FALL BROOK ELEMENTARY SCHOOL

Leominster, MA

OPM Monthly Project Update Report

March 2025

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE

The project is completing the Schematic Design phase, which will become the basis of the Funding Agreement with the MSBA. During the month of March, the team completed several meetings with the District and the MSBA to discuss next steps, meet the expanded construction team members from the MSBA, as well as going through the overall project budget with regards to costs and potential reimbursements. This finalized budget will then become the basis for the Project Scope and Budget and Funding Agreements.

The next step now is awaiting results of the MSBA comments and hopefully receiving confirmation that the project will be on the agenda of the MSBA Board of Directors meeting on April 30, 2025 where it would be approved and the project would then move in to completing the Funding Module (Module 5), followed by executing the Project Scope and Budget and the Project Funding Agreement. Once those steps are completed, the project would move forward into Module 6 – Detailed Design.

I. TASKS COMPLETED THROUGH MARCH 2025

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

- 3/6/25 Project Team Meeting
- 3/7/25 Planning Session for Public Meeting #3
- 3/11/25 Fall Brook Building Committee meeting #25
- 3/13/25 Project Team Meeting
- 3/18/25 Fall Brook Public Meeting #3
- 3/20/25 Project Team Meeting
- 3/21/25 Sewer Line Relocation and Culvert Projects
- 3/26/25 Project Team & District Check In
- 3/26/25 Project Team & Facilities/Maintenance
- 3/26/25 MSBA Draft Total Project Budget Discussion
- 3/27/25 MSBA Project Scope and Budget and Project Transition Meeting

II. TASKS PLANNED FOR APRIL 2025

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

- 4/3/25 Project Team Meeting
- 4/8/25 Fall Brook Building Committee meeting #26
- 4/10/25 Project Team Meeting
- 4/17/25 Project Team Meeting
- 4/24/25 Project Team Meeting
- 4/30/25 MSBA Board of Directors Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled $169,583 this month, which consisted of MDS invoice for $94,708 for Designer Services and $74,875 for Environment & Site services. OPM Fees are billed at 100%.

Refer to the attached Total Project Budget Status Report and Cash Flow Table and Charts dated March 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.

Once 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 was submitted to the MSBA on February 27, 2025. Upon approval, currently anticipated at the Board of Directors meeting on April 30, 2025, a *Project Scope and Budget Agreement* (PSBA) between the MSBA and the City of Leominster will be executed. The project must then secure funding through City Council approval, which is scheduled for June 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 March, Workforce Participation was 43.7% for women and 16.5% 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 March 31, 2025
Draft Project Schedule, dated March 31, 2025
Cash Flow Table and Cumulative Cash Flow Graph, dated March 31, 2025
Monthly Invoice Summary, dated March 31, 2025

Leftfield, LLC	Craig DiCarlo	Progress Report as of Date 3/31/2025

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)	$1,715,801
General Contractor Contact Name		Project Completion Percentage	69%

OPM — Leftfield, LLC — Progress Report as of Date 3/31/2025

Contract Summary		Payment Summary	
Original Contract Amount	$397,000	Total Contract Amount	$397,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	$397,000
Value of Contract Amendments (to Date)	$0	Invoices Received (Reporting Period)	$0
Total Contract Amount	$397,000	Contract Amount Remaining	$0
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	• 3/6/25 Project Team Meeting • 3/7/25 Planning Session for Public Meeting #3 • 3/11/25 Fall Brook Building Committee meeting #25 • 3/13/25 Project Team Meeting • 3/18/25 Fall Brook Public Meeting #3 • 3/20/25 Project Team Meeting • 3/21/25 Sewer Line Relocation and Culvert Projects • 3/26/25 Project Team & District Check In • 3/26/25 Project Team & Facilities/Maintenance • 3/26/25 MSBA Draft Total Project Budget Discussion • 3/27/25 MSBA Project Scope and Budget and Project Transition Meeting
Project Budget Status	Reference the attached Total Project Budget and Cash Flow charts dated March 31, 2025.
MSBA Closeout Status	
Potential Issues	None at this time. Project is awaiting approval at the next Board of Directors meeting on April 30, 2025.

