

**AGAWAM HIGH SCHOOL**

**Agawam, MA**



**OPM Monthly Project Update Report**

**January 2024**

FS	<b>SD</b>	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Schematic Design 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. During the month of January the project team along with the District and school leadership continued to work together on finalizing the design. Meetings with the user groups of the school also continued in order to finalize the layout of the building in preparation for the next group of meetings which will cover furniture, equipment and final design. There will also be more meetings with the SBC and Town of Agawam to start working on the design of the interior and exterior finishes.

The CM-at-risk procurement process continued by issuing the formal RFP on January 17, 2024 with a due date of February 7, 2024, after all six firms were qualified. There was a site walkthrough meeting on the 24<sup>th</sup> where all six CM teams attended and were able to see the existing building and site and meet the Agawam CM-r subcommittee. Next steps in the process will be to review the responses to the RFP and interview the teams on February 14<sup>th</sup> & 15<sup>th</sup>.

The Mayor and Town of Agawam also got started on meetings with City Council, the City Solicitor and bond counselors to work on the Bond Authorization and Vote language. The current plan is to get the City Council's approval in February and have the Town vote in early June.

## **I. TASKS COMPLETED THROUGH JANUARY 2024**

The following tasks were completed in the month of January 2024:

- 01/04/24 Agawam HS project team meeting
- 01/04/24 Agawam HS Educational Leadership meeting
- 01/10/24 CM-r RFQ due from the public
- 01/11/24 Agawam HS project team meeting
- 01/17/24 CM-r RFP issued
- 01/18/24 Agawam HS Educational Leadership meeting
- 01/18/24 Agawam HS project team meeting
- 01/22/24 Agawam High School SBC meeting #18
- 01/24/24 CM-r site walkthrough
- 01/25/24 Agawam HS project team meeting

## II. TASKS PLANNED FOR FEBRUARY 2024

The following tasks are planned for the month of February 2024:

- 02/01/24 Agawam HS project team meeting
- 02/01/24 Agawam HS Educational Leadership meeting
- 02/07/24 CM-r RFP's due from the CM's
- 02/08/24 Agawam HS project team meeting
- 02/08/24 CM-at-Risk Subcommittee meeting
- 02/12/24 Agawam High School SBC meeting #19
- 02/14/24 CM-at-Risk Interviews
- 02/15/24 CM-at-Risk Interviews
- 02/15/24 Agawam HS Educational Leadership meeting
- 02/22/24 Agawam HS project team meeting
- 02/26/24 Agawam High School SBC meeting #20
- 02/29/24 Agawam HS project team meeting

## III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$66,350 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 \$51,350 for Feasibility Study Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated January 31, 2024.

## IV. PROJECT SCHEDULE OVERVIEW

The Agawam High School Project is currently in Module 4 – Schematic Design, and will then move in to Module 5 – Funding the Project.

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 the project was voted on by the MSBA Board of Directors (BOD) on December 13, 2023 to proceed to schematic design.

Now that the preferred solution has been approved by the MSBA BOD, the team has moved into Schematic Design (SD) to further finalize 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 June 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 January, Workforce Participation was 43.8% for women and 8.9% 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 January 31, 2024

Total Project Budget Status Report, dated January 31, 2024

Monthly and Cumulative Cash Flow Reports, dated January 31, 2024

Preliminary Project Schedule, dated January 31, 2024

District Name	Agawam	MSBA ID	202000050505
School Name	Agawam High	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Mayor Chris Johnson
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)	\$1,135,611
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$783,394
General Contractor Contact Name		Project Completion Percentage	63%

