
Florence Roche Elementary School

SCHEMATIC DESIGN

Groton-Dunstable, MA



OPM Monthly Project Update Report – April 2021

Prepared for:



Town of Groton
Florence Roche School Building Committee

Prepared by:



Complete

FS/SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT
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I. EXECUTIVE SUMMARY

The Groton-Dunstable Regional School District, Leftfield Project Management and Studio G Architects have completed MSBA Module 4 – Schematic Design. The Florence Roche Feasibility Study Website is up and running. The Schematic Design Submittal was approved at the MSBA Board of Directors meeting on 02/11/2021. The Project was approved during the Groton Spring Town Meeting on 05/01/2021. The Project is scheduled for the Debt Override Vote on 05/25/2021.

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 APRIL 2021

Administrative, Owner, OPM and Design Activities

The following activities were completed during the month of April 2021:

- 04/2021 Leftfield continued management of the MSBA ProPay Process
- 04/2021 Leftfield updated the project website with meeting minutes, meeting agendas and presentations
- 04/08/2021 Leftfield submitted the March 2021 Monthly Report to the MSBA & to the School Building Committee.
- 04/13/2021 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.
- 04/15/2021 The Town of Groton received 12 Construction Manager qualification packages
- 04/23/2021 The CM-R Sub-Committee met virtually on zoom.

III. TASKS PLANNED FOR MAY 2021

Administrative, Owner, OPM and Design Activities

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

- 05/2021 Leftfield will continue management of the MSBA ProPay Process
- 05/2021 Leftfield will update the project website with meeting minutes, meeting agendas and presentations
- 05/01/2021 Leftfield and SGA attended the Groton Spring Town Meeting
- 05/11/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.

-05/20/2021 The Town of Groton will receive the CM-R RFP responses from the pre-qualified CM Firms

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, April 2021
Project Budget Summary, dated May 1, 2021
Project Cash Flow, dated May 1, 2021
Project Schedule, dated May 15, 2021

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, April 2021

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)	\$3,390
Principal	Gail Sullivan	Encumbered (to Date)	\$724,131
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$727,521
General Contractor Contact Name		Project Completion Percentage	48%

OPM Leftfield, LLC

Progress Report as of Date 4/30/2021

Contract Summary

Original Contract Amount	\$205,000
Contract Amendments (to Date)	3
Value of Contract Amendments (to Date)	\$2,290
Total Contract Amount	\$207,290
Contract Amendments as Percentage of Original Contract Amount	1.1%

Payment Summary

Total Contract Amount	\$207,290
Invoices Paid (to Date)	\$201,436
Invoices Received (Reporting Period)	\$2,929
Contract Amount Remaining	\$2,925

OPM Activities (Reporting Period)	04/2021: Leftfield continued management of the MSBA ProPay Process 04/2021: Leftfield updated the project website with meeting minutes, meeting agendas and presentations 04/08/2021: Leftfield submitted the March 2021 Monthly Report to the MSBA & to the School Building Committee. 04/13/2021: Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting. 04/15/2021: The Town of Groton received 12 Construction Manager qualification packages 04/23/2021: The CM-R Sub-Committee met on zoom virtually.
Project Budget Status	On behalf of the District, Leftfield is managing the MSBA ProPay process. There are no budget concerns at this time.
MSBA Closeout Status	
Potential Issues	There are no potential issues to report.

DESIGNER

Studio G. Architects, Inc.

Progress Report as of Date 4/30/2021

Contract Summary

Original Contract Amount	\$515,000
Contract Amendments (to Date)	1
Value of Contract Amendments (to Date)	\$11,550
Total Contract Amount	\$526,550
Contract Amendments as Percentage of Original Contract Amount	2.2%

Payment Summary

Total Contract Amount	\$526,550
Invoices Paid (to Date)	\$522,445
Invoices Received (Reporting Period)	\$0
Contract Amount Remaining	\$4,105

MBE/WBE		Workforce Participation	
MBE Percentage	0.0%	Total Hours	0
MBE Actual	24.0%	Minority Hours	0
WBE Percentage	0.0%	Minority Percentage	0.0%
WBE Actual	77.0%	Minority Workforce Participation	0.0%
		Female Hours	0
		Female Percentage	0.0%
		Female Workforce Participation	0.0%