DESIGNER — Miller Dyer Spears Inc. — Progress Report as of Date 3/31/2025

Contract Summary		Payment Summary	
Original Contract Amount	$1,193,789	Total Contract Amount	$1,352,969
Contract Amendments (to Date)	3	Invoices Paid (to Date)	$1,146,098
Value of Contract Amendments (to Date)	$159,180	Invoices Received (Reporting Period)	$169,583
Total Contract Amount	$1,352,969	Contract Amount Remaining	$37,288
Contract Amendments as Percentage of Original Contract Amount	13.3%		

MBE/WBE		Workforce Participation	
MBE Percentage	5.4%	Total Hours	7,344
MBE Actual	5.4%	Minority Hours	1,213
WBE Percentage	10.4%	Minority Percentage	6.9%
WBE Actual	64.9%	Minority Workforce Participation	16.5%
		Female Hours	7,344
		Female Percentage	15.3%
		Female Workforce Participation	43.7%

RFIs and Submittals			
RFIs Issued (Reporting Period)	0		
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)	0		
Total Submittals Reviewed (to Date)	0		
Comments (Remaining Open Submittals)			
Phase	Schematic Design	Phase Scheduled Completion Date	4/30/2025
Designer Activities (Reporting Period)	• 3/6/25 Project Team Meeting • 3/7/25 Planning Session for Public Meeting #3 • 3/11/25 Fall Brook Building Committee meeting #25 • 3/13/25 Project Team Meeting • 3/18/25 Fall Brook Public Meeting #3 • 3/20/25 Project Team Meeting • 3/21/25 Sewer Line Relocation and Culvert Projects • 3/26/25 Project Team & District Check In • 3/26/25 Project Team & Facilities/Maintenance • 3/26/25 MSBA Draft Total Project Budget Discussion • 3/27/25 MSBA Project Scope and Budget and Project Transition Meeting		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status			

GENERAL CONTRACTOR

Progress Report as of Date 3/31/2025

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

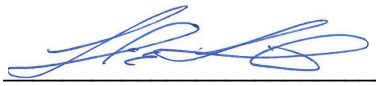
Schedule Assessment
Notice to Proceed Date
Physical Progress
Substantial Completion Date (Reported)
Substantial Completion Date (Contract)
Substantial Completion Date (Certificate)
Construction Progress (Reporting Period)
30 Day Look Ahead
Overall Schedule Assessment
Problems Identified (Schedule or 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

April 8, 2025 — Date

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

Fall Brook Elementary School - Leominster, MA — **March 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%	$ 397,000	100%	$ -	$ -	BRR#3
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 66,535	$ 1,066,535	$ 1,066,535	100%	$ 1,066,535	100%	$ -	$ -	BRR#1
0003-0000	Environmental & Site	$ 250,000	$ 36,434	$ 286,434	$ 286,434	100%	$ 249,146	87%	$ 37,288	$ -	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%**	**$ 1,715,801**	**69%**	**$ 37,288**	**$ 746,911**	
	TOTAL PROJECT BUDGET	**$ 2,500,000**	**$ -**	**$ 2,500,000**	**$ 1,753,089**	**70%**	**$ 1,715,801**	**69%**	**$ 784,199**	**$ 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	02/10/25	A.M. Fogarty	$87,809,465	104,501	$840.27
OPM SD Cost Estimate	02/10/25	PM&C	$85,660,798	104,501	$819.71
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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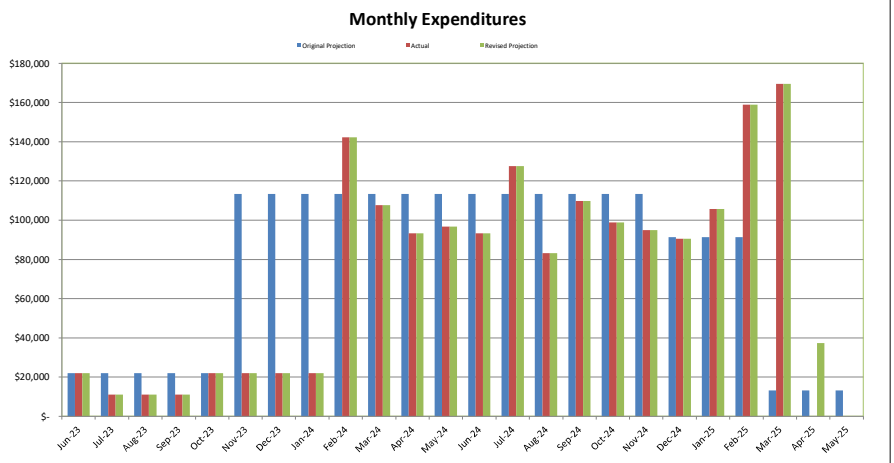
THE RIGHT CHOICE IN PROJECT MANAGEMENT

