

AGENDA

1. Call meeting to order
2. Approval of meeting minutes
3. Review of Designer Procurement Process
4. Review of Invoice Processing & Propay Management
5. Approval of Monthly Project Invoices
6. Public comment
7. Meeting Adjournment

Chelmsford Parker School Building Committee | Committee Meeting 3 – June 12, 2025

Designer Procurement Process Update

- June 9 - Ad placed in local paper
- June 5 – Ad placed in the central reg
- June 11 – Ad appears in the central reg

Aug 7 - Applications due to the MSBA

● Monthly Bldg. Committee Meeting(s)

June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

July

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

August

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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RFS is available

Designer Briefing

July 16 – Applications due to the District.

Aug 26 – DSP Application review

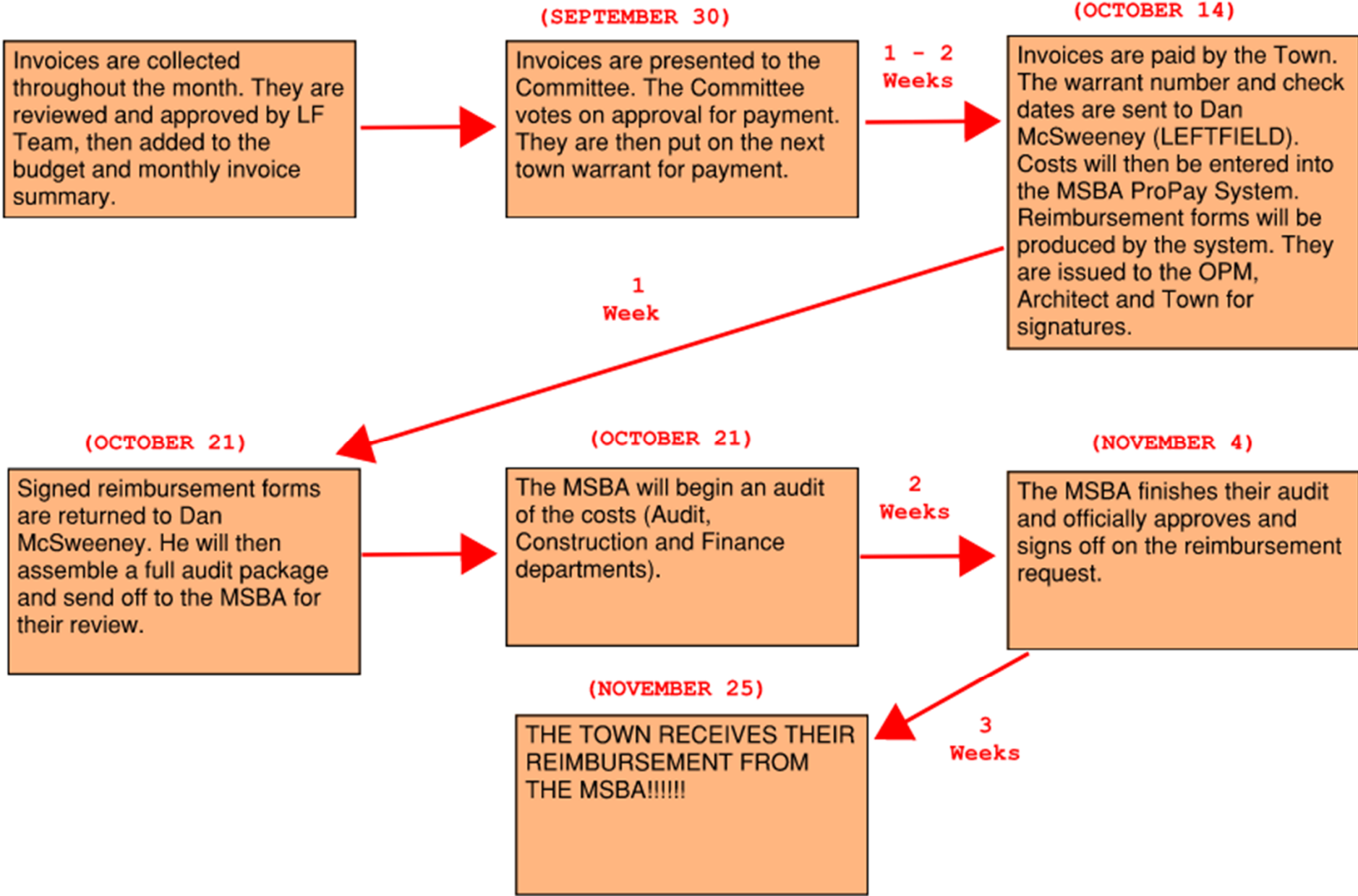
Sept 9 – DSP Interviews; TBD

Review of Invoice Processing & Propay Management

On Friday, May 16, LeftField met with various District and Town personnel to review the invoice approval process, budget, and propay management.

Key Take-Aways

1. LeftField will assemble all invoices
2. All invoices will come before the Committee for approval
3. LeftField will coordinate payment with the Town
4. LeftField will update the budget and 100% administer the propay process including the execution of all forms with the District/ Town



Chelmsford Parker School Building Committee | Committee Meeting 3 – June 12, 2025

Budget Update

Chelmsford Parker Middle School Feasibility Study - BUDGET TRACKING

MSBA ID: 202300560305
 Chelmsford Parker Middle School Feasibility Study
 Project Director / Manager: David Saindon / Hamdi Cobanoglu



Period Ending: 5/31/2025
 MSBA Reimbursement Package: 1
 Includes CM Requisition / CO #: N/A

Current Budget

