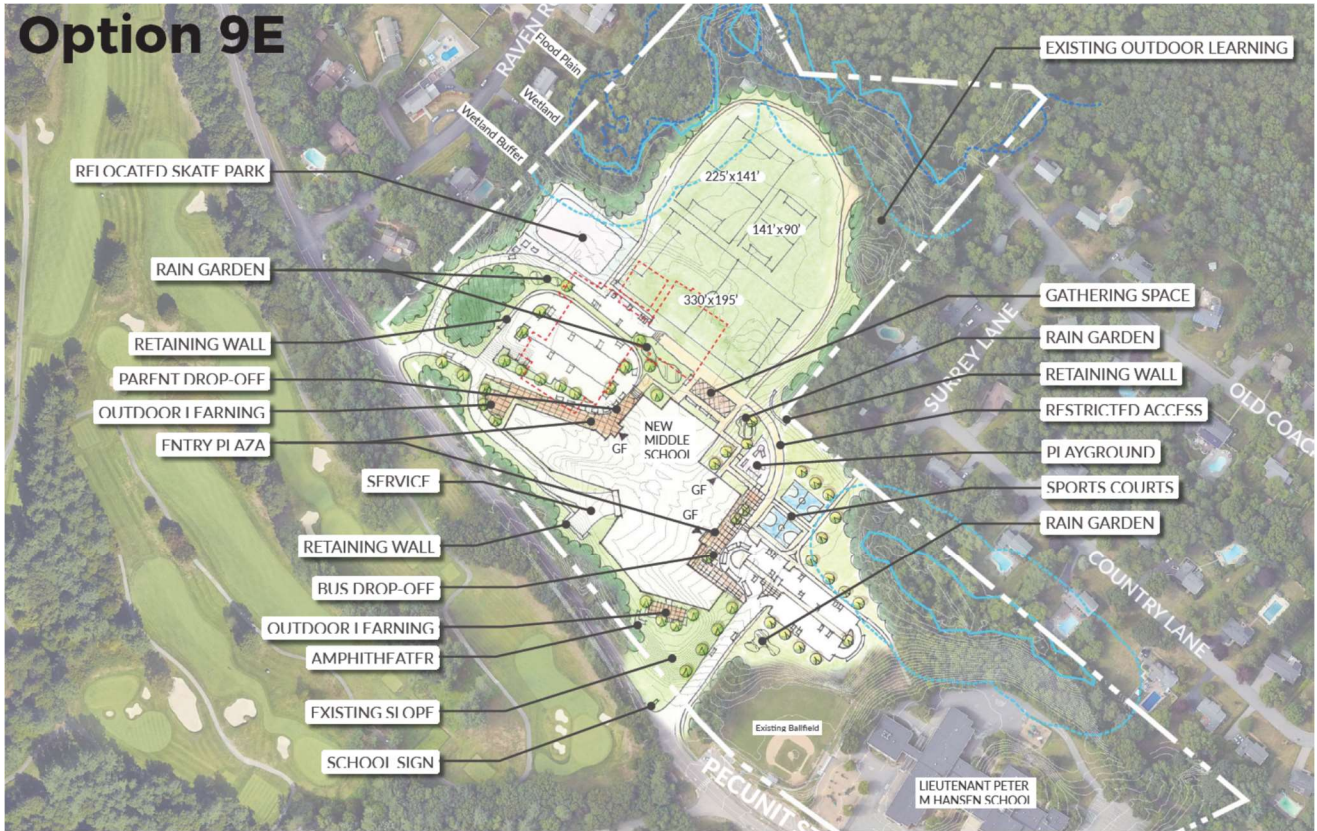


**WILLIAM H. GALVIN MIDDLE SCHOOL**

**Canton, MA**



**OPM Monthly Project Update Report**

**April 2024**

FS	<b>SD</b>	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
----	-----------	----	----	---------	--------------	----------	------

