
Florence Roche Elementary School

DESIGN DEVELOPMENT

Groton-Dunstable, MA



OPM Monthly Project Update Report – July 2021

Prepared for:



Town of Groton & Groton-Dunstable Regional School District
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, the Town of Groton, Leftfield Project Management and Studio G Architects have completed Massachusetts School Building Authority [MSBA] Module 4 – Schematic Design. The Florence Roche Elementary School Project 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 and the Debt Override Vote on 05/25/2021. The Project Scope and Budget [PSB] Agreement has been fully executed by the Town and the MSBA. The Project Funding Agreement [PFA] is in for review and approval with the Select Board and School Committee.

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 JUNE 2021

Administrative, Owner, OPM and Design Activities

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

- 07/2021 Leftfield continued management of the MSBA ProPay Process
- 07/2021 Leftfield updated the project website with meeting minutes, meeting agendas and presentations
- 07/13/2021 Leftfield & SGA virtually attended the Florence Roche Elementary School Building Committee Meeting.
- 07/27/2021 Leftfield & SGA virtually attended the Florence Roche Elementary School Building Committee Meeting.

VIII. TASKS PLANNED FOR AUGUST 2021

Administrative, Owner, OPM and Design Activities

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

- 08/2021 Leftfield will continue management of the MSBA ProPay Process
- 08/2021 Leftfield will update the project website with meeting minutes, meeting agendas and presentations
- 08/2021 SGA will continue working on the design development documents
- 08/10/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.

IX. PROJECT BUDGET

The Project Budget and Cash Flow Overview is attached.

X. PROJECT SCHEDULE

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

XI. ATTACHMENTS

MSBA Online OPM Reporting Submission, July 2021
Project Budget Summary, dated July 31, 2021
Project Cash Flow, dated August 9, 2021
Project Schedule, dated August 9, 2021

XIII. 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, July 2021

Leftfield, LLC	David Saindon	Progress Report as of Date 7/31/2021
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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)	\$376,000
Principal	Gail Sullivan	Encumbered (to Date)	\$750,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$1,126,000
General Contractor Contact Name		Project Completion Percentage	45%

OPM	Leftfield, LLC	Progress Report as of Date 7/31/2021
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<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$205,000	Total Contract Amount	\$2,932,290
Contract Amendments (to Date)	4	Invoices Paid (to Date)	\$207,290
Value of Contract Amendments (to Date)	\$2,727,290	Invoices Received (Reporting Period)	\$30,000
Total Contract Amount	\$2,932,290	Contract Amount Remaining	\$2,695,000
Contract Amendments as Percentage of Original Contract Amount	1,330.4%		
OPM Activities (Reporting Period)	III. -07/2021 Leftfield continued management of the MSBA ProPay Process IV. -07/2021 Leftfield updated the project website with meeting minutes, meeting agendas and presentations V. -07/13/2021 Leftfield & SGA virtually attended the Florence Roche Elementary School Building Committee Meeting. VI. -07/27/2021 Leftfield & SGA virtually attended the Florence Roche Elementary School Building Committee Meeting. On behalf of the district and the Town, Leftfield is managing the MSBA ProPay Process. There are no budget concerns at this time.		
Project Budget Status			
MSBA Closeout Status			
Potential Issues	There are no potential issues to report.		

DESIGNER	Studio G. Architects, Inc.	Progress Report as of Date 7/31/2021
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<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$515,000	Total Contract Amount	\$7,328,896
Contract Amendments (to Date)	3	Invoices Paid (to Date)	\$540,746
Value of Contract Amendments (to Date)	\$6,813,896	Invoices Received (Reporting Period)	\$346,000
Total Contract Amount	\$7,328,896	Contract Amount Remaining	\$6,442,150
Contract Amendments as Percentage of Original Contract Amount	1,323.1%		
<u>MBE/WBE</u>		<u>Workforce Participation</u>	
MBE Percentage	5.5%	Total Hours	38,975
MBE Actual	5.9%	Minority Hours	4
WBE Percentage	10.6%	Minority Percentage	1.0%
WBE Actual	20.9%	Minority Workforce Participation	15.3%
		Female Hours	316
		Female Percentage	53.0%
		Female Workforce Participation	6.9%
<u>RFIs and Submittals</u>			
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	Design Development	Phase Scheduled Completion Date	

