

WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

September 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of September, the Project Team continued to focus on assessing existing conditions of the building and surrounding site, educational visioning and goal setting, and developing the Educational Plan.

Educational Visioning Workshops began in July and continued into September. The initial workshop was attended by educational leadership and several teachers. The group that attended the workshop discussed topics ranging from mapping out the goals of the project, to identifying the strengths and challenges of the existing building. There were two more workshops and a program verification meeting held in September, and the design team held meetings with teachers and staff and observed day to day operations.

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*
- *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 SEPTEMBER 2023

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

09/06/23	Educational Visioning Workshop #3
09/08/23	Specials-specific Visioning Workshop
09/11/23	Educational Visioning Workshop #2
09/14/23	Programming Verification Meeting #2
09/18/23	Design Team Meeting with Teachers and Department Heads
09/19/23	Design Team Meeting with Teachers and Department Heads
09/20/23	School Building Committee Meeting

II. TASKS PLANNED FOR OCTOBER 2023

The following tasks are planned for 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	Submit PDP to MSBA

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$330,307.19 this month, which consisted of OPM and Designer fees related to the Feasibility Study phase.

\$214,870.00 of the above amount was approved at the September 20, 2023 SBC meeting, while \$115,437.19 is up for approval at the October 18, 2023 SBC meeting.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated September 30, 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*
- *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 September.

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:	21.9	Minority Workforce Participation:	2.81%
Women Hours:	229.75	Women Workforce Participation:	29.43%
Total Hours Worked:	780.65		

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 September 30, 2023
Monthly Invoice Packet, dated September 20, 2023
Monthly Invoice Packet, dated October 18, 2023
Total Project Budget Status Report, dated September 30, 2023
Monthly and Cumulative Cash Flow Reports, dated September 30, 2023
Preliminary Project Schedule, dated September 30, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 9/30/2023

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	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)	\$382,207
General Contractor Contact Name		Project Completion Percentage	25%

OPM

Leftfield, LLC

Progress Report as of Date 9/30/2023

Contract Summary

Payment Summary

Original Contract Amount	\$346,000	Total Contract Amount	\$346,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$103,800
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$69,200
Total Contract Amount	\$346,000	Contract Amount Remaining	\$173,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	The following tasks were completed in the month of September 2023: I. 09/06/23 Educational Visioning Workshop #3 II. 09/08/23 Specials-specific Visioning Workshop III. 09/11/23 Educational Visioning Workshop #2 IV. 09/14/23 Programming Verification Meeting #2 V. 09/18/23 Design Team Meeting with Teachers and Department Heads VI. 09/19/23 Design Team Meeting with Teachers and Department Heads VII. 09/20/23 School Building Committee Meeting Expenditures against the budget totaled \$330,307.19 this month, which consisted of OPM and Designer fees related to the Feasibility Study phase.
Project Budget Status	\$214,870.00 of the above amount was approved at the September 20, 2023 SBC meeting, while \$115,437.19 is up for approval at the October 18, 2023 SBC meeting.
MSBA Closeout Status	Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated September 30, 2023.
Potential Issues	The Project is in Feasibility Study phase. There are no potential issues identified at this time.

DESIGNER

Ai3 Architects LLC

Progress Report as of Date 9/30/2023

Contract Summary

Payment Summary

Original Contract Amount	\$1,087,860	Total Contract Amount	\$1,087,860
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$162,970
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$261,107
Total Contract Amount	\$1,087,860	Contract Amount Remaining	\$663,783
Contract Amendments as Percentage of Original Contract Amount	0.0%		

<u>MBE/WBE</u>		<u>Workforce Participation</u>	
MBE Percentage	5.4%	Total Hours	780
MBE Actual	8.1%	Minority Hours	22
WBE Percentage	10.4%	Minority Percentage	2.8%
WBE Actual	18.7%	Minority Workforce Participation	0.0%
		Female Hours	230
		Female Percentage	29.4%
		Female Workforce Participation	0.0%

