

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Hanover, MA



OPM Monthly Project Update Report

August 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of August, the Project Team focused on existing conditions investigations, updating plans with programmatic uses, developing the Educational Plan, and mapping out the work plan.

An Educational Visioning Workshop was held by DRA and their Educational Planner, New Vista, for teachers and staff in August. The workshop covered topics ranging from the hopes and goals of the project, to strengths and challenges of the existing building, to favored design patterns and programmatic adjacencies. A report containing the consolidated notes from the workshops was issued and the findings are being incorporated into the Educational Plan.

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

- 10/05/23 - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- 12/28/23 - Preferred Schematic Report (PSR) due to MSBA
- 2/28/24 - MSBA Board of Directors Meeting to approve PSR
- 6/27/24 – Schematic Design (SD) Report to be submitted to MSBA
- 8/28/24 - MSBA Board of Directors Meeting for Project Scope & Budget
- District Vote: Winter 2024/2025

## I. TASKS COMPLETED THROUGH AUGUST 2023

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

08/01/23	Weekly Project Team Meeting
08/02/23	Weekly Working Group Meeting
08/09/23	SBC Meeting #3
08/11/23	OPM Monthly Report provided to District and submitted to MSBA
08/15/23	Weekly Project Team Meeting
08/16/23	Weekly Working Group Meeting
08/22/23	Weekly Project Team Meeting
08/23/23	Weekly Working Group Meeting
08/29/23	Weekly Project Team Meeting
08/30/23	Weekly Working Group Meeting

## X. TASKS PLANNED FOR SEPTEMBER 2023

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

09/05/23	Weekly Project Team Meeting
09/06/23	Weekly Working Group Meeting – Site Review

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09/06/23	Teacher/Department Head Meetings with Design Team
09/07/23	Teacher/Department Head Meetings with Design Team
09/07/23	SBC Meeting #4
09/08/23	Teacher/Department Head Meetings with Design Team
09/08/23	Staffing Projections Meeting
09/11/23	Educational Plan Review
09/12/23	OPM Monthly Report provided to District and submitted to MSBA
09/12/23	Weekly Project Team Meeting
09/13/23	Weekly Working Group Meeting – MEP Review
09/19/23	Weekly Project Team Meeting
09/20/23	Weekly Working Group Meeting
09/20/23	School Committee Meeting
09/26/23	Weekly Project Team Meeting
09/27/23	Weekly Working Group Meeting
09/28/23	SBC Meeting #5 – vote to approve PDP submission to MSBA

## XI. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$84,000.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study.

During the month of August, Drummey Rosane Anderson's (DRA) Contract Amendment #2 was received. It was reviewed and approved by the School Building Committee (SBC) at their September 7, 2023 meeting and included in the August 31, 2023 Total Project Budget update.

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

## XII. PROJECT SCHEDULE OVERVIEW

The Project is on track to hit the following key milestones:

- 10/05/23 - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- 12/28/23 - Preferred Schematic Report (PSR) due to MSBA
- 2/28/24 - MSBA Board of Directors Meeting to approve PSR
- 6/27/24 – Schematic Design (SD) Report to be submitted to MSBA
- 8/28/24 - MSBA Board of Directors Meeting for Project Scope & Budget
- District Vote: Winter 2024/2025

Please see attached updated Preliminary Project Schedule for more information.



*Diagram showing buildable areas of the site and logical addition locations*

### XIII. CONTRACT AMENDMENTS/BUDGET TRANSFERS

During the month of August, Drummey Rosane Anderson's (DRA) Contract Amendment #2 was received. It was reviewed and approved by the School Building Committee (SBC) at their September 7, 2023 meeting and included in the August 31, 2023 Total Project Budget update.

Designer Contract Amendment #2 totaled \$16,280.00 and includes scope for visual inspection for hazardous building materials, hazardous materials report, and estimate services. Amendment #2 will be funded by a transfer from the Environmental and Site line item. A Budget Revision Request is being circulated for signature.

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#### XIV. WORKFORCE PARTICIPATION

The Minority Business Enterprise (MBE) participation goal is 6.6% and for Women Business Enterprise (WBE) participation, the goal is 15%. Based on the Designer Subcontracts awarded for the Feasibility Study/Schematic Design Phase, the percentage of fee for MBE is 6.75% and WBE is 15% for a combined total MBE/WBE participation of 21.75%. The percentages are in the process of being updated for Design Development through Closeout of the project.

Update for August 2023:

Minority Hours:	38	Minority Workforce Participation:	4.94%
Women Hours:	135	Women Workforce Participation:	17.48%
Total Hours Worked:	770		

#### XV. COMMUNITY OUTREACH

During the month of August, the South Shore Tech project website created by LeftField was pushed out to the SBC and community. The website 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.

