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**AGAWAM HIGH SCHOOL**

**Agawam, MA**



**OPM Monthly Project Update Report**

**December 2022**

|           |    |    |    |         |              |          |      |
|-----------|----|----|----|---------|--------------|----------|------|
| <b>FS</b> | SD | DD | CD | BIDDING | CONSTRUCTION | CLOSEOUT | SITE |
|-----------|----|----|----|---------|--------------|----------|------|

After LeftField, LLC were selected and approved as the OPM on the project at the MSBA meeting on 12/5/22, Designer Procurement was the focus during the month of December. The designer RFS form was completed and approved by the MSBA and advertisements were sent out on 12/29/22 to be published on 1/4/23 at Central Register, COMMBUYS, Agawam Newspaper and the Town of Agawam website.

The project team also held the first SBC meeting on 12/13/22 to introduce themselves to the SBC committee and to go through the next steps in the Feasibility Study process.

## **I. TASKS COMPLETED THROUGH DECEMBER 2022**

The following tasks were completed in the month of December 2022:

- 12/5/22 Agawam HS MSBA OPM panel meeting
- 12/13/22 Agawam High School SBC meeting #1

## **II. TASKS PLANNED FOR JANUARY 2023**

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

- 01/04/23 Designer RFS is advertised
- 01/09/23 Designer RFS briefing/ site walkthrough of Agawam High School
- 01/10/23 Agawam High School SBC meeting #2
- 01/17/23 Designer RFS questions are due

## **III. PROJECT BUDGET OVERVIEW**

Expenditures against the budget totaled \$15,000 this month, which consisted of OPM fees for the Feasibility Study Services for LeftField.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated December 31, 2022.

## **IV. PROJECT SCHEDULE OVERVIEW**

The Agawam High School Project is currently in MSBA Module 2 – Forming the Project Team. Once a Designer is on board, the Project will move into Module 3 – the Feasibility Study, Module 4 – Schematic Design, and then into Module 5 – Funding the Project. From now to a City Approval of Funding in June 2024 it will be imperative to hit every milestone to stay on track.

Once a Designer is on board, the Project Team will begin assembling a list of potential options for the site. From there, the team will narrow down the options to the viable alternatives and from these alternatives, the preferred option will be selected. This will be submitted to the MSBA as the Preliminary Design Program (PDP) for their review and comment. From there, the team will narrow the options down to one that is preferred as they narrow down more closely. The Preferred Schematic Report (PSR), a report highlighting the site and solutions and outlining the process, is then submitted to the MSBA for review and voted on by the MSBA Board of Directors (BOD), a board that only meets every other month.

Once a preferred solution is approved by the MSBA BOD, the team moves into Schematic Design (SD) to further develop the solution. The Schematic Design process defines the project scope and budget that will be submitted to the MSBA Board of Directors for approval. Upon approval, a Project Scope and Budget Agreement between MSBA and the Town of Agawam will be executed. The project will need to secure funding through City Council approval which is targeted for July 2024. Once the funding has been approved, the Town of Agawam will enter into a Project Funding Agreement with MSBA.

## **V. COMMUNITY OUTREACH**

The Agawam High School Building Project Website will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes and presentation materials will be posted to the website as well. The website is currently under development and is expected to be up and running by February 1, 2023.

## **VI. ATTACHMENTS**

MSBA Online OPM Report, Dated December 31, 2022  
Total Project Budget Status Report, dated December 31, 2022  
Monthly and Cumulative Cash Flow Reports, dated December 31, 2022  
Preliminary Project Schedule, dated December 31, 2022  
Designer Procurement Schedule, dated November 4, 2022

|                                 |                 |   |                       |
|---------------------------------|-----------------|---|-----------------------|
| District Name                   | Agawam          | MSBA ID                                   | 202000050505          |
| School Name                     | Agawam High     | Project Name                              |                       |
| OPM Firm Name                   | Leftfield, LLC  | School Building Committee Representative  | Mayor William Sapelli |
| Project Director                | James Riefstahl | Total Project Budget (ProPay)             |                       |
| Designer Firm Name              |                 | Encumbered (Reporting Period)             | \$0                   |
| Principal                       |                 | Encumbered (to Date)                      | \$1,250,000           |
| General Contractor Firm Name    |                 | Total Project Invoices Received (to Date) | \$15,000              |
| General Contractor Contact Name |                 | Project Completion Percentage             | 1%                    |

