

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Hanover, MA



OPM Monthly Project Update Report

May 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
-----------	-----------	-----------	-----------	----------------	---------------------	-----------------	-------------

Designer Procurement was the focus during the month of May. The Designer RFS was released to the public on March 1, 2023, and proposals were due to Leftfield on March 30, 2023. Five firms submitted proposals for consideration including Drummey Rosane Anderson (DRA) Architects, Kaestle Boos Associates, Lavallee Brensinger Architects, Miller Dyer Spears Architects, and Perkins & Will.

The proposals received were reviewed by the Designer Selection Panel (DSP) at their April 25, 2023 meeting and a short list of 3 firms was established. The short listed firms were invited to interview at the May 9, 2023 DSP meeting. At the end of that meeting, DSP members voted to rank the firms with Drummey Rosane Anderson (DRA) Architects ranked highest. The District negotiated a contract and approved it at their June 1st SBC meeting.

DRA jumped right in by holding a kickoff Educational Visioning meeting with Educational Leadership on May 31st. The first Educational Visioning workshop is scheduled for June 20th with two others and a Educational Visioning-focused Community Forum scheduled for July.

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: December 2024/January 2025

I. TASKS COMPLETED THROUGH MAY 2023

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

05/09/23	Designer Selection Panel Meeting #2
05/12/23	OPM Monthly Report provided to District and submitted to MSBA
05/31/23	Educational Visioning Kickoff Meeting

II. TASKS PLANNED FOR JUNE 2023

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

06/01/23	School Building Committee meeting #2 to approve DRA Contract
06/12/23	OPM Monthly Report provided to District and submitted to MSBA

06/20/23 Educational Visioning Workshop #1
TBD MSBA Kick-off Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$24,000.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.

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

IV. PROJECT SCHEDULE OVERVIEW

During the month of May, a Designer was selected for the project. Drummey Rosane Anderson (DRA) was ranked highest at the May 9th Designer Selection Panel (DSP) meeting. The District and LeftField negotiated DRA's contract which was reviewed and approved by the School Building Committee (SBC) at their June 1, 2023 meeting.

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 December 2024/January 2025 project approval.

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

OPM Contract Amendment No. 1 was presented and approved at the June 1, 2023 School Building Committee Meeting. Amendment 1 is for \$220,000.00 for OPM Feasibility Study Fee.

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 May 31, 2023
Monthly Invoice Summary, dated June 1, 2023
OPM Contract Amendment #1, dated June 1, 2023
Total Project Budget Status Report, dated May 31, 2023
Monthly and Cumulative Cash Flow Reports, dated May 31,
2023 Preliminary Project Schedule, dated May 31, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 5/31/2023

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)	\$1,220,000
Principal		Encumbered (to Date)	\$1,400,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$24,000
General Contractor Contact Name		Project Completion Percentage	1%

OPM Leftfield, LLC

Progress Report as of Date 5/31/2023

Contract Summary

Payment Summary

Original Contract Amount	\$180,000	Total Contract Amount	\$400,000
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$0
Value of Contract Amendments (to Date)	\$220,000	Invoices Received (Reporting Period)	\$51,900
Total Contract Amount	\$400,000	Contract Amount Remaining	\$348,100
Contract Amendments as Percentage of Original Contract Amount	122.2%		

OPM Activities (Reporting Period)	Designer Procurement was the focus during the month of May. The Designer RFS was released to the public on March 1, 2023, and proposals were due to Leftfield on March 30, 2023. Five firms submitted proposals for consideration including Drummey Rosane Anderson (DRA) Architects, Kaestle Boos Associates, Lavallee Brensinger Architects, Miller Dyer Spears Architects, and Perkins & Will. The proposals received were reviewed by the Designer Selection Panel (DSP) at their April 25, 2023 meeting and a short list of 3 firms was established. The short listed firms were invited to interview at the May 9, 2023 DSP meeting. At the end of that meeting, DSP members voted to rank the firms with Drummey Rosane Anderson (DRA) Architects ranked highest. The District negotiated a contract and approved it at their June 1st SBC meeting. DRA jumped right in by holding a kickoff Educational Visioning meeting with Educational Leadership on May 31st. The first Educational Visioning workshop is scheduled for Expenditures against the budget totaled \$24,000.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.
Project Budget Status	OPM Contract Amendment No. 1 was presented and approved at the June 1, 2023 School Building Committee Meeting. Amendment 1 is for \$220,000.00 for OPM Feasibility Study Fee. Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated May 31, 2023.
MSBA Closeout Status	This project is in Feasibility Study.
Potential Issues	There are no known potential issues at this time.

