FALL BROOK ELEMENTARY SCHOOL

Leominster, MA

OPM Monthly Project Update Report

January 2025

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE

The project is still in the Schematic Design phase, which will become the basis of the Funding Agreement with the MSBA. During the month of January, the team continued weekly user group meetings with the District to discuss further developments for the design of the building and the team also toured some other schools for inspiration. The project team also held another Public Meeting on January 30 which was well attended, and the public had some really great questions raised to the team. The agenda of this meeting focused on updating the public on how the design is coming along and showed some great computer renderings to depict what the school's look and feel will be. There was also an update on the timeline of producing the estimated construction cost and the estimated project cost, which will be finalized in February and presented at the next public meeting, currently scheduled for March 18, 2025.

I. TASKS COMPLETED THROUGH JANUARY 2025

The following tasks were completed during the month of January 2025:

- 1/2/25 Project Team Meeting
- 1/2/25 Working Group IT Meeting
- 1/3/25 Working Group Meeting
- 1/7/25 Public Meeting #2 Prep Session
- 1/9/25 Project Team Meeting
- 1/10/25 Working Group Design Meeting
- 1/14/25 Fall Brook Building Committee Meeting #23
- 1/14/25 Fall Brook Building Committee School Tour

- 1/16/25 Project Team Meeting
- 1/17/25 Working Group Design Meeting
- 1/23/25 Project Team Meeting
- 1/24/25 Working Group Design Meeting
- 1/27/25 Public Meeting #2 Prep Session
- 1/30/25 Public Meeting #2
- 1/30/25 Project Team Meeting
- 1/31/25 Working Group Design Meeting

II. TASKS PLANNED FOR FEBRUARY 2025

The following tasks are planned for the month of February 2025:

- 2/6/25 Project Team Meeting
- 2/4/25 SD Cost Reconciliations
- 2/7/25 Technical Review Committee Presentation
- 2/7/25 MSBA SD Review Meeting
- 2/11/25 Fall Brook Building Committee meeting #24
- 2/13/25 Project Team Meeting
- 2/20/25 Project Team Meeting
- 2/25/25 Fall Brook Building Committee Special Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled $105,734.13 this month, which consisted of OPM fees for LeftField in the amount of $11,028 for Feasibility Study services and MDS invoice for $94,706.13 for Designer Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Table and Charts dated January 31, 2025.

IV. PROJECT SCHEDULE OVERVIEW

The Fall Brook Elementary School project is now in Module 4 – *Schematic Design*, and the next steps will be Module 5 – *Funding the Project*.

The project team worked with the city and school department to develop a series of options for the project. The list of options was submitted to the MSBA in the Preliminary Design Program (PDP) for their review and comment, submitted on April 15, 2024.

Then the project team then further narrowed the list of options and identified the preferred option. The preferred option was submitted to the MSBA in the Preferred Schematic Report (PSR) on August 29, 2024. The MSBA reviewed the preferred option along with the studies

and rationale for that selection. The MSBA Board of Directors (BOD) met on October 30, 2024 and voted to support the FBBC's preferred option.

Now that the preferred solution was approved by the MSBA BOD, the project moved into Schematic Design (SD) to further develop the single, preferred solution. The Schematic Design process defines the project scope and budget, which will be submitted to the MSBA Board of Directors for approval. Upon approval, a *Project Scope and Budget Agreement* (PSBA) between the MSBA and the City of Leominster will be executed. The project must secure funding through City Council approval, which is scheduled for Q2 2025. Once the funding has been approved, the City of Leominster and the MSBA will execute the *Project Funding Agreement* (PFA). The PFA will be in effect through the completion of design, construction, and closeout.

V. DESIGNER AND CONTRACTOR MBE/WBE COMPLIANCE UPDATE

The Supplier Diversity Office (SDO) has determined the designer's goals for Minority Business Enterprise (MBE) participation is 5.4% and for Women Business Enterprise (WBE) participation is 10.4%. The design team's participation commitments for their base contract are 5.4% for MBE and 64.9% for WBE.

The Workforce participation goals are currently set at 6.9% for women and 15.3% for minorities and during the month of January, Workforce Participation was 41.6% for women and 18.3% for minorities.

VI. COMMUNITY OUTREACH

The Fall Brook Elementary School project website will be used over the course of the project to keep the community informed.

