

**SOUTH SHORE REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**Hanover, MA**



**OPM Monthly Project Update Report**

**December 2024**

FS	<b>SD</b>	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of December, 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 received approval at the October 30<sup>th</sup> 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 25<sup>th</sup>, 2025

**I. TASKS COMPLETED THROUGH DECEMBER 2024**

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

- |          |                                   |
|----------|-----------------------------------|
| 12/3/24  | Weekly Project Team Meeting       |
| 12/4/24  | Weekly Working Group Meeting      |
| 12/9/24  | Weekly Project Team Meeting       |
| 12/10/24 | Weekly Working Group Meeting      |
| 12/17/24 | Weekly Project Team Meeting       |
| 12/18/24 | Weekly Working Group Meeting      |
| 12/18/24 | School Building Committee Meeting |

**X. TASKS PLANNED FOR JANUARY 2025**

The following tasks are planned for the month of January 2025:

- |         |                                   |
|---------|-----------------------------------|
| 1/7/25  | Weekly Project Team Meeting       |
| 1/8/25  | Weekly Working Group Meeting      |
| 1/14/25 | Weekly Project Team Meeting       |
| 1/15/25 | Weekly Working Group Meeting      |
| 1/21/25 | Weekly Project Team Meeting       |
| 1/22/25 | Weekly Working Group Meeting      |
| 1/25/25 | District-Wide Ballot Vote         |
| 1/28/25 | Weekly Project Team Meeting       |
| 1/29/25 | Weekly Working Group Meeting      |
| TBD     | School Building Committee Meeting |

**XI. PROJECT BUDGET OVERVIEW**

Expenditures against the budget totaled \$0.00 this month.

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

**XII. 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 25, 2025

Please see attached updated Preliminary Project Schedule for more information.

**XIII. CONTRACT AMENDMENTS/BUDGET TRANSFERS**

There were no Contract Amendments or Budget Transfers during the month of December 2024.

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

**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 November 2024:

Minority Hours:	0	Minority Workforce Participation:	0.00%
Women Hours:	0	Women Workforce Participation:	0.00%
Total Hours Worked:	57		

## **XV. 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, September, and October the project team continued to meet with local officials and residents in all nine communities to discuss the project.

During the months of November and December, the Team continued the Community Outreach, attending PTO Meetings throughout the District. In addition to the PTO meetings, the Project Team had a strong presence at a number of gatherings, from Holiday fairs to Town Farmer's Markets. In November, the Project Team attended Town Meetings. The Regional Agreement was updated via these Town Meetings.

Community Forums have been and will continue to be held in each 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 meetings on zoom or in-person to parents and the public. Sending community official standing boards and committees have been invited to participate in SBC meetings either in-person or remotely.

## **XVI. ATTACHMENTS**

MSBA Online Report Submission, dated January 9, 2025

Total Project Budget Status Report, dated December 31, 2024

Monthly and Cumulative Cash Flow Reports, dated December 31, 2024

Preliminary Project Schedule, dated December 31, 2024

**DRAFT**

**Leftfield, LLC**

**Jennifer Carlson**

**Progress Report as of Date 11/30/2024**

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)	\$1,602,864
General Contractor Contact Name	Keith Couch	Project Completion Percentage	80%

**OPM Leftfield, LLC**

**Progress Report as of Date 11/30/2024**

**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)	\$0
Total Contract Amount	\$428,908	Contract Amount Remaining	\$0
Contract Amendments as Percentage of Original Contract Amount	138.3%		

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

OPM Activities (Reporting Period)

- II. 11/5/24 Weekly Project Team Meeting
- III. 11/6/24 Weekly Working Group Meeting
- IV. 11/12/24 Weekly Project Team Meeting
- V. 11/13/24 Weekly Working Group Meeting
- VI. 11/19/24 Weekly Project Team Meeting
- VII. 11/20/24 Weekly Working Group Meeting
- VIII. 11/20/24 School Building Committee Meeting
- IX. 11/26/24 Weekly Project Team Meeting

Project Budget Status

Expenditures against this budget totaled \$0.00 this month. Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated November 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 11/30/2024**

**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)	\$1,123,956
Value of Contract Amendments (to Date)	\$161,722	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$1,161,722	Contract Amount Remaining	\$37,766
Contract Amendments as Percentage of Original Contract Amount	16.2%		

**MBE/WBE**

**Workforce Participation**

MBE Percentage	6.6%	Total Hours	62
MBE Actual	6.8%	Minority Hours	0
WBE Percentage	15.0%	Minority Percentage	0.0%
WBE Actual	15.0%	Minority Workforce Participation	
		Female Hours	0
		Female Percentage	0.0%
		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) N/A

Phase Approved Project Vote Pending Phase Scheduled Completion Date 2/27/2025

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

- Designer Activities (Reporting Period)
- II. 11/5/24 Weekly Project Team Meeting
  - III. 11/6/24 Weekly Working Group Meeting
  - IV. 11/12/24 Weekly Project Team Meeting
  - V. 11/13/24 Weekly Working Group Meeting
  - VI. 11/19/24 Weekly Project Team Meeting
  - VII. 11/20/24 Weekly Working Group Meeting
  - VIII. 11/20/24 School Building Committee Meeting
  - IX. 11/26/24 Weekly Project Team Meeting

30 Day Look Ahead N/A.

Commissioning Consultant This project is in Schematic Design.

Commissioning Consultant Status This project is in Schematic Design.

**GENERAL CONTRACTOR Suffolk Construction Company****Progress Report as of Date 11/30/2024****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	CM-at-Risk
Change Orders as Percentage of Original Contract Amount	0.0%

**Payment Summary**

Total Contract Amount	\$50,000
Invoices Paid (to Date)	\$0
Invoices Received (Reporting Period)	\$50,000
Contract Amount Remaining	\$0

Pending Change Orders  
Change Order Status This project is in Schematic Design.

