LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

MEDFORD HIGH SCHOOL

Medford, MA



OPM Monthly Project Update Report

October 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 and September. The MSBA issued a timeline that would secure the Town a spot on their Designer Selection Panel on September 25, 2025 and October 9, 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, the team reviewed the proposals and three firms were selected to interview at the second DSP meeting on October 9. After presentations were made, the DSP voted and SMMA was selected to go into contract negotiations with Medford. During the month of October negotiations took place, and a contract is estimated to get executed in early November .

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 OCTOBER 2025

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

10/06/25	Designer Contract Review Meeting
10/16/25	Designer Introduction Meeting
10/20/25	Designer Contract Review Meeting
10/20/25	Financial Process Review Meeting
10/22/25	Designer Introduction Meeting
10/27/25	SBC Meeting
10/31/25	Educational Planning Kick-off Meeting

II. TASKS PLANNED FOR NOVEMBER 2025

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

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

III. PROJECT BUDGET OVERVIEW

Expenditures for the month of October 2025 totaled $20,000 from LeftField.

IV. PROJECT SCHEDULE OVERVIEW

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

- *September 25, 2025 – DSP Meeting #1*
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V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

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

VI. MBE / WBE PARTICIPATION

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

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.

Leftfield, LLC	Jennifer Carlson	Progress Report as of Date 10/31/2025

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)	$95,000
General Contractor Contact Name		Project Completion Percentage	4%

OPM

Leftfield, LLC — **Progress Report as of Date 10/31/2025**

Contract Summary		**Payment Summary**	
Original Contract Amount	$525,000	Total Contract Amount	$525,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	$95,000
Value of Contract Amendments (to Date)	$0	Invoices Received (Reporting Period)	$20,000
Total Contract Amount	$525,000	Contract Amount Remaining	$410,000
Contract Amendments as Percentage of Original Contract Amount	0.0%		

OPM Activities (Reporting Period)	- 10/06/25 Designer Contract Review Meeting - 10/16/25 Designer Introduction Meeting - 10/20/25 Designer Contract Review Meeting - 10/20/25 Financial Process Review Meeting - 10/22/25 Designer Introduction Meeting - 10/27/25 SBC Meeting - 10/31/25 Educational Planning Kick-off Meeting
Project Budget Status	Reference the attached Total Project Budget and Cash Flow reports dated october 31, 2025.
MSBA Closeout Status	
Potential Issues	

DESIGNER

Progress Report as of Date 10/31/2025

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 10/31/2025

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

November 10, 2025
Date

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

Medford High School - Medford, MA — **October 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	Comments
	FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	$ 600,000		$ 600,000	$ 525,000	88%	$ 115,000	19%	$ 485,000	
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,500,000		$ 1,500,000	$ -	0%	$ -	0%	$ -	
0003-0000	Environmental & Site	$ 400,000		$ 400,000	$ -	0%	$ -	0%	$ 400,000	
0004-0000	Other	$ 500,000		$ 500,000	$ -	0%	$ -	0%	$ 500,000	
	SUB-TOTAL	$ 3,000,000	$ -	$ 3,000,000	$ 525,000	18%	$ 115,000	4%	$ 1,385,000	
	TOTAL PROJECT BUDGET	$ 3,000,000	$ -	$ 3,000,000	$ 525,000	18%	$ 115,000	4%	$ 2,885,000	