The website address is https://fallbrookproject.com.

VII. ATTACHMENTS

Total Project Budget Status Report, dated January 31, 2025
Draft Project Schedule, dated January 31, 2025
Cash Flow Table and Cumulative Cash Flow Graph, dated January 31, 2025
Monthly Invoice Summary, dated January 31, 2025

Leftfield, LLC	Craig DiCarlo	Progress Report as of Date 1/31/2025

District Name	Leominster	MSBA ID	202101530007
School Name	Fall Brook	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Mayor Dean J. Mazzarella
Project Director	Craig DiCarlo	Total Project Budget (ProPay)	$2,500,000
Designer Firm Name	Miller Dyer Spears Inc.	Encumbered (Reporting Period)	$0
Principal	Will Spears	Encumbered (to Date)	$1,753,089
General Contractor Firm Name		Total Project Invoices Received (to Date)	$1,387,314
General Contractor Contact Name		Project Completion Percentage	55%

OPM — Leftfield, LLC — Progress Report as of Date 1/31/2025

Contract Summary		Payment Summary	
Original Contract Amount	$397,000	Total Contract Amount	$397,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	$374,952
Value of Contract Amendments (to Date)		Invoices Received (Reporting Period)	$11,028
Total Contract Amount	$397,000	Contract Amount Remaining	$11,020
Contract Amendments as Percentage of Original Contract Amount			

OPM Activities (Reporting Period)	•1/2/25 Project Team Meeting •1/2/25 Working Group IT Meeting •1/3/25 Working Group Meeting •1/7/25 Public Meeting #2 Prep Session •1/9/25 Project Team Meeting •1/10/25 Working Group Design Meeting •1/14/25 Fall Brook Building Committee Meeting #23 •1/14/25 Fall Brook Building Committee School Tour •1/16/25 Project Team Meeting •1/17/25 Working Group Design Meeting •1/23/25 Project Team Meeting •1/24/25 Working Group Design Meeting •1/27/25 Public Meeting #2 Prep Session •1/30/25 Public Meeting #2 •1/30/25 Project Team Meeting •1/31/25 Working Group Design Meeting
Project Budget Status	Reference attached Total Project Budget and Cash Flow reports dated January 31, 2025.
MSBA Closeout Status	
Potential Issues	None at this time.

DESIGNER — Miller Dyer Spears Inc. — Progress Report as of Date 1/31/2025

Contract Summary		Payment Summary	
Original Contract Amount	$1,066,535	Total Contract Amount	$1,225,715
Contract Amendments (to Date)	3	Invoices Paid (to Date)	$903,508
Value of Contract Amendments (to Date)	$159,180	Invoices Received (Reporting Period)	$94,706
Total Contract Amount	$1,225,715	Contract Amount Remaining	$227,501
Contract Amendments as Percentage of Original Contract Amount	14.9%		

MBE/WBE		Workforce Participation	
MBE Percentage	5.4%	Total Hours	6,031
MBE Actual	5.4%	Minority Hours	1,103
WBE Percentage	10.4%	Minority Percentage	6.9%
WBE Actual	64.9%	Minority Workforce Participation	18.2%
		Female Hours	2,513
		Female Percentage	15.3%
		Female Workforce Participation	41.6%

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)	0		
Total Submittals Received (to Date)	0		
Submittals Reviewed (Reporting Period)			
Total Submittals Reviewed (to Date)	0		
Comments (Remaining Open Submittals)			
Phase	Schematic Design	Phase Scheduled Completion Date	4/30/2025
Designer Activities (Reporting Period)	•1/2/25 Project Team Meeting •1/2/25 Working Group IT Meeting •1/3/25 Working Group Meeting •1/7/25 Public Meeting #2 Prep Session •1/9/25 Project Team Meeting •1/10/25 Working Group Design Meeting •1/14/25 Fall Brook Building Committee Meeting #23 •1/14/25 Fall Brook Building Committee School Tour •1/16/25 Project Team Meeting •1/17/25 Working Group Design Meeting •1/23/25 Project Team Meeting •1/24/25 Working Group Design Meeting •1/27/25 Public Meeting #2 Prep Session •1/30/25 Public Meeting #2 •1/30/25 Project Team Meeting •1/31/25 Working Group Design Meeting		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status	No assignment yet.		

