

AGAWAM HIGH SCHOOL

Agawam, MA



OPM Monthly Project Update Report

April 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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After the Flansburgh team was introduced to the SBC committee on March 27th, the project team got started on the Feasibility Study for the Agawam high School project. During the April school vacation week, a team of consultants spent time on documenting the existing conditions of the building and collected existing drawings and plans for the school.

The project team also got started on the Educational Programming with Mike Pirollo, the Educational Planner, and also met with the leadership team and got started on filling out the Space Summary form with information on the existing program.

I. TASKS COMPLETED THROUGH APRIL 2023

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

- 04/06/23 Agawam HS project team meeting
- 04/14/23 Agawam HS project team meeting
- 04/19/23 MSBA Kick Off meeting with Agawam & the project team
- 04/21/23 Agawam HS project team meeting
- 04/27/23 Agawam HS Educational Leadership Meeting
- 04/28/23 Agawam HS project team meeting

II. TASKS PLANNED FOR MAY 2023

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

- 05/04/23 Agawam HS Educational Visioning Kick Off meeting
- 05/04/23 Agawam HS School Department Leaders meeting
- 05/05/23 Agawam HS project team meeting
- 05/08/23 Agawam High School SBC meeting #5
- 05/11/23 Agawam HS Educational Leadership Meeting
- 05/12/23 Agawam HS project team meeting
- 05/18/23 Agawam HS Educational Visioning meeting #2
- 05/19/23 Agawam HS project team meeting
- 05/22/23 Agawam High School SBC meeting #6
- 05/25/23 Agawam HS Educational Visioning meeting #3
- 05/26/23 Agawam HS project team meeting

III. PROJECT BUDGET OVERVIEW

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

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated April 30, 2023.

IV. PROJECT SCHEDULE OVERVIEW

The Agawam High School Project has now moved into Module 3 – the Feasibility Study, which will be followed by Module 4 – Schematic Design, and then 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.

Now that the 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 is 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.

The website is <https://agawamhsproject.com/>

VI. ATTACHMENTS

MSBA Online OPM Report, Dated April 30, 2023
Total Project Budget Status Report, dated April 30, 2023
Monthly and Cumulative Cash Flow Reports, dated April 30, 2023
Preliminary Project Schedule, dated April 30, 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)	\$1,250,000
Designer Firm Name	Flansburgh Associates, Inc.	Encumbered (Reporting Period)	\$0
Principal	Kent Kovacs	Encumbered (to Date)	\$1,035,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$85,611
General Contractor Contact Name		Project Completion Percentage	7%

OPM Leftfield, LLC

Progress Report as of Date 4/30/2023

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)	\$70,000
Invoices Received (Reporting Period)	\$15,000
Contract Amount Remaining	\$265,000

OPM Activities (Reporting Period)	04/06/23 Agawam HS project team meeting 04/14/23 Agawam HS project team meeting 04/19/23 MSBA Kick Off meeting with Agawam & the project team 04/21/23 Agawam HS project team meeting 04/27/23 Agawam HS Educational Leadership Meeting 04/28/23 Agawam HS project team meeting
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Project Budget Status Reference attached total budget report and cash flow charts, dated April 30, 2023

MSBA Closeout Status

Potential Issues

DESIGNER Flansburgh Associates, Inc.

Progress Report as of Date 4/30/2023

Contract Summary

Original Contract Amount	\$685,000
Contract Amendments (to Date)	0
Value of Contract Amendments (to Date)	\$0
Total Contract Amount	\$685,000
Contract Amendments as Percentage of Original Contract Amount	0.0%

Payment Summary

Total Contract Amount	\$685,000
Invoices Paid (to Date)	\$0
Invoices Received (Reporting Period)	\$0
Contract Amount Remaining	\$685,000

MBE/WBE

MBE Percentage	6.6%
MBE Actual	7.8%
WBE Percentage	15.0%
WBE Actual	28.0%

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)	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	Feasibility Study	Phase Scheduled Completion Date	10/26/2023
Designer Activities (Reporting Period)	04/06/23 Agawam HS project team meeting 04/14/23 Agawam HS project team meeting 04/19/23 MSBA Kick Off meeting with Agawam & the project team 04/21/23 Agawam HS project team meeting 04/27/23 Agawam HS Educational Leadership Meeting 04/28/23 Agawam HS project team meeting		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status	No assignment yet.		

GENERAL CONTRACTOR

Progress Report as of Date 4/30/2023

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

May 9, 2023

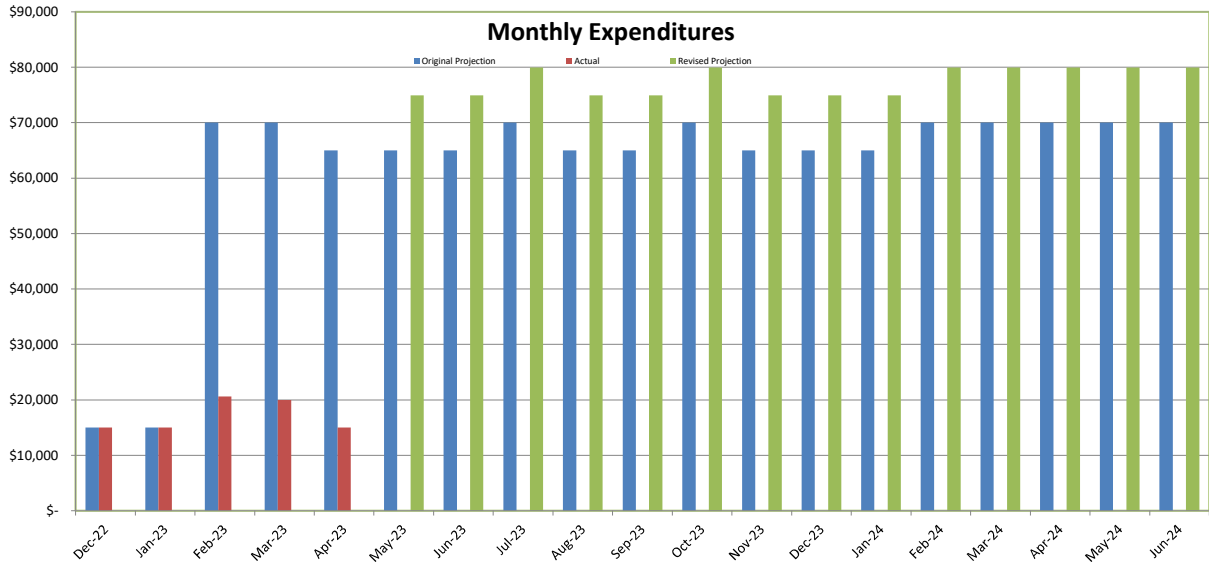
Date

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
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 365,000	\$ (15,000)	\$ 350,000	\$ 350,000	100%	\$ 85,000.0	24%	\$ 265,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ -	0%	\$ 685,000	\$ -	
0003-0000	Environmental & Site	\$ 130,000	\$ (30,000)	\$ 100,000	\$ 100,000	100%	\$ -	0%	\$ 100,000	\$ -	
0004-0000	Other	\$ 15,000	\$ 100,000	\$ 115,000	\$ 611	1%	\$ 611	1%	\$ -	\$ 114,389	
	SUB-TOTAL	\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 85,611	6.8%	\$ 1,050,000	\$ 114,389	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 85,611	7%	\$ 1,164,389	\$ 114,389	
FUNDING SOURCES											
	Maximum State Share	\$ 748,000	59.84%								
	Local Share	\$ 502,000	40.16%								
	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										
<i>Feasibility Study Agreement Budget Transfers:</i>											