RFIs and Submittals

RFIs Issued (Reporting Period)	
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)	
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Approved Project Vote Pending	Phase Scheduled Completion Date
Designer Activities (Reporting Period)	SGA attended the SBC Meeting on 4/13/2021.	
30 Day Look Ahead		
Commissioning Consultant		
Commissioning Consultant Status		

GENERAL CONTRACTOR

Progress Report as of Date 4/30/2021

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

Payment Summary

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

Pending Change Orders
 Change Order Status

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

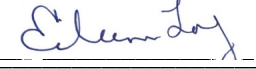
Certification

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

Eileena Long, Project Manager

Print Name



Signature

May 5, 2021

Date

Project Budget Summary, dated May 1, 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 4/30/2021
 MSBA Reimbursement Package 24
 Includes CM Requisition / CO # N/A

Current Budget



	FSA Budget [A]	Budget Changes [B]	Rev. FSA Budget [C]	Committed Costs [D]	Expended [E]	Unspent [F]=[D]-[E]	Remaining Budget [G]=[C]-[D]	% Complete (against committed) [H]=[E]/[J]	CTC (beyond committed) [I]	Anticipated C @ C [J]=[D]+[I]	Variance (Under)Over [K]=[C]-[J]
0001 0000 Owner's Project Manager	\$190,000	\$17,290	\$207,290	\$207,290	\$207,290	\$0	\$0		\$0	\$207,290	\$0
0001 0000 Feasibility Study (Leftfield, LLC)	\$190,000	\$15,000	\$205,000	\$205,000	\$205,000	\$0	\$0	100%	\$0	\$205,000	\$0
0001 0000 Reimbursables (Leftfield, LLC - Amendment #1 & #3)	\$0	\$895	\$895	\$895	\$895	\$0	\$0	100%	\$0	\$895	\$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
0002 0000 Designer	\$500,000	(\$44,000)	\$456,000	\$456,000	\$456,000	\$0	\$0		\$0	\$456,000	\$0
0002 0000 Feasibility Study	\$500,000	(\$44,000)	\$456,000	\$456,000	\$456,000	\$0	\$0	100%	\$0	\$456,000	\$0
0002 0000 Schematic Design	inc. above	inc. above	inc. above								
0003 0000 Environmental & Site Feasibility Study	\$15,000	\$55,550	\$70,550	\$70,550	\$66,445	\$4,105	\$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	\$16,500	\$0	\$0	100%	\$0	\$16,500	\$0
0003 0000 Traffic Study	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	100%	\$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	\$1,045	\$3,955	\$0	21%	\$0	\$5,000	\$0
0004 0000 OTHER	\$45,000	(\$28,840)	\$16,160	\$1,162	\$1,162	\$0	\$14,998		\$14,998	\$16,160	\$0
0004 0000 Owner's Contingency/Other	\$45,000	(\$30,002)	\$14,998	\$0	\$0	\$0	\$14,998		\$14,998	\$14,998	\$0
0004 0000 Other - Project Flyer (GELD)	\$0	\$461	\$461	\$461	\$461	\$0	\$0	100%	\$0	\$461	\$0
0004 0000 Other - Advertising (Groton Herald)	\$0	\$451	\$451	\$451	\$451	\$0	\$0	100%	\$0	\$451	\$0
0004 0000 Other - Hydrant Flow Test (GWD)	\$0	\$250	\$250	\$250	\$250	\$0	\$0	100%	\$0	\$250	\$0
FEASIBILITY STUDY AGREEMENT TOTALS	\$750,000	\$0	\$750,000	\$735,002	\$730,897	\$4,105	\$14,998		\$14,998	\$750,000	\$0

Project Cash Flow, dated May 1, 2021

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

Projected Cashflow

Date	Reimb. No.	Forecasted Value	Submitted Value	Balance
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	\$ -	\$ 35,369	\$ 48,205
Mar-21	21	\$ -	\$ 16,929	\$ 31,276
Apr-21	22	\$ -	\$ 5,407	\$ 25,869
May-21	23	\$ -	\$ 3,390	\$ 22,479
Jun-21	24	\$ -	\$ 3,376	\$ 19,103
Jul-21	25	\$ -	\$ 19,103	\$ (0)