Designer Activities (Reporting Period)	1. SGA worked on design development. 2. SGA attended the School Building Committee meeting on 7/13/2021. 3. SGA attended the School Building Committee meeting on 7/27/2021.
30 Day Look Ahead	1. SGA will work on design development. 2. SGA will prepare for the School Building Committee meeting on 8/10/2021.
Commissioning Consultant	NV5
Commissioning Consultant Status	NV5 was awarded the commissioning contract in July 2021.

GENERAL CONTRACTOR

Progress Report as of Date 7/31/2021

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

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

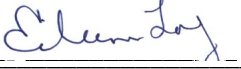
Certification

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

Eileena Long, Project Manager

_____ Print Name



_____ Signature

August 9, 2021

_____ Date

Project Budget Summary, dated July 31, 2021

Florence Roche Elementary School Feasibility Study - BUDGET TRACKING

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



Period Ending 7/31/2021
 MSBA Reimbursement Package 26B
 Includes GC/CM Requisition N/A

Current Budget



	PFA Budget [A]	Budget Changes [B]	Rev. PFA Budget [C]	Committed Costs [D]	Expended [E]	Unspent [F]= [D]-[E]	Remaining Budget [G]= [C]-[D]	% Complete [H]= [E]/[J] (against commit'd)	CTC (beyond committed) [I]	Anticipated C @ C [J]= [D]+[I]	Variance (Under) / Over [K]= [C]-[J]
0000 0000 FEASIBILITY STUDY AGREEMENT	\$750,000	\$0	\$750,000	\$750,000	\$750,000	\$0	\$0		\$0	\$750,000	\$0
0001 0000 OPM Feasibility Study	\$190,000	\$17,290	\$207,290	\$207,290	\$207,290	\$0	\$0	100%	\$0	\$207,290	\$0
0002 0000 A&E Feasibility Study	\$500,000	(\$29,804)	\$470,196	\$470,196	\$470,196	\$0	\$0	100%	\$0	\$470,196	\$0
0003 0000 Environmental & Site	\$15,000	\$55,550	\$70,550	\$70,550	\$70,550	\$0	\$0	100%	\$0	\$70,550	\$0
0004 0000 Other	\$45,000	(\$43,036)	\$1,964	\$1,964	\$1,964	\$0	\$0	100%	\$0	\$1,964	\$0
0100 0000 ADMINISTRATION	\$2,930,000	\$0	\$2,930,000	\$2,725,000	\$60,000	\$2,665,000	\$205,000		\$205,000	\$2,930,000	\$0
0101 0000 Legal Fees	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000		\$50,000	\$50,000	\$0
0102 0000 Owner's Project Manager											
0102 0400 Design Development	\$225,000	\$0	\$225,000	\$225,000	\$60,000	\$165,000	\$0	27%	\$0	\$225,000	\$0
0102 0500 Construction Contract Docs	\$225,000	\$0	\$225,000	\$225,000	\$0	\$225,000	\$0	0%	\$0	\$225,000	\$0
0102 0600 Bidding	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	0%	\$0	\$100,000	\$0
0102 0700 Construction Contract Administration	\$2,000,000	\$0	\$2,000,000	\$2,000,000	\$0	\$2,000,000	\$0	0%	\$0	\$2,000,000	\$0
0102 0800 Closeout	\$175,000	\$0	\$175,000	\$175,000	\$0	\$175,000	\$0	0%	\$0	\$175,000	\$0
0102 1000 Reimbursable & Other Services	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000		\$50,000	\$50,000	\$0
0103 0000 Advertising	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$5,000		\$5,000	\$5,000	\$0
0199 0000 Other Administrative Costs	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
0200 0000 ARCHITECTURE & ENGINEERING	\$6,788,150	\$0	\$6,788,150	\$6,788,150	\$692,000	\$6,096,150	\$0		\$0	\$6,788,150	\$0
0201 0000 Basic Services											
