

AGAWAM HIGH SCHOOL

Agawam, MA



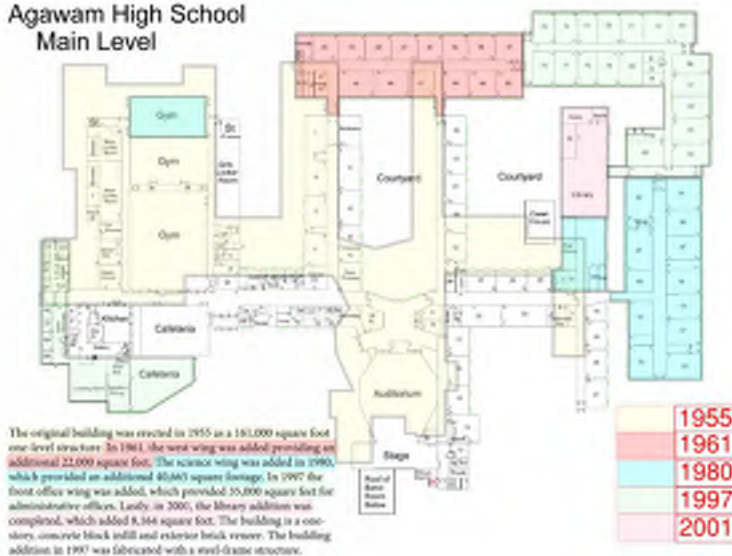
OPM Monthly Project Update Report

January 2023

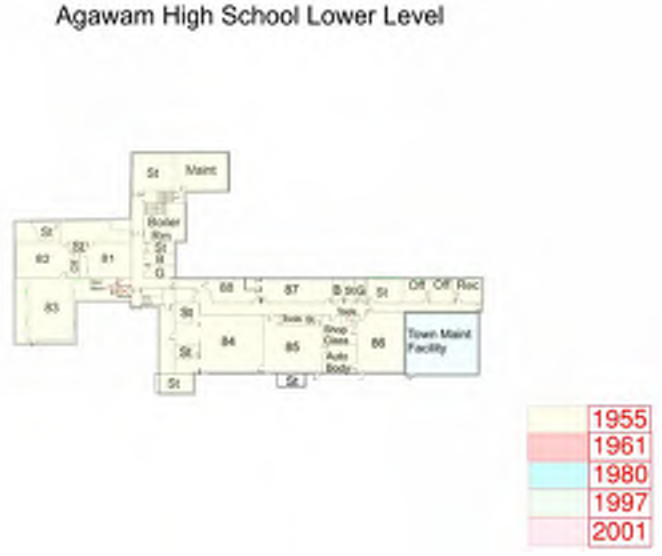
FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Designer Procurement was the main focus during the month of January. The designer RFS was completed and approved by the MSBA and published on 1/4/23 at Central Register, COMMBUYS, Agawam Newspaper and the Town of Agawam website. The project team held a site visit at the existing high school on Monday January 9th at 3pm. A total of 13 people attended from various design firms and sub consultant firms. 6 people from the Agawam team also attended the walkthrough to show the existing conditions, layout and to brief everyone on the details of previous renovations.

Agawam High School Main Level



Agawam High School Lower Level



The designer RFS was requested by 33 design and sub consultant firms, and an addendum was issued on January 10, 2023 to show the names of firms that had requested the RFS as well as a list of the attendees at the walkthrough.

The proposals are due on February 1, 2023 at 2pm to the Town of Agawam. The proposed plan is then to have the selected Agawam members join the Designer Selection Panel and MSBA for the panel meeting on February 28, to discuss the received proposals and to rank them for future interviews.

I. TASKS COMPLETED THROUGH JANUARY 2023

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

- 1/4/23 Designer RFS advertised
- 1/6/23 Agawam HS project team meeting
- 1/9/23 Agawam HS site walkthrough
- 1/10/23 Agawam HS SBC meeting #2
- 1/20/23 Agawam HS project team meeting
- 1/27/23 Agawam HS project team meeting

II. TASKS PLANNED FOR FEBRUARY 2023

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

- 02/01/23 Designer Proposals are due
- 02/09/23 Designer proposals received are sent to the MSBA
- 02/10/23 Agawam HS project team meeting
- 02/14/23 Agawam High School SBC meeting #3
- 02/17/23 Designer proposal review with Agawam's DSP members
- 02/21/23 Designer & subconsultant matrix/reference checklist due to MSBA
- 02/24/23 Agawam HS project team meeting
- 02/28/23 MSBA DSP meeting #1

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 January 31, 2023.

