

**SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**Hanover, MA**



**OPM Monthly Project Update Report**

**March 2023**

<b>FS</b>	<b>SD</b>	<b>DD</b>	<b>CD</b>	<b>BIDDING</b>	<b>CONSTRUCTION</b>	<b>CLOSEOUT</b>	<b>SITE</b>
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Designer Procurement was the focus during the month of March. The Designer RFS was released to the public on March 1, 2023, there was a walkthrough for interested designers held on March 7, 2023, and proposals were due to Leftfield on March 30, 2023. Five firms submitted proposals for consideration including Drummey Rosane Anderson Architects, Kaestle Boos Associates, Lavallee Brensinger Architects, Miller Dyer Spears Architects, and Perkins & Will.

The proposals received will be reviewed by the Designer Selection Panel (DSP) at their April 25, 2023 meeting and a short list will be established. Short listed firms will be invited to interview at the May 9, 2023 DSP meeting. At the end of that meeting, DSP members will vote to rank the firms and the District will pursue a contract with the highest ranked firm.

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 MARCH 2023

The following tasks were completed in 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
03/30/23	Designer applications due to LeftField by 2:00PM
03/31/23	Designer applications submitted to MSBA DSP

## II. TASKS PLANNED FOR APRIL 2023

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

04/12/23	OPM Monthly Report provided to District and submitted to MSBA
04/12/23	Designer application review matrices submitted to MSBA DSP
04/25/23	Designer Selection Panel Meeting #1

### **III. PROJECT BUDGET OVERVIEW**

There were no expenditures this month.

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

### **IV. PROJECT SCHEDULE OVERVIEW**

Designer Procurement is currently underway. Proposals were 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 March 2023.

The District and MSBA executed the Feasibility Study Agreement Amendment No. 1 to expand the Feasibility Study Budget to \$2,000,000.

### **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 March 31, 2023  
Total Project Budget Status Report, dated March 31, 2023  
Monthly and Cumulative Cash Flow Reports, dated March 31, 2023  
Preliminary Project Schedule, dated March 31, 2023

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 3/31/2023**

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)	\$0
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 3/31/2023**

**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%		

OPM Activities (Reporting Period)	The following tasks were completed in 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 -03/30/23 Designer applications due to LeftField by 2:00PM -03/31/23 Designer applications submitted to MSBA DSP There were no expenditures this month.
Project Budget Status	Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated March 31, 2023.
MSBA Closeout Status	This project is currently in Feasibility.
Potential Issues	There are no potential issues at this time.

**DESIGNER**

**Progress Report as of Date 3/31/2023**

**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 3/31/2023

**Contract Summary**

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

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Procurement Type

Undetermined

Change Orders as Percentage of Original Contract Amount

Pending Change Orders

Change Order Status

**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)

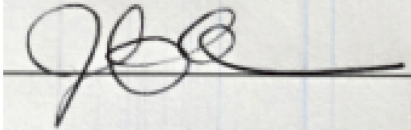
Contractor Closeout Status

## **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

 Signature

04/12/2023 Date

South Shore Regional Vocational Technical High School - Hanover, MA

March 31, 2023

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	\$ 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	
	<b>SUB-TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 180,000</b>	<b>9%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,000,000</b>	

