Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

June 3, 2025

The Honorable Breanna Lungo-Koehn, Mayor
City of Medford
Medford City Hall
85 George P. Hassett Drive, Room 202
Medford, MA 02155

Re: City of Medford, Medford High School, Owner's Project Manager Approval Letter

Dear Mayor Lungo-Koehn:

Pursuant to the provisions of M.G.L. c. 149, s. 44A ½ and 963 CMR 2.11, the City of Medford (the "City") is required to procure the services of an Owner's Project Manager (the "OPM") for the Medford High School project using a qualifications-based selection process. As required by 963 CMR 2.11 (3), the City has certified in writing to the Massachusetts School Building Authority (the "MSBA") that it has used a qualifications-based selection process that complies with Massachusetts law. Pursuant to 963 CMR 2.11 (2) and M.G.L. c. 70B, s. 2, the City has requested in writing that the MSBA approve its selection of LeftField, LLC as the OPM for the Medford High School project.

The MSBA has reviewed the information submitted by the City in support of its selection of LeftField, LLC. Based upon the information provided by the City, the MSBA hereby approves its selection of LeftField, LLC for the Medford High School project and to the key personnel and consultants identified by LeftField, LLC in the proposal that was submitted to the City, reviewed by the MSBA and presented to the MSBA's Owner's Project Manager Review Panel on June 2, 2025. The MSBA's approval is specific to LeftField, LLC and to the key personnel identified by LeftField, LLC in the proposal that was submitted and reviewed by the MSBA. Pursuant to the provisions of 963 CMR 2.11 (4) and the applicable requirements of any agreements between the MSBA and the City, any change in the OPM or its key personnel, as described in the attached organizational chart, must be approved in writing by the City and the MSBA. The MSBA's approval is also based upon the City's representation that the Eligible Applicant for the City has designated Jenny Graham, Vice-Chair of the Medford School Committee and Chair of Medford High School Building Committee, as the individual who shall have the authority to act on behalf of the Owner, under its contract with the OPM, and who shall be responsible for day-to-day communication between the Owner and the OPM. Any change in this designation must be approved in writing by the MSBA.

Please note the MSBA's approval of the City's selection is subject to the provisions of 963 CMR 2.11 which, among other things, allows the MSBA to rescind its approval and/or to direct the

removal of the OPM under certain circumstances. The MSBA retains the right to rescind its approval of the City's selection of LeftField, LLC and to deny and/or recoup reimbursement for expenditures or costs related to the OPM services if LeftField, LLC does not perform its services to the satisfaction of the MSBA. The MSBA's approval is further subject to the execution of a contract between the City and LeftField, LLC in a format that is satisfactory to the MSBA, utilizing any standard contracts, forms, and provisions that the MSBA may require, including the completed MSBA System Access Request form which is described below. Please forward an electronic copy of the fully executed contract between the City and LeftField, LLC to Nina Bordeaux, Senior Project Coordinator, on or before June 20, 2025.

It will be the City's responsibility to monitor the performance of LeftField, LLC to ensure that they perform their obligations in a satisfactory manner, and to enforce the provisions of its contract with LeftField, LLC. Among obligations of the OPM that are detailed within the MSBA's standard contract is the requirement for the OPM to submit monthly reports to the MSBA. The OPM shall submit to the City no later than the twelfth day of each calendar month. The OPM shall begin submitting monthly progress reports on the first reporting date following the month in which the OPM receives an approval letter from the City. The City shall verify that the OPM submits its monthly reports on time and in the form and manner determined by the MSBA. OPM Reports shall be submitted to the MSBA by the OPM using the MSBA's online OPM Report System. In order to activate and use this system, the City must complete and submit the attached MSBA System Access Request form. The completed form must be delivered to Nina Bordeaux, Senior Project Coordinator, on or before June 20, 2025.

The City must comply with all provisions of law and all conditions imposed by any agreements executed between the MSBA and the City, including, but not limited to, a Feasibility Study Agreement, a Project Scope and Budget Agreement, and a Project Funding Agreement, related to the provision of services by an OPM. The MSBA maintains its right to withhold reimbursement of costs and expenditures associated with OPM services if the City fails to comply with the applicable terms and conditions of its agreements with the MSBA or any administrative directives issued by the MSBA, now in effect or hereafter promulgated. The MSBA's decision to approve the City's selection of an OPM, to approve changes in the OPM, or its key personnel, or decline to exercise any of its rights in relation to the selection or performance of the OPM, shall not be construed as a waiver of the MSBA's right to review, audit, and disallow costs incurred by the City in relation to OPM services, to withhold reimbursement, or to take any other actions available to the MSBA under the law or under its agreements with the City.

The MSBA shall bear no liability of any kind whatsoever for any claims directly or indirectly occurring out of the MSBA's approval of the City's selection of the OPM, the MSBA's approval or non-approval of changes in the OPM or its key personnel, the MSBA's decision to rescind its approval or to direct the removal of an OPM, or any other alleged acts or omissions on the part of the MSBA related to the selection, performance, acts or omissions of the Owner's Project Manager.

If you have any questions, please do not hesitate to contact me or Nina Bordeaux (Nina.Bordeaux@massschoolbuildings.org) at 617-720-4466.

Sincerely,

Michael P McGurl

Michael McGurl
Director of Capital Planning

Attachments:
LeftField, LLC Project Team Organizational Chart
OPM System Access Request Form – OPM Report System User

Cc: Legislative Delegation
Isaac B. Bears, President, Medford City Council
Jenny Graham, Vice Chair, Medford School Committee
Dr. Suzanne B. Galusi, Interim Superintendent, Medford Public Schools
Jim Rogers, Owner's Project Manager, Leftfield, LLC
Jennifer Carlson, Owner's Project Manager, LeftField, LLC
Matt Gulino, Owner's Project Manager, LeftField, LLC
File: 10.2 Letters (Region 4)

5. List ONLY Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:

