

---

Florence Roche Elementary School

**SCHEMATIC DESIGN**

Groton-Dunstable, MA

---



**OPM Monthly Project Update Report – December 2020**

Prepared for:



Town of Groton  
Florence Roche School Building Committee

Prepared by:



Complete

FS/SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT
-------	----	----	---------	--------------	----------

## I. EXECUTIVE SUMMARY

The Groton-Dunstable Regional School District, Leftfield Project Management and Studio G Architects have completed MSBA Module 3 – The Feasibility Study. The Florence Roche Feasibility Study Website is up and running. On 02/04/2020; the Preliminary Design Program (PDP) was submitted to the MSBA. The BC meetings have been changed to virtual meetings per Governor Baker’s Open Meeting Law Order issued on 03/10/2020. On 05/05/2020; the Preferred Schematic Report (PSR) was submitted to the MSBA. On 06/24/2020; the MSBA approved the project to move into Schematic Design. On 12/18/2020, the project team submitted the Module 4/ Schematic Design Submittal to the MSBA. The Schematic Design Submittal is scheduled for review and approval at the MSBA Board of Directors meeting on 02/11/2021.

*Additional information related to the items mentioned above are contained within the committee meeting minutes which can be viewed via this link:*

<https://www.florencerocheproject.org/agendas---meeting-minutes>

## II. TASKS COMPLETED DURING DECEMBER 2020

### Administrative, Owner, OPM and Design Activities

The following activities were completed during the month of December 2020:

- 12/2020 Leftfield continued management of the MSBA ProPay Process
- 12/2020 SGA & Leftfield continued working on the Schematic Design/ Module 4 MSBA Submission Package
- 12/08/2020 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.
- 12/08/2020 Leftfield submitted the December 2020 Monthly Report to the MSBA & to the Building Committee.
- 12/15/2020 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.
- 12/18/2020 SGA & Leftfield submitted the Module 4/ Schematic Design Submittal to the MSBA.

## III. TASKS PLANNED FOR JANUARY 2021

### Administrative, Owner, OPM and Design Activities

The following tasks are planned for the month of January 2021:

- 01/2021 Leftfield will continue management of the MSBA ProPay Process

- 
- 01/08/2021 Leftfield will issue the Meeting Minutes from the 12/18/2020 Groton-Dunstable School Building Committee Meeting.
  - 01/08/2021 Leftfield will submit the December 2020 Monthly Report to the MSBA & to the Building Committee.
  - 01/12/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.
  - 01/22/2021 Leftfield will issue the Meeting Minutes from the 01/08/2021 Groton-Dunstable School Building Committee Meeting.
  - 01/22/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.

#### **IV. PROJECT BUDGET**

The Project Budget and Cash Flow Overview is attached.

#### **V. PROJECT SCHEDULE**

The Project Schedule is attached. At this time, the project remains on schedule.

#### **VI. ATTACHMENTS**

MSBA Online OPM Reporting Submission, December 2020  
Project Budget Summary, dated January 5, 2021  
Project Cash Flow, dated January 5, 2021  
Project Schedule, dated December 9, 2020

#### **VIII. PROJECT OUTREACH / COMMUNICATION**

Project-related records such as general project history, meeting agenda's, meeting minutes, and MSBA submissions can be viewed via this link:

<https://www.florencerocheproject.org/>

Official upcoming meeting postings [date/time] can be viewed via this link:

<https://portal.grotonma.gov/meetings>

**MSBA Online OPM Reporting Submission, December 2020**

**DRAFT**

**Leftfield, LLC** **David Saindon** **Progress Report as of Date 12/31/2020**

District Name	Groton-Dunstable	MSBA ID	201706730010
School Name	Florence Roche	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Dr. Laura Chesson
Project Director	David Saindon	Total Project Budget (ProPay)	\$750,000
Designer Firm Name	Studio G. Architects, Inc.	Encumbered (Reporting Period)	\$32,929
Principal	Gail Sullivan	Encumbered (to Date)	\$633,497
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$666,426
General Contractor Contact Name		Project Completion Percentage	50%

**OPM** **Leftfield, LLC** **Progress Report as of Date 12/31/2020**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$205,000	Total Contract Amount	\$205,417
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$187,847
Value of Contract Amendments (to Date)	\$417	Invoices Received (Reporting Period)	\$0
Total Contract Amount	\$205,417	Contract Amount Remaining	\$17,570
Contract Amendments as Percentage of Original Contract Amount	0.0%		
OPM Activities (Reporting Period)	-12/2020: Leftfield continued management of the MSBA ProPay Process -12/2020: SGA & Leftfield continued working on the Schematic Design/ Module 4 MSBA Submission Package -12/08/2020: Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting. -12/08/2020: Leftfield submitted the December 2020 Monthly Report to the MSBA & to the Building Committee. -12/15/2020: Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting. -12/18/2020: SGA & Leftfield submitted the Module 4/ Schematic Design Submittal to the MSBA.		
Project Budget Status	On behalf of the district, Leftfield is managing the MSBA propay process. There are no budget concerns at this time.		
Potential Issues	There are no potential issues to report.		