DESIGNER

Progress Report as of Date 5/31/2023

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 5/31/2023

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)

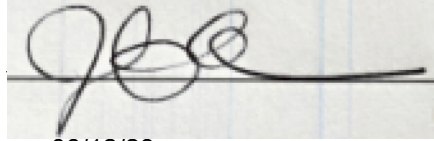
Contractor Closeout Status

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

06/12/23 Date

MEMORANDUM

To: South Shore Tech School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: June 1, 2023
 Re: South Shore Regional Vocational Technical HS Project – May 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 \$
04/30/23	LeftField, LLC	1	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: February 6 – April 30, 2023	\$12,000.00
05/31/23	LeftField, LLC	2	OPM –Feasibility Study/ Schematic Design	OPM Feasibility Study Services for: May 1 – May 31, 2023	\$12,000.00
				TOTAL:	\$24,000.00

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 May 2023 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and South Shore Tech School District by the required June 12, 2023 deadline. All invoices above will be included in the May 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.



Mr. Thomas Hickey
 Superintendent
 South Shore Regional Vocational School District
 476 Webster Street
 Hanover, MA 02339

Invoice Date: 4/30/23
 Invoice No: 1

FOR: Project Management Services
 South Shore Regional Vocational Technical High School
 476 Webster Street, Hanover, MA 02339

Professional Services from February 6 to April 30, 2023

OPM Services		Amount
4/30/2023	Feasibility Study/Schematic Design Services:	\$ 12,000.00
Total Labor:		\$ 12,000.00

Reimbursable Expenses		Amount
Reimbursables 2/06/23 - 4/30/23		\$0.00
Total Expenses:		\$0.00

Total this Invoice: \$ 12,000.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$180,000	\$0	\$12,000	\$12,000	\$168,000
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:	\$180,000	\$0	\$12,000	\$12,000	\$168,000
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$180,000	\$0	\$12,000	\$12,000	\$168,000

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



Mr. Thomas Hickey
 Superintendent
 South Shore Regional Vocational School District
 476 Webster Street
 Hanover, MA 02339

Invoice Date: 5/31/23
 Invoice No: 2

FOR: Project Management Services
 South Shore Regional Vocational Technical High School
 476 Webster Street, Hanover, MA 02339

Professional Services from May 1 to May 31, 2023

OPM Services		Amount
4/30/2023	Feasibility Study/Schematic Design Services:	\$ 12,000.00
Total Labor:		\$ 12,000.00

Reimbursable Expenses		Amount
Reimbursables 2/06/23 - 4/30/23		\$0.00
Total Expenses:		\$0.00

Total this Invoice: \$ 12,000.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$180,000	\$12,000	\$12,000	\$24,000	\$156,000
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:	\$180,000	\$12,000	\$12,000	\$24,000	\$156,000
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$180,000	\$12,000	\$12,000	\$24,000	\$156,000

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

**CONTRACT FOR PROJECT MANAGEMENT SERVICES
AMENDMENT NO. 1**

WHEREAS, the South Shore Regional Vocational School District, 476 Webster Street, Hanover, Massachusetts 02339 (“Owner”) and LeftField, LLC, PO Box 307, Hingham, Massachusetts 02043, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the South Shore Regional Vocational Technical High School Project at 476 Webster Street, Hanover, Massachusetts 02339 on February 8, 2023 “Contract”; and

WHEREAS, effective as of June 1, 2023, the Parties wish to amend the Contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Owner’s Project Manager to perform the services required by this Contract through the Schematic Design Phase for the additional amount of \$220,000.00, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	After This Amendment
Feasibility Study/Schematic Design Phase:	\$180,000.00	\$ 0	\$ 220,000.00	\$ 400,000.00
Design Development Phase:	\$ 0	\$ 0	\$ 0	\$ 0
Construction Documents Phase:	\$ 0	\$ 0	\$ 0	\$ 0
Bidding Phase:	\$ 0	\$ 0	\$ 0	\$ 0
Construction Phase:	\$ 0	\$ 0	\$ 0	\$ 0
Completion Phase:	\$ 0	\$ 0	\$ 0	\$ 0
Total Fee	\$180,000.00	\$ 0	\$ 220,000.00	\$ 400,000.00

3. The Construction Budget shall be as follows:

Original Budget: \$ TBD

Amended Budget \$ _____

4. The Project Schedule shall be as follows:

Original Schedule: Schematic Design Completion – June 30, 2024

Amended Schedule: _____

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner’s Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER

(print name)

(print title)

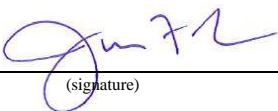
By _____
(signature)