**OPM Leftfield, LLC**

**Progress Report as of Date 1/31/2024**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$350,000	Total Contract Amount	\$350,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$215,000
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$15,000
Total Contract Amount	\$350,000	Contract Amount Remaining	\$120,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		
OPM Activities (Reporting Period)	<ul style="list-style-type: none"> <li>• 01/04/23 Agawam HS project team meeting</li> <li>• 01/04/23 Agawam HS Educational Leadership meeting</li> <li>• 01/10/23 CM-r RFQ due from the public</li> <li>• 01/11/23 Agawam HS project team meeting</li> <li>• 01/17/23 CM-r RFP issued</li> <li>• 01/18/23 Agawam HS Educational Leadership meeting</li> <li>• 01/18/23 Agawam HS project team meeting</li> <li>• 01/22/23 Agawam High School SBC meeting #18</li> <li>• 01/25/23 Agawam HS project team meeting</li> </ul>		
Project Budget Status	Reference attached Total Project Budget Report and Cash Flow Charts dated January 31, 2024.		
MSBA Closeout Status			
Potential Issues	None noted at this time.		

**DESIGNER Flansburgh Associates, Inc.**

**Progress Report as of Date 1/31/2024**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$685,000	Total Contract Amount	\$738,185
Contract Amendments (to Date)	4	Invoices Paid (to Date)	\$489,960
Value of Contract Amendments (to Date)	\$53,185	Invoices Received (Reporting Period)	\$62,823
Total Contract Amount	\$738,185	Contract Amount Remaining	\$185,402
Contract Amendments as Percentage of Original Contract Amount	7.8%		
<u>MBE/WBE</u>		<u>Workforce Participation</u>	
MBE Percentage	6.6%	Total Hours	778
MBE Actual	7.8%	Minority Hours	69
WBE Percentage	15.0%	Minority Percentage	8.9%
WBE Actual	28.0%	Minority Workforce Participation	15.3%
		Female Hours	340
		Female Percentage	43.8%
		Female Workforce Participation	6.9%

**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	Schematic Design	Phase Scheduled Completion Date	5/2/2024
Designer Activities (Reporting Period)	<ul style="list-style-type: none"> <li>• 01/04/23 Agawam HS project team meeting</li> <li>• 01/04/23 Agawam HS Educational Leadership meeting</li> <li>• 01/10/23 CM-r RFQ due from the public</li> <li>• 01/11/23 Agawam HS project team meeting</li> <li>• 01/17/23 CM-r RFP issued</li> <li>• 01/18/23 Agawam HS Educational Leadership meeting</li> <li>• 01/18/23 Agawam HS project team meeting</li> <li>• 01/22/23 Agawam High School SBC meeting #18</li> <li>• 01/25/23 Agawam HS project team meeting</li> </ul>		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status	No assignment yet.		

**GENERAL CONTRACTOR**

Progress Report as of Date 1/31/2024

**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

February 6, 2024 \_\_\_\_\_ 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
<b>FEASIBILITY STUDY AGREEMENT</b>											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 365,000	\$ (15,000)	\$ 350,000	\$ 350,000	100%	\$ 230,000	66%	\$ 120,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ 503,415	73%	\$ 181,585	\$ -	
0003-0000	Environmental & Site	\$ 130,000	\$ (30,000)	\$ 100,000	\$ 100,000	100%	\$ 37,895	38%	\$ 62,105	\$ -	
0004-0000	Other	\$ 15,000	\$ 100,000	\$ 115,000	\$ 611	1%	\$ 611	1%	\$ -	\$ 114,389	
	<b>SUB-TOTAL</b>	<b>\$ 1,250,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 1,135,611</b>	<b>91%</b>	<b>\$ 771,921</b>	<b>61.8%</b>	<b>\$ 363,690</b>	<b>\$ 114,389</b>	
<b>TOTAL PROJECT BUDGET</b>		<b>\$ 1,250,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 1,135,611</b>	<b>91%</b>	<b>\$ 771,921</b>	<b>62%</b>	<b>\$ 478,079</b>	<b>\$ 114,389</b>	
<b>FUNDING SOURCES</b>											
	Maximum State Share	\$ 748,000	59.84%								
	Local Share	\$ 502,000	40.16%								
	<b>SUB-TOTAL</b>	<b>\$ 1,250,000</b>	<b>100%</b>								
<b>CONSTRUCTION COST ESTIMATES</b>											
	Designer FS Cost Estimate										
	Designer SD Cost Estimate										
	OPM SD Cost Estimate										
	PFA Budget										

