

WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

October 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of October, the Project Team focused on finalizing the Preliminary Design Program (PDP) submission.

The School Building Committee (SBC) reviewed the PDP submission and authorized the Project Team to submit it to the MSBA at their October 18, 2023 meeting. The Project Team submitted the PDP on October 27, 2023.

The Project Team has been meeting with the School Committee to begin conversations about whether the new project should be built as a school that serves grades 6 through 8 as the existing Galvin Middle School does, or if it should expand to serve grades 5 through 8. A Public Forum was held and recorded on October 25, 2023 to bring this discussion to the public as well. The forum was well-attended and was recorded by Canton Community Television. The recording is now available on the project website.

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

- *October 27, 2023 - Preliminary Design Program (PDP) Submission due to MSBA for staff review - SUBMITTED*
- *January 25, 2024 - Preferred Schematic Report (PSR) due to MSBA*
- *April 24, 2024 - MSBA Board of Directors Meeting to approve PSR*
- *June 27, 2024 – Schematic Design (SD) Report to be submitted to MSBA*
- *August 28, 2024 - MSBA Board of Directors Meeting for Project Scope & Budget*
- *District Vote: December 2024/January 2025*

I. TASKS COMPLETED THROUGH OCTOBER 2023

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

10/04/23	Project Team Meeting
10/04/23	School Committee Meeting
10/06/23	Working Group Meeting
10/11/23	Project Team Meeting
10/13/23	Working Group Meeting
10/13/23	Draft Preliminary Design Program (PDP) to SBC for Review
10/18/23	Project Team Meeting
10/18/23	SBC Meeting to Authorize Submission of PDP to MSBA
10/19/23	School Committee Meeting to Approve Educational Plan
10/20/23	Working Group Meeting
10/25/23	Project Team Meeting
10/25/23	Community Forum #2
10/27/23	Working Group Meeting
10/27/23	Submitted PDP to MSBA

II. TASKS PLANNED FOR NOVEMBER 2023

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

11/01/23	Project Team Meeting
11/01/23	Working Group Meeting
11/08/23	Project Team Meeting
11/09/23	School Committee Meeting
11/13/23	Project Team Meeting
11/13/23	Community Forum
11/15/23	School Building Committee Meeting
11/16/23	School Committee Meeting
11/22/23	Project Team Meeting
11/27/23	Working Group Meeting
11/29/23	Project Team Meeting
11/29/23	Community Forum

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$132,769.38 this month, which consisted of OPM and Designer fees related to the Feasibility Study phase.

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

IV. PROJECT SCHEDULE OVERVIEW

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

- *October 27, 2023 - Preliminary Design Program (PDP) Submission due to MSBA for staff review - SUBMITTED*
- *January 25, 2024 - Preferred Schematic Report (PSR) due to MSBA*
- *April 24, 2024 - MSBA Board of Directors Meeting to approve PSR*
- *June 27, 2024 – Schematic Design (SD) Report to be submitted to MSBA*
- *August 28, 2024 - MSBA Board of Directors Meeting for Project Scope & Budget*
- *District Vote: December 2024/January 2025*

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

There were no contract amendments or budget transfers during the month of October.

VI. MBE / WBE PARTICIPATION

The Minority Business Enterprise (MBE) participation goal is 5.4% and for Women Business Enterprise (WBE) participation, the goal is 10.4%. Based on the Designer Subcontracts awarded for the Feasibility Study/Schematic Design Phase, the percentage of fee for MBE is 8.1% and WBE is 18.7% for a combined total MBE/WBE participation of 26.8%. The percentages will be updated for the later phases of Design Development through Closeout of the project.

Cumulative Update for September 2023:

Minority Hours:	4.5	Minority Workforce Participation:	1.15%
Women Hours:	94.5	Women Workforce Participation:	24.05%
Total Hours Worked:	393		

VII. COMMUNITY OUTREACH

LeftField has developed 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 November 12, 2023
Monthly Invoice Packet, dated November 2, 2023
Total Project Budget Status Report, dated October 31, 2023
Monthly and Cumulative Cash Flow Reports, dated October 31, 2023
Preliminary Project Schedule, dated October 31, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 10/31/2023

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)	\$1,500,000
Designer Firm Name	Ai3 Architects LLC	Encumbered (Reporting Period)	\$0
Principal	James S Jordan	Encumbered (to Date)	\$1,433,860
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$514,977
General Contractor Contact Name		Project Completion Percentage	34%

OPM Leftfield, LLC

Progress Report as of Date 10/31/2023

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$346,000	Total Contract Amount	\$346,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$173,000
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$17,300
Total Contract Amount	\$346,000	Contract Amount Remaining	\$155,700
Contract Amendments as Percentage of Original Contract Amount	0.0%		
OPM Activities (Reporting Period)	The following tasks were completed in the month of October 2023: 10/04/23 Project Team Meeting 10/04/23 School Committee Meeting 10/06/23 Working Group Meeting 10/11/23 Project Team Meeting 10/13/23 Working Group Meeting 10/13/23 Draft Preliminary Design Program (PDP) to SBC for Review 10/18/23 Project Team Meeting 10/18/23 SBC Meeting to Authorize Submission of PDP to MSBA 10/19/23 School Committee Meeting to Approve Educational Plan 10/20/23 Working Group Meeting 10/25/23 Project Team Meeting 10/25/23 Community Forum #2 10/27/23 Working Group Meeting 10/27/23 Submitted PDP to MSBA		
Project Budget Status	Expenditures against the budget totaled \$132,769.38 this month, which consisted of OPM and Designer fees related to the Feasibility Study phase. Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated October 31, 2023.		
MSBA Closeout Status	This project is in Feasibility Study.		
Potential Issues	There are no potential issues identified at this time.		

