

AGAWAM HIGH SCHOOL

Agawam, MA



OPM Monthly Project Update Report

July 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of July, the project team continued to prepare documentation for the PD submission. A final version of the submission was prepared and reviewed at the SBC meeting on July 24th, and the submission package was sent to the MSBA on Friday, July 28th. The PDP submission was made with a total of 8 options for the project, the code upgrade, three new construction options, and four addition & renovation options. The educational programming and space planning was developed further, and during the upcoming months, the project team will continue to develop those plans, along with narrowing down the options to prepare for PSR submission on October 26, 2023.

On July 10, the project team also had the first of many working sessions with the City Council. During that session, an update was given as to what has been done so far on the project, timeframes for the upcoming submissions, a review of the 8 options, and discussions with the council on what the project would need, how it could impact the students and faculty, and what potentially would make sense with the goal of creating a fiscally responsible and educationally appropriate project.

I. TASKS COMPLETED THROUGH JULY 2023

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

- 07/06/23 Agawam HS Educational Leadership meeting
- 07/07/23 Agawam HS project team meeting
- 07/10/23 Agawam High School SBC meeting #8
- 07/10/23 City Council Working Session #1
- 07/14/23 Agawam HS project team meeting
- 07/19/23 Agawam High School SBC meeting #9
- 07/21/23 Agawam HS project team meeting
- 07/24/23 Agawam High School SBC meeting #10
- 07/28/23 Agawam HS project team meeting

II. TASKS PLANNED FOR AUGUST 2023

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

- 08/03/23 Agawam HS Educational Leadership meeting
- 08/04/23 Agawam HS project team meeting
- 08/14/23 Agawam High School SBC meeting #11
- 08/17/23 Agawam HS Educational Leadership meeting
- 08/18/23 Agawam HS project team meeting

- 08/25/23 Agawam HS project team meeting
- 08/28/23 Agawam High School SBC meeting #12
- 08/28/23 Agawam High School Community Forum #2
- 08/31/23 Agawam HS Educational Leadership meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$72,145 this month, which consisted of OPM fees for LeftField in the amount of \$20,000 and A/E fees for Flansburgh in the amount of \$52,145 for Feasibility Study Services.

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

The Project Team has begun 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 and the preferred option will be selected for the PSR submission. The PDP was submitted to the MSBA for their review and comment. From there, the team will now narrow the options down to one that is preferred. The Preferred Schematic Report (PSR), a report highlighting the site and solutions and outlining the process, is targeted for submission to the MSBA on October 26, 2023 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. DESIGNER AND CONTRACTOR MBE/WBE COMPLIANCE UPDATE

The Designer's goal for Minority Business Enterprise (MBE) participation is 6.6% and for Women Business Enterprise (WBE) participation is 15.0% to meet the required total of 21.6%

for the MBE/WBE participation goals. Based on the Designer subcontracts awarded for the Feasibility Study/Schematic Design Phase, the percentage of fee for MBE is 7.8% and WBE is 28.0%. The Workforce participation goals are currently set at 6.9% for women and 15.3% for minorities and through the month of July, Workforce Participation was 51.38% for women and 0% for minorities.

VI. 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/>

VII. ATTACHMENTS

MSBA Online OPM Report, Dated July 31, 2023

Total Project Budget Status Report, dated July 31, 2023

Monthly and Cumulative Cash Flow Reports, dated July 31, 2023

Preliminary Project Schedule, dated July 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)	\$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)	\$344,191
General Contractor Contact Name		Project Completion Percentage	28%

OPM Leftfield, LLC

Progress Report as of Date 7/31/2023

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)	\$115,000
Invoices Received (Reporting Period)	\$20,000
Contract Amount Remaining	\$215,000

OPM Activities (Reporting Period)	<ul style="list-style-type: none"> •07/06/23 Agawam HS Educational Leadership meeting •07/07/23 Agawam HS project team meeting •07/10/23 Agawam High School SBC meeting #8 •07/10/23 City Council Working Session #1 •07/14/23 Agawam HS project team meeting •07/19/23 Agawam High School SBC meeting #9 •07/21/23 Agawam HS project team meeting •07/24/23 Agawam High School SBC meeting #10 •07/28/23 Agawam HS project team meeting
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Project Budget Status Reference attached Total Budget Report and Cash Flow Charts dated July 31, 2023.

