

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Hanover, MA



OPM Monthly Project Update Report

February 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of February, Leftfield was selected as the OPM for the Pierce School project. The MSBA approved the Town's selection after the MSBA OPM Review Panel on February 6, 2023.

Designer Procurement was the focus during the month of February. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on April 25, 2023. A draft of the Designer RFS was submitted to the School Building Committee (SBC) for their review on February 3, 2023, approved at their February 7, 2023 to be sent to the MSBA for review, and then it was sent to the MSBA for their review on February 8, 2023.

The Designer RFS was released to the public on March 1, 2023 and proposals are due to Leftfield by 2:00PM on March 30, 2023.

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

- 09/29/23 - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- December 2023 - Preferred Schematic Report (PSR) due to MSBA
- February 2024 - MSBA Board of Directors Meeting to approve PSR
- June 2024 - Schematic Design (SD) Report to be submitted to MSBA
- August 2024 - MSBA Board of Directors Meeting for Project Scope & Budget
- District Vote: Fall 2023

I. TASKS COMPLETED THROUGH FEBRUARY 2023

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

02/06/23	OPM Review Panel to approve LeftField as OPM
02/07/23	School Building Committee Meeting to approve Designer RFS be submitted to MSBA for review and comment
02/09/23	Contract with OPM executed and sent to MSBA
02/09/23	Designer RFS Submitted to MSBA for review and comment
02/23/23	Posted Designer RFS to Central Register and The Patriot Ledger
02/28/23	Provided final Designer RFS to MSBA

II. TASKS PLANNED FOR MARCH 2023

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

03/01/23	Designer RFS posted to website, becomes available to public
03/07/23	Designer Pre-Proposal Walkthrough

03/08/23	Amendment #1 issued including walkthrough sign in and presentation
03/22/23	Designer RFS questions due to LeftField by EOD
03/23/23	LeftField to issue Amendment #2 in response to all questions
03/30/23	Designer applications due to LeftField by 2:00PM
TBD	School Building Committee Meeting to assign local DSP members

III. PROJECT BUDGET OVERVIEW

There were no expenditures this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated February 28, 2023.

IV. PROJECT SCHEDULE OVERVIEW

During the month of February, LeftField was hired as the OPM for the project and the team developed the Designer RFS. Designer Proposals are due March 30, 2023 in time for the April 25, 2023 MSBA Designer Selection Panel (DSP) to review proposals and the May 9, 2023 DSP for interviews. A Designer is expected to join the team by mid-May.

Pending review of the Designer's Work Plan, the team currently expects to submit the Preliminary Design Program (PDP) to the MSBA by the end of September and expects to submit the Preferred Schematic Report (PSR) to the MSBA by the end of December 2023. This would put the project on target to submit the Schematic Design Report (SD) to the MSBA at the end of June 2024 in time for the August 2024 MSBA Board of Directors Meeting for approval. The project is currently targeting a Fall 2024 project approval.

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

No Contract Amendments or Budget Transfers were required during the month of February 2023.

The Town is working with the MSBA to execute the Feasibility Study Agreement Amendment No. 1 to expand the Feasibility Study Budget to \$2,000,000. The change was voted unanimously by the SBC and School Committee at their joint meeting on February 7, 2023.

VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours once a Designer has joined the Project Team.

VII. COMMUNITY OUTREACH

LeftField is developing a website for the South Shore Tech 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 February 28, 2023
Total Project Budget Status Report, dated February 28, 2023
Monthly and Cumulative Cash Flow Reports, dated February 28, 2023
Preliminary Project Schedule, dated February 28, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 2/28/2023

District Name	South Shore Regional Voc Tech	MSBA ID	202108730605
School Name	So Shore Voc Tech High	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Thomas Hickey
Project Director	Jennifer Carlson	Total Project Budget (ProPay)	
Designer Firm Name		Encumbered (Reporting Period)	\$180,000
Principal		Encumbered (to Date)	\$180,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$0
General Contractor Contact Name		Project Completion Percentage	0%

OPM

Leftfield, LLC

Progress Report as of Date 2/28/2023

Contract Summary

Payment Summary

Original Contract Amount	\$180,000	Total Contract Amount	\$180,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$0
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$180,000	Contract Amount Remaining	\$180,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

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

OPM Activities (Reporting Period)	02/06/23 OPM Review Panel approved LeftField as OPM 02/07/23 School Building Committee Meeting to approve Designer RFS be submitted to MSBA for review and comment 02/09/23 Contract with OPM executed and sent to MSBA 02/09/23 Designer RFS Submitted to MSBA for review and comment 02/23/23 Posted Designer RFS to Central Register and The Patriot Ledger 02/28/23 Provided final Designer RFS to MSBA
Project Budget Status	On February 7, 2023, the SBC voted unanimously to expand the Feasibility Study budget to \$2 Million. The District is working with the MSBA to amend the FSA.
MSBA Closeout Status	This project is in the Feasibility Study phase.
Potential Issues	There are no potential issues at this time.

