MEDFORD HIGH SCHOOL

Medford, MA



OPM Monthly Project Update Report

July 2025

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE

During the month of May, Leftfield was selected as the OPM for the Medford High School project. The MSBA approved the Town's selection after the MSBA OPM Review Panel on June 2, 2025, this was followed by an SBC meeting to approve the contract the same day.

Designer Procurement was the main focus during the month of July. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on September 23, 2025.

The Designer RFS was released to the public on July 30, 2025 and proposals are due on August 27, 2025.

The project is currently on target to hit the following milestone dates:

- *End of January 2026 - Preliminary Design Program (PDP) Submission due to MSBA for staff review*
- *June 2026 - Preferred Schematic Report (PSR) due to MSBA*
- *August 2026 - MSBA Board of Directors Meeting to approve PSR*
- *February 2027 – Schematic Design (SD) Report to be submitted to MSBA*
- *April 2027 - MSBA Board of Directors Meeting for Project Scope & Budget*
- *District Vote: Spring 2027*

I. TASKS COMPLETED THROUGH JULY 2025

The following tasks were completed through the month of July 2025:

05/12/25	School Building Committee Meeting to approve Designer RFS be submitted to MSBA for review and comment
05/16/25	Designer RFS Submitted to MSBA for review and comment
06/02/25	OPM Review Panel to approve LeftField as OPM
06/02/25	SBC Meeting to Approve OPM Contract
06/03/25	Contract with OPM executed and sent to MSBA
06/04/25	Educational Program Document Review & Discussion
06/11/25	School Building Committee Meeting
06/24/25	Educational Program Overview at Administration Retreat
07/03/25	Project Website Review Meeting
07/16/25	Project Team Introduction Meeting
07/22/25	Educational Program Check-In Meeting
07/29/25	Educational Program Check-In Meeting
07/30/25	Designer RFS Issued

II. TASKS PLANNED FOR AUGUST 2025

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

08/05/25	Educational Program Check-In Meeting
08/11/25	School Building Committee Meeting
08/12/25	Educational Program Check-In Meeting
08/18/25	Designer Pre-proposal Walkthrough
08/19/25	Educational Program Check-In Meeting
08/26/25	Educational Program Check-In Meeting
08/27/25	Designer Proposals Due

III. PROJECT BUDGET OVERVIEW

There were no expenditures this month.

A total project budget will be provided with the August 2025 Monthly Report. A Cash Flow report will be provided once a Designer is on board.

IV. PROJECT SCHEDULE OVERVIEW

The project is currently on target to hit the following milestone dates:

- *End of January 2026 - Preliminary Design Program (PDP) Submission due to MSBA for staff review*
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V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

No Contract Amendments or Budget Transfers were required during the month of July 2025.

A total project budget will be provided with the August 2025 Monthly Report.

VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours once a Designer has joined the Project Team.

VII. COMMUNITY OUTREACH

LeftField has developed a website for the Medford High School project that will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes, agendas, monthly reports, MSBA submissions, presentation materials, and more will be posted to the website.

DRAFT

Leftfield, LLC | **Jennifer Carlson** | **Progress Report as of Date 7/31/2025**

District Name	Medford	MSBA ID	202301760505
School Name	Medford High	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Jenny Graham
Project Director	Jennifer Carlson	Total Project Budget (ProPay)	
Designer Firm Name		Encumbered (Reporting Period)	$525,000
Principal		Encumbered (to Date)	$525,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	$0
General Contractor Contact Name		Project Completion Percentage	1%

OPM

Leftfield, LLC | **Progress Report as of Date 7/31/2025**

Contract Summary		**Payment Summary**	
Original Contract Amount	$525,000	Total Contract Amount	$525,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	$0
Value of Contract Amendments (to Date)	$0	Invoices Received (Reporting Period)	$0
Total Contract Amount	$525,000	Contract Amount Remaining	$525,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	The following tasks were completed through the month of July 2025: 05/12/25 School Building Committee Meeting to approve Designer RFS be submitted to MSBA for review and comment II. 05/16/25 Designer RFS Submitted to MSBA for review and comment 06/02/25 OPM Review Panel to approve LeftField as OPM 06/02/25 SBC Meeting to Approve OPM Contract 06/03/25 Contract with OPM executed and sent to MSBA 06/04/25 Educational Program Document Review & Discussion 06/11/25 School Building Committee Meeting 06/24/25 Educational Program Overview at Administration Retreat 07/03/25 Project Website Review Meeting 07/16/25 Project Team Introduction Meeting 07/22/25 Educational Program Check-In Meeting 07/29/25 Educational Program Check-In Meeting 07/30/25 Designer RFS Issued
Project Budget Status	There have not been any expenditures against the budget to date. Next month, a full total project budget report will be included.
MSBA Closeout Status	This project is in Feasibility Study.
Potential Issues	There are no potential issues identified at this time.

