

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Hanover, MA



OPM Monthly Project Update Report

June 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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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 was held on 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

I. TASKS COMPLETED THROUGH JUNE 2023

The following tasks were completed in 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

II. TASKS PLANNED FOR JULY 2023

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

07/10/23	Existing Conditions Site Visits Begin
07/11/23	Weekly Project Team Meeting

07/11/23	Educational Visioning Workshop #2
07/12/23	OPM Monthly Report provided to District and submitted to MSBA
07/13/23	Educational Visioning Community Forum
07/18/23	Weekly Project Team Meeting
07/18/23	MSBA Kick Off Meeting
07/18/23	Educational Visioning Workshop #3
07/25/23	Weekly Project Team Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$0 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 June 30, 2023.

IV. PROJECT SCHEDULE OVERVIEW

During the month of June, Drummey Rosane Anderson's (DRA) contract was reviewed and approved by the School Building Committee (SBC) at their June 1, 2023 meeting.

Pending formal approval 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 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.

The Designer Contract for Basic Services was presented and approved at the June 1, 2023 School Building Committee Meeting. The contract is for \$1,000,000.00 for Designer Feasibility Study Basic Services Fee.

VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours once the Designer submits their first invoice at the end of July.

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 June 30, 2023
Total Project Budget Status Report, dated June 30, 2023
Monthly and Cumulative Cash Flow Reports, dated June 30, 2023
Preliminary Project Schedule, dated June 30, 2023

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 6/30/2023

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)	\$2,000,000
Designer Firm Name		Encumbered (Reporting Period)	\$1,000,000
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 6/30/2023

Contract Summary

Payment Summary

Original Contract Amount	\$180,000	Total Contract Amount	\$400,000
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$24,000
Value of Contract Amendments (to Date)	\$220,000	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$400,000	Contract Amount Remaining	\$376,000
Contract Amendments as Percentage of Original Contract Amount	122.2%		

OPM Activities (Reporting Period)	<p>During the month of June, Drummey Rosane Anderson's (DRA) contract was reviewed and approved by the School Building Committee (SBC) at their June 1, 2023 meeting.</p> <p>Pending formal approval 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 project approval.</p> <p>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</p> <p>The following tasks are planned for the month of July 2023:</p> <p>07/10/23 Existing Conditions Site Visits Begin 07/11/23</p> <p>Expenditures against the budget totaled \$0 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.</p>
Project Budget Status	<p>Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated June 30, 2023.</p> <p>The Designer Contract for Basic Services was presented and approved at the June 1, 2023 School Building Committee Meeting. The contract is for \$1,000,000.00 for Designer Feasibility Study Basic Services Fee.</p>
MSBA Closeout Status	<p>This project is in Feasibility Study Phase.</p>
Potential Issues	<p>There are no potential issues at this time.</p>

DESIGNER

Progress Report as of Date 6/30/2023

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 6/30/2023

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)

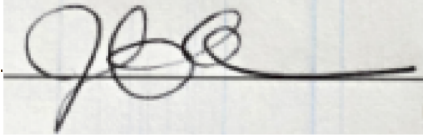
Contractor Closeout Status

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

07/12/23 _____ Date

Total Project Budget Status Report

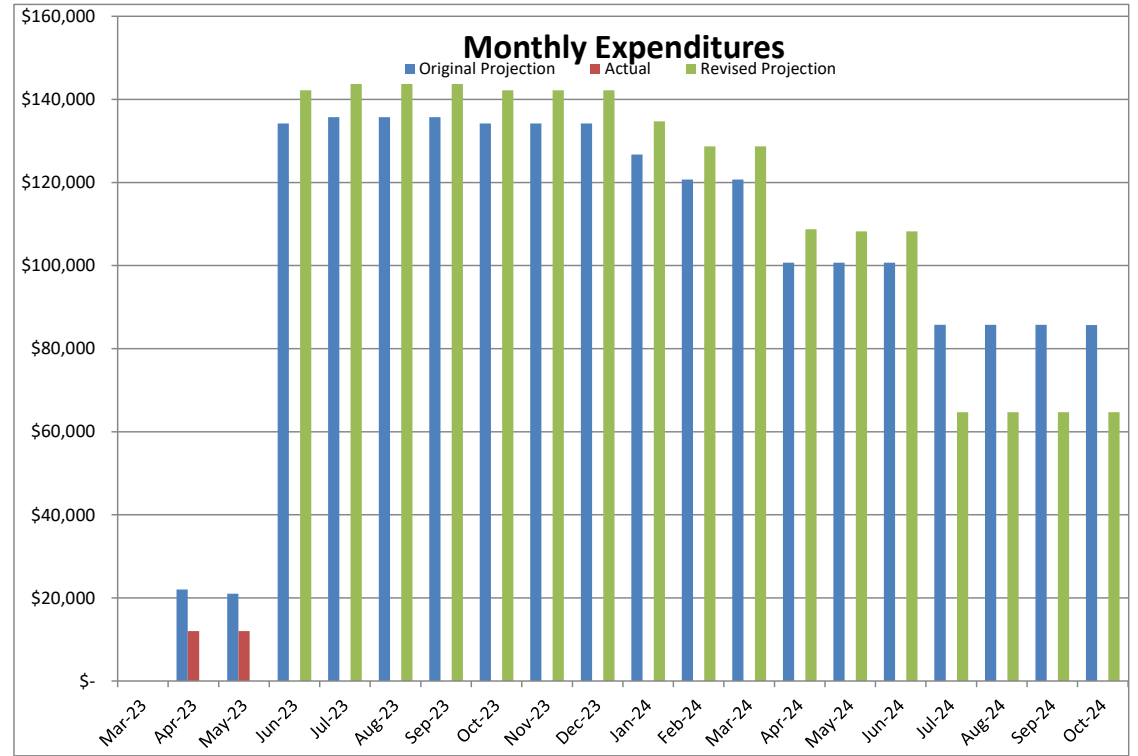
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000		\$ 400,000	\$ 400,000	100%	\$ 24,000	6%	\$ 376,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,100,000		\$ 1,100,000	\$ 1,000,000	91%	\$ -	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	\$ 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.							
	Maximum State Share	\$ 1,112,600	\$ 1,112,600							
	Local Share	\$ 887,400	\$ 887,400							
	SUB-TOTAL	\$ 2,000,000	\$ 2,000,000							
				Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate		
				\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	55.63%		

South Shore Regional Vocational Technical High School - Hanover, MA

June 30, 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

June 30, 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

