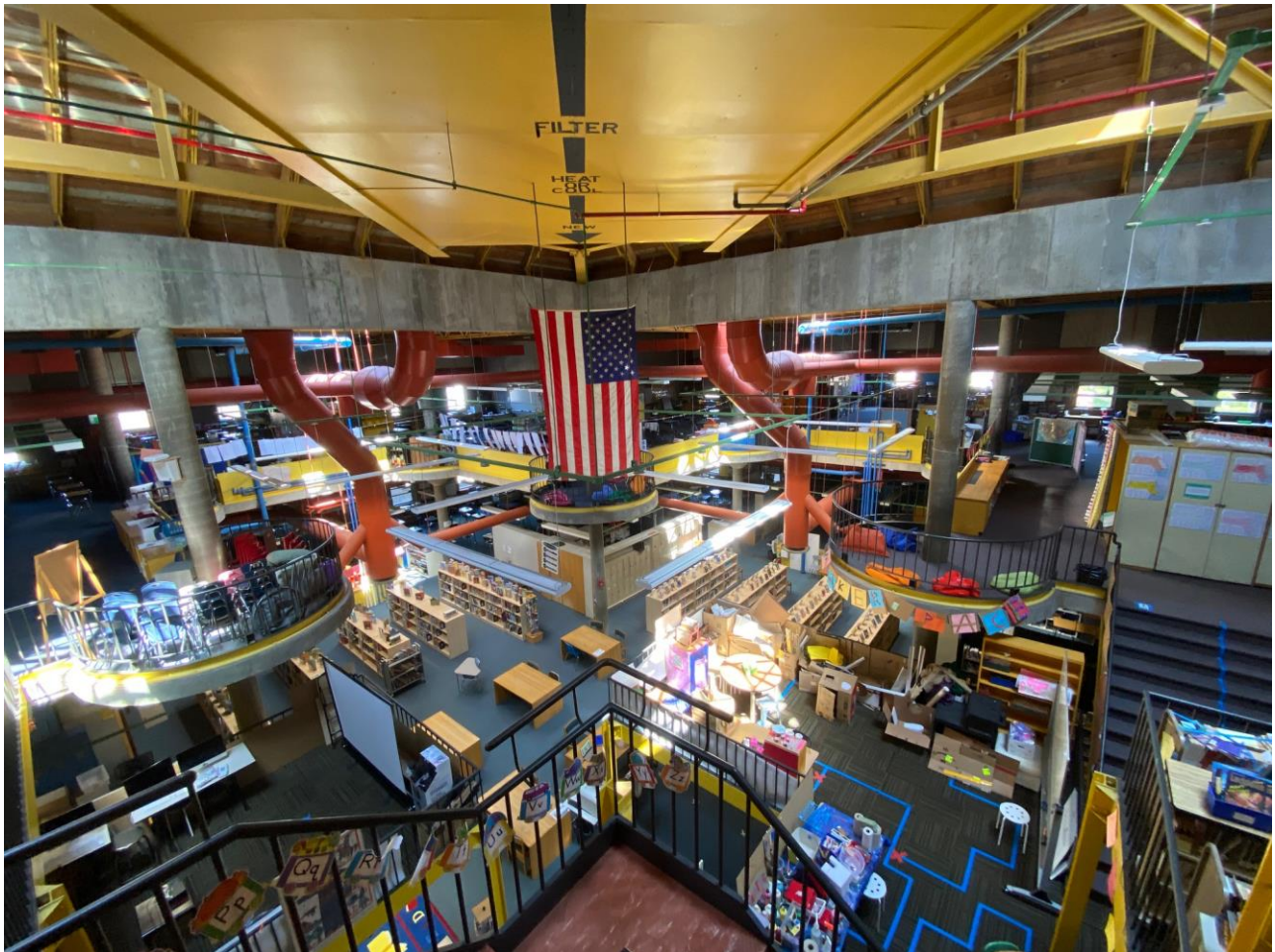


JOHN R. PIERCE SCHOOL

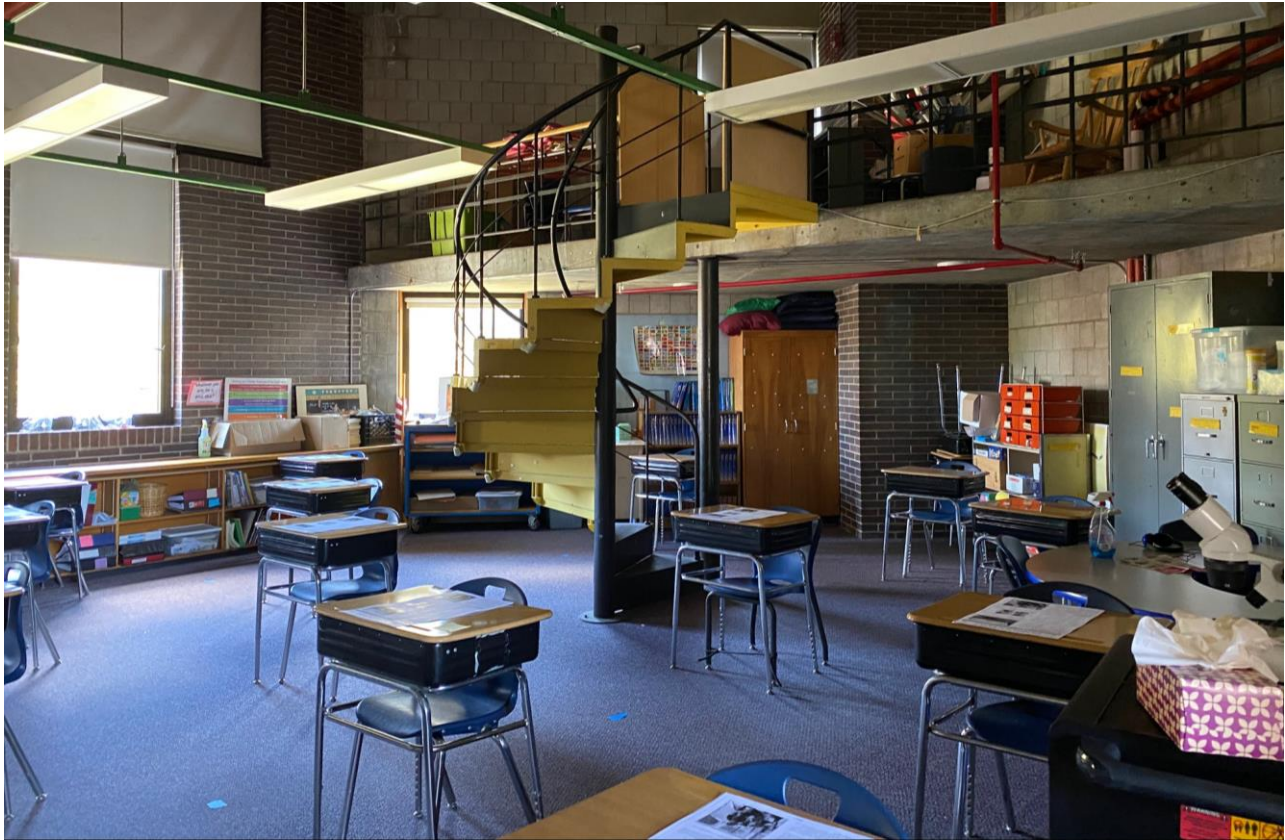
Brookline, MA



OPM Monthly Project Update Report

May 2021

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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Existing Pierce Classroom

During the month of May, the Project Team and Pierce School leaders focused on developing the Educational Plan and the Space Summary to prepare to submit to the MSBA.

The tentative dates below show the timeline that the Project will be following as it relates to MSBA and Town milestones.