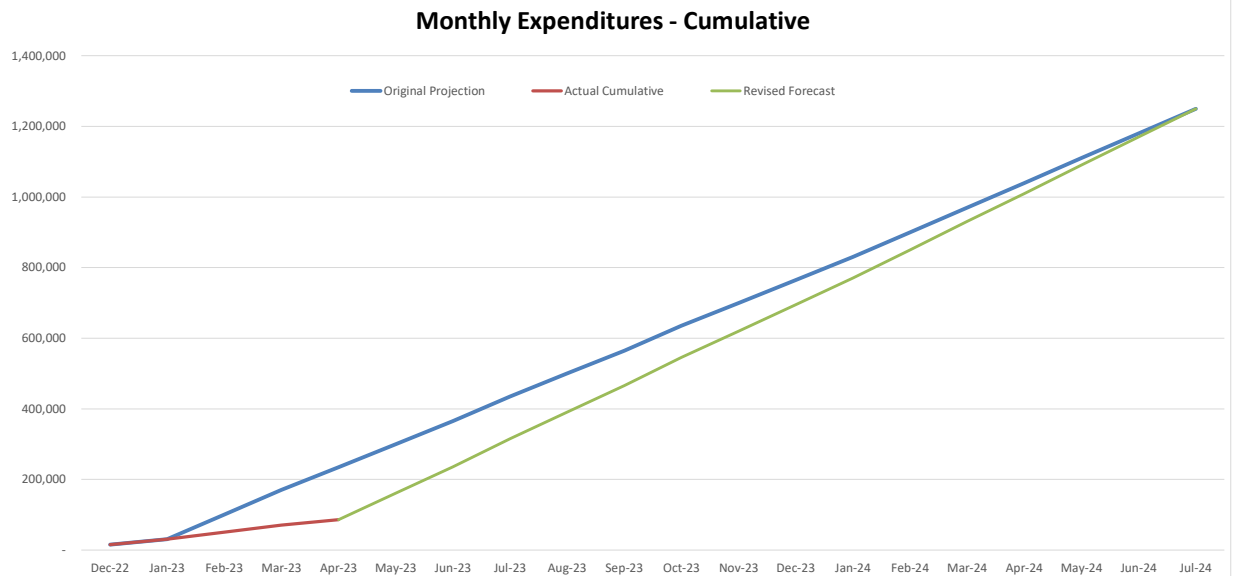
Monthly Cash Flow

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	\$ 20,000	
Apr-23	\$ 65,000	\$ 15,000	
May-23	\$ 65,000		\$ 74,959
Jun-23	\$ 65,000		\$ 74,959
Jul-23	\$ 70,000		\$ 79,959
Aug-23	\$ 65,000		\$ 74,959
Sep-23	\$ 65,000		\$ 74,959
Oct-23	\$ 70,000		\$ 79,959
Nov-23	\$ 65,000		\$ 74,959
Dec-23	\$ 65,000		\$ 74,959
Jan-24	\$ 65,000		\$ 74,959
Feb-24	\$ 70,000		\$ 79,959
Mar-24	\$ 70,000		\$ 79,959
Apr-24	\$ 70,000		\$ 79,959
May-24	\$ 70,000		\$ 79,959
Jun-24	\$ 70,000		\$ 79,959
Jul-24	\$ 70,000		\$ 79,959
Total:	\$ 1,250,000	\$ 85,611	\$ 1,164,389