**OPM** Leftfield, LLC

Progress Report as of Date 12/31/2022

**Contract Summary**

|   |           |
|---|-----------|
| Original Contract Amount                                      | \$350,000 |
| Contract Amendments (to Date)                                 | 0         |
| Value of Contract Amendments (to Date)                        | \$0       |
| Total Contract Amount   | \$350,000 |
| Contract Amendments as Percentage of Original Contract Amount | 0.0%      |

**Payment Summary**

|                                      |           |
|--------------------------------------|-----------|
| Total Contract Amount                | \$350,000 |
| Invoices Paid (to Date)              | \$0       |
| Invoices Received (Reporting Period) | \$15,000  |
| Contract Amount Remaining            | \$335,000 |

OPM Activities (Reporting Period) -12/13/22 Agawam High School SBC Meeting #1

Project Budget Status Refer to attached Total Budget Report and Cash Flow Charts, dated December 31, 2022.

MSBA Closeout Status

Potential Issues

**DESIGNER**

Progress Report as of Date 12/31/2022

**Contract Summary**

|   |  |
|---|--|
| Original Contract Amount                                      |  |
| Contract Amendments (to Date)                                 |  |
| Value of Contract Amendments (to Date)                        |  |
| Total Contract Amount   |  |
| Contract Amendments as Percentage of Original Contract Amount |  |

**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   |  |

**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 12/31/2022

**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

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

Linda E. Liporto

Print Name



Signature

January 11, 2023

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    | Uncommitted       | Comments |
|------------------------------------|--|----------------------|--------------------|----------------------|-------------------|----------------|----------------------|-----------------|---------------------|-------------------|----------|
| <b>FEASIBILITY STUDY AGREEMENT</b> |  |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
| 0001-0000                          | OPM Feasibility Study/Schematic Design | \$ 350,000           |                    | \$ 350,000           | \$ 350,000        | 100%           | \$ 15,000.0          | 4%              | \$ 335,000          | \$ -              |          |
| 0002-0000                          | A&E Feasibility Study/Schematic Design | \$ 700,000           |                    | \$ 700,000           | \$ -              | 0%             | \$ -                 | 0%              | \$ -                | \$ 700,000        |          |
| 0003-0000                          | Environmental & Site                   | \$ 146,850           |                    | \$ 146,850           | \$ -              | 0%             | \$ -                 | 0%              | \$ -                | \$ 146,850        |          |
| 0004-0000                          | Other                                  | \$ 53,150            |                    | \$ 53,150            | \$ -              | 0%             | \$ -                 | 0%              | \$ -                | \$ 53,150         |          |
|                                    | <b>SUB-TOTAL</b>                       | <b>\$ 1,250,000</b>  | <b>\$ -</b>        | <b>\$ 1,250,000</b>  | <b>\$ 350,000</b> | <b>28%</b>     | <b>\$ 15,000</b>     | <b>1.2%</b>     | <b>\$ 335,000</b>   | <b>\$ 900,000</b> |          |
| <b>TOTAL PROJECT BUDGET</b>        |  | <b>\$ 1,250,000</b>  | <b>\$ -</b>        | <b>\$ 1,250,000</b>  | <b>\$ 350,000</b> | <b>28%</b>     | <b>\$ 15,000</b>     | <b>1%</b>       | <b>\$ 1,235,000</b> | <b>\$ 900,000</b> |          |
| <b>FUNDING SOURCES</b>             |  |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
|                                    | Maximum State Share                    | \$ 748,000           | 60%                |                      |                   |                |                      |                 |                     |                   |          |
|                                    | Local Share                            | \$ 502,000           | 40%                |                      |                   |                |                      |                 |                     |                   |          |
|                                    | <b>SUB-TOTAL</b>                       | <b>\$ 1,250,000</b>  | <b>100%</b>        |                      |                   |                |                      |                 |                     |                   |          |
| <b>CONSTRUCTION COST ESTIMATES</b> |  |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
|                                    | Date                                   | Estimator            | Amount             | SF                   | Cost/SF           |                |                      |                 |                     |                   |          |
|                                    | Designer FS Cost Estimate              |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
|                                    | Designer SD Cost Estimate              |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
|                                    | OPM SD Cost Estimate                   |                      |                    |                      |                   |                |                      |                 |                     |                   |          |
|                                    | PFA Budget                             |                      |                    |                      |                   |                |                      |                 |                     |                   |          |