- 06/16/21 - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- 09/08/21 - Preferred Schematic Report (PSR) submitted to MSBA – this means an option has been selected to explore further in Schematic Design
- 10/27/21 - MSBA Board of Directors Meeting to approve Preferred Schematic Report
- 04/13/22 - MSBA Board of Directors Meeting for Project Scope & Budget
- Town Meeting Vote: May 2022
- Debt Exclusion Override: June 2022

I. TASKS COMPLETED THROUGH MAY 2021

The following tasks were completed in the month of May 2021:

- 05/03/21 Educational Programming meeting to review Space Summary
- 05/04/21 Leftfield submitted OPM Monthly Report to Town
- 05/06/21 Educational Programming meeting to review Space Summary
- 05/10/21 Package to be sent to Estimator to price options
- 05/11/21 Educational Programming meeting to review Ed Plan
- 05/11/21 May Building Commission Meeting
- 05/24/21 Cost Estimate due
- 05/27/21 Meeting to finalize Educational Plan

II. TASKS PLANNED FOR JUNE 2021

The following tasks are planned for the month of June 2021:

- 06/01/21 Leftfield submitted Monthly Report to Town
- 06/02/21 Final Educational Plan to be sent to School Committee and SBC for review
- 06/07/21 Final Preliminary Design Program Submission distributed to SBC for review
- 05/10/21 Package to be sent to Estimator to price options
- 05/11/21 Educational Programming meeting to review Ed Plan
- 05/11/21 May Building Commission Meeting
- 05/24/21 Cost Estimate due
- 05/27/21 Meeting to finalize Educational Plan

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$100,208.15 this month, which consisted of OPM, Designer and Designer Consultants fees and costs for work related to the Existing Conditions Survey for the Feasibility Study Phase Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated May 31, 2021.

IV. PROJECT SCHEDULE OVERVIEW

The Pierce Project is currently in MSBA Module 3 – the Feasibility Study. During the month of May, the Project Team gathered information on the building, site and the School's

educational vision for the future. The School worked on developing the Educational Plan, analyzing the existing conditions of the Pierce School, and gathering preliminary feedback on all options available. This will be submitted to the MSBA as the Preliminary Design Program (PDP) for their review and comment. The Project is scheduled to submit the PDP for MSBA review on June 16th.

From there, the team will narrow the options down to one preferred option as they dig into each more closely. The Preferred Schematic Report (PSR), a report highlighting the single preferred solution and outlining the process taken to get to that solution, is then submitted to the MSBA for review and voted on by the MSBA Board of Directors (BOD), a board that only meets every other month. The Project is targeting submission of the PSR to the MSBA by September 8, 2021, which allows the MSBA time to review it prior to their October 27, 2021 BOD meeting. Prior to that meeting there will be meetings with MSBA staff to ensure the package is complete and ready for approval.

Once a preferred solution is approved by the MSBA BOD, the team moves into Schematic Design (SD) to further develop the solution. This solution will again be submitted to the MSBA for review and voted on by the MSBA BOD. The Project's target is to be on April 2022 BOD meeting agenda. After the SD submission is approved by the MSBA, the project will need to secure funding through a vote at Town Meeting in May 2022.

See attached Preliminary Project Schedule for more information.

The project team has analyzed the schedule and will be providing a Plan B approach that would push PSR submission from September 2021 to late October 2021. By moving the schedule out two months, big decisions and development toward those decisions are pushed out of the summer months when it is more difficult to gather community feedback. This schedule would also push a Town Meeting vote out from May 2022 to September 2022 via as Special Town Meeting. This change would allow ample time to communicate the information out to the community prior to requiring their vote. This plan B schedule would still allow the project time to secure funding by October 15, 2022 when the FSA with the MSBA expires, thus not requiring an extension to the timeline.

I. CONTRACT AMENDMENTS/BUDGET TRANSFERS

No new Contract Amendments or Budget Transfers were presented or approved in the month of May 2021.

