

SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Hanover, MA



OPM Monthly Project Update Report

March 2024

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of March, the District and the Project Team presented the preferred option to the MSBA at their March 27, 2024 Facilities Assessment Subcommittee (FAS) meeting to prepare for an April 24, 2024 MSBA Board of Directors meeting to approve the PSR submission and move the project officially into Schematic Design.

Construction Manager at-Risk procurement is underway. The SBC voted to move forward with this construction delivery approach at their December 14, 2023 meeting, and at their March 20, 2024 meeting will officially be appointing their Prequalification and Selection Subcommittee to select a CM. Procurement is a two-step process, the first of which is soliciting Statements of Qualifications (SOQ) packages from CM firms – those are due at the end of March. The subcommittee will be reviewing these SOQs and will determine which firms are qualified to receive an invitation to submit a proposal. Firms then are expected to submit proposals by late April, which will be followed by interviews. The Selection Committee will then rank firms based on their technical proposal and interviews before opening the price proposals. Once price proposals are open, firms are ranked again and the project moves forward with the most advantageous firm.

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

- 10/27/23 - Preliminary Design Program (PDP) Submission due to MSBA for staff review - SUBMITTED
- 2/29/24 - Preferred Schematic Report (PSR) due to MSBA
- 3/27/24 – MSBA Facilities Assessment Subcommittee (FAS) Meeting
- 4/24/24 - MSBA Board of Directors Meeting to approve PSR
- 8/29/24 – Schematic Design (SD) Report to be submitted to MSBA
- 10/30/24 - MSBA Board of Directors Meeting for Project Scope & Budget
- District Vote: January 2025

I. TASKS COMPLETED THROUGH MARCH 2024

The following tasks were completed in the month of March 2024:

- 03/05/24 Weekly Project Team Meeting
- 03/06/24 Issue CM at-Risk Request for Qualifications (RFQ)
- 03/06/24 Weekly Working Group Meeting
- 03/12/24 Weekly Project Team Meeting
- 03/18/24 Pre-FAS Meeting with MSBA Staff
- 03/19/24 Weekly Project Team Meeting
- 03/20/24 Weekly Working Group Meeting – Design Vision
- 03/20/24 School Building Committee Meeting
- 03/26/24 Weekly Project Team Meeting
- 03/27/24 MSBA Facilities Assessment Subcommittee (FAS) Meeting
- 03/27/24 CM at-Risk Statements of Qualifications (SOQs) due

XIII. TASKS PLANNED FOR APRIL 2024

The following tasks are planned for the month of April 2024:

04/02/24	Weekly Project Team Meeting
04/03/24	Weekly Working Group Meeting
04/04/24	CM at-Risk Prequal/Selection Committee Meeting #1
04/09/24	CM at-Risk RFP Issued
04/09/24	Weekly Project Team Meeting
04/10/24	Weekly Working Group Meeting
04/11/24	CM at-Risk Pre-proposal Informational Briefing/Walkthrough
04/12/24	Project Team Submits Response to MSBA PSR Comments
04/12/24	Monthly Report submitted to MSBA
04/16/24	Weekly Project Team Meeting
04/17/24	Community Engagement Meeting
04/23/24	Weekly Project Team Meeting
04/24/24	MSBA Board of Directors Meeting
04/24/24	Weekly Working Group Meeting
04/25/24	School Building Committee Meeting
04/30/24	Weekly Project Team Meeting

XIV. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$29,000.00 this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated March 31, 2024.

XV. PROJECT SCHEDULE OVERVIEW

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

- 10/27/23 - Preliminary Design Program (PDP) Submission due to MSBA for staff review - SUBMITTED
- 2/29/24 - Preferred Schematic Report (PSR) due to MSBA
- 3/27/24 - MSBA Facilities Assessment Subcommittee (FAS) Meeting
- 4/24/24 - MSBA Board of Directors Meeting to approve PSR
- 8/29/24 - Schematic Design (SD) Report to be submitted to MSBA
- 10/30/24 - MSBA Board of Directors Meeting for Project Scope & Budget
- District Vote: January 2025

Please see attached updated Preliminary Project Schedule for more information.

