



# **Concord Middle School Project**

## **Project Manager Report**

### **August 2023**





## **CONCORD MIDDLE SCHOOL PROJECT**

### **PROJECT MANAGER'S REPORT AUGUST 2023**

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- a. Hill Construction Update Presentation dated August 24<sup>th</sup>, 2023

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- a. Concord Middle School Building Committee meeting minutes date August 24<sup>th</sup>, 2023 (Approved)



# **Executive Summary**

# Town of Concord

## Concord Middle School Project



### Executive Summary

This Project Manager's Report for the Concord Middle School Project is submitted by **Hill International** (Hill) and covers activities for the month of **August 2023**.

### Project Progress

Project meetings are being held mostly in person at various locations in Concord, MA with hybrid virtual options available.

Hill scheduled and reported at the monthly Concord Middle School Building Committee (CMSBC) meeting on August 24<sup>th</sup>. Hill facilitated Leadership Team meetings on August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>; weekly Owner/Architect/Contractor (OAC) meetings on August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>; and weekly Technical Review Committee (TRC) meetings on August 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>. Hill and SMMA attended weekly RFI/Submittal coordination meetings with CTA on August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> and facilitated a PV coordination meeting with CMLP on August 10<sup>th</sup>.

### Milestones

The following milestones were achieved during the month of **August 2023**:

- Site preparation: The temporary parking and playground area finished sub-grade preparation on August 8<sup>th</sup>. Asphalt was installed on August 21<sup>st</sup> and parking lot striping, playground, and hydroseeding is to be completed for the start of school.
- Site Work: Phase 1A and 1B work continued. C.C. Construction continued stockpiling and screening topsoil. Foundation concrete placement at building part C occurred, with foundation cuts for building part B and A also being made during the month of August.
- MEP work (underground): Under-slab plumbing, electrical, and drainage work is ongoing.
- Foundations: Foundations have been completed for Building C. Building B formwork and Building A excavation is ongoing.
- Procurement/Contracts: The Town of Concord made a commitment and payment of \$2,000 to Verizon for design and engineering fees associated with providing telephone and data service to the new school.
- Construction Baseline Schedule: Hill continued to request a baseline schedule revision from CTA including follow-up correspondence via email on August 2<sup>nd</sup> and a formal letter on August 4<sup>th</sup>. An update was provided to the CMSBC at the August 24<sup>th</sup> meeting.
- CMSBC meeting: On August 24<sup>th</sup> the project team met with the CMSBC to provide an update on construction progress, financial approvals made by the Technical Review Committee, and to discuss the application for CPC funding progress.

### Milestones projected for the coming months are:

- Continue foundation at building part B
- Continue formwork and rebar at building parts B and A
- Begin steelwork at building part C

### Issues & Challenges

- Finalization of the construction baseline schedule by CTA

# Town of Concord

## Concord Middle School Project



- Coordinating PV scope with CMLP and SDA
- Improving erosion control to limit re-work from heavy rain

### **Schedule**

Major milestones are as follows:

■ OPM Selection	Completed Aug. 28 <sup>th</sup> , 2019
■ Designer Selection	Completed Nov. 18 <sup>th</sup> , 2019
■ Feasibility Study	Completed April 29 <sup>th</sup> , 2021
■ Schematic Design	Completed December 9 <sup>th</sup> , 2021
■ Town Hearing	Completed December 16 <sup>th</sup> , 2021
■ Special Town Meeting	Completed January 20 <sup>th</sup> , 2022
■ Town Vote	Completed February 3 <sup>rd</sup> , 2022
■ Design Development	Completed June 30 <sup>th</sup> , 2022
■ 60% Contract Documents	Completed October 21 <sup>st</sup> , 2022
■ 90% Contract Documents	Completed January 13 <sup>th</sup> , 2023
■ Special Town Meeting (Additional Funding)	Completed January 19 <sup>th</sup> , 2023
■ Town Vote (Additional Funding)	Completed February 16 <sup>th</sup> , 2023
■ 100% Contract Documents	Completed February 27 <sup>th</sup> , 2023
■ Bidding	Completed April 28 <sup>th</sup> , 2023
■ Construction	Started June 13 <sup>th</sup> , 2023
■ Substantial Completion (New Building)	See attached schedule
■ Demolition of Existing Building and Add New Fields	See attached schedule
■ Closeout	See attached schedule

### **Budget**

In January 2023, the Town of Concord held a Special Town meeting to vote to move items on the warrant article to a Town Ballot. Article 5 at the Special Town meeting was for the allocation of \$7.2M in additional funding for the Concord Middle School project. The vote passed by an overwhelming majority and will go to the Town Vote by ballot on February 16<sup>th</sup> to formally approve the debt authorization of \$7.2M. This would bring the total project budget to \$111,516,000 as shown on the budget summary report.

In February 2023, the Town of Concord voted by ballot to approve debt authorization amounting to \$7,200,000 for the new Concord Middle School project bringing the total project budget including Feasibility and Schematic Design Phase to \$111,516,000.

In April 2023, General Contractor Bids were received, and the lowest responsive and responsible bid was \$2,245,207 under the construction budget. This ensured that there was also no need to utilize the \$2,019,312 Owner's Bid Contingency.

In May 2023, the Project Budget Summary was updated to show Construction Bid Savings in the amount of \$2,245,207 to be tracked separately in the Total Project Budget at the direction of the CMSBC. In addition, the

# Town of Concord

## Concord Middle School Project



\$2,019,312 Owner's Bid Contingency was not used, producing a total bid savings of \$4,264,519 for the project. The accepted bid was 4.77% lower than the 90% CD estimate (including the bid contingency).

In June 2023, The Town of Concord executed CTA Construction Managers contract for General Contractor construction services in the amount of \$85,175,000.

In July 2023, the Town of Concord executed Fenagh Engineering and Testing contract for construction materials testing services for a fee Not-to-Exceed fee of \$254,015.

In August 2023, the Town of Concord committed \$2,000 to Verizon for fees associated with the design portion of their work to provide telephone services to the new school.

### Construction Metrics

Month	RFI's Received	RFI's Answered	Submittals Received	Submittals Returned	Change Requests Received	Change Requests Value	Design ASI Issued	Change Orders Issued	Change Order Value
August 2023	32	25	142	154	1	\$31,023	0	0	-

### Cash Flow

Total project budget is \$111,516,000.

