

WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

May 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Designer Procurement was the focus during the month of May. 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 will rank 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.

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 MAY 2023

The following tasks were completed in 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
05/11/23	OPM Monthly Report Submitted to MSBA
05/26/23	Designer applications, references, and spreadsheets due to MSBA

II. TASKS PLANNED FOR JUNE 2023

The following tasks are planned for 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

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$51,900.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated May 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 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 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

No Contract Amendments or Budget Transfers were required during the month of May 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 May 31, 2023
Monthly Invoice Summary, dated June 14, 2023
Total Project Budget Status Report, dated May 31, 2023
Monthly and Cumulative Cash Flow Reports, dated May 31,
2023 Preliminary Project Schedule, dated May 31, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 5/31/2023

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)	\$0
Principal		Encumbered (to Date)	\$346,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$51,900
General Contractor Contact Name		Project Completion Percentage	15%

OPM

Leftfield, LLC

Progress Report as of Date 5/31/2023

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)	\$51,900
Total Contract Amount	\$346,000	Contract Amount Remaining	\$294,100
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	<p>Designer Procurement was the focus during the month of May. 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.</p> <p>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 will rank 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.</p>
Project Budget Status	<p>The following tasks are planned for the month of June 2023:</p> <p>I. 06/06/23 Designer Selection Panel Meeting #1</p> <p>II. 06/07/23 Interview Ques</p> <p>Expenditures against the budget totaled \$51,900.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.</p> <p>Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated May 31, 2023.</p>
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 5/31/2023

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 5/31/2023

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)

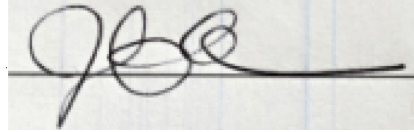
Contractor Closeout Status

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 on a light blue background, appearing to read 'Jen Carlson'.

Signature

06/12/23 _____ Date

MEMORANDUM

To: William H. Galvin Middle School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: June 14, 2023
 Re: William H. Galvin Middle School Project – May 2023 Invoice Summary
 Cc: Jim Rogers, Lynn Stapleton, Linda Liporto, Adele Sands LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

INVOICES					
Invoice Date	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
03/31/23	LeftField, LLC	1	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: March 6 – March 31, 2023	\$17,300.00
04/30/23	LeftField, LLC	2	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: April 1 – April 30, 2023	\$17,300.00
05/31/23	LeftField, LLC	3	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: May 1 – May 31, 2023	\$17,300.00
				TOTAL:	\$51,900.00

The invoices listed above are consistent with the approved Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. LeftField, LLC recommends that the invoices be approved and paid.

The May 2023 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the required June 12, 2023 deadline. All invoices above will be included in the May 2023 Project Budget Report unless rejected by the School Building Committee.

If you have any questions, please feel free to contact Jen Carlson, Owner's Project Manager, LeftField, LLC.



Mr. Derek Folan
 Superintendent
 Canton Public Schools
 960 Washington Street
 Canton, MA 02021

Invoice Date: 3/31/23
 Invoice No: 1

FOR: Project Management Services
 Galvin Middle School Project
 55 Pecunit Street, Canton, MA 02021

Professional Services from March 6 to March 31, 2023

OPM Services		Amount
3/31/2023	Feasibility Study/Schematic Design Services:	\$ 17,300.00
Total Labor:		\$ 17,300.00

Reimbursable Expenses	Amount
Reimbursables 3/06/23 - 3/31/23	\$0.00
Total Expenses:	\$0.00

Total this Invoice: \$ 17,300.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$346,000	\$0	\$17,300	\$17,300	\$328,700
Design Development Phase	\$0	\$0	\$0	\$0	\$0
Construction Documents Phase	\$0	\$0	\$0	\$0	\$0
Bid Phase	\$0	\$0	\$0	\$0	\$0
Construction Phase	\$0	\$0	\$0	\$0	\$0
Closeout Phase	\$0	\$0	\$0	\$0	\$0
OPM Services Total:	\$346,000	\$0	\$17,300	\$17,300	\$328,700
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$346,000	\$0	\$17,300	\$17,300	\$328,700

Please Remit Payment To:
 LeftField, LLC
 P.O. Box 307
 Hingham, MA 02043



Mr. Derek Folan
 Superintendent
 Canton Public Schools
 960 Washington Street
 Canton, MA 02021

Invoice Date: 4/30/23
 Invoice No: 2

FOR: Project Management Services
 Galvin Middle School Project
 55 Pecunit Street, Canton, MA 02021

Professional Services from April 1 to April 30, 2023

OPM Services		Amount
4/30/2023	Feasibility Study/Schematic Design Services:	\$ 17,300.00
Total Labor:		\$ 17,300.00

Reimbursable Expenses	Amount
Reimbursables 4/01/23 - 4/30/23	\$0.00
Total Expenses:	\$0.00