II. COMMUNITY OUTREACH

The Pierce School Building Project Website will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes and presentation materials will be posted to the website as well. To subscribe to project updates, please visit the website: <https://www.brookline.k12.ma.us/Page/2453>.

III. ATTACHMENTS

Monthly Invoice Summary, dated May 31, 2021
Total Project Budget Status Report, dated May 31, 2021
Monthly and Cumulative Cash Flow Reports, dated May 31, 2021
Preliminary Project Schedule, dated May 31, 2021

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	\$ 100,000	\$ 225,000	\$ 325,000	\$ 325,000	100%	\$ 138,555	43%	\$ 186,445	*FSA 1
0002-0000	A&E Feasibility Study/Schematic Design	\$ 950,000	\$ 344,466	\$ 1,294,466	\$ 1,294,466	100%	\$ 294,933	23%	\$ 999,533	*FSA 1
0003-0000	Environmental & Site	\$ 150,000		\$ 150,000	\$ 8,192	5%	\$ 8,192	5%	\$ 141,808	
0004-0000	Other	\$ 800,000	\$ (569,466)	\$ 230,534	\$ -	0%	\$ -	0%	\$ 230,534	*FSA 1
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,627,658	81%	\$ 441,680	22%	\$ 1,558,320	
ADMINISTRATION										
0101-0000	Legal Fees	\$ -	\$ -	\$ -	\$ -				\$ -	
	Owner's Project Manager	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0400	Design Development	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0600	Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0800	Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0900	Extra Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-1000	Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-1100	Cost Estimates	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0103-0000	Advertising & Printing	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0104-0000	Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0105-0000	Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0199-0000	Other Administrative Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
Architectural & Engineering										
	A/E Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0400	Design Development	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0600	Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0800	Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-9900	Other Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	Extra/Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0203-9900	Other Reimbursables	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0200	HazMat (incl. monitoring)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0300	Geotechnical/Geo-Environmental	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0400	Site Survey & Site Requirements	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0500	Wetlands	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-1200	Traffic Studies	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
SITE ACQUISITION										
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	

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
PRE CONSTRUCTION COSTS										
0501-0000	CMR Pre-Con Services	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
CONSTRUCTION COSTS										
0502-0001	Construction Budget	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0508-0000	Change Orders	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
ALTERNATES										
0506-0000				\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
OTHER PROJECT COSTS										
0507-0000	Construction Contingency	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	Miscellaneous Project Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0601-0000	Utility Company Fees	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0602-0000	Testing Services	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0699-0000	Other Project Costs	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	Furnishings and Equipment	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0701-0000	Furnishings	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0702-0000	Equipment	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0703-0000	Technology Equipment	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0801-0000	Owner's Contingency	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
TOTAL PROJECT BUDGET		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,627,658	81%	\$ 441,680	22%	\$ 1,558,320	

FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
Maximum State Share	\$ 645,200	\$ 645,200					
Local Share	\$ 1,354,800	\$ 1,354,800					
SUB-TOTAL	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	32.36%

