
Florence Roche Elementary School

SCHEMATIC DESIGN

Groton-Dunstable, MA



OPM Monthly Project Update Report – February 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 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 JANUARY 2020

Administrative, Owner, OPM and Design Activities

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

- 01/2021 Leftfield continued management of the MSBA ProPay Process
- 01/08/2021 Leftfield submitted the December 2020 Monthly Report to the MSBA & to the Building Committee.
- 01/12/2021 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.
- 01/15/2021 The Project Team virtually attended the MSBA's Project Scope and Budget Call
- 01/22/2021 The Project Team virtually attended a meeting with the MSBA to discuss the Project Town Vote Language
- 01/22/2021 Leftfield issued the meeting minutes from the 01/15/2021 meeting to the School Building Committee
- 01/26/2021 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.

III. TASKS PLANNED FOR FEBRUARY 2021

Administrative, Owner, OPM and Design Activities

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

- 02/2021 Leftfield will continue management of the MSBA ProPay Process
- 02/05/2021 Leftfield issued the meeting minutes from the 01/26/2021 meeting to the School Building Committee
- 02/09/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.

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- | | |
|-------------|--|
| -02/10/2021 | Leftfield will submit the January 2021 Monthly Report to the MSBA & to the Building Committee. |
| -02/11/2021 | The Project Team will virtually attend the MSBA's Board of Directors 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, February 2021
Project Budget Summary, dated March 3, 2021
Project Cash Flow, dated March 3, 2021
Project Schedule, dated March 3, 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, February 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)	\$16,929
Principal	Gail Sullivan	Encumbered (to Date)	\$701,975
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$718,724
General Contractor Contact Name		Project Completion Percentage	48%

OPM Leftfield, LLC

Progress Report as of Date 2/28/2021

Contract Summary

Original Contract Amount	\$205,000
Contract Amendments (to Date)	2
Value of Contract Amendments (to Date)	\$1,812
Total Contract Amount	\$206,812
Contract Amendments as Percentage of Original Contract Amount	0.9%

Payment Summary

Total Contract Amount	\$206,812
Invoices Paid (to Date)	\$195,100
Invoices Received (Reporting Period)	\$2,929
Contract Amount Remaining	\$8,783

OPM Activities (Reporting Period)	<ol style="list-style-type: none"> 02/2021: Leftfield continued management of the MSBA ProPay Process 02/2021: Leftfield updated the project website with meeting minutes, meeting agendas and presentations 02/08/2021: Leftfield submitted the January 2021 Monthly Report to the MSBA & to the SBC. 02/09/2021: Leftfield & SGA virtually attended the Groton-Dunstable SBC Meeting. 02/11/2021: The Project Team virtually attended the MSBA Board of Directors Meeting
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 2/28/2021

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)	\$506,445
Invoices Received (Reporting Period)	\$14,000
Contract Amount Remaining	\$6,105

MBE/WBE

MBE Percentage	
MBE Actual	24.0%
WBE Percentage	
WBE Actual	77.0%

Workforce Participation

Total Hours	0
Minority Hours	0
Minority Percentage	0.0%
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)	N/A
Phase	Approved Project Vote Pending

Phase Scheduled Completion Date 5/25/2021

Designer Activities (Reporting Period)

- 1. SGA attended the SBC Meeting on 2/9/2021.
- 2. SGA attended the MSBA BOD meeting on 2/11/2021.

30 Day Look Ahead

- 1. SGA will attend the SBC meeting on 3/9/2021.
- 2. Please see attached letter from SGA regarding Project Advisory #66, SGA will provide workforce participation hours and percentages starting in May 2021.

Commissioning Consultant

Commissioning Consultant Status

GENERAL CONTRACTOR

Progress Report as of Date 2/28/2021

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

Pending Change Orders

Change Order Status

MBE/WBE

MBE Percentage

MBE Actual

WBE Percentage

WBE Actual

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

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

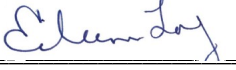
Certification

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

March 11, 2021

Date

Project Budget Summary, dated March 3, 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 2/28/2021
 MSBA Reimbursement Package 22
 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	\$201,436	\$5,854	\$0		\$0	\$207,290	\$0
0001 0000 Feasibility Study (Leftfield, LLC)	\$190,000	\$15,000	\$205,000	\$205,000	\$199,146	\$5,854	\$0	97%	\$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	\$250	\$250	\$0	\$15,910		\$15,910	\$16,160	\$0
0004 0000 Owner's Contingency/Other	\$45,000	(\$29,090)	\$15,910	\$0	\$0	\$0	\$15,910		\$15,910	\$15,910	\$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	\$734,090	\$724,131	\$9,959	\$15,910		\$15,910	\$750,000	\$0

Project Cash Flow, dated March 3, 2021

Groton-Dunstable - Florence Roche Elementary School Feasibility Study
3/3/2021

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	\$ 12,546	\$ -	
Jun-21	24	\$ 13,323	\$ -	

\$ 25,869	\$ 724,131	\$ 750,000
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Remaining To Be Submitted **Submitted To Date Value** **Estimated Cost @ Completion**

Project Schedule, dated March 3, 2020

