

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 option, 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

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)	\$634,326
General Contractor Contact Name		Project Completion Percentage	51%

OPM Leftfield, LLC

Progress Report as of Date 11/30/2023

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

OPM Activities (Reporting Period)	<ul style="list-style-type: none"> •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
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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.

Progress Report as of Date 11/30/2023

Contract Summary

Original Contract Amount	\$685,000
Contract Amendments (to Date)	2
Value of Contract Amendments (to Date)	\$23,100
Total Contract Amount	\$708,100
Contract Amendments as Percentage of Original Contract Amount	3.4%

Payment Summary

Total Contract Amount	\$708,100
Invoices Paid (to Date)	\$388,115
Invoices Received (Reporting Period)	\$45,600
Contract Amount Remaining	\$274,385

MBE/WBE

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

Workforce Participation

Total Hours	355
Minority Hours	30
Minority Percentage	16.7%
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 Scheduled Completion Date	10/26/2023
Designer Activities (Reporting Period)	<ul style="list-style-type: none"> •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 		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status	None assigned yet		

GENERAL CONTRACTOR

Progress Report as of Date 11/30/2023

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

December 7, 2023

Date

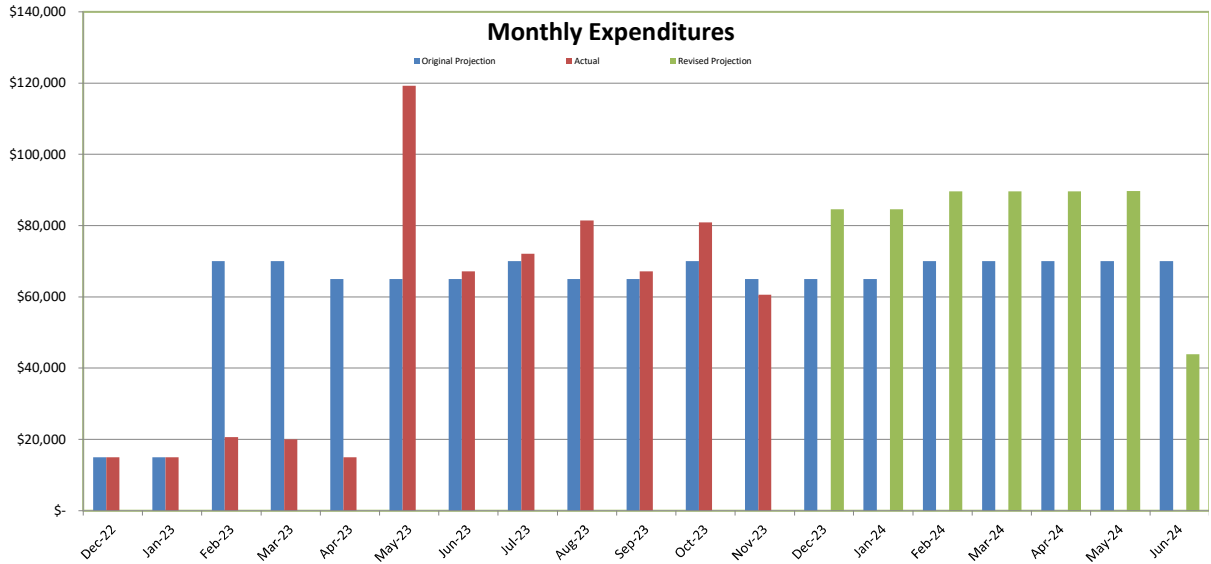
Total Project Budget Status Report

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%	\$ 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	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 634,326	51%	\$ 615,674	\$ 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:

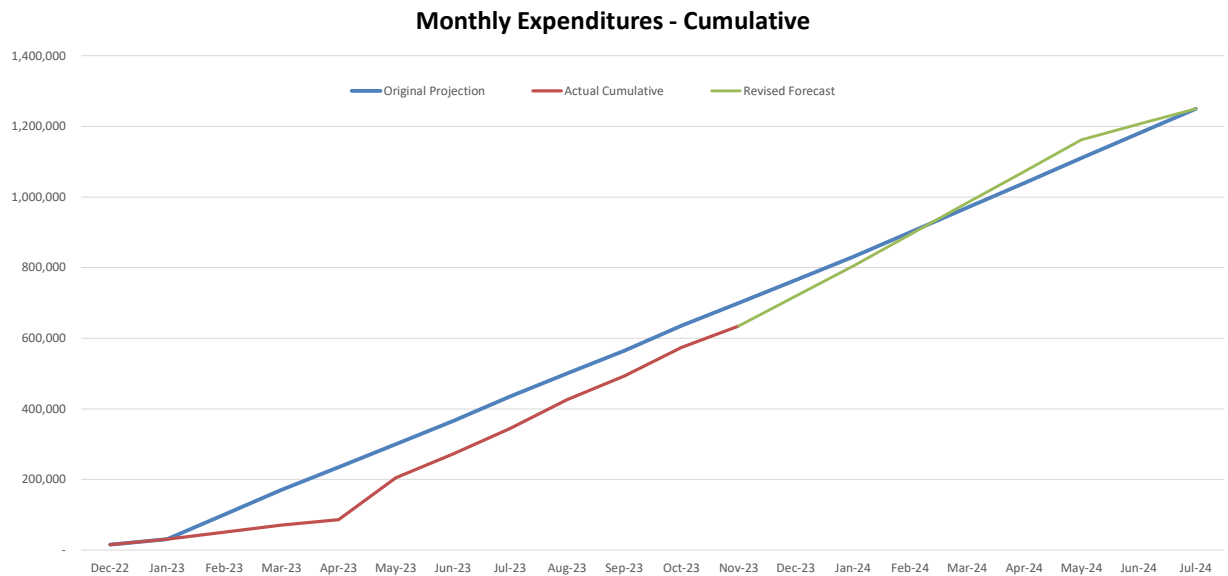
Monthly Cash Flow

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	\$ 80,945	
Nov-23	\$ 65,000	\$ 60,600	
Dec-23	\$ 65,000		\$ 84,626
Jan-24	\$ 65,000		\$ 84,626
Feb-24	\$ 70,000		\$ 89,626
Mar-24	\$ 70,000		\$ 89,626
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



Cumulative Cash Flow

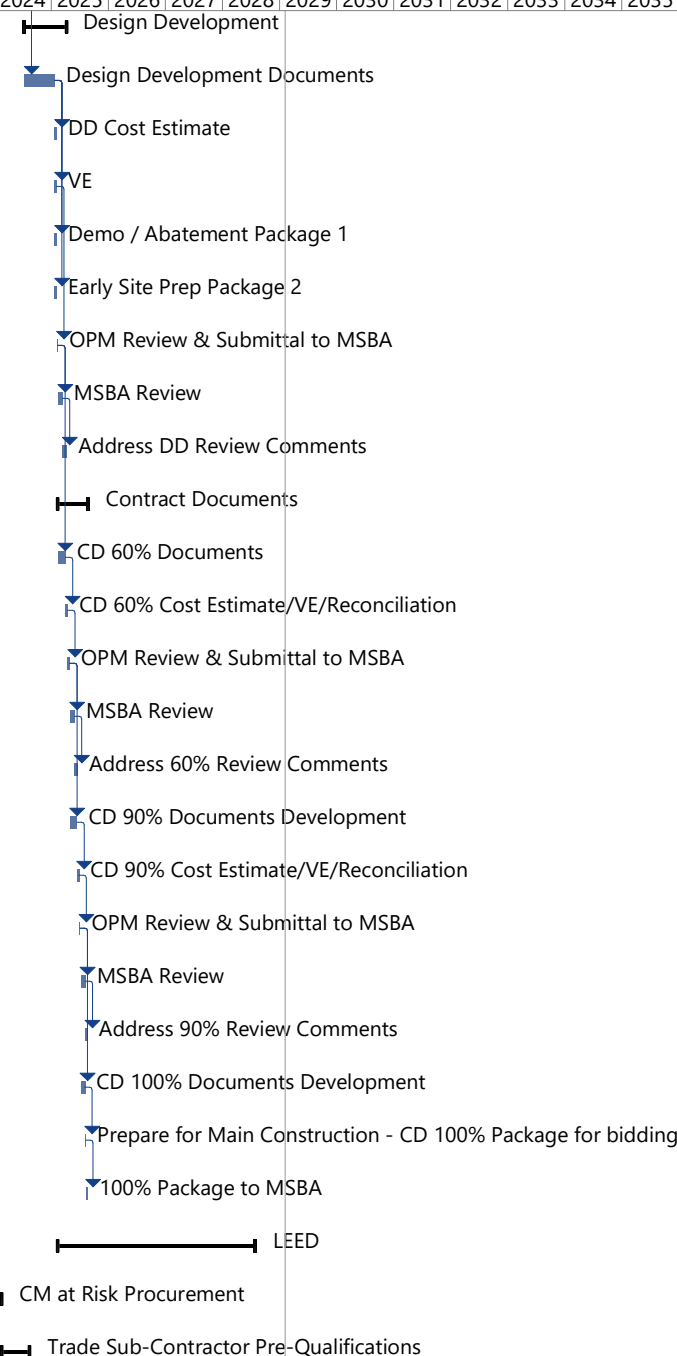
Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-22	15,000	\$ 15,000	
Jan-23	30,000	\$ 30,000	
Feb-23	100,000	\$ 50,611	
Mar-23	170,000	\$ 70,611	
Apr-23	235,000	\$ 85,611	
May-23	300,000	\$ 204,901	
Jun-23	365,000	\$ 272,046	
Jul-23	435,000	\$ 344,191	
Aug-23	500,000	\$ 425,636	
Sep-23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



