

WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

March 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of March, Leftfield was selected as the OPM for the Galvin Middle School project. The MSBA approved the Town's selection after the MSBA OPM Review Panel on March 6, 2023.

Designer Procurement was the focus during the month of March. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on June 6, 2023. A draft of the Designer RFS was submitted to the School Building Committee (SBC) for their review, and it was approved at their March 15, 2023 meeting to be sent to the MSBA for review, and then it was sent to the MSBA for their review on March 16, 2023.

The Designer RFS was released to the public on April 5, 2023 and proposals are due by 2:00PM on May 11, 2023.

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: Fall 2023*

I. TASKS COMPLETED THROUGH MARCH 2023

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

03/06/23	OPM Review Panel to approve LeftField as OPM
03/06/23	Contract with OPM executed and sent to MSBA
03/15/23	School Building Committee Meeting to approve Designer RFS be submitted to MSBA for review and comment
03/16/23	Designer RFS Submitted to MSBA for review and comment

II. TASKS PLANNED FOR APRIL 2023

The following tasks are planned for 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

III. PROJECT BUDGET OVERVIEW

There were no expenditures this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated March 31, 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 are 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 Fall 2024 project approval.

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

No Contract Amendments or Budget Transfers were required during the month of March 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 March 31, 2023
Total Project Budget Status Report, dated March 31, 2023
Monthly and Cumulative Cash Flow Reports, dated March 31, 2023
Preliminary Project Schedule, dated March 31, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 3/31/2023

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)	\$346,000
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 3/31/2023

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) During the month of March, Leftfield was selected as the OPM for the Galvin Middle School project. The MSBA approved the Town's selection after the MSBA OPM Review Panel on March 6, 2023. Designer Procurement was the focus during the month of March. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on June 6, 2023. A draft of the Designer RFS was submitted to the School Building Committee (SBC) for their review, and it was approved at their March 15, 2023 meeting to be sent to the MSBA for review, and then it was sent to the MSBA for their review on March 16, 2023. The Designer RFS was released to the public on April 5, 2023 and proposals are due by 2:00PM on May 11, 2023. The following tasks were completed in the month of March 2023:

03/06/23 OPM Review Panel to approve LeftField as OPM
03/06/23 Contract with OPM executed and sent to MSBA
03/15/23 School Building Committee Meeting to approve Designer RFS be submitted to MSBA for r
There were no expenditures this month.

Project Budget Status Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated March 31, 2023.

MSBA Closeout Status This project is currently in Feasibility.

Potential Issues There are no potential issues at this time.

DESIGNER

Progress Report as of Date 3/31/2023

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 3/31/2023

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)

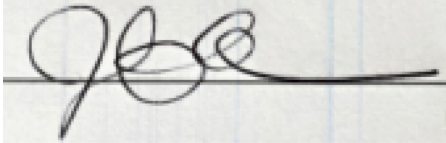
Contractor Closeout Status

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', is written over a horizontal line. The signature is cursive and somewhat stylized.

Signature

04/12/2023 Date

William H. Galvin Middle School - Canton, MA

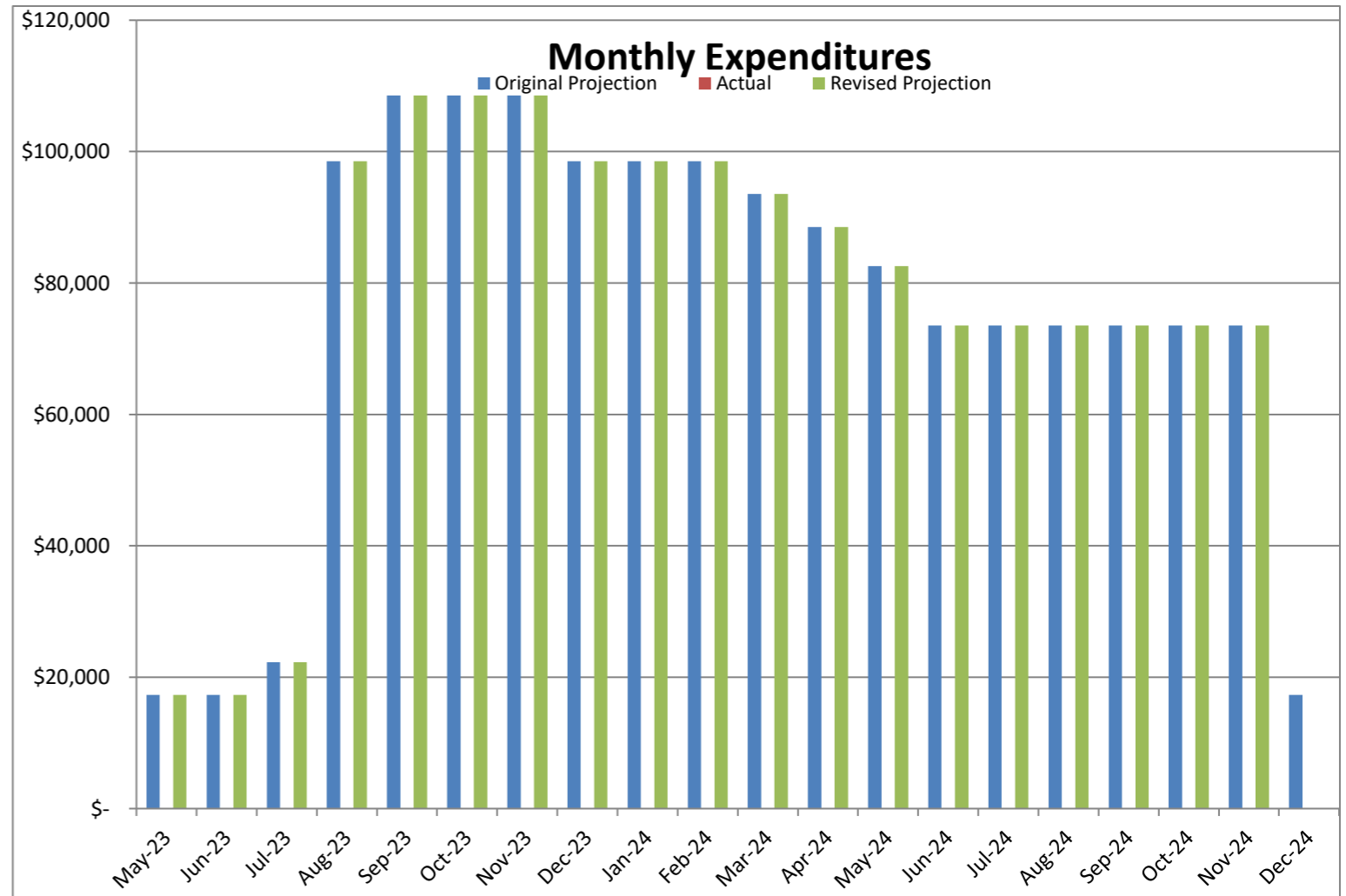
March 31, 2023

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%	\$ -	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	
	SUB-TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 346,000	23%	\$ -	0%	\$ 1,500,000	

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			\$ -
Total:	\$ 1,500,000	\$ -	\$ 1,500,000



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			
Total:	\$ 1,500,000	\$ -	\$ 1,500,000

