

AGAWAM HIGH SCHOOL

Agawam, MA



OPM Monthly Project Update Report

September 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of September, the project team continued to work through clarifying the eight options for the project, and at the SBC meeting on August 28 Option 1C was voted through as the preferred option for new construction, and option 2B was voted through as the preferred option for addition/renovation. During the months of September and October, the options will continue to be evaluated and also budgeted along with the code upgrade, in preparation for the PSR submission on October 26. The District is also finalizing budget reports and educational plans to be included in the PSR submission.

On September 27, 2023 the project team also received the MSBA comments on the PDP submission, and the response is due on October 11 or earlier. The District and the project team are reviewing and working on compiling the responses and will be submitting prior to the deadline.

I. TASKS COMPLETED THROUGH SEPTEMBER 2023

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

- 09/08/23 Agawam HS project team meeting
- 09/11/23 Agawam High School SBC meeting #13
- 09/14/23 Agawam HS Educational Leadership meeting
- 09/15/23 Agawam HS project team meeting
- 09/22/23 Agawam HS project team meeting
- 09/25/23 Agawam High School SBC meeting #14
- 09/28/23 Agawam HS Educational Leadership meeting
- 09/28/23 Agawam High School Community Forum #3
- 09/29/23 Agawam HS project team meeting

II. TASKS PLANNED FOR OCTOBER 2023

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

- 10/06/23 Agawam HS project team meeting
- 10/11/23 Agawam HS project team submit PDP comments back to MSBA
- 10/12/23 Agawam HS Educational Leadership meeting
- 10/13/23 Agawam HS project team meeting
- 10/20/23 Agawam HS project team meeting
- 10/23/23 Agawam High School SBC meeting #15
- 10/26/23 Agawam HS Educational Leadership meeting
- 10/26/23 Agawam HS project team submit PSR report to MSBA
- 10/27/23 Agawam HS project team meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$67,145 this month, which consisted of OPM fees for LeftField in the amount of \$15,000 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 September 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.

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 August, Workforce Participation was 40.89% for women and 15.49% 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 September 30, 2023

Total Project Budget Status Report, dated September 30, 2023

Monthly and Cumulative Cash Flow Reports, dated September 30, 2023

Preliminary Project Schedule, dated September 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)	\$1,049,300
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$492,781
General Contractor Contact Name		Project Completion Percentage	39%

OPM Leftfield, LLC

Progress Report as of Date 9/30/2023

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)	\$150,000
Invoices Received (Reporting Period)	\$15,000
Contract Amount Remaining	\$185,000

OPM Activities (Reporting Period)	<ul style="list-style-type: none"> •09/08/23 Agawam HS project team meeting •09/11/23 Agawam High School SBC meeting #13 •09/14/23 Agawam HS Educational Leadership meeting •09/15/23 Agawam HS project team meeting •09/22/23 Agawam HS project team meeting •09/25/23 Agawam High School SBC meeting #14 •09/28/23 Agawam HS Educational Leadership meeting •09/28/23 Agawam High School Community Forum #3 •09/29/23 Agawam HS project team meeting
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Project Budget Status Reference attached Total Budget Report and Cash Flow Charts dated September 30, 2023.

MSBA Closeout Status

Potential Issues None at this time.

DESIGNER Flansburgh Associates, Inc.

Progress Report as of Date 9/30/2023

Contract Summary

Original Contract Amount	\$685,000
Contract Amendments (to Date)	1
Value of Contract Amendments (to Date)	\$14,300
Total Contract Amount	\$699,300
Contract Amendments as Percentage of Original Contract Amount	2.1%

Payment Summary

Total Contract Amount	\$699,300
Invoices Paid (to Date)	\$275,025
Invoices Received (Reporting Period)	\$52,145
Contract Amount Remaining	\$372,130

MBE/WBE

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

Workforce Participation

Total Hours	457
Minority Hours	71
Minority Percentage	11.1%
Minority Workforce Participation	15.5%
Female Hours	187
Female Percentage	66.7%
Female Workforce Participation	40.9%

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)	<ul style="list-style-type: none"> •09/08/23 Agawam HS project team meeting •09/11/23 Agawam High School SBC meeting #13 •09/14/23 Agawam HS Educational Leadership meeting •09/15/23 Agawam HS project team meeting •09/22/23 Agawam HS project team meeting •09/25/23 Agawam High School SBC meeting #14 •09/28/23 Agawam HS Educational Leadership meeting •09/28/23 Agawam High School Community Forum #3 •09/29/23 Agawam HS project team meeting 		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status	No assignment yet.		