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 September 2023:</p> <p>I. 09/06/23 Educational Visioning Workshop #3 II. 09/08/23 Specials-specific Visioning Workshop III. 09/11/23 Educational Visioning Workshop #2 IV. 09/14/23 Programming Verification Meeting #2 V. 09/18/23 Design Team Meeting with Teachers and Department Heads VI. 09/19/23 Design Team Meeting with Teachers and Department Heads VII. 09/20/23 School Building Committee Meeting</p> <p>The following tasks are planned for the month of October 2023:</p> <p>VIII. 10/04/23 Project Team Meeting IX. 10/04/23 School Committee Meeting X. 10/06/23 Working Group Meeting XI. 10/11/23 Project Team Meeting XII. 10/13/23 Working Group Meeting XIII. 10/13/23 Draft Preliminary Design Program (PDP) to SBC for Review XIV. 10/18/23 Project Team Meeting XV. 10/18/23 SBC Meeting to Authorize Submission of PDP to MSBA XVI. 10/19/23 School Committee Meeting to Approve Educational Plan XVII. 10/2</p>		
30 Day Look Ahead			
Commissioning Consultant	Not yet assigned.		
Commissioning Consultant Status	Not yet assigned.		

GENERAL CONTRACTOR

Progress Report as of Date 9/30/2023

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	

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

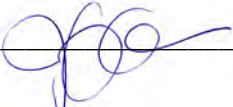
Certification

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

October 12, 2023

Date

MEMORANDUM

To: William H. Galvin Middle School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: September 20, 2023
 Re: William H. Galvin Middle School Project – September 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 \$
06/30/23	LeftField, LLC	4	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: June 6 – June 30, 2023	\$17,300.00
07/31/23	LeftField, LLC	5	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: July 1 – July 31, 2023	\$17,300.00
08/31/23	LeftField, LLC	6	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: August 1 – August 31, 2023	\$17,300.00
07/31/23	Ai3	001B	A/E - Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services through July 31, 2023	\$78,570.00
08/31/23	Ai3	002B	A/E – Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services: August 1 – August 31, 2023	\$78,570.00
08/31/23	Ai3	001E	A/E – Feasibility Study/ Schematic Design	A/E – Extra Services (within contract) Hazmat Survey & Inspection	\$5,830.00
	Ai3			Total Ai3 Invoices	\$162,970.00
				TOTAL:	\$214,870.00

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 September 2023 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the required October 12, 2023 deadline. All invoices above will be included in the September 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.

MEMORANDUM

To: William H. Galvin Middle School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: October 18, 2023
 Re: William H. Galvin Middle School Project – September 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 \$
09/30/23	LeftField, LLC	7	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: September 1 – September 30, 2023	\$17,300.00
09/30/23	Ai3	003B	A/E - Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services September 1 – September 30, 2023	\$78,570.00
09/30/23	Ai3	002E	A/E – Feasibility Study/ Schematic Design	A/E – Extra Services (within contract) Landscape & Soils	\$19,054.64
08/31/23	Ai3	001E	A/E – Feasibility Study/ Schematic Design	A/E – Reimbursable Expenses Printing	\$512.55
	Ai3			Total Ai3 Invoices	\$98,137.19
				TOTAL:	\$115,437.19

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 September 2023 OPM Monthly Report was electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the required October 12, 2023 deadline. All invoices above will be included in the September 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.