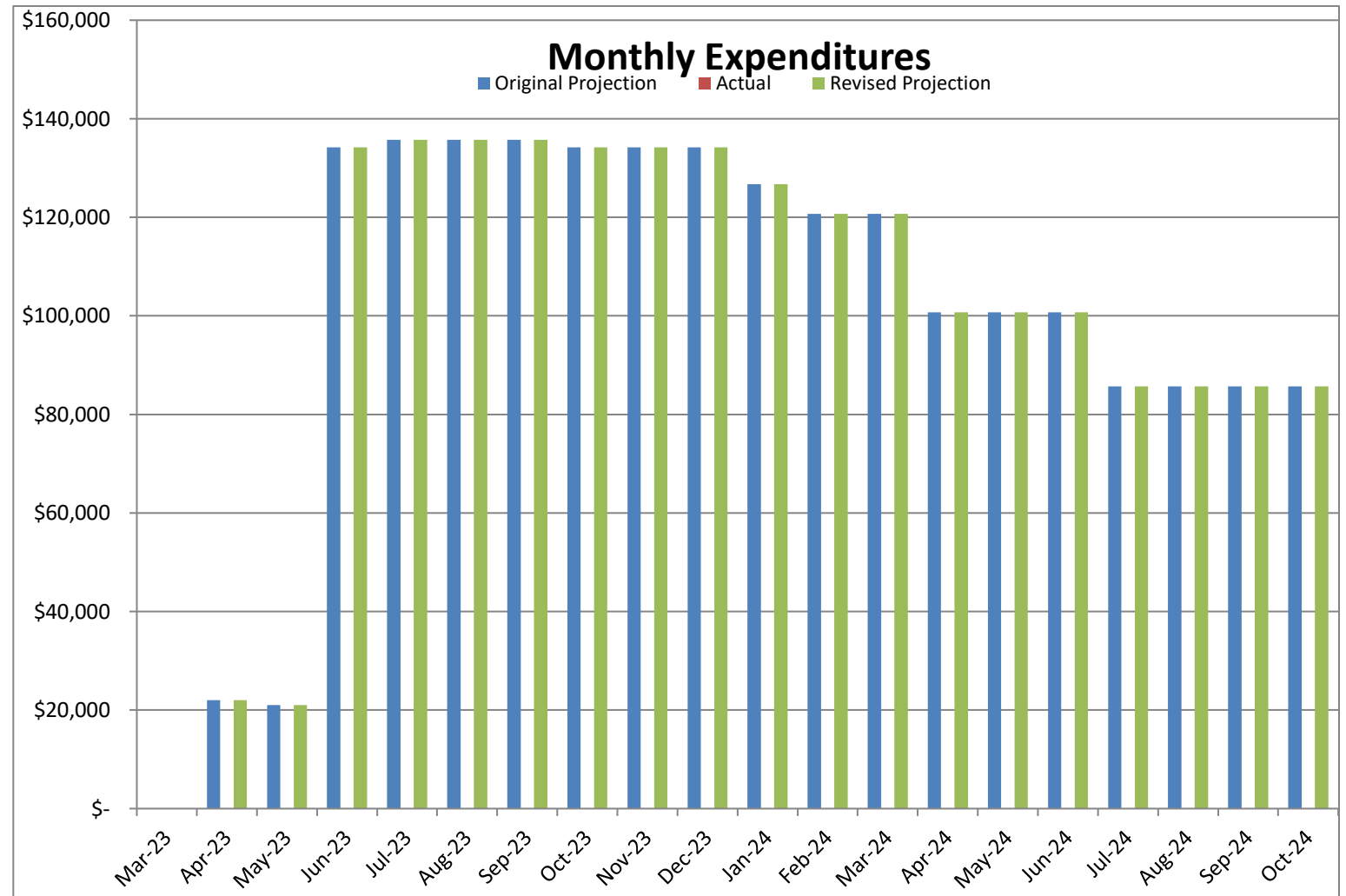


South Shore Regional Vocational Technical High School - Hanover, MA

March 31, 2023

Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Feb-23	\$ -	\$ -	\$ -
Mar-23	\$ -		\$ -
Apr-23	\$ 22,000		\$ 22,000
May-23	\$ 21,000		\$ 21,000
Jun-23	\$ 134,206		\$ 134,206
Jul-23	\$ 135,706		\$ 135,706
Aug-23	\$ 135,706		\$ 135,706
Sep-23	\$ 135,706		\$ 135,706
Oct-23	\$ 134,206		\$ 134,206
Nov-23	\$ 134,206		\$ 134,206
Dec-23	\$ 134,206		\$ 134,206
Jan-24	\$ 126,706		\$ 126,706
Feb-24	\$ 120,706		\$ 120,706
Mar-24	\$ 120,706		\$ 120,706
Apr-24	\$ 100,706		\$ 100,706
May-24	\$ 100,706		\$ 100,706
Jun-24	\$ 100,706		\$ 100,706
Jul-24	\$ 85,706		\$ 85,706
Aug-24	\$ 85,706		\$ 85,706
Sep-24	\$ 85,706		\$ 85,706
Oct-24	\$ 85,704		\$ 85,704
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>



South Shore Regional Vocational Technical High School - Hanover, MA

March 31, 2023

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Feb-23	-	\$ -	\$ -
Mar-23	-	\$ -	\$ -
Apr-23	22,000		\$ 22,000
May-23	43,000		\$ 43,000
Jun-23	177,206		\$ 177,206
Jul-23	312,912		\$ 312,912
Aug-23	448,618		\$ 448,618
Sep-23	584,324		\$ 584,324
Oct-23	718,530		\$ 718,530
Nov-23	852,736		\$ 852,736
Dec-23	986,942		\$ 986,942
Jan-24	1,113,648		\$ 1,113,648
Feb-24	1,234,354		\$ 1,234,354
Mar-24	1,355,060		\$ 1,355,060
Apr-24	1,455,766		\$ 1,455,766
May-24	1,556,472		\$ 1,556,472
Jun-24	1,657,178		\$ 1,657,178
Jul-24	1,742,884		\$ 1,742,884
Aug-24	1,828,590		\$ 1,828,590
Sep-24	1,914,296		\$ 1,914,296
Oct-24	2,000,000		\$ 2,000,000
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>