Cumulative Cash Flow

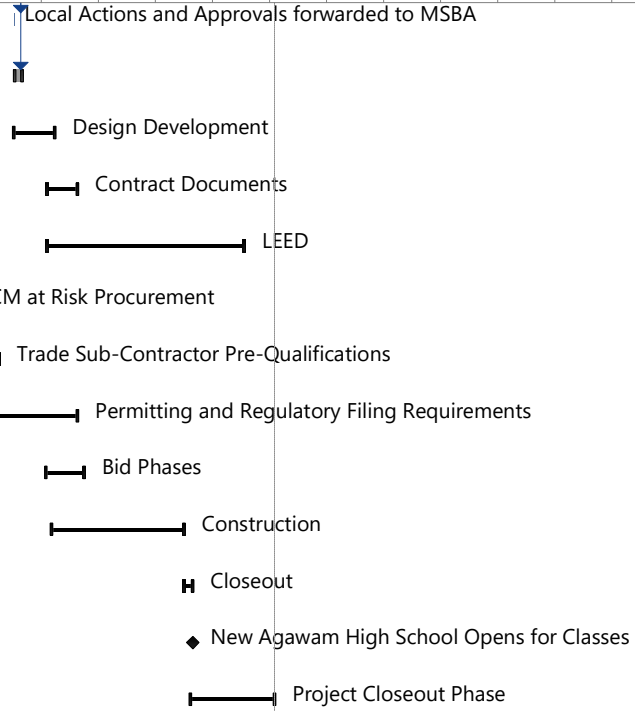
Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-22	15,000	\$ 15,000	
Jan-23	30,000	\$ 30,000	
Feb-23	100,000	\$ 50,611	
Mar-23	170,000	\$ 70,611	
Apr-23	235,000	\$ 85,611	\$ 85,611
May-23	300,000		\$ 160,571
Jun-23	365,000		\$ 235,530
Jul-23	435,000		\$ 315,489
Aug-23	500,000		\$ 390,448
Sep-23	565,000		\$ 465,408
Oct-23	635,000		\$ 545,367
Nov-23	700,000		\$ 620,326
Dec-23	765,000		\$ 695,285
Jan-24	830,000		\$ 770,245
Feb-24	900,000		\$ 850,204
Mar-24	970,000		\$ 930,163
Apr-24	1,040,000		\$ 1,010,122
May-24	1,110,000		\$ 1,090,082
Jun-24	1,180,000		\$ 1,170,041
Jul-24	1,250,000		\$ 1,250,000
Total:	\$ 1,250,000	\$ 70,611	\$ 1,250,000



AGAWAM HIGH SCHOOL - Preliminary Project Schedule

April 30, 2023

ID	Task Name	Start	Finish	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
51	Local Actions and Approvals forwarded to MSBA	Mon 7/8/24	Fri 7/12/24																
52	Project Funding Agreement	Mon 7/15/24	Fri 8/30/24																
53	Design Development	Mon 7/8/24	Wed 3/26/25																
62	Contract Documents	Thu 2/6/25	Tue 8/19/25																
76	LEED	Thu 2/6/25	Fri 7/21/28																
85	CM at Risk Procurement	Fri 6/30/23	Tue 10/10/23																
95	Trade Sub-Contractor Pre-Qualifications	Wed 10/11/23	Wed 4/3/24																
120	Permitting and Regulatory Filing Requirements	Tue 12/1/20	Tue 8/19/25																
136	Bid Phases	Thu 1/30/25	Wed 10/1/25																
139	Construction	Thu 3/6/25	Thu 7/1/27																
143	Closeout	Fri 7/2/27	Fri 8/27/27																
149	New Agawam High School Opens for Classes	Fri 8/27/27	Fri 8/27/27																
150	Project Closeout Phase	Fri 8/13/27	Wed 1/31/29																



MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer
From: Linda Liporto, LeftField, LLC
Date: May 9, 2023
Re: Agawam High School - April 2023 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	5	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for April 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 April 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required May 12, 2023 deadline. All invoices above are included in the April 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: 04/30/23
Invoice No.: 5

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

Professional Services from April 1, 2023 to April 30, 2023

OPM Services	
Owner's Project Management Services for the month of April 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	\$ 70,000.00	\$ 15,000	\$ 85,000	\$ 265,000
OPM Services Total:					
Reimbursable Expenses Total:					
Total Contract:	\$ 350,000	\$ 70,000	\$ 15,000	\$ 85,000	\$ 265,000

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