Total Project Budget Status Report

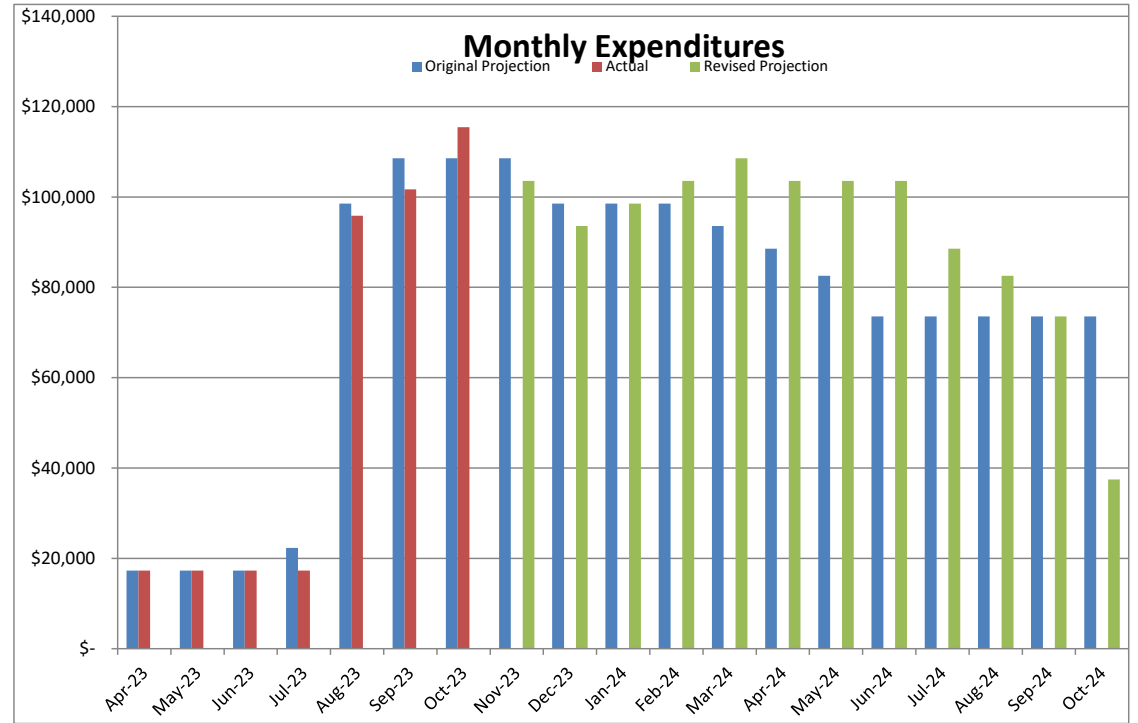
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 346,000		\$ 346,000	\$ 346,000	100%	\$ 121,100	35%	\$ 224,900	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000	\$ 187,860	\$ 1,087,860	\$ 1,087,860	100%	\$ 261,107	24%	\$ 826,753	
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%	\$ 382,207	25%	\$ 1,117,793	

TOTAL PROJECT BUDGET	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,433,860	96%	\$ 382,207	25%	\$ 1,117,793	
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FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
Maximum State Share	\$ 483,900	\$ 483,900					
Local Share	\$ 1,016,100	\$ 1,016,100					
SUB-TOTAL	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	47.21%

