

AGAWAM HIGH SCHOOL

Agawam, MA



OPM Monthly Project Update Report

November 2023

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of November, the project team worked on preparing for the FAS meeting after submitting the PSR report on October 26, 2023. The project was invited to present at the November 15th FAS meeting, and the team worked diligently with the District to create a comprehensive and detailed presentation that thoroughly explained the project, the Town of Agawam and the need for a new school. The beginning of the presentation focused on the history and background of Agawam, community outreach, and a summary of the educational programming that has been found through the ed plan meetings during the feasibility study as well as planned future programs and goals that the educational team have been working on for prior years to implement. The second part of the presentation focused on the plan for a primarily new building that utilizes two portion of the existing building in order to stay fiscally responsible while preserving some of the history of the existing building. Flansburgh Architects also went through site plans, outdoor spaces, environmental and sustainability studies as well as interior plans, and the slides were completed with a budget slide that talks about the potential cost for the selected otion, as well as comparisons to the 3 other options that were not selected. The FAS group had a few minor questions on the content, but no major issues were raised during the meeting. The project team are now awaiting word from the MSBA to confirm that the project will be on the agenda for the December 13th MSBA Board of Directors meeting, and that the board will make the recommendation that the project proceed into Schematic Design. SD is currently scheduled to be submitted to the MSBA on May 2, 2024, in order to meet the deadline for the Board of Directors meeting on June 26, 2024.

The project team also continued the CM-at-risk procurement process in November, by completing the application to the IG's office which was submitted on November 29, and issuing the formal RFQ that will be publicly advertised in December and will have a due date of January 10, 2024.

I. TASKS COMPLETED THROUGH NOVEMBER 2023

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

- 11/03/23 Agawam HS project team meeting
- 11/07/23 Agawam HS dry-run FAS meeting with the MSBA
- 11/09/23 Agawam HS Project Team Meeting to Prepare for FAS
- 11/09/23 Agawam HS project team meeting with MSBA to discuss pre-k
- 11/13/23 Agawam HS project team meeting
- 11/14/23 Agawam HS project team prep meeting
- 11/15/23 Agawam HS FAS meeting
- 11/17/23 Agawam HS project team meeting
- 11/20/23 Agawam HS project team meeting/Town of Agawam prep meeting
- 11/27/23 Agawam High School SBC meeting #16



• 11/27/23 Agawam HS community forum #4

II. TASKS PLANNED FOR DECEMBER 2023

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

- 12/01/23 Agawam HS project team meeting
- 12/04/23 Agawam HS project team HVAC meeting
- 12/07/23 Agawam HS Educational Leadership meeting
- 12/08/23 Agawam HS project team meeting
- 12/13/23 CM-r RFQ publicly advertised
- 12/15/23 Agawam HS project team meeting
- 12/18/23 Agawam High School SBC meeting #17
- 12/20/23 CM-r RFQ questions are due from the public
- 12/21/23 Agawam HS project team issues Addendum in response to any questions
- 12/21/23 Agawam HS Educational Leadership meeting
- 12/22/23 Agawam HS project team meeting
- 12/29/23 Agawam HS project team meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$60,600 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 \$45,600 for Feasibility Study Services.

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

IV. PROJECT SCHEDULE OVERVIEW

The Agawam High School Project is currently in 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 started with a list of potential options for the site during PDP. From there, options were narrowed down and the preferred option - Option 1C - was selected for the PSR submission. The Preferred Schematic Report (PSR), a report highlighting the site and solutions and outlining the process, was submitted to the MSBA on October 26, 2023 for review, MSBA issued comments which were responded to, and next the project will be voted on by the MSBA Board of Directors (BOD) on December 13, 2023.



