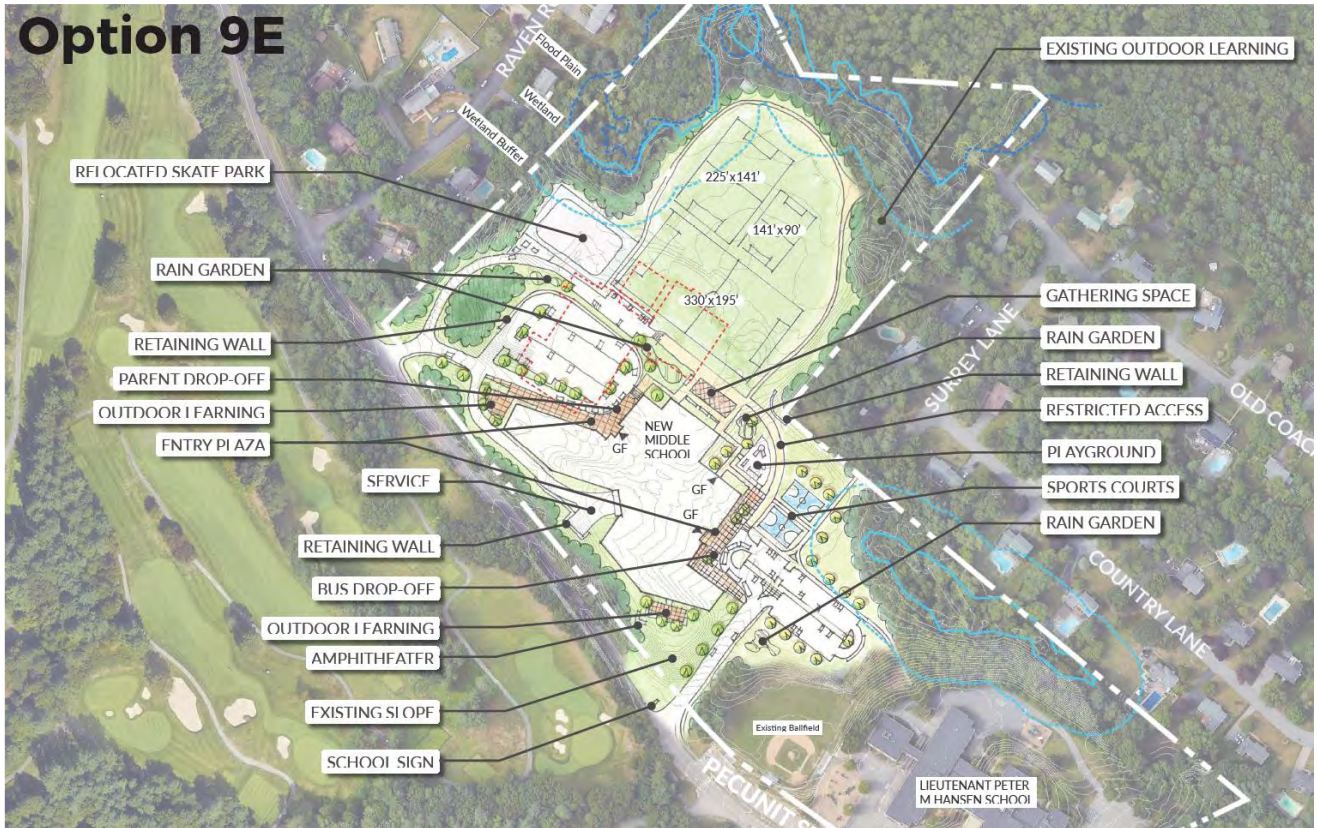


WILLIAM H. GALVIN MIDDLE SCHOOL

Canton, MA



OPM Monthly Project Update Report

February 2024

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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The Project Team submitted the Preferred Schematic Report (PSR) to the MSBA on February 5th, and are scheduled to present the preferred option to the MSBA's Facilities Assessment Subcommittee on March 13th.

