

**AGAWAM HIGH SCHOOL**

**Agawam, MA**



**OPM Monthly Project Update Report**

**February 2023**

<b>FS</b>	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Designer Procurement continued to be the main focus during the month of February. The designer proposals were due on February 1, 2023 at 2pm to the Town of Agawam. Three firms submitted proposals for the project – JCJ Architecture, Caolo & Bieniek and Flansburgh Architects. It was communicated to the MSBA that the Town of Agawam would proceed with the selection of a designer with just the three submissions and not to re-advertise. The firms that submitted proposals were all capable, experienced firms and the Town of Agawam would be happy to work with either firm. On February 17<sup>th</sup> the Project Team met with Agawam's Three DSP Committee members to review the proposals and gain insight to the upcoming DSP Panel process and expectations.

On February 28<sup>th</sup> the DSP held the first meeting to review the proposals that were received, and it was decided to invite all three firms to interview at the next DSP meeting on March 14<sup>th</sup>.

## **I. TASKS COMPLETED THROUGH FEBRUARY 2023**

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

- 02/03/23 Agawam HS project team meeting
- 02/10/23 Agawam HS project team meeting
- 02/14/23 Agawam HS SBC meeting #3
- 02/17/23 Agawam's DSP Committee Member Meeting
- 02/21/23 Designer & subconsultant matrix/reference checklist submitted to MSBA
- 02/24/23 Agawam HS project team meeting
- 02/28/23 MSBA DSP Panel Meeting #1

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

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

- 03/03/23 Agawam HS project team meeting
- 03/10/23 Agawam HS project team meeting
- 03/14/23 MSBA DSP meeting #2 With Designer Interviews
- 03/17/23 Agawam HS project team meeting
- 03/24/23 Agawam HS project team meeting
- 03/27/23 Agawam High School SBC meeting #4
- 03/31/23 Agawam HS project team meeting

### **III. PROJECT BUDGET OVERVIEW**

Expenditures against the budget totaled \$20,263 this month, which consisted of OPM fees for LeftField and Design RFS advertising fees for the Feasibility Study Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated February 28, 2023.

### **IV. PROJECT SCHEDULE OVERVIEW**

The Agwam 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 are being posted to the website as well. The website is <https://agawamhsproject.com/>

## **VI. ATTACHMENTS**

MSBA Online OPM Report, Dated February 28, 2023

Total Project Budget Status Report, dated February 28, 2023

Monthly and Cumulative Cash Flow Reports, dated February 28, 2023

Preliminary Project Schedule, dated February 28, 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)	\$50,611
General Contractor Contact Name		Project Completion Percentage	4%

**OPM** Leftfield, LLC

Progress Report as of Date 2/28/2023

**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)	\$30,000
Invoices Received (Reporting Period)	\$20,000
Contract Amount Remaining	\$300,000

OPM Activities (Reporting Period)	-02/03/23 Agawam HS project team meeting -02/10/23 Agawam HS project team meeting -02/14/23 Agawam HS SBC meeting #3 -02/17/23 Agawam's DSP Committee Member Meeting -02/21/23 Designer & subconsultant matrix/reference checklist submitted to MSBA -02/24/23 Agawam HS project team meeting -02/28/23 MSBA DSP Panel Meeting #1
Project Budget Status	Refer to attached Total Budget Report and Cash Flow Charts, dated February 28, 2023.
MSBA Closeout Status	
Potential Issues	

**DESIGNER**

Progress Report as of Date 2/28/2023

**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	

<b>GENERAL CONTRACTOR</b>	<b>Progress Report as of Date 2/28/2023</b>
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<b><u>Contract Summary</u></b>	<b><u>Payment Summary</u></b>
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	

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

<b><u>Schedule Assessment</u></b>
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