Total encumbered to date is \$98,384,278

Total spent to date is \$10,811,025 which is 10.9% of total encumbered.

Total spent on construction to date is \$3,266,118 which is 3.8% of the \$85,175,000 total construction contract.

### Project Team Summary

Awarding Authority	Town of Concord (ToC)
Client	Town of Concord / Concord Public Schools
Owner's Project Manager	Hill International, Inc. (Hill)
Commissioning Agent	AKF Group / Simpson Gumpertz and Heger (AKF/SGH)
Designer	SMMA
General Contractor	CTA Construction Managers
Materials Testing Agent	Fenagh Engineering & Testing



# Project Dashboard






Town of Concord  
Concord Middle School  
Project Dashboard

August 31, 2023

EXECUTIVE SUMMARY



Project Accomplishments this Month					Current Issues & Areas of Focus				Current Progress Photos	
<p>In August construction the temp Parking /Playground Area, sub grade prep, and asphalt installation was completed. Loam screening, concrete foundations at building C, backfill at building C, formwor and foundation excavation at buildings A &amp; B, under slab plumbing, electrical, and drainage, and correction to damaged foundation work from rain remains ongoing.</p> <p>The CMSBC met on August 24th to review project finances, construction progress, and CPC funding.</p> <p>Hill, CMSBC leadership, and Town leadership met with CTA to discuss CTA's schedule delay claim. The claim remains open as all parties work towards a productive resolution. Completion of the baseline schedule is on hold as a result of this open issue.</p> <p>SMMA responded to RFI's and returned submittals. Hill, SMMA, and the TRC reviewed PCO 2, and approved both the June and July requisition</p>					<p>Maintaining the project schedule</p> <p>Establishing erosion control measures to prevent re-work</p> <p>Coordinating PV scope with CMLP and SDA</p>					
Projected Major Tasks next Month					Diversity Compliance				Project Cash Flow - Plan vs Actual	
<p>Continue foundation backfill at building C</p> <p>Continue foundations at building part A &amp; B</p> <p>Begin steelwork at building C</p>					Metric	Target	Actual			
					Designer's WBE/MBE	5.1%	8.4%			
					Contractor's WBE/MBE	8.3%	4.6%			





# Financial Update



August 31, 2023

# Town of Concord

## Concord Middle School

### Project Budget and Cost Summary



A	C	D	E	F	G	H	I	J	K
		(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	(Forecast. tab, >G)	(F+G+H)	(Invoice Tab)	(I-J)
Description	BUDGET			COST				CASH FLOW	
	Intial Budget	Authorized Changes	5/4/23 Approved	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance
<b>20 Construction</b>									
Construction	\$80,000,000	\$5,175,000	\$85,175,000	\$85,175,000	\$0	\$0	\$85,175,000	\$3,266,118	\$81,908,882
Subtotal	\$80,000,000	\$5,175,000	\$85,175,000	\$85,175,000	\$0	\$31,023	\$85,206,023	\$3,266,118	\$81,939,905
<b>30 Architectural &amp; Engineering</b>									
Designer - Basic Services	\$6,590,600	\$589,400	\$7,180,000	\$7,180,000	\$0	\$0	\$7,180,000	\$5,029,000	\$2,151,000
Schematic Design	\$889,400	\$232,447	\$1,121,847	\$1,121,847	\$0	\$0	\$1,121,847	\$1,121,847	\$0
Geotechnical Engineering CA	\$250,000	-\$45,000	\$205,000	\$205,000	\$0	\$0	\$205,000	\$36,926	\$168,074
Geoenviromental Engineering-allowance	\$51,000	\$134,000	\$185,000	\$185,000	\$0	\$0	\$185,000	\$0	\$185,000
Site Survey	\$50,000	-\$30,000	\$20,000	\$10,000	\$10,000	\$0	\$20,000	\$0	\$20,000
Survey of Existing Conditions / Wetlands	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hazardous Materials	\$100,000	\$45,000	\$145,000	\$145,000	\$0	\$0	\$145,000	\$1,338	\$143,662
A&E Sub Consultants	\$0	\$70,500	\$70,500	\$70,500	\$0	\$0	\$70,500	\$55,880	\$14,620
Other Reimbursable Costs	\$100,000	-\$80,000	\$20,000	\$20,000	\$0	\$0	\$20,000	\$425	\$19,575
Printing (Over the Minimum)	\$50,000	-\$30,000	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
Testing & Inspections	\$150,000	\$104,015	\$254,015	\$254,015	\$0	\$0	\$254,015	\$0	\$254,015
Subtotal	\$8,281,000	\$940,362	\$9,221,362	\$9,191,362	\$30,000	\$0	\$9,221,362	\$6,245,415	\$2,975,946
<b>40 Administrative Costs</b>									
Owner's Project Manager Basic Services	\$3,200,000	\$443,580	\$3,643,580	\$3,392,925	\$250,655	\$0	\$3,643,580	\$859,437	\$2,784,144
OPM Feasibility Study	\$299,800	\$78,353	\$378,153	\$378,153	\$0	\$0	\$378,153	\$378,153	\$0
OPM Cost Estimates	\$0	\$5,500	\$5,500	\$5,500	\$0	\$0	\$5,500	\$5,500	\$0
Advertising	\$29,795	\$205	\$30,000	\$0	\$30,000	\$0	\$30,000	\$0	\$30,000
Other Administrative Costs	\$50,000	\$0	\$50,000	\$11,855	\$38,145	\$0	\$50,000	\$11,855	\$38,145
Other Project Costs (Moving)	\$150,000	\$50,000	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000
Utility Fees	\$300,000	\$0	\$300,000	\$36,073	\$263,927	\$0	\$300,000	\$12,005	\$287,995
Legal	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning Agent	\$200,000	-\$6,590	\$193,410	\$193,410	\$0	\$0	\$193,410	\$32,542	\$160,868
Subtotal	\$4,279,595	\$521,048	\$4,800,643	\$4,017,916	\$782,727	\$0	\$4,800,643	\$1,299,492	\$3,501,152