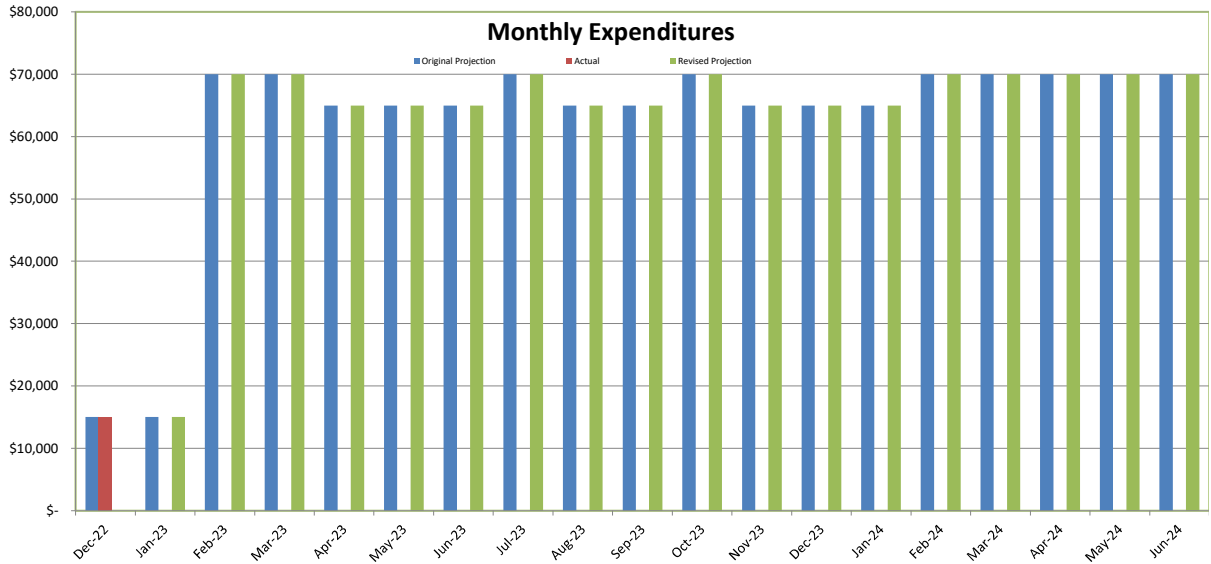
*Feasibility Study Agreement Budget Transfers:*