Once the 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 October, Workforce Participation was 37% for women and 8% 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 November 30, 2023 Total Project Budget Status Report, dated November 30, 2023 Monthly and Cumulative Cash Flow Reports, dated November 30, 2023 Preliminary Project Schedule, dated November 30, 2023

Leftfield, LLC James Riefstahl Progress Report as of Date 11/30/2023 District Name MSBA ID 202000050505 Agawam 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) Principal Kent Kovacs \$1,049,300 Encumbered (to Date) General Contractor Firm Name Total Project Invoices Received (to Date) \$634,326 General Contractor Contact Name **Project Completion Percentage**

\$0

51%

Progress Report as of Date 11/30/2023

OPM Leftfield, LLC Progress Report as of Date 11/30/2023 Contract Summary **Payment Summary Original Contract Amount** \$350,000 **Total Contract Amount** \$350,000 Contract Amendments (to Date) 0 Invoices Paid (to Date) \$185,000 Value of Contract Amendments (to Date) \$0 Invoices Received (Reporting Period) \$15,000 **Total Contract Amount** \$350,000 Contract Amount Remaining \$150,000 Contract Amendments as Percentage of Original Contract Amount 0.0% •11/03/23 Agawam HS project team meeting •11/07/23 Agawam HS dry-run FAS meeting with the MSBA 11/09/23 Agawam HS Project Team Meeting to Prepare for FAS •11/09/23 Agawam HS project team meeting with MSBA to discuss pre-k 11/13/23 Agawam HS project team meeting **OPM Activities (Reporting Period)** •11/14/23 Agawam HS project team prep meeting •11/15/23 Agawam HS FAS meeting 11/17/23 Agawam HS project team meeting •11/20/23 Agawam HS project team meeting/Town of Agawam prep meeting •11/27/23 Agawam High School SBC meeting #16 •11/27/23 Agawam HS community forum #4 Project Budget Status Reference attached Total Budget Report and Cash Flow charts dated November 30, 2023 MSBA Closeout Status Potential Issues None noted at this time.

DESIGNER Flansburgh Associates, Inc.

Contract Summary		Payment Summary	
Original Contract Amount	\$685,000	Total Contract Amount	\$708,100
Contract Amendments (to Date)	2	Invoices Paid (to Date)	\$388,115
Value of Contract Amendments (to Date)	\$23,100	Invoices Received (Reporting Period)	\$45,600
Total Contract Amount	\$708,100	Contract Amount Remaining	\$274,385
Contract Amendments as Percentage of Original Contract Amount	3.4%		
MBE/WBE		Workforce Participation	
MBE Percentage	6.6%	Total Hours	355
MBE Actual	7.8%	Minority Hours	30
WBE Percentage	15.0%	Minority Percentage	16.7%
WBE Actual	28.0%	Minority Workforce Participation	8.4%
		Female Hours	133
		Female Percentage	41.7%
		Female Workforce Participation	37.4%

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)		0		
Total Submittals Reviewed (to Date)		0		
Comments (Remaining Open Submittals)				
Phase	Feasibility Study	Phase Schedule	ed Completion Date	10/26/2023
Designer Activities (Reporting Period)	 11/09/23 Agawam HS Proj. 11/09/23 Agawam HS proj. 11/13/23 Agawam HS proj. 11/14/23 Agawam HS proj. 11/15/23 Agawam HS FAS. 11/17/23 Agawam HS proj. 	run FAS meeting with the MS ect Team Meeting to Prepare ect team meeting with MSBA ect team meeting meeting ect team meeting ect team meeting ect team meeting/Town of Ag hool SBC meeting #16	for FAS to discuss pre-k	
30 Day Look Ahead	J			
Commissioning Consultant				
Commissioning Consultant Status	None assigned yet			

GENERAL CONTRACTOR	Progress Report as of Date 11/30/2023
Contract Summary	Payment Summary
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	
MBE/WBE	Workforce Participation
MBE Percentage	Total Hours
MBE Actual	Minority Hours
WBE Percentage	Minority Percentage
WBE Actual	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