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

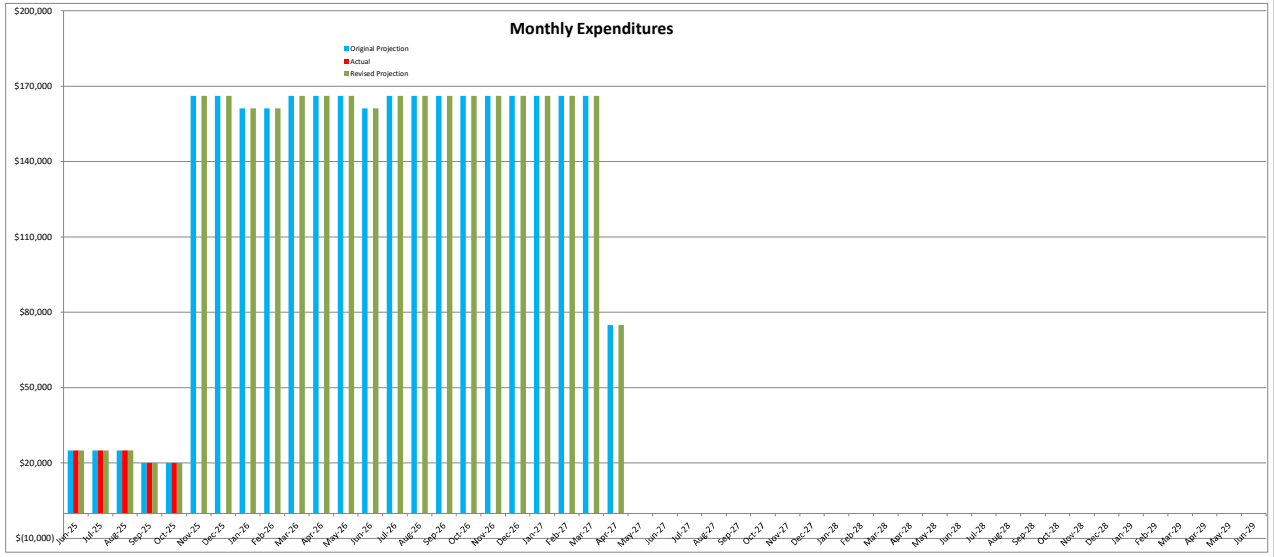
Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
$ 3,000,000		$ -		53.32%

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

Medford High School - Medford, MA — **October 31, 2025**

Monthly Cash Flow

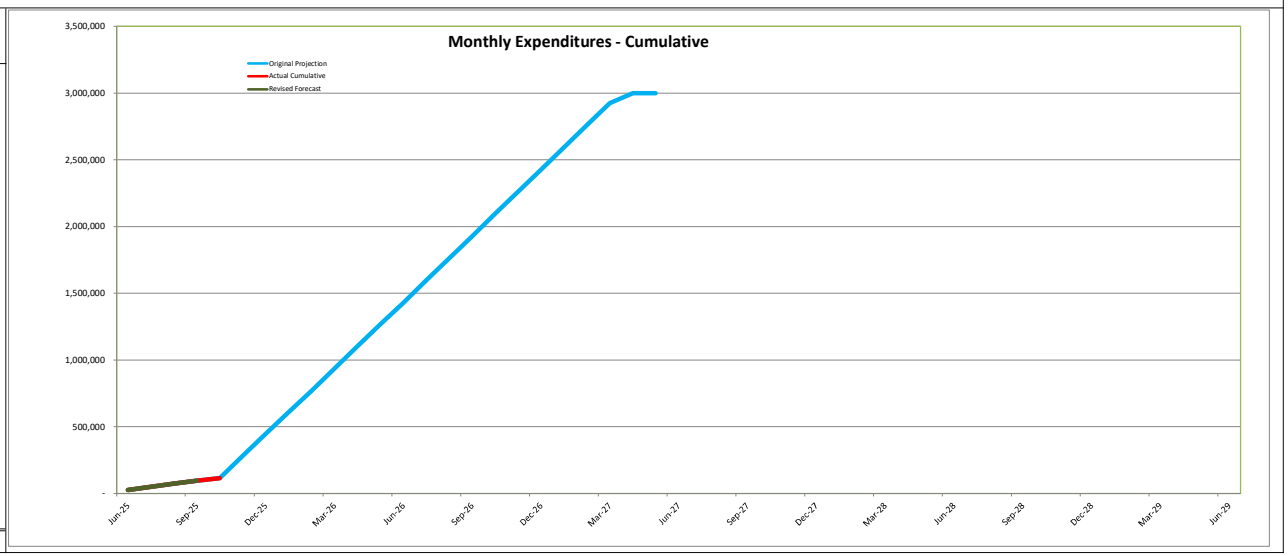
Date	Original Projection	Actual	Revised Projection
Jun-25	$ 25,000	$ 25,000	$ 25,000
Jul-25	$ 25,000	$ 25,000	$ 25,000
Aug-25	$ 25,000	$ 25,000	$ 25,000
Sep-25	$ 20,000	$ 20,000	$ 20,000
Oct-25	$ 20,000	$ 20,000	$ 20,000
Nov-25	$ 166,176		$ 166,176
Dec-25	$ 166,176		$ 166,176
Jan-26	$ 161,176		$ 161,176
Feb-26	$ 161,176		$ 161,176
Mar-26	$ 166,176		$ 166,176
Apr-26	$ 166,176		$ 166,176
May-26	$ 166,176		$ 166,176
Jun-26	$ 161,176		$ 161,176
Jul-26	$ 166,176		$ 166,176
Aug-26	$ 166,176		$ 166,176
Sep-26	$ 166,176		$ 166,176
Oct-26	$ 166,176		$ 166,176
Nov-26	$ 166,176		$ 166,176
Dec-26	$ 166,176		$ 166,176
Jan-27	$ 166,176		$ 166,176
Feb-27	$ 166,176		$ 166,176
Mar-27	$ 166,176		$ 166,176
Apr-27	$ 75,000		$ 75,000
May-27			
Jun-27			
Jul-27			
Aug-27			
Sep-27			
Oct-27			
Nov-27			
Dec-27			
Total:	**$ 3,000,000**	**$ 115,000**	**$ 3,000,000**