GENERAL CONTRACTOR

Progress Report as of Date 1/31/2025

Contract Summary	Payment Summary
Original Contract Amount (including CM-At-Risk Amendments)	Total Contract Amount
Change Orders (to Date)	Invoices Paid (to Date)
Value of Change Orders (to Date)	Invoices Received (Reporting Period)
Total Contract Amount	Contract Amount Remaining
Procurement Type	
Change Orders as Percentage of Original Contract Amount	
Pending Change Orders	
Change Order Status	

MBE/WBE	Workforce Participation
MBE Percentage	Total Hours
MBE Actual	Minority Hours
WBE Percentage	Minority Percentage
WBE Actual	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

Linda E. Liporto _____ Print Name

_____ Signature

February 6, 2025 _____ Date

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

Fall Brook Elementary School - Leominster, MA

January 31, 2025

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Uncommitted	Comments
	FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	$ 1,000,000	$ (603,000)	$ 397,000	$ 397,000	100%	$ 385,980	97%	$ 11,020	$ -	BRR#3
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 66,535	$ 1,066,535	$ 1,066,535	100%	$ 877,121	82%	$ 189,414	$ -	BRR#1
0003-0000	Environmental & Site	$ 250,000	$ 36,434	$ 286,434	$ 286,434	100%	$ 121,093	42%	$ 165,342	$ -	BRR#2
0004-0000	Other	$ 250,000	$ 500,031	$ 750,031	$ 3,120	0%	$ 3,120	0%	$ -	$ 746,911	BRR#1, #2, #3
	SUB-TOTAL	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,387,314	55%	$ 365,775	$ 746,911	
	TOTAL PROJECT BUDGET	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,387,314	55%	$ 1,112,686	$ 746,911	

FUNDING SOURCES		
Maximum State Share	$ 1,852,500	74.1%
Minimum Local Share	$ 647,500	25.9%
SUB-TOTAL	$ 2,500,000	100.0%

CONSTRUCTION COST ESTIMATES	Date	Estimator	Amount	SF	Cost/SF
Designer FS Cost Estimate					
Designer SD Cost Estimate					
OPM SD Cost Estimate					
PFA Budget					

Feasibility Study Agreement Budget Transfers:

#1	FSA Amendment No.1	3/20/2024	Transfer $66,535 from Other to A&E FS/SD for Designer Contract
#2	FSA Amendment No.2	10/29/2024	Transfer $36,434 from Other to Environment/Site for Culvert Scope
#3	FSA Amendment No.3	1/14/2025	Transfer $603,000 from OPM to Other for OPM Contract

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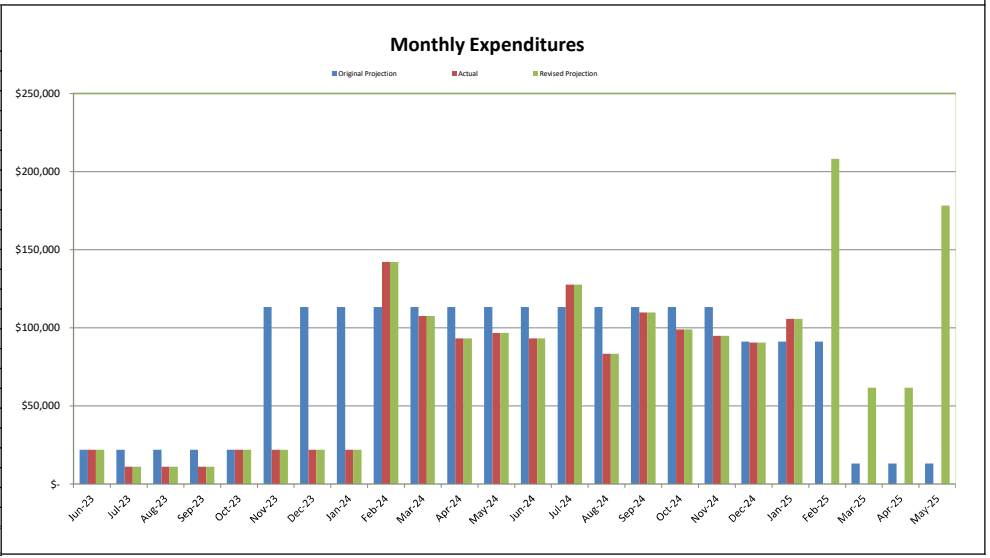
THE RIGHT CHOICE IN PROJECT MANAGEMENT