With the PSR submitted, the team has moved into Schematic Design (SD) to develop the preferred option further and will be submitting the SD Report to the MSBA on June 27th, which will put the project on the August 28th MSBA Board of Directors meeting for MSBA approval. With that approval in hand, which also identifies the MSBA maximum grant amount, the Town will be looking for community approval of the project through a Special Town Meeting in November, followed by a Town-wide debt exclusion vote in December.

Construction Manager at-Risk procurement is underway. The SBC voted to move forward with this construction delivery approach at their January 24th meeting, and at their February 29th meeting appointed an 8-person Prequalification and Selection Subcommittee to select a CM. Procurement is a two-step process, the first of which is soliciting Statements of Qualifications (SOQ) packages from CM firms – those were due on March 6th with 7 firms submitting SOQs. The subcommittee will be reviewing these SOQs and will determine which firms are qualified to receive an invitation to submit a proposal. Firms then are expected to submit proposals by early April, which will be followed by interviews. The Selection Committee will then rank firms based on their technical proposal and interviews before opening the price proposals. Once price proposals are open, firms are ranked again and the project moves forward with the most advantageous firm.

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

- *October 27, 2023 - Preliminary Design Program (PDP) Submission due to MSBA for staff review - SUBMITTED*
- *February 5, 2024 - Preferred Schematic Report (PSR) to MSBA – SUBMITTED*
- *March 13, 2024 – FAS Meeting*
- *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: Fall 2024*

I. TASKS COMPLETED THROUGH FEBRUARY 2024

The following tasks were completed in the month of February 2024:

02/01/24	School Committee Meeting to Approve Updated Educational Plan
02/02/24	Safety / Security Meeting
02/05/24	PSR Submitted to MSBA

02/07/24	Project Team Meeting
02/09/24	Working Group Meeting
02/14/24	Project Team Meeting
02/15/24	CM at-Risk RFQ Ad to be Submitted to Central Register
02/16/24	Working Group Meeting
02/21/24	Project Team Meeting
02/21/24	CM at-Risk RFQ to Appear in Central Register
02/28/24	Deadline for CM at-Risk RFQ Questions
02/29/24	School Building Committee Meeting
02/29/24	Project Team to Issues Addendum for RFQ RFIs

II. TASKS PLANNED FOR MARCH 2024

The following tasks are planned for the month of March 2024:

03/01/24	Working Group Meeting
03/06/24	Project Team Meeting
03/06/24	CMR Statements of Qualifications due
03/06/24	Pre-FAS Meeting with MSBA Staff
03/08/24	Site Design Meeting
03/13/24	Project Team Meeting
03/13/24	Facilities Assessment Subcommittee (FAS) Meeting
03/13/24	CMR Prequalification / Selection Subcommittee Meeting #1
03/15/24	Sustainability Design Meeting
03/20/24	Project Team Meeting
03/20/24	School Building Committee Meeting
03/22/24	Working Group Meeting
03/27/24	Project Team Meeting
03/29/24	Working Group Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$105,780.00 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 February 29, 2024.

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*
- *February 5, 2024 - Preferred Schematic Report (PSR) to MSBA – SUBMITTED*
- *March 13, 2024 – Facilities Assessment Subcommittee (FAS) Meeting*
- *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: Fall 2024*
-

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

There were no contract amendments or budget transfers during the month of February 2024.

Refer to the attached Total Project Budget Status Report, dated February 29, 2024.

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.