**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)	N/A
30 Day Look Ahead	N/A
Overall Schedule Assessment	N/A
Problems Identified (Schedule or Construction)	N/A
Quality Control	N/A
Safety Compliance	N/A
Number of Claims (to Date)	
Value of Claims (to Date)	
Comments	N/A
Recorded Manpower (Reporting Period)	N/A
Contractor Closeout Status	N/A

**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

12/10/2024

Date

## MEMORANDUM

To: South Shore Tech School Building Committee  
 From: Kevin Sullivan, LeftField, LLC  
 Date: December 9, 2024  
 Re: South Shore Regional Vocational Technical HS Project – November 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 \$
N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
					<b>TOTAL:</b>	\$0.00

**There were no invoices for the Month of November 2024.**

The November 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 December 12, 2024 deadline.

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



**Total Project Budget Status Report**

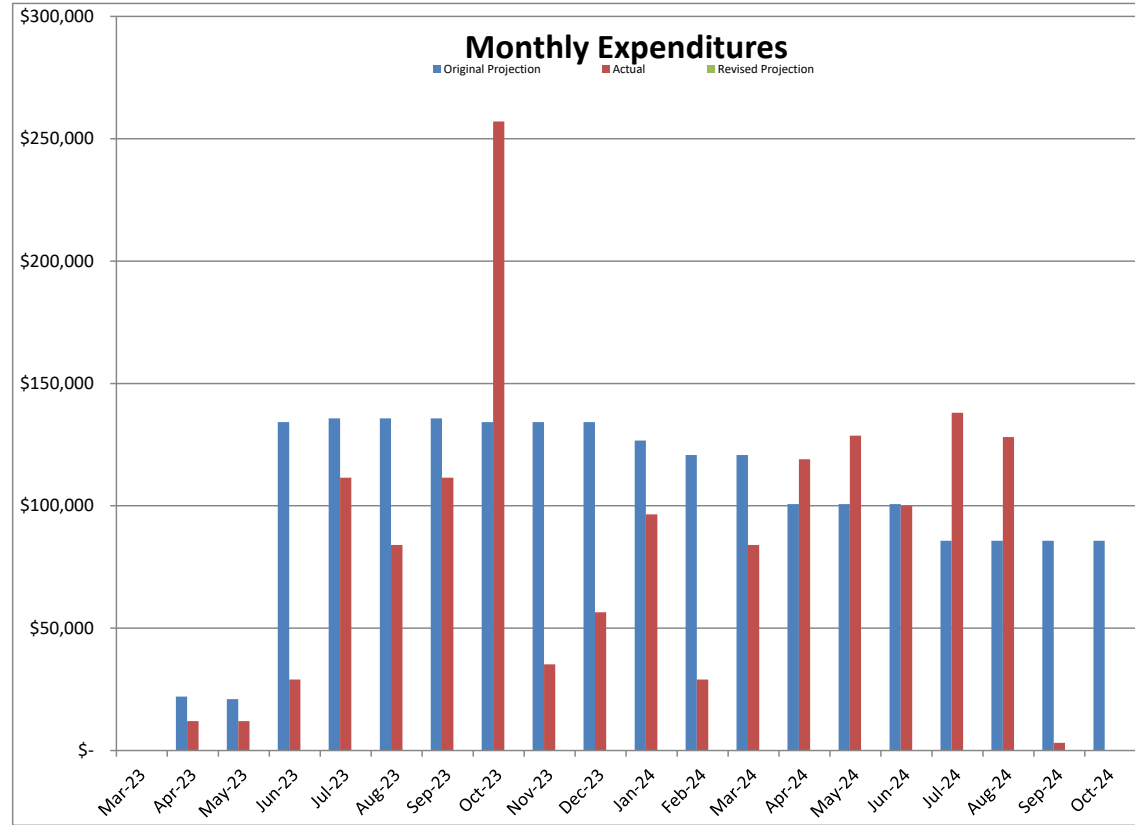
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
<b>FEASIBILITY STUDY AGREEMENT</b>										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000	\$28,050	\$ 428,050	\$ 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%	\$ 1,123,956	102%	\$ (23,956)	
0003-0000	Environmental & Site	\$ 300,000		\$ 300,000	\$ -	0%	\$ -	0%	\$ 300,000	
0004-0000	Other	\$ 200,000	\$ (28,050)	\$ 171,950	\$ 50,000	29%	\$ 50,000	29%	\$ 121,950	
	<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>\$ 1,602,864</b>	<b>80%</b>	<b>\$ 397,136</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>\$ 1,602,864</b>	<b>80%</b>	<b>\$ 397,136</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		\$ -
Nov-24	\$ -		\$ 67,446
Dec-24	\$ -		\$ 397,136
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ 1,535,417</b>	<b>\$ 1,999,999</b>



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	\$ 918,346	\$ 918,346
Apr-24	1,461,766	\$ 1,037,346	\$ 1,037,346
May-24	1,561,472	\$ 1,166,035	\$ 1,166,035
Jun-24	1,661,178	\$ 1,266,035	\$ 1,266,035
Jul-24	1,745,884	\$ 1,404,109	\$ 1,404,109
Aug-24	1,830,590	\$ 1,532,242	\$ 1,532,242
Sep-24	1,915,296	\$ 1,535,418	\$ 1,535,418
Oct-24	2,000,000		\$ 1,535,418
Nov-24			\$ 1,602,864
Dec-24			\$ 2,000,000
<b>Total:</b>	<b>\$ 2,000,000</b>	<b>\$ 1,535,418</b>	<b>\$ 2,000,000</b>