March 9, 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%	\$ 50,000.0	14%	\$ 300,000	\$ -	
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	\$ 611	0%	\$ 611	1%	\$ -	\$ 52,539	
	<b>SUB-TOTAL</b>	<b>\$ 1,250,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 350,611</b>	<b>28%</b>	<b>\$ 50,611</b>	<b>4.0%</b>	<b>\$ 300,000</b>	<b>\$ 899,389</b>	
<b>TOTAL PROJECT BUDGET</b>		<b>\$ 1,250,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 350,611</b>	<b>28%</b>	<b>\$ 50,611</b>	<b>4%</b>	<b>\$ 1,199,389</b>	<b>\$ 899,389</b>	
<b>FUNDING SOURCES</b>											
	Maximum State Share	\$ 748,000		59.84%							
	Local Share	\$ 502,000		40.16%							
	<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:*

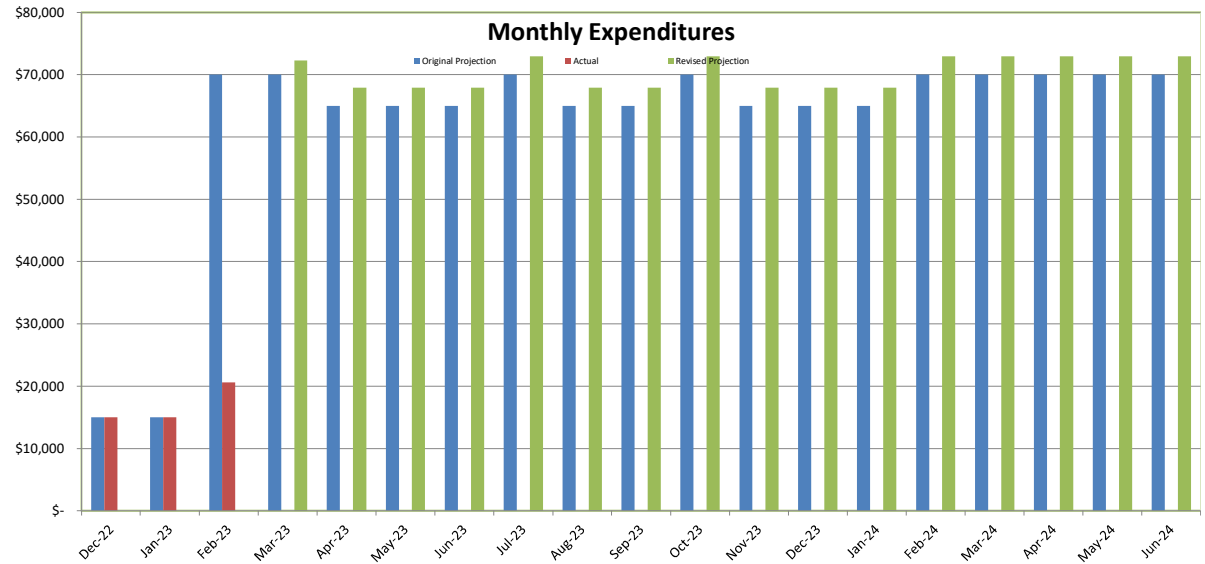


Agawam High School - Agawam, MA

February 28, 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	\$ 20,611	
Mar-23	\$ 70,000		\$ 72,330
Apr-23	\$ 65,000		\$ 67,941
May-23	\$ 65,000		\$ 67,941
Jun-23	\$ 65,000		\$ 67,941
Jul-23	\$ 70,000		\$ 72,941
Aug-23	\$ 65,000		\$ 67,941
Sep-23	\$ 65,000		\$ 67,941
Oct-23	\$ 70,000		\$ 72,941
Nov-23	\$ 65,000		\$ 67,941
Dec-23	\$ 65,000		\$ 67,941
Jan-24	\$ 65,000		\$ 67,941
Feb-24	\$ 70,000		\$ 72,941
Mar-24	\$ 70,000		\$ 72,941
Apr-24	\$ 70,000		\$ 72,941
May-24	\$ 70,000		\$ 72,941
Jun-24	\$ 70,000		\$ 72,941
Jul-24	\$ 70,000		\$ 72,941
<b>Total:</b>	<b>\$ 1,250,000</b>	<b>\$ 50,611</b>	<b>\$ 1,199,389</b>

