
Florence Roche Elementary School

DESIGN DEVELOPMENT

Groton-Dunstable, MA



OPM Monthly Project Update Report – June 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 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 June 2021:

- 06/2021 Leftfield continued management of the MSBA ProPay Process
- 06/2021 Leftfield updated the project website with meeting minutes, meeting agendas and presentations
- 06/10/2021 Leftfield submitted the May 2021 Monthly Report to the MSBA & to the School Building Committee.
- 06/08/2021 Leftfield & SGA virtually attended the Groton-Dunstable School Building Committee Meeting.

III. TASKS PLANNED FOR July 12, 2021

Administrative, Owner, OPM and Design Activities

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

- 07/2021 Leftfield will continue management of the MSBA ProPay Process
- 07/2021 Leftfield will update the project website with meeting minutes, meeting agendas and presentations
- 07/14/2021 Leftfield will attend the Groton Select Board Meeting for the PFA approval
- 07/13/2021 Leftfield & SGA will virtually attend the Groton-Dunstable School Building Committee Meeting.

-07/14/2021 Leftfield will attend the GDRSD School Committee Meeting for the PFA approval

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, June 2021
Project Budget Summary, dated June 30, 2021
Project Cash Flow, dated June 3, 2021
Project Schedule, dated July 12, 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, June 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)	\$19,103
Principal	Gail Sullivan	Encumbered (to Date)	\$730,897
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$750,000
General Contractor Contact Name		Project Completion Percentage	50%

OPM Leftfield, LLC

Progress Report as of Date 6/30/2021

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)	\$207,290
Invoices Received (Reporting Period)	\$0
Contract Amount Remaining	\$0

OPM Activities (Reporting Period)	1. Leftfield submitted the MSBA OPM monthly report on 6/10/2021. 2. Leftfield attended the SBC Meeting virtually on 6/8/2021. 3. Leftfield continued management of the MSBA Propay system.
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 6/30/2021

Contract Summary

Original Contract Amount	\$515,000
Contract Amendments (to Date)	2
Value of Contract Amendments (to Date)	\$25,746
Total Contract Amount	\$540,746
Contract Amendments as Percentage of Original Contract Amount	5.0%

Payment Summary

Total Contract Amount	\$540,746
Invoices Paid (to Date)	\$522,445
Invoices Received (Reporting Period)	\$18,301
Contract Amount Remaining	\$0

MBE/WBE

MBE Percentage	0.0%
MBE Actual	24.0%
WBE Percentage	0.0%
WBE Actual	77.0%

Workforce Participation

Total Hours	
Minority Hours	
Minority Percentage	
Minority Workforce Participation	
Female Hours	
Female Percentage	
Female Workforce Participation	

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	Design Development	Phase Scheduled Completion Date
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Designer Activities (Reporting Period)

1. SGA worked on Design Development.
2. SGA attended the SBC meeting virtually on 6/8/2021.

30 Day Look Ahead

Commissioning Consultant

Commissioning Consultant Status

GENERAL CONTRACTOR

Progress Report as of Date 6/30/2021

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

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

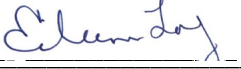
Certification

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

July 12, 2021

_____ Date

Project Budget Summary, dated June 30, 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 6/30/2021
 MSBA Reimbursement Package 26A
 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 (against commit'd) [H]= [E]/[J]	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	\$30,000	\$2,695,000	\$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	\$30,000	\$195,000	\$0	13%	\$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	\$346,000	\$6,442,150	\$0		\$0	\$6,788,150	\$0
0201 0000 Basic Services											
0201 0400 Design Development	\$1,875,000	\$0	\$1,875,000	\$1,875,000	\$346,000	\$1,529,000	\$0	18%	\$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	\$1,126,000	\$9,137,150	\$68,387,584		\$68,387,584	\$78,650,734	\$0

Project Cash Flow, dated June 3, 2021

Groton-Dunstable - Florence Roche Elementary School Feasibility Study

6/3/2021

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	\$ -	\$ 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 July 12, 2021