Fall Brook Elementary School - Leominster, MA — **March 31, 2025**

Monthly Cash Flow

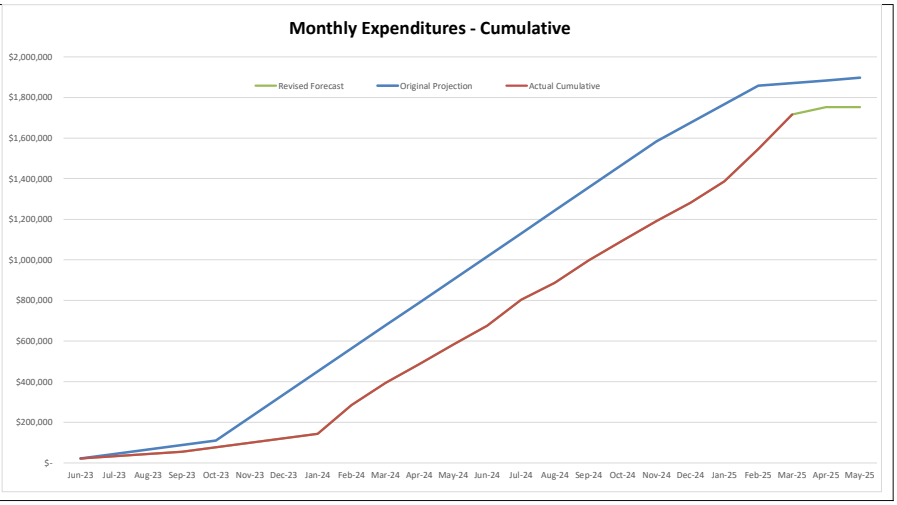
Date	Original Projection	Actual	Revised Projection
Jun-23	$ 22,056	$ 22,056	$ 22,056
Jul-23	$ 22,056	$ 11,028	$ 11,028
Aug-23	$ 22,056	$ 11,028	$ 11,028
Sep-23	$ 22,056	$ 11,028	$ 11,028
Oct-23	$ 22,056	$ 22,056	$ 22,056
Nov-23	$ 113,339	$ 22,056	$ 22,056
Dec-23	$ 113,339	$ 22,056	$ 22,056
Jan-24	$ 113,339	$ 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	$ 158,905	$ 158,905
Mar-25	$ 13,158	$ 169,583	$ 169,583
Apr-25	$ 13,158		$ 37,287
May-25	$ 13,158		$ -
Total:	**$ 1,897,000**	**$ 1,715,802**	**$ 1,753,089**



Fall Brook Elementary School - Leominster, MA — **March 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	$ 1,546,219	$ 1,546,219
Mar-25	$ 1,870,684	$ 1,715,802	$ 1,715,802
Apr-25	$ 1,883,842		$ 1,753,089
May-25	$ 1,897,000		$ 1,753,089
Total:	**$ 1,897,000**	**$ 1,715,802**	**$ 1,753,089**



