LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

MEDFORD HIGH SCHOOL

Medford, MA



OPM Monthly Project Update Report

November 2025

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE

During the month of November, Leftfield, SMMA and the City of Medford began the PDP Phase of the project. Over the course of two weeks, from November 12, 2025 to November 24, 2025, SMMA's Educational Programmer and LeftField held 50 programming meetings at Medford High School. These meetings were held with each MHS program, including discussions around programs that are currently being added, or being proposed as a part of this project.

SMMA's Designer contract was also executed and provided to the MSBA in November, 2025. As of the writing of this, the project team held its MSBA kick-off meeting on December 2, 2025. As reviewed with the MSBA, the project is currently on target to hit the following milestone dates:

- *February 25, 2026 – PDP Submission to the MSBA*
- *June 25, 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: May 2027*

I. TASKS COMPLETED THROUGH NOVEMBER 2025

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

11/04/25	Weekly Internal Team Meeting
11/11/25	Weekly Internal Team Meeting
11/12/25	Educational Programming #1
11/13/25	Educational Programming #2
11/14/25	Educational Programming #3
11/17/25	Educational Programming #4
11/18/25	Educational Programming #5
11/18/25	Weekly Internal Team Meeting
11/19/25	Educational Programming #6
11/19/25	Educational Programming #7
11/20/25	MHS Student Shadowing
11/24/25	Designer Contract Approved by the Medford SBC
11/25/25	Executed Contract Provided to the MSBA
11/17/25	PDP Existing Conditions Surveys (ongoing)

II. TASKS PLANNED FOR DECEMBER 2025

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

12/05/25	MA School Tours (Weymouth MS, Waltham HS, Billerica HS)
12/09/25	Educational Visioning #1
12/17/25	Educational Visioning #2
12/18/25	MHS Advisory Group – Ed Planning and Equity
12/18/25	MHS Advisory Group – Site, Safety and Security
12/22/25	SBC Meeting
12/23/25	Weekly Internal Team Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures for the month of November 2025 totaled $20,000 from LeftField. No Designer invoices have been submitted at this time.

IV. PROJECT SCHEDULE OVERVIEW

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

- *September 25, 2025 – DSP Meeting #1*
- *October 9, 2025 – DSP Meeting #2*
- *End of February 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: May 2027*

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

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

VI. MBE / WBE PARTICIPATION

The team will begin tracking MBE/WBE Workforce Participation Hours for the month of December 2025 now that the Designer contract has been signed and the MSBA kick-off meeting was held on December 2, 2025

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.

Several community outreach events are planned for the start of 2026. These outreach events will continue throughout the Feasibility Study to keep the City of Medford aware of the MSBA process and the work that is being completed through each submission.

DRAFT

Leftfield, LLC | **Jennifer Carlson** | **Progress Report as of Date 11/30/2025**

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	Symmes Maini & McKee Associates, Inc.	Encumbered (Reporting Period)	$2,119,983
Principal	Matthew Rice	Encumbered (to Date)	$2,644,983
General Contractor Firm Name		Total Project Invoices Received (to Date)	$140,000
General Contractor Contact Name		Project Completion Percentage	5%

OPM — Leftfield, LLC — Progress Report as of Date 11/30/2025

Contract Summary		Payment Summary	
Original Contract Amount	$525,000	Total Contract Amount	$525,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	$115,000
Value of Contract Amendments (to Date)	$0	Invoices Received (Reporting Period)	$25,000
Total Contract Amount	$525,000	Contract Amount Remaining	$385,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	-11/04/25 Weekly Internal Team Meeting -11/12/25 Educational Programming #1 -11/13/25 Educational Programming #2 -11/14/25 Educational Programming #3 -11/17/25 Educational Programming #4 -11/18/25 Educational Programming #5 -11/18/25 Weekly Internal Team Meeting -11/19/25 Educational Programming #6 -11/19/25 Educational Programming #7 -11/20/25 MHS Student Shadowing -11/24/25 SBC Meeting -11/25/25 Weekly Internal Team Meeting
Project Budget Status	Reference the attached Total Project Budget and Cash Flow reports dated November 30, 2025.
MSBA Closeout Status	
Potential Issues	