*Feasibility Study Agreement Budget Transfers:*

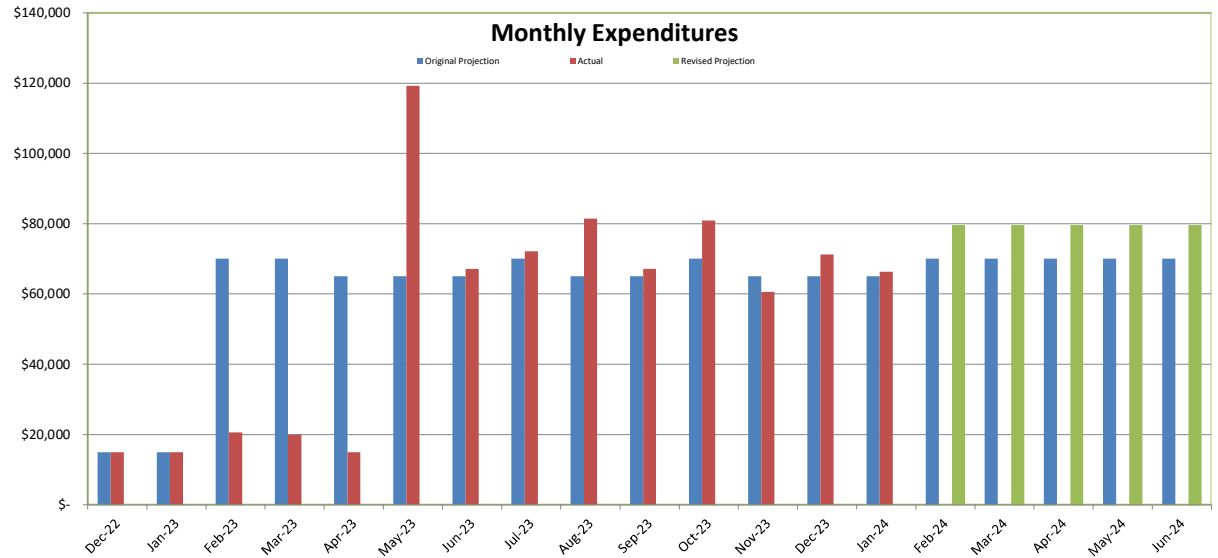


Agawam High School - Agawam, MA

January 31, 2024

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	\$ 71,245	
Jan-24	\$ 65,000	\$ 66,350	
Feb-24	\$ 70,000		\$ 79,680
Mar-24	\$ 70,000		\$ 79,680
Apr-24	\$ 70,000		\$ 79,680
May-24	\$ 70,000		\$ 79,680
Jun-24	\$ 70,000		\$ 79,680
Jul-24	\$ 70,000		\$ 79,680
<b>Total:</b>	<b>\$ 1,250,000</b>	<b>\$ 771,921</b>	<b>\$ 478,079</b>