DESIGNER Ai3 Architects LLC

Progress Report as of Date 10/31/2023

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$1,087,860	Total Contract Amount	\$1,087,860
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$424,077
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$115,469
Total Contract Amount	\$1,087,860	Contract Amount Remaining	\$548,314
Contract Amendments as Percentage of Original Contract Amount	0.0%		
<u>MBE/WBE</u>		<u>Workforce Participation</u>	
MBE Percentage	5.4%	Total Hours	393
MBE Actual	8.1%	Minority Hours	5
WBE Percentage	10.4%	Minority Percentage	1.2%
WBE Actual	18.7%	Minority Workforce Participation	
		Female Hours	95
		Female Percentage	24.1%
		Female Workforce Participation	

RFIs and Submittals

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
Notes	
Submittals Received (Reporting Period)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Feasibility Study	Phase Scheduled Completion Date	4/24/2024
Designer Activities (Reporting Period)	<p>The following tasks were completed in the month of October 2023:</p> <ul style="list-style-type: none"> 10/04/23 Project Team Meeting 10/04/23 School Committee Meeting 10/06/23 Working Group Meeting 10/11/23 Project Team Meeting 10/13/23 Working Group Meeting 10/13/23 Draft Preliminary Design Program (PDP) to SBC for Review 10/18/23 Project Team Meeting 10/18/23 SBC Meeting to Authorize Submission of PDP to MSBA 10/19/23 School Committee Meeting to Approve Educational Plan 10/20/23 Working Group Meeting 10/25/23 Project Team Meeting 10/25/23 Community Forum #2 10/27/23 Working Group Meeting 10/27/23 Submitted PDP to MSBA 		
30 Day Look Ahead	<p>The following tasks are planned for the month of November 2023:</p> <ul style="list-style-type: none"> 11/01/23 Project Team Meeting 11/01/23 Working Group Meeting 11/08/23 Project Team Meeting 11/09/23 School Committee Meeting 11/13/23 Project Team Meeting 11/13/23 Community Forum 11/15/23 School Building Committee Meeting 11/16/23 School Committee Meeting 11/22/23 Project Team Meeting 11/27/23 Working Group Meeting 11/29/23 Project Team Meeting 11/29/23 Community Forum 		
Commissioning Consultant	Not yet assigned.		
Commissioning Consultant Status	Not yet assigned.		

GENERAL CONTRACTOR

Progress Report as of Date 10/31/2023

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	

Payment Summary

Total Contract Amount
Invoices Paid (to Date)
Invoices Received (Reporting Period)
Contract Amount Remaining

MBE/WBE

MBE Percentage	
MBE Actual	
WBE Percentage	
WBE Actual	

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

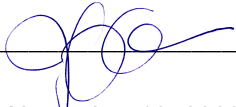
Certification

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



Signature

November 12, 2023

Date

MEMORANDUM

To: William H. Galvin Middle School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: November 15, 2023
 Re: William H. Galvin Middle School Project – October 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 \$
10/31/23	LeftField, LLC	8	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: October 1 – October 31, 2023	\$17,300.00
10/31/23	Ai3	004B	A/E - Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services October 1 – October 31, 2023	\$78,570.00
10/31/23	Ai3	003E	A/E – Feasibility Study/ Schematic Design	A/E – Extra Services (within contract) Geotech, Environmental Permitting, and Wetland Delineations	\$36,899.38
	Ai3			Total Ai3 Invoices	\$115,469.38
				TOTAL:	\$132,769.38

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 October 2023 OPM Monthly Report was electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the required November 12, 2023 deadline. All invoices above will be included in the October 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: 10/31/23
 Invoice No: 8

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

Professional Services from October 1 to October 31, 2023

OPM Services		Amount
10/31/2023	Feasibility Study/Schematic Design Services:	\$ 17,300.00
Total Labor:		\$ 17,300.00

Reimbursable Expenses	Amount
Reimbursables 10/01/23 - 10/31/23	\$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	\$121,100	\$17,300	\$138,400	\$207,600
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	\$121,100	\$17,300	\$138,400	\$207,600
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$346,000	\$121,100	\$17,300	\$138,400	\$207,600

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



ARCHITECT / ENGINEER REQUEST FOR PAYMENT

Ai3 Architects LLC
 111 Speen Street, Suite 300
 Framingham, MA 01701

Town of Canton
 ATTN: Stephen Marshall, Director of Finance & Operations
 801 Washington Street
 Canton, MA 02021

Telephone: (508) 358-0790
 Fax: (508) 358-0791

Telephone:
 Fax:

MSBA ID:
 Contract for: William H. Galvin Middle School


Period Ending: **October 31, 2023**
BASIC SERVICES
Invoice 0004B-2303.00

Project Phase	Approved Budget	Percent of Total	Previously Approved Payments	Request This Period	Total Complete to Date	% Complete	Balance to Finish
Feasibility Study Phase	\$ 550,000.00		\$ 235,710.00	\$ 78,570.00	\$ 314,280.00	57.14%	\$ 235,720.00
Full Schematic Design Phase	\$ 350,000.00		\$ -	\$ -	\$ -		\$ 350,000.00
Design Development Phase	N/A		\$ -	\$ -	\$ -		\$ -
Construction Documents Phase	N/A		\$ -	\$ -	\$ -		\$ -
Early Bid Packages	N/A		\$ -	\$ -	\$ -		\$ -
Bidding Phase	N/A		\$ -	\$ -	\$ -		\$ -
Construction Administration Phase	N/A		\$ -	\$ -	\$ -		\$ -
Completion Phase	N/A		\$ -	\$ -	\$ -		\$ -
Totals	\$ 900,000.00		\$ 235,710.00	\$ 78,570.00	\$ 314,280.00	34.92%	\$ 585,720.00