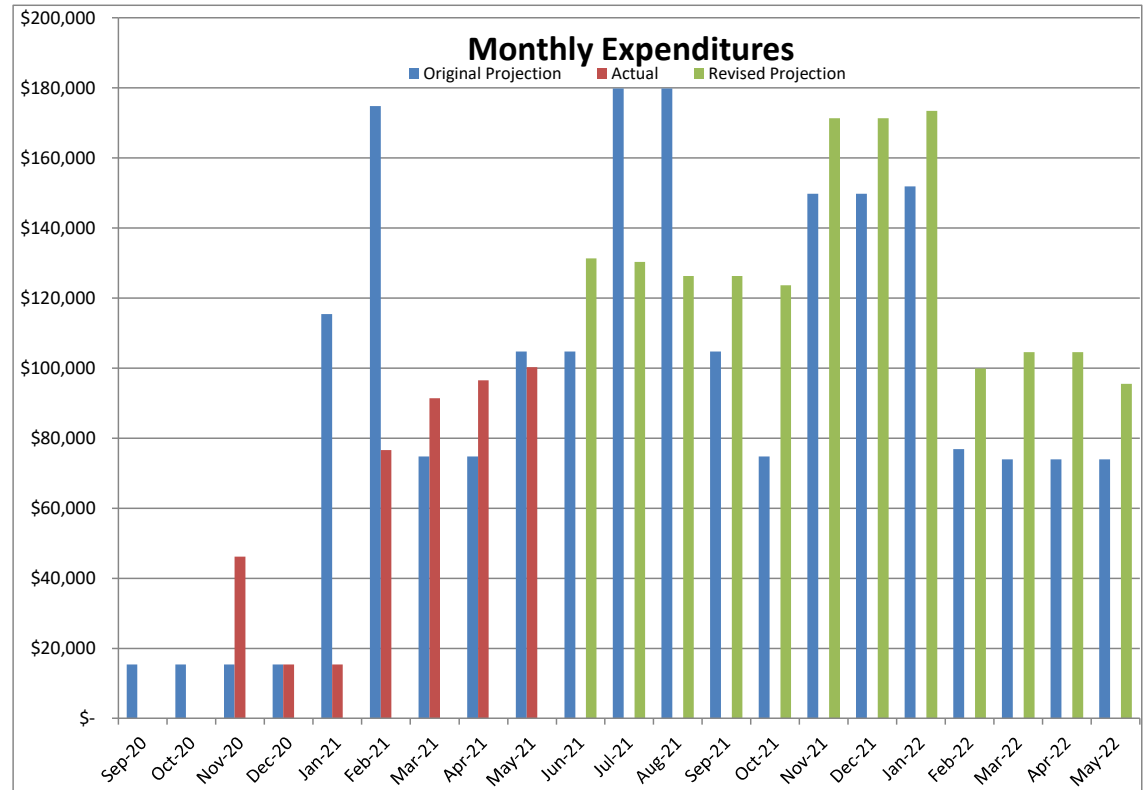
CONSTR. COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF
PSR Cost Estimate					#DIV/0!
CM SD Cost Estimate					#DIV/0!

Feasibility Study Agreement Budget Transfers:

FSA BRR 01	11/30/2020	Transfer \$225,000 from Other Contingency to OPM Feasibility Study/Schematic Design to fund OPM Base Contract for Feasibility Study/Schematic Design.
FSA BRR 01	2/9/2021	Transfer \$344,466 from Other Contingency to A/E Feasibility Study/Schematic Design to fund A/E Base Contract for Feasibility Study/Schematic Design.