December 7, 2023

Date



November 30, 2023

Agawam High School - Agawam, MA

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%	\$ 200,000	57%	\$ 150,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ 410,615	60%	\$ 274,385	\$ -	
0003-0000	Environmental & Site	\$ 130,000	\$ (30,000)	\$ 100,000	\$ 100,000	100%	\$ 23,100	23%	\$ 76,900	\$ -	
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%	\$ 634,326	50.7%	\$ 501,285	\$ 114,389	
1	TOTAL PROJECT BUDGET	\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 634,326	51%	\$ 615,674	\$ 114,389	
	TOTAL PROJECT BUDGET	\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 634,326	51%	\$ 615,674	\$ 114,389	
		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 634,326	51%	\$ 615,674	\$ 114,389	
	FUNDING SOURCES		\$	\$ 1,250,000	\$ 1,135,611	91%	\$ <u>634,326</u>	51%	\$ 615,674	\$ <u>114,389</u>	
	FUNDING SOURCES Maximum State Share	\$ 748,000	\$ 59.84%	\$ 1,250,000	\$ 1,135,611	91%	\$ <u>634,326</u>	51%	\$ 615,674	\$ <u>114,389</u>	
	FUNDING SOURCES Maximum State Share Local Share	\$ 748,000 502,000	59.84% 40.16%	\$ 1,250,000	\$ 1,135,611	91%	\$ <u>634,326</u>	51%	\$ 615,674	\$ <u>114,389</u>	
	FUNDING SOURCES Maximum State Share	\$ 748,000	59.84%	\$ 1,250,000	\$ 1,135,611	91%	\$ <u>634,326</u>	51%	\$ 615,674	\$ <u>114,389</u>	
	FUNDING SOURCES Maximum State Share Local Share	\$ 748,000 502,000	59.84% 40.16%	1,250,000	\$ 1,135,611 SF	91%	\$ <u>634,326</u>	51%	\$ 615,674	\$ 114,389	
	FUNDING SOURCES Maximum State Share Local Share SUB-TOTAL CONSTRUCTION COST ESTIMATES Designer FS Cost Estimate	\$ 748,000 502,000 1,250,000	59.84% 40.16% 100%				\$ 634,326	51%	\$ 615,674	\$ 114,389	
	FUNDING SOURCES Maximum State Share Local Share SUB-TOTAL CONSTRUCTION COST ESTIMATES Designer FS Cost Estimate Designer SD Cost Estimate	\$ 748,000 502,000 1,250,000	59.84% 40.16% 100%				\$ 634,326	51%	\$ 615,674	\$ 114,389	
	FUNDING SOURCES Maximum State Share Local Share SUB-TOTAL CONSTRUCTION COST ESTIMATES Designer FS Cost Estimate	\$ 748,000 502,000 1,250,000	59.84% 40.16% 100%				\$ 634,326	51%	\$ 615,674	\$ 114,389	

Feasibility Study Agreement Budget Transfers:

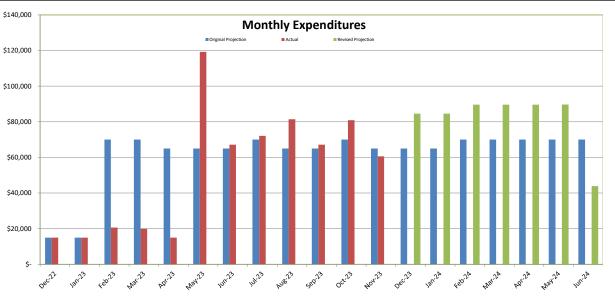


November 30, 2023

Agawam High School - Agawam, MA

Monthly Cash Flow

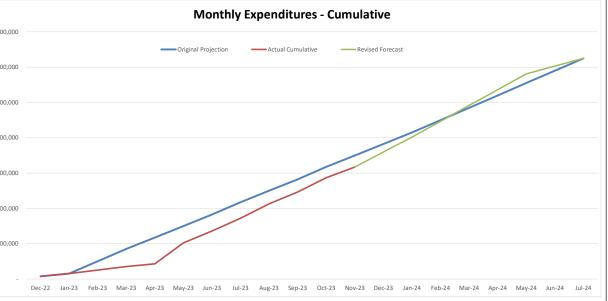
Dete		Original rojection		Actual		Revised ojection	\$140,00
Date	_		•	Actual	FI	ojection	
Dec-22	\$	15,000	\$	15,000			
Jan-23	\$	15,000	\$	15,000			\$120,00
Feb-23	\$	70,000	\$	20,611			
Mar-23	\$	70,000	\$	20,000			
Apr-23	\$	65,000	\$	15,000			\$100,00
May-23	\$	65,000	\$	119,290			
Jun-23	\$	65,000	\$	67,145			
Jul-23	\$	70,000	\$	72,145			\$80,00
Aug-23	\$	65,000	\$	81,445			
Sep-23	\$	65,000	\$	67,145			\$60,0
Oct-23	\$	70,000	\$	80,945			\$60,0
Nov-23	\$	65,000	\$	60,600			
Dec-23	\$	65,000			\$	84,626	\$40,00
Jan-24	\$	65,000			\$	84,626	
Feb-24	\$	70,000			\$	89,626	
Mar-24	\$	70,000			\$	89,626	\$20,00
Apr-24	\$	70,000			\$	89,626	
May-24	\$	70,000			\$	89,721	
Jun-24	\$	70,000			\$	43,911	
Jul-24	\$	70,000			\$	43,911	
Total:	\$	1,250,000	\$	634,326	\$	615,674	



Agawam High School - Agawam, MA

Cumulative Cash Flow

	Original		Actual		Revised	
Date	Projection	•	Cumulative			
Dec-22	15,000	\$	15,000			1,40
Jan-23	30,000	\$	30,000			
Feb-23	100,000	\$	50,611			1,20
Mar-23	170,000	\$	70,611			1,20
Apr-23	235,000	\$	85,611			
May-23	300,000	\$	204,901			1,00
Jun-23	365,000	\$	272,046			
Jul-23	435,000	\$	344,191			
Aug-23	500,000	\$	425,636			80
Sep-23	565,000	\$	492,781			
Oct-23	635,000	\$	573,726			
Nov-23	700,000	\$	634,326	\$	634,326	60
Dec-23	765,000			\$	718,952	
Jan-24	830,000			\$	803,578	
Feb-24	900,000			\$	893,205	40
Mar-24	970,000			\$	982,831	
Apr-24	1,040,000			\$	1,072,457	20
May-24	1,110,000			\$	1,162,178	
Jun-24	1,180,000			\$	1,206,089	
Jul-24	1,250,000			\$	1,250,000	
Total:	\$ 1,250,000	\$	634,326	\$	1,250,000	



November 30, 2023

AGAWAM HIGH SCHOOL - Preliminary Project Schedule

		waw high so	November 30, 2	minary Project Schedule
)	Task Name	Start	Finish	
1	Board Authorization	Wed 4/14/21	Wed 4/14/21	2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 203
2	MSBA Invitation to Conduct a Feasibility Study	Wed 4/14/21	Wed 4/14/21	 MSBA Invitation to Conduct a Feasibility Study
3	OPM Selection	Wed 8/31/22	Wed 12/14/22	H OPM Selection
4	OPM RFS	Wed 8/31/22	Thu 9/15/22	I OPM RFS
5	OPM Proposal Review and Interview	Fri 9/16/22	Mon 10/24/22	OPM Proposal Review and Interview
6	Execute OPM Contract	Tue 10/25/22	Wed 12/14/22	Execute OPM Contract
7	Designer Selection	Thu 12/15/22	Fri 3/31/23	► Designer Selection
8	Develop Designer RFS	Thu 12/15/22	Wed 1/4/23	Develop Designer RFS
9	Advertise/Issue RFS/Receive & Review Designer Proposals	Wed 1/4/23	Fri 2/17/23	Advertise/Issue RFS/Receive & Review Designer Proposals
10	Submit Designer Review Matrix to MSBA and SBC	Mon 2/20/23	Tue 2/21/23	Submit Designer Review Matrix to MSBA and SBC
11	MSBA Designer Selection Panel	Tue 2/28/23	Tue 2/28/23	MSBA Designer Selection Panel
12	MSBA DSP Interviews Top 3 ranked firms	Tue 3/14/23	Tue 3/14/23	MSBA DSP Interviews Top 3 ranked firms
13	Negotiate/Execute Design Services Contract	Wed 3/15/23	Fri 3/31/23	Negotiate/Execute Design Services Contract
14	Designer Contract Received by MSBA	Fri 3/31/23	Fri 3/31/23	Designer Contract Received by M\$BA
15	Feasibility Study	Mon 4/3/23	Wed 10/11/23	Feasibility Study
16	Develop Educational Program and Space Program	Mon 4/3/23	Mon 6/26/23	Develop Educational Program and Space Program
17	School Committee Educational Program and Space Program Approval	Tue 6/27/23	Tue 6/27/23	School Committee Educational Program and Space Program Approval
18	MSBA Kickoff Meeting	Wed 4/19/23	Wed 4/19/23	M\$BA Kickoff Meeting
19	Chapter 74 and CTE Programs Viability Form	Mon 4/3/23	Fri 5/12/23	Chapter 74 and CTE Programs Viability Form
20	Develop and Analyze Preliminary Options and Criteria	Mon 4/3/23	Fri 7/21/23	Develop and Analyze Preliminary Options and Criteria
21	SBC Vote to Approve Submittal of PDP	Mon 7/24/23	Mon 7/24/23	SBC Vote to Approve Submittal of PDP
22	Submit PDP to MSBA	Thu 7/27/23	Fri 7/28/23	Submit PDP to MSBA
23	MSBA PDP Review	Sat 7/29/23	Thu 9/21/23	MSBA PDP Review
24	Address PDP Comments	Thu 9/21/23	Wed 10/11/23	Address PDP Comments
25	Preferred Schematic Report	Tue 7/25/23	Wed 12/13/23	Preferred Schematic Report
26	Develop Preferred Schematic Report & Cost Estimate	Tue 7/25/23	Tue 9/26/23	Develop Preferred Schematic Report & Cost Estimate

AGAWAM HIGH SCHOOL - Preliminary Project Schedule November 30, 2023 ID Start Finish Task Name 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 SBC Vote on Preferred Schematic Report 27 SBC Vote on Preferred Schematic Report Wed 9/27/23 Tue 10/3/23 Submit Preferred Schematic Report to MSBA Thu 10/26/23 Thu 10/26/23 28 MSBA PSR Review Wed 11/1/23 Tue 11/21/23 29 MSBA PSR Review Address PSR Comments 30 Address PSR Comments Wed 11/22/23 Mon 12/4/23 Wed 11/8/23 Wed 11/15/23 MSBA FAS Review Meeting 31 MSBA FAS Review Meeting Address FAS Comments Thu 11/16/23 Address FAS Comments Wed 11/22/23 32 Board Vote on Preferred Schematic: Move to SD Board Vote on Preferred Schematic: Move to SD Wed 12/13/23 Wed 12/13/23 33 Schematic Design Fri 10/27/23 Wed 7/24/24 Schematic Design 34 🖺 Develop SD Package Develop SD Package Fri 10/27/23 Thu 2/1/24 35 SD Cost Estimate and Reconcile SD Cost Estimate and Reconcile Fri 2/2/24 Thu 3/14/24 36 Town of Agawam Approval of Budget 37 Town of Agawam Approval of Budget Fri 3/15/24 Wed 4/17/24 SD Notification to SBC/MSBA 38 SD Notification to SBC/MSBA Thu 4/18/24 Thu 4/18/24 SBC Review/Vote - SD Submission SBC Review/Vote - SD Submission Fri 4/19/24 Tue 4/30/24 39 40 Submit SD Package to MSBA Thu 5/2/24 Thu 5/2/24 Ь MBSA Review / Comments and Project Team Response Period Fri 5/3/24 MBSA Review / Comments and Project Team Response Period 41 Mon 6/3/24 *Address MBSA Comments 42 Address MBSA Comments Tue 6/4/24 Mon 6/17/24 MSBA Board of Directors Meeting MSBA Board of Directors Meeting Wed 6/26/24 Wed 6/26/24 43 Project Scope and Budget Agreement Executed 44 Project Scope and Budget Agreement Executed Wed 6/26/24 Wed 7/24/24 ➡ DE\$E Review **DESE Review** 45