Architect:
 Firm: **Ai3 Architects LLC**

Reviewed: Project Manager
 Firm: **LeftField**

Approved:
 LGU: **Town of Canton**

By: 
 Date: **11.1.23**

By: _____
 Date: _____

By: _____
 Date: _____



Ai3 Architects LLC
 111 Speen Street, Suite 300
 Framingham, MA 01701

Telephone: 508-358-0790
 Fax: 508-358-0791

MSBA ID:
 Contract for: William H. Galvin Middle School

Town of Canton
 ATTN: Stephen Marshall, Director of Finance & Operations
 801 Washington Street
 Canton, MA 02021

Telephone:
 Fax:

Period Ending: **October 31, 2023**
EXTRA SERVICES
Invoice 0003E-2303.00

Project Phase	MSBA Cost Codes	Approved Budget	Percent of Total	Previously Approved Payments	Request This Period	Total Complete to Date	% Complete	Balance to Finish
Phase 1 & 2: Site Surveyor - Full Topographical & Boundary Survey		\$ 97,500.00		\$ -	\$ -	\$ -		\$ 97,500.00
Phase 1: Preliminary Geotechnical Evaluation of Proposed Site Area		\$ 33,000.00		\$ -	\$ 33,000.00	\$ 33,000.00	100.00%	\$ -
Phase 1: Hazardous Materials Survey & Inspection Services		\$ 1,980.00						
Phase 1: Destruction Testing for Hazardous Materials Survey & Inspection Services		\$ 3,850.00		\$ 5,830.00	\$ -	\$ 5,830.00	100.00%	\$ -
Phase 1: Traffic Study		\$ 13,310.00		\$ -	\$ -	\$ -		\$ 13,310.00
Phase 1: Environmental Site Assessment		\$ 3,812.00		\$ 3,811.50	\$ -	\$ 3,811.50	100.00%	\$ 0.50
Phase 1: Environmental Permitting & Coordination with Town and State Officials		\$ 16,500.00		\$ 3,997.95	\$ 881.10	\$ 4,879.05	29.57%	\$ 11,620.95
Phase 1: Wetland Delineations		\$ 4,235.00		\$ 929.16	\$ 3,018.28	\$ 3,947.44	93.21%	\$ 287.56
Phase 1: Soil Characterization		\$ 9,438.00		\$ 9,438.00	\$ -	\$ 9,438.00	100.00%	\$ -
Phase 1: Hydrant Flow Testing		\$ 4,235.00		\$ 880.03	\$ -	\$ 880.03	20.78%	\$ 3,354.97
Totals		\$ 187,860.00		\$ 24,886.64	\$ 36,899.38	\$ 61,786.02	32.89%	\$ 126,073.98

Architect:
 Firm: **Ai3 Architects LLC**

By: 

Date: **11-1-23**

Reviewed: Project Manager
 Firm: **LeftField**

By: _____

Date: _____

Approved:
 LGU: **Town of Canton**

By: _____

Date: _____



October 31, 2023

Mr. Stephen Marshall, Director of Finance & Operations
Town of Canton
801 Washington Street
Canton, MA 02021

Dear Stephen,

The following invoice is for Lahlaf Geotechnical Consulting, Inc.'s ("LGCI") time spent-to-date on the "Phase 1: Preliminary Geotechnical Evaluation of Proposed Site Area" item for William H. Galvin Middle School:

LGCI	
<u>10/05/23 Invoice #2329-01 – Galvin Middle School</u>	<u>\$ 30,000.00</u>
SUBTOTAL	\$ 30,000.00
10% Administrative Mark-Up as per Article 9.1 of the Contract for Designer Services:	\$ 3,000.00

This GRAND TOTAL amount of **\$33,000.00** is shown in our Architect / Engineer Request For Payment 0003E-2303.00 for the period ending October 31, 2023 for EXTRA Services.

If you have any questions, please feel free to contact me.

Sincerely,

Kristen Baker, Principal | Office Manager
Ai3 Architects LLC



LGCI

Lahlaf Geotechnical Consulting, Inc.

100 Chelmsford Road

Suite 2

Billerica, MA 01862

Phone: (978) 330-5912

Fax: (978) 330-5056

E-mail: LGCI@LGCinc.net

Bill To

James Jordan

Ai3 Architects

111 Speen Street, Suite 300

Framingham, MA 01701

Invoice

Invoice No.:	2329-01
Invoice for Period Ending:	9/17/2023
Date:	10/5/2023

Terms	Client No.	Project Name	Project Number	Location
Due on receipt	0850	Prop. Galvin Elementary School	2329	Canton, MA
Description		Qty	Rate	Amount
LGCI Proposal No. 23073				
Services Performed June 26 - September 17, 2023				
LGCI Proposal No. 23073			\$30,000.00	
Amount previously Invoiced			\$0.00	
Current LGCI Invoice No. 2329-01			\$30,000.00	
Total invoiced including this invoice			\$30,000.00	
Balance remaining from Budget amount			\$0.00	
Task 1a - 5 Explorations and Geotechnical Report				
Task 1a Project Setup		1	200.00	200.00
Task 1b Mark Borings		1	825.00	825.00
Task 1c Utility Clearance		1	175.00	175.00
Task 2a Drilling Subcontractor (M/D+5 days)		1	13,350.00	13,350.00
Task 2b Prevailing Wages for Drillers		1	5,465.00	5,465.00
Task 2c Groundwater Observation Well		1	370.00	370.00
Task 3 Geotech Rep to Observe Borings		1	6,575.00	6,575.00
Task 4 Laboratory Testing		1	540.00	540.00
Task 5 Boring Logs and Report		1	2,500.00	2,500.00
Make check payable to Lahlaf Geotechnical Consulting, Inc.				
Total due this invoice				\$30,000.00

Balance Due

\$30,000.00

10/31/23

0003E-2303.00



October 31, 2023

Mr. Stephen Marshall, Director of Finance & Operations
Town of Canton
801 Washington Street
Canton, MA 02021

Dear Stephen,

The following invoice is for Traverse Landscape Architects' time spent-to-date on the "Phase 1: Environmental Permitting & Coordination with Town and State Officials" item for William H. Galvin Middle School:

TRAVERSE LANDSCAPE ARCHITECTS		
<u>10/18/23 Invoice #K1056-003 – Galvin Middle School</u>	\$	801.00
SUBTOTAL	\$	801.00

10% Administrative Mark-Up as per Article 9.1 of the Contract for Designer Services:	\$	80.10
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This GRAND TOTAL amount of **\$881.10** is shown in our Architect / Engineer Request For Payment 0003E-2303.00 for the period ending October 31, 2023 for EXTRA Services.