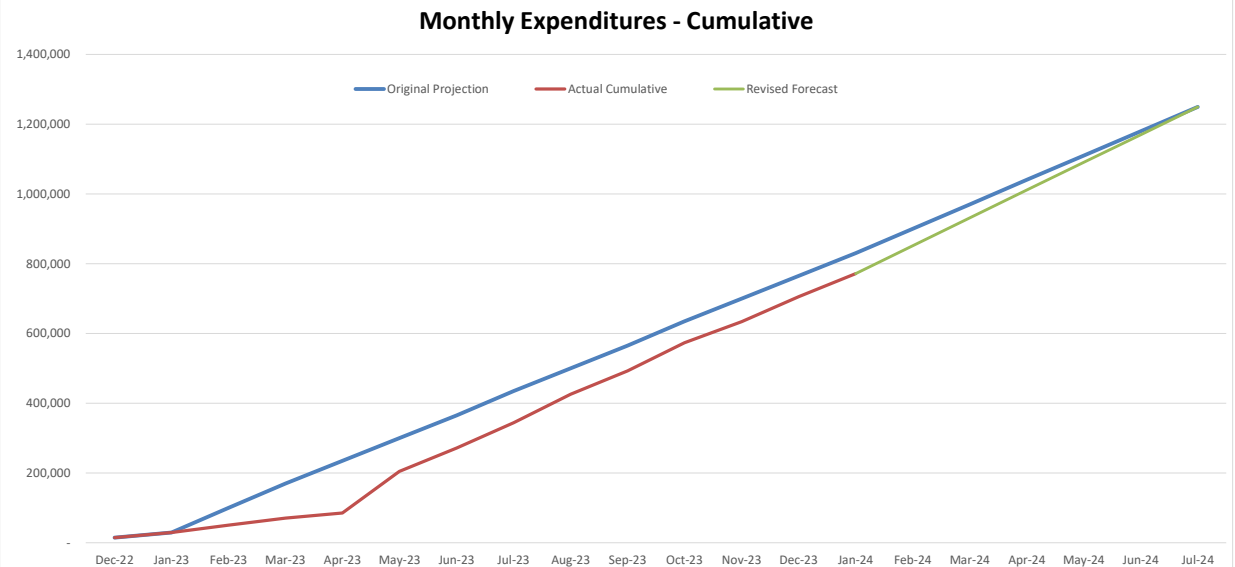


Agawam High School - Agawam, MA

January 31, 2024

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	
Dec-23	765,000	\$ 705,571	
Jan-24	830,000	\$ 771,921	\$ 771,921
Feb-24	900,000		\$ 851,601
Mar-24	970,000		\$ 931,281
Apr-24	1,040,000		\$ 1,010,961
May-24	1,110,000		\$ 1,090,640
Jun-24	1,180,000		\$ 1,170,320
Jul-24	1,250,000		\$ 1,250,000
<b>Total:</b>	<b>\$ 1,250,000</b>	<b>\$ 771,921</b>	<b>\$ 1,250,000</b>



