LeftField

THE RIGHT CHOICE IN PROJECT MANAGEMENT

MEDFORD HIGH SCHOOL

Medford, MA



OPM Monthly Project Update Report

March 2026

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE

During the month of March 2026, Leftfield, SMMA and the City of Medford continued with the PSR Phase of the project after LeftField submitted the Medford HS PDP to the MSBA on February 25, 2026. While waiting for the MSBA to issue their comments on the PDP submission, the SBC and the project team will continue to refine the options with the end goal of selecting one preferred option for approval by the MSBA at the August 26, 2026 Board of Directors Meeting. The project team is still tracking to submit the PSR on June 25, 2026 which will allow the project to be reviewed and approved by the MSBA Board of Directors on August 26, 2026. During the PSR period there will be several SBC meetings, community forums and abutters meetings to keep everyone informed and to keep the process moving forward.

I. TASKS COMPLETED THROUGH MARCH 2026

The following tasks were completed through the month of March 2026:

03/03/26	Medford Staff Meeting – project update
04/03/26	Weekly Team Meeting
03/05/26	Community Forum #2
03/10/26	Advisory Group Meetings #3 (Ed Plan/Equity and MEP/Sustainability)
03/11/26	Weekly Team Meeting
03/11/26	Follow-up Meeting with DCR – Focus on secondary egress
03/11/26	Advisory Group Meeting #3 (Site/Safety/Security and Int/Ext Design)
03/16/26	Meeting with the Mayor
03/17/26	SBC Meeting – Finalize Evaluation Criteria
03/18/26	Abutters Meeting #1
03/18/26	Weekly Team Meeting
03/23/26	Medford SBC Meeting – Reduction of Alternatives to 3-5
03/31/26	Submit Approved Reduction of Alternatives to MSBA

II. TASKS PLANNED FOR APRIL 2026

The following tasks are planned for the month of April 2026:

04/02/26	Medford Staff Meeting – Space summary review
04/07/26	Weekly Team Meeting
04/07/26	Weekly Leadership Team Meeting
04/08/26	Program & Site Adjacency Diagram Review
04/13/26	Auditorium Programming Meeting

04/14/26	Weekly Team Meeting
04/14/26	Weekly Leadership Team Meeting
04/15/26	Preliminary Development of PSR Options
04/15/26	SBC Meeting
04/15/26	Community Forum #3
04/16/26	Medford HS - Multicultural Night
04/18/26	Medford HS – Arabic Heritage
04/20/26	Medford HS – Patriots Day Celebration
04/21/26	Weekly Team Meeting
04/21/26	Weekly Leadership Team Meeting
04/27/26	SBC Meeting
04/28/26	Weekly Team Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures for the month of March 2026 totaled $25,000 from LeftField. Expenditures for SMMA totaled $256,206.66 for both A&E services and Environmental & Site services.

IV. PROJECT SCHEDULE OVERVIEW

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

- *February 6, 2026 – PDP Comparative Cost Estimate Reconciliation*
- *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 amendments or budget transfers were issued in March.

VI. MBE / WBE PARTICIPATION

The MBE/WBE/VBE participation numbers for March 2026 are as follows:

MBE/WBE
MBE Percentage 5.4%
MBE Actual 1.9%
WBE Percentage 10.4%
WBE Actual 27.9%

Workforce Participation
Total Hours 3,913
Minority Hours 1,787
Minority Percentage 5.4%
Minority Workforce Participation 45.7%
Female Hours 984
Female Percentage 10.4%
Female Workforce Participation 25.1%

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.

In March 2026, the project team continued to update the project website with critical project information and project updates. Project meetings and community outreach events are being posted throughout the City of Medford, including electronically on city website and social media pages. The project team will also continue having a presence at various events throughout the City to be available for questions and comments.

Leftfield, LLC	Jennifer Carlson	Progress Report as of Date 3/31/2026

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)	$3,000,000
Designer Firm Name	Symmes Maini & McKee Associates, Inc.	Encumbered (Reporting Period)	$0
Principal	Matthew Rice	Encumbered (to Date)	$2,687,883
General Contractor Firm Name		Total Project Invoices Received (to Date)	$1,007,076
General Contractor Contact Name		Project Completion Percentage	34%

OPM — Leftfield, LLC — Progress Report as of Date 3/31/2026

Contract Summary		Payment Summary	
Original Contract Amount	$525,000	Total Contract Amount	$542,600
Contract Amendments (to Date)	1	Invoices Paid (to Date)	$205,000
Value of Contract Amendments (to Date)	$17,600	Invoices Received (Reporting Period)	$25,000
Total Contract Amount	$542,600	Contract Amount Remaining	$312,600
Contract Amendments as Percentage of Original Contract Amount	3.4%		