If you have any questions, please feel free to contact me.

Sincerely,

Kristen Baker, Principal | Office Manager
Ai3 Architects LLC



Bill from
 Traverse Landscape Architects
 150 Chestnut Street, 4th Floor
 Providence, RI 02903
 United States

Bill to
 Ai3 Architects
 111 Speen St., Suite 300
 Framingham, MA 01701

Project **K1056**
 Canton-Galvin Middle School

Services through
 Sep 1, 2023 - Sep 30, 2023

Invoice #	Terms	Issue date	Due date	Total due
K1056-003	Net 30	Oct 18, 2023	Nov 17, 2023	\$11,416.19

Fixed Fee Services

PHASE	PLANNED	PREVIOUSLY BILLED (\$)	PREVIOUSLY BILLED (%)	% COMPLETE	CURRENT DUE
Feasibility	\$38,000.00	\$7,400.00	19%	40%	\$7,871.30
Schematic Design	\$24,000.00	\$0.00	0%	0%	\$0.00
Survey	\$97,500.00	\$0.00	0%	0%	\$0.00
Wetland Delineation	\$3,850.00	\$844.69	21%	93%	\$2,743.89
Phase I Traffic	\$12,100.00	\$0.00	0%	0%	\$0.00
Phase I Env. Assess	\$3,465.00	\$3,465.00	100%	100%	\$0.00
Hydrant Flow Test	\$3,850.00	\$800.03	20%	21%	\$0.00
Preliminary Permitting	\$15,000.00	\$3,634.50	24%	30%	\$801.00
Total for Fixed Fee Services	\$197,765.00	\$16,144.22	8%	14%	\$11,416.19

10/31/23 00036 - 2303.00

Grand Total Due \$11,416.19

Please remit payment to : Traverse Landscape Architects, 150 Chestnut St. 4th Floor, Providence, RI 02903



October 31, 2023

Mr. Stephen Marshall, Director of Finance & Operations
Town of Canton
801 Washington Street
Canton, MA 02021

Dear Stephen,

The following invoice is for Traverse Landscape Architects' time spent-to-date on the "Phase 1: Wetland Delineations" item for William H. Galvin Middle School:

TRAVERSE LANDSCAPE ARCHITECTS	
<u>10/18/23 Invoice #K1056-003 – Galvin Middle School</u>	\$ 2,743.89
SUBTOTAL	\$ 2,743.89
10% Administrative Mark-Up as per Article 9.1 of the Contract for Designer Services:	\$ 274.39

This GRAND TOTAL amount of **\$3,018.28** is shown in our Architect / Engineer Request For Payment 0003E-2303.00 for the period ending October 31, 2023 for EXTRA Services.

If you have any questions, please feel free to contact me.

Sincerely,

Kristen Baker, Principal | Office Manager
Ai3 Architects LLC



Bill from
 Traverse Landscape Architects
 150 Chestnut Street, 4th Floor
 Providence, RI 02903
 United States

Bill to
 Ai3 Architects
 111 Speen St., Suite 300
 Framingham, MA 01701

Project **K1056**
 Canton-Galvin Middle School

Services through
 Sep 1, 2023 - Sep 30, 2023

Invoice #	Terms	Issue date	Due date	Total due
K1056-003	Net 30	Oct 18, 2023	Nov 17, 2023	\$11,416.19

Fixed Fee Services

PHASE	PLANNED	PREVIOUSLY BILLED (\$)	PREVIOUSLY BILLED (%)	% COMPLETE	CURRENT DUE
Feasibility	\$38,000.00	\$7,400.00	19%	40%	\$7,871.30
Schematic Design	\$24,000.00	\$0.00	0%	0%	\$0.00
Survey	\$97,500.00	\$0.00	0%	0%	\$0.00
Wetland Delineation	\$3,850.00	\$844.69	21%	93%	\$2,743.89
Phase I Traffic	\$12,100.00	\$0.00	0%	0%	\$0.00
Phase I Env. Assess	\$3,465.00	\$3,465.00	100%	100%	\$0.00
Hydrant Flow Test	\$3,850.00	\$800.03	20%	21%	\$0.00
Preliminary Permitting	\$15,000.00	\$3,634.50	24%	30%	\$801.00
Total for Fixed Fee Services	\$197,765.00	\$16,144.22	8%	14%	\$11,416.19