MSBA Closeout Status

Potential Issues

DESIGNER Flansburgh Associates, Inc.

Progress Report as of Date 7/31/2023

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)	\$156,435
Invoices Received (Reporting Period)	\$52,145
Contract Amount Remaining	\$476,420

MBE/WBE

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

Workforce Participation

Total Hours	218
Minority Hours	0
Minority Percentage	0.0%
Minority Workforce Participation	0.0%
Female Hours	112
Female Percentage	33.3%
Female Workforce Participation	51.4%

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)	
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Feasibility Study	Phase Scheduled Completion Date	10/26/2023
Designer Activities (Reporting Period)	<ul style="list-style-type: none"> •07/06/23 Agawam HS Educational Leadership meeting •07/07/23 Agawam HS project team meeting •07/10/23 Agawam High School SBC meeting #8 •07/10/23 City Council Working Session #1 •07/14/23 Agawam HS project team meeting •07/19/23 Agawam High School SBC meeting #9 •07/21/23 Agawam HS project team meeting •07/24/23 Agawam High School SBC meeting #10 •07/28/23 Agawam HS project team meeting 		

30 Day Look Ahead

Commissioning Consultant

Commissioning Consultant Status

GENERAL CONTRACTOR

Progress Report as of Date 7/31/2023

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

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

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

August 7, 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%	\$ 135,000.0	39%	\$ 215,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ 208,580.0	30%	\$ 476,420	\$ -	
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%	\$ 344,191	27.5%	\$ 791,420	\$ 114,389	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 344,191	28%	\$ 905,809	\$ 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										

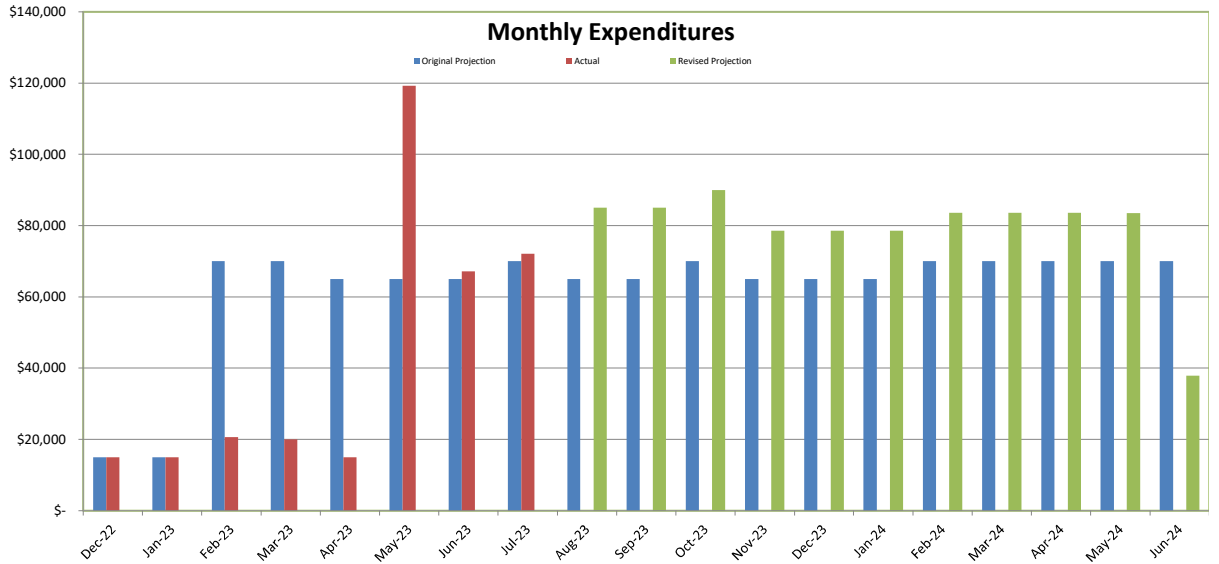
Feasibility Study Agreement Budget Transfers:

Agawam High School - Agawam, MA

July 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	\$ 20,611	
Mar-23	\$ 70,000	\$ 20,000	
Apr-23	\$ 65,000	\$ 15,000	
May-23	\$ 65,000	\$ 119,290	
Jun-23	\$ 65,000	\$ 67,145	
Jul-23	\$ 70,000	\$ 72,145	
Aug-23	\$ 65,000		\$ 85,011
Sep-23	\$ 65,000		\$ 85,011
Oct-23	\$ 70,000		\$ 89,996
Nov-23	\$ 65,000		\$ 78,581
Dec-23	\$ 65,000		\$ 78,581
Jan-24	\$ 65,000		\$ 78,581
Feb-24	\$ 70,000		\$ 83,581
Mar-24	\$ 70,000		\$ 83,581
Apr-24	\$ 70,000		\$ 83,581
May-24	\$ 70,000		\$ 83,576
Jun-24	\$ 70,000		\$ 37,866
Jul-24	\$ 70,000		\$ 37,866
Total:	\$ 1,250,000	\$ 344,191	\$ 905,809

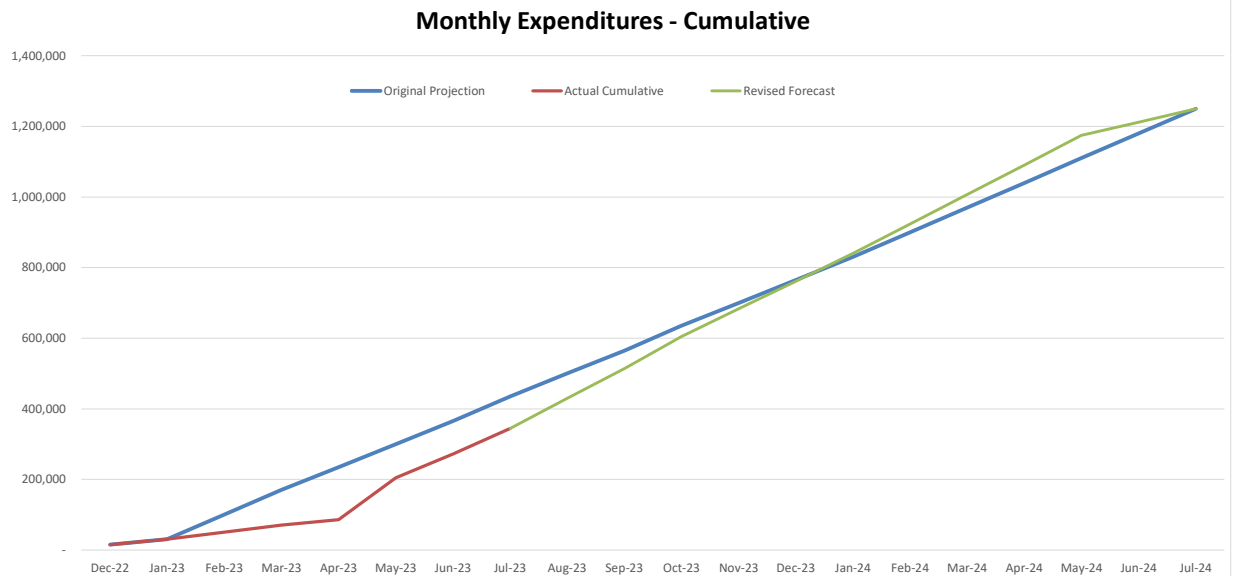


Agawam High School - Agawam, MA

July 31, 2023

Cumulative Cash Flow

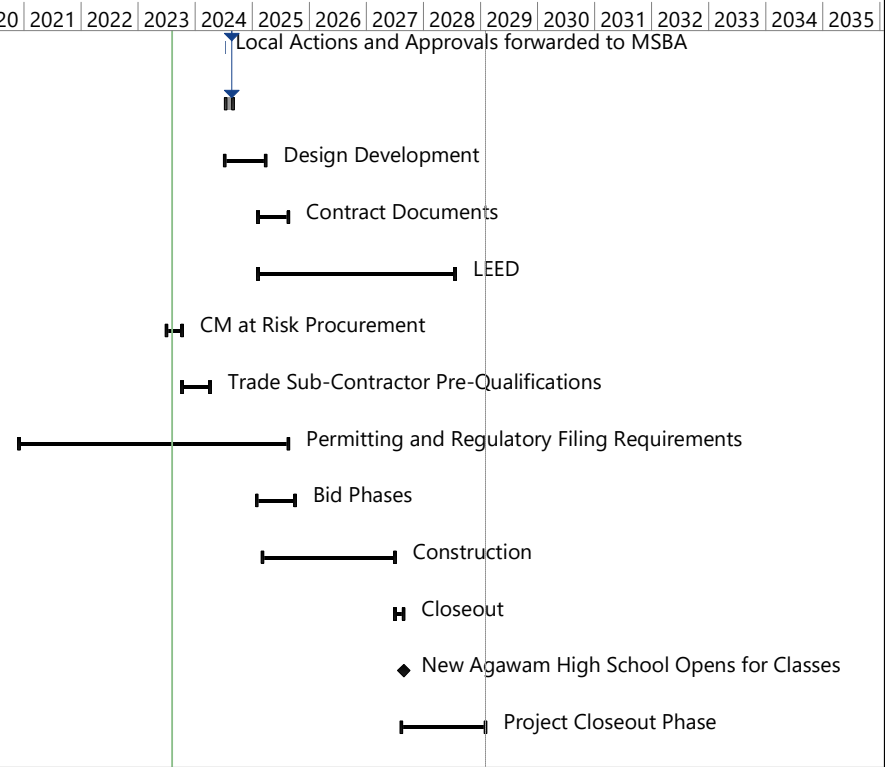
Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-22	15,000	\$ 15,000	
Jan-23	30,000	\$ 30,000	
Feb-23	100,000	\$ 50,611	
Mar-23	170,000	\$ 70,611	
Apr-23	235,000	\$ 85,611	
May-23	300,000	\$ 204,901	
Jun-23	365,000	\$ 272,046	
Jul-23	435,000	\$ 344,191	\$ 344,191
Aug-23	500,000		\$ 429,202
Sep-23	565,000		\$ 514,213
Oct-23	635,000		\$ 604,208
Nov-23	700,000		\$ 682,789
Dec-23	765,000		\$ 761,370
Jan-24	830,000		\$ 839,951
Feb-24	900,000		\$ 923,531
Mar-24	970,000		\$ 1,007,112
Apr-24	1,040,000		\$ 1,090,693
May-24	1,110,000		\$ 1,174,269
Jun-24	1,180,000		\$ 1,212,134
Jul-24	1,250,000		\$ 1,250,000
Total:	\$ 1,250,000	\$ 344,191	\$ 1,250,000



AGAWAM HIGH SCHOOL - Preliminary Project Schedule

July 31, 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: August 7, 2023
Re: Agawam High School - July 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	8	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for July 2023	\$ 20,000.00