**DESIGNER** **Studio G. Architects, Inc.** **Progress Report as of Date 12/31/2020**

<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$515,000	Total Contract Amount	\$526,550
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$445,400
Value of Contract Amendments (to Date)	\$11,550	Invoices Received (Reporting Period)	\$30,000
Total Contract Amount	\$526,550	Contract Amount Remaining	\$51,150
Contract Amendments as Percentage of Original Contract Amount	2.0%		
<u>MBE/WBE Requirements</u>			
MBE Requirement	0%		
MBE Actual	24%		
WBE Requirement	0%		
WBE Actual	77%		

**RFIs and Submittals**

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
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
Designer Activities (Reporting Period)	-SGA worked on and submitted the MSBA Module 4/ SD submission to the MSBA on 12/18/2020. -SGA attended the SBC Meetings on 12/8/2020 & 12/15/2020.	
30 Day Look Ahead		
Commissioning Consultant		
Commissioning Consultant Status		

**GENERAL CONTRACTOR**

Progress Report as of Date 12/31/2020

**Contract Summary**

Original Contract Amount	
Change Orders (to Date)	
Value of Change Orders (to Date)	
Total Contract Amount	
Contract Type	
Change Orders as Percentage of Original Contract Amount	0.0%
Pending Change Orders	
Change Order Status	

**Payment Summary**

Total Contract Amount
Invoices Paid (to Date)
Invoices Received (Reporting Period)
Contract Amount Remaining

**Schedule Assessment**

Notice to Proceed Date	MBE Requirement
Physical Progress	MBE Actual
Substantial Completion Date (Original)	WBE Requirement
Substantial Completion Date (Revised)	WBE Actual
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)	
Commissioning Consultant	
Commissioning Consultant Status	

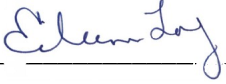
## **Certification**

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

Eileena Long

Print Name



Signature

6-January-2021

Date

**Project Budget Summary, dated January 5, 2021**



## Florence Roche Elementary School Feasibility Study - BUDGET TRACKING

MSBA ID: 201706730010  
 Florence Roche Elementary School Feasibility Study  
 Project Director / Manager: David Saindon / Brian Dakin



Period Ending 12/31/2020  
 MSBA Reimbursement Package 20  
 Includes CM Requisition / CO # N/A