DESIGNER

Progress Report as of Date 2/28/2023

Contract Summary

Payment Summary

Original Contract Amount	Total Contract Amount
Contract Amendments (to Date)	Invoices Paid (to Date)
Value of Contract Amendments (to Date)	Invoices Received (Reporting Period)
Total Contract Amount	Contract Amount Remaining
Contract Amendments as Percentage of Original Contract Amount	

MBE/WBE

Workforce Participation

MBE Percentage	Total Hours
MBE Actual	Minority Hours
WBE Percentage	Minority Percentage
WBE Actual	Minority Workforce Participation
	Female Hours
	Female Percentage
	Female Workforce Participation

RFIs and Submittals

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date)

Remaining Open RFIs – Past 30 Days

Notes

Remaining Open RFIs – Past 60 Days

Notes

Remaining Open RFIs – Past 90 Days

Notes

Submittals Received (Reporting Period)

Total Submittals Received (to Date)

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date)

Comments (Remaining Open Submittals)

Phase

Phase Scheduled Completion Date

Designer Activities (Reporting Period)

30 Day Look Ahead

Commissioning Consultant

Commissioning Consultant Status

GENERAL CONTRACTOR

Progress Report as of Date 2/28/2023

Contract Summary

Original Contract Amount (including CM-At-Risk Amendments)

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Procurement Type

Undetermined

Change Orders as Percentage of Original Contract Amount

Pending Change Orders

Change Order Status

MBE/WBE

MBE Percentage

MBE Actual

WBE Percentage

WBE Actual

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

Workforce Participation

Total Hours

Minority Hours

Minority Percentage

Minority Workforce Participation

Female Hours

Female Percentage

Female Workforce Participation

Schedule Assessment

Notice to Proceed Date

Physical Progress

Substantial Completion Date (Reported)

Substantial Completion Date (Contract)

Substantial Completion Date (Certificate)

Construction Progress (Reporting Period)

30 Day Look Ahead

Overall Schedule Assessment

Problems Identified (Schedule or Construction)

Quality Control

Safety Compliance

Number of Claims (to Date)

Value of Claims (to Date)

Comments

Recorded Manpower (Reporting Period)

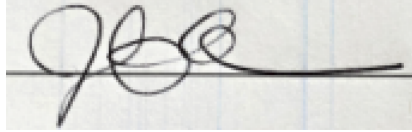
Contractor Closeout Status

Certification

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Jen Carlson _____ Print Name

A handwritten signature in black ink on a light-colored background, appearing to read 'Jen Carlson'. The signature is written in a cursive style with a long horizontal stroke at the end.