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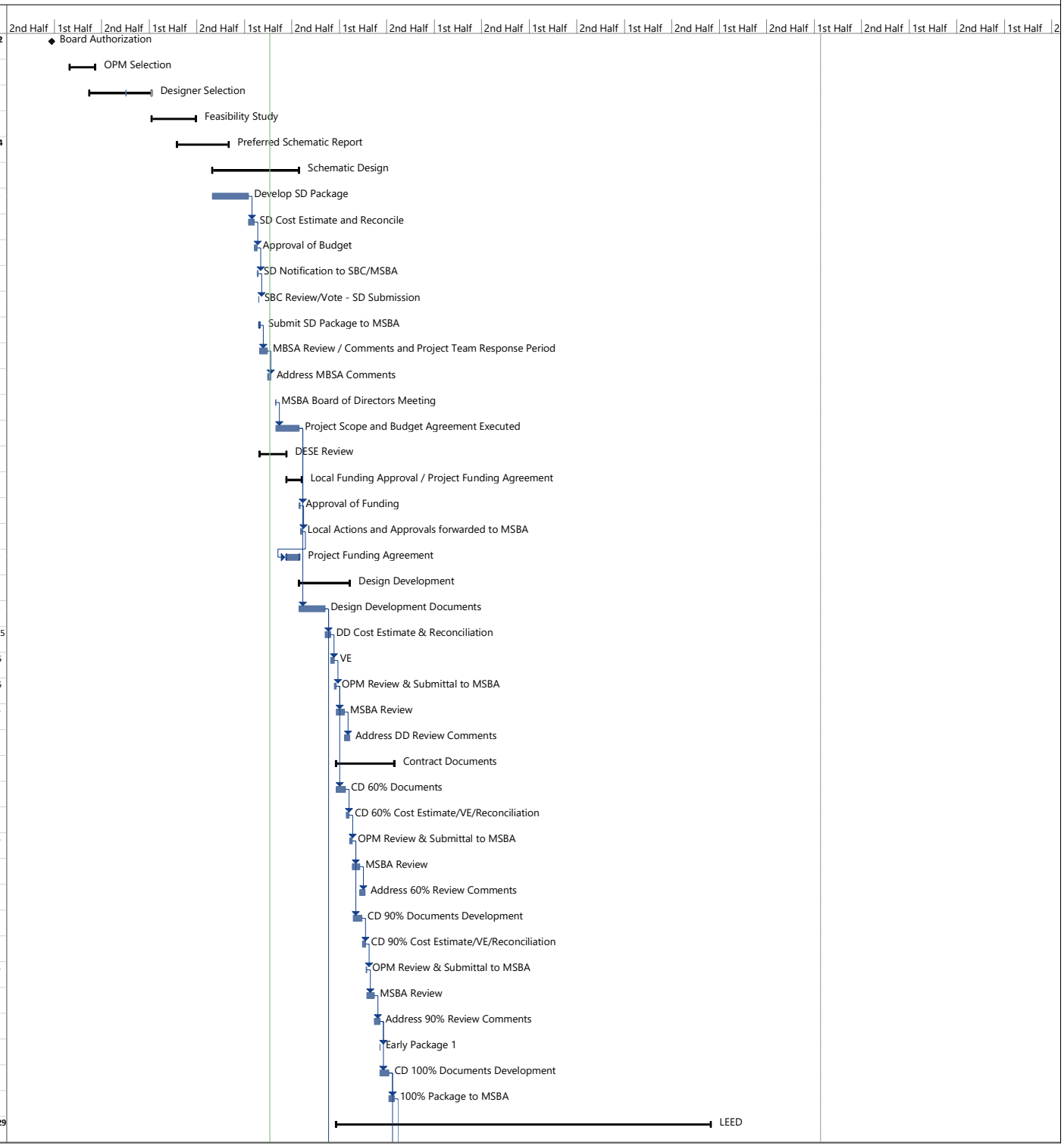
THE RIGHT CHOICE IN PROJECT MANAGEMENT

FALL BROOK ELEMENTARY SCHOOL - PRELIMINARY PROJECT SCHEDULE

February 28, 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**
25	**Preferred Schematic Report**	**Tue 4/16/24**	**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**
51	Approval of Funding	Wed 7/30/25	Fri 8/1/25
52	Local Actions and Approvals forwarded to MSBA	Mon 8/4/25	Fri 8/8/25
53	Project Funding Agreement	Wed 6/11/25	Wed 7/30/25
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
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**