August 31, 2023

Town of Concord  
Concord Middle School

Project Budget and Cost Summary



A	C	D (Bud. Adj. Tab)	E (C+D)	F (Com. Cost tab)	G (E-F)	H (Forecast. tab, >G)	I (F+G+H)	J (Invoice Tab)	K (I-J)
Description	BUDGET			COST				CASH FLOW	
	Intial Budget	Authorized Changes	5/4/23 Approved	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$1,225,000	\$140,000	\$1,365,000	\$0	\$1,365,000	\$0	\$1,365,000	\$0	\$1,365,000
Security	\$227,500	-\$227,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$1,225,000	\$35,000	\$1,260,000	\$0	\$1,260,000	\$0	\$1,260,000	\$0	\$1,260,000
Subtotal	\$2,677,500	-\$52,500	\$2,625,000	\$0	\$2,625,000	\$0	\$2,625,000	\$0	\$2,625,000
Project Sub-Total	\$95,238,095	\$6,583,910	\$101,822,005	\$98,384,278	\$3,437,727	\$31,023	\$101,853,028	\$10,811,025	\$91,042,003
70 Project Contingency									
Construction Contingency	\$4,000,000	\$591,197	\$4,591,197		Current Contingency	Potential Risk	Potential Contingency		
Construction Bid Savings Contingency	\$0	\$2,245,207	\$2,245,207		\$4,591,197	-\$31,023	\$4,560,174		\$4,560,174
Owner's Contingency	\$761,905	\$76,374	\$838,279		\$2,245,207	\$0	\$2,245,207		\$2,245,207
Subtotal	\$4,761,905	\$2,912,778	\$7,674,683		\$838,279	\$0	\$838,279		\$838,279
					\$7,674,683	-\$31,023	\$7,643,660		\$7,643,660
Project Sub-Total Incl. Contingency	\$100,000,000	\$9,496,688	\$109,496,688	\$98,384,278	\$11,112,410	\$0	\$109,496,688	\$10,811,025	\$98,685,663
Bid Contingency	\$0	\$2,019,312	\$2,019,312		\$2,019,312		\$2,019,312		\$2,019,312
Project Total	\$100,000,000	\$11,516,000	\$111,516,000	\$98,384,278	\$13,131,722	\$0	\$111,516,000	\$10,811,025	\$100,704,975
*Includes \$1.5M from Feasibility and Schematic Design Phase									
Construction Cost Estimates	Date	Amount	Gross Square Feet	Cost Per SF	Budget Revisions Summary			Date	Amount
Schematic Design Estimate	11/03/21	\$82,512,622	143,510	\$574.96					
Design Development	06/29/22	\$86,105,512	142,704	\$603.39					
Construction Documents (60%)	10/19/22	\$86,455,680	142,513	\$606.65					
Construction Documents (90%)	01/12/23	\$87,420,207	142,567	\$613.19					
Finalized GC Contract	07/13/23	\$85,175,000	142,567	\$597.44					

August 31, 2023

Concord Middle School  
Estimated Project Cash Flow



	Month		OPM + Commissioning	Designer & Consultants	FF&E & Misc. Admin.	Construction	Contingency	Estimated Expenditures	Actual Expenditures	Estimated Cumulative Expenditures	Actual Cumulative Expenditures
Feasibility Study	1	Oct-19	\$25,110					\$25,110	\$25,110	\$25,110	\$25,110
	2	Nov-19	\$34,595					\$34,595	\$34,595	\$59,705	\$59,705
	3	Dec-19	\$20,660					\$20,660	\$20,660	\$80,365	\$80,365
	4	Jan-20	\$12,565	\$75,645				\$88,210	\$88,210	\$168,575	\$168,575
	5	Feb-20	\$16,445	\$151,290				\$167,735	\$167,735	\$336,310	\$336,310
	6	Mar-20	\$25,890	\$75,645				\$101,535	\$101,535	\$437,845	\$437,845
	7	Apr-20	\$34,480	\$75,645				\$110,125	\$110,125	\$547,970	\$547,970
	8	May-20	\$50,035	\$50,430				\$100,465	\$100,465	\$648,435	\$648,435
Pause	9	Jun-20	\$33,130	\$40,344				\$73,474	\$73,474	\$721,909	\$721,909
	10	Jul-20	\$15,520					\$15,520	\$15,520	\$737,429	\$737,429
	11	Aug-20	\$3,785					\$3,785	\$3,785	\$741,214	\$741,214
	12	Sep-20	\$720					\$720	\$720	\$741,934	\$741,934
	13	Oct-20	\$2,590					\$2,590	\$2,590	\$744,524	\$744,524
	14	Nov-20						\$0	\$0	\$744,524	\$744,524
Restart Feasibility Study	15	Dec-20	\$16,798					\$16,798	\$16,798	\$761,322	\$761,322
	16	Jan-21						\$0	\$0	\$761,322	\$761,322
	17	Feb-21						\$0	\$0	\$761,322	\$761,322
	18	Mar-21						\$0	\$0	\$761,322	\$761,322
	19	Apr-21						\$0	\$0	\$761,322	\$761,322
Schematic Design	20	May-21						\$0	\$0	\$761,322	\$761,322
	21	Jun-21		\$2,400				\$2,400	\$2,400	\$763,722	\$763,722
	22	Jul-21		\$69,318				\$69,318	\$69,318	\$833,040	\$833,040
	23	Aug-21		\$69,318				\$69,318	\$69,318	\$902,358	\$902,358
	24	Sep-21		\$69,318				\$69,318	\$69,318	\$971,676	\$971,676
	25	Oct-21		\$73,918				\$73,918	\$73,938	\$1,045,594	\$1,045,614
	26	Nov-21		\$57,765				\$57,765	\$57,765	\$1,103,359	\$1,103,379
Town Proces	27	Dec-21	\$18,016	\$42,361				\$60,377	\$60,377	\$1,163,736	\$1,163,756
	28	Jan-22	\$78,353	\$7,202				\$85,555	\$78,357	\$1,249,291	\$1,242,113
Design Development & Construction Documents	29	Feb-22	\$53,017	\$375,000				\$428,017	\$7,950	\$1,677,308	\$1,250,063
	30	Mar-22	\$53,017	\$436,495				\$489,512	\$62,018	\$2,166,820	\$1,312,081
	31	Apr-22	\$53,017	\$436,495				\$489,512	\$382,447	\$2,656,332	\$1,694,528
	32	May-22	\$53,017	\$436,495				\$489,512	\$733,550	\$3,145,844	\$2,428,078
	33	Jun-22	\$47,017	\$436,495				\$483,512	\$347,075	\$3,629,356	\$2,775,153
	34	Jul-22	\$107,867	\$424,658				\$532,525	\$477,057	\$4,161,881	\$3,252,210
	35	Aug-22	\$56,117	\$424,658				\$480,775	\$409,458	\$4,642,655	\$3,661,667
	36	Sep-22	\$52,165	\$424,658				\$476,823	\$494,364	\$5,119,478	\$4,156,031
	37	Oct-22	\$52,165	\$424,658				\$476,823	\$408,543	\$5,596,300	\$4,564,574
	38	Nov-22	\$52,165	\$424,658				\$476,823	\$462,832	\$6,073,123	\$5,027,406
	39	Dec-22	\$96,165	\$424,658				\$520,823	\$402,048	\$6,593,945	\$5,429,453
	40	Jan-23	\$59,815	\$424,658				\$484,473	\$553,814	\$7,078,418	\$5,983,267
	41	Feb-23	\$54,778	\$424,665				\$479,443	\$446,298	\$7,557,860	\$6,429,565
	42	Mar-23	\$64,988	\$127,350				\$192,338	\$373,622	\$7,750,198	\$6,803,187
Bid	43	Apr-23	\$103,938	\$127,350				\$231,288	\$173,950	\$7,981,486	\$6,977,137
chool)	44	May-23	\$77,588	\$96,200				\$173,788	\$155,313	\$8,155,274	\$7,132,449
	45	Jun-23	\$96,088	\$126,000		\$1,088,305	\$326,367	\$1,636,760	\$1,122,979	\$9,792,034	\$8,255,429
	46	Jul-23	\$97,578	\$78,000		\$1,241,721	\$326,367	\$1,743,666	\$200,660	\$11,535,700	\$8,456,089
	47	Aug-23	\$96,838	\$78,000		\$1,575,482	\$326,367	\$2,076,687	\$2,354,936	\$13,612,386	\$10,811,025
	48	Sep-23	\$94,838	\$78,000		\$3,654,301	\$326,367	\$4,153,506	\$0	\$17,765,892	
	49	Oct-23	\$94,838	\$70,000		\$4,411,772	\$326,367	\$4,902,977	\$0	\$22,668,869	
	50	Nov-23	\$94,838	\$70,000		\$4,411,772	\$326,367	\$4,902,977	\$0	\$27,571,845	
	51	Dec-23	\$94,838	\$70,000		\$5,411,952	\$326,367	\$5,903,157	\$0	\$33,475,002	