0002-0000	Flansburgh	33090	A&E Feasibility Study/Schematic Design	FS Phase Project Management Services for July 2023	\$ 52,145.00
				LEFTFIELD TOTAL	\$ 72,145.00
				TOTAL:	\$ 72,145.00

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 July 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required August 12, 2023 deadline. All invoices above are included in the July 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: 07/31/23
Invoice No.: 8

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

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

OPM Services	
Owner's Project Management Services for the month of July 2023	\$ 20,000
Total Labor:	\$ 20,000

Reimbursable Expenses	
	\$ -
Total Expenses:	\$ -

Total this Invoice: \$ 20,000

Contract Status	Budget	Previous	Current	Total To Date	Balance
FS/SD Phase	\$ 350,000	\$ 115,000.00	\$ 20,000	\$ 135,000	\$ 215,000
OPM Services Total:					
Reimbursable Expenses Total:					
Total Contract:	\$ 350,000	\$ 115,000	\$ 20,000	\$ 135,000	\$ 215,000

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



INVOICE

Leftfield Project Management
101 Federal St. Ste 1900
Boston, MA 02110

July 31, 2023
Project No: 202302.00
Invoice No: 0033090

Project 202302.00 Agawam High School FS-SD
Basic Services for Feasibility Study and Schematic Design of Agawam High school.

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

Fee

Billing Phase	Contract Amount	Percent Complete	Fee Earned	Previous Billed	Current Billing
Feasibility Study	365,000.00	57.1452	208,580.00	156,435.00	52,145.00
Schematic Design	320,000.00	0.00	0.00	0.00	0.00
Total Fee	685,000.00		208,580.00	156,435.00	52,145.00
	Total Fee			52,145.00	
			Total this Invoice	\$52,145.00	

Thank You

Flansburgh Architects 77 N. Washington Street, Boston, MA 02114 T. 617-367-3970 F. 617-720-7873 flansburgh.com