# AGAWAM HIGH SCHOOL - Preliminary Project Schedule

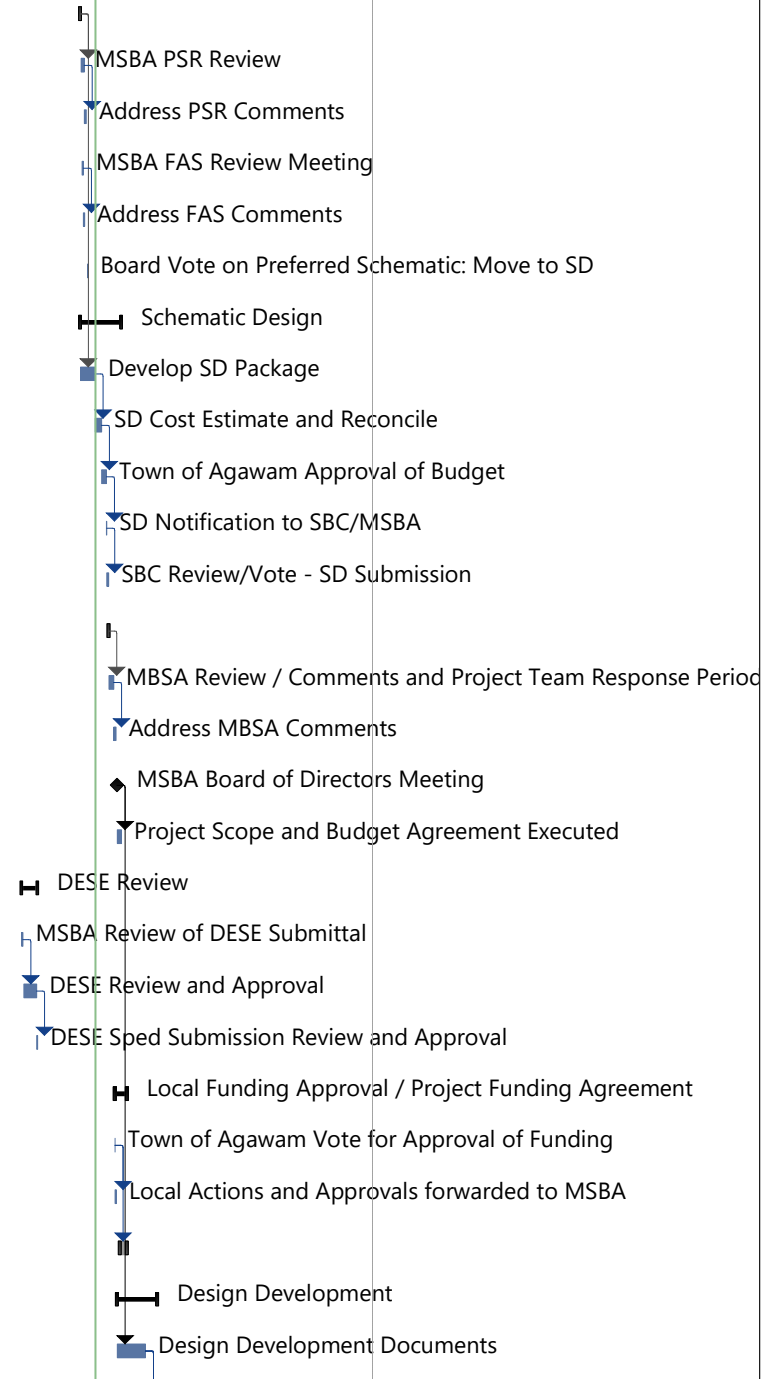
January 31, 2024

ID	Task Name	Start	Finish	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
1	<b>Board Authorization</b>	<b>Wed 4/14/21</b>	<b>Wed 4/14/21</b>	◆ Board Authorization															
2	MSBA Invitation to Conduct a Feasibility Study	Wed 4/14/21	Wed 4/14/21	◆ MSBA Invitation to Conduct a Feasibility Study															
3	<b>OPM Selection</b>	<b>Wed 8/31/22</b>	<b>Wed 12/14/22</b>	┌ OPM Selection															
4	OPM RFS	Wed 8/31/22	Thu 9/15/22	└ 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	<b>Designer Selection</b>	<b>Thu 12/15/22</b>	<b>Fri 3/31/23</b>	┌ 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 MSBA															
15	<b>Feasibility Study</b>	<b>Mon 4/3/23</b>	<b>Wed 10/11/23</b>	┌ 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	└ MSBA 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	<b>Preferred Schematic Report</b>	<b>Tue 7/25/23</b>	<b>Wed 12/13/23</b>	┌ Preferred Schematic Report															
26	Develop Preferred Schematic Report & Cost Estimate	Tue 7/25/23	Tue 9/26/23	└ Develop Preferred Schematic Report & Cost Estimate															
27	SBC Vote on Preferred Schematic Report	Wed 9/27/23	Tue 10/3/23	└ SBC Vote on Preferred Schematic Report															