August 31, 2023

Concord Middle School  
Estimated Project Cash Flow



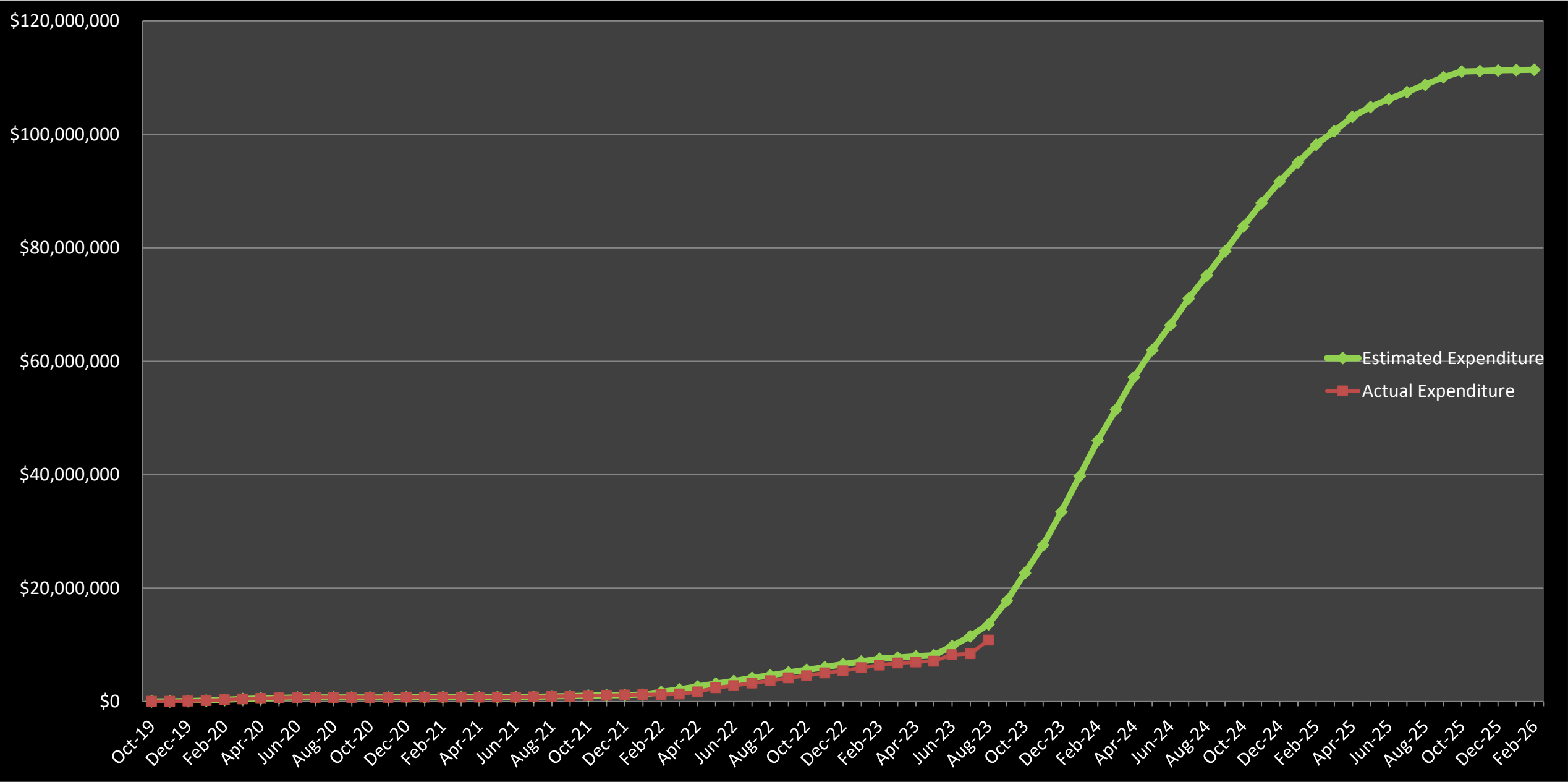
Month		OPM + Commissioning	Designer & Consultants	FF&E & Misc. Admin.	Construction	Contingency	Estimated Expenditures	Actual Expenditures	Estimated Cumulative Expenditures	Actual Cumulative Expenditures
Construction Phase 1 (New School)	52	Jan-24	\$94,838	\$70,000		\$5,782,381	\$326,367	\$6,273,586	\$0	\$39,748,588
	53	Feb-24	\$94,838	\$70,000		\$5,782,381	\$326,367	\$6,273,586	\$0	\$46,022,173
	54	Mar-24	\$94,838	\$70,000		\$5,020,713	\$313,147	\$5,498,698	\$0	\$51,520,871
	55	Apr-24	\$94,838	\$70,000		\$5,056,824	\$450,603	\$5,672,265	\$0	\$57,193,136
	56	May-24	\$94,838	\$78,000		\$4,134,947	\$450,603	\$4,758,388	\$0	\$61,951,523
	57	Jun-24	\$94,838	\$78,000		\$3,826,169	\$450,603	\$4,449,610	\$0	\$66,401,133
	58	Jul-24	\$94,838	\$78,000	\$60,000	\$3,963,408	\$450,603	\$4,646,849	\$0	\$71,047,982
	59	Aug-24	\$78,338	\$78,000	\$60,000	\$3,419,902	\$450,603	\$4,086,843	\$0	\$75,134,824
	60	Sep-24	\$78,338	\$173,000	\$158,000	\$3,419,902	\$450,603	\$4,279,843	\$0	\$79,414,667
	61	Oct-24	\$78,338	\$168,000	\$158,000	\$3,500,508	\$450,603	\$4,355,449	\$0	\$83,770,116
	62	Nov-24	\$78,338	\$153,000	\$198,000	\$3,240,962	\$450,603	\$4,120,903	\$0	\$87,891,018
	63	Dec-24	\$78,338	\$210,000	\$198,000	\$2,879,271	\$450,603	\$3,816,212	\$0	\$91,707,230
	64	Jan-25	\$78,338	\$87,000	\$945,500	\$1,789,131	\$450,603	\$3,350,572	\$0	\$95,057,802
	65	Feb-25	\$78,338	\$54,000	\$945,500	\$1,651,891	\$416,905	\$3,146,634	\$0	\$98,204,435
Phase 2 (Demo & Fields)	66	Mar-25	\$78,338	\$84,000	\$145,500	\$1,651,891	\$416,905	\$2,376,634	\$0	\$100,581,069
	67	Apr-25	\$78,338	\$42,000	\$145,500	\$1,858,725	\$416,905	\$2,541,468	\$0	\$103,122,537
	68	May-25	\$78,338	\$42,000	\$70,500	\$1,101,254	\$416,905	\$1,708,997	\$0	\$104,831,533
	69	Jun-25	\$78,338	\$42,000	\$120,500	\$1,101,254	\$34,396	\$1,376,488	\$0	\$106,208,021
	70	Jul-25	\$74,738	\$42,000		\$1,101,254	\$34,388	\$1,252,380	\$0	\$107,460,401
	71	Aug-25	\$74,738	\$103,200		\$1,101,254	\$34,388	\$1,313,580	\$0	\$108,773,981
	72	Sep-25	\$74,738	\$92,200		\$1,101,254	\$34,388	\$1,302,580	\$0	\$110,076,561
	73	Oct-25	\$65,758	\$12,200		\$894,419	\$34,388	\$1,006,765	\$0	\$111,083,326
	74	Nov-25	\$57,213	\$12,200			\$34,388	\$103,801	\$0	\$111,187,127
Closeout	75	Dec-25	\$53,013	\$12,816			\$34,388	\$100,217	\$0	\$111,287,343
	76	Jan-26	\$47,705				\$29,180	\$76,885	\$0	\$111,364,228
	77	Feb-26	\$41,855					\$41,855	\$0	\$111,406,083
	78	Mar-26	\$38,355					\$38,355	\$0	\$111,444,438
	79	Apr-26	\$28,407					\$28,407	\$0	\$111,472,845
	80	May-26	\$25,060					\$25,060	\$0	\$111,497,905
	81	Jun-26	\$18,095					\$18,095	\$0	\$111,516,000
	82	Jul-26						\$0	\$0	\$111,516,000
	83	Aug-26						\$0	\$0	\$111,516,000
	84	Sep-26						\$0	\$0	\$111,516,000
		Subtotal for FY '19	\$252,910	\$468,999	\$0	\$0	\$0	\$721,909		
		Subtotal for FY '20	\$39,413	\$2,400	\$0	\$0	\$0	\$41,813		
		Subtotal for FY '21	\$355,454	\$2,510,180	\$0	\$0	\$0	\$2,865,634		
		Subtotal for FY '22	\$873,839	\$3,874,167	\$0	\$1,088,305	\$326,367	\$6,162,678		
		Subtotal for FY '23	\$1,142,796	\$880,000	\$0	\$50,310,415	\$4,275,888	\$56,609,099		
		Subtotal for FY '24	\$956,556	\$1,211,000	\$3,205,000	\$29,578,099	\$4,856,233	\$39,806,888		
		Subtotal for FY '25	\$599,675	\$274,616	\$0	\$4,198,181	\$235,507	\$5,307,979		
		TOTAL	\$4,220,643	\$9,221,362	\$3,205,000	\$85,175,000	\$9,693,995	\$111,516,000		