OPM Activities (Reporting Period)	03/03/26 Medford Staff Meeting - project update 03/03/26 Weekly Team Meeting 03/05/26 Community Forum #2 03/10/26 Advisory Group Meetings #3 (Ed Plan/Equity and MEP/Sustainability) 03/11/26 Weekly Team Meeting 03/11/26 Follow-up Meeting with DCR - Focus on secondary egress 03/11/26 Advisory Group Meeting #3 (Site/Safety/Security and Int/Ext Design) 03/16/26 Meeting with the Mayor 03/17/26 SBC Meeting - Finalize Evaluation Criteria 03/18/26 Abutters Meeting #1 03/18/26 Weekly Team Meeting 03/23/26 Medford SBC Meeting - Reduction of Alternatives to 3-5 03/31/26 Submit Approved Reduction of Alternatives to MSBA
Project Budget Status	Reference the attached Total Project Budget and Cash Flow reports dated 3/31/26.
MSBA Closeout Status	
Potential Issues	None at this time.

DESIGNER — Symmes Maini & McKee Associates, Inc. — Progress Report as of Date 3/31/2026

Contract Summary		Payment Summary	
Original Contract Amount	$2,119,983	Total Contract Amount	$2,145,283
Contract Amendments (to Date)	1	Invoices Paid (to Date)	$520,869
Value of Contract Amendments (to Date)	$25,300	Invoices Received (Reporting Period)	$256,206
Total Contract Amount	$2,145,283	Contract Amount Remaining	$1,368,208
Contract Amendments as Percentage of Original Contract Amount	1.2%		

MBE/WBE		Workforce Participation	
MBE Percentage	5.4%	Total Hours	3,913
MBE Actual	1.9%	Minority Hours	1,787
WBE Percentage	10.4%	Minority Percentage	5.4%
WBE Actual	27.9%	Minority Workforce Participation	45.6%
		Female Hours	984
		Female Percentage	10.4%
		Female Workforce Participation	25.1%

RFIs and Submittals			
RFIs Issued (Reporting Period)	0		
Total RFIs Issued (to Date)	0		
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)			
Total Submittals Reviewed (to Date)	0		
Comments (Remaining Open Submittals)			
Phase	Feasibility Study	Phase Scheduled Completion Date	6/30/2027
Designer Activities (Reporting Period)	03/03/26 Medford Staff Meeting - project update 03/03/26 Weekly Team Meeting 03/05/26 Community Forum #2 03/10/26 Advisory Group Meetings #3 (Ed Plan/Equity and MEP/Sustainability) 03/11/26 Weekly Team Meeting 03/11/26 Follow-up Meeting with DCR - Focus on secondary egress 03/11/26 Advisory Group Meeting #3 (Site/Safety/Security and Int/Ext Design) 03/16/26 Meeting with the Mayor 03/17/26 SBC Meeting - Finalize Evaluation Criteria 03/18/26 Abutters Meeting #1 03/18/26 Weekly Team Meeting 03/23/26 Medford SBC Meeting - Reduction of Alternatives to 3-5 03/31/26 Submit Approved Reduction of Alternatives to MSBA		
30 Day Look Ahead			
Commissioning Consultant			
Commissioning Consultant Status			

GENERAL CONTRACTOR

Progress Report as of Date 3/31/2026

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

April 9, 2026 — Date

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Medford High School - Medford, MA — **March 31, 2026**

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	$ 542,600	90%	$ 230,000	38%	$ 370,000	
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,500,000	$ 91,536	$ 1,591,536	$ 1,591,536	100%	$ 405,000	25%	$ -	BRR#1
0003-0000	Environmental & Site	$ 400,000	$ 128,447	$ 528,447	$ 553,747	105%	$ 372,076	70%	$ 156,371	BRR#1
0004-0000	Other	$ 500,000	$ (219,983)	$ 280,017	$ -	0%	$ -	0%	$ 280,017	BRR#1
	SUB-TOTAL	**$ 3,000,000**	**$ -**	**$ 3,000,000**	**$ 2,687,883**	**90%**	**$ 1,007,076**	**34%**	**$ 806,388**	
	TOTAL PROJECT BUDGET	**$ 3,000,000**	**$ -**	**$ 3,000,000**	**$ 2,687,883**	**90%**	**$ 1,007,076**	**34%**	**$ 1,992,924**	