Fall Brook Elementary School - Leominster, MA — January 31, 2025

Monthly Cash Flow

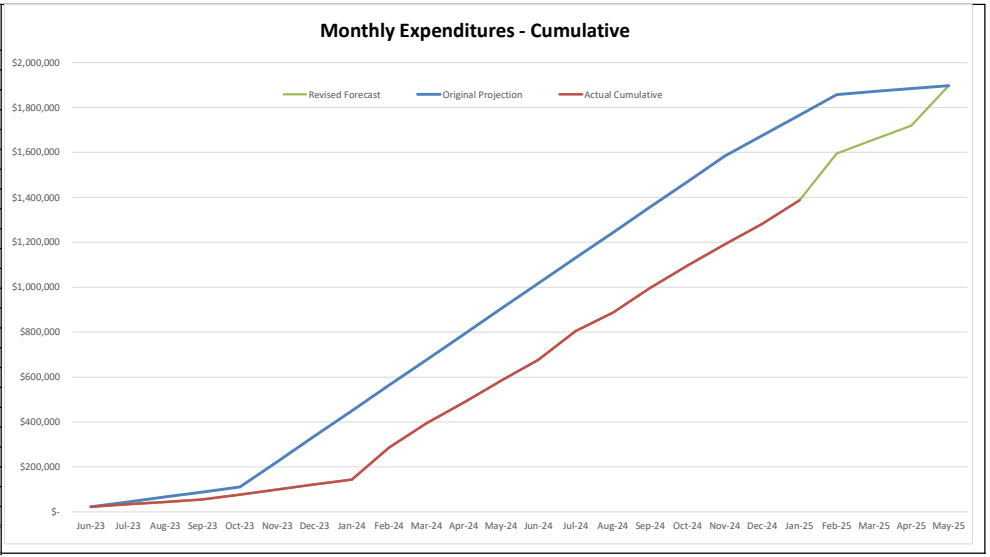
Date	Original Projection	Actual	Revised Projection
Jun-23	$ 22,056	$ 22,056	$ 22,056
Jul-23	$ 22,056	$ 11,028	$ 11,028
Aug-23	$ 22,056	$ 11,028	$ 11,028
Sep-23	$ 22,056	$ 11,028	$ 11,028
Oct-23	$ 22,056	$ 22,056	$ 22,056
Nov-23	$ 113,339	$ 22,056	$ 22,056
Dec-23	$ 113,339	$ 22,056	$ 22,056
Jan-24	$ 113,339	$ 22,056	$ 22,056
Feb-24	$ 113,339	$ 142,294	$ 142,294
Mar-24	$ 113,339	$ 107,680	$ 107,680
Apr-24	$ 113,339	$ 93,241	$ 93,241
May-24	$ 113,339	$ 96,741	$ 96,741
Jun-24	$ 113,339	$ 93,241	$ 93,241
Jul-24	$ 113,339	$ 127,581	$ 127,581
Aug-24	$ 113,339	$ 83,276	$ 83,276
Sep-24	$ 113,339	$ 109,762	$ 109,762
Oct-24	$ 113,339	$ 98,956	$ 98,956
Nov-24	$ 113,331	$ 94,846	$ 94,846
Dec-24	$ 91,283	$ 90,598	$ 90,598
Jan-25	$ 91,283	$ 105,734	$ 105,734
Feb-25	$ 91,283		$ 208,055
Mar-25	$ 13,158		$ 61,720
Apr-25	$ 13,158		$ 61,720
May-25	$ 13,158		$ 178,191
Total:	**$ 1,897,000**	**$ 1,387,314**	**$ 1,897,000**