Update for February 2024:

Minority Hours:	8.25	Minority Workforce Participation:	0.87%
Women Hours:	444.25	Women Workforce Participation:	46.7%
Total Hours Worked:	951.5		

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 March 12, 2024

Monthly Invoice Packet, dated February 29, 2024

Total Project Budget Status Report, dated February 29, 2024

Monthly and Cumulative Cash Flow Reports, dated February 29, 2024

Preliminary Project Schedule, dated February 29, 2024

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 2/29/2024

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)	\$1,443,760
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$841,401
General Contractor Contact Name		Project Completion Percentage	56%

OPM

Leftfield, LLC

Progress Report as of Date 2/29/2024

Contract Summary

Payment Summary

Original Contract Amount	\$346,000	Total Contract Amount	\$355,900
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$200,200
Value of Contract Amendments (to Date)	\$9,900	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$355,900	Contract Amount Remaining	\$155,700
Contract Amendments as Percentage of Original Contract Amount	2.9%		

OPM Activities (Reporting Period)	The following tasks were completed in the month of February 2024: I. 02/01/24 School Committee Meeting to Approve Updated Educational Plan II. 02/02/24 Safety / Security Meeting III. 02/05/24 PSR Submitted to MSBAC 02/07/24 Project Team Meeting V. 02/09/24 Working Group Meeting VI. 02/14/24 Project Team Meeting VII. 02/15/24 CM at-Risk RFQ Ad to be Submitted to Central Register VIII. 02/16/24 Working Group Meeting IX. 02/21/24 Project Team Meeting X. 02/21/24 CM at-Risk RFQ to Appear in Central Register XI. 02/28/24 Deadline for CM at-Risk RFQ Questions XII. 02/29/24 School Building Committee Meeting XIII. 02/29/24 Project Team to Issues Addendum for RFQ RFIs
Project Budget Status	Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated February 29, 2024.
MSBA Closeout Status	This project is in Feasibility Study.
Potential Issues	There are no potential issues at this time.

DESIGNER

Ai3 Architects LLC

Progress Report as of Date 2/29/2024

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)	\$641,202
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$1,087,860	Contract Amount Remaining	\$446,658
Contract Amendments as Percentage of Original Contract Amount	0.0%		

MBE/WBE

Workforce Participation

MBE Percentage	5.4%	Total Hours	951
MBE Actual	8.1%	Minority Hours	8
WBE Percentage	10.4%	Minority Percentage	0.9%
WBE Actual	18.7%	Minority Workforce Participation	0.0%
		Female Hours	444
		Female Percentage	46.7%
		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)	The following tasks were completed in the month of February 2024: I. 02/01/24 School Committee Meeting to Approve Updated Educational Plan II. 02/02/24 Safety / Security Meeting III. 02/05/24 PSR Submitted to MSBAC 02/07/24 Project Team Meeting V. 02/09/24 Working Group Meeting VI. 02/14/24 Project Team Meeting VII. 02/15/24 CM at-Risk RFQ Ad to be Submitted to Central Register VIII. 02/16/24 Working Group Meeting IX. 02/21/24 Project Team Meeting X. 02/21/24 CM at-Risk RFQ to Appear in Central Register XI. 02/28/24 Deadline for CM at-Risk RFQ Questions XII. 02/29/24 School Building Committee Meeting XIII. 02/29/24 Project Team to Issues Addendum for RFQ RFIs		
30 Day Look Ahead	The following tasks are planned for the month of March 2024: I. 03/01/24 Working Group Meeting II. 03/06/24 Project Team Meeting III. 03/06/24 CMR Statements of Qualifications due IV. 03/06/24 Pre-FAS Meeting with MSBA Staff V. 03/08/24 Site Design Meeting VI. 03/13/24 Project Team Meeting VII. 03/13/24 Facilities Assessment Subcommittee (FAS) Meeting VIII. 03/13/24 CMR Prequalification / Selection Subcommittee Meeting #1 IX. 03/15/24 Sustainability Design Meeting X. 03/20/24 Project T		
Commissioning Consultant	Not yet assigned.		
Commissioning Consultant Status	Not yet assigned.		