DESIGNER — Symmes Maini & McKee Associates, Inc. — Progress Report as of Date 11/30/2025

Contract Summary		Payment Summary	
Original Contract Amount	$2,119,983	Total Contract Amount	$2,119,983
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	$2,119,983	Contract Amount Remaining	$2,119,983
Contract Amendments as Percentage of Original Contract Amount	0.0%		

MBE/WBE		Workforce Participation
MBE Percentage	5.4%	Total Hours
MBE Actual	1.9%	Minority Hours
WBE Percentage	10.4%	Minority Percentage
WBE Actual	27.9%	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)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Feasibility Study	Phase Scheduled Completion Date	8/31/2026
Designer Activities (Reporting Period)	-11/04/25 Weekly Internal Team Meeting -11/12/25 Educational Programming #1 -11/13/25 Educational Programming #2 -11/14/25 Educational Programming #3 -11/17/25 Educational Programming #4 -11/18/25 Educational Programming #5 -11/18/25 Weekly Internal Team Meeting -11/19/25 Educational Programming #6 -11/19/25 Educational Programming #7 -11/20/25 MHS Student Shadowing -11/24/25 SBC Meeting -11/25/25 Weekly Internal Team Meeting		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status			

GENERAL CONTRACTOR

Progress Report as of Date 11/30/2025

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

Linda E. Liporto — Print Name

 — Signature

December 8, 2025 — Date

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

Medford High School - Medford, MA — **November 30, 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	Comments
	FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	$ 600,000	$ -	$ 600,000	$ 525,000	88%	$ 140,000	23%	$ 460,000	
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,500,000	$ -	$ 1,500,000	$ 1,591,536	106%	$ -	0%	$ -	
0003-0000	Environmental & Site	$ 400,000	$ -	$ 400,000	$ 528,447	132%	$ -	0%	$ 400,000	
0004-0000	Other	$ 500,000	$ -	$ 500,000	$ -	0%	$ -	0%	$ 500,000	
	SUB-TOTAL	**$ 3,000,000**	**$ -**	**$ 3,000,000**	**$ 2,644,983**	**88%**	**$ 140,000**	**5%**	**$ 1,360,000**	
	TOTAL PROJECT BUDGET	**$ 3,000,000**	**$ -**	**$ 3,000,000**	**$ 2,644,983**	**88%**	**$ 140,000**	**5%**	**$ 2,860,000**	

FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.
Maximum State Share	$ 1,599,600	$ 1,599,600
Local Share	$ 1,400,400	$ 1,400,400
SUB-TOTAL	$ 3,000,000	$ 3,000,000

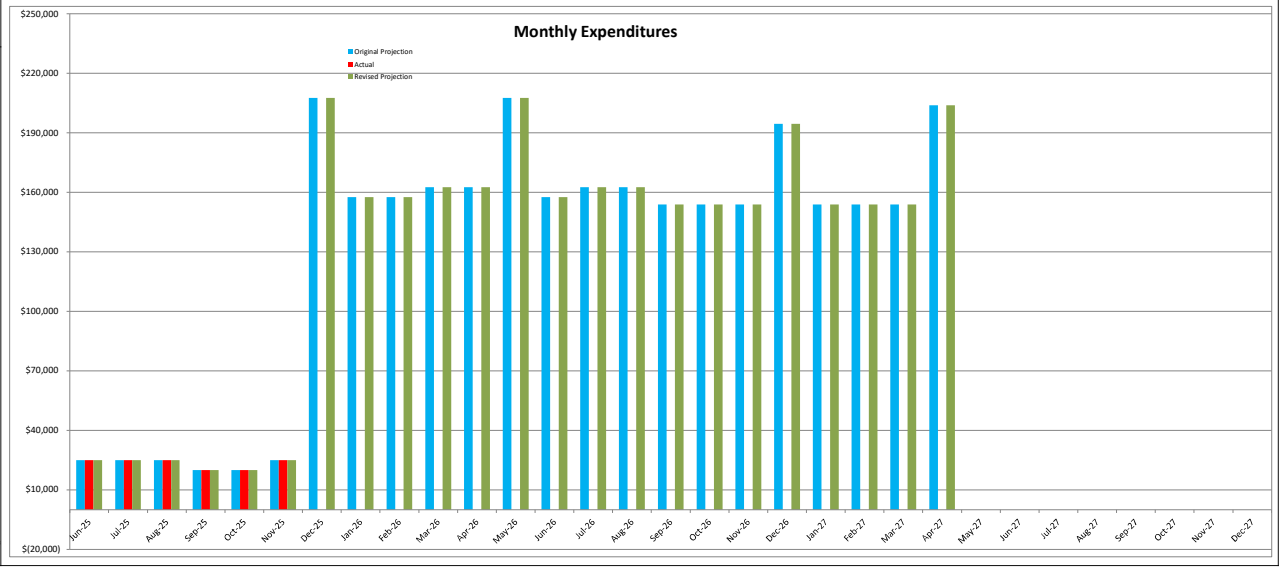
Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
$ 3,000,000		$ -		53.32%