With the PSR submitted and the approval from MSBA on April 24 to proceed to Schematic Design, the team has moved into further development of the preferred option and will be submitting the SD Report to the MSBA on June 27<sup>th</sup>, which will put the project on the August 28<sup>th</sup> 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 was completed. The SBC voted to move forward with this construction delivery approach at their January 24<sup>th</sup> meeting, and at their February 29<sup>th</sup> meeting appointed an 8-person Prequalification and Selection Subcommittee to select a CM. On March 6<sup>th</sup> 7 firms submitted SOQs. The subcommittee reviewed these SOQs and determined that 6 firms were qualified to receive an invitation to submit a proposal. 6 Firms (Bond, Consigli, Gilbane, Shawmut, Suffolk and W.T. Rich) then submitted proposals on April 11<sup>th</sup> followed by interviews on April 22<sup>nd</sup> and 23<sup>rd</sup>. The Selection Committee then ranked firms based on their technical proposal and interviews before opening the price proposals. Once price proposals were open, firms were ranked again and the project moved forward with Consigli as 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 - approved 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 APRIL 2024**

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

04/02/24	Project Team Meeting
04/05/24	Working Group Meeting
04/10/24	Project Team Meeting
04/11/24	CMR Proposals due
04/12/24	Working Group Meeting
04/17/24	Project Team Meeting
04/22/24	CMR Interviews – Day 1
04/23/24	CMR Interviews – Day 2
04/24/24	Working Group Meeting

---

04/26/24 Follow Up Safety and Security Meeting

## II. TASKS PLANNED FOR MAY 2024

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

05/03/24	Working Group Meeting
05/08/24	Project Team Meeting
05/10/24	Working Group Meeting
05/15/24	Project Team Meeting
05/17/24	Working Group Meeting
05/22/24	Project Team Meeting
05/24/24	Working Group Meeting
05/29/24	Project Team Meeting
05/31/24	Working Group Meeting

## III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$87,300.00 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 April 30, 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 April 2024. Refer to the attached Total Project Budget Status Report, dated April 30, 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 April 2024:

Minority Hours:	0	Minority Workforce Participation:	0%
Women Hours:	440.50	Women Workforce Participation:	50.1%
Total Hours Worked:	879.25		

**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 May 10, 2024  
Monthly Invoice Packet, dated May 1, 2024  
Total Project Budget Status Report, dated April 30, 2024  
Monthly and Cumulative Cash Flow Reports, dated April 30, 2024  
Preliminary Project Schedule, dated April 30, 2024

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 4/30/2024**

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)	\$1,038,418
General Contractor Contact Name		Project Completion Percentage	69%

**OPM**

**Leftfield, LLC**

**Progress Report as of Date 4/30/2024**

**Contract Summary**

**Payment Summary**

Original Contract Amount	\$346,000	Total Contract Amount	\$355,900
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$234,800
Value of Contract Amendments (to Date)	\$9,900	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$355,900	Contract Amount Remaining	\$121,100
Contract Amendments as Percentage of Original Contract Amount	2.9%		

OPM Activities (Reporting Period)	I. 04/02/24 Project Team Meeting II. 04/05/24 Working Group Meeting III. 04/10/24 Project Team Meeting IV. 04/11/24 CMR Proposals due V. 04/12/24 Working Group Meeting VI. 04/17/24 Project Team Meeting VII. 04/22/24 CMR Interviews – Day 1 VIII. 04/23/24 CMR Interviews – Day 2 IX. 04/24/24 Working Group Meeting X. 04/26/24 Follow Up Safety and Security Meeting
Project Budget Status	Expenditures against the budget totaled \$87,300 this month, which consisted of OPM and Designer fees related to the Feasibility Study phase.
MSBA Closeout Status	Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated April30, 2024.
Potential Issues	This project is in Schematic Design. There are no potential issues identified at this time.

**DESIGNER**

**Ai3 Architects LLC**

**Progress Report as of Date 4/30/2024**

**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)	\$733,619
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$70,000
Total Contract Amount	\$1,087,860	Contract Amount Remaining	\$284,241
Contract Amendments as Percentage of Original Contract Amount	0.0%		

**MBE/WBE**

**Workforce Participation**

MBE Percentage	5.4%	Total Hours	879
MBE Actual	8.1%	Minority Hours	0
WBE Percentage	10.4%	Minority Percentage	0.0%
WBE Actual	18.7%	Minority Workforce Participation	0.0%
		Female Hours	441
		Female Percentage	50.1%
		Female Workforce Participation	