Town of Concord  
Concord Middle School  
Estimated Project Cash Flow Graph



August 31, 2023





TOWN OF CONCORD  
CONCORD MIDDLE SCHOOL  
TRC APPROVALS  
COMMITMENT, INVOICE, BUDGET ADJUSTMENTS LOG



September 6, 2023

**COMMITMENTS**

(gray items previously acknowledge/approved)

FIRM	PO# Amend #	Budget Adjustment (s) (Y/N)	Action (Acknowledgement)	Total Value
Verizon		N	Y	\$2,000.00
			TOTAL VALUE =	\$2,000.00

**Budget Adjustments**

Description	Contingency Use (HCC/SCC)	Hard Cost Contingency	Soft Cost Contingency
Starting Value		\$4,591,197.00	\$877,394.00
Prior Modifications			
Testing Reduction			\$35,100.00
AKF/SGH			-\$35,100.00
Fenagh Engineering and Testing			-\$39,115.00
Sub-total Prior to this period			(\$39,115.00)
This period			
Sub-total this period		\$0.00	(\$78,230.00)
Projected Balance:		\$4,591,197.00	\$760,049.00

**INVOICES**

FIRM	INVOICE NO.	PAYMENT AMT.
SMMA	0059773	\$63,000.00
Hill International	34	\$57,707.50
CTA Construction Managers	2	\$1,114,752.20
Verizon	1	\$2,000.00
CTA Construction Managers	3	\$1,117,476.63
		\$2,354,936.33





CR	Description	Bul	Date Requested by Owner	Date Advisted by CM	Date Submitted by CM	Estimated Amount (Estimate by Hill)	CM Initial Amount	OPM/DT Response Date	Comments	Current Amount	Change Order	Date CO Approved
001	Concord Municipal Light Fees	-	-	-	07/10/23	\$0	\$7,999	07/27/23	Rejected	\$0.00		
002	Remove and replace unsuitable material at building B foundation excavation	-	-	07/25/23	08/09/23	\$31,023	\$31,023		Geotech report 7.25.23 noted organic soils; disposal of soils had fixed unit price per contract, quantity verified via weight slips	\$31,023.00		
003												
004												
005												
006												
007												
008												
TOTAL						\$31,023	\$39,022			\$31,023.00		

INITIAL BASE CONTRACT VALUE	\$85,175,000
TOTAL HARD COST CONTINGENCY	\$4,591,197

		% of Base
Total Approved Omissions	\$0	0.000%
Total Approved Errors	\$0	0.000%
Total Approved Owner Scope Changes	\$0	0.000%
Total Approved 3rd Party Scope Changes	\$0	0.000%
Total Approved Misc Changes & Unforeseen Conditions	\$0	0.000%
Total Approved	\$0	0.000%

Total Remaining in Contingency To Date	\$4,591,197
--	-------------

		% of Base
Total Projected Omissions	\$0	0.000%
Total Projected Errors	\$0	0.000%
Total Projected Owner Scope Changes	\$0	0.000%
Total Projected 3rd Party Scope Changes	\$0	0.000%
Total Projected Misc Changes & Unforeseen Conditions	\$31,023	0.036%
Total Projected	\$31,023	0.036%

Total Remaining in Contingency if Projected is Approved	\$4,560,174
---	-------------

CO #	Value		Date
1	\$0.00		



CR	Description	Bul	Date Requested by Owner	Date Advisted by CM	Date Submitted by CM	Estimated Amount (Estimate by Hill)	CM Initial Amount	OPM/DT Response Date	Comments	Current Amount	Change Order	Date CO Approved
2	\$0.00											
3	\$0.00											
4	\$0.00											
5	\$0.00											
6	\$0.00											
7	\$0.00											
8	\$0.00											
9	\$0.00											
10	\$0.00											
39	\$0.00											
40	\$0.00											
TOTAL	\$0.00											