Agawam High School - Agawam, MA

December 31, 2022

Monthly Cash Flow

| Date          | Original Projection | Actual           | Revised Projection  |
|---------------|---------------------|------------------|---------------------|
| Dec-22        | \$ 15,000           | \$ 15,000        |                     |
| Jan-23        | \$ 15,000           |                  | \$ 15,000           |
| Feb-23        | \$ 70,000           |                  | \$ 70,000           |
| Mar-23        | \$ 70,000           |                  | \$ 70,000           |
| Apr-23        | \$ 65,000           |                  | \$ 65,000           |
| May-23        | \$ 65,000           |                  | \$ 65,000           |
| Jun-23        | \$ 65,000           |                  | \$ 65,000           |
| Jul-23        | \$ 70,000           |                  | \$ 70,000           |
| Aug-23        | \$ 65,000           |                  | \$ 65,000           |
| Sep-23        | \$ 65,000           |                  | \$ 65,000           |
| Oct-23        | \$ 70,000           |                  | \$ 70,000           |
| Nov-23        | \$ 65,000           |                  | \$ 65,000           |
| Dec-23        | \$ 65,000           |                  | \$ 65,000           |
| Jan-24        | \$ 65,000           |                  | \$ 65,000           |
| Feb-24        | \$ 70,000           |                  | \$ 70,000           |
| Mar-24        | \$ 70,000           |                  | \$ 70,000           |
| Apr-24        | \$ 70,000           |                  | \$ 70,000           |
| May-24        | \$ 70,000           |                  | \$ 70,000           |
| Jun-24        | \$ 70,000           |                  | \$ 70,000           |
| Jul-24        | \$ 70,000           |                  | \$ 70,000           |
| <b>Total:</b> | <b>\$ 1,180,000</b> | <b>\$ 15,000</b> | <b>\$ 1,235,000</b> |

