

**SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**Hanover, MA**



**OPM Monthly Project Update Report**

**September 2024**

FS	<b>SD</b>	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of September, the Project Team has continued to meet on a weekly basis to discuss programming, schedule, and budget. Moving forward, Suffolk Construction will be present for Project Team meetings to provide insight into cost estimating data and construction logistics. As indicated below, the Project Team remains on schedule for the October 30<sup>th</sup> targeted MSBA Board Meeting.

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 September 2024**

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

09/03/24	Weekly Project Team Meeting
09/04/24	Weekly Working Group Meeting
09/10/24	Weekly Project Team Meeting
09/11/24	Weekly Working Group Meeting
09/17/24	Weekly Project Team Meeting
09/18/24	School Building Committee Meeting
09/18/24	Weekly Working Group Meeting
09/24/24	Weekly Project Team Meeting
09/25/24	Weekly Working Group Meeting

## **XIII. TASKS PLANNED FOR October 2024**

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

10/01/24	Weekly Project Team Meeting
10/02/24	Weekly Working Group Meeting
10/08/24	Weekly Project Team Meeting
10/09/24	Weekly Working Group Meeting
10/15/24	Weekly Project Team Meeting
10/16/24	Weekly Working Group Meeting

10/22/24	Weekly Project Team Meeting
10/23/24	Weekly Working Group Meeting
10/29/24	Weekly Project Team Meeting
10/30/24	Weekly Working Group Meeting
10/30/24	School Building Committee Meeting

#### **XIV. PROJECT BUDGET OVERVIEW**

Expenditures against the budget totaled \$3,176.67 this month.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated September 30, 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 during the month September, 2024.

Refer to the attached Total Project Budget Status Report, dated September 30, 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 September 2024:

Minority Hours:	0	Minority Workforce Participation:	0.00%
Women Hours:	84	Women Workforce Participation:	26.42%
Total Hours Worked:	318		

## **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 have been a number of Community Forums during the past several months. During the month of July the Project Team attended meeting with the Town officials in Hanover on July 11<sup>th</sup> and a meeting with abutters on July 31<sup>st</sup>. Additionally, during August and September the project team continued to meet with local officials and residents in all nine communities to discuss the project. Each Forum has been and will continue to be held in a different 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 October 7, 2024  
Total Project Budget Status Report, dated September 30, 2024  
Monthly and Cumulative Cash Flow Reports, dated September 30, 2024  
Preliminary Project Schedule, dated September 30, 2024

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 9/30/2024**

District Name	South Shore Regional Voc Tech	MSBA ID	202108730605
School Name	South Shore Vocational Technical High	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Robert Heywood
Project Director	Jennifer Carlson	Total Project Budget (ProPay)	\$2,000,000
Designer Firm Name	Drummey Rosane Anderson, Inc.	Encumbered (Reporting Period)	\$0
Principal	Carl R Franceschi	Encumbered (to Date)	\$1,640,630
General Contractor Firm Name	Suffolk Construction Company	Total Project Invoices Received (to Date)	\$1,535,418
General Contractor Contact Name	Keith Couch	Project Completion Percentage	77%

**OPM Leftfield, LLC**

**Progress Report as of Date 9/30/2024**

**Contract Summary**

**Payment Summary**

Original Contract Amount	\$180,000	Total Contract Amount	\$428,908
Contract Amendments (to Date)	3	Invoices Paid (to Date)	\$428,908
Value of Contract Amendments (to Date)	\$248,908	Invoices Received (Reporting Period)	
Total Contract Amount	\$428,908	Contract Amount Remaining	\$0
Contract Amendments as Percentage of Original Contract Amount	138.3%		

OPM Activities (Reporting Period)	II. 09/03/24 Weekly Project Team Meeting III. 09/04/24 Weekly Working Group Meeting IV. 09/10/24 Weekly Project Team Meeting V. 09/11/24 Weekly Working Group Meeting VI. 09/17/24 Weekly Project Team Meeting VII. 09/18/24 School Building Committee Meeting VIII. 09/18/24 Weekly Working Group Meeting IX. 09/24/24 Weekly Project Team Meeting X. 09/25/24 Weekly Working Group Meeting
Project Budget Status	Expenditures against this budget totaled \$3176.67 this month. Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated September 30, 2024.
MSBA Closeout Status	This project is in Schematic Design.
Potential Issues	There are no potential issues at this time.