Fall Brook Elementary School - Leominster, MA — January 31, 2025

Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Jun-23	$ 22,056	$ 22,056	$ 22,056
Jul-23	$ 44,112	$ 33,084	$ 33,084
Aug-23	$ 66,168	$ 44,112	$ 44,112
Sep-23	$ 88,224	$ 55,140	$ 55,140
Oct-23	$ 110,280	$ 77,196	$ 77,196
Nov-23	$ 223,619	$ 99,252	$ 99,252
Dec-23	$ 336,958	$ 121,308	$ 121,308
Jan-24	$ 450,297	$ 143,364	$ 143,364
Feb-24	$ 563,636	$ 285,658	$ 285,658
Mar-24	$ 676,974	$ 393,338	$ 393,338
Apr-24	$ 790,313	$ 486,579	$ 486,579
May-24	$ 903,652	$ 583,320	$ 583,320
Jun-24	$ 1,016,991	$ 676,561	$ 676,561
Jul-24	$ 1,130,330	$ 804,142	$ 804,142
Aug-24	$ 1,243,669	$ 887,418	$ 887,418
Sep-24	$ 1,357,008	$ 997,180	$ 997,180
Oct-24	$ 1,470,347	$ 1,096,136	$ 1,096,136
Nov-24	$ 1,583,678	$ 1,190,982	$ 1,190,982
Dec-24	$ 1,674,960	$ 1,281,580	$ 1,281,580
Jan-25	$ 1,766,243	$ 1,387,314	$ 1,387,314
Feb-25	$ 1,857,526		$ 1,595,369
Mar-25	$ 1,870,684		$ 1,657,089
Apr-25	$ 1,883,842		$ 1,718,809
May-25	$ 1,897,000		$ 1,897,000
Total:	**$ 1,897,000**	**$ 1,387,314**	**$ 1,897,000**



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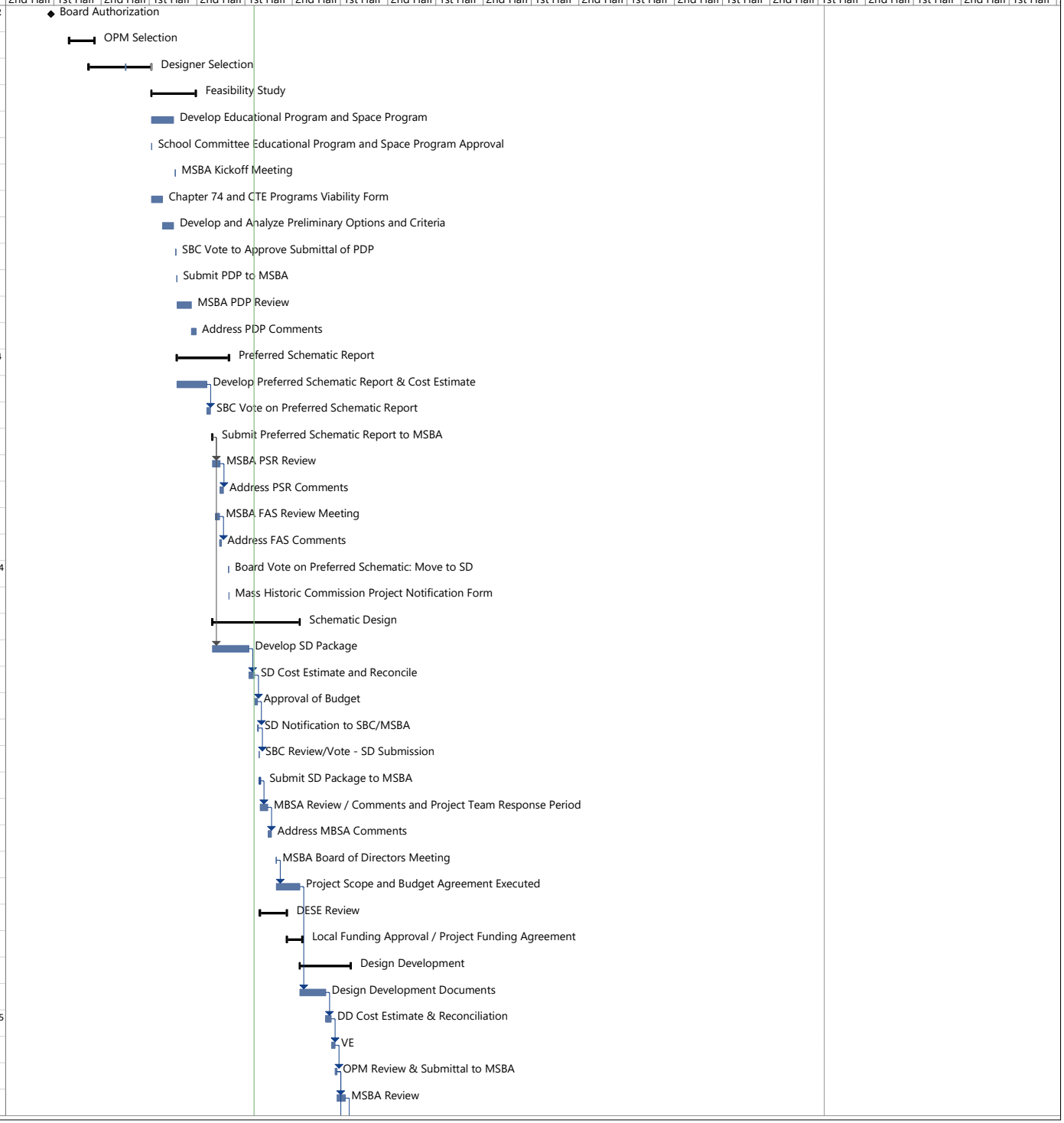
THE RIGHT CHOICE IN PROJECT MANAGEMENT