# Schedule Update



Concord Middle School  
Project Schedule UPDATE  
August 31, 2023

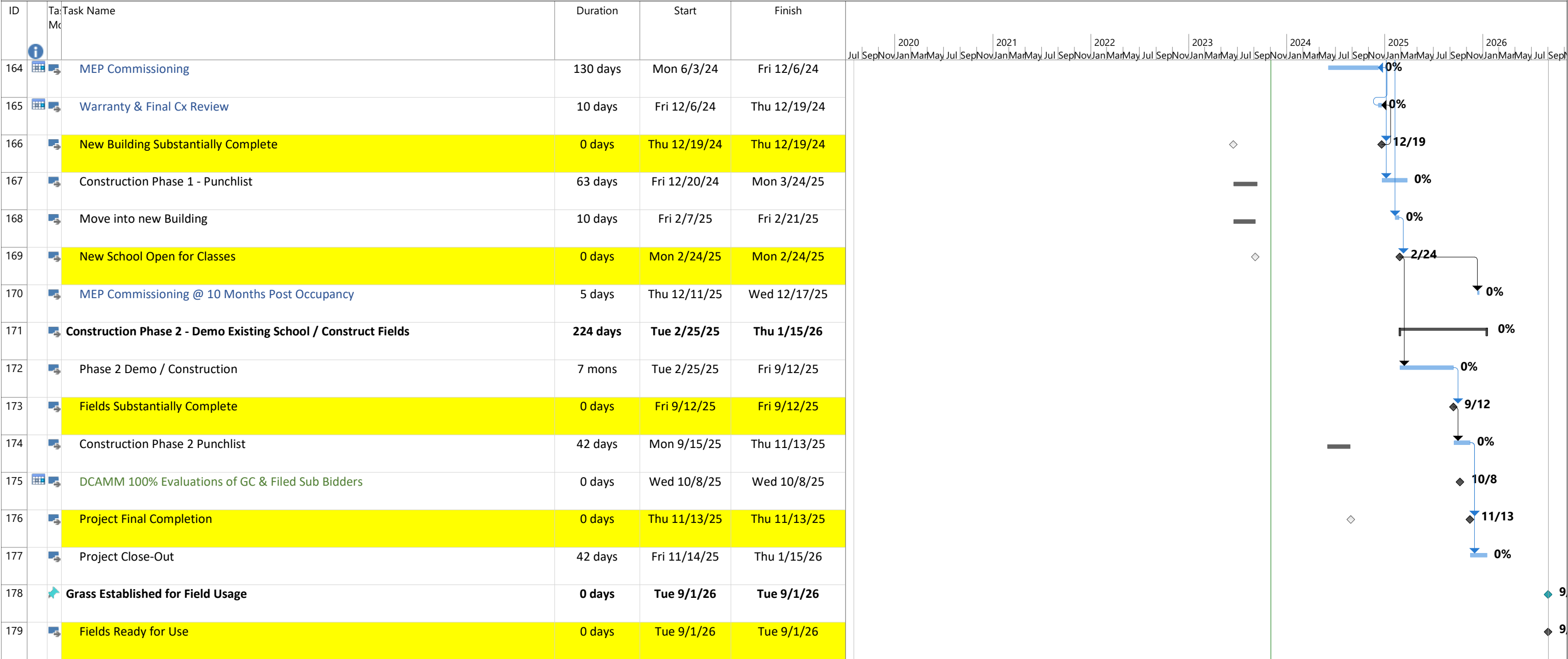


ID	Task Name	Duration	Start	Finish	
1	Design & Pre-Construction Phases	988 days	Wed 8/14/19	Thu 7/20/23	99%
2	OPM Selection	15 days	Wed 8/14/19	Wed 9/4/19	100%
7	Designer Selection	62 days	Tue 8/20/19	Mon 11/18/19	100%
21	Feasibility Study	521 days	Tue 11/19/19	Thu 12/16/21	100%
38	Schematic Design	155 days	Thu 5/6/21	Thu 12/16/21	100%
48	Town Actions - 2022 Budget Approval	76 days	Mon 10/18/21	Fri 2/4/22	100%
60	Design Development	101 days	Mon 2/7/22	Fri 7/1/22	100%
69	Commissioning Agent Selection	125 days	Tue 2/22/22	Fri 8/19/22	100%
84	Construction Documents	164 days	Fri 7/1/22	Mon 2/27/23	100%
105	Permitting	241 days	Mon 8/1/22	Mon 7/17/23	100%
121	Town Actions - 2023 Budget Increase	85 days	Mon 10/17/22	Thu 2/16/23	100%
132	GC and Subs Contractor Prequalifications	83 days	Tue 10/18/22	Wed 2/15/23	100%
139	Bidding	71 days	Thu 3/2/23	Tue 6/13/23	99%
149	Independent Testing Agency Procurement	44 days	Wed 5/17/23	Thu 7/20/23	100%
160	Construction Phase 1 - New School Building & Site	631 days	Tue 6/13/23	Wed 12/17/25	0%
161	Phase 1 Construction	383 days	Tue 6/13/23	Thu 12/19/24	0%
162	DCAMM 50% Evaluations of GC & Filed Sub Bidders	0 days	Wed 4/17/24	Wed 4/17/24	4/17
163	Building Envelope Commissioning	83 days	Mon 6/3/24	Fri 9/27/24	0%

Critical	Split	Finish-only	Baseline Milestone	Manual Summary	Inactive Task
Critical Split	Task Progress	Duration-only	Milestone	Project Summary	Inactive Milestone
Critical Progress	Manual Task	Baseline	Summary Progress	External Tasks	Inactive Summary
Task	Start-only	Baseline Split	Summary	External Milestone	Deadline



Concord Middle School  
Project Schedule UPDATE  
August 31, 2023



Critical	<div></div>	Split	<div></div>	Finish-only	<div></div>	Baseline Milestone	<div></div>	Manual Summary	<div></div>	Inactive Task	<div></div>
Critical Split	<div></div>	Task Progress	<div></div>	Duration-only	<div></div>	Milestone	<div></div>	Project Summary	<div></div>	Inactive Milestone	<div></div>
Critical Progress	<div></div>	Manual Task	<div></div>	Baseline	<div></div>	Summary Progress	<div></div>	External Tasks	<div></div>	Inactive Summary	<div></div>
Task	<div></div>	Start-only	<div></div>	Baseline Split	<div></div>	Summary	<div></div>	External Milestone	<div></div>	Deadline	<div></div>

Concord Middle School  
3 week look ahead schedule

X = Activity Work Day



8/7/2023

		Aug														Aug.																	
		8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27												
		T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S												
1	Meeting Schedule																																
2	Weekly Progress Meeting (CTA/Owner)	x														x																	
3	Weekly Subcontractor Schedule Meeting	x														x																	
	Damproofing								x																								
	Architectural Concrete															x																	
	MEP Coordination				x							x							x														
4																																	
6	Site Work																																
7	Start site drainage west ( as material is approved and delivered)	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
8	Ongoing Back fill interior of footing C	x	x	x	x																												