**RFIs and Submittals**

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date)

0

Remaining Open RFIs – Past 30 Days

Notes

Remaining Open RFIs – Past 60 Days

Notes

Remaining Open RFIs – Past 90 Days

Notes

Submittals Received (Reporting Period)

Total Submittals Received (to Date)

0

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date)

0

Comments (Remaining Open Submittals)

Phase	Schematic Design	Phase Scheduled Completion Date	10/30/2024
-------	------------------	---------------------------------	------------

Designer Activities (Reporting Period)	I. 04/02/24 Project Team Meeting II. 04/05/24 Working Group Meeting III. 04/10/24 Project Team Meeting IV. 04/11/24 CMR Proposals due V. 04/12/24 Working Group Meeting VI. 04/17/24 Project Team Meeting VII. 04/22/24 CMR Interviews – Day 1 VIII. 04/23/24 CMR Interviews – Day 2 IX. 04/24/24 Working Group Meeting X. 04/26/24 Follow Up Safety and Security Meeting
--	--

30 Day Look Ahead

Commissioning Consultant Not yet assigned.

Commissioning Consultant Status Not yet assigned.

**GENERAL CONTRACTOR**

Progress Report as of Date 4/30/2024

**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

Linda E. Liporto

Print Name



Signature

May 10, 2024

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
<b>FEASIBILITY STUDY AGREEMENT</b>										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 346,000	\$ 9,900	\$ 355,900	\$ 355,900	100%	\$ 234,800	66%	\$ 121,100	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 900,000	\$ 187,860	\$ 1,087,860	\$ 1,087,860	100%	\$ 803,619	74%	\$ 284,241	
0003-0000	Environmental & Site	\$ 204,000	\$ (159,392)	\$ 44,608	\$ 44,608	100%	\$ -	0%	\$ 44,608	
0004-0000	Other	\$ 50,000	\$ (38,368)	\$ 11,632	\$ -	0%	\$ -	0%	\$ 11,632	
	<b>SUB-TOTAL</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,488,368</b>	<b>99%</b>	<b>\$ 1,038,418</b>	<b>69%</b>	<b>\$ 461,581</b>	

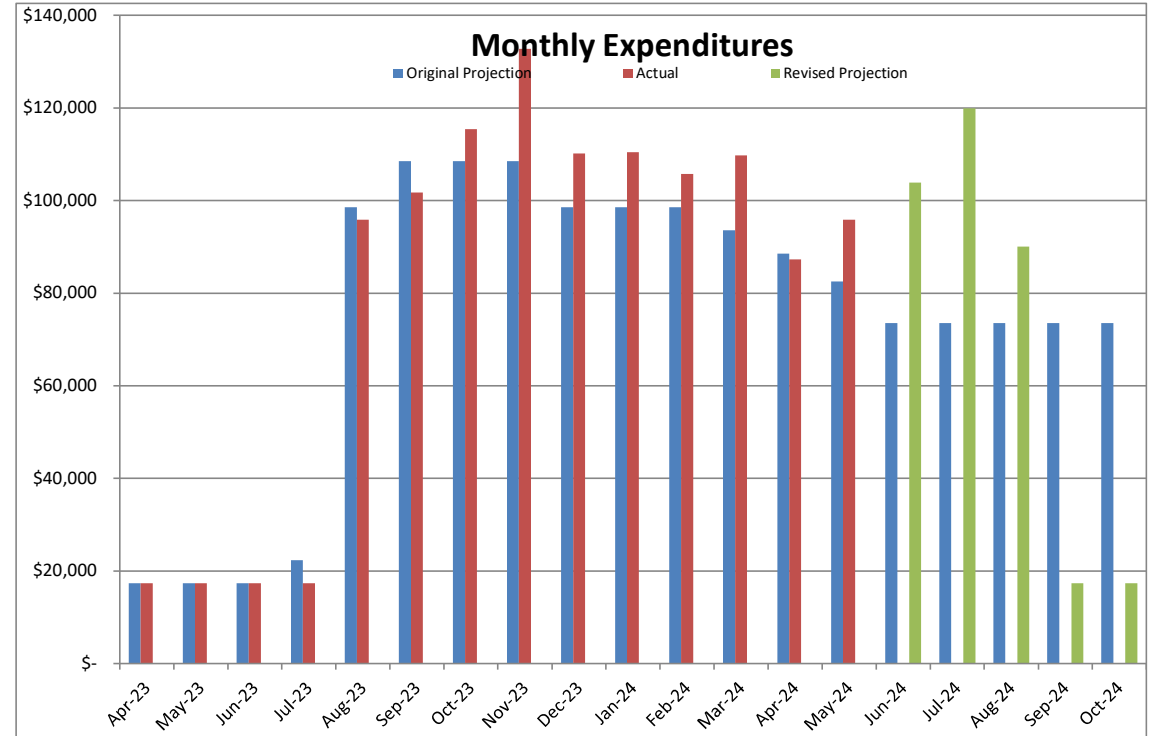
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,488,368</b>	<b>99%</b>	<b>\$ 1,038,418</b>	<b>69%</b>	<b>\$ 461,581</b>	
-----------------------------	---------------------	-------------	---------------------	---------------------	------------	---------------------	------------	-------------------	--