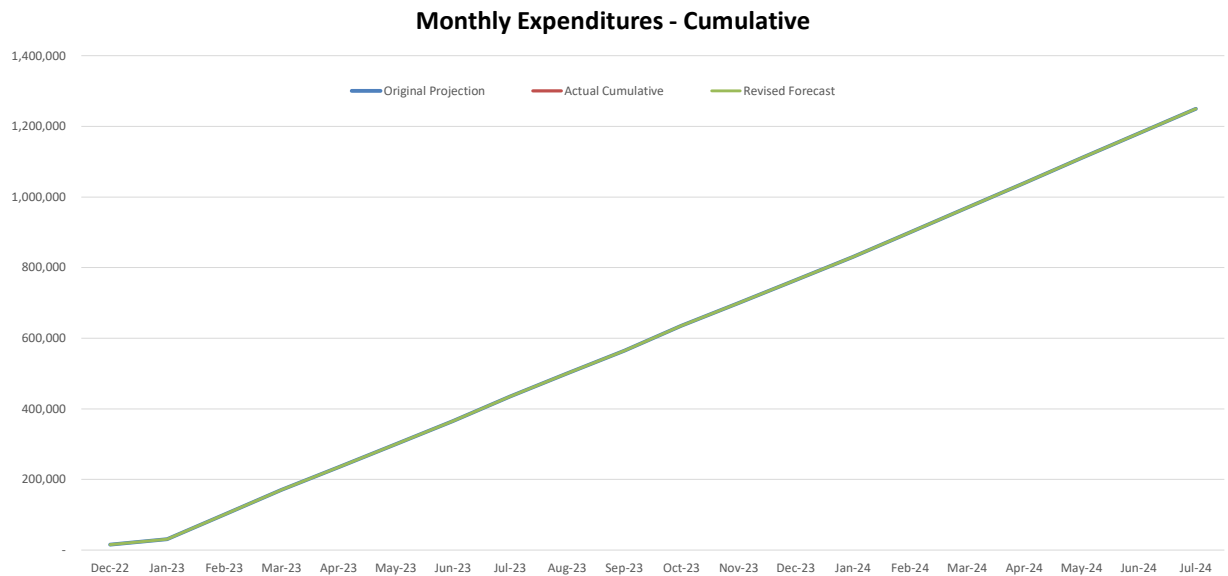


Agawam High School - Agawam, MA

December 31, 2022

Cumulative Cash Flow

| Date          | Original Projection | Actual Cumulative | Revised Forecast    |
|---------------|---------------------|-------------------|---------------------|
| Dec-22        | 15,000              | \$ 15,000         | \$ 15,000           |
| Jan-23        | 30,000              |                   | \$ 30,000           |
| Feb-23        | 100,000             |                   | \$ 100,000          |
| Mar-23        | 170,000             |                   | \$ 170,000          |
| Apr-23        | 235,000             |                   | \$ 235,000          |
| May-23        | 300,000             |                   | \$ 300,000          |
| Jun-23        | 365,000             |                   | \$ 365,000          |
| Jul-23        | 435,000             |                   | \$ 435,000          |
| Aug-23        | 500,000             |                   | \$ 500,000          |
| Sep-23        | 565,000             |                   | \$ 565,000          |
| Oct-23        | 635,000             |                   | \$ 635,000          |
| Nov-23        | 700,000             |                   | \$ 700,000          |
| Dec-23        | 765,000             |                   | \$ 765,000          |
| Jan-24        | 830,000             |                   | \$ 830,000          |
| Feb-24        | 900,000             |                   | \$ 900,000          |
| Mar-24        | 970,000             |                   | \$ 970,000          |
| Apr-24        | 1,040,000           |                   | \$ 1,040,000        |
| May-24        | 1,110,000           |                   | \$ 1,110,000        |
| Jun-24        | 1,180,000           |                   | \$ 1,180,000        |
| Jul-24        | 1,250,000           |                   | \$ 1,250,000        |
| <b>Total:</b> | <b>\$ 1,250,000</b> | <b>\$ 15,000</b>  | <b>\$ 1,250,000</b> |





**DATE:** December 6, 2022

**SUBJECT:** Procurement Schedule, Designer RFS

**PROJECT:** Agawam High School Project  
Agawam, Massachusetts

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|                  |               |  |
|------------------|---------------|--|
| <b>Monday</b>    | <b>Nov 21</b> | <b>LEFTFIELD reached out to SDO re: MBE/WBE percentage goals</b>   |
| <b>Monday</b>    | <b>Nov 21</b> | <b>LEFTFIELD provides SDO with whatever information is requested to get the process started</b>  |
| <b>Wednesday</b> | <b>Dec 7</b>  | <b>LEFTFIELD gets DRAFT RFS to Town of Agawam by noon for review</b>   |
| <b>Monday</b>    | <b>Dec 12</b> | <b>SBC Meeting to designate Town of Agawam contact and/or approve RFS (if include SBC on review)</b>   |
| <b>Thursday</b>  | <b>Dec 15</b> | <b>LEFTFIELD sends DRAFT RFS to MSBA for review</b>  |
| <b>Thursday</b>  | <b>Dec 29</b> | <b>Town of Agawam submits notice to the <u>Central Register</u></b>  |
| <b>Thursday</b>  | <b>Dec 29</b> | <b>Town of Agawam submits notice to <u>COMMBUYS</u></b>  |
| <b>Thursday</b>  | <b>Dec 29</b> | <b>Town of Agawam emails legal notice to <u>Agawam Advertiser News</u></b>   |
| <b>Wednesday</b> | <b>Jan 4</b>  | <b>Town of Agawam posts RFP on <u><a href="https://www.agawam.ma.us/bids.aspx">https://www.agawam.ma.us/bids.aspx</a></u></b>  |
| <b>Wednesday</b> | <b>Jan 4</b>  | <b>Notice appears in the <u>Central Register</u></b>   |
| <b>Wednesday</b> | <b>Jan 4</b>  | <b>Notice appears in the <u>COMMBUYS</u></b>   |
| <b>Wednesday</b> | <b>Jan 4</b>  | <b>Notice appears in Agawam Advertiser News</b>  |
| <b>Monday</b>    | <b>Jan 9</b>  | <b>Site Visit for Agawam High School at 3:00 PM</b>  |
| <b>Tuesday</b>   | <b>Jan 10</b> | <b>Issue Addendum on Site Visit include handouts, attendee list and Q&amp;A to date</b>  |
| <b>Tuesday</b>   | <b>Jan 17</b> | <b>Questions, attention Jennifer Bonfiglio – <a href="mailto:jbonfiglio@agawam.ma.us">jbonfiglio@agawam.ma.us</a> and Linda Liporto – <a href="mailto:lliporto@leftfieldpm.com">lliporto@leftfieldpm.com</a> , must be received by 5:00 pm</b> |

|                  |                 |  |
|------------------|-----------------|--|
| <b>Thursday</b>  | <b>Jan 19</b>   | <b>LEFTFIELD/Town of Agawam issues Addendum in response to questions, if any, for Town of Agawam to post by 12:00 noon on website, <a href="https://www.agawam.ma.us/bids.aspx">https://www.agawam.ma.us/bids.aspx</a></b> |
| <b>Wednesday</b> | <b>Feb 1</b>    | <b>Proposals, attention Jennifer Bonfiglio at Town of Agawam, 36 Main Street, Agawam, MA 01001, must be received by 2:00 pm</b>  |
| <b>Thursday</b>  | <b>Feb 9</b>    | <b>Proposals due to the MSBA</b>   |
| <b>Monday</b>    | <b>Feb 6</b>    | <b>Selection Committee meets to review Proposals</b>   |
| <b>Tuesday</b>   | <b>Feb 28</b>   | <b>DSP Proposal Review (Pending MSBA Confirmation)</b>   |
| <b>Tuesday</b>   | <b>March 14</b> | <b>DSP Interviews (Pending MSBA Confirmation)</b>  |

# MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer  
From: Linda Liporto, LeftField, LLC  
Date: January 11, 2023  
Re: Agawam High School - December 2022 Invoice Summary  
Cc: James Riefstahl, LeftField, LLC

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

| INVOICES (Payments) |                |           |  |  |                     |
|---------------------|----------------|-----------|--|--|---------------------|
| ProPay Code         | Vendor         | Invoice # | Budget Category                        | Description of Services                                | Invoice \$          |
| 0001-0000           | LeftField, LLC | 1         | OPM Feasibility Study/Schematic Design | FS Phase Project Management Services for December 2022 | \$ 15,000.00        |
|                     |                |           |  |  |                     |
|                     |                |           |  |  |                     |
|                     |                |           |  | <b>LEFTFIELD TOTAL</b>                                 | <b>\$ 15,000.00</b> |
|                     |                |           |  | <b>TOTAL:</b>  | <b>\$ 15,000.00</b> |

The invoices listed above are consistent with the 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 December 2022 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required January 12, 2023 deadline. All invoices above are included in the December 2022 Project Budget Report but can be revised if rejected by the Town of Agawam.

If you have any questions, please feel free to contact Linda Liporto, Owner's Project Manager, Leftfield, LLC.

Jennifer Bonfiglio  
Chief Procurement Officer  
Town of Agawam  
36 Main Street  
Agawam, MA 01001

Invoice Date: 12/31/22  
Invoice No.: 1

FOR: Owner's Project Management Services for MSBA Core Project  
Agawam High School - 760 Cooper Street, Agawam, MA 01001

**Professional Services from December 1, 2022 to December 31, 2022**

| <b>OPM Services</b>  |                  |
|--|------------------|
| Owner's Project Management Services for the month of December 2022 | \$ 15,000        |
| <b>Total Labor:</b>  | <b>\$ 15,000</b> |

| <b>Reimbursable Expenses</b> |             |
|------------------------------|-------------|
|                              | \$ -        |
| <b>Total Expenses:</b>       | <b>\$ -</b> |

**Total this Invoice: \$ 15,000**

| <b>Contract Status</b>       | <b>Budget</b>     | <b>Previous</b> | <b>Current</b>   | <b>Total To Date</b> | <b>Balance</b>    |
|------------------------------|-------------------|-----------------|------------------|----------------------|-------------------|
| FS/SD Phase                  | \$ 350,000        | \$ -            | \$ 15,000        | \$ 15,000            | \$ 335,000        |
| OPM Services Total:          |                   |                 |                  |                      |                   |
| Reimbursable Expenses Total: |                   |                 |                  |                      |                   |
| <b>Total Contract:</b>       | <b>\$ 350,000</b> | <b>\$ -</b>     | <b>\$ 15,000</b> | <b>\$ 15,000</b>     | <b>\$ 335,000</b> |

**Please Remit Payment To:**  
LeftField, LLC  
PO Box 307  
Hingham, MA 02043