# AGAWAM HIGH SCHOOL - Preliminary Project Schedule

January 31, 2024

ID	Task Name	Start	Finish	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
28	<b>Submit Preferred Schematic Report to MSBA</b>	<b>Thu 10/26/23</b>	<b>Thu 10/26/23</b>																
29	MSBA PSR Review	Wed 11/1/23	Tue 11/21/23																
30	Address PSR Comments	Wed 11/22/23	Mon 12/4/23																
31	MSBA FAS Review Meeting	Wed 11/8/23	Wed 11/15/23																
32	Address FAS Comments	Thu 11/16/23	Wed 11/22/23																
33	Board Vote on Preferred Schematic: Move to SD	Wed 12/13/23	Wed 12/13/23																
34	<b>Schematic Design</b>	<b>Fri 10/27/23</b>	<b>Wed 7/24/24</b>																
35	Develop SD Package	Fri 10/27/23	Thu 2/1/24																
36	SD Cost Estimate and Reconcile	Fri 2/2/24	Thu 3/14/24																
37	Town of Agawam Approval of Budget	Fri 3/15/24	Wed 4/17/24																
38	SD Notification to SBC/MSBA	Thu 4/18/24	Thu 4/18/24																
39	SBC Review/Vote - SD Submission	Fri 4/19/24	Tue 4/30/24																
40	Submit SD Package to MSBA	Thu 5/2/24	Thu 5/2/24																
41	MBSA Review / Comments and Project Team Response Period	Fri 5/3/24	Mon 6/3/24																
42	Address MBSA Comments	Tue 6/4/24	Mon 6/17/24																
43	MSBA Board of Directors Meeting	Wed 6/26/24	Wed 6/26/24																
44	Project Scope and Budget Agreement Executed	Wed 6/26/24	Wed 7/24/24																
45	<b>DESE Review</b>	<b>Mon 10/3/22</b>	<b>Mon 1/16/23</b>																
46	MSBA Review of DESE Submittal	Mon 10/3/22	Tue 10/11/22																
47	DESE Review and Approval	Mon 10/17/22	Mon 1/9/23																
48	DESE Sped Submission Review and Approval	Tue 1/10/23	Mon 1/16/23																
49	<b>Local Funding Approval / Project Funding Agreement</b>	<b>Tue 6/11/24</b>	<b>Fri 8/30/24</b>																
50	Town of Agawam Vote for Approval of Funding	Tue 6/11/24	Thu 6/13/24																
51	Local Actions and Approvals forwarded to MSBA	Fri 6/14/24	Thu 6/20/24																
52	Project Funding Agreement	Mon 7/15/24	Fri 8/30/24																
53	<b>Design Development</b>	<b>Wed 6/26/24</b>	<b>Wed 3/19/25</b>																
54	Design Development Documents	Wed 6/26/24	Mon 12/30/24																



# AGAWAM HIGH SCHOOL - Preliminary Project Schedule







January 31, 2024

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



## AGAWAM HIGH SCHOOL - Preliminary Project Schedule

January 31, 2024

ID	Task Name	Start	Finish	Timeline
				2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035
140	Early Bid Package	Tue 2/18/25	Thu 9/11/25	 Early Bid Package
141	Construction on Main Package	Wed 10/15/25	Wed 7/14/27	 Construction on Main Package
142	Substantial Completion	Wed 7/14/27	Wed 7/14/27	 Substantial Completion
143	<b>Closeout</b>	<b>Thu 7/15/27</b>	<b>Fri 9/10/27</b>	 Closeout
144	Punch list & Commissioning	Thu 7/15/27	Wed 8/25/27	 Punch list & Commissioning
145	Construction Clean/Building Flush out	Thu 7/15/27	Wed 8/11/27	 Construction Clean/Building Flush out
146	Furniture and Technology Installation	Thu 7/15/27	Wed 8/11/27	 Furniture and Technology Installation
147	Final Completion	Thu 8/26/27	Thu 8/26/27	 Final Completion
148	Administration, Teachers and Staff Move-in	Fri 8/27/27	Fri 9/10/27	 Administration, Teachers and Staff Move-in
149	<b>New Agawam High School Opens for Classes</b>	<b>Fri 9/10/27</b>	<b>Fri 9/10/27</b>	 New Agawam High School Opens for Classes
150	<b>Project Closeout Phase</b>	<b>Thu 8/26/27</b>	<b>Tue 2/13/29</b>	 Project Closeout Phase

# MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer  
From: Linda Liporto, LeftField, LLC  
Date: February 5, 2024  
Re: Agawam High School - January 2024 Invoice Summary  
Cc: James Riefstahl, LeftField, LLC

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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	14	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for January 2024	\$ 15,000.00
0002-0000	Flansburgh	33300	A&E Feasibility Study/Schematic Design	FS Phase Project Management Services for January 2024	\$ 46,400.00
0003-0000	Flansburgh	33294	Environmental & Site	FS Phase E&S Services for January 2024	\$ 4,950.00
				<b>TOTAL:</b>	<b>\$ 66,350.00</b>

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 January 2024 OPM Monthly Report was electronically submitted to the MSBA and to the Town of Agawam by the required February 12, 2024 deadline. All invoices above are included in the January 2024 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.