10/31/23 00036 - 2303.00

Grand Total Due

\$11,416.19

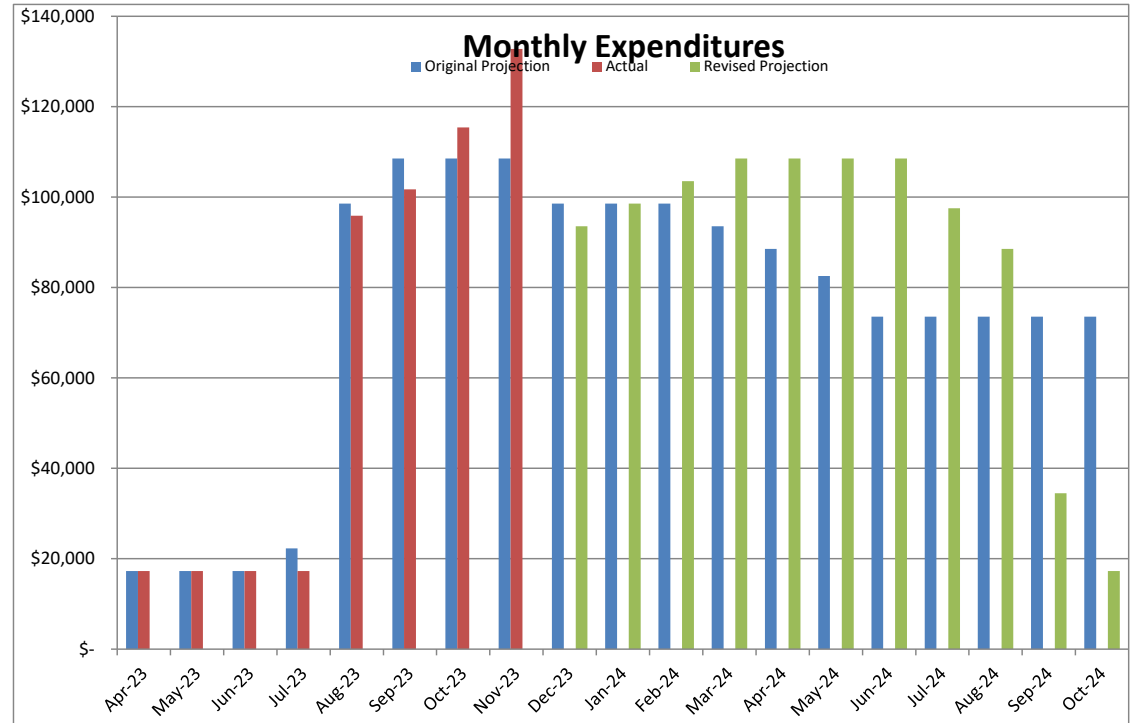
Please remit payment to : Traverse Landscape Architects, 150 Chestnut St. 4th Floor, Providence, RI 02903

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%	\$ 138,400	40%	\$ 207,600	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000	\$ 187,860	\$ 1,087,860	\$ 1,087,860	100%	\$ 376,577	35%	\$ 711,283	
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%	\$ 514,977	34%	\$ 985,023	
TOTAL PROJECT BUDGET		\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,433,860	96%	\$ 514,977	34%	\$ 985,023	
FUNDING SOURCES										
	Maximum State Share	\$ 483,900	\$ 483,900							
	Local Share	\$ 1,016,100	\$ 1,016,100							
	SUB-TOTAL	\$ 1,500,000	\$ 1,500,000							
				Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate		
				\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	47.21%		