\$ -	\$ 750,000	\$ 750,000
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Remaining To Be Submitted	Submitted To Date Value	Estimated Cost @ Completion
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Project Schedule, dated May 15, 2021

Florence Roche Elementary School Feasibility Study FEASIBILITY-SCHEMATIC SCHEDULE - Schematic Submission

ID	% Complete	Task Name	Duration	Start	Finish	Timeline																											
						f 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022	Half 2, 2022	Half 1, 2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half													
1	100%	Procure OPM (MOD 2)	67 days	Tue 2/26/19	Wed 5/29/19	Procure OPM (MOD 2)																											
8	100%	Procure Architect (MOD 2)	133 days	Tue 5/14/19	Thu 11/14/19	Procure Architect (MOD 2)																											
30	100%	Develop schedule/work plan	10 days	Thu 10/17/19	Wed 10/30/19	Develop schedule/work plan																											
31	100%	School Building Committee approves work plan	5 days	Thu 10/31/19	Wed 11/6/19	School Building Committee approves work plan																											
32	100%	MSBA/District kick off meeting	1 day	Fri 11/22/19	Fri 11/22/19	MSBA/District kick off meeting																											
33	100%	FEASIBILITY STUDY (MOD 3)	177 days	Ned 10/23/19	Wed 6/24/20	FEASIBILITY STUDY (MOD 3)																											
34	100%	Educational Programming	67 days	Tue 10/29/19	Tue 1/28/20	Educational Programming																											
35	100%	Ed. Visioning kick off meeting	1 day	Tue 10/29/19	Tue 10/29/19	Ed. Visioning kick off meeting																											
36	100%	Community Engagement / Listening Meeting (Visioning Workshop 1)	1 day	Sat 11/16/19	Sat 11/16/19	Community Engagement / Listening Meeting (Visioning Workshop 1)																											
37	100%	Educational Working Group (EWG) Meeting 1	1 day	Tue 11/26/19	Tue 11/26/19	Educational Working Group (EWG) Meeting 1																											
38	100%	Educational Working Group (EWG) Meeting 2	1 day	Tue 12/10/19	Tue 12/10/19	Educational Working Group (EWG) Meeting 2																											
39	100%	EDUCATIONAL PLAN; Ed plan statement of teaching philosophy, methods and goals. Page 6.	15 days	Tue 12/10/19	Mon 12/30/19	EDUCATIONAL PLAN; Ed plan statement of teaching philosophy, methods and goals. Page 6.																											
40	100%	Initial space summary ("ISS") - 645 students	30 days	Tue 10/29/19	Fri 12/6/19	Initial space summary ("ISS") - 645 students																											
41	100%	ISS explanation for variances between Ed program and MSBA guild lines. Page 7.	2 days	Mon 12/9/19	Tue 12/10/19	ISS explanation for variances between Ed program and MSBA guild lines. Page 7.																											
42	100%	School Building Committee approves ISS and Educational Program	1 day	Tue 1/28/20	Tue 1/28/20	School Building Committee approves ISS and Educational Program																											
43	100%	Security Program; narrative	10 days	Tue 12/10/19	Mon 12/23/19	Security Program; narrative																											
44	100%	Introduction Deliverables - PDP	32 days	Mon 11/4/19	Mon 12/16/19	Introduction Deliverables - PDP																											
45	100%	Existing conditions summary	30 days	Mon 11/4/19	Thu 12/12/19	Existing conditions summary																											
46	100%	Capital budget statement (narrative)	30 days	Mon 11/4/19	Thu 12/12/19	Capital budget statement (narrative)																											
47	100%	Project directory	10 days	Mon 11/4/19	Fri 11/15/19	Project directory																											
48	100%	Updated project schedule	5 days	Tue 12/10/19	Mon 12/16/19	Updated project schedule																											
49	100%	Evaluation of existing conditions	75 days	Wed 10/23/19	Mon 2/3/20	Evaluation of existing conditions																											
50	100%	Legal title/development restrictions/determine historic concerns (local + MHC)	30 days	Wed 10/23/19	Mon 12/2/19	Legal title/development restrictions/determine historic concerns (local + MHC)																											
51	100%	Code review/building systems analysis	45 days	Wed 10/23/19	Mon 12/23/19	Code review/building systems analysis																											