THE RIGHT CHOICE IN PROJECT MANAGEMENT

Jennifer Bonfiglio  
 Chief Procurement Officer  
 Town of Agawam  
 36 Main Street  
 Agawam, MA 01001

Invoice Date: 01/31/24  
 Invoice No.: 14

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

**Professional Services from January 1, 2024 to January 31, 2024**

<b>OPM Services</b>	
Owner's Project Management Services for the month of January 2024	\$ 15,000
<b>Total Labor:</b>	<b>\$ 15,000</b>

<b>Reimbursable Expenses</b>	
	\$ -
<b>Total Expenses:</b>	<b>\$ -</b>

**Total this Invoice: \$ 15,000**

<b>Contract Status</b>	<b>Budget</b>	<b>Previous</b>	<b>Current</b>	<b>Total To Date</b>	<b>Balance</b>
FS/SD Phase	\$ 350,000	\$ 215,000.00	\$ 15,000	\$ 230,000	\$ 120,000
OPM Services Total:					
Reimbursable Expenses Total:					
<b>Total Contract:</b>	<b>\$ 350,000</b>	<b>\$ 215,000</b>	<b>\$ 15,000</b>	<b>\$ 230,000</b>	<b>\$ 120,000</b>

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



**INVOICE**

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

February 2, 2024  
Project No: 202302.00  
Invoice No: 0033300

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

**Professional Services from January 1, 2024 to January 31, 2024**

<b>Billing Phase</b>	<b>Contract Amount</b>	<b>Percent Complete</b>	<b>Fee Earned</b>	<b>Previous Billed</b>	<b>Current Billing</b>
Feasibility Study	365,000.00	100.00	365,000.00	365,000.00	0.00
Schematic Design	320,000.00	43.25	138,400.00	92,000.00	46,400.00
<b>Total Fee</b>	<b>685,000.00</b>		<b>503,400.00</b>	<b>457,000.00</b>	<b>46,400.00</b>
	<b>Total Fee</b>			<b>46,400.00</b>	
			<b>Total this Invoice</b>	<b>\$46,400.00</b>	





INVOICE

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

January 30, 2024  
Project No: 202302.00  
Invoice No: 0033294

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

**Professional Services from January 1, 2024 to January 31, 2024**

**Consultants**

Geotech Consultant

1/24/2024	CDW Consultants, Inc.	Environmental Site Assessment 50% of Fee	2,250.00	
1/24/2024	CDW Consultants, Inc.	Environmental Site Assessment 100% of Fee	1,125.00	
1/24/2024	CDW Consultants, Inc.	Environmental Site Assessment 75% of Fee	1,125.00	
	<b>Total Consultants</b>	<b>1.1 times</b>	<b>4,500.00</b>	<b>4,950.00</b>
		<b>Total this Invoice</b>		<b>\$4,950.00</b>

**Invoice**

**CDW CONSULTANTS, INC.**  
Terms: Due upon Receipt; (508) 875-2657  
Remit: 4 California Avenue, Suite 301  
Framingham, MA 01701



FLANSBURGH ARCHITECTS  
77 NORTH WASHINGTON STREET  
BOSTON, MA 02114

October 18, 2023  
Project No: 02097.00  
Invoice No: 0000001 *ES*

Project 02097.00 FA AGAWAM HS PHASE I ENV SITE ASSESSMENT  
PHASE I ENVIRONMENTAL SITE ASSESSMENT AGAWAM HIGH SCHOOL, 760 COOPER STREET, AGAWAM, MA  
Professional Services from August 27, 2023 to September 30, 2023