Signature

03/11/23 _____ Date

Total Project Budget Status Report

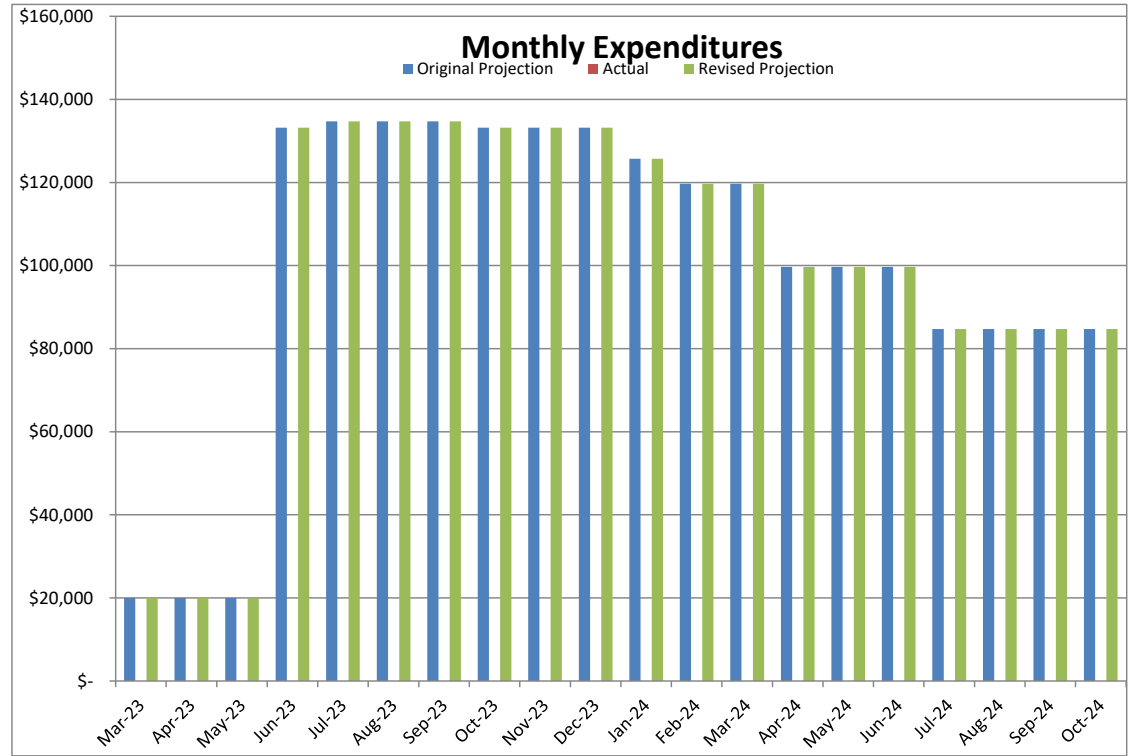
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000		\$ 400,000	\$ 180,000	45%	\$ -	0%	\$ 400,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,100,000		\$ 1,100,000	\$ -	0%	\$ -	0%	\$ 1,100,000	
0003-0000	Environmental & Site	\$ 300,000		\$ 300,000	\$ -	0%	\$ -	0%	\$ 300,000	
0004-0000	Other	\$ 200,000		\$ 200,000	\$ -	0%	\$ -	0%	\$ 200,000	
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 180,000	9%	\$ -	0%	\$ 2,000,000	

South Shore Regional Vocational Technical High School - Hanover, MA

February 28, 2023

Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Feb-23	\$ -	\$ -	\$ -
Mar-23	\$ 20,000		\$ 20,000
Apr-23	\$ 20,000		\$ 20,000
May-23	\$ 20,000		\$ 20,000
Jun-23	\$ 133,206		\$ 133,206
Jul-23	\$ 134,706		\$ 134,706
Aug-23	\$ 134,706		\$ 134,706
Sep-23	\$ 134,706		\$ 134,706
Oct-23	\$ 133,206		\$ 133,206
Nov-23	\$ 133,206		\$ 133,206
Dec-23	\$ 133,206		\$ 133,206
Jan-24	\$ 125,706		\$ 125,706
Feb-24	\$ 119,706		\$ 119,706
Mar-24	\$ 119,706		\$ 119,706
Apr-24	\$ 99,706		\$ 99,706
May-24	\$ 99,706		\$ 99,706
Jun-24	\$ 99,706		\$ 99,706
Jul-24	\$ 84,706		\$ 84,706
Aug-24	\$ 84,706		\$ 84,706
Sep-24	\$ 84,706		\$ 84,706
Oct-24	\$ 84,704		\$ 84,704
Total:	\$ 2,000,000	\$ -	\$ 2,000,000



Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Feb-23	-	\$ -	\$ -
Mar-23	20,000		\$ 20,000
Apr-23	40,000		\$ 40,000
May-23	60,000		\$ 60,000
Jun-23	193,206		\$ 193,206
Jul-23	327,912		\$ 327,912
Aug-23	462,618		\$ 462,618
Sep-23	597,324		\$ 597,324
Oct-23	730,530		\$ 730,530
Nov-23	863,736		\$ 863,736
Dec-23	996,942		\$ 996,942
Jan-24	1,122,648		\$ 1,122,648
Feb-24	1,242,354		\$ 1,242,354
Mar-24	1,362,060		\$ 1,362,060
Apr-24	1,461,766		\$ 1,461,766
May-24	1,561,472		\$ 1,561,472
Jun-24	1,661,178		\$ 1,661,178
Jul-24	1,745,884		\$ 1,745,884
Aug-24	1,830,590		\$ 1,830,590
Sep-24	1,915,296		\$ 1,915,296
Oct-24	2,000,000		\$ 2,000,000
Total:	\$ 2,000,000	\$ -	\$ 2,000,000