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**

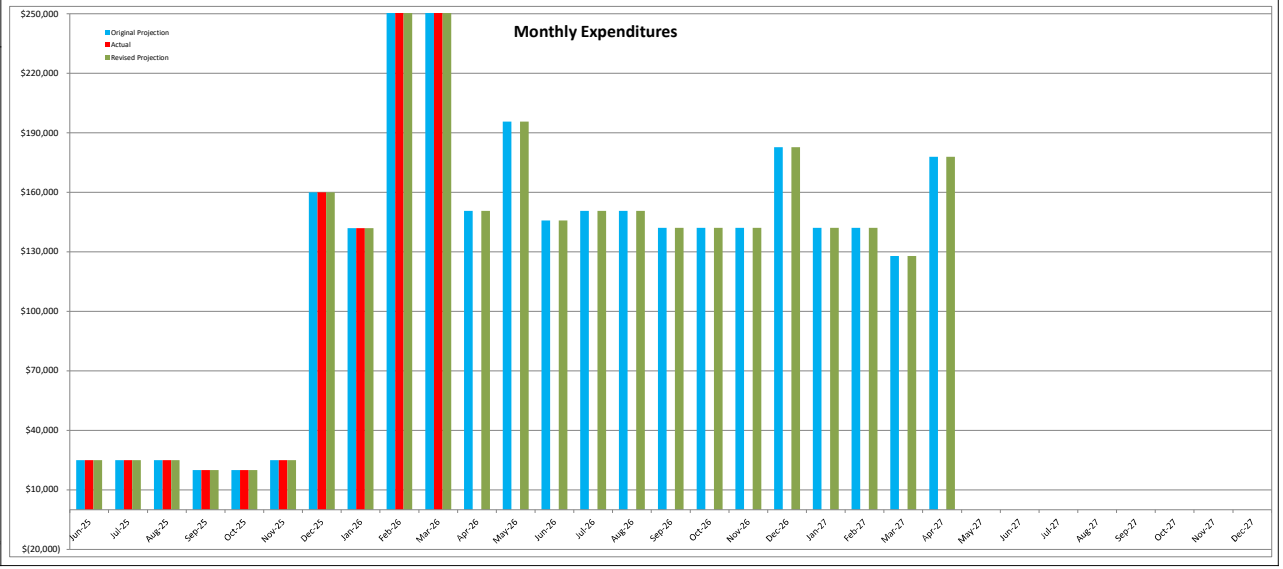
Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
$ 3,000,000		$ -		53.32%