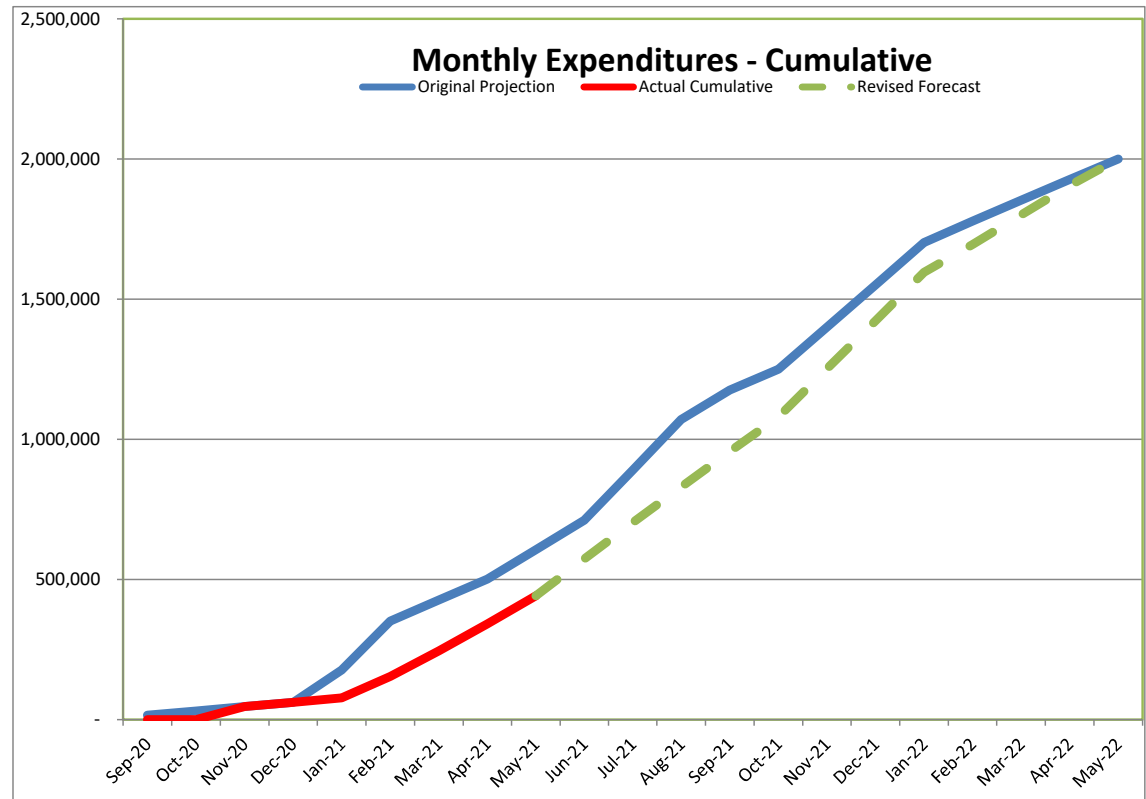
Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Sep-20	\$ 15,395	\$ -	
Oct-20	\$ 15,395	\$ -	
Nov-20	\$ 15,395	\$ 46,185	
Dec-20	\$ 15,395	\$ 15,395	
Jan-21	\$ 115,395	\$ 15,395	
Feb-21	\$ 174,770	\$ 76,627	
Mar-21	\$ 74,770	\$ 91,349	
Apr-21	\$ 74,770	\$ 96,521	
May-21	\$ 104,770	\$ 100,208	
Jun-21	\$ 104,770		\$ 131,299
Jul-21	\$ 179,770		\$ 130,311
Aug-21	\$ 179,770		\$ 126,299
Sep-21	\$ 104,770		\$ 126,299
Oct-21	\$ 74,770		\$ 123,641
Nov-21	\$ 149,770		\$ 171,299
Dec-21	\$ 149,770		\$ 171,299
Jan-22	\$ 151,875		\$ 173,404
Feb-22	\$ 76,875		\$ 99,884
Mar-22	\$ 73,935		\$ 104,560
Apr-22	\$ 73,935		\$ 104,560
May-22	\$ 73,935		\$ 95,466
Total:	\$ 2,000,000	\$ 441,680	\$ 1,558,320



Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Sep-20	15,395	\$ -	
Oct-20	30,790	\$ -	
Nov-20	46,185	\$ 46,185	
Dec-20	61,580	\$ 61,580	
Jan-21	176,975	\$ 76,975	
Feb-21	351,745	\$ 153,602	
Mar-21	426,515	\$ 244,951	
Apr-21	501,285	\$ 341,472	
May-21	606,055	\$ 441,680	\$ 441,680
Jun-21	710,825		\$ 572,979
Jul-21	890,595		\$ 703,290
Aug-21	1,070,365		\$ 829,589
Sep-21	1,175,135		\$ 955,888
Oct-21	1,249,905		\$ 1,079,528
Nov-21	1,399,675		\$ 1,250,827
Dec-21	1,549,445		\$ 1,422,126
Jan-22	1,701,320		\$ 1,595,530
Feb-22	1,778,195		\$ 1,695,414
Mar-22	1,852,130		\$ 1,799,974
Apr-22	1,926,065		\$ 1,904,534
May-22	2,000,000		\$ 2,000,000
Total:	\$ 2,000,000	\$ 441,680	\$ 2,000,000