GENERAL CONTRACTOR

Progress Report as of Date 9/30/2023

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

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

October 4, 2023 _____ Date

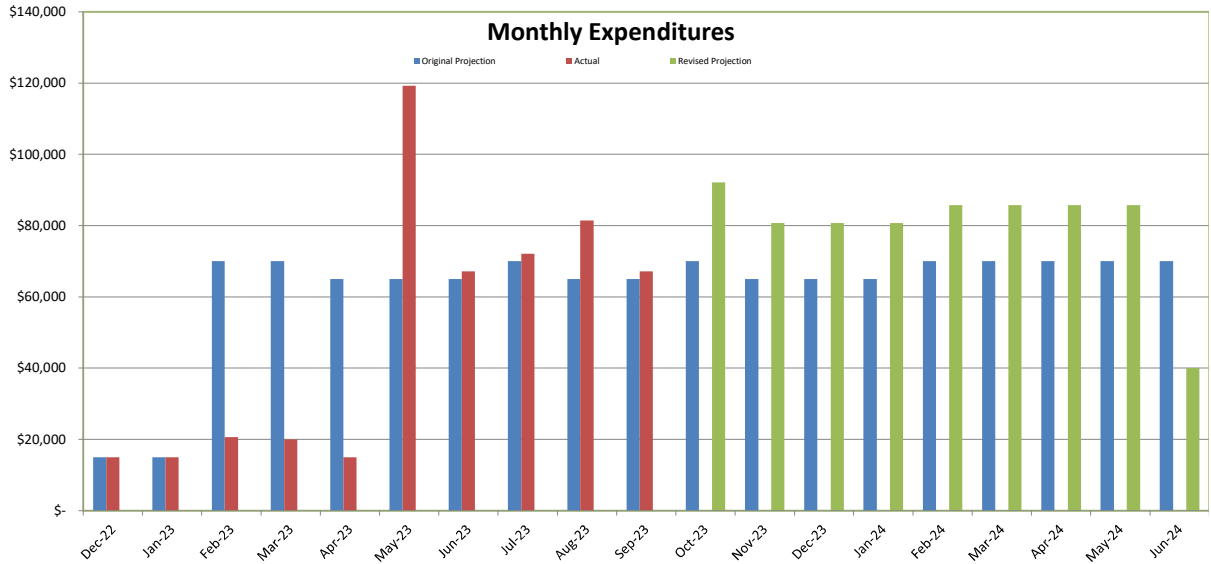
Total Project Budget Status Report

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%	\$ 165,000	47%	\$ 185,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ 312,870	46%	\$ 372,130	\$ -	
0003-0000	Environmental & Site	\$ 130,000	\$ (30,000)	\$ 100,000	\$ 100,000	100%	\$ 14,300	14%	\$ 85,700	\$ -	
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%	\$ 492,781	39.4%	\$ 642,830	\$ 114,389	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 492,781	39%	\$ 757,219	\$ 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:

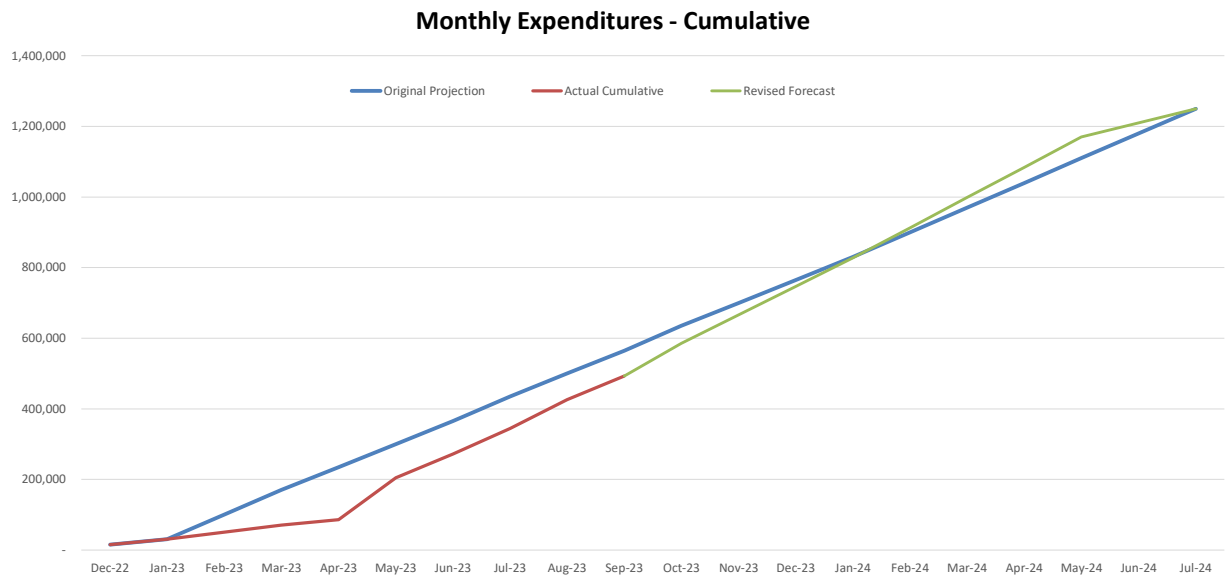
Monthly Cash Flow

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	\$ 81,445	
Sep-23	\$ 65,000	\$ 67,145	
Oct-23	\$ 70,000		\$ 92,139
Nov-23	\$ 65,000		\$ 80,724
Dec-23	\$ 65,000		\$ 80,724
Jan-24	\$ 65,000		\$ 80,724
Feb-24	\$ 70,000		\$ 85,724
Mar-24	\$ 70,000		\$ 85,724
Apr-24	\$ 70,000		\$ 85,724
May-24	\$ 70,000		\$ 85,719
Jun-24	\$ 70,000		\$ 40,009
Jul-24	\$ 70,000		\$ 40,009
Total:	\$ 1,250,000	\$ 492,781	\$ 757,219



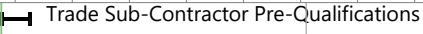






Cumulative Cash Flow

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	
Aug-23	500,000	\$ 425,636	
Sep-23	565,000	\$ 492,781	\$ 492,781
Oct-23	635,000		\$ 584,920
Nov-23	700,000		\$ 665,644
Dec-23	765,000		\$ 746,368
Jan-24	830,000		\$ 827,092
Feb-24	900,000		\$ 912,816
Mar-24	970,000		\$ 998,540
Apr-24	1,040,000		\$ 1,084,263
May-24	1,110,000		\$ 1,169,982
Jun-24	1,180,000		\$ 1,209,991
Jul-24	1,250,000		\$ 1,250,000
Total:	\$ 1,250,000	\$ 492,781	\$ 1,250,000



AGAWAM HIGH SCHOOL - Preliminary Project Schedule

September 30, 2023

ID	Task Name	Start	Finish	Timeline (2020-2035)
95	Trade Sub-Contractor Pre-Qualifications	Wed 10/11/23	Wed 4/3/24	
120	Permitting and Regulatory Filing Requirements	Tue 12/1/20	Fri 8/22/25	
136	Bid Phases	Tue 2/4/25	Mon 10/6/25	
139	Construction	Tue 3/11/25	Tue 7/6/27	
143	Closeout	Wed 7/7/27	Wed 9/1/27	
149	New Agawam High School Opens for Classes	Wed 9/1/27	Wed 9/1/27	
150	Project Closeout Phase	Wed 8/18/27	Mon 2/5/29	

MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer
From: Linda Liporto, LeftField, LLC
Date: October 6, 2023
Re: Agawam High School - September 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	10	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for September 2023	\$ 15,000.00
0002-0000	Flansburgh	33153	A&E Feasibility Study/Schematic Design	FS Phase Project Management Services for September 2023	\$ 52,145.00
				LEFTFIELD TOTAL	\$ 67,145.00
				TOTAL:	\$ 67,145.00

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 September 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required October 12, 2023 deadline. All invoices above are included in the September 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: 09/30/23
 Invoice No.: 10

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

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

OPM Services	
Owner's Project Management Services for the month of September 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	\$ 150,000.00	\$ 15,000	\$ 165,000	\$ 185,000
OPM Services Total:					
Reimbursable Expenses Total:					
Total Contract:	\$ 350,000	\$ 150,000	\$ 15,000	\$ 165,000	\$ 185,000

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



INVOICE

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

September 29, 2023
Project No: 202302.00
Invoice No: 0033153

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

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

Billing Phase	Contract Amount	Percent Complete	Fee Earned	Previous Billed	Current Billing
Feasibility Study	365,000.00	85.7178	312,870.00	260,725.00	52,145.00
Schematic Design	320,000.00	0.00	0.00	0.00	0.00
Total Fee	685,000.00		312,870.00	260,725.00	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