CONSTR. COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF
PSR Cost Estimate					
CM SD Cost Estimate					

Medford High School - Medford, MA — **November 30, 2025**

Monthly Cash Flow

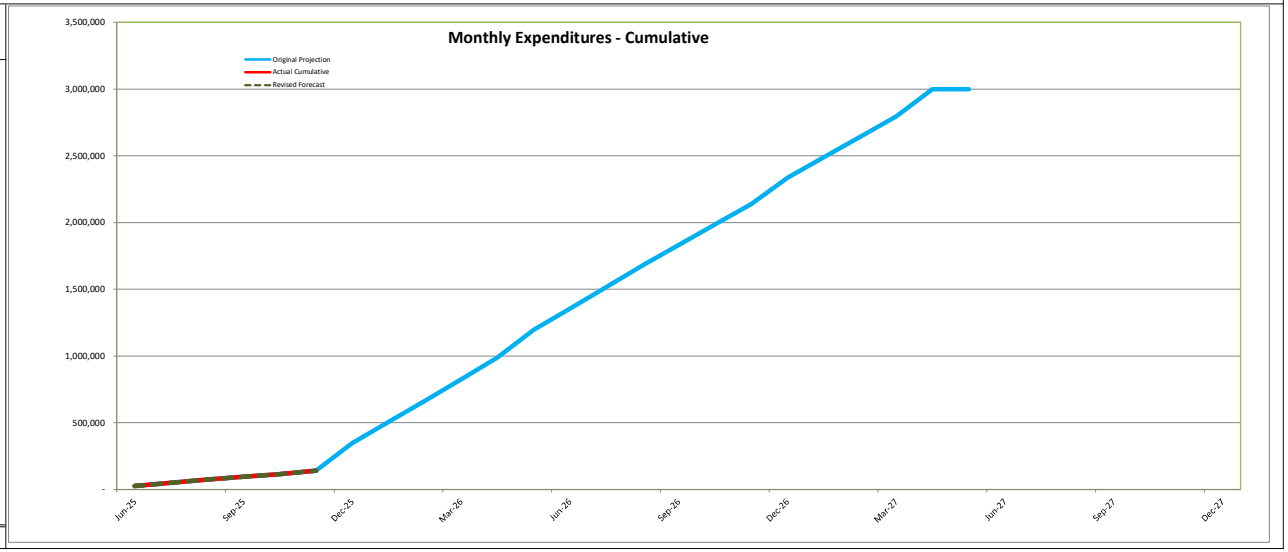
Date	Original Projection	Actual	Revised Projection
Jun-25	$ 25,000	$ 25,000	$ 25,000
Jul-25	$ 25,000	$ 25,000	$ 25,000
Aug-25	$ 25,000	$ 25,000	$ 25,000
Sep-25	$ 20,000	$ 20,000	$ 20,000
Oct-25	$ 20,000	$ 20,000	$ 20,000
Nov-25	$ 25,000	$ 25,000	$ 25,000
Dec-25	$ 207,557		$ 207,557
Jan-26	$ 157,557		$ 157,557
Feb-26	$ 157,557		$ 157,557
Mar-26	$ 162,557		$ 162,557
Apr-26	$ 162,557		$ 162,557
May-26	$ 207,557		$ 207,557
Jun-26	$ 157,557		$ 157,557
Jul-26	$ 162,557		$ 162,557
Aug-26	$ 162,557		$ 162,557
Sep-26	$ 153,914		$ 153,914
Oct-26	$ 153,914		$ 153,914
Nov-26	$ 153,914		$ 153,914
Dec-26	$ 194,593		$ 194,593
Jan-27	$ 153,914		$ 153,914
Feb-27	$ 153,914		$ 153,914
Mar-27	$ 153,914		$ 153,914
Apr-27	$ 203,915		$ 203,915
May-27			
Jun-27			
Jul-27			
Aug-27			
Sep-27			
Oct-27			
Nov-27			
Dec-27			
Total:	**$ 3,000,000**	**$ 140,000**	**$ 3,000,000**