Mon 10/3/22 Mon 1/16/23 MSBA Review of DESE Submittal Mon 10/3/22 Tue 10/11/22 **DESE Review and Approval** Mon 10/17/22 Mon 1/9/23 DESE Sped Submission Review and Approval Tue 1/10/23 Mon 1/16/23 Local Funding Approval / Project Funding Agreement Wed 6/26/24 Fri 8/30/24 Wed 6/26/24 Town of Agawam Vote for Approval of Funding Wed 7/10/24

Thu 7/11/24

Mon 7/15/24

Wed 7/17/24

Fri 8/30/24

46

47

48

49

50

51

52

Local Actions and Approvals forwarded to MSBA

Project Funding Agreement

- h MSBA Review of DESE Submittal
- LESE Review and Approval
- DESE Sped Submission Review and Approval
 - Local Funding Approval / Project Funding Agreement
 - Town of Agawam Vote for Approval of Funding
 - Local Actions and Approvals forwarded to MSBA

)	Task Name	Start	Finish	
,		Start	FILISI	2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 203
53	Design Development	Thu 7/11/24	Wed 4/9/25	Para Design Development
54	Design Development Documents	Thu 7/11/24	Mon 1/20/25	Design Development Documents
55	DD Cost Estimate	Tue 1/21/25	Mon 2/3/25	DD Cost Estimate
56	VE	Tue 1/21/25	Mon 2/3/25	FVE
57	Demo / Abatement Package 1	Tue 1/21/25	Mon 2/3/25	Demo / Abatement Package 1
58	Early Site Prep Package 2	Tue 1/21/25	Mon 2/3/25	Early Site Prep Package 2
59	OPM Review & Submittal to MSBA	Tue 2/4/25	Mon 2/10/25	OPM Review & Submittal to MSBA
60	MSBA Review	Tue 2/11/25	Tue 3/11/25	MSBA Review
61	Address DD Review Comments	Wed 3/12/25	Wed 4/9/25	Address DD Review Comments
62	Contract Documents	Tue 2/11/25	Fri 8/22/25	Contract Documents
63	CD 60% Documents	Tue 2/11/25	Mon 3/31/25	CD 60% Documents
64	CD 60% Cost Estimate/VE/Reconciliation	Tue 4/1/25	Mon 4/14/25	CD 60% Cost Estimate/VE/Reconciliation
65	OPM Review & Submittal to MSBA	Tue 4/15/25	Mon 4/28/25	OPM Review & Submittal to MSBA
66	MSBA Review	Tue 4/29/25	Wed 5/28/25	MSBA Review
67	Address 60% Review Comments	Thu 5/29/25	Tue 6/17/25	Address 60% Review Comments
68	CD 90% Documents Development	Thu 5/1/25	Thu 6/12/25	CD 90% Documents Development
69	CD 90% Cost Estimate/VE/Reconciliation	Fri 6/13/25	Thu 6/26/25	CD 90% Cost Estimate/VE/Reconciliation
70	OPM Review & Submittal to MSBA	Fri 6/27/25	Thu 7/3/25	OPM Review & Submittal to MSBA
71	MSBA Review	Mon 7/7/25	Mon 8/4/25	MSBA Review
72	Address 90% Review Comments	Tue 8/5/25	Mon 8/18/25	Address 90% Review Comments
73	CD 100% Documents Development	Mon 7/7/25	Fri 8/1/25	CD 100% Documents Development
74	Prepare for Main Construction - CD 100% Package for bidding	Mon 8/4/25	Fri 8/8/25	Prepare for Main Construction - CD 100% Package for biddi
75	100% Package to MSBA	Mon 8/11/25	Fri 8/22/25	100% Package to MSBA
76	LEED	Tue 2/11/25	Wed 7/26/28	LEED
85	CM at Risk Procurement	Mon 9/25/23	Fri 2/16/24	CM at Risk Procurement
95	Trade Sub-Contractor Pre-Qualifications	Mon 2/19/24	Mon 8/12/24	Trade Sub-Contractor Pre-Qualifications