0201 0400 Design Development	\$1,875,000	\$0	\$1,875,000	\$1,875,000	\$692,000	\$1,183,000	\$0	37%	\$0	\$1,875,000	\$0
0201 0500 Construction Contract Documents	\$1,875,000	\$0	\$1,875,000	\$1,875,000	\$0	\$1,875,000	\$0	0%	\$0	\$1,875,000	\$0
0201 0600 Bidding	\$625,000	\$0	\$625,000	\$625,000	\$0	\$625,000	\$0	0%	\$0	\$625,000	\$0
0201 0700 Construction Contract Administration	\$1,595,000	\$0	\$1,595,000	\$1,595,000	\$0	\$1,595,000	\$0	0%	\$0	\$1,595,000	\$0
0201 0800 Closeout	\$320,000	\$0	\$320,000	\$320,000	\$0	\$320,000	\$0	0%	\$0	\$320,000	\$0
0203 0000 Reimbursable and Other Services											
0203 0200 Printing (over minimum)	\$5,500	\$0	\$5,500	\$5,500	\$0	\$5,500	\$0	0%	\$0	\$5,500	\$0
0203 9900 Other Reimbursable Costs (consultant contingency)	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	0%	\$0	\$100,000	\$0
0204 0000 Sub-Consultants											
0204 0200 Hazardous Materials (survey, reporting and monitoring)	\$62,700	\$0	\$62,700	\$62,700	\$0	\$62,700	\$0	0%	\$0	\$62,700	\$0
0204 0300 GeoTechnical & Geo-Environmental	\$247,500	\$0	\$247,500	\$247,500	\$0	\$247,500	\$0	0%	\$0	\$247,500	\$0
0204 0400 Site Survey	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0	0%	\$0	\$50,000	\$0
0204 0500 Wetlands (certified plot plan, subsurface utility investigation)	\$21,450	\$0	\$21,450	\$21,450	\$0	\$21,450	\$0	0%	\$0	\$21,450	\$0
0204 1200 Traffic Studies (majority performed in F/S phase)	\$11,000	\$0	\$11,000	\$11,000	\$0	\$11,000	\$0	0%	\$0	\$11,000	\$0
0500 0000 CONSTRUCTION CONTRACT	\$61,741,339	\$0	\$61,741,339	\$0	\$0	\$0	\$61,741,339		\$61,741,339	\$61,741,339	\$0
0501 0000 Pre-Construction Services	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000		\$200,000	\$200,000	\$0
0502 0000 Construction											
0502 0001 Construction Budget	\$61,541,339	\$0	\$61,541,339	\$0	\$0	\$0	\$61,541,339		\$61,541,339	\$61,541,339	\$0
0508 0000 Change Orders	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0600 0000 MISCELLANEOUS PROJECT COSTS	\$375,000	\$0	\$375,000	\$0	\$0	\$0	\$375,000		\$375,000	\$375,000	\$0
0601 0000 Utility Company Fees	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000		\$50,000	\$50,000	\$0
0602 0000 Testing Services	\$225,000	\$0	\$225,000	\$0	\$0	\$0	\$225,000		\$225,000	\$225,000	\$0
0699 0000 Other Project Costs	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
0700 0000 FURNISHINGS & EQUIPMENT	\$2,354,305	\$0	\$2,354,305	\$0	\$0	\$0	\$2,354,305		\$2,354,305	\$2,354,305	\$0
0701 0000 Furnishings & Equipment (FF+E)	\$1,351,682	\$0	\$1,351,682	\$0	\$0	\$0	\$1,351,682		\$1,351,682	\$1,351,682	\$0
0703 0000 Technology	\$1,002,623	\$0	\$1,002,623	\$0	\$0	\$0	\$1,002,623		\$1,002,623	\$1,002,623	\$0
0800 0000 OWNER'S CONTINGENCY	\$3,711,940	\$0	\$3,711,940	\$0	\$0	\$0	\$3,711,940		\$3,711,940	\$3,711,940	\$0
0801 0000 Owner's Contingency (soft)	\$634,873	\$0	\$634,873	\$0	\$0	\$0	\$634,873		\$634,873	\$634,873	\$0
0507 0000 Owner's Construction Contingency (hard)	\$3,077,067	\$0	\$3,077,067	\$0	\$0	\$0	\$3,077,067		\$3,077,067	\$3,077,067	\$0
PROJECT TOTALS	\$78,650,734	\$0	\$78,650,734	\$10,263,150	\$1,502,000	\$8,761,150	\$68,387,584		\$68,387,584	\$78,650,734	\$0