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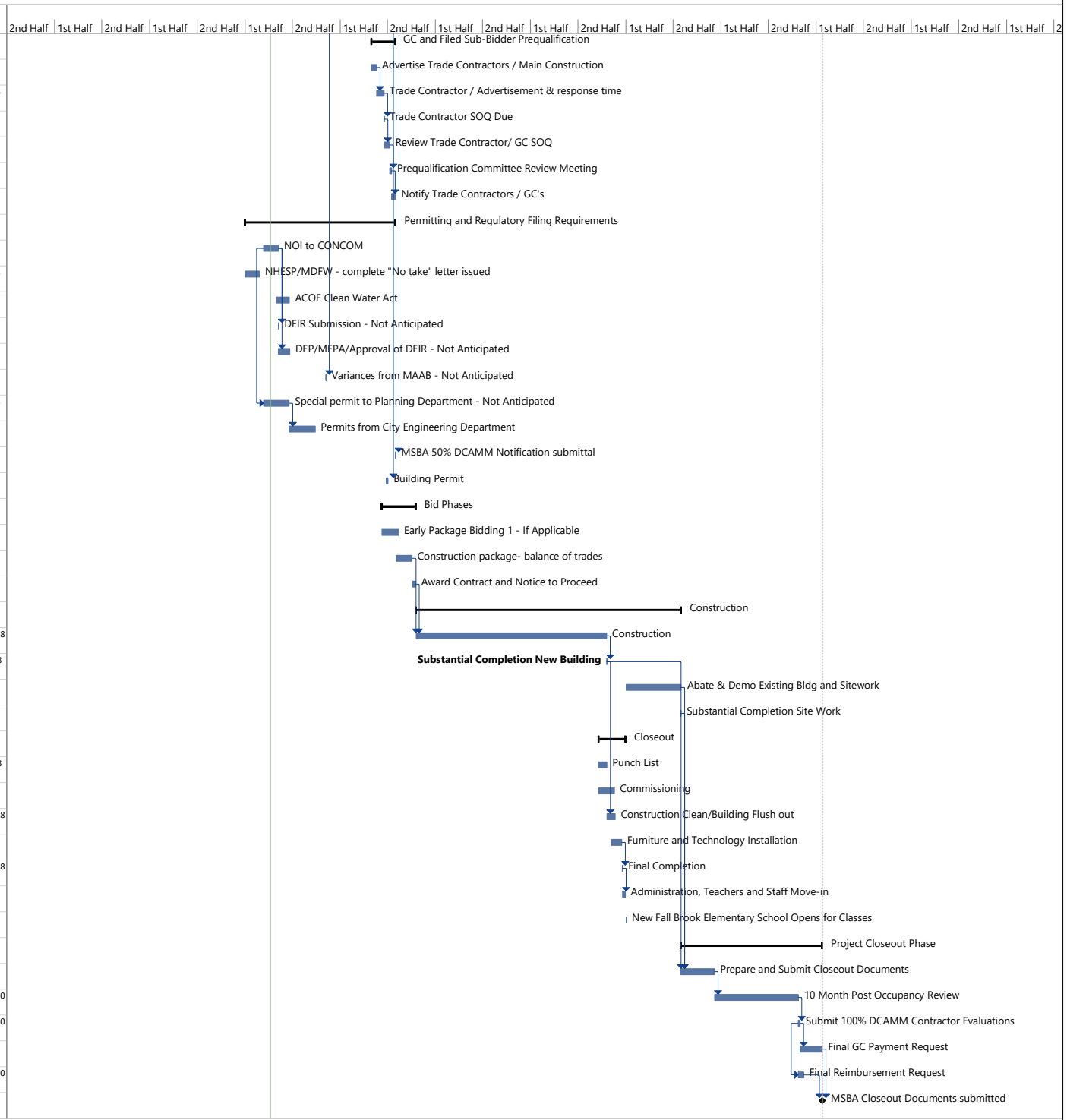
THE RIGHT CHOICE IN PROJECT MANAGEMENT