Date _____

**OWNER’S PROJECT MANAGER:
LEFTFIELD, LLC**

James F. Rogers, Jr.
(print name)

Principal
(print title)

By: 
(signature)

Date: June 1, 2023

**SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
 Revised Feasibility/Schematic Study Fee Schedule Per Amendment #1**

OPM Service Fee \$400,000

Inv. #	Period Ending	Inv. Value	Phase	Assumed deliverables / month. Not intended to be all inclusive, or definitive. These are subject to change based on pace of the project.
1	Jan-23	\$ -	Designer procurement	Project orientation; development of Designer RFS; development of master schedule
2	Feb-23	\$ -		Develop project budget; set up invoice, budget management tracking and pro-pay protocols with District
3	Mar-23	\$ -		Assistance with MSBA designer selection process
4	Apr-23	\$ 12,000		Assistance with MSBA designer selection process
5	May-23	\$ 12,000	PDP	Assistance with designer fee proposal and contract; commencement of PDP (preliminary design program)
6	Jun-23	\$ 29,000		Participation in PDP (preliminary design program); analysis of options; comparable budgeting/bench mark of options; PDP deliverables to MSBA
7	Jul-23	\$ 29,000		Participation in PDP (preliminary design program); analysis of options; comparable budgeting/bench mark of options
8	Aug-23	\$ 29,000	PSR	Analysis of short list options; comparable budgeting/bench mark of short list options; participation in PSR (preliminary schematic report) submission
9	Sep-23	\$ 29,000		Analysis of short list options; comparable budgeting/bench mark of short list options; participation in PSR (preliminary schematic report) submission
10	Oct-23	\$ 29,000		Assistance with District response to MSBA commentary to PSR ; attendance to MSBA FAS (facility assessment subcommittee) meeting; attendance to MSBA BOD meeting to approve PSR
11	Nov-23	\$ 29,000	Schematic Design	Assistance with schematic design phase and deliverables
12	Dec-23	\$ 29,000		Assistance with schematic design phase and deliverables
13	Jan-24	\$ 29,000		Assistance with schematic design phase and deliverables
14	Feb-24	\$ 29,000		Assistance with schematic design phase and deliverables
15	Mar-24	\$ 29,000		Assistance with schematic design phase; preparation of schematic design estimate
16	Apr-24	\$ 29,000		Assistance with Schematic Design submission
17	May-24	\$ 28,500	PSBA	Assistance with PSB (project scope and budget) development with the MSBA; attendance to MSBA BOD meeting approving schematic design of the project
18	Jun-24	\$ 28,500	Project Outreach	Assistance with project outreach / marketing of project

OPM Service Fee \$ 400,000

Budget Status Report

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									
OPM Feasibility Study/Schematic Design	\$ 400,000		\$ 400,000	\$ 400,000	100%	\$ 24,000	6%	\$ 376,000	
A&E Feasibility Study/Schematic Design	\$ 1,100,000		\$ 1,100,000	\$ 1,000,000	91%	\$ -	0%	\$ 1,100,000	
Environmental & Site	\$ 300,000		\$ 300,000	\$ -	0%	\$ -	0%	\$ 300,000	
Other	\$ 200,000		\$ 200,000	\$ -	0%	\$ -	0%	\$ 200,000	
SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,400,000	70%	\$ 24,000	1%	\$ 1,976,000	

TOTAL PROJECT BUDGET	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,400,000	70%	\$ 24,000	1%	\$ 1,976,000	
-----------------------------	---------------------	-------------	---------------------	---------------------	------------	------------------	-----------	---------------------	--