Task 00001 PHASE I ENVIRONMENTAL SITE ASSESSMENT  
Fee

Total Fee 4,500.00

Percent Complete

50.00 Total Earned 2,250.00  
Previous Fee Billing 0.00  
Current Fee Billing 2,250.00  
Total Fee 2,250.00

Total this Task \$2,250.00

Total this Invoice \$2,250.00



Project # 202302.00  
Approval [Signature]  
Date 01/25/24  
Direct Reimb Rate  
Fee/Labor \_\_\_\_\_  
Expenses \_\_\_\_\_

512.00 Environmental Site /  
50% of Fee Assessment

**Invoice**

**CDW CONSULTANTS, INC.**  
Terms: Due upon Receipt; (508) 875-2657  
Remit: 4 California Avenue, Suite 301  
Framingham, MA 01701



FLANSBURGH ARCHITECTS  
77 NORTH WASHINGTON STREET  
BOSTON, MA 02114

December 13, 2023  
Project No: 02097.00  
Invoice No: 0000003 *ES*

Project 02097.00 FA AGAWAM HS PHASE I ENV SITE ASSESSMENT  
PHASE I ENVIRONMENTAL SITE ASSESSMENT AGAWAM HIGH SCHOOL, 760 COOPER STREET, AGAWAM, MA  
Professional Services from October 29, 2023 to November 25, 2023

Task 00001 PHASE I ENVIRONMENTAL SITE ASSESSMENT  
Fee

Total Fee	4,500.00		
Percent Complete	100.00	Total Earned	4,500.00
		Previous Fee Billing	3,375.00
		Current Fee Billing	1,125.00
		<b>Total Fee</b>	<b>1,125.00</b>
		<b>Total this Task</b>	<b>\$1,125.00</b>
		<b>Total this Invoice</b>	<b>\$1,125.00</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span>

**Outstanding Invoices**

Number	Date	Balance
0000001	10/18/2023	2,250.00
0000002	11/13/2023	1,125.00
<b>Total</b>		<b>3,375.00</b>

Total Now Due ~~\$4,500.00~~

Project # 20230100  
Approval [Signature]  
Date 11/25/23  
Direct [Signature] Reimb. [Signature] Rate \_\_\_\_\_  
Fee/Labor \_\_\_\_\_  
Expenses \_\_\_\_\_

*512.00 Environment Site  
100% of Fee assessment*

**Invoice**

**CDW CONSULTANTS, INC.**  
Terms: Due upon Receipt; (508) 875-2657  
Remit: 4 California Avenue, Suite 301  
Framingham, MA 01701



FLANSBURGH ARCHITECTS  
77 NORTH WASHINGTON STREET  
BOSTON, MA 02114

November 13, 2023  
Project No: 02097.00  
Invoice No: 0000002 *ES*

Project 02097.00 FA AGAWAM HS PHASE I ENV SITE ASSESSMENT  
PHASE I ENVIRONMENTAL SITE ASSESSMENT AGAWAM HIGH SCHOOL, 760 COOPER STREET, AGAWAM, MA  
Professional Services from October 1, 2023 to October 28, 2023

Task 00001 PHASE I ENVIRONMENTAL SITE ASSESSMENT  
Fee

Total Fee	4,500.00		
Percent Complete	75.00	Total Earned	3,375.00
		Previous Fee Billing	2,250.00
		Current Fee Billing	1,125.00
		<b>Total Fee</b>	<b>1,125.00</b>
		<b>Total this Task</b>	<b>\$1,125.00</b>
		<b>Total this Invoice</b>	<b>\$1,125.00</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span>

**Outstanding Invoices**

Number	Date	Balance
0000001	10/18/2023	2,250.00
<b>Total</b>		<b>2,250.00</b>

**Total Now Due** ~~\$3,375.00~~

Project # 2023.02.00  
Approval [Signature]  
Date 01/25/24  
Direct Reimb. Rate  
Fee/Labor \_\_\_\_\_  
Expenses \_\_\_\_\_

*512.*

*Environmental Site Assessment*

*75 % Fee*