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	\$ 708,150					
Local Share	\$ 791,850	\$ 791,850					
<b>SUB-TOTAL</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>47.21%</b>



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	\$ 109,718	
Mar-24	\$ 88,550	\$ 87,300	
Apr-24	\$ 82,550	\$ 95,880	
May-24	\$ 73,550		\$ 103,880
Jun-24	\$ 73,550		\$ 119,880
Jul-24	\$ 73,550		\$ 90,041
Aug-24	\$ 73,550		\$ 17,300
Sep-24	\$ 73,550		\$ 17,300
Oct-24	\$ 73,550		\$ 17,300
<b>Total:</b>	<b>\$ 1,500,000</b>	<b>\$ 1,134,299</b>	<b>\$ 1,500,000</b>

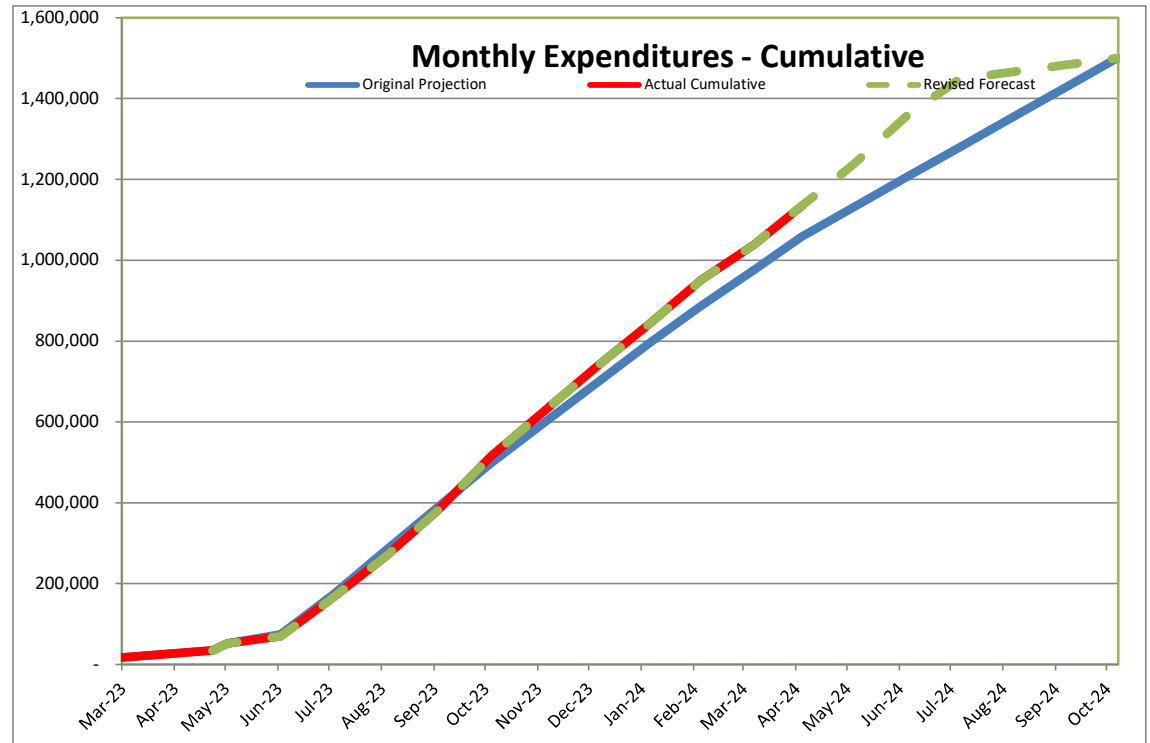


William H. Galvin Middle School - Canton, MA

April 30, 2024

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	\$ 951,119	\$ 951,119
Mar-24	976,150	\$ 1,038,419	\$ 1,038,419
Apr-24	1,058,700	\$ 1,134,299	\$ 1,134,299
May-24	1,132,250		\$ 1,238,179
Jun-24	1,205,800		\$ 1,358,059
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
<b>Total:</b>	<b>\$ 1,500,000</b>	<b>\$ 841,401</b>	<b>\$ 1,500,000</b>



**WILLIAM H GALVIN MIDDLE SCHOOL**  
**Preliminary Project Schedule**



4/30/2024

Task Name	Duration (days)	Start	Finish
<b>Procure OPM [MOD 2]</b>	<b>36</b>	<b>Monday, January 30, 2023</b>	<b>Monday, March 6, 2023</b>
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
<b>Procure Architect [MOD 2]</b>	<b>107</b>	<b>Wednesday, March 15, 2023</b>	<b>Thursday, June 29, 2023</b>
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
<b>FEASIBILITY STUDY [MOD 3]</b>	<b>285</b>	<b>Friday, July 14, 2023</b>	<b>Wednesday, April 24, 2024</b>
<b>Preliminary Design Program (PDP)</b>	<b>120</b>	<b>Thursday, June 29, 2023</b>	<b>Friday, October 27, 2023</b>
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
<b>** Submit PDP to the MSBA **</b>	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
<b>Preferred Schematic Report (PSR)</b>	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
<b>*** Submit PSR to the MSBA ***</b>	1	Friday, February 2, 2024	Friday, February 2, 2024
MSBA Review Period	22	Monday, February 5, 2024	Monday, February 26, 2024
Respond to MSBA PSR review comments	15	Monday, February 26, 2024	Monday, March 11, 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
<b>★★MSBA BOD Mtg - PSR - Proceed to Schematic★★</b>	1	Wednesday, April 24, 2024	Wednesday, April 24, 2024
<b>Schematic Design [MOD 4]</b>	<b>301</b>	<b>Monday, February 5, 2024</b>	<b>Sunday, December 1, 2024</b>