**DESIGNER Drummey Rosane Anderson, Inc.**

**Progress Report as of Date 9/30/2024**

**Contract Summary**

**Payment Summary**

Original Contract Amount	\$1,000,000	Total Contract Amount	\$1,161,722
Contract Amendments (to Date)	5	Invoices Paid (to Date)	\$1,103,333
Value of Contract Amendments (to Date)	\$161,722	Invoices Received (Reporting Period)	\$3,177
Total Contract Amount	\$1,161,722	Contract Amount Remaining	\$55,212
Contract Amendments as Percentage of Original Contract Amount	16.2%		

<b><u>MBE/WBE</u></b>		<b><u>Workforce Participation</u></b>	
MBE Percentage	6.6%	Total Hours	318
MBE Actual	6.8%	Minority Hours	0
WBE Percentage	15.0%	Minority Percentage	0.0%
WBE Actual	15.0%	Minority Workforce Participation	
		Female Hours	84
		Female Percentage	26.4%
		Female Workforce Participation	

**RFIs and Submittals**

RFIs Issued (Reporting Period)	0
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)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Schematic Design	Phase Scheduled Completion Date	10/30/2024
Designer Activities (Reporting Period)	II. 09/03/24 Weekly Project Team Meeting III. 09/04/24 Weekly Working Group Meeting IV. 09/10/24 Weekly Project Team Meeting V. 09/11/24 Weekly Working Group Meeting VI. 09/17/24 Weekly Project Team Meeting VII. 09/18/24 School Building Committee Meeting VIII. 09/18/24 Weekly Working Group Meeting IX. 09/24/24 Weekly Project Team Meeting X. 09/25/24 Weekly Working Group Meeting		
30 Day Look Ahead			
Commissioning Consultant	Not yet assigned.		
Commissioning Consultant Status	Not yet assigned.		

**GENERAL CONTRACTOR Suffolk Construction Company**

Progress Report as of Date 9/30/2024

**Contract Summary**

Original Contract Amount (including CM-At-Risk Amendments)	\$50,000
Change Orders (to Date)	0
Value of Change Orders (to Date)	\$0
Total Contract Amount	\$50,000
Procurement Type	Undetermined
Change Orders as Percentage of Original Contract Amount	0.0%
Pending Change Orders	\$0
Change Order Status	This project is in Schematic Design.

**Payment Summary**

Total Contract Amount	\$50,000
Invoices Paid (to Date)	
Invoices Received (Reporting Period)	
Contract Amount Remaining	\$50,000

**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)	This project is in Schematic Design.
30 Day Look Ahead	This project is in Schematic Design.
Overall Schedule Assessment	This project is in Schematic Design.
Problems Identified (Schedule or Construction)	This project is in Schematic Design.
Quality Control	This project is in Schematic Design.
Safety Compliance	This project is in Schematic Design.
Number of Claims (to Date)	
Value of Claims (to Date)	
Comments	This project is in Schematic Design.
Recorded Manpower (Reporting Period)	This project is in Schematic Design.
Contractor Closeout Status	This project is in Schematic Design.

**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

Kevin Sullivan

Print Name



Signature

10/7/2024

Date

## MEMORANDUM

To: South Shore Tech School Building Committee  
 From: Kevin Sullivan, LeftField, LLC  
 Date: October 7, 2024  
 Re: South Shore Regional Vocational Technical HS Project – September 2024 Invoice Summary  
 Cc: Linda Liporto, Jim Rogers, Lynn Stapleton, Adele Sands LeftField, LLC

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Enclosed for approval and processing, please find the following invoices:

INVOICES						
ProPay Code	Invoice Date	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0002-0000	9/30/24	DRA	13	A/E - Feasibility Study/ Schematic Design	A/E Reimbursable Expenses- Reprographics	\$536.67
0002-0000	9/30/24	DRA	06-05	A/E - Feasibility Study/ Schematic Design	Amendment #2 – Hazmat Study Services	\$2,640.00
					<b>TOTAL:</b>	<b>\$3,176.67</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 September 2024 OPM Monthly Report was electronically submitted to the MSBA and to the School Building Committee and South Shore Tech School District by the required October 12, 2024 deadline. All invoices above were included in the September 2024 Project Budget Report unless rejected by the School Building Committee.

If you have any questions, please feel free to contact Kevin Sullivan, Owner's Project Manager, LeftField, LLC.





**Invoice**

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

September 30, 2024  
Project No: 23010.00  
Invoice No: 0000013

Project: South Shore Regional HS

**Professional Services from September 1, 2024 to September 30, 2024**  
**Fee**

<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>	
Feasibility Study	550,000.00	100.00	550,000.00	
Schematic Design	450,000.00	100.00	450,000.00	
Total Fee	1,000,000.00		1,000,000.00	
		Previous Fee Billing	1,000,000.00	
		Current Fee Billing	0.00	
	<b>Total Fee</b>			<b>0.00</b>
<b>Reimbursable Expenses</b>				
Reprographics			487.88	
	<b>Total Reimbursables</b>	<b>1.1 times</b>	<b>487.88</b>	<b>536.67</b>
<b>Total this Invoice</b>	<b>\$536.67</b>			

If you have any questions regarding this invoice, please contact Ilona Navez e-mail [inavez@draws.com](mailto:inavez@draws.com).