#### XVI. ATTACHMENTS

MSBA Online Report Submission, dated August 31, 2023  
Total Project Budget Status Report, dated August 31, 2023  
Monthly and Cumulative Cash Flow Reports, dated August 31, 2023  
Monthly Invoice Summary Packet, dated September 7, 2023  
Preliminary Project Schedule, dated August 31, 2023

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 8/31/2023**

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)	\$2,000,000
Designer Firm Name	Drummey Rosane Anderson, Inc.	Encumbered (Reporting Period)	\$16,280
Principal	Carl R Franceschi	Encumbered (to Date)	\$1,459,950
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$248,500
General Contractor Contact Name		Project Completion Percentage	12%

**OPM Leftfield, LLC**

**Progress Report as of Date 8/31/2023**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$180,000	Total Contract Amount	\$400,000
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$82,000
Value of Contract Amendments (to Date)	\$220,000	Invoices Received (Reporting Period)	\$29,000
Total Contract Amount	\$400,000	Contract Amount Remaining	\$289,000
Contract Amendments as Percentage of Original Contract Amount	122.2%		
OPM Activities (Reporting Period)	The following tasks were completed in the month of August 2023: 08/01/23 Weekly Project Team Meeting 08/02/23 Weekly Working Group Meeting 08/09/23 SBC Meeting #3 II. 08/11/23 OPM Monthly Report provided to District and submitted to MSBA III. 08/15/23 Weekly Project Team Meeting IV. 08/16/23 Weekly Working Group Meeting V. 08/22/23 Weekly Project Team Meeting VI. 08/23/23 Weekly Working Group Meeting VII. 08/29/23 Weekly Project Team Meeting VIII. 08/30/23 Weekly Working Group Meeting VIEW		
Project Budget Status	Expenditures against the budget totaled \$84,000.00 this month, which consisted of OPM fees related to the Designer Procurement Phase services for the Feasibility Study. During the month of August, Drummey Rosane Anderson's (DRA) Contract Amendment #2 was received. It was reviewed and approved by the School Building Committee (SBC) at their September 7, 2023 meeting and included in the August 31, 2023 Total Project Budget update. Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated August 31, 2023.  During the month of August, Drummey Rosane Anderson's (DRA) Contract Amendment #2 was received. It was reviewed and approved by the School Building Committee (SBC) at their September 7, 2023 meeting and included in the August 31, 2023 Total Project Budget update. Designer Contract Amendment#2 totaled \$16,280.00 and includes scope for visual inspection for hazardous building materials, hazardous materials report, and estimate services. Amendment #2 will be funded by a transfer from the Environmental and Site line item. A Budget Revision Request is being circulated for signature.		
MSBA Closeout Status	This project is currently in Feasibility Study.		
Potential Issues	There are no potential issues identified at this time.		

**DESIGNER Drummey Rosane Anderson, Inc.**

**Progress Report as of Date 8/31/2023**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$1,000,000	Total Contract Amount	\$1,059,950
Contract Amendments (to Date)	2	Invoices Paid (to Date)	\$82,500
Value of Contract Amendments (to Date)	\$59,950	Invoices Received (Reporting Period)	\$55,000
Total Contract Amount	\$1,059,950	Contract Amount Remaining	\$922,450
Contract Amendments as Percentage of Original Contract Amount	6.0%		
<u>MBE/WBE</u>		<u>Workforce Participation</u>	
MBE Percentage	6.6%	Total Hours	770
MBE Actual	6.7%	Minority Hours	38
WBE Percentage	15.0%	Minority Percentage	4.9%
WBE Actual	15.0%	Minority Workforce Participation	0.0%
		Female Hours	135
		Female Percentage	17.4%
		Female Workforce Participation	0.0%

**RFIs and Submittals**

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
Notes	
Submittals Received (Reporting Period)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Feasibility Study	Phase Scheduled Completion Date	2/28/2024
Designer Activities (Reporting Period)	<p>The following tasks were completed in the month of August 2023:</p> <p>08/01/23 Weekly Project Team Meeting  08/02/23 Weekly Working Group Meeting  08/09/23 SBC Meeting #3  II. 08/11/23 OPM Monthly Report provided to District and submitted to MSBA  III. 08/15/23 Weekly Project Team Meeting  IV. 08/16/23 Weekly Working Group Meeting  V. 08/22/23 Weekly Project Team Meeting  VI. 08/23/23 Weekly Working Group Meeting  VII. 08/29/23 Weekly Project Team Meeting  VIII. 08/30/23 Weekly Working Group Meeting</p>		
30 Day Look Ahead	<p>The following tasks are planned for the month of September 2023:</p> <p>09/05/23 Weekly Project Team Meeting  09/06/23 Weekly Working Group Meeting – Site Review  09/06/23 Teacher/Department Head Meetings with Design Team  09/07/23 Teacher/Department Head Meetings with Design Team  09/07/23 SBC Meeting #4  09/08/23 Teacher/Department Head Meetings with Design Team  09/08/23 Staffing Projections Meeting  09/11/23 Educational Plan Review  I. 09/12/23 OPM Monthly Report provided to District and submitted</p>		
Commissioning Consultant	Not yet assigned.		
Commissioning Consultant Status	Not yet assigned.		