FALL BROOK ELEMENTARY SCHOOL - PRELIMINARY PROJECT SCHEDULE

January 31, 2025

ID	Task Name	Start	Finish
1	**Board Authorization**	**Thu 12/22/22**	**Thu 12/22/22**
3	**OPM Selection**	**Wed 3/1/23**	**Tue 6/6/23**
7	**Designer Selection**	**Mon 5/15/23**	**Tue 1/9/24**
15	**Feasibility Study**	**Wed 1/10/24**	**Thu 6/27/24**
16	Develop Educational Program and Space Program	Wed 1/10/24	Tue 4/2/24
17	School Committee Educational Program and Space Program Ap	Wed 1/10/24	Wed 1/10/24
18	MSBA Kickoff Meeting	Tue 4/9/24	Tue 4/9/24
19	Chapter 74 and CTE Programs Viability Form	Wed 1/10/24	Tue 2/20/24
20	Develop and Analyze Preliminary Options and Criteria	Wed 2/21/24	Tue 4/2/24
21	SBC Vote to Approve Submittal of PDP	Thu 4/11/24	Thu 4/11/24
22	Submit PDP to MSBA	Mon 4/15/24	Mon 4/15/24
23	MSBA PDP Review	Wed 4/17/24	Mon 6/10/24
24	Address PDP Comments	Mon 6/10/24	Thu 6/27/24
25	**Preferred Schematic Report**	**Tue 4/16/24**	**Thu 10/31/24**
26	Develop Preferred Schematic Report & Cost Estimate	Tue 4/16/24	Wed 8/7/24
27	SBC Vote on Preferred Schematic Report	Thu 8/8/24	Wed 8/21/24
28	**Submit Preferred Schematic Report to MSBA**	**Thu 8/29/24**	**Thu 8/29/24**
29	MSBA PSR Review	Fri 8/30/24	Fri 9/27/24
30	Address PSR Comments	Sat 9/28/24	Thu 10/10/24
31	MSBA FAS Review Meeting	Wed 9/11/24	Wed 9/25/24
32	Address FAS Comments	Thu 9/26/24	Wed 10/2/24
33	Board Vote on Preferred Schematic: Move to SD	Wed 10/30/24	Wed 10/30/24
34	Mass Historic Commission Project Notification Form	Thu 10/31/24	Thu 10/31/24
35	**Schematic Design**	**Fri 8/30/24**	**Tue 7/29/25**
36	Develop SD Package	Fri 8/30/24	Wed 1/15/25
37	SD Cost Estimate and Reconcile	Thu 1/16/25	Thu 2/6/25
38	Approval of Budget	Fri 2/7/25	Mon 2/17/25
39	SD Notification to SBC/MSBA	Tue 2/18/25	Fri 2/21/25
40	SBC Review/Vote - SD Submission	Mon 2/24/25	Mon 2/24/25
41	Submit SD Package to MSBA	Thu 2/27/25	Thu 2/27/25
42	MBSA Review / Comments and Project Team Response Period	Fri 2/28/25	Fri 3/28/25
43	Address MBSA Comments	Mon 3/31/25	Fri 4/11/25
44	MSBA Board of Directors Meeting	Wed 4/30/25	Wed 4/30/25
45	Project Scope and Budget Agreement Executed	Thu 5/1/25	Tue 7/29/25
46	**DESE Review**	**Fri 2/28/25**	**Tue 6/10/25**
50	**Local Funding Approval / Project Funding Agreement**	**Wed 6/11/25**	**Fri 8/8/25**
54	**Design Development**	**Wed 7/30/25**	**Mon 2/9/26**
55	Design Development Documents	Wed 7/30/25	Wed 11/5/25
56	DD Cost Estimate & Reconciliation	Thu 11/6/25	Wed 11/26/25
57	VE	Fri 11/28/25	Thu 12/11/25
58	OPM Review & Submittal to MSBA	Fri 12/12/25	Thu 12/18/25
59	MSBA Review	Fri 12/19/25	Mon 1/19/26