XVI. CONTRACT AMENDMENTS/BUDGET TRANSFERS

There were no contract amendments or budget transfers presented to the SBC during the month of March.

Refer to the attached Total Project Budget Status Report, dated March 31, 2024.

XVII. 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 March 2024:

Minority Hours: 20	Minority Workforce Participation: 4.81%
Women Hours: 42	Women Workforce Participation: 10.10%
Total Hours Worked: 416	

XVIII. COMMUNITY OUTREACH

The South Shore Tech project website has been 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.

There are a series of Community Forums scheduled for the next few months. Each Forum is to be held in a different sending community to ensure that the team is getting the word out about the project and meeting the community where they are. Most meetings and public forums are recorded and posted to the project website as well.

Superintendent Hickey has also been presenting project updates in each community as well as making himself available for informational one on one zoom or in person meetings to parents and the general public. Sending community official standing boards and committees have been invited to participate in SBC meetings either in person or remotely.

XIX. ATTACHMENTS

MSBA Online Report Submission, dated April 12, 2024
Monthly Invoice Summary Packet, dated March 20, 2024
Total Project Budget Status Report, dated March 31, 2024
Monthly and Cumulative Cash Flow Reports, dated March 31, 2024
Preliminary Project Schedule, dated March 31, 2024

DRAFT

Leftfield, LLC

Jennifer Carlson

Progress Report as of Date 3/31/2024

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	Drumme Rosane Anderson, Inc.	Encumbered (Reporting Period)	\$0
Principal	Carl R Franceschi	Encumbered (to Date)	\$1,494,435
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$834,346
General Contractor Contact Name		Project Completion Percentage	42%

OPM

Leftfield, LLC

Progress Report as of Date 3/31/2024

Contract Summary

Payment Summary

Original Contract Amount	\$180,000	Total Contract Amount	\$428,050
Contract Amendments (to Date)	2	Invoices Paid (to Date)	\$294,900
Value of Contract Amendments (to Date)	\$248,050	Invoices Received (Reporting Period)	\$29,000
Total Contract Amount	\$428,050	Contract Amount Remaining	\$104,150
Contract Amendments as Percentage of Original Contract Amount	137.8%		

The following tasks were completed in the month of March 2024:

- II. 03/05/24 Weekly Project Team Meeting
 - III. 03/06/24 Issue CM at-Risk Request for Qualifications (RFQ)
 - IV. 03/06/24 Weekly Working Group Meeting
 - V. 03/12/24 Weekly Project Team Meeting
 - VI. 03/18/24 Pre-FAS Meeting with MSBA Staff
 - VII. 03/19/24 Weekly Project Team Meeting
 - VIII. 03/20/24 Weekly Working Group Meeting – Design Vision
 - IX. 03/20/24 School Building Committee Meeting
 - X. 03/26/24 Weekly Project Team Meeting
 - XI. 03/27/24 MSBA Facilities Assessment Subcommittee (FAS) Meeting
 - XII. 03/27/24 CM at-Risk Statements of Qualifications (SOQs) due
- Expenditures against the budget totaled \$29,000.00 this month.

Project Budget Status

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated March 31, 2024.

MSBA Closeout Status

This project is in Feasibility Study.

Potential Issues

There are no potential issues at this time.

DESIGNER

Drumme Rosane Anderson, Inc.

Progress Report as of Date 3/31/2024

Contract Summary

Payment Summary

Original Contract Amount	\$1,000,000	Total Contract Amount	\$1,066,385
Contract Amendments (to Date)	3	Invoices Paid (to Date)	\$539,446
Value of Contract Amendments (to Date)	\$66,385	Invoices Received (Reporting Period)	
Total Contract Amount	\$1,066,385	Contract Amount Remaining	\$526,939
Contract Amendments as Percentage of Original Contract Amount	6.6%		

MBE/WBE

Workforce Participation

MBE Percentage	6.6%	Total Hours	416
MBE Actual	6.8%	Minority Hours	20
WBE Percentage	15.0%	Minority Percentage	4.8%
WBE Actual	15.0%	Minority Workforce Participation	
		Female Hours	42
		Female Percentage	10.1%
		Female Workforce Participation	

RFIs and Submittals

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date) 0

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) 0

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date) 0

Comments (Remaining Open Submittals)

Phase	Feasibility Study	Phase Scheduled Completion Date	4/24/2024
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- 04/09/24 Weekly Project Team Meeting
- 04/10/24 Weekly Working Group Meeting
- 04/11/24 CM at-Risk Pre-proposal Informational Briefing/Walkthrough
- 04/12/24 Project Team Submits Response to MSBA PSR Comments
- 04/12/24 Monthly Report submitted to MSBA
- 04/16/24 Weekly

30 Day Look Ahead

Commissioning Consultant Not yet assigned.