**GENERAL CONTRACTOR**

Progress Report as of Date 8/31/2023

**Contract Summary**

Original Contract Amount (including CM-At-Risk Amendments)  
Change Orders (to Date)  
Value of Change Orders (to Date)  
Total Contract Amount

**Payment Summary**

Total Contract Amount  
Invoices Paid (to Date)  
Invoices Received (Reporting Period)  
Contract Amount Remaining

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

**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

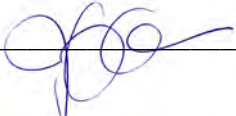
**Certification**

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

September 12, 2023

Date



South Shore Regional Vocational Technical High School - Hanover, MA

August 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	\$ 400,000	100%	\$ 111,000	28%	\$ 289,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,100,000	\$ 59,950	\$ 1,159,950	\$ 1,059,950	91%	\$ 137,500	12%	\$ 1,022,450	1,2
0003-0000	Environmental & Site	\$ 300,000	\$ (59,950)	\$ 240,050	\$ -	0%	\$ -	0%	\$ 240,050	1,2
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>\$ 1,459,950</b>	<b>73%</b>	<b>\$ 248,500</b>	<b>12%</b>	<b>\$ 1,751,500</b>	

<b>TOTAL PROJECT BUDGET</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 1,459,950</b>	<b>73%</b>	<b>\$ 248,500</b>	<b>12%</b>	<b>\$ 1,751,500</b>	
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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					
Local Share	\$ 887,400	\$ 887,400					
<b>SUB-TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>55.63%</b>

**Feasibility Study Agreement Budget Transfers:**

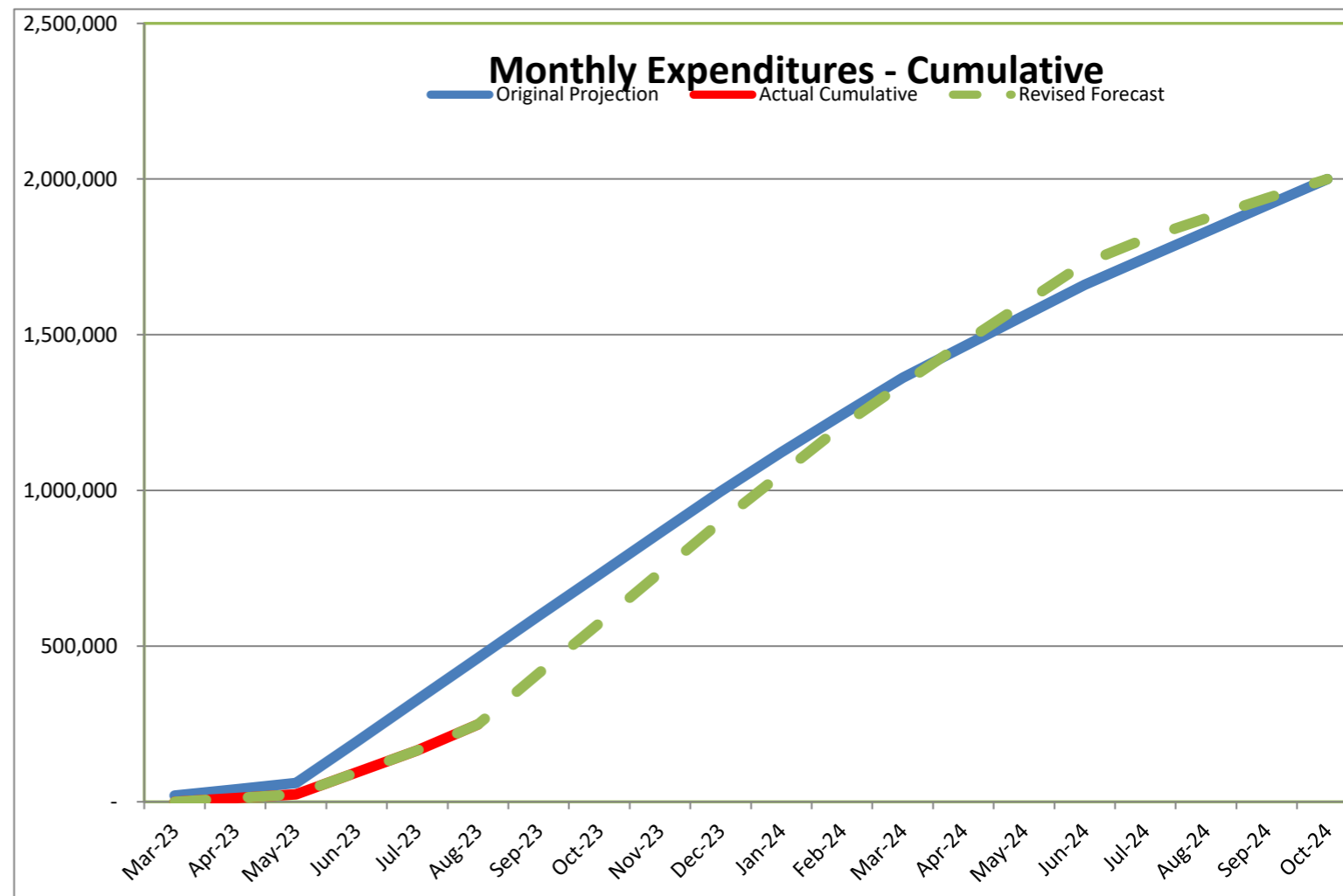
<b>FSA BRR 01</b>	8/9/2023	Transfer \$43,670 from Other Contignecy to A/E Feasibility Study/Schematic Design to fund Designer Amendment #1
<b>FSA BRR 02</b>	9/7/2023	Transfer \$16,280 from Other Contignecy to A/E Feasibility Study/Schematic Design to fund Designer Amendment #2