Current Budget



	<u>FSA Budget</u>	<u>Budget Changes</u>	<u>Rev. FSA Budget</u>	<u>Committed Costs</u>	<u>Expended</u>	<u>Unspent</u>	<u>Remaining Budget</u>	<u>% Complete</u>	<u>CTC</u>	<u>Anticipated</u>	<u>Variance</u>
	[A]	[B]	[C]	[D]	[E]	[F]=[D]-[E]	[G]=[C]-[D]	[H]=[E]/[J]	[I]	[J]=[D]+[I]	[K]=[C]-[J]
<b>0001 0000 Owner's Project Manager</b>	\$190,000	\$16,812	\$206,812	\$206,812	\$195,100	\$11,712	\$0		\$0	\$206,812	\$0
0001 0000 Feasibility Study (Leftfield, LLC)	\$190,000	\$15,000	\$205,000	\$205,000	\$193,288	\$11,712	\$0	94%	\$0	\$205,000	\$0
0001 0000 Reimbursables (Leftfield, LLC - Amendment #1)	\$0	\$417	\$417	\$417	\$417	\$0	\$0	100%	\$0	\$417	\$0
0001 0000 Track & Field Estimate (Tarbell - Amendment #2)	\$0	\$1,395	\$1,395	\$1,395	\$1,395	\$0	\$0	100%	\$0	\$1,395	\$0
<b>0002 0000 Designer</b>	\$500,000	(\$44,000)	\$456,000	\$456,000	\$450,000	\$6,000	\$0		\$0	\$456,000	\$0
0002 0000 Feasibility Study	\$500,000	(\$44,000)	\$456,000	\$456,000	\$450,000	\$6,000	\$0	99%	\$0	\$456,000	\$0
0002 0000 Schematic Design	inc. above	inc. above	inc. above								
<b>0003 0000 Environmental &amp; Site Feasibility Study</b>	\$15,000	\$55,550	\$70,550	\$70,550	\$55,400	\$15,150	\$0		\$0	\$70,550	\$0
0003 0000 Subconsultants	\$15,000	(\$15,000)	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0003 0000 Scan existing plans	\$0	\$500	\$500	\$500	\$350	\$150	\$0	70%	\$0	\$500	\$0
0003 0000 Site Survey (Amendment #1)	\$0	\$11,550	\$11,550	\$11,550	\$11,550	\$0	\$0	100%	\$0	\$11,550	\$0
0003 0000 Geotechnical (PDP)	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0	100%	\$0	\$5,000	\$0
0003 0000 GeoEnv Ph 2 ESA	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0003 0000 Geotechnical	\$0	\$16,500	\$16,500	\$16,500	\$11,500	\$5,000	\$0	70%	\$0	\$16,500	\$0
0003 0000 Traffic Study	\$0	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	0%	\$0	\$10,000	\$0
0003 0000 Environmental Permitting Analysis	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	100%	\$0	\$10,000	\$0
0003 0000 Hazmat Survey (EFI Global)	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	100%	\$0	\$10,000	\$0
0003 0000 Hydrant Flow Tests	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	100%	\$0	\$2,000	\$0
0003 0000 Allowances Contingency	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0	100%	\$0	\$5,000	\$0
<b>0004 0000 OTHER</b>	\$45,000	(\$28,362)	\$16,638	\$250	\$250	\$0	\$16,388		\$16,388	\$16,638	\$0
0004 0000 Owner's Contingency/Other	\$45,000	(\$28,362)	\$16,638	\$0	\$0	\$0	\$16,388		\$16,388	\$16,388	\$0
0004 0000 Other - Hydrant Flow Test (GWD)	\$0	\$250	\$250	\$250	\$250	\$0	\$0	100%	\$0	\$250	\$0
<b>FEASIBILITY STUDY AGREEMENT TOTALS</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$733,612</b>	<b>\$700,750</b>	<b>\$32,862</b>	<b>\$16,388</b>		<b>\$16,388</b>	<b>\$750,000</b>	<b>\$0</b>

**Project Cash Flow, dated January 5, 2021**

**Groton-Dunstable - Florence Roche Elementary School Feasibility Study**  
**1/5/2021**

**Projected Cashflow**

<b>Date</b>	<b>Reimb. No.</b>	<b>Forecasted Value</b>	<b>Submitted Value</b>	<b>Balance</b>
Starting balance >>				\$ 750,000
Jul-19	1	\$ -	\$ 10,853	\$ 739,147
Aug-19	2	\$ -	\$ 10,853	\$ 728,294
Sep-19	3	\$ -	\$ 10,853	\$ 717,441
Oct-19	4	\$ -	\$ 10,853	\$ 706,588
Nov-19	5	\$ -	\$ 10,853	\$ 695,735
Dec-19	6	\$ -	\$ 30,353	\$ 665,382
Jan-20	7	\$ -	\$ 42,353	\$ 623,029
Feb-20	8	\$ -	\$ 42,703	\$ 580,326
Mar-20	9	\$ -	\$ 57,353	\$ 522,973
Apr-20	10	\$ -	\$ 42,353	\$ 480,620
May-20	11	\$ -	\$ 42,353	\$ 438,267
Jun-20	12	\$ -	\$ 47,353	\$ 390,914
Jul-20	13	\$ -	\$ 42,603	\$ 348,311
Aug-20	14	\$ -	\$ 42,853	\$ 305,458
Sep-20	15	\$ -	\$ 63,903	\$ 241,555
Oct-20	16	\$ -	\$ 40,853	\$ 200,702
Nov-20	17	\$ -	\$ 41,270	\$ 159,432
Dec-20	18	\$ -	\$ 42,929	\$ 116,503
Jan-21	19	\$ -	\$ 32,929	\$ 83,574
Feb-21	20	\$ -	\$ 34,234	\$ 49,340
Mar-21	21	\$ 38,462	\$ -	
Apr-21	22	\$ 5,024	\$ -	
May-21	23	\$ 2,929	\$ -	
Jun-21	24	\$ 2,925	\$ -	

<b>\$ 49,340</b>	<b>\$ 700,660</b>	<b>\$ 750,000</b>
------------------	-------------------	-------------------

<b>Remaining To Be Submitted</b>	<b>Submitted To Date Value</b>	<b>Estimated Cost @ Completion</b>
----------------------------------	--------------------------------	------------------------------------

**Project Schedule, dated December 9, 2020**