FALL BROOK ELEMENTARY SCHOOL - PRELIMINARY PROJECT SCHEDULE

February 28, 2025

ID	Task Name	Start	Finish
84	**GC and Filed Sub-Bidder Prequalification**	**Fri 5/1/26**	**Fri 7/31/26**
85	Advertise Trade Contractors / Main Construction	Fri 5/1/26	Tue 5/19/26
86	Trade Contractor / Advertisement & response time	Wed 5/20/26	Wed 6/17/26
87	Trade Contractor SOQ Due	Thu 6/18/26	Thu 6/18/26
88	Review Trade Contractor/ GC SOQ	Fri 6/19/26	Thu 7/9/26
89	Prequalification Committee Review Meeting	Fri 7/10/26	Thu 7/16/26
90	Notify Trade Contractors / GC's	Fri 7/17/26	Fri 7/31/26
91	**Permitting and Regulatory Filing Requirements**	**Wed 1/1/25**	**Fri 7/31/26**
92	NOI to CONCOM	Thu 3/13/25	Thu 5/8/25
93	NHESP/MDFW - complete "No take" letter issued	Wed 1/1/25	Mon 2/24/25
94	ACOE Clean Water Act	Thu 5/1/25	Thu 6/19/25
95	DEIR Submission - Not Anticipated	Fri 5/9/25	Fri 5/9/25
96	DEP/MEPA/Approval of DEIR - Not Anticipated	Fri 5/9/25	Fri 6/20/25
97	Variances from MAAB - Not Anticipated	Thu 11/6/25	Thu 11/6/25
98	Special permit to Planning Department - Not Anticipated	Thu 3/13/25	Wed 6/18/25
99	Permits from City Engineering Department	Thu 6/19/25	Fri 9/26/25
100	MSBA 50% DCAMM Notification submittal	Fri 7/31/26	Fri 7/31/26
101	Building Permit	Fri 6/26/26	Thu 7/2/26
102	**Bid Phases**	**Wed 6/10/26**	**Fri 10/16/26**
103	Early Package Bidding 1 - If Applicable	Wed 6/10/26	Tue 8/11/26
104	Construction package- balance of trades	Tue 8/4/26	Fri 10/2/26
105	Award Contract and Notice to Proceed	Mon 10/5/26	Fri 10/16/26
106	**Construction**	**Mon 10/19/26**	**Tue 7/31/29**
107	Construction	Mon 10/19/26	Wed 10/18/28
108	Substantial Completion New Building	Thu 10/19/28	Thu 10/19/28
109	Abate & Demo Existing Bldg and Sitework	Tue 1/2/29	Tue 7/31/29
110	Substantial Completion Site Work	Tue 7/31/29	Tue 7/31/29
111	**Closeout**	**Tue 9/19/28**	**Fri 12/29/28**
112	Punch List	Tue 9/19/28	Thu 10/19/28
113	Commissioning	Tue 9/19/28	Fri 11/17/28
114	Construction Clean/Building Flush out	Fri 10/20/28	Mon 11/20/28
115	Furniture and Technology Installation	Mon 11/6/28	Fri 12/15/28
116	Final Completion	Mon 12/18/28	Mon 12/18/28
117	Administration, Teachers and Staff Move-in	Tue 12/19/28	Fri 12/29/28
118	**New Fall Brook Elementary School Opens for Classes**	**Tue 1/2/29**	**Tue 1/2/29**
119	**Project Closeout Phase**	**Wed 8/1/29**	**Fri 1/24/31**
120	Prepare and Submit Closeout Documents	Wed 8/1/29	Thu 12/6/29
121	10 Month Post Occupancy Review	Fri 12/7/29	Wed 10/23/30
122	Submit 100% DCAMM Contractor Evaluations	Thu 10/24/30	Wed 10/30/30
123	Final GC Payment Request	Thu 10/31/30	Fri 1/24/31
124	Final Reimbursement Request	Thu 10/24/30	Wed 11/13/30
125	MSBA Closeout Documents submitted	Fri 1/24/31	Fri 1/24/31