South Shore Regional Vocational Technical High School - Hanover, MA

August 31, 2023

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Feb-23	-	\$ -	\$ -
Mar-23	20,000	\$ -	\$ -
Apr-23	40,000	\$ 12,000	\$ 12,000
May-23	60,000	\$ 24,000	\$ 24,000
Jun-23	193,206	\$ 94,250	\$ 94,250
Jul-23	327,912	\$ 164,500	\$ 164,500
Aug-23	462,618	\$ 248,500	\$ 248,500
Sep-23	597,324		\$ 412,206
Oct-23	730,530		\$ 574,412
Nov-23	863,736		\$ 736,618
Dec-23	996,942		\$ 898,824
Jan-24	1,122,648		\$ 1,053,530
Feb-24	1,242,354		\$ 1,208,236
Mar-24	1,362,060		\$ 1,342,942
Apr-24	1,461,766		\$ 1,473,198
May-24	1,561,472		\$ 1,601,404
Jun-24	1,661,178		\$ 1,729,610
Jul-24	1,745,884		\$ 1,809,316
Aug-24	1,830,590		\$ 1,874,022
Sep-24	1,915,296		\$ 1,938,728
Oct-24	2,000,000		\$ 2,000,000
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ 248,500</b>	<b>\$ 2,000,000</b>

