSBA and SBC
07/13/23	Design Team Walkthrough of Elementary Schools & Rodman Bldg.
07/14/23	Educational Visioning Strategy Meeting
07/21/23	Project Team Walkthrough with District
07/20/23	Designer Selection Panel Meeting #2
07/28/24	Galvin School Building Committee Meeting #3

III. PROJECT BUDGET OVERVIEW

There were no expenditures against the budget this month.

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

IV. PROJECT SCHEDULE OVERVIEW

During the month of June, Ai3 Architects was selected by the DSP and a contract was negotiated, compiled, and presented for review to the SBC. The SBC approved the Designer Contract at their June 28, 2023 meeting.

Pending review of the Designer's Work Plan, the team currently expects to submit the Preliminary Design Program (PDP) to the MSBA in early October 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

The Designer Contract was approved at the June 28, 2023 SBC meeting in the amount of \$1,087,860.00. That amount was committed the Total Project Budget and a Budget Revision Request is being presented for approval in the amount of \$187,860 at the next SBC meeting.

VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours once Ai3 Architects begins invoicing the project next month.

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 June 30, 2023
Total Project Budget Status Report, dated June 30, 2023
Monthly and Cumulative Cash Flow Reports, dated June 30, 2023
Preliminary Project Schedule, dated June 30, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 6/30/2023

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)	\$1,087,860
Principal		Encumbered (to Date)	\$1,433,860
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$51,900
General Contractor Contact Name		Project Completion Percentage	3%

OPM Leftfield, LLC

Progress Report as of Date 6/30/2023

Contract Summary

Payment Summary

Original Contract Amount	\$346,000	Total Contract Amount	\$346,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$51,900
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$346,000	Contract Amount Remaining	\$294,100
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period) Designer Procurement was the focus during the month of June. The Designer RFS was released to the public on April 5, 2023 and proposals were due by 2:00PM on May 11, 2023. Eleven Designer proposals were received and reviewed by the Designer Selection Panel at their June 6, 2023 meeting.

The three local DSP members are Superintendent Derek Folan, Select Board Chair John Connolly, and School Committee Chair Kristian Merenda. These three joined the thirteen permanent members of the MSBA's DSP on June 6th to review the eleven proposals and voted to shortlist four firms that were then invited to interview at the June 20th DSP meeting. At that second meeting, the DSP ranked the shortlisted firms to select a designer for the project. The four firms invited to interview are Ai3 Architects, Perkins & Will, Tappé Architects, and JCJ Architecture. JCJ Architecture decided to remove themselves from consideration due to medical issues with the proposed team.

At the June 20th meeting, the DSP vote
There were no expenditures against the budget this month.

Project Budget Status The Designer Contract was approved at the June 28, 2023 SBC meeting in the amount of \$1,087,860.00. That amount was committed the Total Project Budget and a Budget Revision Request is being presented for approval in the amount of \$187,860 at the next SBC meeting.

MSBA Closeout Status Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated June 30, 2023.
This project is in Feasibility Study Phase.

Potential Issues There are no potential issues to report at this time.

DESIGNER

Progress Report as of Date 6/30/2023

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 6/30/2023

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)

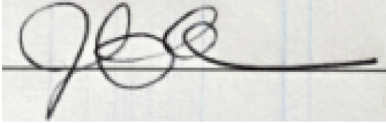
Contractor Closeout Status

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, appearing to read 'Jen Carlson', written over a horizontal line. The signature is cursive and includes a long horizontal stroke at the end.