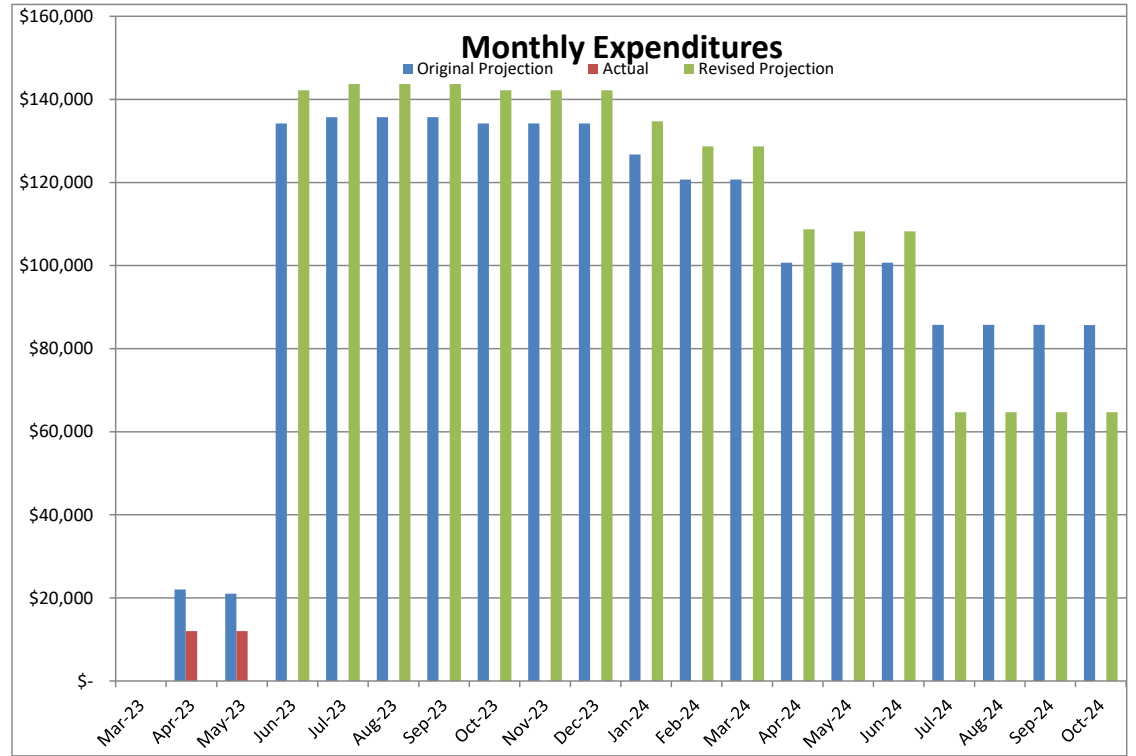
FUNDING SOURCES	Max w/ Conting.		Max w/o Conting.		Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
	\$		\$						
Maximum State Share	\$ 1,112,600		\$ 1,112,600		\$ 2,000,000	\$ -	\$ -	2,000,000	55.63%
Local Share	\$ 887,400		\$ 887,400						
SUB-TOTAL	\$ 2,000,000		\$ 2,000,000						

South Shore Regional Vocational Technical High School - Hanover, MA

May 31, 2023

Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Feb-23	\$ -	\$ -	\$ -
Mar-23	\$ -	\$ -	\$ -
Apr-23	\$ 22,000	\$ 12,000	
May-23	\$ 21,000	\$ 12,000	
Jun-23	\$ 134,206		\$ 142,206
Jul-23	\$ 135,706		\$ 143,706
Aug-23	\$ 135,706		\$ 143,706
Sep-23	\$ 135,706		\$ 143,706
Oct-23	\$ 134,206		\$ 142,206
Nov-23	\$ 134,206		\$ 142,206
Dec-23	\$ 134,206		\$ 142,206
Jan-24	\$ 126,706		\$ 134,706
Feb-24	\$ 120,706		\$ 128,706
Mar-24	\$ 120,706		\$ 128,706
Apr-24	\$ 100,706		\$ 108,706
May-24	\$ 100,706		\$ 108,206
Jun-24	\$ 100,706		\$ 108,206
Jul-24	\$ 85,706		\$ 64,706
Aug-24	\$ 85,706		\$ 64,706
Sep-24	\$ 85,706		\$ 64,706
Oct-24	\$ 85,704		\$ 64,704
Total:	\$ 2,000,000	\$ 24,000	\$ 2,000,000



South Shore Regional Vocational Technical High School - Hanover, MA

May 31, 2023

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Feb-23	-	\$ -	\$ -
Mar-23	-	\$ -	\$ -
Apr-23	22,000	\$ 12,000	\$ -
May-23	43,000	\$ 24,000	\$ 24,000
Jun-23	177,206		\$ 166,206
Jul-23	312,912		\$ 309,912
Aug-23	448,618		\$ 453,618
Sep-23	584,324		\$ 597,324
Oct-23	718,530		\$ 739,530
Nov-23	852,736		\$ 881,736
Dec-23	986,942		\$ 1,023,942
Jan-24	1,113,648		\$ 1,158,648
Feb-24	1,234,354		\$ 1,287,354
Mar-24	1,355,060		\$ 1,416,060
Apr-24	1,455,766		\$ 1,524,766
May-24	1,556,472		\$ 1,632,972
Jun-24	1,657,178		\$ 1,741,178
Jul-24	1,742,884		\$ 1,805,884
Aug-24	1,828,590		\$ 1,870,590
Sep-24	1,914,296		\$ 1,935,296
Oct-24	2,000,000		\$ 2,000,000
Total:	\$ 2,000,000	\$ 24,000	\$ 2,000,000