GENERAL CONTRACTOR Progress Report as of Date 2/29/2024

Contract Summary		Payment Summary	
Original Contract Amount (including CM-At-Risk Amendments)		Total Contract Amount	
Change Orders (to Date)		Invoices Paid (to Date)	
Value of Change Orders (to Date)		Invoices Received (Reporting Period)	
Total Contract Amount		Contract Amount Remaining	
Procurement Type	Undetermined		
Change Orders as Percentage of Original Contract Amount			
Pending Change Orders			
Change Order Status			
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	

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

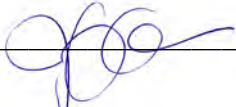
Certification

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

March 12, 2024

Date

MEMORANDUM

To: William H. Galvin Middle School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: February 29, 2024
 Re: William H. Galvin Middle School Project – January 2024 Invoice Summary
 Cc: Jim Rogers, Lynn Stapleton, Linda Liporto, LeftField, LLC

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

INVOICES					
Invoice Date	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
01/31/24	LeftField	11	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: January 1 – January 31, 2024	\$17,300.00
01/24/24	LeftField – AM Fogarty	24002	OPM – Feasibility Study/ Schematic Design	OPM Cost Estimating Consultant: January 1 – January 31, 2024	\$9,900.00
				LeftField Invoice 11 Total: (For Reference Only)	\$27,200.00
12/31/23	Ai3	007B	A/E - Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services January 1 – January 31, 2023	\$78,580.00
				TOTAL:	\$105,780.00

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 February 2024 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the March 12, 2024 deadline. All invoices above will be included in the February 2024 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: 1/31/24
 Invoice No: 11

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

Professional Services from January 1 to January 31, 2024

OPM Services		Amount
1/31/2024	Feasibility Study/Schematic Design Services:	\$ 17,300.00

Total Labor: \$ 17,300.00

Reimbursable Expenses					Amount
Reimbursables 01/01/24 - 01/31/24					\$0.00
Date	Vendor	Invoice #	Amount	10% LeftField Fee	
1/24/2024	AM Fogarty	24003	\$9,000.00	\$900.00	\$9,900.00

Total Expenses: \$9,900.00

Total this Invoice: \$ 27,200.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$346,000	\$173,000	\$17,300	\$190,300	\$155,700
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	\$173,000	\$17,300	\$190,300	\$155,700
Reimbursable Expenses Total:	\$0	\$0	\$9,900	\$9,900	\$0
Total Contract:	\$346,000	\$173,000	\$27,200	\$200,200	\$155,700

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

INVOICE

A. M. Fogarty & Associates, Inc.
175 Derby Street - Suite 5
Hingham, MA 02043

DATE INVOICE #

(781) 749-7272 - FAX: (781) 740-2652

1/24/2024 24002

BILL TO:

Sally Rogers
LEFTFIELD LLC
P. O. Box 307
Hingham, MA 02043
srogers@leftfieldpm.com

REP

PTT

>

DESCRIPTION			AMOUNT
DESCRIPTION	QTY	RATE	TOTAL
Galvin Middle School - PSR Cost Estimate Project Manager: Jennifer Carlson		9,000.00	9,000.00
TOTAL			\$9,000.00

Thank you for your business.

TOTAL \$9,000.00



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:

Period Ending: **January 31, 2024**
BASIC SERVICES
Invoice 0007B-2303.00

Contract for: William H. Galvin Middle School

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		\$ 471,420.00	\$ 78,580.00	\$ 550,000.00	100.00%	\$ -
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		\$ 471,420.00	\$ 78,580.00	\$ 550,000.00	61.11%	\$ 350,000.00