**JOHN R. PIERCE SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase
May 31, 2021**

ID	Task Name	Start	Finish	2019				2020				2021				2022				2023				2024				2025				2026				2027																											
				O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
1	Eligibility Period	Mon 6/3/19	Wed 8/12/20	Eligibility Period																																																											
2	MSBA Invitation to Eligibility Period	Mon 6/3/19	Mon 6/3/19	◀ MSBA Invitation to Eligibility Period																																																											
3	Initial Compliance Certification	Thu 12/12/19	Thu 12/12/19	↓ Initial Compliance Certification																																																											
4	Study Enrollment Certification	Fri 12/13/19	Wed 3/25/20	↓ Study Enrollment Certification																																																											
5	MSBA Invitation to Conduct Feasibility Study	Wed 4/15/20	Wed 4/15/20	↓ MSBA Invitation to Conduct Feasibility Study																																																											
6	City Appropriation of Funds for Feasibility Study	Mon 5/11/20	Mon 5/11/20	↓ City Appropriation of Funds for Feasibility Study																																																											
7	Execution of Feasibility Study Agreement	Tue 5/12/20	Wed 8/12/20	↓ Execution of Feasibility Study Agreement																																																											
8	OPM Selection	Thu 4/16/20	Tue 11/10/20	OPM Selection																																																											
9	OPM RFS Process	Thu 4/16/20	Thu 5/28/20	↓ OPM RFS Process																																																											
10	OPM RFS Advertisement (Submit - Appears)	Fri 5/29/20	Thu 6/4/20	↓ OPM RFS Advertisement (Submit - Appears)																																																											
11	OPM Proposals Due	Thu 6/18/20	Thu 6/18/20	↓ OPM Proposals Due																																																											
12	OPM Proposals Review, Interviews, Ranking, Submittal to MSBA & Negotiations with OPM	Thu 6/18/20	Wed 7/8/20	↓ OPM Proposals Review, Interviews, Ranking, Submittal to MSBA & Negotiations with OPM																																																											
13	OPM Fee Proposal & Contract Submitted	Thu 7/9/20	Fri 7/17/20	↓ OPM Fee Proposal & Contract Submitted																																																											
14	MSBA OPM Panel Presentation	Mon 9/14/20	Mon 9/14/20	↓ MSBA OPM Panel Presentation																																																											
15	MSBA OPM Approval Letter	Tue 9/15/20	Tue 9/15/20	↓ MSBA OPM Approval Letter																																																											
16	Execute OPM Contract	Tue 11/10/20	Tue 11/10/20	↓ Execute OPM Contract																																																											
17	Designer Selection	Wed 9/16/20	Wed 3/10/21	Designer Selection																																																											
18	Prepare & Submit Draft Designer RFS to MSBA	Wed 9/16/20	Thu 9/24/20	↓ Prepare & Submit Draft Designer RFS to MSBA																																																											
19	MSBA Designer RFS Review Period	Fri 9/25/20	Wed 9/30/20	↓ MSBA Designer RFS Review Period																																																											
20	Final Designer RFS to MSBA	Thu 10/1/20	Thu 10/1/20	↓ Final Designer RFS to MSBA																																																											
21	Designer RFS Advertisement (Submit - Appears)	Thu 10/1/20	Wed 10/7/20	↓ Designer RFS Advertisement (Submit - Appears)																																																											
22	Select Local Representatives for DSP	Tue 10/6/20	Tue 10/6/20	◀ Select Local Representatives for DSP																																																											
23	Designer Proposals Due	Wed 11/4/20	Wed 11/4/20	↓ Designer Proposals Due																																																											
24	Review Designer Proposals and Check References	Thu 11/5/20	Wed 11/11/20	↓ Review Designer Proposals and Check References																																																											
25	Submit DSP Materials to DSP	Thu 11/12/20	Thu 11/12/20	↓ Submit DSP Materials to DSP																																																											