Medford High School - Medford, MA — **October 31, 2025**

Cumulative Cash Flow

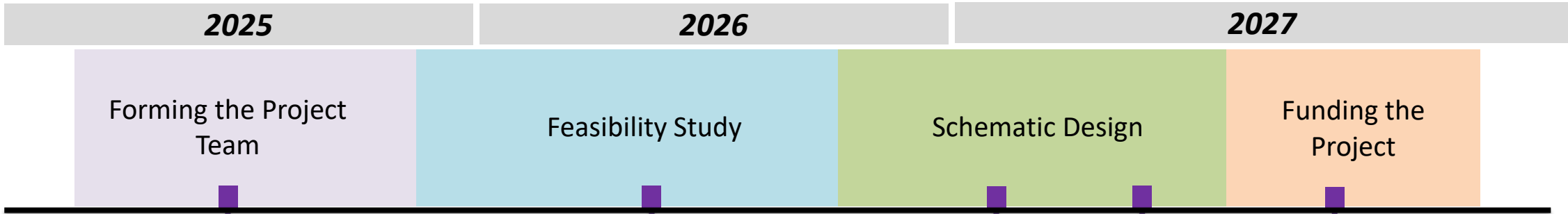
Date	Original Projection	Actual Cumulative	Revised Forecast
Jun-25	25,000	$ 25,000	$ 25,000
Jul-25	50,000	$ 50,000	$ 50,000
Aug-25	75,000	$ 75,000	$ 75,000
Sep-25	95,000	$ 95,000	$ 95,000
Oct-25	115,000	$ 115,000	
Nov-25	281,176		
Dec-25	447,353		
Jan-26	608,529		
Feb-26	769,706		
Mar-26	935,882		
Apr-26	1,102,059		
May-26	1,268,235		
Jun-26	1,429,412		
Jul-26	1,595,588		
Aug-26	1,761,765		
Sep-26	1,927,941		
Oct-26	2,094,118		
Nov-26	2,260,294		
Dec-26	2,426,471		
Jan-27	2,592,647		
Feb-27	2,758,824		
Mar-27	2,925,000		
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**	**$ 115,000**	**$ 95,000**



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: January 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.