Project Cash Flow, dated August 9, 2021

Amendment #4 - Attachment A
Payment Schedule

Inv. #	Period Ending	Inv. Value	Feasibility / Schematic	DD/CD	BID	CA	Move Consulting	Close Out
1-18	Apr-21	\$ 207,290	\$ 207,290					
19	Jun-21	\$ 30,000		\$ 30,000				
20	Jul-21	\$ 30,000		\$ 30,000				
21	Aug-21	\$ 30,000		\$ 30,000				
22	Sep-21	\$ 30,000		\$ 30,000				
23	Oct-21	\$ 30,000		\$ 30,000				
24	Nov-21	\$ 40,000		\$ 30,000	\$ 10,000			
25	Dec-21	\$ 40,000		\$ 30,000	\$ 10,000			
26	Jan-22	\$ 40,000		\$ 30,000	\$ 10,000			
27	Feb-22	\$ 40,000		\$ 30,000	\$ 10,000			
28	Mar-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
29	Apr-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
30	May-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
31	Jun-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
32	Jul-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
33	Aug-22	\$ 70,000		\$ 30,000	\$ 10,000	\$ 30,000		
34	Sep-22	\$ 60,000				\$ 60,000		
35	Oct-22	\$ 60,000				\$ 60,000		
36	Nov-22	\$ 60,000				\$ 60,000		
37	Dec-22	\$ 65,000				\$ 65,000		
38	Jan-23	\$ 75,000				\$ 75,000		
39	Feb-23	\$ 75,000				\$ 75,000		
40	Mar-23	\$ 75,000				\$ 75,000		
41	Apr-23	\$ 75,000				\$ 75,000		
42	May-23	\$ 75,000				\$ 75,000		
43	Jun-23	\$ 75,000				\$ 75,000		
44	Jul-23	\$ 75,000				\$ 75,000		
45	Aug-23	\$ 75,000				\$ 75,000		
46	Sep-23	\$ 75,000				\$ 75,000		
47	Oct-23	\$ 75,000				\$ 75,000		
48	Nov-23	\$ 75,000				\$ 75,000		
49	Dec-23	\$ 75,000				\$ 75,000		
50	Jan-24	\$ 75,000				\$ 75,000		
51	Feb-24	\$ 75,000				\$ 75,000		
52	Mar-24	\$ 75,000				\$ 75,000		
53	Apr-24	\$ 75,000				\$ 75,000		
54	May-24	\$ 100,000				\$ 75,000		\$ 25,000
55	Jun-24	\$ 100,000				\$ 75,000		\$ 25,000
56	Jul-24	\$ 125,000				\$ 75,000	\$ 25,000	\$ 25,000
57	Aug-24	\$ 125,000				\$ 75,000	\$ 25,000	\$ 25,000
58	Sep-24	\$ 75,000				\$ 50,000		\$ 25,000
59	Oct-24	\$ 50,000				\$ 25,000		\$ 25,000
60	Nov-24	\$ 25,000						\$ 25,000

Amendment #4 Fee \$ 2,982,290 \$ 207,290 \$ 450,000 \$ 100,000 \$ 2,000,000 \$ 50,000 \$ 175,000

Attachment A - Studio G Payment Schedule
Amendment #3 Basic Services Fee Breakdown
Florence Roche Elem School, Groton, MA
6/8/2021