Signature

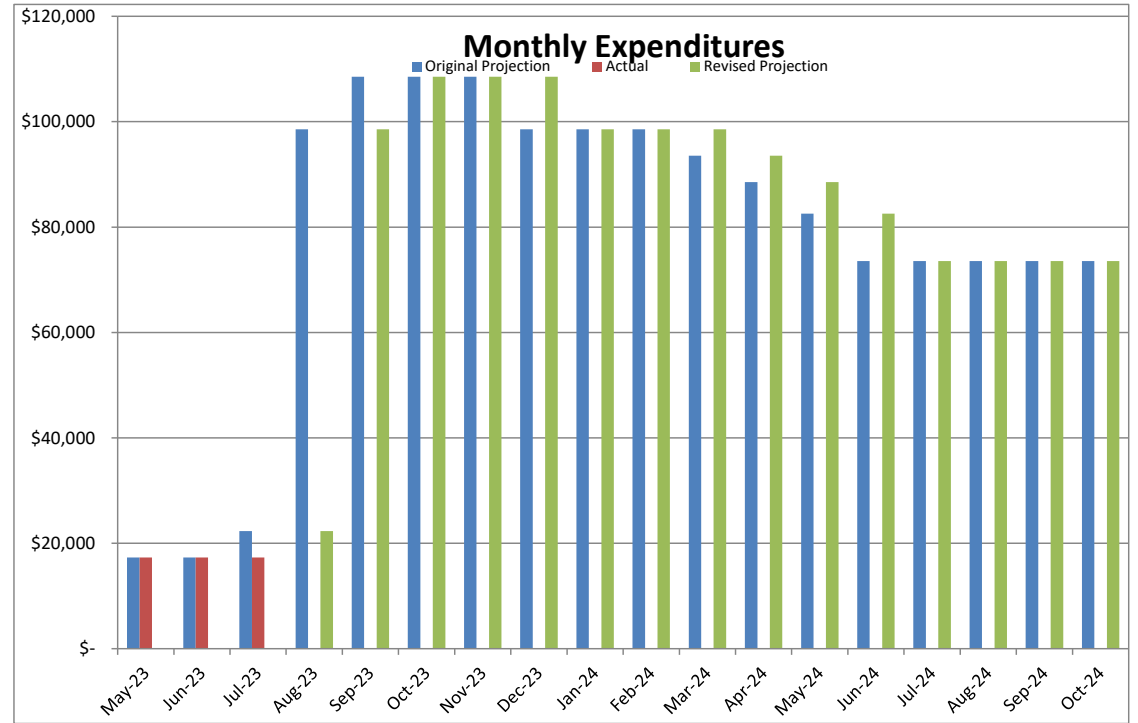
07/12/23 _____ Date

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
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 346,000		\$ 346,000	\$ 346,000	100%	\$ 51,900	15%	\$ 294,100	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000	\$ 187,860	\$ 1,087,860	\$ 1,087,860	100%	\$ -	0%	\$ 1,087,860	
0003-0000	Environmental & Site	\$ 204,000	\$ (187,860)	\$ 16,140	\$ -	0%	\$ -	0%	\$ 16,140	
0004-0000	Other	\$ 50,000		\$ 50,000	\$ -	0%	\$ -	0%	\$ 50,000	
	SUB-TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,433,860	96%	\$ 51,900	3%	\$ 1,448,100	
TOTAL PROJECT BUDGET		\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,433,860	96%	\$ 51,900	3%	\$ 1,448,100	

Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Mar-23	\$ 17,300	\$ 17,300	
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
Total:	\$ 1,500,000	\$ 51,900	\$ 1,500,000



Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Mar-23	17,300	\$ 17,300	
Apr-23	34,600	\$ 34,600	
May-23	51,900	\$ 51,900	
Jun-23	74,200		\$ 74,200
Jul-23	172,750		\$ 172,750
Aug-23	281,300		\$ 281,300
Sep-23	389,850		\$ 389,850
Oct-23	498,400		\$ 498,400
Nov-23	596,950		\$ 596,950
Dec-23	695,500		\$ 695,500
Jan-24	794,050		\$ 794,050
Feb-24	887,600		\$ 887,600
Mar-24	976,150		\$ 976,150
Apr-24	1,058,700		\$ 1,058,700
May-24	1,132,250		\$ 1,132,250
Jun-24	1,205,800		\$ 1,205,800
Jul-24	1,279,350		\$ 1,279,350
Aug-24	1,352,900		\$ 1,352,900
Sep-24	1,426,450		\$ 1,426,450
Oct-24	1,500,000		\$ 1,500,000
Total:	\$ 1,500,000	\$ 51,900	\$ 1,500,000