Commissioning Consultant Status Not yet assigned.

GENERAL CONTRACTOR

Progress Report as of Date 3/31/2024

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

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

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

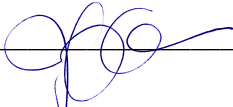
Certification

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

April 12, 2024

Date

MEMORANDUM

To: South Shore Tech School Building Committee
 From: Jen Carlson, LeftField, LLC
 Date: March 20, 2024
 Re: South Shore Regional Vocational Technical HS Project – February 2024 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	2/29/24	LeftField	11	OPM – Feasibility Study/ Schematic Design	OPM Feasibility Study Services February 1 – February 29, 2024	\$29,000.00
					TOTAL:	\$29,000.00

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 March 2024 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 April 12, 2024 deadline. All invoices above will be included in the March 2024 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: 2/29/24
 Invoice No: 11

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

Professional Services from February 1 to February 29, 2024

OPM Services		Amount
2/29/2024	Feasibility Study/Schematic Design Services:	\$ 29,000.00

Total Labor: \$ 29,000.00

Reimbursable Expenses					Amount
Reimbursables 02/01/24 - 02/29/24					\$0.00
Date	Vendor	Invoice #	Amount	10% LeftField Fee	

Total Expenses: \$0.00

Total this Invoice: \$ 29,000.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	\$400,000	\$256,000	\$29,000	\$285,000	\$115,000
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	\$256,000	\$29,000	\$285,000	\$115,000
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$400,000	\$256,000	\$29,000	\$285,000	\$115,000

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

South Shore Regional Vocational Technical High School - Hanover, MA March 31, 2024

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	\$28,050	\$ 428,050	\$ 428,050	100%	\$ 294,900	69%	\$ 133,150	1
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,100,000		\$ 1,100,000	\$ 1,066,385	97%	\$ 539,446	49%	\$ 560,554	
0003-0000	Environmental & Site	\$ 300,000		\$ 300,000	\$ -	0%	\$ -	0%	\$ 300,000	
0004-0000	Other	\$ 200,000	\$ (28,050)	\$ 171,950	\$ -	0%	\$ -	0%	\$ 171,950	
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,494,435	75%	\$ 834,346	42%	\$ 1,165,654	