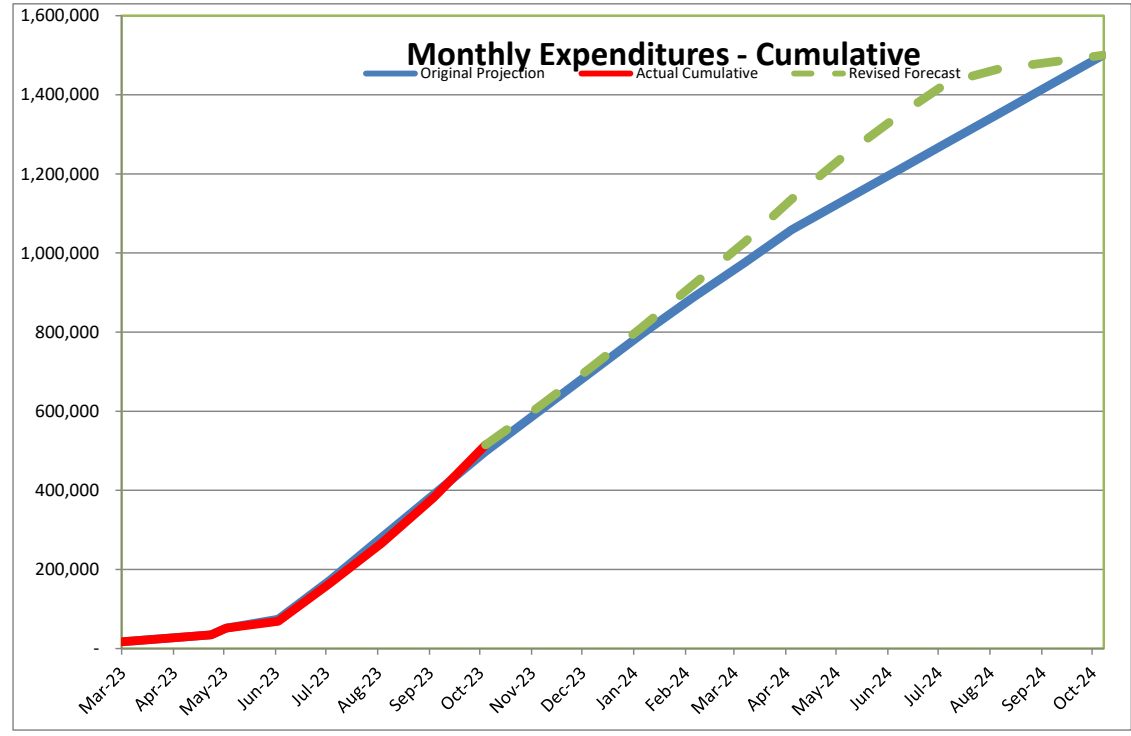
Monthly Cash Flow

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	\$ 17,300	
Jul-23	\$ 98,550	\$ 95,870	
Aug-23	\$ 108,550	\$ 101,700	
Sep-23	\$ 108,550	\$ 115,437	
Oct-23	\$ 108,550	\$ 132,769	
Nov-23	\$ 98,550		\$ 93,550
Dec-23	\$ 98,550		\$ 98,550
Jan-24	\$ 98,550		\$ 103,550
Feb-24	\$ 93,550		\$ 108,550
Mar-24	\$ 88,550		\$ 108,550
Apr-24	\$ 82,550		\$ 108,550
May-24	\$ 73,550		\$ 108,550
Jun-24	\$ 73,550		\$ 97,550
Jul-24	\$ 73,550		\$ 88,550
Aug-24	\$ 73,550		\$ 34,474
Sep-24	\$ 73,550		\$ 17,300
Oct-24	\$ 73,550		\$ 17,300
Total:	\$ 1,500,000	\$ 514,976	\$ 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	\$ 69,200	
Jul-23	172,750	\$ 165,070	
Aug-23	281,300	\$ 266,770	
Sep-23	389,850	\$ 382,207	
Oct-23	498,400	\$ 514,976	\$ 514,976
Nov-23	596,950		\$ 608,526
Dec-23	695,500		\$ 707,076
Jan-24	794,050		\$ 810,626
Feb-24	887,600		\$ 919,176
Mar-24	976,150		\$ 1,027,726
Apr-24	1,058,700		\$ 1,136,276
May-24	1,132,250		\$ 1,244,826
Jun-24	1,205,800		\$ 1,342,376
Jul-24	1,279,350		\$ 1,430,926
Aug-24	1,352,900		\$ 1,465,400
Sep-24	1,426,450		\$ 1,482,700
Oct-24	1,500,000		\$ 1,500,000
Total:	\$ 1,500,000	\$ 514,977	\$ 1,500,000



WILLIAM H GALVIN MIDDLE SCHOOL
Preliminary Project Schedule



10/27/2023

Task Name	Duration (days)	Start	Finish
Procure OPM [MOD 2]	36	Monday, January 30, 2023	Monday, March 6, 2023
OPM interviews	1	Monday, January 30, 2023	Monday, January 30, 2023
OPM fee review & approval	36	Tuesday, January 31, 2023	Tuesday, March 7, 2023
MSBA OPM meeting approval	1	Tuesday, March 7, 2023	Tuesday, March 7, 2023
MSBA OPM letter issued	1	Thursday, February 2, 2023	Thursday, February 2, 2023
OPM contract executed	1	Monday, March 6, 2023	Monday, March 6, 2023
Procure Architect [MOD 2]	107	Wednesday, March 15, 2023	Thursday, June 29, 2023
Committee reviews & approves issuance RFS to the MSBA	1	Wednesday, March 15, 2023	Wednesday, March 15, 2023
LF issues RFS to the MSBA	1	Thursday, March 16, 2023	Thursday, March 16, 2023
MSBA-RFS review period	15	Thursday, March 16, 2023	Thursday, March 30, 2023
Finalize RFS with MSBA/BC	1	Monday, April 3, 2023	Monday, April 3, 2023
Ad submitted in Central Register & local newspaper	1	Thursday, March 30, 2023	Thursday, March 30, 2023
Select 3 members for DSP team / Assign DSP subcommittee	1	Wednesday, March 15, 2023	Wednesday, March 15, 2023
Ad appears in Central Register	1	Wednesday, April 5, 2023	Wednesday, April 5, 2023
On-Site RFS briefing	1	Thursday, April 13, 2023	Thursday, April 13, 2023
Receive RFS designer submissions	1	Thursday, May 11, 2023	Thursday, May 11, 2023
Review RFS & check references	1	Wednesday, May 24, 2023	Wednesday, May 24, 2023
Submit initial RFS packets to the MSBA DSP	1	Wednesday, May 24, 2023	Wednesday, May 24, 2023
Submit reference check data to the MSBA DSP [MSBA deadline]	1	Tuesday, May 30, 2023	Tuesday, May 30, 2023
Designer Selection Panel Dry Run	1	Monday, June 5, 2023	Monday, June 5, 2023
Attend MSBA 1st DSP Meeting [assume rank and interview option is selected]	1	Tuesday, June 6, 2023	Tuesday, June 6, 2023
Attend MSBA 2nd DSP Meeting for Interviews	1	Tuesday, June 20, 2023	Tuesday, June 20, 2023
MSBA DSP issues official ranking and letter Re: Top Ranked Design Firm	1	Tuesday, June 20, 2023	Tuesday, June 20, 2023
Negotiate Designer Fee	9	Tuesday, June 20, 2023	Wednesday, June 28, 2023
Designer contract - approval by BC	1	Wednesday, June 28, 2023	Wednesday, June 28, 2023
Execute Designer contact	1	Thursday, June 29, 2023	Thursday, June 29, 2023
Develop schedule/work plan	15	Thursday, June 29, 2023	Thursday, July 13, 2023
BC approves work plan	1	Thursday, August 3, 2023	Thursday, August 3, 2023
MSBA/District kick off meeting	1	Tuesday, August 1, 2023	Tuesday, August 1, 2023
FEASIBILITY STUDY [MOD 3]	285	Friday, July 14, 2023	Wednesday, April 24, 2024
Preliminary Design Program (PDP)	120	Thursday, June 29, 2023	Friday, October 27, 2023
Educational Programming	78	Friday, July 14, 2023	Friday, September 29, 2023
Ed. Visioning kick off meeting	1	Friday, July 14, 2023	Friday, July 14, 2023
Educational Visioning Galvin Walkthrough	1	Friday, July 21, 2023	Friday, July 21, 2023
Educational Visioning Group Workshop #1	1	Thursday, July 27, 2023	Thursday, July 27, 2023
Educational Visioning School Tours	2	Wednesday, August 2, 2023	Thursday, August 3, 2023
Educational Visioning Group Workshop #2 & #3	1	Wednesday, August 16, 2023	Wednesday, August 16, 2023
Educational Visioning Workshop #4 - Community Meeting	1	Sunday, August 20, 2023	Sunday, August 20, 2023
Educational Programming Verification Session #1	1	Friday, August 18, 2023	Friday, August 18, 2023
Educational Programming Verification Session #2	1	Thursday, September 14, 2023	Thursday, September 14, 2023
EDUCATIONAL PLAN; Ed plan statement of teaching philosophy, methods and goals.	78	Thursday, June 29, 2023	Thursday, September 14, 2023
Initial space summary ("ISS")	1	Thursday, September 14, 2023	Thursday, September 14, 2023
Evaluation of existing conditions	121	Thursday, June 29, 2023	Friday, October 27, 2023
Meetings	254	Tuesday, March 7, 2023	Wednesday, November 15, 2023
SBC #1 OPM Kickoff	1	Tuesday, March 7, 2023	Tuesday, March 7, 2023
SBC #2 Designer Selection Process	1	Wednesday, March 15, 2023	Wednesday, March 15, 2023
SBC #3	1	Wednesday, June 14, 2023	Wednesday, June 14, 2023