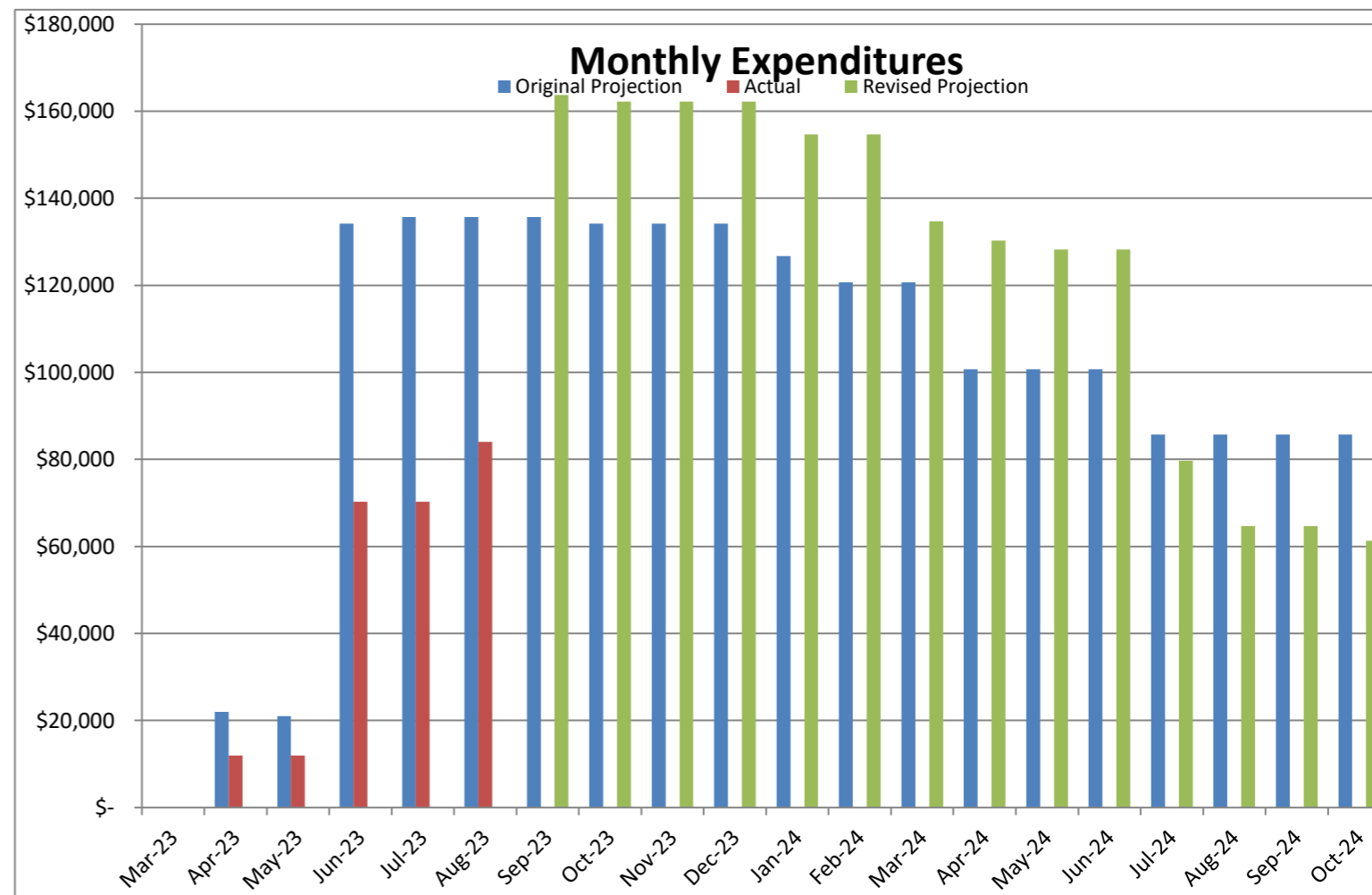


South Shore Regional Vocational Technical High School - Hanover, MA

August 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	\$ 70,250	\$ -
Jul-23	\$ 135,706	\$ 70,250	\$ -
Aug-23	\$ 135,706	\$ 84,000	\$ -
Sep-23	\$ 135,706		\$ 163,706
Oct-23	\$ 134,206		\$ 162,206
Nov-23	\$ 134,206		\$ 162,206
Dec-23	\$ 134,206		\$ 162,206
Jan-24	\$ 126,706		\$ 154,706
Feb-24	\$ 120,706		\$ 154,706
Mar-24	\$ 120,706		\$ 134,706
Apr-24	\$ 100,706		\$ 130,256
May-24	\$ 100,706		\$ 128,206
Jun-24	\$ 100,706		\$ 128,206
Jul-24	\$ 85,706		\$ 79,706
Aug-24	\$ 85,706		\$ 64,706
Sep-24	\$ 85,706		\$ 64,706
Oct-24	\$ 85,704		\$ 61,272
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ 248,500</b>	<b>\$ 2,000,000</b>



## MEMORANDUM

To: South Shore Tech School Building Committee  
 From: Jen Carlson, LeftField, LLC  
 Date: September 7, 2023  
 Re: South Shore Regional Vocational Technical HS Project – August 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						
ProPay Code	Invoice Date	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0001-0000	08/31/23	LeftField, LLC	5	OPM – Feasibility Study/ Schematic Design	OPM Feasibility Study Services August 1 – August 31, 2023	\$29,000.00
0002-0000	08/31/23	DRA	2	A/E - Feasibility Study/ Schematic Design	A/E Feasibility Study Services August 1 – August 31, 2023	\$55,000.00
					<b>TOTAL:</b>	<b>\$84,000.00</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 August 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 September 12, 2023 deadline. All invoices above will be included in the August 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: 8/31/23  
 Invoice No: 5

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

**Professional Services from August 1 to August 31, 2023**

OPM Services		Amount
8/31/2023	Feasibility Study/Schematic Design Services:	\$ 29,000.00
<b>Total Labor:</b>		<b>\$ 29,000.00</b>

Reimbursable Expenses		Amount
Reimbursables 8/01/23 - 8/31/23		\$0.00
<b>Total Expenses:</b>		<b>\$0.00</b>

**Total this Invoice: \$ 29,000.00**

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$400,000	\$82,000	\$29,000	\$111,000	\$289,000
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:	\$400,000	\$82,000	\$29,000	\$111,000	\$289,000
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
<b>Total Contract:</b>	<b>\$400,000</b>	<b>\$82,000</b>	<b>\$29,000</b>	<b>\$111,000</b>	<b>\$289,000</b>

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

**Invoice**

South Shore Regional Vocational Technical High School  
476 Webster Street  
Hanover, MA 02339

