LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

MEDFORD HIGH SCHOOL

Medford, MA



OPM Monthly Project Update Report

August 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 August. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on September 25, 2025.

The Designer RFS was released to the public on July 30, 2025 and proposals were due on August 27, 2025. Four firms submitted proposals in response to the RFS and the team is in the process of reviewing those proposals.

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 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 AUGUST 2025

The following tasks were completed through 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

II. TASKS PLANNED FOR SEPTEMBER 2025

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

09/02/25	Educational Program Check-In Meeting
09/09/25	Educational Program Check-In Meeting

09/15/25	School Building Committee Meeting
09/16/25	Educational Program Check-In Meeting
09/23/25	Educational Program Check-In Meeting
09/25/25	Designer Selection Panel Meeting #1
09/30/25	Educational Program Check-In Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures for the month of August 2025 totaled $50,000 and consisted of two invoices from LeftField.

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 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*

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

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

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 8/31/2025**

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)	$0
Principal		Encumbered (to Date)	$525,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	$50,000
General Contractor Contact Name		Project Completion Percentage	0%

OPM — Leftfield, LLC — Progress Report as of Date 8/31/2025

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)	$50,000
Total Contract Amount	$525,000	Contract Amount Remaining	$475,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	The following tasks were completed through the month of August 2025: I. 08/05/25 Educational Program Check-In Meeting II. 08/11/25 School Building Committee Meeting III. 08/12/25 Educational Program Check-In Meeting IV. 08/18/25 Designer Pre-proposal Walkthrough V. 08/19/25 Educational Program Check-In Meeting VI. 08/26/25 Educational Program Check-In Meeting VII. 08/27/25 Designer Proposals Due
Project Budget Status	Expenditures for the month of August 2025 totaled $50,000 and consisted of two invoices from LeftField. No Contract Amendments or Budget Transfers were required during the month of August 2025.
MSBA Closeout Status	This project is in Feasibility Study.
Potential Issues	There are no issues identified at this time.

DESIGNER — Progress Report as of Date 8/31/2025

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 8/31/2025

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

Jen Carlson Print Name

 Signature

9/12/25 Date

MEMORANDUM

To:	Medford High School Building Committee
From:	Matt Gulino, LeftField, LLC
Date:	August 11, 2025
Re:	Medford High School Project – July 2025 Invoice Summary
Cc:	Jim Rogers, Jen Carlson, Linda Liporto, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

INVOICES (Payments)						
ProPay Code	**Invoice Date**	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0001-0000	6/30/2025	LeftField	1	OPM Feasibility Study	OPM Services from June 1 - June 30, 2025	$ 25,000.00
0001-0000	7/31/2025	LeftField	2	OPM Feasibility Study	OPM Services from July 1 - July 31, 2026	$ 25,000.00
					TOTAL:	**$ 50,000.00**

The invoices listed above are consistent with the approved Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. LeftField, LLC recommends that the invoices be approved and paid.

The July 2025 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Medford Public Schools by the August 12, 2025 deadline. All invoices above will be included in the July 2025 Project Budget Report unless rejected by the School Building Committee. If you have any questions, please feel free to contact Matt Gulino, Owner's Project Manager, LeftField, LLC.

LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

Dr. Suzanne Galusi
Superintendent
Medford Public Schools
489 Winthrop Street
Medford, MA 02155

Invoice Date: 6/30/25
Invoice No: 1

FOR: Project Management Services
Medford High School Project
489 Winthrop Street, Medford, MA 02155

Professional Services from June 1 to June 30, 2025

OPM Services		Amount
6/30/2025	Feasibility Study Services:	$ 25,000.00
	Total Labor:	**$ 25,000.00**

Reimbursable Expenses	Amount
Reimbursables 06/01/25 - 06/30/25	$0.00
	$0.00
Total Expenses:	**$0.00**

Total this Invoice: $ 25,000.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	$525,000	$0	$25,000	$25,000	$500,000
Design Development Phase	$0	$0	$0	$0	$0
Construction Documents Phase	$0	$0	$0	$0	$0
Bid Phase	$0	$0	$0	$0	$0
Construction Phase	$0	$0	$0	$0	$0
Closeout Phase	$0	$0	$0	$0	$0
OPM Services Total:	$0	$0	$25,000	$25,000	$500,000
Reimbursable Expenses Total:	$0	$0	$0	$0	$0
Total Contract:	**$0**	**$0**	**$25,000**	**$25,000**	**$500,000**

Please Remit Payment To:
LeftField, LLC
P.O. Box 307
Hingham, MA 02043

LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

Dr. Suzanne Galusi
Superintendent
Medford Public Schools
489 Winthrop Street
Medford, MA 02155

Invoice Date: 7/31/25
Invoice No: 2

FOR: Project Management Services
Medford High School Project
489 Winthrop Street, Medford, MA 02155

Professional Services from July 1 to July 31, 2025

OPM Services		Amount
7/31/2025	Feasibility Study Services:	$ 25,000.00
	Total Labor:	**$ 25,000.00**

Reimbursable Expenses	Amount
Reimbursables July 2025	$0.00
	$0.00
Total Expenses:	**$0.00**

Total this Invoice: $ 25,000.00

Contract Status	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design Phase	$525,000	$25,000	$25,000	$50,000	$475,000
Design Development Phase	$0	$0	$0	$0	$0
Construction Documents Phase	$0	$0	$0	$0	$0
Bid Phase	$0	$0	$0	$0	$0
Construction Phase	$0	$0	$0	$0	$0
Closeout Phase	$0	$0	$0	$0	$0
OPM Services Total:	$0	$25,000	$25,000	$50,000	$475,000
Reimbursable Expenses Total:	$0	$0	$0	$0	$0
Total Contract:	**$0**	**$25,000**	**$25,000**	**$50,000**	**$475,000**

Please Remit Payment To:
LeftField, LLC
P.O. Box 307
Hingham, MA 02043