Architect:
 Firm: **Ai3 Architects LLC**

Reviewed: Project Manager
 Firm: **LeftField**

Approved:
 LGU: **Town of Canton**

By: _____

By: _____

By: _____

Date: 1-31-24

Date: _____

Date: _____

Total Project Budget Status Report

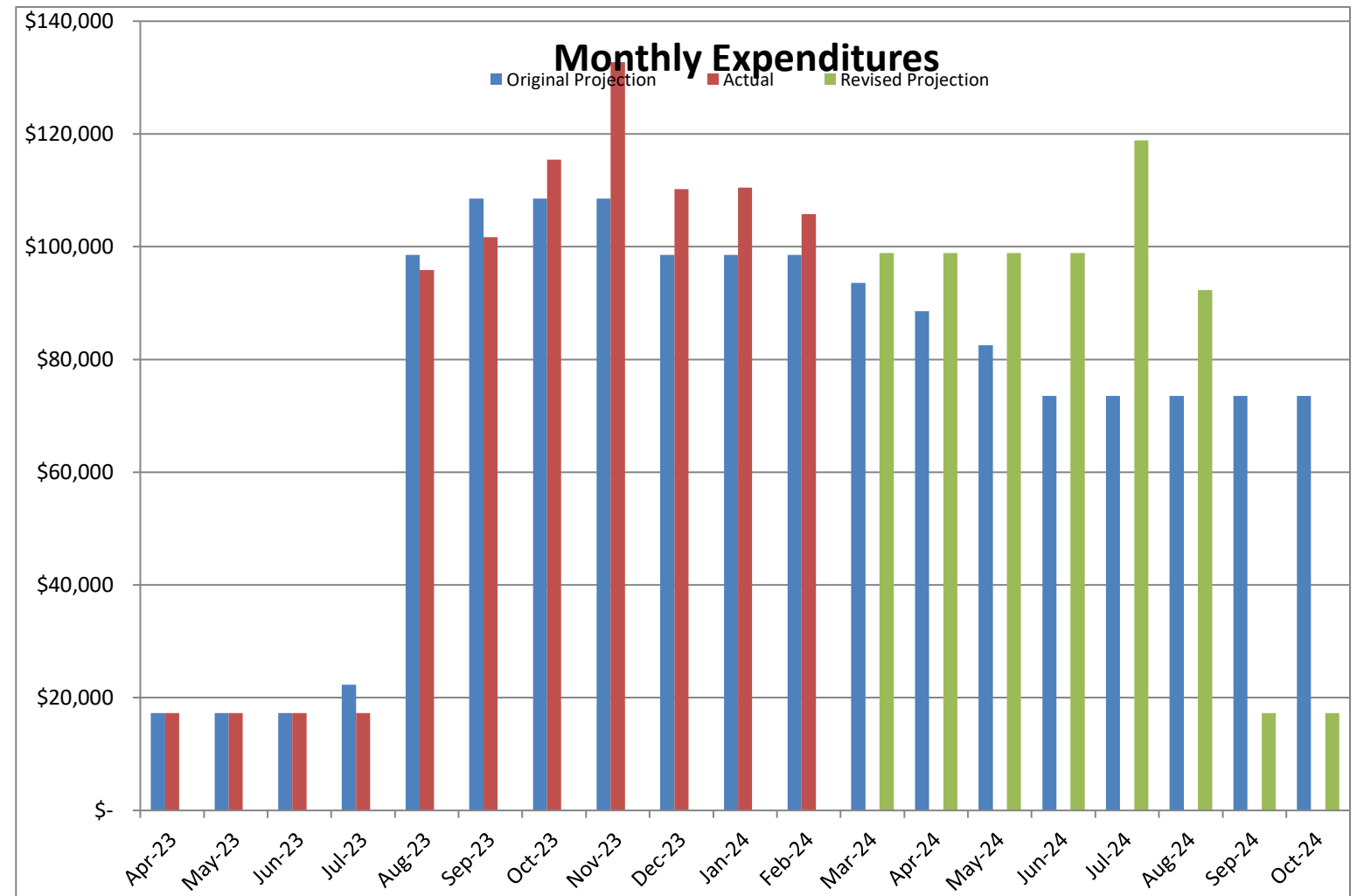
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 346,000	\$ 9,900	\$ 355,900	\$ 355,900	100%	\$ 200,200	56%	\$ 155,700	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000	\$ 187,860	\$ 1,087,860	\$ 1,087,860	100%	\$ 641,202	59%	\$ 446,658	
0003-0000	Environmental & Site	\$ 204,000	\$ (187,860)	\$ 16,140	\$ -	0%	\$ -	0%	\$ 16,140	
0004-0000	Other	\$ 50,000	\$ (9,900)	\$ 40,100	\$ -	0%	\$ -	0%	\$ 40,100	
	SUB-TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,443,760	96%	\$ 841,401	56%	\$ 658,598	