SBC #4	1	Wednesday, June 28, 2023	Wednesday, June 28, 2023
SBC #5	1	Wednesday, September 20, 2023	Wednesday, September 20, 2023
SBC #6	1	Wednesday, October 18, 2023	Wednesday, October 18, 2023
SBC #7	1	Wednesday, November 15, 2023	Wednesday, November 15, 2023
** Submit PDP to the MSBA **	1	Friday, October 27, 2023	Friday, October 27, 2023
MSBA PDP Review	22	Monday, October 30, 2023	Monday, November 20, 2023
Receive MSBA PDP comments	1	Monday, November 20, 2023	Monday, November 20, 2023
District returns responses to MSBD PDP comments	15	Monday, November 20, 2023	Monday, December 4, 2023
Preferred Schematic Report (PSR)	178	Monday, October 30, 2023	Wednesday, April 24, 2024
Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response	36	Friday, December 1, 2023	Friday, January 5, 2024
SBC Vote to Submit PSR	1	Thursday, January 18, 2024	Thursday, January 18, 2024
*** Submit PSR to the MSBA ***	1	Thursday, January 25, 2024	Thursday, January 25, 2024
MSBA Review Period	22	Friday, January 26, 2024	Friday, February 16, 2024
Respond to MSBA PSR review comments	15	Friday, February 16, 2024	Friday, March 1, 2024
MSBA Facilities Assessment Committee (FAS) review (3/13 or 3/27)	15	Wednesday, March 13, 2024	Wednesday, March 27, 2024
Respond to MSBA FAS Comments	29	Wednesday, March 13, 2024	Wednesday, April 10, 2024
★★MSBA BOD Mtg - PSR - Proceed to Schematic★★	1	Wednesday, April 24, 2024	Wednesday, April 24, 2024
Schematic Design [MOD 4]	372	Friday, January 26, 2024	Friday, January 31, 2025
DESE submittal	22	Thursday, June 6, 2024	Thursday, June 27, 2024
MSBA Review of DESE Submittal	22	Friday, June 28, 2024	Friday, July 19, 2024
DESE Review and Approval	22	Saturday, July 20, 2024	Saturday, August 10, 2024
Schematic Design Submittal	65	Wednesday, April 24, 2024	Thursday, June 27, 2024
SD Cost Estimates and Reconciliation	29	Friday, May 10, 2024	Friday, June 7, 2024
MSBA and Bond Counsel to Review Vote Language	15	Thursday, June 27, 2024	Thursday, July 11, 2024
SBC Vote to Approve SD Submission to MSBA	1	Wednesday, June 26, 2024	Wednesday, June 26, 2024
MSBA Schematic Design Notification	1	Thursday, June 13, 2024	Thursday, June 13, 2024
** Schematic Submitted to the MSBA **	1	Thursday, June 27, 2024	Thursday, June 27, 2024
MSBA Project Scope and Budget meeting	15	Wednesday, July 17, 2024	Wednesday, July 31, 2024
MSBA Review Comments Issued	22	Thursday, June 27, 2024	Thursday, July 18, 2024
Respond to MSBA Comments	15	Friday, July 19, 2024	Friday, August 2, 2024
★★MSBA BOD Meeting - SD Approval★★ (TBD - 2024 dates not released)	1	Wednesday, August 28, 2024	Wednesday, August 28, 2024
120-day duration to secure funding authorization	121	Wednesday, August 28, 2024	Thursday, December 26, 2024
District executes PSBA	8	Saturday, August 3, 2024	Saturday, August 10, 2024
★★Town Approvals★★ (exact dates TBD)	62	Sunday, December 1, 2024	Friday, January 31, 2025
★★Execute PFA★★	62	Sunday, December 1, 2024	Friday, January 31, 2025
CM PROCUREMENT [applicable if committee decides to utilize CM-R methodology]	122	Friday, December 15, 2023	Monday, April 15, 2024
SBC Approves Use of CM at Risk Delivery & Selection Committee	1	Friday, December 15, 2023	Friday, December 15, 2023
CM at Risk Award / Notice to Proceed	1	Monday, April 15, 2024	Monday, April 15, 2024
SD Preconstruction	784	Monday, April 15, 2024	Monday, June 8, 2026