August 31, 2023  
Project No: 23010.00  
Invoice No: 0000002

Project-South Shore Regional High School

**Professional Services from August 01, 2023 to August 31, 2023****Fee**

<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>
Feasibility Study	550,000.00	25.00	137,500.00
Schematic Design	450,000.00	0.00	0.00
Total Fee	1,000,000.00		137,500.00
	Previous Fee Billing		82,500.00
	Current Fee Billing		55,000.00
	<b>Total Fee</b>		<b>55,000.00</b>
		<b>Total this Invoice</b>	<b>\$55,000.00</b>

If you have any questions regarding this invoice, please contact Judy Gill at 617-964-1700 or e-mail [gill@draws.com](mailto:gill@draws.com).

cc: [jcarlson@leftfieldpm.com](mailto:jcarlson@leftfieldpm.com)

**SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**Preliminary Project Schedule**



8/31/2023

Task Name	Duration (days)	Start	Finish
<b>Procure OPM [MOD 2]</b>	<b>34</b>	<b>Thursday, January 5, 2023</b>	<b>Tuesday, February 7, 2023</b>
OPM interviews	1	Thursday, January 5, 2023	Thursday, January 5, 2023
OPM fee review & approval	33	Friday, January 6, 2023	Tuesday, February 7, 2023
MSBA OPM meeting approval	1	Monday, February 6, 2023	Monday, February 6, 2023
MSBA OPM letter issued	1	Tuesday, February 7, 2023	Tuesday, February 7, 2023
OPM contract executed	1	Tuesday, February 7, 2023	Tuesday, February 7, 2023
<b>Procure Architect [MOD 2]</b>	<b>115</b>	<b>Tuesday, February 7, 2023</b>	<b>Thursday, June 1, 2023</b>
Committee reviews & approves issuance RFS to the MSBA	1	Tuesday, February 7, 2023	Tuesday, February 7, 2023
LF issues RFS to the MSBA	1	Wednesday, February 8, 2023	Wednesday, February 8, 2023
MSBA-RFS review period	14	Wednesday, February 8, 2023	Tuesday, February 21, 2023
Finalize RFS with MSBA/BC	1	Tuesday, February 28, 2023	Tuesday, February 28, 2023
Ad submitted in Central Register & local newspaper	1	Thursday, February 23, 2023	Thursday, February 23, 2023
Select 3 members for DSP team / Assign DSP subcommittee	1	Tuesday, February 7, 2023	Tuesday, February 7, 2023
Ad appears in Central Register	1	Wednesday, March 1, 2023	Wednesday, March 1, 2023
On-Site RFS briefing	1	Tuesday, March 7, 2023	Tuesday, March 7, 2023
Receive RFS designer submissions	1	Thursday, March 30, 2023	Thursday, March 30, 2023
Review RFS & check references	13	Thursday, March 30, 2023	Tuesday, April 11, 2023
Submit initial RFS packets to the MSBA DSP	1	Tuesday, April 11, 2023	Tuesday, April 11, 2023
Submit reference check data to the MSBA DSP [MSBA deadline]	1	Tuesday, April 18, 2023	Tuesday, April 18, 2023
Designer Selection Panel Dry Run	1	Monday, April 24, 2023	Monday, April 24, 2023
Attend MSBA 1st DSP Meeting [assume rank and interview option is selected]	1	Tuesday, April 25, 2023	Tuesday, April 25, 2023
Attend MSBA 2nd DSP Meeting for Interviews	1	Tuesday, May 9, 2023	Tuesday, May 9, 2023
MSBA DSP issues official ranking and letter Re: Top Ranked Design Firm	1	Wednesday, May 10, 2023	Wednesday, May 10, 2023
Negotiate Designer Fee	17	Wednesday, May 10, 2023	Friday, May 26, 2023
Present designer contact to Building Committee	1	Friday, May 26, 2023	Friday, May 26, 2023
Designer contract - review by BC	7	Friday, May 26, 2023	Thursday, June 1, 2023
Designer contract - approval by BC	1	Thursday, June 1, 2023	Thursday, June 1, 2023
Execute Designer contact	1	Thursday, June 1, 2023	Thursday, June 1, 2023
Develop schedule/work plan	41	Thursday, June 1, 2023	Tuesday, July 11, 2023
BC approves work plan	1	Thursday, August 3, 2023	Thursday, August 3, 2023
MSBA/District kick off meeting	1	Tuesday, July 18, 2023	Tuesday, July 18, 2023
<b>FEASIBILITY STUDY [MOD 3]</b>	<b>273</b>	<b>Wednesday, May 31, 2023</b>	<b>Wednesday, February 28, 2024</b>
<b>Preliminary Design Program (PDP)</b>	<b>156</b>	<b>Wednesday, May 31, 2023</b>	<b>Friday, November 3, 2023</b>
Educational Programming	91	Wednesday, May 31, 2023	Tuesday, August 29, 2023
Ed. Visioning kick off meeting	1	Wednesday, May 31, 2023	Wednesday, May 31, 2023
Educational Visioning Group Workshop #1	1	Tuesday, June 20, 2023	Tuesday, June 20, 2023
Educational Visioning Group Workshop #2	1	Tuesday, July 11, 2023	Tuesday, July 11, 2023
Educational Visioning Public Forum	1	Thursday, July 13, 2023	Thursday, July 13, 2023
Educational Visioning Group Workshop #3	1	Tuesday, July 18, 2023	Tuesday, July 18, 2023
Teachers Workshop	1	Tuesday, August 29, 2023	Tuesday, August 29, 2023
EDUCATIONAL PLAN; Ed plan statement of teaching philosophy, methods and goals.	114	Wednesday, May 31, 2023	Thursday, September 21, 2023
Initial space summary ("ISS")	18	Tuesday, August 29, 2023	Friday, September 15, 2023
Evaluation of existing conditions	40	Monday, June 19, 2023	Friday, July 28, 2023
Meetings	269	Tuesday, February 7, 2023	Thursday, November 2, 2023
SBC #1 OPM Kickoff	1	Tuesday, February 7, 2023	Tuesday, February 7, 2023
SBC #2 Designer Selection Process	1	Thursday, June 1, 2023	Thursday, June 1, 2023
SBC #3	1	Thursday, August 3, 2023	Thursday, August 3, 2023