	<u>FSA Budget</u> (A)	<u>Budget Changes</u> (B)	<u>Rev. FSA Budget</u> (C)	<u>Committed Costs</u> (D)	<u>Expended</u> (E)	<u>Unspent</u> (F)=(D)-(E)	<u>Remaining Budget</u> (G)=(C)-(D)	<u>% Complete</u> (H)=(E)/(J)	<u>CTC</u> (I) <small>(beyond committed)</small>	<u>Anticipated C @ C</u> (J)=(D)+(I)	<u>Variance</u> (K)=(C)-(J)
0001 0000 Owner's Project Manager	\$375,000	\$70,000	\$445,000	\$445,000	\$13,906	\$431,094	\$0		\$0	\$445,000	\$0
0001 0000 Feasibility Study (Leftfield, LLC)	\$375,000	\$70,000	\$445,000	\$445,000	\$13,906	\$431,094	\$0	3%	\$0	\$445,000	\$0
0002 0000 Designer	\$1,025,000	(\$20,000)	\$1,005,000	\$0	\$0	\$0	\$1,005,000		\$1,005,000	\$1,005,000	\$0
0002 0000 Feasibility Study	\$1,025,000	(\$20,000)	\$1,005,000	\$0	\$0	\$0	\$1,005,000		\$1,005,000	\$1,005,000	\$0
0003 0000 Environmental & Site Feasibility Study	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$250,000		\$250,000	\$250,000	\$0
0003 0000 Subconsultants	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$250,000		\$250,000	\$250,000	\$0
0004 0000 OTHER	\$150,000	(\$50,000)	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
0004 0000 Owner's Contingency/Other	\$150,000	(\$50,000)	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
FEASIBILITY STUDY AGREEMENT TOTALS	\$1,800,000	\$0	\$1,800,000	\$445,000	\$13,906	\$431,094	\$1,355,000		\$1,355,000	\$1,800,000	\$0



Approval of Monthly Project Invoices

Chelmsford Parker Middle School

MSBA Data Entry Sheet
 Date: 6/12/2025
 Period Ending: 5/31/2020
 MSBA Reimbursement Package #: **Invoice Summary #1**
 Included GC/CM Requisition: **N/A**

Invoice #	Invoice Date	Vendor	Cost Code	Value	
1	5/31/2025	Leftfield, LLC (OPM Services for May 2025)	0001 0000	\$13,906.00	
				Subtotal:	\$13,906.00
					Invoice Total \$13,906.00
				Total of Invoices Submitted Eligible + Ineligible	\$13,906.00

Chelmsford Parker School Building Committee | Committee Meeting 3 – June 12, 2025

Need for a July Committee Meeting?

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Thank You!

Q/A