DESIGNER

Progress Report as of Date 7/31/2025

Contract Summary	**Payment Summary**
Original Contract Amount	Total Contract Amount
Contract Amendments (to Date)	Invoices Paid (to Date)
Value of Contract Amendments (to Date)	Invoices Received (Reporting Period)
Total Contract Amount	Contract Amount Remaining
Contract Amendments as Percentage of Original Contract Amount	

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

RFIs and Submittals	
RFIs Issued (Reporting Period)	
Total RFIs Issued (to Date)	
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)	
Submittals Reviewed (Reporting Period)	
Total Submittals Reviewed (to Date)	
Comments (Remaining Open Submittals)	
Phase	Phase Scheduled Completion Date
Designer Activities (Reporting Period)	
30 Day Look Ahead	
Commissioning Consultant	
Commissioning Consultant Status	

GENERAL CONTRACTOR

Progress Report as of Date 7/31/2025

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	Undetermined	
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

Matthew Gulino
Print Name

Matthew Gulino
Digitally signed by Matthew Gulino
DN: C=US, E=mgulino@leftfieldpm.com, CN=Matthew Gulino
Date: 2025.08.12 16:31:41-04'00'
Signature

8/12/2025
Date

Medford HS Budget Status

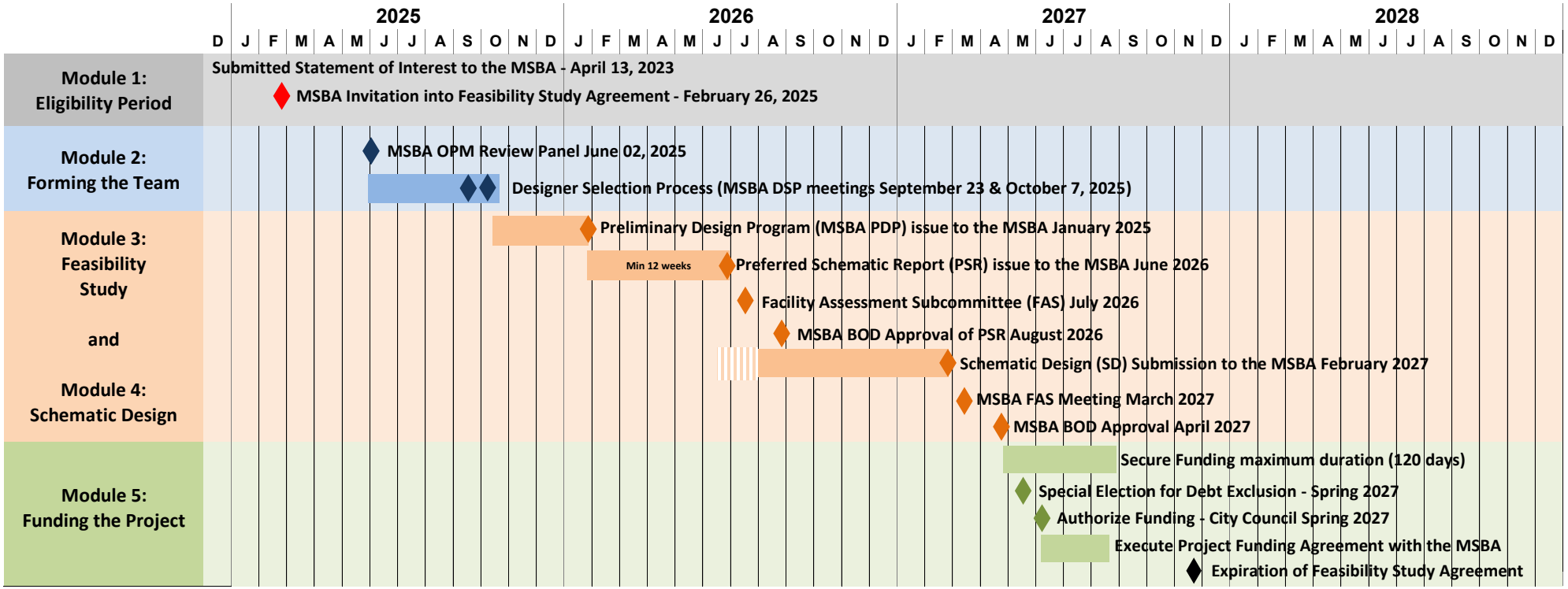
The Medford HS project has just started with only the OPM currently under contract. To date, there have not been any project expenditures or invoices. The August 2025 monthly report will include the first project invoices paid with an updated total project budget.

Medford HS Budget Status

The Medford HS project has just started with only the OPM currently under contract. To date, there have not been any project expenditures or invoices. The August 2025 monthly report will include the first project invoices paid with an updated total project budget.

Medford HS Cash Flow Status

The Medford HS project has just started with only the OPM currently under contract. To date, there have not been any project expenditures or invoices. The MSBA August 2025 monthly report will include the first project invoices. A Cash Flow will be provided once a Designer is contracted with.


2025
2026
2027
2028
D J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D
Module 1: Eligibility Period
Module 2: Forming the Team
Module 3: Feasibility Study
and
Module 4: Schematic Design
Module 5: Funding the Project
Submitted Statement of Interest to the MSBA - April 13, 2023
MSBA Invitation into Feasibility Study Agreement - February 26, 2025
MSBA OPM Review Panel June 02, 2025
Designer Selection Process (MSBA DSP meetings September 23 & October 7, 2025)
Preliminary Design Program (MSBA PDP) issue to the MSBA January 2025
Min 12 weeks
Preferred Schematic Report (PSR) issue to the MSBA June 2026
Facility Assessment Subcommittee (FAS) July 2026
MSBA BOD Approval of PSR August 2026
Schematic Design (SD) Submission to the MSBA February 2027
MSBA FAS Meeting March 2027
MSBA BOD Approval April 2027
Secure Funding maximum duration (120 days)
Special Election for Debt Exclusion - Spring 2027
Authorize Funding - City Council Spring 2027
Execute Project Funding Agreement with the MSBA
Expiration of Feasibility Study Agreement