AGAWAM HIGH SCHOOL - Preliminary Project Schedule

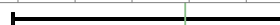













November 30, 2023

ID	Task Name	Start	Finish	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
53	Design Development	Thu 7/11/24	Wed 4/9/25																
54	Design Development Documents	Thu 7/11/24	Mon 1/20/25																
55	DD Cost Estimate	Tue 1/21/25	Mon 2/3/25																
56	VE	Tue 1/21/25	Mon 2/3/25																
57	Demo / Abatement Package 1	Tue 1/21/25	Mon 2/3/25																
58	Early Site Prep Package 2	Tue 1/21/25	Mon 2/3/25																
59	OPM Review & Submittal to MSBA	Tue 2/4/25	Mon 2/10/25																
60	MSBA Review	Tue 2/11/25	Tue 3/11/25																
61	Address DD Review Comments	Wed 3/12/25	Wed 4/9/25																
62	Contract Documents	Tue 2/11/25	Fri 8/22/25																
63	CD 60% Documents	Tue 2/11/25	Mon 3/31/25																
64	CD 60% Cost Estimate/VE/Reconciliation	Tue 4/1/25	Mon 4/14/25																
65	OPM Review & Submittal to MSBA	Tue 4/15/25	Mon 4/28/25																
66	MSBA Review	Tue 4/29/25	Wed 5/28/25																
67	Address 60% Review Comments	Thu 5/29/25	Tue 6/17/25																
68	CD 90% Documents Development	Thu 5/1/25	Thu 6/12/25																
69	CD 90% Cost Estimate/VE/Reconciliation	Fri 6/13/25	Thu 6/26/25																
70	OPM Review & Submittal to MSBA	Fri 6/27/25	Thu 7/3/25																
71	MSBA Review	Mon 7/7/25	Mon 8/4/25																
72	Address 90% Review Comments	Tue 8/5/25	Mon 8/18/25																
73	CD 100% Documents Development	Mon 7/7/25	Fri 8/1/25																
74	Prepare for Main Construction - CD 100% Package for bidding	Mon 8/4/25	Fri 8/8/25																
75	100% Package to MSBA	Mon 8/11/25	Fri 8/22/25																
76	LEED	Tue 2/11/25	Wed 7/26/28																
85	CM at Risk Procurement	Mon 9/25/23	Fri 2/16/24																
95	Trade Sub-Contractor Pre-Qualifications	Mon 2/19/24	Mon 8/12/24																



AGAWAM HIGH SCHOOL - Preliminary Project Schedule

November 30, 2023

ID	Task Name	Start	Finish	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
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																
140	Early Bid Package	Tue 3/11/25	Thu 10/2/25																
141	Construction on Main Package	Tue 10/7/25	Tue 7/6/27																
142	Substantial Completion	Tue 7/6/27	Tue 7/6/27																
143	Closeout	Wed 7/7/27	Wed 9/1/27																
144	Punch list & Commissioning	Wed 7/7/27	Tue 8/17/27																
145	Construction Clean/Building Flush out	Wed 7/7/27	Tue 8/3/27																
146	Furniture and Technology Installation	Wed 7/7/27	Tue 8/3/27																
147	Final Completion	Wed 8/18/27	Wed 8/18/27																
148	Administration, Teachers and Staff Move-in	Thu 8/19/27	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: 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 (Payments)					
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	Budget	Previous	Current	Total To Date	Balance
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

Lefffield 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

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			45,600.00	
			Total this Invoice	\$45,600.00	