# INVOICE

**ANDREW T. JOHNSON CO., INC.**



**15 TREMONT PLACE  
BOSTON MA 02108  
(617) 742-1610 - Phone  
(617) 523-0719 - Fax**

**Bill To:**

DRUMMEY ROSANE ANDERSON, INC.  
260 CHARLES STREET, STUDIO 300  
WALTHAM MA 02453

**Ship To:**

DRUMMEY ROSANE ANDERSON, INC.  
JUDD CHRISTOPHER  
260 CHARLES STREET, STUDIO 300  
WALTHAM MA 02453

Purchase Order No.		Customer ID		Ship Date	Shipping Method	Payment Terms	Date	Invoice	
SOUTH SHORE VOC		000000088000		9/3/2024	COURIER	Net 30	9/4/2024	IVC133975	
Ordered	Shipped	B/O	Item Number	Description			Discount	Unit Price	Ext. Price
228	228	0	4008A-100	9-3-24 / Judd Christopher South Shore Voc: 19 Plots 36x48			\$0.0000	\$0.3500	\$79.80
507	507	0	4008A-100	169 Plots 18x24			\$0.0000	\$0.3500	\$177.45
507	507	0	4009A-100	169 E/Prints 18x24			\$0.0000	\$0.3300	\$167.31
3	3	0	100A-100	Collar Bind			\$0.0000	\$1.5000	\$4.50
1	1	0	4005B-100	Delivery (See Ship to)			\$0.0000	\$32.0000	\$32.00
							<b>Subtotal</b>		\$461.06
							<b>Tax</b>		\$26.82
							<b>Total</b>		\$487.88

Please provide account numbers and/or invoice numbers when making payments. Thank you.



**Invoice**

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

September 30, 2024  
Project No: 23010.06  
Invoice No: 0000005

Project: South Shore Regional HS-PSS 6 Hazardous

**Professional Services from September 1, 2024 to September 30, 2024**

**Consultants**

CDW inv.#5			2,400.00	
	<b>Total Consultants</b>	<b>1.1 times</b>	<b>2,400.00</b>	<b>2,640.00</b>
		<b>Total this Invoice</b>		<b>\$2,640.00</b>

If you have any questions regarding this invoice, please contact Ilona Navez e-mail [inavez@draws.com](mailto:inavez@draws.com).  
cc:[jcarlson@leftfieldpm.com](mailto:jcarlson@leftfieldpm.com)

**Invoice**

**CDW CONSULTANTS, INC.**  
**Terms: Due upon Receipt; (508) 875-2657**  
**Remit: 4 California Avenue, Suite 301**  
**Framingham, MA 01701**



DRUMMEY ROSANE ANDERSON, INC.  
260 CHARLES STREET, STUDIO 300  
WALTHAM, MA 02453

September 12, 2024  
Project No: 02096.10  
Invoice No: 0000005

Project 02096.10 DRA SOUTH SHORE VOC. TECH. HIGH SCHOOL  
HAZARDOUS BUILDING MATERIALS STUDIES SOUTH SHORE VOCATIONAL TECHNICAL HIGH SCHOOL HANOVER, MA 02339

**Professional Services from July 28, 2024 to August 31, 2024**

Task 00002 HAZARDOUS MATERIALS REPORT

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
CAHALAN, SUSAN	16.00	150.00	2,400.00	
Totals	16.00		2,400.00	
<b>Total Labor</b>				<b>2,400.00</b>
				<b>Total this Task \$2,400.00</b>
				<b>Total this Invoice \$2,400.00</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>		
0000002	6/6/2024	4,411.70		
0000003	7/10/2024	1,880.00		
0000004	8/8/2024	3,600.00		
<b>Total</b>		<b>9,891.70</b>		
			<b>Total Now Due</b>	<b>\$12,291.70</b>

**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	\$28,050	\$ 428,050	\$ 428,908	100%	\$ 428,908	100%	\$ (858)	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,100,000		\$ 1,100,000	\$ 1,161,722	106%	\$ 1,106,510	101%	\$ (6,510)	
0003-0000	Environmental & Site	\$ 300,000		\$ 300,000	\$ -	0%	\$ -	0%	\$ 300,000	
0004-0000	Other	\$ 200,000	\$ (28,050)	\$ 171,950	\$ 50,000	29%	\$ -	0%	\$ 171,950	
	<b>SUB-TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 1,640,630</b>	<b>82%</b>	<b>\$ 1,535,418</b>	<b>77%</b>	<b>\$ 464,582</b>	

<b>TOTAL PROJECT BUDGET</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 1,640,630</b>	<b>82%</b>	<b>\$ 1,535,418</b>	<b>77%</b>	<b>\$ 464,582</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>

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	\$ 84,000	\$ -
Apr-24	\$ 100,706	\$ 119,000	\$ -
May-24	\$ 100,706	\$ 128,689	\$ -
Jun-24	\$ 100,706	\$ 100,000	\$ -
Jul-24	\$ 85,706	\$ 138,074	\$ -
Aug-24	\$ 85,706	\$ 128,132	\$ -
Sep-24	\$ 85,706	\$ 3,177	\$ -
Oct-24	\$ 85,704		\$ 160,000
Nov-24	\$ -		\$ 160,000
Dec-24	\$ -		\$ 144,582
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ 1,535,417</b>	<b>\$ 2,000,000</b>