Design Development	177	Thursday, January 2, 2025	Friday, June 27, 2025
Design Development Documents	106	Thursday, January 2, 2025	Friday, April 18, 2025
DD Cost Estimate	21	Friday, April 18, 2025	Friday, May 9, 2025
DD Value Engineering and Reconciliation	14	Saturday, May 10, 2025	Friday, May 23, 2025
** Submit DD package to MSBA **	1	Friday, May 23, 2025	Friday, May 23, 2025
MSBA Issues Comments	22	Friday, May 23, 2025	Friday, June 13, 2025
Response to MSBA Comments	14	Friday, June 13, 2025	Friday, June 27, 2025
CD 60% Phase_MSBA Submission	160	Friday, June 27, 2025	Thursday, December 4, 2025
Develop CD 60% Documents	91	Friday, June 27, 2025	Thursday, September 25, 2025
CD 60% Cost Estimate	21	Thursday, September 25, 2025	Thursday, October 16, 2025
CD 60% VE and Reconciliation	14	Thursday, October 16, 2025	Thursday, October 30, 2025
** Submit 60% CD MSBA submission **	1	Thursday, October 30, 2025	Thursday, October 30, 2025
MSBA Issues Comments	21	Thursday, October 30, 2025	Thursday, November 20, 2025
Response to MSBA Comments	14	Thursday, November 20, 2025	Thursday, December 4, 2025
CD 90% Phase_MSBA Submission	133	Thursday, December 4, 2025	Thursday, April 16, 2026
Develop CD 90% Documents	63	Thursday, December 4, 2025	Thursday, February 5, 2026
CD 90% Cost Estimate	21	Thursday, February 5, 2026	Thursday, February 26, 2026
CD 90% VE and Reconciliation	14	Thursday, February 26, 2026	Thursday, March 12, 2026
** Submit 90% CD MSBA submission **	1	Thursday, March 12, 2026	Thursday, March 12, 2026
MSBA Issues Comments	21	Thursday, March 12, 2026	Thursday, April 2, 2026
Response to MSBA Comments	14	Thursday, April 2, 2026	Thursday, April 16, 2026
Final 100% CD MSBA submission - for record only	41 days		
100% CD drawings developed	45	Thursday, April 16, 2026	Sunday, May 31, 2026
Prepare 100% CDs for Final Bidding	8	Sunday, May 31, 2026	Monday, June 8, 2026
** Submit 100% CD (Bid) drawings/specs/GMP to MSBA ** FOR RECORD	1	Monday, June 8, 2026	Monday, June 8, 2026
PERMITTING - STATE and LOCAL JURISDICTIONAL APPROVALS	459	Thursday, October 30, 2025	Monday, February 1, 2027
Zoning Board of Appeals	98	Thursday, December 4, 2025	Thursday, March 12, 2026
Notice of Intent to Conservation Commission (Review based on Preliminary Site Design w/ Final Site Design due at 60% CDs)	1	Thursday, October 30, 2025	Thursday, October 30, 2025
NPDS Construction General Permit	45	Thursday, April 16, 2026	Sunday, May 31, 2026
EPA-NPDES / SWPPP	25	Sunday, May 31, 2026	Thursday, June 25, 2026
Permits from Town Engineering Dept.	45	Thursday, April 16, 2026	Sunday, May 31, 2026
Special Permit to Planning Dept.	35	Thursday, September 25, 2025	Thursday, October 30, 2025
Building Permit	246	Sunday, May 31, 2026	Monday, February 1, 2027
Bidding			
Early Site Work Bid Period (after 60% CDs, if possible)	28	Thursday, November 20, 2025	Thursday, December 18, 2025
Award Early Package Contract	1	Thursday, December 18, 2025	Thursday, December 25, 2025
Main Bid Period	30	Monday, June 8, 2026	Wednesday, July 8, 2026
Final GMP	28	Wednesday, July 8, 2026	Wednesday, August 5, 2026
Construction	1342	Thursday, December 25, 2025	Tuesday, August 28, 2029
Early Mobilization	28	Thursday, December 25, 2025	Thursday, January 22, 2026
Early Site Work Construction (if possible)	167	Thursday, January 22, 2026	Wednesday, July 8, 2026
Main Construction	730	Wednesday, July 8, 2026	Friday, July 7, 2028
Building Substantial Completion	1	Friday, July 7, 2028	Friday, July 7, 2028
FFE Installation	31	Friday, July 7, 2028	Monday, August 7, 2028
Punchlist	31	Friday, July 7, 2028	Monday, August 7, 2028
Final Completion of New School	1	Monday, August 7, 2028	Monday, August 7, 2028
Teacher Move-In	21	Monday, August 7, 2028	Monday, August 28, 2028
School Opening	1	Monday, August 28, 2028	Monday, August 28, 2028
Building Demo and Field Construction (if applicable)	365	Monday, August 28, 2028	Tuesday, August 28, 2029

Project Closeout Phase	118	Tuesday, August 28, 2029	Monday, December 24, 2029
Prepare and Submit Closeout Documents	90	Tuesday, August 28, 2029	Monday, November 26, 2029
Final Application for Payment	1	Monday, November 26, 2029	Monday, November 26, 2029
Submit 100% DCAMM Contractor Evaluations	7	Monday, November 26, 2029	Monday, December 3, 2029
Final Reimbursement Request	1	Monday, December 3, 2029	Monday, December 3, 2029
MSBA Closeout Documents Submitted	21	Monday, December 3, 2029	Monday, December 24, 2029
LEED	1604	Thursday, January 2, 2025	Friday, May 25, 2029
LEED Registration	21	Thursday, January 2, 2025	Thursday, January 23, 2025
LEED Kick-Off Meeting	1	Thursday, January 30, 2025	Thursday, January 30, 2025
Submit Design Submittal to USGBC	1	Monday, June 8, 2026	Monday, June 8, 2026
Final LEED 10-Month Cx Report	300	Friday, July 7, 2028	Thursday, May 3, 2029
Final Cx Report, Cx Completion Certificate	7	Friday, May 4, 2029	Friday, May 11, 2029
Construction Submittal to USGBC	14	Friday, May 11, 2029	Friday, May 25, 2029
Targeted Date of LEED Certification Letter	1	Friday, May 25, 2029	Friday, May 25, 2029
DCAMM Documentation	833	Monday, June 8, 2026	Monday, September 18, 2028
Designer evaluation for Design Phase	21	Monday, June 8, 2026	Monday, June 29, 2026
Designer evaluation for CA Phase	21	Friday, July 7, 2028	Friday, July 28, 2028
Contractor 50% evaluation	21	Thursday, September 2, 2027	Thursday, September 23, 2027
Contractor 100% evaluation	21	Monday, August 28, 2028	Monday, September 18, 2028