<b>DESE submittal</b>	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
<b>Schematic Design Submittal</b>	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
<b>** Schematic Submitted to the MSBA **</b>	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
<b>★★MSBA BOD Meeting - SD Approval★★ (TBD - 2024 dates not released)</b>	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
<b>★★Town Approvals★★ (exact dates TBD)</b>	62	Tuesday, October 1, 2024	Sunday, December 1, 2024
<b>★★Execute PFA★★</b>	62	Tuesday, October 1, 2024	Sunday, December 1, 2024
<b>CM PROCUREMENT [applicable if committee decides to utilize CM-R methodology]</b>	<b>82</b>	<b>Wednesday, January 24, 2024</b>	<b>Monday, April 15, 2024</b>
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

<b>Design Development</b>	<b>177</b>	<b>Thursday, January 2, 2025</b>	<b>Friday, June 27, 2025</b>
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
<b>** Submit DD package to MSBA **</b>	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
<b>CD 60% Phase_MSBA Submission</b>	<b>160</b>	<b>Friday, June 27, 2025</b>	<b>Thursday, December 4, 2025</b>
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
<b>** Submit 60% CD MSBA submission **</b>	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
<b>CD 90% Phase_MSBA Submission</b>	<b>133</b>	<b>Thursday, December 4, 2025</b>	<b>Thursday, April 16, 2026</b>
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
<b>** Submit 90% CD MSBA submission **</b>	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
<b>Final 100% CD MSBA submission - for record only</b>	<b>41 days</b>		
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
<b>** Submit 100% CD (Bid) drawings/specs/GMP to MSBA ** FOR RECORD</b>	1	Monday, June 8, 2026	Monday, June 8, 2026
<b>PERMITTING - STATE and LOCAL JURISDICTIONAL APPROVALS</b>	<b>459</b>	<b>Thursday, October 30, 2025</b>	<b>Monday, February 1, 2027</b>
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
<b>Bidding</b>			
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
<b>Construction</b>	<b>1342</b>	<b>Thursday, December 25, 2025</b>	<b>Tuesday, August 28, 2029</b>
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
<b>Building Substantial Completion</b>	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
<b>School Opening</b>	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