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

Medford High School - Medford, MA — March 31, 2026

Monthly Cash Flow

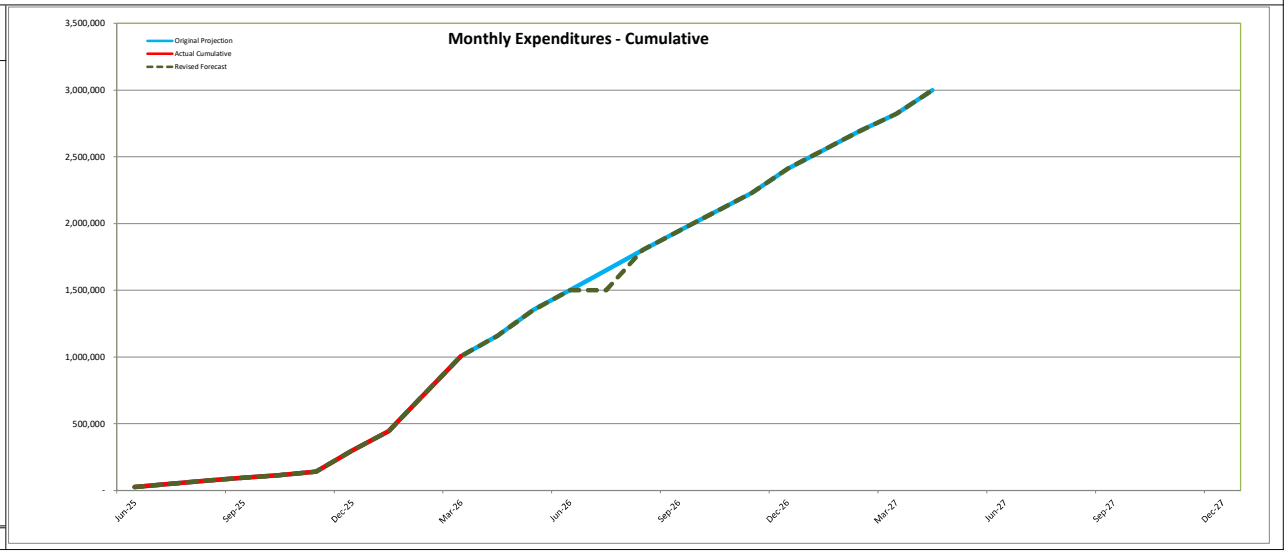
Date	Original Projection	Actual	Revised Projection
Jun-25	$ 25,000	$ 25,000	$ 25,000
Jul-25	$ 25,000	$ 25,000	$ 25,000
Aug-25	$ 25,000	$ 25,000	$ 25,000
Sep-25	$ 20,000	$ 20,000	$ 20,000
Oct-25	$ 20,000	$ 20,000	$ 20,000
Nov-25	$ 25,000	$ 25,000	$ 25,000
Dec-25	$ 160,000	$ 160,000	$ 160,000
Jan-26	$ 141,900	$ 141,900	$ 141,900
Feb-26	$ 283,969	$ 283,969	$ 283,969
Mar-26	$ 281,206	$ 281,206	$ 281,206
Apr-26	$ 150,755		$ 150,755
May-26	$ 195,755		$ 195,755
Jun-26	$ 145,755		$ 145,755
Jul-26	$ 150,755		$ 150,755
Aug-26	$ 150,755		$ 150,755
Sep-26	$ 142,112		$ 142,112
Oct-26	$ 142,112		$ 142,112
Nov-26	$ 142,112		$ 142,112
Dec-26	$ 182,791		$ 182,791
Jan-27	$ 142,112		$ 142,112
Feb-27	$ 142,112		$ 142,112
Mar-27	$ 127,897		$ 127,897
Apr-27	$ 177,898		$ 177,898
May-27			
Jun-27			
Jul-27			
Aug-27			
Sep-27			
Oct-27			
Nov-27			
Dec-27			
Total:	**$ 3,000,000**	**$ 1,007,075**	**$ 3,000,000**



Medford High School - Medford, MA — March 31, 2026

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	300,000	$ 300,000	$ 300,000
Jan-26	441,900	$ 441,900	$ 441,900
Feb-26	725,869	$ 725,869	$ 725,869
Mar-26	1,007,075	$ 1,007,075	$ 1,007,075
Apr-26	1,157,830		$ 1,157,830
May-26	1,353,586		$ 1,353,586
Jun-26	1,499,341		$ 1,499,341
Jul-26	1,650,097		$ 1,500,659
Aug-26	1,800,852		$ 1,800,852
Sep-26	1,942,965		$ 1,942,965
Oct-26	2,085,077		$ 2,085,077
Nov-26	2,227,189		$ 2,227,189
Dec-26	2,409,981		$ 2,409,981
Jan-27	2,552,093		$ 2,552,093
Feb-27	2,694,206		$ 2,694,206
Mar-27	2,822,102		$ 2,822,102
Apr-27	3,000,000		$ 3,000,000
May-27			
Jun-27			
Jul-27			
Aug-27			
Sep-27			
Oct-27			
Nov-27			
Dec-27			
Total:	**$ 3,000,000**	**$ 1,007,075**	**$ 3,000,000**