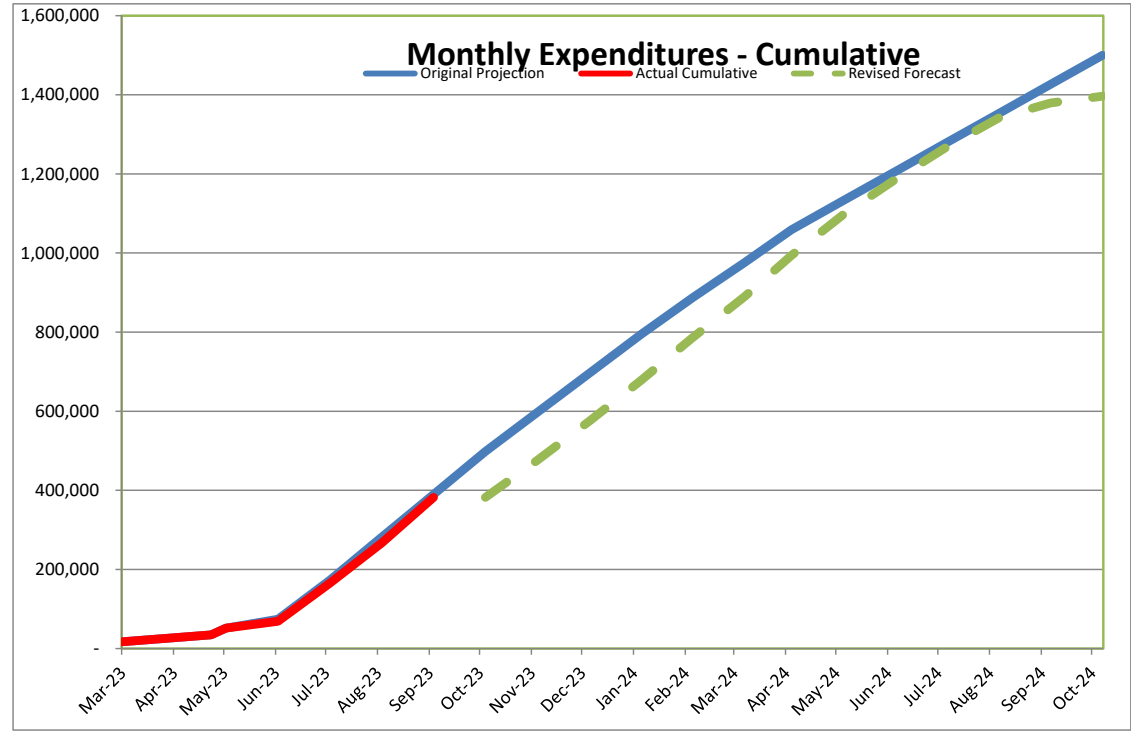
Monthly Cash Flow

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		\$ 103,550
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		\$ 103,550
Apr-24	\$ 82,550		\$ 103,550
May-24	\$ 73,550		\$ 103,550
Jun-24	\$ 73,550		\$ 88,550
Jul-24	\$ 73,550		\$ 82,550
Aug-24	\$ 73,550		\$ 73,550
Sep-24	\$ 73,550		\$ 37,443
Oct-24	\$ 73,550		\$ 17,300
Total:	\$ 1,500,000	\$ 382,207	\$ 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		\$ 382,207
Nov-23	596,950		\$ 475,757
Dec-23	695,500		\$ 574,307
Jan-24	794,050		\$ 677,857
Feb-24	887,600		\$ 786,407
Mar-24	976,150		\$ 889,957
Apr-24	1,058,700		\$ 993,507
May-24	1,132,250		\$ 1,097,057
Jun-24	1,205,800		\$ 1,185,607
Jul-24	1,279,350		\$ 1,268,157
Aug-24	1,352,900		\$ 1,341,707
Sep-24	1,426,450		\$ 1,379,150
Oct-24	1,500,000		\$ 1,396,450
Total:	\$ 1,500,000	\$ 382,207	\$ 1,396,450



WILLIAM H GALVIN MIDDLE SCHOOL
Preliminary Project Schedule



9/30/2023

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	Wednesday, January 18, 2023	Wednesday, January 18, 2023
*** Submit PSR to the MSBA ***	1	Wednesday, January 25, 2023	Wednesday, January 25, 2023
MSBA Review Period	22	Thursday, January 26, 2023	Thursday, February 16, 2023
Respond to MSBA PSR review comments	15	Thursday, February 16, 2023	Thursday, March 2, 2023
MSBA Facilities Assessment Committee (FAS) review (3/13 or 3/27)	15	Monday, March 13, 2023	Monday, March 27, 2023
Respond to MSBA FAS Comments	29	Monday, March 13, 2023	Monday, April 10, 2023
★★MSBA BOD Mtg - PSR - Proceed to Schematic★★	1	Wednesday, April 24, 2024	Wednesday, April 24, 2024
Schematic Design [MOD 4]	737	Thursday, January 26, 2023	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	Monday, June 26, 2023	Monday, June 26, 2023
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]	152	Wednesday, November 15, 2023	Monday, April 15, 2024
SBC Approves Use of CM at Risk Delivery & Selection Committee	1	Wednesday, November 15, 2023	Wednesday, November 15, 2023
CM at Risk Award / Notice to Proceed	1	Monday, April 15, 2024	Monday, April 15, 2024
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