SBC #4	1	Thursday, September 7, 2023	Thursday, September 7, 2023
SBC #5 PDP Approval	1	Thursday, September 28, 2023	Thursday, September 28, 2023
SBC #6	1	Thursday, October 19, 2023	Thursday, October 19, 2023
SBC #7	1	Thursday, November 2, 2023	Thursday, November 2, 2023
<b>** Submit PDP to the MSBA **</b>	1	Friday, September 29, 2023	Friday, September 29, 2023
MSBA PDP Review	22	Friday, September 29, 2023	Friday, October 20, 2023
Receive MSBA PDP comments	1	Friday, October 20, 2023	Friday, October 20, 2023
District returns responses to MSBD PDP comments	1	Friday, November 3, 2023	Friday, November 3, 2023
<b>Preferred Schematic Report (PSR)</b>	150	Monday, October 2, 2023	Wednesday, February 28, 2024
Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response	37	Thursday, November 2, 2023	Friday, December 8, 2023
SBC Vote to Submit PSR	1	Thursday, December 14, 2023	Thursday, December 14, 2023
<b>*** Submit PSR to the MSBA ***</b>	1	Monday, December 18, 2023	Monday, December 18, 2023
MSBA Review Period	1	Monday, January 8, 2024	Monday, January 8, 2024
Respond to MSBA PSR review comments	1	Monday, January 22, 2024	Monday, January 22, 2024
MSBA Facilities Assessment Committee (FAS) review (1/18 or 2/1)	15	Thursday, January 18, 2024	Thursday, February 1, 2024
Respond to MSBA FAS Comments	8	Friday, February 2, 2024	Friday, February 9, 2024
<b>★★MSBA BOD Mtg - PSR - Proceed to Schematic★★ (TBD - 2024 dates not released)</b>	1	Wednesday, February 28, 2024	Wednesday, February 28, 2024
<b>Schematic Design [MOD 4]</b>	<b>205</b>	<b>Wednesday, June 5, 2024</b>	<b>Thursday, December 26, 2024</b>
<b>DESE submittal (confirm submittal date with MSBA)</b>	22	Wednesday, June 5, 2024	Wednesday, June 26, 2024
MSBA Review of DESE Submittal	22	Thursday, June 27, 2024	Thursday, July 18, 2024
DESE Review and Approval	22	Friday, July 19, 2024	Friday, August 9, 2024
<b>Schematic Design Submittal</b>	120	Wednesday, February 28, 2024	Wednesday, June 26, 2024
SD Cost Estimates and Reconciliation	29	Friday, May 10, 2024	Friday, June 7, 2024
MSBA and Bond Counsel to Review Vote Language	15	Monday, June 3, 2024	Monday, June 17, 2024
SBC Vote to Approve SD Submission to MSBA	1	Monday, June 24, 2024	Monday, June 24, 2024
MSBA Schematic Design Notification	1	Tuesday, June 11, 2024	Tuesday, June 11, 2024
<b>** Schematic Submitted to the MSBA **</b>	1	Tuesday, June 25, 2024	Tuesday, June 25, 2024
MSBA Project Scope and Budget meeting (TBD - 2024 dates not released)	15	Thursday, July 18, 2024	Thursday, August 1, 2024
MSBA Review Comments Issued	22	Wednesday, June 26, 2024	Wednesday, July 17, 2024
Respond to MSBA Comments	15	Thursday, July 18, 2024	Thursday, August 1, 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	Friday, August 2, 2024	Friday, August 9, 2024
<b>★★District Wide Ballot OR 9 Town Approvals★★ (exact date or dates TBD)</b>	26	Sunday, December 1, 2024	Thursday, December 26, 2024
<b>★★Execute PFA★★</b>	1	Thursday, December 26, 2024	Thursday, December 26, 2024
<b>CM PROCUREMENT [applicable if committee decides to utilize CM-R methodology]</b>	<b>165</b>	<b>Thursday, November 2, 2023</b>	<b>Monday, April 15, 2024</b>
SBC Approves Use of CM at Risk Delivery & Selection Committee	1	Thursday, November 2, 2023	Thursday, November 2, 2023
Prequalification Committee is formed (PQC)	1	Thursday, December 14, 2023	Thursday, December 14, 2023
Selection Committee is formed (SC)	1	Thursday, December 14, 2023	Thursday, December 14, 2023
CM at Risk Application & Submit to OIG (If Applicable)	1	Monday, November 20, 2023	Monday, November 20, 2023
Office of Inspector General Review & Approval	1	Monday, December 18, 2023	Monday, December 18, 2023
CM at Risk RFQ Issued	1	Monday, January 15, 2024	Monday, January 15, 2024
CM at Risk SOQs Due	1	Monday, February 12, 2024	Monday, February 12, 2024
CM at Risk RFP Issued	1	Monday, February 26, 2024	Monday, February 26, 2024
CM at Risk Proposals Due	1	Monday, March 18, 2024	Monday, March 18, 2024
CM at Risk Interviews (notify CMs that all will be interviewed on this date in RFP)	1	Monday, April 1, 2024	Monday, April 1, 2024
CM at Risk Award / Notice to Proceed	1	Monday, April 15, 2024	Monday, April 15, 2024
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>	<b>1</b>	<b>Friday, May 23, 2025</b>	<b>Friday, May 23, 2025</b>
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>	<b>1</b>	<b>Thursday, October 30, 2025</b>	<b>Thursday, October 30, 2025</b>
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>	<b>1</b>	<b>Thursday, March 12, 2026</b>	<b>Thursday, March 12, 2026</b>
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>	<b>1</b>	<b>Monday, June 8, 2026</b>	<b>Monday, June 8, 2026</b>
<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>1469</b>	<b>Thursday, December 25, 2025</b>	<b>Wednesday, January 2, 2030</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	842	Wednesday, July 8, 2026	Friday, October 27, 2028
<b>Building Substantial Completion</b>	<b>1</b>	<b>Friday, October 27, 2028</b>	<b>Friday, October 27, 2028</b>
FFE Installation	49	Friday, October 27, 2028	Friday, December 15, 2028
Punchlist	49	Friday, October 27, 2028	Friday, December 15, 2028
Final Completion of New School	1	Monday, December 18, 2028	Monday, December 18, 2028
Teacher Move-In	14	Monday, December 18, 2028	Monday, January 1, 2029
<b>School Opening</b>	<b>1</b>	<b>Tuesday, January 2, 2029</b>	<b>Tuesday, January 2, 2029</b>
Building Demo and Field Construction (if applicable)	365	Tuesday, January 2, 2029	Wednesday, January 2, 2030