TOTAL PROJECT BUDGET	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,443,760	96%	\$ 841,401	56%	\$ 658,599	
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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	\$ 708,150					
Local Share	\$ 791,850	\$ 791,850					
SUB-TOTAL	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	47.21%

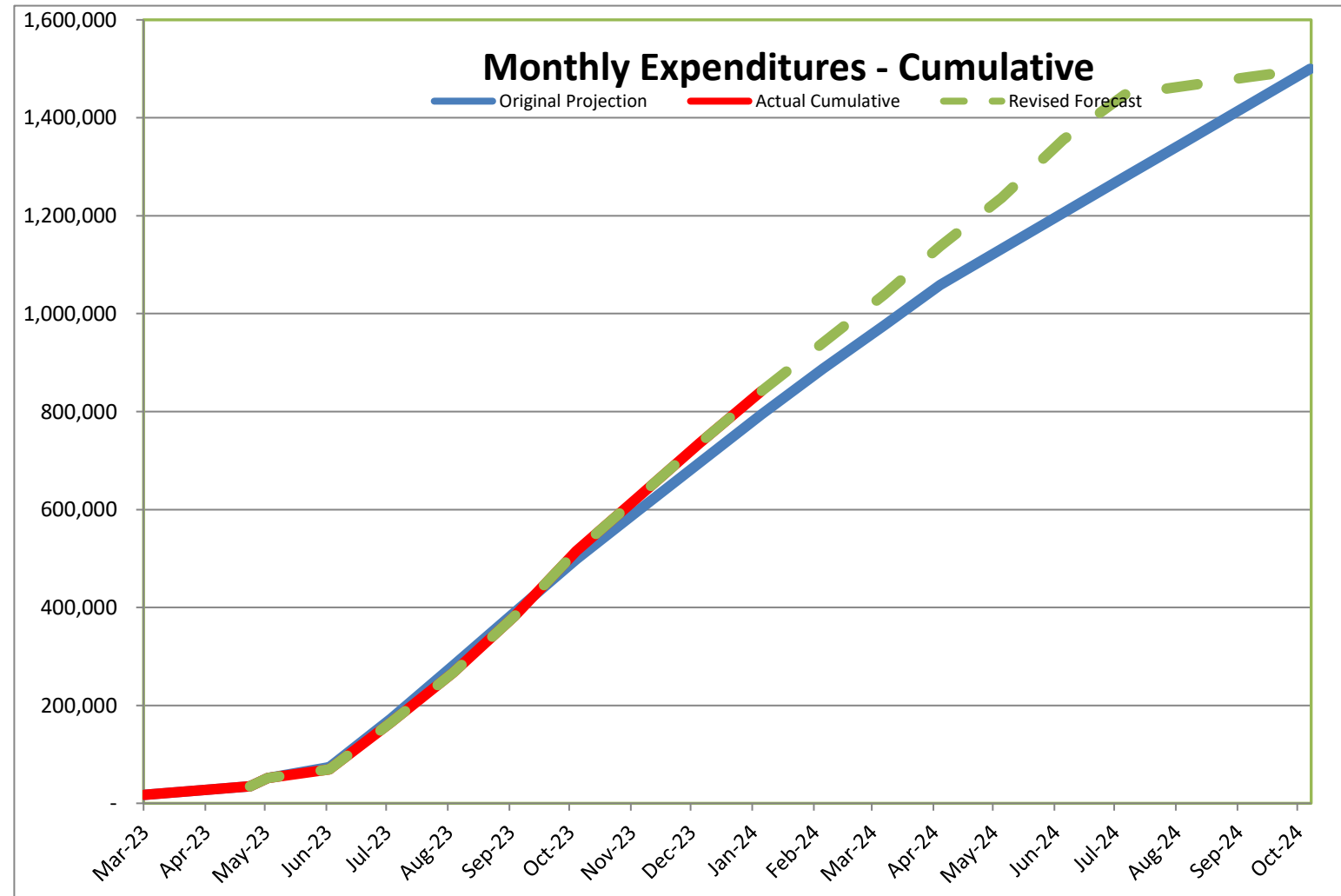
Monthly Cash Flow

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	\$ 132,769	
Nov-23	\$ 98,550	\$ 110,186	
Dec-23	\$ 98,550	\$ 110,459	
Jan-24	\$ 98,550	\$ 105,780	
Feb-24	\$ 93,550		\$ 98,880
Mar-24	\$ 88,550		\$ 98,880
Apr-24	\$ 82,550		\$ 98,880
May-24	\$ 73,550		\$ 98,880
Jun-24	\$ 73,550		\$ 118,880
Jul-24	\$ 73,550		\$ 92,299
Aug-24	\$ 73,550		\$ 17,300
Sep-24	\$ 73,550		\$ 17,300
Oct-24	\$ 73,550		\$ 17,300
Total:	\$ 1,500,000	\$ 841,401	\$ 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	\$ 34,600
May-23	51,900	\$ 51,900	\$ 51,900
Jun-23	74,200	\$ 69,200	\$ 69,200
Jul-23	172,750	\$ 165,070	\$ 165,070
Aug-23	281,300	\$ 266,770	\$ 266,770
Sep-23	389,850	\$ 382,207	\$ 382,207
Oct-23	498,400	\$ 514,976	\$ 514,976
Nov-23	596,950	\$ 625,162	\$ 625,162
Dec-23	695,500	\$ 735,621	\$ 735,621
Jan-24	794,050	\$ 841,401	\$ 841,401
Feb-24	887,600		\$ 940,281
Mar-24	976,150		\$ 1,039,161
Apr-24	1,058,700		\$ 1,138,041
May-24	1,132,250		\$ 1,236,921
Jun-24	1,205,800		\$ 1,355,801
Jul-24	1,279,350		\$ 1,448,100