<b>Project Closeout Phase</b>	<b>118</b>	<b>Tuesday, August 28, 2029</b>	<b>Monday, December 24, 2029</b>
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
<b>LEED</b>	<b>1604</b>	<b>Thursday, January 2, 2025</b>	<b>Friday, May 25, 2029</b>
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
<b>DCAMM Documentation</b>	<b>833</b>	<b>Monday, June 8, 2026</b>	<b>Monday, September 18, 2028</b>
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

## MEMORANDUM

To: William H. Galvin Middle School Building Committee  
 From: Jen Carlson, LeftField, LLC  
 Date: May 1, 2024  
 Re: William H. Galvin Middle School Project – March 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 \$
03/31/24	LeftField	13	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: March 1 – March 31, 2024	\$17,300.00
03/31/23	Ai3	009B	A/E - Feasibility Study/ Schematic Design	A/E - Feasibility Study Basic Services March 1 – March 31, 2024	\$70,000.00
				<b>TOTAL:</b>	<b>\$87,300.00</b>

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 April 2024 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Canton Public Schools by the May 12, 2024 deadline. All invoices above will be included in the April 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: 3/31/24  
 Invoice No: 13

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

**Professional Services from March 1 to March 31, 2024**

<b>OPM Services</b>		<b>Amount</b>
3/31/2024	Feasibility Study/Schematic Design Services:	\$ 17,300.00
<b>Total Labor:</b>		<b>\$ 17,300.00</b>

<b>Reimbursable Expenses</b>		<b>Amount</b>
Reimbursables 03/01/24 - 03/31/24		\$0.00
_____		\$0.00
<b>Total Expenses:</b>		<b>\$0.00</b>

**Total this Invoice: \$ 17,300.00**

<b>Contract Status</b>	<b>Budget</b>	<b>Previous</b>	<b>Current</b>	<b>Total To Date</b>	<b>Balance</b>
Feasibility Study/Schematic Design Phase	\$346,000	\$207,600	\$17,300	\$224,900	\$121,100
Design Development Phase	\$0	\$0	\$0	\$0	\$0
Construction Documents Phase	\$0	\$0	\$0	\$0	\$0
Bid Phase	\$0	\$0	\$0	\$0	\$0
Construction Phase	\$0	\$0	\$0	\$0	\$0
Closeout Phase	\$0	\$0	\$0	\$0	\$0
OPM Services Total:	\$346,000	\$207,600	\$17,300	\$224,900	\$121,100
Reimbursable Expenses Total:	\$9,900	\$9,900	\$0	\$9,900	\$0
<b>Total Contract:</b>	<b>\$355,900</b>	<b>\$217,500</b>	<b>\$17,300</b>	<b>\$234,800</b>	<b>\$121,100</b>

**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:

Period Ending: **March 31, 2024**  
**BASIC SERVICES**  
**Invoice 0009B-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		\$ 550,000.00	\$ -	\$ 550,000.00	100.00%	\$ -
Full Schematic Design Phase	\$ 350,000.00		\$ 70,000.00	\$ 70,000.00	\$ 140,000.00	40.00%	\$ 210,000.00
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		\$ -	\$ -	\$ -		\$ -
<b>Totals</b>	<b>\$ 900,000.00</b>		<b>\$ 620,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 690,000.00</b>	<b>76.67%</b>	<b>\$ 210,000.00</b>

Architect:  
 Firm: Ai3 Architects LLC

Reviewed: Project Manager  
 Firm: LeftField

Approved:  
 LGU: Town of Canton

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: 3.31.24

Date: \_\_\_\_\_

Date: \_\_\_\_\_