<b>Project Closeout Phase</b>	<b>118</b>	<b>Wednesday, January 2, 2030</b>	<b>Tuesday, April 30, 2030</b>
Prepare and Submit Closeout Documents	90	Wednesday, January 2, 2030	Tuesday, April 2, 2030
Final Application for Payment	1	Tuesday, April 2, 2030	Tuesday, April 2, 2030
Submit 100% DCAMM Contractor Evaluations	7	Tuesday, April 2, 2030	Tuesday, April 9, 2030
Final Reimbursement Request	1	Tuesday, April 9, 2030	Tuesday, April 9, 2030
MSBA Closeout Documents Submitted	21	Tuesday, April 9, 2030	Tuesday, April 30, 2030
<b>LEED</b>	<b>1716</b>	<b>Thursday, January 2, 2025</b>	<b>Friday, September 14, 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, October 27, 2028	Thursday, August 23, 2029
Final Cx Report, Cx Completion Certificate	7	Friday, August 24, 2029	Friday, August 31, 2029
Construction Submittal to USGBC	14	Friday, August 31, 2029	Friday, September 14, 2029
Targeted Date of LEED Certification Letter	1	Friday, September 14, 2029	Friday, September 14, 2029
<b>DCAMM Documentation</b>	<b>960</b>	<b>Monday, June 8, 2026</b>	<b>Tuesday, January 23, 2029</b>
Designer evaluation for Design Phase	21	Monday, June 8, 2026	Monday, June 29, 2026
Designer evaluation for CA Phase	21	Friday, October 27, 2028	Friday, November 17, 2028
Contractor 50% evaluation	21	Thursday, September 2, 2027	Thursday, September 23, 2027
Contractor 100% evaluation	21	Tuesday, January 2, 2029	Tuesday, January 23, 2029