D	Task Name	Start	Finish	
			-	2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 203
120	Permitting and Regulatory Filing Requirements	Tue 12/1/20	Fri 8/22/25	Permitting and Regulatory Filing Requirements
136	Bid Phases	Tue 2/4/25	Mon 10/6/25	Bid Phases
139	Construction	Tue 3/11/25	Tue 7/6/27	Learning Construction
140	Early Bid Package	Tue 3/11/25	Thu 10/2/25	Early Bid Package
141	Construction on Main Package	Tue 10/7/25	Tue 7/6/27	Construction on Main Package
142	Substantial Completion	Tue 7/6/27	Tue 7/6/27	Substantial Completion
143	Closeout	Wed 7/7/27	Wed 9/1/27	FI Closeout
144	Punch list & Commissioning	Wed 7/7/27	Tue 8/17/27	Punch list & Commissioning
145	Construction Clean/Building Flush out	Wed 7/7/27	Tue 8/3/27	Construction Clean/Building Flush out
146	Furniture and Technology Installation	Wed 7/7/27	Tue 8/3/27	Furniture and Technology Installation
147	Final Completion	Wed 8/18/27	Wed 8/18/27	Final Completion
148	Administration, Teachers and Staff Move-in	Thu 8/19/27	Wed 9/1/27	Administration, Teachers and Staff Move-in
149	New Agawam High School Opens for Classes	Wed 9/1/27	Wed 9/1/27	New Agawam High School Opens for Classes
150	Project Closeout Phase	Wed 8/18/27	Mon 2/5/29	Project Closeout Phase

MEMORANDUM

То:	Jennifer Bonfiglio, Chief Procurement Officer
From:	Linda Liporto, LeftField, LLC
Date:	December 7, 2023
Re:	Agawam High School - November 2023 Invoice Summary
Cc:	James Riefstahl, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

INVOICES (Pa	yments)				
ProPay Code	ProPay Code Vendor Invoice #		Budget Category	Description of Services	Invoice \$
0001-0000	LeftField, LLC	12	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for November 2023	\$ 15,000.00
0002-0000	Flansburgh	33240	A&E Feasibility Study/Schematic Design	FS Phase Project Management Services for November 2023	\$ 45,600.00
			•	TOTAL:	\$ 60,600.00

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 November 2023 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required December 12, 2023 deadline. All invoices above are included in the November 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: 11/30/23 Invoice No.: 12

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

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

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

Total this Invoice: \$ 15,000

Contract Status	В	udget	Pre	vious	Curre	nt	Total o Date	Balar	ice
FS/SD Phase	\$	350,000	\$	185,000.00	\$	15,000	\$ 200,000	\$	150,000
OPM Services Total: Reimbursable Expenses Total:									
Total Contract:	\$	350,000		\$ 185,000	\$	15,000	\$ 200,000	\$	150,000

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



INVOICE

Leftfield Project Management 101 Federal St. Ste 1900 Boston, MA 02110
 November 30, 2023

 Project No:
 202302.00

 Invoice No:
 0033240

Project 202302.00 Agawam High School FS-SD

Basic Services for Feasibility Study and Schematic Design of Agawam High school.

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

Fee

Billing Phase	Contract Amount	Percent Complete	Fee Earned	Previous Billed	Current Billing	
Feasibility Study	365,000.00	100.00	365,000.00	365,000.00	0.00	
Schematic Design	320,000.00	14.25	45,600.00	0.00	45,600.00	
Total Fee	685,000.00		410,600.00	365,000.00	45,600.00	
	Total Fee	otal Fee Total this Invoice		45,600.00		
				\$45,600.00		