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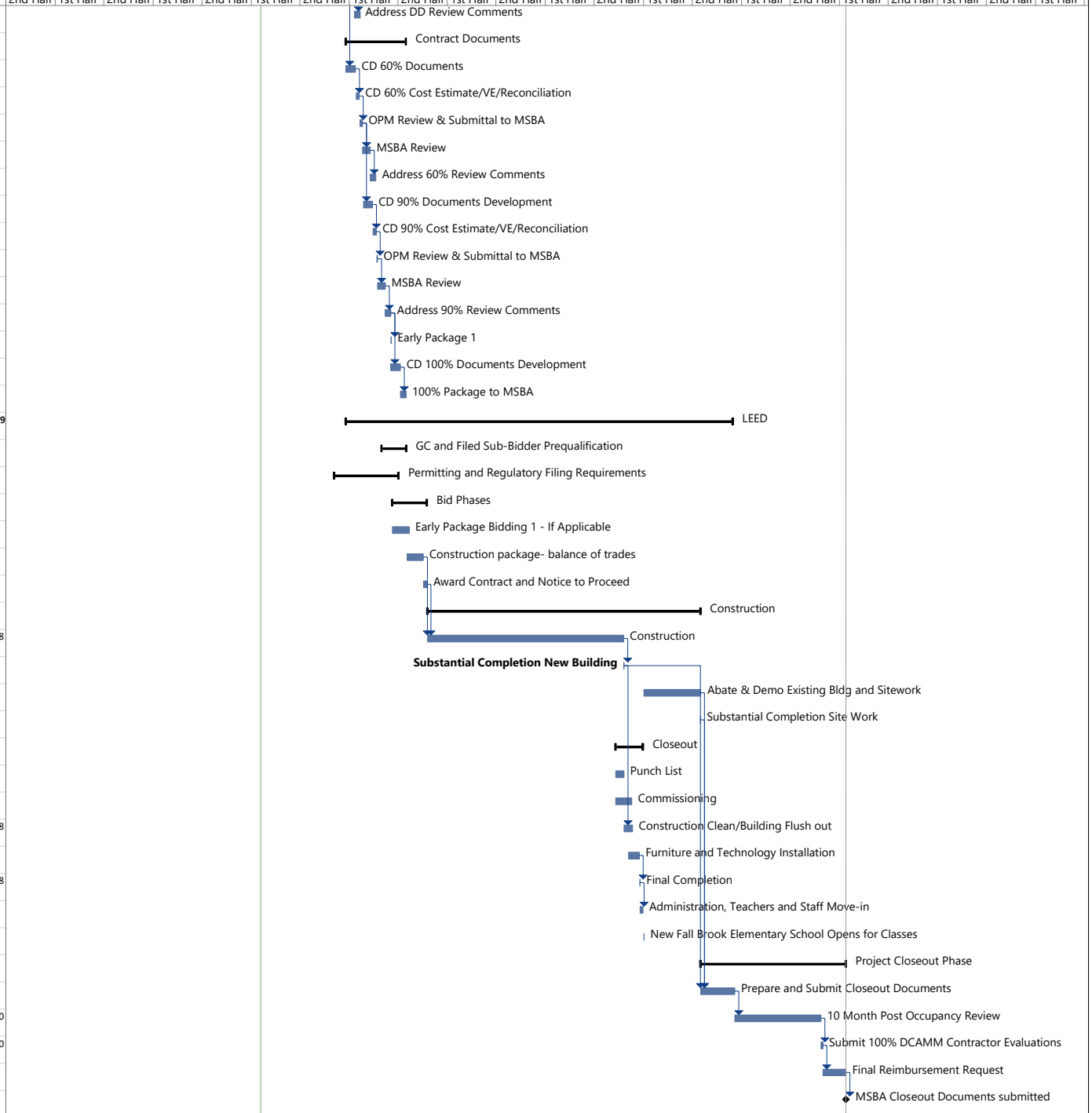
FALL BROOK ELEMENTARY SCHOOL - PRELIMINARY PROJECT SCHEDULE