Medford High School - Medford, MA — **November 30, 2025**

Cumulative Cash Flow

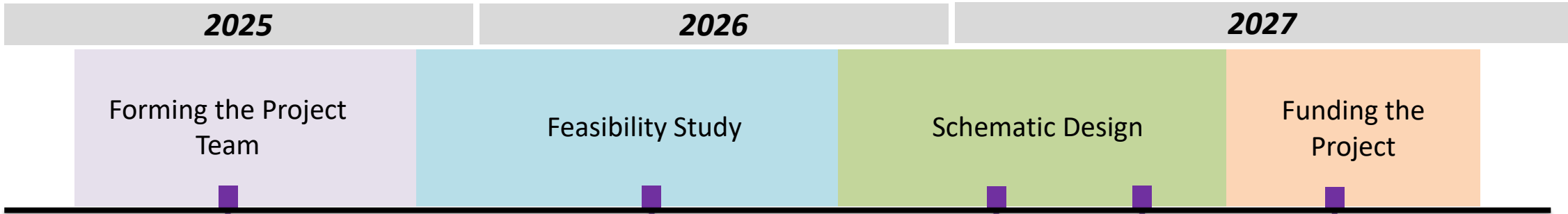
Date	Original Projection	Actual Cumulative	Revised Forecast
Jun-25	25,000	$ 25,000	$ 25,000
Jul-25	50,000	$ 50,000	$ 50,000
Aug-25	75,000	$ 75,000	$ 75,000
Sep-25	95,000	$ 95,000	$ 95,000
Oct-25	115,000	$ 115,000	$ 115,000
Nov-25	140,000	$ 140,000	$ 140,000
Dec-25	347,557		
Jan-26	505,113		
Feb-26	662,670		
Mar-26	825,227		
Apr-26	987,784		
May-26	1,195,340		
Jun-26	1,352,897		
Jul-26	1,515,454		
Aug-26	1,678,010		
Sep-26	1,831,924		
Oct-26	1,985,838		
Nov-26	2,139,751		
Dec-26	2,334,344		
Jan-27	2,488,258		
Feb-27	2,642,172		
Mar-27	2,796,085		
Apr-27	3,000,000		
May-27	3,000,000		
Jun-27			
Jul-27			
Aug-27			
Sep-27			
Oct-27			
Nov-27			
Dec-27			
Total:	**$ 3,000,000**	**$ 140,000**	**$ 140,000**



MEDFORD HS
PREL. PROJECT SCHEDULE/TIMELINE

Feasibility/ Schematic Study

Duration: 20 Months [from designer award to MSBA schematic board approval]



Designer Selection
Issue RFS 07/30/2025
Submissions Due 08/27/2025
SOQs Due to MSBA 09/04/2025
DSP Review 09/23/2025
DSP Interviews 10/07/2025
Execute Contract 10/14/2025

Feasibility Study
Duration: 12 Months [from designer selection]
Target PDP Submission Date: February 2026
Target PSR Submission Date: June 2026
Ant. MSBA Board PSR Approval: August 2026

Schematic Design
Duration: 6 Months [from MSBA PSR approval to MSBA Schematic submission]
Target Submission Date: February 2027
Anticipated MSBA Board Approval: April 2027

MSBA Board Approval of Proposed Project & issuing of the Project Scope and Budget Agreement
Target Board Date: April 2027

District Approval & Votes
Target Date: May 2027
Or via special Town Meeting and Debt Exclusion; TBD.