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 10, 2023.

VI. ATTACHMENTS

MSBA Online OPM Report, Dated January 31, 2023
Total Project Budget Status Report, dated January 31, 2023
Monthly and Cumulative Cash Flow Reports, dated January 31, 2023
Preliminary Project Schedule, dated January 31, 2023
Designer Procurement Schedule, dated January 31, 2023

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)	\$30,000
General Contractor Contact Name		Project Completion Percentage	2%

OPM Leftfield, LLC

Progress Report as of Date 1/31/2023

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)	\$15,000
Invoices Received (Reporting Period)	\$15,000
Contract Amount Remaining	\$320,000

OPM Activities (Reporting Period)	-1/4/23 Designer RFS advertised -1/6/23 Agawam HS project team meeting -1/9/23 Agawam HS site walkthrough -1/10/23 Agawam HS SBC meeting #2 -1/20/23 Agawam HS project team meeting -1/27/23 Agawam HS project team meeting
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Project Budget Status Refer to attached Total Budget Report and Cash Flow Charts, dated January 31, 2023.

MSBA Closeout Status

Potential Issues

DESIGNER

Progress Report as of Date 1/31/2023

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 1/31/2023
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<u>Contract Summary</u>	<u>Payment Summary</u>
Original Contract Amount (including CM-At-Risk Amendments)	Total Contract Amount
Change Orders (to Date)	Invoices Paid (to Date)
Value of Change Orders (to Date)	Invoices Received (Reporting Period)
Total Contract Amount	Contract Amount Remaining
Procurement Type	
Change Orders as Percentage of Original Contract Amount	
Pending Change Orders	
Change Order Status	

<u>MBE/WBE</u>	<u>Workforce Participation</u>
MBE Percentage	Total Hours
MBE Actual	Minority Hours
WBE Percentage	Minority Percentage
WBE Actual	Minority Workforce Participation
	Female Hours
	Female Percentage
	Female Workforce Participation

<u>Schedule Assessment</u>
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

February 2, 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
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 350,000		\$ 350,000	\$ 350,000	100%	\$ 30,000.0	9%	\$ 320,000	\$ -	
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	
	SUB-TOTAL	\$ 1,250,000	\$ -	\$ 1,250,000	\$ 350,000	28%	\$ 30,000	2.4%	\$ 320,000	\$ 900,000	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 350,000	28%	\$ 30,000	2%	\$ 1,220,000	\$ 900,000	
FUNDING SOURCES											
	Maximum State Share	\$ 748,000	60%								
	Local Share	\$ 502,000	40%								
	SUB-TOTAL	\$ 1,250,000	100%								
CONSTRUCTION COST ESTIMATES											
	Date	Estimator	Amount	SF	Cost/SF						
	Designer FS Cost Estimate										
	Designer SD Cost Estimate										
	OPM SD Cost Estimate										
	PFA Budget										

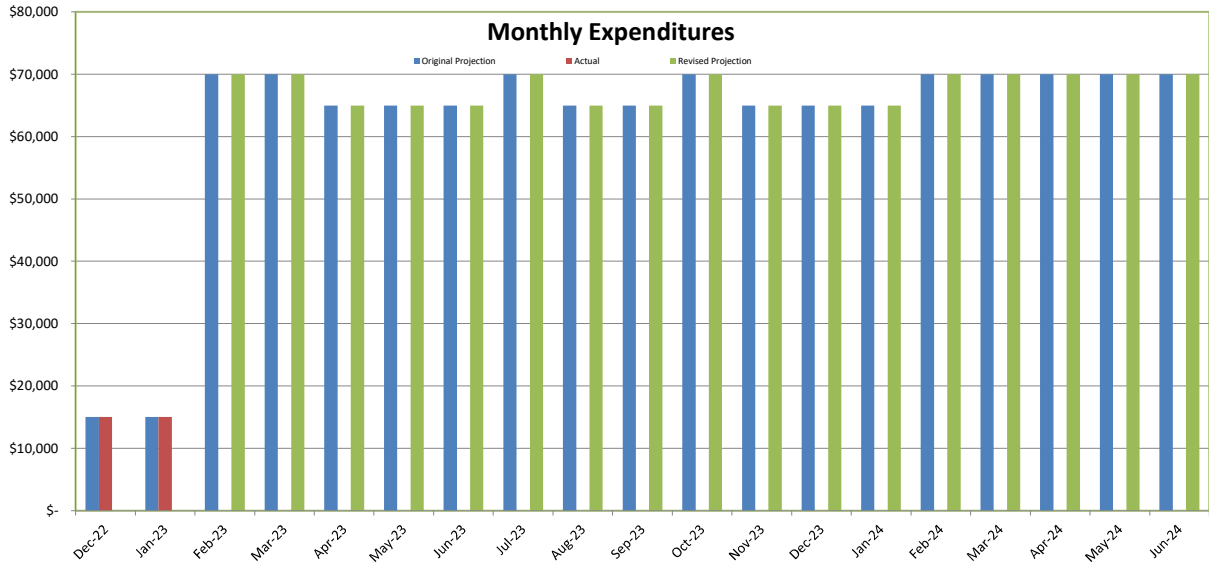
Feasibility Study Agreement Budget Transfers:

Agawam High School - Agawam, MA

January 31, 2023

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
Total:	\$ 1,250,000	\$ 30,000	\$ 1,220,000

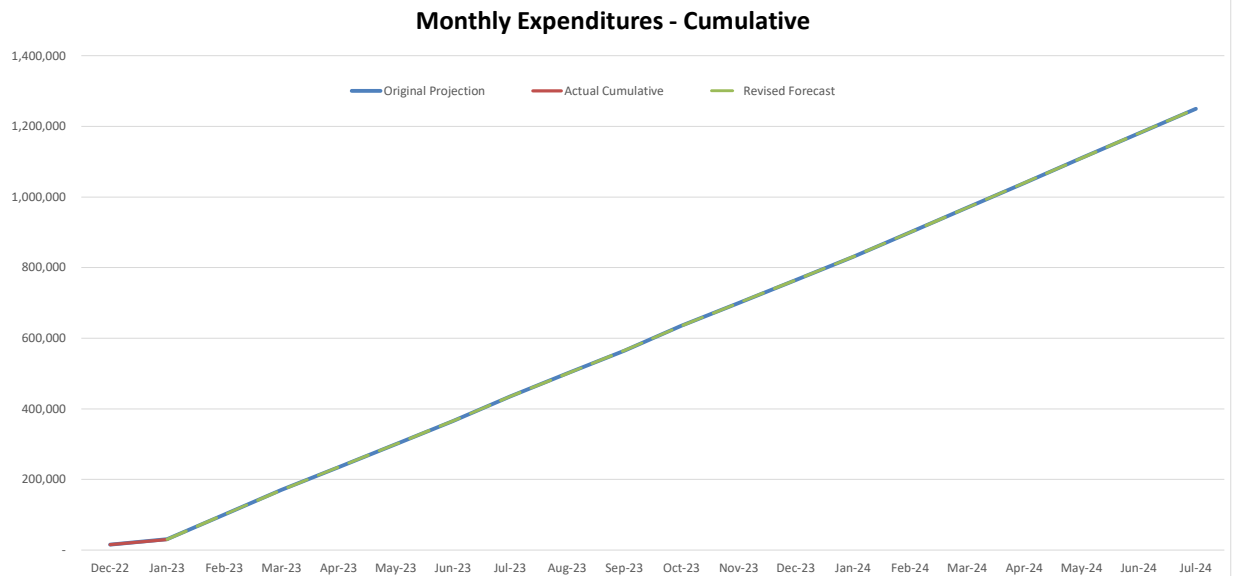


Agawam High School - Agawam, MA

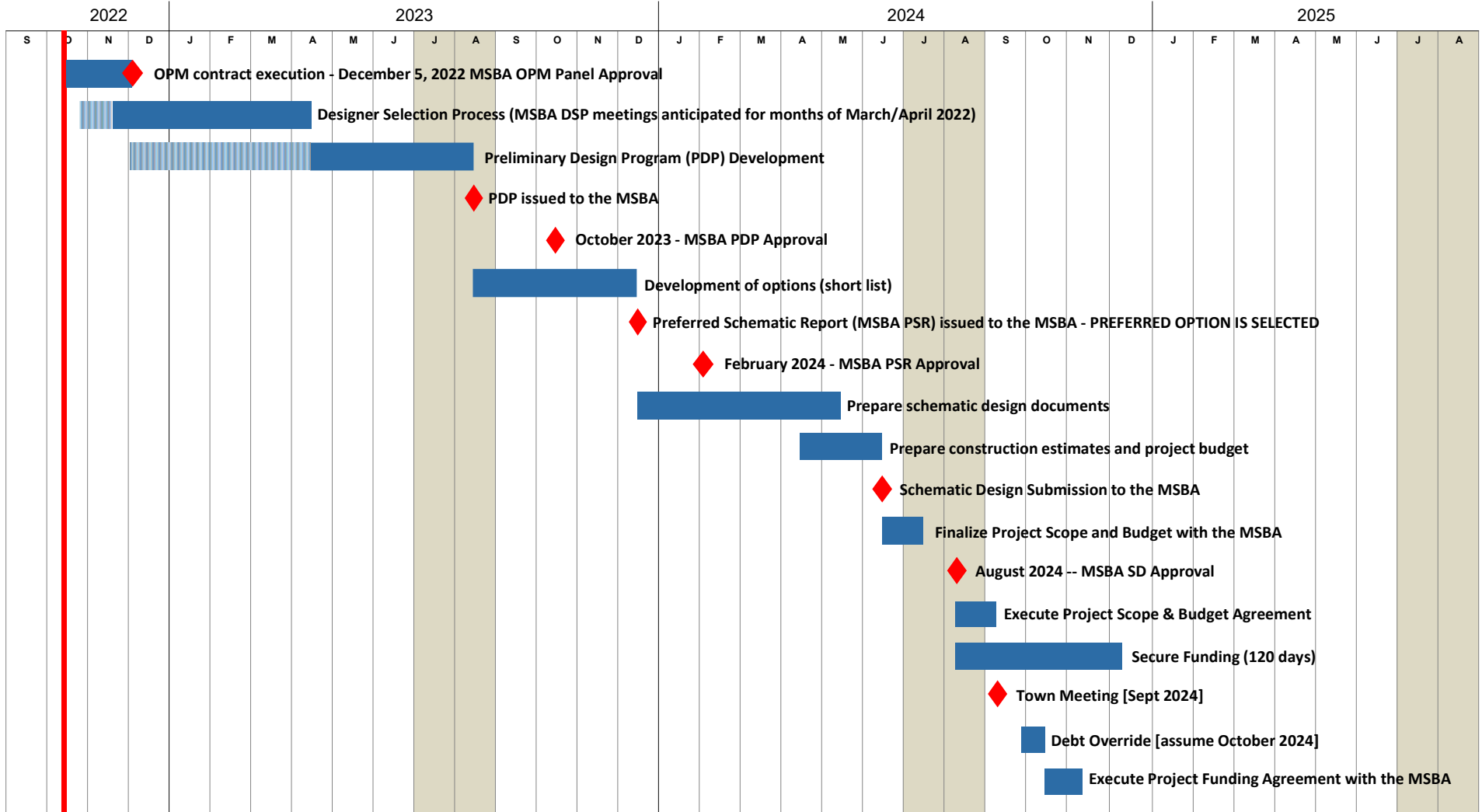
January 31, 2023

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-22	15,000	\$ 15,000	
Jan-23	30,000	\$ 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
Total:	\$ 1,250,000	\$ 15,000	\$ 1,250,000



AGAWAM HIGH SCHOOL
Preliminary Feasibility Phase Schedule
January 31, 2023



DATE: January 31, 2023

SUBJECT: Procurement Schedule, Designer RFS

PROJECT: Agawam High School Project
Agawam, Massachusetts

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

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

MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer
From: Linda Liporto, LeftField, LLC
Date: February 2, 2023
Re: Agawam High School - January 20223 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	2	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for January 2023	\$ 15,000.00
				LEFTFIELD TOTAL	\$ 15,000.00
				TOTAL:	\$ 15,000.00

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 January 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required February 12, 2023 deadline. All invoices above are included in the January 2023 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: 01/31/23
Invoice No.: 2

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

Professional Services from January 1, 2023 to January 31, 2023

OPM Services	
Owner's Project Management Services for the month of January 2023	\$ 15,000
Total Labor:	\$ 15,000

Reimbursable Expenses	
	\$ -
Total Expenses:	\$ -

Total this Invoice: \$ 15,000

Contract Status	Budget	Previous	Current	Total To Date	Balance
FS/SD Phase	\$ 350,000	\$ 15,000.00	\$ 15,000	\$ 30,000	\$ 320,000
OPM Services Total:					
Reimbursable Expenses Total:					
Total Contract:	\$ 350,000	\$ 15,000	\$ 15,000	\$ 30,000	\$ 320,000

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