52	100%	Determine need for geotechnical + geoenvironmental explorations; TBD	45 days	Wed 10/23/19	Mon 12/23/19	Determine need for geotechnical + geoenvironmental explorations; TBD																											
53	100%	Hazardous material survey/analysis	30 days	Wed 10/23/19	Mon 12/2/19	Hazardous material survey/analysis																											
54	100%	Phase 1 - ESA (project sites tbd)	30 days	Wed 10/23/19	Mon 12/2/19	Phase 1 - ESA (project sites tbd)																											
55	100%	Preliminary Evaluation of Alternatives (include analysis of district assignment practices and available space; tuition agreements with adjacent school districts; rental/acquisition of existing buildings that could be utilized for school operations. Pg 9.	30 days	Wed 10/23/19	Mon 12/2/19	Preliminary Evaluation of Alternatives (include analysis of district assignment practices and available space; tuition agreements with adjacent school districts; rental/acquisition of existing buildings that could be utilized for school operations. Pg 9.																											
56	100%	Provide data utilized to determine PDP "short list" of options. Page 10.	30 days	Wed 10/23/19	Mon 12/2/19	Provide data utilized to determine PDP "short list" of options. Page 10.																											
57	100%	Designer presents "test fits" for options	60 days	Wed 10/23/19	Mon 1/13/20	Designer presents "test fits" for options																											
58	100%	Comparative cost analysis on all options	60 days	Wed 10/23/19	Mon 1/13/20	Comparative cost analysis on all options																											
59	100%	School Building Committee approves Preliminary Design Program options (short list)	30 days	Tue 12/3/19	Mon 1/13/20	School Building Committee approves Preliminary Design Program options (short list)																											
60	100%	School Building Committee approves Preliminary Design Program options (short list)	1 day	Tue 1/14/20	Tue 1/14/20	School Building Committee approves Preliminary Design Program options (short list)																											
61	100%	Obtain approvals from the School Building Committee to submit the PDP to the MSBA	1 day	Tue 1/28/20	Tue 1/28/20	Obtain approvals from the School Building Committee to submit the PDP to the MSBA																											
62	100%	Compile local actions and approval certification	5 days	Tue 1/28/20	Mon 2/3/20	Compile local actions and approval certification																											
63	100%	** Submit PDP to the MSBA **	1 day	Tue 2/4/20	Tue 2/4/20	** Submit PDP to the MSBA **																											
64	100%	MSBA PDP review	21 days	Wed 2/5/20	Wed 3/4/20	MSBA PDP review																											
65	100%	Receive MSBA PDP comments	1 day	Thu 3/5/20	Thu 3/5/20	Receive MSBA PDP comments																											
66	100%	District returns responses to MSBA PDP comments	14 days	Fri 3/6/20	Wed 3/25/20	District returns responses to MSBA PDP comments																											
67	100%	Preferred Schematic Report (PSR) Development of short list options	117 days	Tue 1/14/20	Wed 6/24/20	Preferred Schematic Report (PSR) Development of short list options																											
68	100%	Updated summary on activities to date	10 days	Tue 4/7/20	Mon 4/20/20	Updated summary on activities to date																											
69	100%	Updated project schedule	5 days	Tue 4/7/20	Thu 5/7/20	Updated project schedule																											
70	100%	Summary of existing conditions and alternatives	10 days	Tue 4/7/20	Mon 4/20/20	Summary of existing conditions and alternatives																											
71	100%	Summary of Districts preferred solution	10 days	Tue 4/7/20	Mon 4/20/20	Summary of Districts preferred solution																											
72	100%	Provide copy of MSBA prelim. PDP review and corresponding District response.	1 day	Thu 3/26/20	Thu 3/26/20	Provide copy of MSBA prelim. PDP review and corresponding District response.																											
73	100%	Evaluation of Alternatives (short list)	71 days	Tue 1/14/20	Tue 4/21/20	Evaluation of Alternatives (short list)																											

Mon 5/10/21