TOTAL PROJECT BUDGET	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,494,435	75%	\$ 834,346	42%	\$ 1,165,654	
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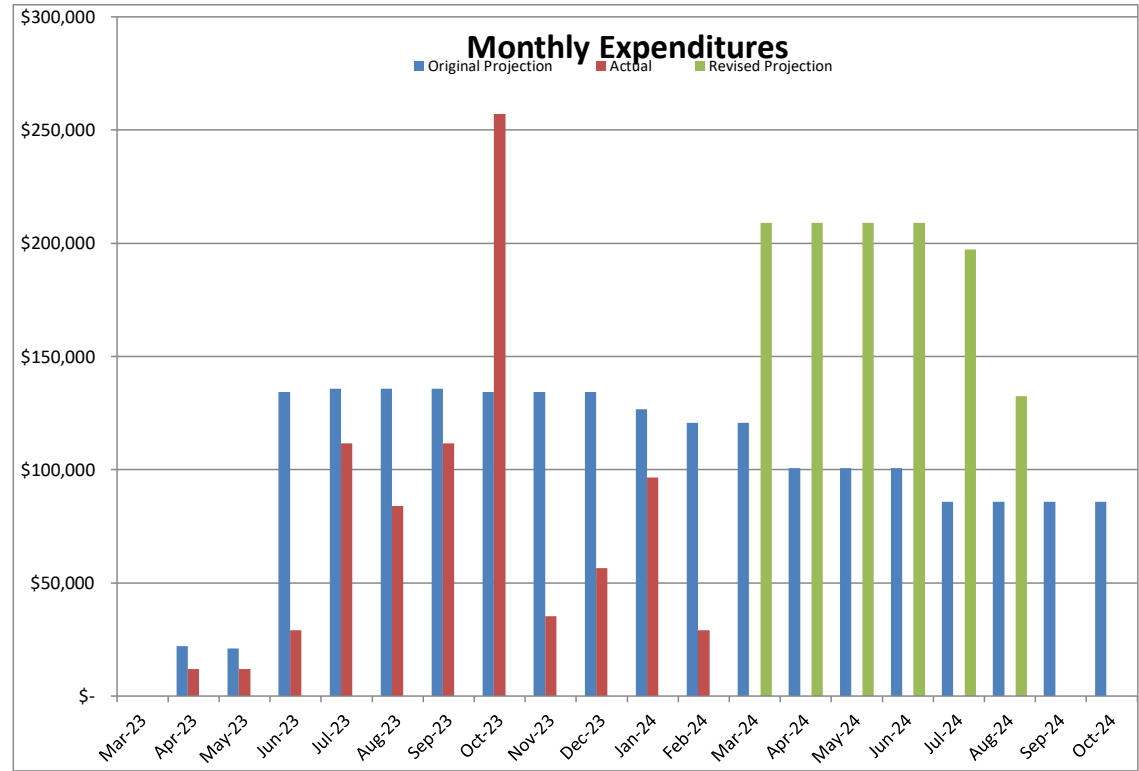
FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
Maximum State Share	\$ 1,112,600	\$ 1,112,600					
Local Share	\$ 887,400	\$ 887,400					
SUB-TOTAL	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	2,000,000	55.63%

Feasibility Study Agreement Budget Transfers:

FSA BRR	1 12/14/2023	Transfer \$28,050 from Other Contingency to OPM Feasibility Study/Schematic Design to fund Cost Estimating Services for Preferred Schematic Report and Schematic Design Phases
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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	\$ 29,000	\$ -
Jul-23	\$ 135,706	\$ 111,500	\$ -
Aug-23	\$ 135,706	\$ 84,000	\$ -
Sep-23	\$ 135,706	\$ 111,500	\$ -
Oct-23	\$ 134,206	\$ 257,110	\$ -
Nov-23	\$ 134,206	\$ 35,251	\$ -
Dec-23	\$ 134,206	\$ 56,500	\$ -
Jan-24	\$ 126,706	\$ 96,485	\$ -
Feb-24	\$ 120,706	\$ 29,000	\$ -
Mar-24	\$ 120,706		\$ 209,000
Apr-24	\$ 100,706		\$ 209,000
May-24	\$ 100,706		\$ 209,000
Jun-24	\$ 100,706		\$ 209,000
Jul-24	\$ 85,706		\$ 197,150
Aug-24	\$ 85,706		\$ 132,504
Sep-24	\$ 85,706		\$ -
Oct-24	\$ 85,704		\$ -
Total:	\$ 2,000,000	\$ 834,346	\$ 2,000,000



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	\$ 53,000	\$ 53,000
Jul-23	327,912	\$ 164,500	\$ 164,500
Aug-23	462,618	\$ 248,500	\$ 248,500
Sep-23	597,324	\$ 360,000	\$ 360,000
Oct-23	730,530	\$ 617,110	\$ 617,110
Nov-23	863,736	\$ 652,361	\$ 652,361
Dec-23	996,942	\$ 708,861	\$ 708,861
Jan-24	1,122,648	\$ 805,346	\$ 805,346
Feb-24	1,242,354	\$ 834,346	\$ 834,346
Mar-24	1,362,060		\$ 1,043,346
Apr-24	1,461,766		\$ 1,252,346
May-24	1,561,472		\$ 1,461,346
Jun-24	1,661,178		\$ 1,670,346
Jul-24	1,745,884		\$ 1,867,496
Aug-24	1,830,590		\$ 2,000,000
Sep-24	1,915,296		\$ 2,000,000
Oct-24	2,000,000		\$ 2,000,000
Total:	\$ 2,000,000	\$ 834,346	\$ 2,000,000