January 31, 2025

ID	Task Name	Start	Finish
60	Address DD Review Comments	Tue 1/20/26	Mon 2/9/26
61	**Contract Documents**	**Fri 12/19/25**	**Thu 7/30/26**
62	CD 60% Documents	Fri 12/19/25	Fri 1/23/26
63	CD 60% Cost Estimate/VE/Reconciliation	Mon 1/26/26	Fri 2/6/26
64	OPM Review & Submittal to MSBA	Mon 2/9/26	Wed 2/18/26
65	MSBA Review	Thu 2/19/26	Thu 3/19/26
66	Address 60% Review Comments	Fri 3/20/26	Wed 4/8/26
67	CD 90% Documents Development	Mon 2/23/26	Fri 3/27/26
68	CD 90% Cost Estimate/VE/Reconciliation	Mon 3/30/26	Fri 4/10/26
69	OPM Review & Submittal to MSBA	Mon 4/13/26	Wed 4/15/26
70	MSBA Review	Thu 4/16/26	Thu 5/14/26
71	Address 90% Review Comments	Fri 5/15/26	Thu 6/4/26
72	Early Package 1	Fri 6/5/26	Fri 6/5/26
73	CD 100% Documents Development	Fri 6/5/26	Thu 7/9/26
74	100% Package to MSBA	Fri 7/10/26	Thu 7/30/26
75	**LEED**	**Fri 12/19/25**	**Wed 11/28/29**
84	**GC and Filed Sub-Bidder Prequalification**	**Fri 5/1/26**	**Fri 7/31/26**
91	**Permitting and Regulatory Filing Requirements**	**Thu 11/6/25**	**Thu 7/2/26**
107	**Bid Phases**	**Wed 6/10/26**	**Fri 10/16/26**
108	Early Package Bidding 1 - If Applicable	Wed 6/10/26	Tue 8/11/26
109	Construction package- balance of trades	Tue 8/4/26	Fri 10/2/26
110	Award Contract and Notice to Proceed	Mon 10/5/26	Fri 10/16/26
111	**Construction**	**Mon 10/19/26**	**Tue 7/31/29**
112	Construction	Mon 10/19/26	Wed 10/18/28
113	Substantial Completion New Building	Thu 10/19/28	Thu 10/19/28
114	Abate & Demo Existing Bldg and Sitework	Tue 1/2/29	Tue 7/31/29
115	Substantial Completion Site Work	Tue 7/31/29	Tue 7/31/29
116	**Closeout**	**Tue 9/19/28**	**Fri 12/29/28**
117	Punch List	Tue 9/19/28	Thu 10/19/28
118	Commissioning	Tue 9/19/28	Fri 11/17/28
119	Construction Clean/Building Flush out	Fri 10/20/28	Mon 11/20/28
120	Furniture and Technology Installation	Mon 11/6/28	Fri 12/15/28
121	Final Completion	Mon 12/18/28	Mon 12/18/28
122	Administration, Teachers and Staff Move-in	Tue 12/19/28	Fri 12/29/28
123	**New Fall Brook Elementary School Opens for Classes**	**Tue 1/2/29**	**Tue 1/2/29**
124	**Project Closeout Phase**	**Wed 8/1/29**	**Fri 1/24/31**
125	Prepare and Submit Closeout Documents	Wed 8/1/29	Thu 12/6/29
126	10 Month Post Occupancy Review	Fri 12/7/29	Wed 10/23/30
127	Submit 100% DCAMM Contractor Evaluations	Thu 10/24/30	Wed 10/30/30
128	Final Reimbursement Request	Thu 10/31/30	Fri 1/24/31
129	MSBA Closeout Documents submitted	Fri 1/24/31	Fri 1/24/31