Total this Invoice: \$ 17,300.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$346,000	\$17,300	\$17,300	\$34,600	\$311,400
Design Development Phase	\$0	\$0	\$0	\$0	\$0
Construction Documents Phase	\$0	\$0	\$0	\$0	\$0
Bid Phase	\$0	\$0	\$0	\$0	\$0
Construction Phase	\$0	\$0	\$0	\$0	\$0
Closeout Phase	\$0	\$0	\$0	\$0	\$0
OPM Services Total:	\$346,000	\$17,300	\$17,300	\$34,600	\$311,400
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$346,000	\$17,300	\$17,300	\$34,600	\$311,400

Please Remit Payment To:
 LeftField, LLC
 P.O. Box 307
 Hingham, MA 02043



Mr. Derek Folan
 Superintendent
 Canton Public Schools
 960 Washington Street
 Canton, MA 02021

Invoice Date: 5/31/23
 Invoice No: 3

FOR: Project Management Services
 Galvin Middle School Project
 55 Pecunit Street, Canton, MA 02021

Professional Services from May 1 to May 31, 2023

OPM Services		Amount
5/31/2023	Feasibility Study/Schematic Design Services:	\$ 17,300.00

Total Labor: \$ 17,300.00

Reimbursable Expenses	Amount
Reimbursables 5/01/23 - 5/31/23	\$0.00

Total Expenses: \$0.00

Total this Invoice: \$ 17,300.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$346,000	\$34,600	\$17,300	\$51,900	\$294,100
Design Development Phase	\$0	\$0	\$0	\$0	\$0
Construction Documents Phase	\$0	\$0	\$0	\$0	\$0
Bid Phase	\$0	\$0	\$0	\$0	\$0
Construction Phase	\$0	\$0	\$0	\$0	\$0
Closeout Phase	\$0	\$0	\$0	\$0	\$0
OPM Services Total:	\$346,000	\$34,600	\$17,300	\$51,900	\$294,100
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$346,000	\$34,600	\$17,300	\$51,900	\$294,100

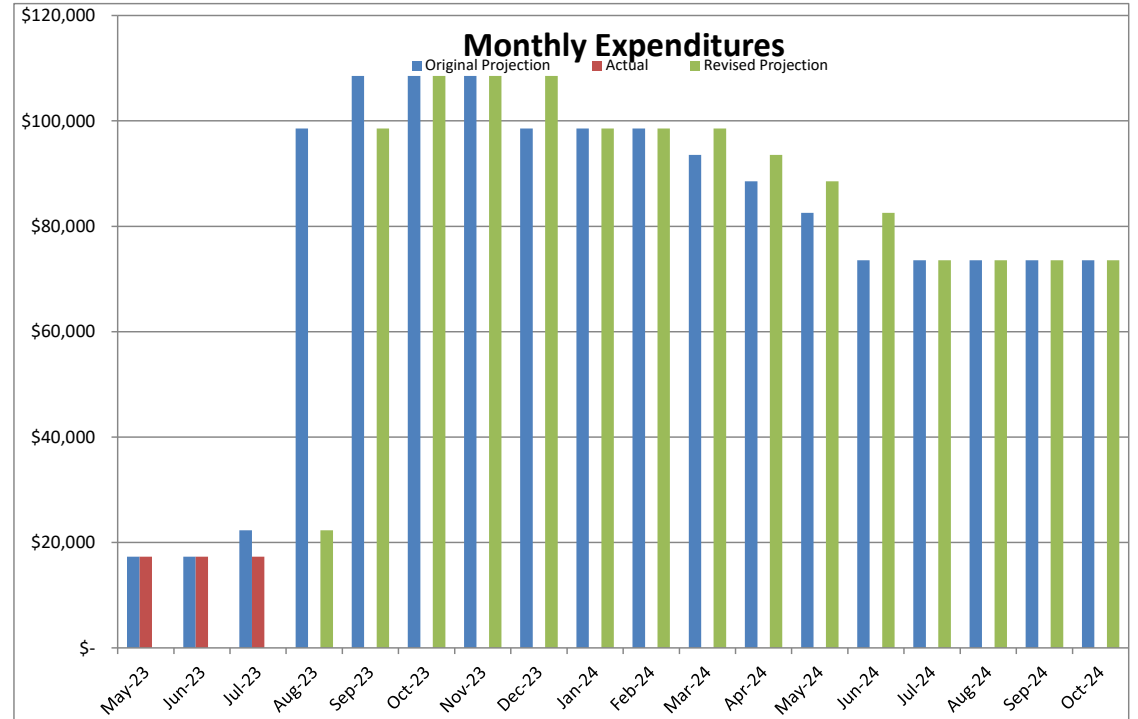
Please Remit Payment To:
 LeftField, LLC
 P.O. Box 307
 Hingham, MA 02043

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		\$ 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%	\$ 51,900	3%	\$ 1,448,100	
TOTAL PROJECT BUDGET		\$ 1,500,000	\$ -	\$ 1,500,000	\$ 346,000	23%	\$ 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