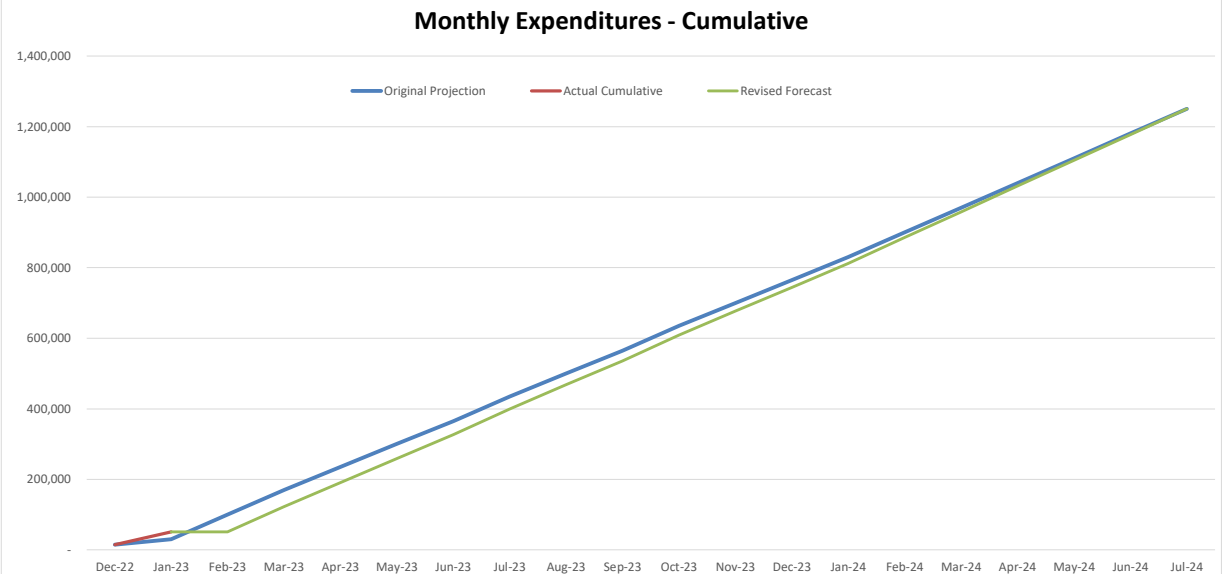


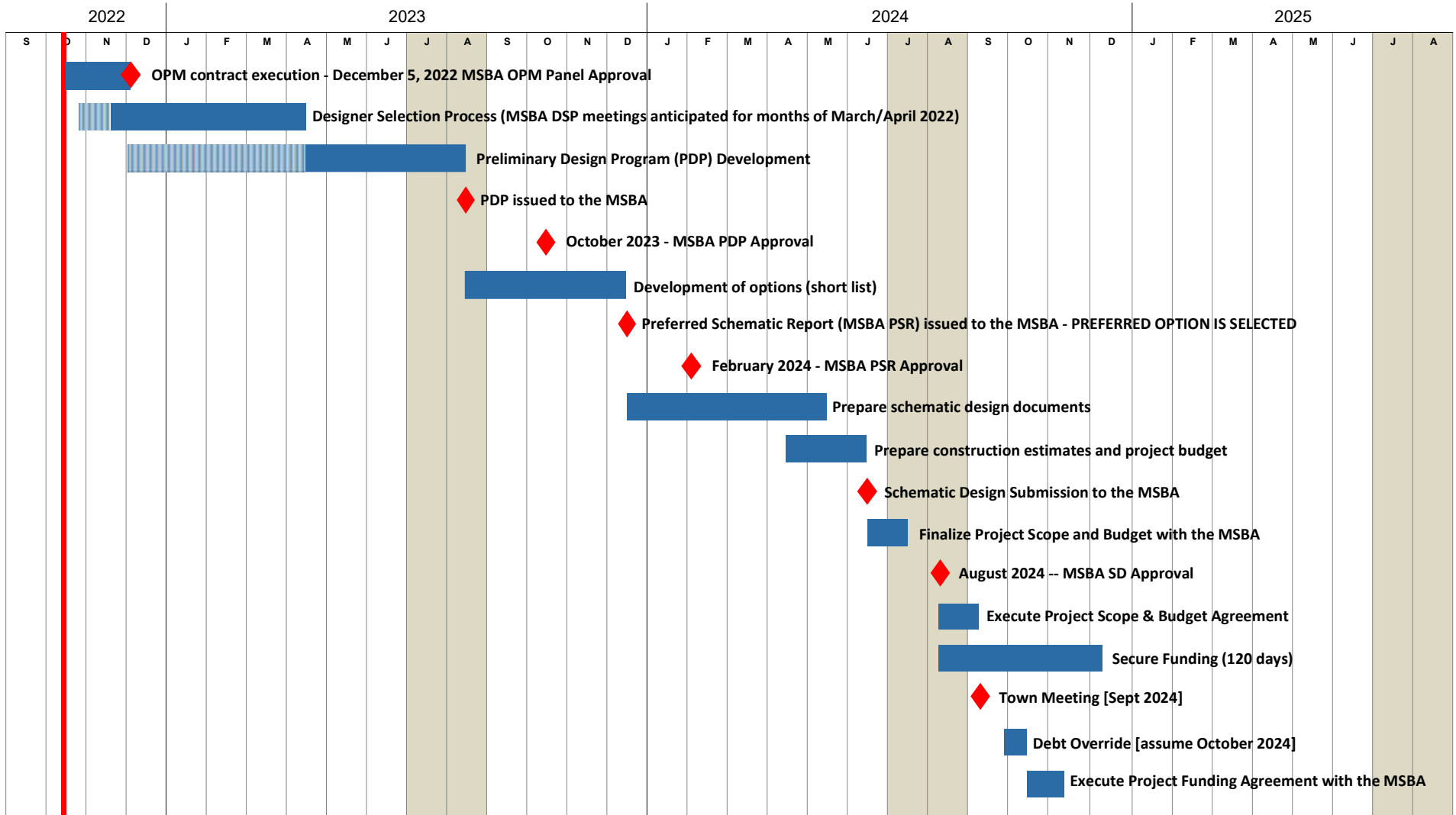
Agawam High School - Agawam, MA

February 28, 2023

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-22	15,000	\$ 15,000	
Jan-23	30,000	\$ 50,611	\$ 50,611
Feb-23	100,000		\$ 50,611
Mar-23	170,000		\$ 122,941
Apr-23	235,000		\$ 190,882
May-23	300,000		\$ 258,824
Jun-23	365,000		\$ 326,765
Jul-23	435,000		\$ 399,706
Aug-23	500,000		\$ 467,647
Sep-23	565,000		\$ 535,588
Oct-23	635,000		\$ 608,529
Nov-23	700,000		\$ 676,471
Dec-23	765,000		\$ 744,412
Jan-24	830,000		\$ 812,353
Feb-24	900,000		\$ 885,294
Mar-24	970,000		\$ 958,235
Apr-24	1,040,000		\$ 1,031,176
May-24	1,110,000		\$ 1,104,118
Jun-24	1,180,000		\$ 1,177,059
Jul-24	1,250,000		\$ 1,250,000
<b>Total:</b>	<b>\$ 1,250,000</b>	<b>\$ 50,611</b>	<b>\$ 1,250,000</b>





# MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer  
 From: Linda Liporto, LeftField, LLC  
 Date: March 9, 2023  
 Re: Agawam High School - February 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	3	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for February 2023	\$ 20,000.00
0004-0000	The Republican Newspaper	1	OPM Feasibility Study/Schematic Design	Legal Advertisement - The Republican Newspaper	\$ 262.85
0004-0000	Turley Publications, Inc.	52304	OPM Feasibility Study/Schematic Design	Legal Advertisement - Turley Publications, Inc.	\$ 348.40
<b>LEFTFIELD TOTAL</b>					<b>\$ 20,611.25</b>
<b>TOTAL:</b>					<b>\$ 20,611.25</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 January 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required March 12, 2023 deadline. All invoices above are included in the February 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.