26	Designer Selection Panel (DSP) Meeting	Tue 12/1/20	Tue 12/1/20	↓ Designer Selection Panel (DSP) Meeting																																																											
27	DSP Interview	Tue 12/15/20	Tue 12/15/20	↓ DSP Interview																																																											
28	Negotiate and Approve Designer Contract	Wed 12/16/20	Tue 1/26/21	↓ Negotiate and Approve Designer Contract																																																											
29	MSBA Project Kick-Off Meeting	Thu 2/4/21	Thu 2/4/21	↓ MSBA Project Kick-Off Meeting																																																											
30	Send Contract and BRR to MSBA	Wed 3/10/21	Wed 3/10/21	↓ Send Contract and BRR to MSBA																																																											
31	Preliminary Design Program (PDP)	Thu 1/28/21	Tue 7/20/21	Preliminary Design Program (PDP)																																																											
32	Designer Project Kick-Off Meeting	Thu 1/28/21	Thu 1/28/21	◀ Designer Project Kick-Off Meeting																																																											
33	Develop Preliminary Design Program	Fri 3/5/21	Fri 6/4/21	↓ Develop Preliminary Design Program																																																											
34	SBC Vote to Submit PDP	Tue 6/8/21	Tue 6/8/21	↓ SBC Vote to Submit PDP																																																											
35	Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)	Tue 6/15/21	Tue 6/15/21	↓ Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)																																																											
36	MSBA PDP Review Period	Wed 6/16/21	Tue 7/6/21	↓ MSBA PDP Review Period																																																											
37	Respond to MSBA PDP Review Comments	Wed 7/7/21	Tue 7/20/21	↓ Respond to MSBA PDP Review Comments																																																											
38	Preferred Schematic Report (PSR)	Wed 6/9/21	Wed 10/27/21	Preferred Schematic Report (PSR)																																																											
39	Develop Preferred Schematic Schematic Report	Wed 6/9/21	Fri 9/3/21	↓ Develop Preferred Schematic Schematic Report																																																											
40	Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response	Mon 8/2/21	Tue 8/31/21	↓ Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response																																																											
41	SBC Vote to Submit PSR	Tue 9/7/21	Tue 9/7/21	↓ SBC Vote to Submit PSR																																																											
42	Submit PSR Submission to MSBA	Wed 9/8/21	Wed 9/8/21	↓ Submit PSR Submission to MSBA																																																											
43	MSBA PSR Review Period	Thu 9/9/21	Wed 9/29/21	↓ MSBA PSR Review Period																																																											
44	Respond to MSBA PSR Review Comments	Thu 9/30/21	Wed 10/13/21	↓ Respond to MSBA PSR Review Comments																																																											
45	Facilities Assessment Subcommittee (FAS) Presentation	Wed 9/22/21	Wed 10/6/21	↓ Facilities Assessment Subcommittee (FAS) Presentation																																																											
46	Address FAS Comments	Thu 10/7/21	Thu 10/21/21	↓ Address FAS Comments																																																											
47	MSBA Board Vote on PSR & Approval to Move to Schematic Design	Wed 10/27/21	Wed 10/27/21	↓ MSBA Board Vote on PSR & Approval to Move to Schematic Design																																																											
48	Schematic Design (SD)	Thu 10/28/21	Wed 4/13/22	Schematic Design (SD)																																																											
49	Develop Schematic Design Submission	Thu 10/28/21	Tue 1/25/22	↓ Develop Schematic Design Submission																																																											
50	SD Cost Estimates and Reconciliation	Wed 1/26/22	Tue 2/8/22	↓ SD Cost Estimates and Reconciliation																																																											
51	SBC Vote to Approve SD Submission to MSBA	Tue 2/8/22	Tue 2/8/22	↓ SBC Vote to Approve SD Submission to MSBA																																																											

**JOHN R. PIERCE SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase
May 31, 2021**