9	Regrade and prep temp. parking and play equipment area	x	x	x	x																												
10	Ongoing B&A footing excavations	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
11	Pave parking at east temp parking ( excavate date TBT)	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
12	Ongoing screening loam	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
13	Ongoing erosion and sediment control as needed	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
14	Complete footings and walls, C. Elevator waiting damproofing	x	x	x																													
15	Concrete placement footings and walls. C & B,		x		x			x		x						x		x															
16	Start foundation damproofing, Pending approvals		x	x	x			x	x	x	x	x			x	x	x	x	x														
	Water proof bottom of elevator pit. Pending approvals			x	x			x																									
17	Install exterior footing perimeter drain C building									x	x	x			x	x	x	x	x														
18	Start UG plumbing C	x	x	x	x			x	x	x	x	x			x	x	x	x	x														
20																																	
21																																	
22																																	
23																																	
24																																	
25																																	
26																																	
27																																	
28																																	

**Concord Middle School**  
3 week look ahead schedule

X = Activity Work Day



8/15/2023

		Aug														Sept									
		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3				
		T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S				
1	Meeting Schedule																								
2	Weekly Progress Meeting (CTA/Owner)	x														x									
3	Weekly Subcontractor Schedule Meeting	x														x									
	Dampproofing								x																
	Architectural Concrete															x									
	MEP Coordination				x							x							x						
4																									
6	Site Work																								
7	Start site drainage west ( as material is approved and delivered)	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
	Start foundation and draiage board C building	x	x	x	x																				
	Install water proofing at elevetor footing				x			x																	
8	Ongoing Back fill interior and exterior of footing and walls,C	x	x	x	x			x	x	x	x	x													
9	Regrade and prep temp. parking and play equipment area	x	x	x	x																				
	Pave at east temp. parking and new roads and parking				x																				
10	Ongoing B&A footing excavations	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
12	Ongoing screening loam	x	x	x	x			x	x																
13	Ongoing erosion and sediment control as needed	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
14	Complete footings, walls and elevetor C building	x	x	x	x																				
15	Concrete placement footings and walls. C & B,		x		x			x		x						x		x							
17	Install exterior footing perimeter drain C building									x	x	x			x	x	x	x	x						
18	Ongoing UG plumbing C building	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
20	Start UG conduit C building.															x	x	x	x						
21																									
22																									
23																									
24																									
25																									
26																									
27																									
28																									