THE RIGHT CHOICE IN PROJECT MANAGEMENT

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

Invoice Date: 02/28/23  
 Invoice No.: 3

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

**Professional Services from February 1, 2023 to February 28, 2023**

<b>OPM Services</b>	
Owner's Project Management Services for the month of February 2023	\$ 20,000
<b>Total Labor:</b>	<b>\$ 20,000</b>

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

**Total this Invoice: \$ 20,000**

<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	\$ 30,000.00	\$ 20,000	\$ 50,000	\$ 300,000
OPM Services Total:					
Reimbursable Expenses Total:					
<b>Total Contract:</b>	<b>\$ 350,000</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ 300,000</b>

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

# The Republican.

**SEND PAYMENTS TO:**

The Republican  
 Post Office  
 P. O. Box 5310  
 New York, NY 10087-5310

Billing Period		Advertiser / Client Name	
08/01/2022 - 08/31/2022		Agawam Building Maintenance	
Billing Date	Advertiser Account #	Customer Account #	
08/31/2022	4139990506AGAW	4139990506AGAW	
Total Amount Due	* Unapplied Amount	Terms of Payment	Page
\$262.85	\$0.00	Upon Receipt	1
Current Period	30 Days	60 Days	90 Days
\$262.85	\$0.00	\$0.00	\$0.00

Advertising Invoice and Statement

**Payment Terms: Due Upon Receipt**

Agawam Building Maintenance  
 1347 Main Street  
 Attn Chirs Sparks  
 Agawam, MA 01001 USA

Amount Paid : \$ \_\_\_\_\_ . \_\_\_\_\_ Check # : \_\_\_\_\_ Amount to Pay : **\$262.85**

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Date	Ad# - Trans#	PO/Description	Rate Info	Size/Quantity	Amount
7/31/2022		Balance Forward			\$0.00
8/26/2022	0003175205	Legal Ad re Agawam High School The Town of Agawam is s	9.62	1 x 27 Li	262.85
<b>Amount to Pay :</b>					<b>\$262.85</b>

# The Republican.

1860 Main Street  
 Springfield, MA 01101

ADVERTISING BILLING:  
 BILLING@REPUBLIC.COM

RETAIL ADV.: (413) 788-1250  
 CLASSIFIED ADV.: (413) 788-1234  
 CIRCULATION: (413) 788-1100

Billing Period		Advertiser / Client Name	
08/01/2022 - 08/31/2022		Agawam Building Maintenance	
Billing Date	Advertiser Account #	Customer Account #	
08/31/2022	4139990506AGAW	4139990506AGAW	
Total Amount Due	* Unapplied Amount	Terms of Payment	Page
\$262.85	\$0.00	Upon Receipt	1
Current Period	30 Days	60 Days	90 Days
\$262.85	\$0.00	\$0.00	\$0.00

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



24 WATER STREET  
PALMER, MA 01069

# Invoice

Bill To
TOWN OF AGAWAM CHIEF PROCUREMENT OFFICER 36 MAIN ST AGAWAM, MA 01001

Date	Invoice #
1/6/2023	52304

Account #	Rep
70622	JJ

P.O. No.	Terms
	.Net 15

Phone #	Fax #
4132838393	4132891977

Description	Class	Amount
LEGAL NOTICE - 1X16.75 RFS DESIGNER SERVICES AGAWAM HIGH SCHOOL  PAGE 9- 01/05/23	AGAWAM LEGAL	\$348.40
		Payments/Credits \$0.00
YOUR COMMUNITY NEWSPAPERS: Agawam Advertiser News, Barre Gazette, Belchertown Sentinel, Chicopee Register, Country Journal, Holyoke Sun, Ludlow Register, Journal Register, Quaboag Current, Shopping Guide, Town Reminder, Ware River News, Wilbraham Hampden Times		<b>Balance Due</b> \$348.40