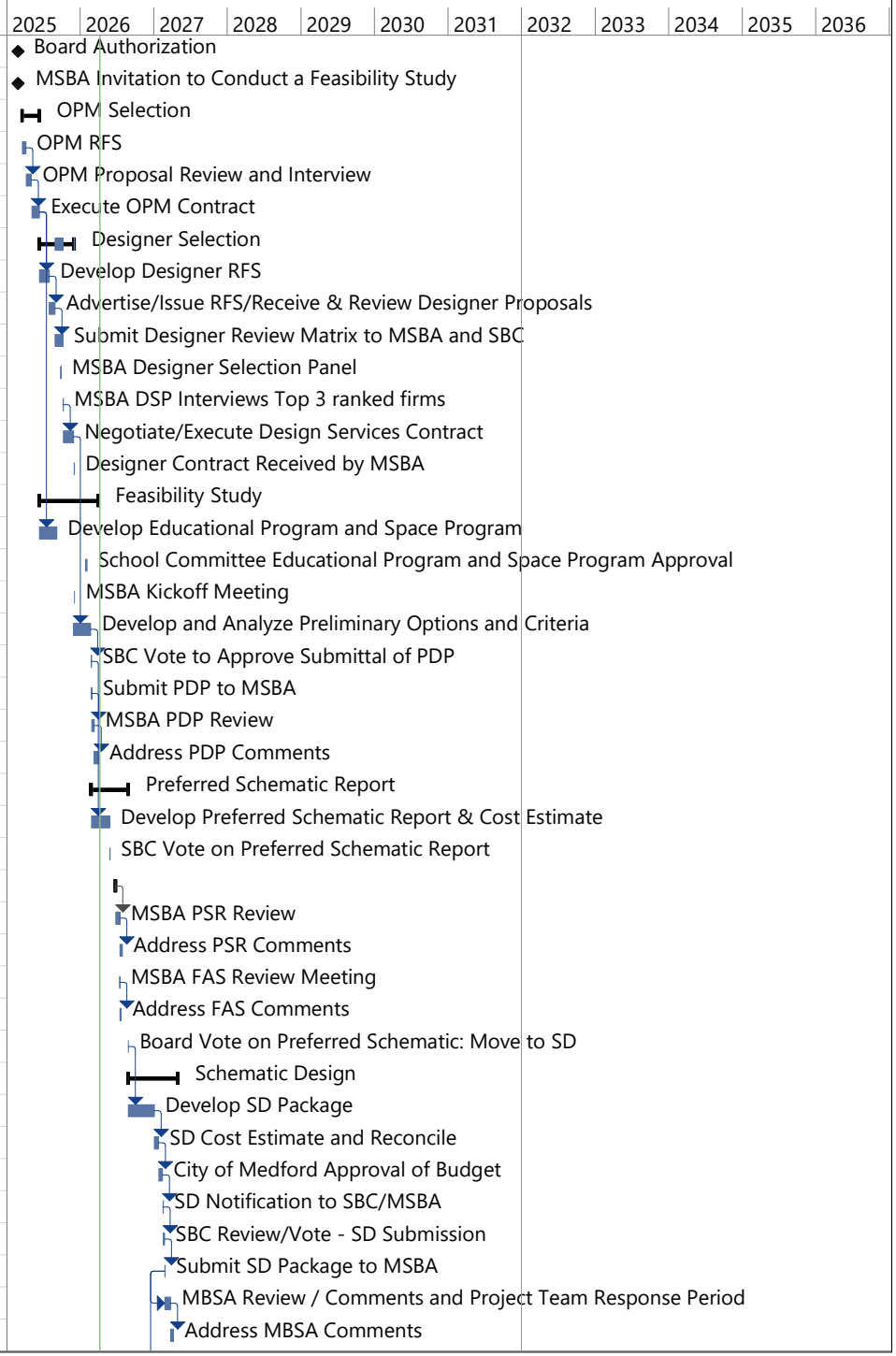


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THE RIGHT CHOICE IN PROJECT MANAGEMENT