Inv. #	Period Ending	Inv Value	DD/CD	Bid	CA	Closeout
20	Jun-21	\$ 346,000	\$ 346,000			
21	Jul-21	\$ 346,000	\$ 346,000			
22	Aug-21	\$ 346,000	\$ 346,000			
23	Sep-21	\$ 346,000	\$ 346,000			
24	Oct-21	\$ 346,000	\$ 346,000			
25	Nov-21	\$ 331,000	\$ 280,000	\$ 51,000		
26	Dec-21	\$ 263,000	\$ 212,000	\$ 51,000		
27	Jan-22	\$ 259,100	\$ 203,600	\$ 55,500		
28	Feb-22	\$ 259,100	\$ 203,600	\$ 55,500		
29	Mar-22	\$ 259,100	\$ 203,600	\$ 55,500		
30	Apr-22	\$ 291,800	\$ 203,600	\$ 51,000	\$ 37,200	
31	May-22	\$ 291,800	\$ 203,600	\$ 51,000	\$ 37,200	
32	Jun-22	\$ 291,800	\$ 203,600	\$ 51,000	\$ 37,200	
33	Jul-22	\$ 310,200	\$ 203,600	\$ 51,000	\$ 55,600	
34	Aug-22	\$ 209,400	\$ 102,800	\$ 51,000	\$ 55,600	
35	Sep-22	\$ 108,000		\$ 51,000	\$ 49,000	\$ 8,000
36	Oct-22	\$ 98,900		\$ 50,500	\$ 48,400	
37	Nov-22	\$ 48,400			\$ 48,400	
38	Dec-22	\$ 48,400			\$ 48,400	
39	Jan-23	\$ 48,400			\$ 48,400	
40	Feb-23	\$ 48,400			\$ 48,400	
41	Mar-23	\$ 48,400			\$ 48,400	
42	Apr-23	\$ 48,400			\$ 48,400	
43	May-23	\$ 48,400			\$ 48,400	
44	Jun-23	\$ 48,400			\$ 48,400	
45	Jul-23	\$ 48,400			\$ 48,400	
46	Aug-23	\$ 48,400			\$ 48,400	
47	Sep-23	\$ 48,400			\$ 48,400	
48	Oct-23	\$ 48,400			\$ 48,400	
49	Nov-23	\$ 48,400			\$ 48,400	
50	Dec-23	\$ 48,400			\$ 48,400	
51	Jan-24	\$ 48,400			\$ 48,400	
52	Feb-24	\$ 48,400			\$ 48,400	
53	Mar-24	\$ 48,400			\$ 48,400	
54	Apr-24	\$ 48,400			\$ 48,400	
55	May-24	\$ 48,400			\$ 48,400	
56	Jun-24	\$ 48,400			\$ 48,400	
57	Jul-24	\$ 48,400			\$ 48,400	
58	Aug-24	\$ 48,400			\$ 48,400	
59	Sep-24	\$ 107,000			\$ 21,000	\$ 86,000
60	Oct-24	\$ 107,000			\$ 21,000	\$ 86,000
61	Nov-24	\$ 107,000			\$ 21,000	\$ 86,000
62	Dec-24	\$ 21,000			\$ 21,000	

Attachment A - Studio G Payment Schedule
 Amendment #3 Basic Services Fee Breakdown
 Florence Roche Elem School, Groton, MA
 6/8/2021

Inv. #	Period Ending	Inv Value	DD/CD	Bid	CA	Closeout
63	Jan-25	\$ 21,000			\$ 21,000	
64	Feb-25	\$ 21,000			\$ 21,000	
65	Mar-25	\$ 21,000			\$ 21,000	
66	Apr-25	\$ 21,000			\$ 21,000	
67	May-25	\$ 21,000			\$ 21,000	
68	Jun-25	\$ 21,000			\$ 21,000	
69	Jul-25	\$ 21,000				\$ 21,000
70	Aug-25	\$ 21,000				\$ 21,000
71	Sep-25	\$ 12,000				\$ 12,000
	Oct-25					
	Nov-25					
	Dec-25					

Total	\$ 6,290,000	\$ 3,750,000	\$ 625,000	\$ 1,595,000	\$ 320,000
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Project Schedule, dated August 9, 2021