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	\$ 841,401	\$ 1,500,000



WILLIAM H GALVIN MIDDLE SCHOOL
Preliminary Project Schedule

2/5/2024

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	Wednesday, December 20, 2023	Wednesday, December 20, 2023
District returns responses to MSBD PDP comments	27	Wednesday, December 20, 2023	Monday, January 15, 2024
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 24, 2024	Wednesday, January 24, 2024
*** Submit PSR to the MSBA ***	1	Monday, February 5, 2024	Monday, February 5, 2024
MSBA Review Period	22	Tuesday, February 6, 2024	Tuesday, February 27, 2024
Respond to MSBA PSR review comments	15	Tuesday, February 27, 2024	Tuesday, March 12, 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]	325	Tuesday, February 6, 2024	Thursday, December 26, 2024
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	Monday, July 22, 2024	Monday, August 12, 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 31, 2024	Saturday, September 7, 2024
★Town Approvals★ (exact dates TBD)	23	Monday, November 18, 2024	Tuesday, December 10, 2024
★Execute PFA★	17	Tuesday, December 10, 2024	Thursday, December 26, 2024
CM PROCUREMENT [applicable if committee decides to utilize CM-R methodology]	82	Wednesday, January 24, 2024	Monday, April 15, 2024
SBC Approves Use of CM at Risk Delivery & Selection Committee	1	Wednesday, January 24, 2024	Wednesday, January 24, 2024
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