MEDFORD HIGH SCHOOL - Preliminary Project Schedule

Monthly Report March 31, 2026

ID	Task Name	Start	Finish
1	**Board Authorization**	**Wed 2/26/25**	**Wed 2/26/25**
2	MSBA Invitation to Conduct a Feasibility Study	Wed 2/26/25	Wed 2/26/25
3	**OPM Selection**	**Wed 3/19/25**	**Wed 6/11/25**
4	OPM RFS	Wed 3/19/25	Fri 4/4/25
5	OPM Proposal Review and Interview	Mon 4/7/25	Fri 5/2/25
6	Execute OPM Contract	Mon 5/5/25	Wed 6/11/25
7	**Designer Selection**	**Thu 6/12/25**	**Mon 12/1/25**
8	Develop Designer RFS	Thu 6/12/25	Tue 7/29/25
9	Advertise/Issue RFS/Receive & Review Designer Proposals	Wed 7/30/25	Wed 8/27/25
10	Submit Designer Review Matrix to MSBA and SBC	Thu 8/28/25	Mon 10/6/25
11	MSBA Designer Selection Panel	Thu 9/25/25	Thu 9/25/25
12	MSBA DSP Interviews Top 3 ranked firms	Tue 10/7/25	Tue 10/7/25
13	Negotiate/Execute Design Services Contract	Wed 10/8/25	Wed 11/26/25
14	Designer Contract Received by MSBA	Mon 12/1/25	Mon 12/1/25
15	**Feasibility Study**	**Thu 6/12/25**	**Mon 3/30/26**
16	Develop Educational Program and Space Program	Thu 6/12/25	Fri 9/5/25
17	School Committee Educational Program and Space Program Approval	Mon 1/26/26	Mon 2/2/26
18	MSBA Kickoff Meeting	Tue 12/2/25	Tue 12/2/25
19	Develop and Analyze Preliminary Options and Criteria	Fri 11/28/25	Fri 2/20/26
20	SBC Vote to Approve Submittal of PDP	Mon 2/23/26	Mon 2/23/26
21	Submit PDP to MSBA	Wed 2/25/26	Wed 2/25/26
22	MSBA PDP Review	Thu 2/26/26	Tue 3/10/26
23	Address PDP Comments	Tue 3/10/26	Mon 3/30/26
24	**Preferred Schematic Report**	**Tue 2/24/26**	**Wed 8/26/26**
25	Develop Preferred Schematic Report & Cost Estimate	Tue 2/24/26	Tue 5/26/26
26	SBC Vote on Preferred Schematic Report	Wed 5/27/26	Wed 5/27/26
27	**Submit Preferred Schematic Report to MSBA**	**Thu 6/25/26**	**Thu 6/25/26**
28	MSBA PSR Review	Fri 6/26/26	Wed 7/15/26
29	Address PSR Comments	Thu 7/16/26	Tue 7/28/26
30	MSBA FAS Review Meeting	Wed 7/15/26	Wed 7/15/26
31	Address FAS Comments	Thu 7/16/26	Wed 7/22/26
32	Board Vote on Preferred Schematic: Move to SD	Wed 8/26/26	Wed 8/26/26
33	**Schematic Design**	**Thu 8/27/26**	**Thu 4/29/27**
34	Develop SD Package	Thu 8/27/26	Fri 1/1/27
35	SD Cost Estimate and Reconcile	Mon 1/4/27	Fri 1/22/27
36	City of Medford Approval of Budget	Mon 1/25/27	Fri 2/12/27
37	SD Notification to SBC/MSBA	Mon 2/15/27	Mon 2/15/27
38	SBC Review/Vote - SD Submission	Tue 2/16/27	Mon 2/22/27
39	Submit SD Package to MSBA	Wed 2/24/27	Wed 2/24/27
40	MBSA Review / Comments and Project Team Response Period	Wed 2/24/27	Wed 3/24/27
41	Address MBSA Comments	Thu 3/25/27	Wed 4/7/27



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MEDFORD HIGH SCHOOL - Preliminary Project Schedule

Monthly Report March 31, 2026

ID	Task Name	Start	Finish
42	MSBA Board of Directors Meeting	Thu 4/1/27	Thu 4/1/27
43	Project Scope and Budget Agreement Executed	Fri 4/2/27	Thu 4/29/27
44	**DESE Review**	**Wed 2/24/27**	**Fri 6/4/27**
45	MSBA Review of DESE Submittal	Wed 2/24/27	Thu 3/4/27
46	DESE Review and Approval	Fri 3/5/27	Fri 5/28/27
47	DESE Sped Submission Review and Approval	Mon 5/31/27	Fri 6/4/27
48	**Local Funding Approval / Project Funding Agreement**	**Mon 3/1/27**	**Fri 6/11/27**
49	City of Medford Vote for Approval of Funding	Mon 3/1/27	Fri 3/26/27
50	Local Actions and Approvals forwarded to MSBA	Mon 3/29/27	Fri 4/2/27
51	Project Funding Agreement	Fri 4/30/27	Fri 6/11/27
52	**Design Development**	**Mon 3/29/27**	**Wed 12/15/27**
61	**Contract Documents**	**Wed 10/27/27**	**Fri 5/5/28**
75	**LEED**	**Wed 10/27/27**	**Fri 6/27/31**
84	**CM at Risk Procurement**	**Fri 6/30/23**	**Tue 10/10/23**
94	**Trade Sub-Contractor Pre-Qualifications**	**Wed 10/11/23**	**Wed 4/3/24**
119	**Permitting and Regulatory Filing Requirements**	**Tue 12/1/20**	**Fri 5/5/28**
135	**Bid Phases**	**Wed 10/20/27**	**Fri 6/16/28**
138	**Construction**	**Mon 6/19/28**	**Sat 6/22/30**
142	**Closeout**	**Wed 6/5/30**	**Wed 8/7/30**
148	**New Medford High School Opens for Classes**	**Wed 8/7/30**	**Wed 8/7/30**
149	**Project Closeout Phase**	**Wed 7/17/30**	**Tue 12/30/31**