Concord Middle School  
3 week look ahead schedule

X = Activity Work Day



8/22/2023

		Aug														Sept									
		22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10				
		T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S				
1	Meeting Schedule																								
2	Weekly Progress Meeting (CTA/Owner)	x														x									
3	Weekly Subcontractor Schedule Meeting	x														x									
	MEP Coordination				x							x							x						
4																									
6	Site Work																								
7	Ongoing site drainage west ( as material is approved and delivered)	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
	Ongoing insulation and drainage board C building foundation	x	x	x	x			x	x	x	x	x													
	Install water proofing at elevator footing	x	x																						
8	Ongoing Back fill interior and exterior C building	x	x	x	x			x	x	x	x	x													
9	Pave temp. parking and install play equipment	x	x	x	x																				
10	Ongoing B&A footing excavations	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
12	Ongoing screening loam	x	x	x	x			x	x	x	x	x													
13	Ongoing erosion and sediment control as needed	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
15	Concrete placement footings and walls. C & B,		x		x			x		x						x		x							
18	Ongoing UG plumbing C building	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
20	Start UG conduit C building.							x	x	x	x	x													
21																									
22																									
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# Construction Update

# Concord Middle School

CMSBC Meeting  
August 24, 2023





# Construction Update

- Temp Parking /Playground Area
  - Sub grade prep August 8<sup>th</sup>
  - Asphalt installed August 21<sup>st</sup>
  - Parking lot striping, playground, hydroseed to be complete for school start
- ONGOING – Loam screening
- COMPLETED - Concrete foundations for Building C
- ONGOING – Building B formwork, Building A foundation excavation
- ONGOING – Under slab plumbing, electrical, and drainage
- ONGOING – Impact of rain events on foundation work
- ONGOING – Baseline Schedule Resolution





# Site Photographs: Building C Completed Foundations





# Site Photographs: Building B Foundation Excavation





# Site Photographs: Rain Impact







# Meeting Minutes



# Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson

Meeting Minutes  
Thursday, August 24<sup>th</sup>, 2023

## Call to Order:

- Co-Chair D. Guarriello called the meeting to order at 7:30AM.
- The recording of this meeting: [Concord Middle - Zoom](#)

Name	Present	Name	Present	Name	Present
<b>CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:</b>					
Alexa Anderson*	NP	Peter Fischelis*	NP	Chris Popov*	P
Robert Conry	P	Russ Hughes	NP	Charlie Parker*	P
Court Booth*	P	Dawn Guarriello*	P	Matt Root*	P
Heather Bout*	P	Laurie Hunter*	P	Steven Stasheski*	P
Frank Cannon*	P	Mark Howell*	P	Eric Simms	NP
Justin Cameron	P	Kerry Lafleur	NP		
Gail Dowd	P	Pat Nelson*	P		
<b>Hill International</b>					
Peter Martini	P	Ian Parks	P		
John Cutler	P	Jonathan Teixeira	P		
<b>SMMA / Ewing Cole</b>					
Lorraine Finnegan	NP	Matthew Rice	NP	Keith Fallon	NP
Will Smarzewski	NP	Phil Poinelli	NP	Saul Jabbawy	NP
Chase Gibson	NP	Michael Dowhan	NP	Jen Soucy	P

P=Present, NP= Not Present \*=Voting Member

## Approval of Meeting Minutes

- CMSBC meeting minutes from July 20<sup>th</sup>.
- M. Howell requested that Hill send distributions directly to him as the Town distribution list is not getting through to his email.

<b>Motion:</b>	<b>Approve July 20<sup>th</sup>, 2023 meeting minutes CMSBC meeting minutes as written.</b>
Motioned by	M. Root
Seconded by	H. Bout
Y = Approve (8) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: Two (2) voting members were not present for the vote. Two (3) members abstained from the vote having not been at the meeting in question.	

## Correspondence/Communication

- Two emails were sent from the public to the CMSBC since the meeting on July 20<sup>th</sup>, 2023:
  - One asking when the foundations would start.
  - The other asking if the project team was looking into electromagnetic interference in the solar design.
    - Email will be forwarded to the CMLP, however the member of the public noted they would reach out to the CMLP directly.



## Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

### Meeting Minutes Thursday, August 24<sup>th</sup>, 2023

#### OPM Update

- *Technical Review Committee & Financial Update:*
  - In July, project expenditures which consisted of Hill, SMMA, and CTA invoices were \$1,237,460 Total expenditures on the project to date total \$9,693,549.
    - Hill noted that some of the delta between projected and actual cash flow results from contingency being spread evenly throughout the project, but not having been used yet.
    - Hill also noted that the TRC would be reviewing the CTA July invoice after the CMSBC meeting so it is not reflected in the cash flow, the invoice reflected for CTA for the month of August if their June invoice.
  - The TRC approved a commitment to Verizon for \$2,000
    - This was for engineering services associated with providing telephone/data to the school.
    - There were not budget adjustments needed for this commitment as the cost was carried in the Utility Fees budget line.
- *Construction/General Contractor Update:*
  - Hill presented a construction/contractor progress update presentation which included site pictures taken by Hill's full time site manager.
  - Hill will update the rendering on the cover of the presentation for future meetings.
    - Temp Parking /Playground Area
    - Sub grade prep August 8<sup>th</sup>
    - Asphalt installed August 21<sup>st</sup>
    - Parking lot striping, playground, hydroseed to be complete for school start
    - Ongoing – Loam screening
    - Completed - Concrete foundations for Building C
    - Ongoing – Building B formwork, Building A foundation excavation
    - Ongoing – Under slab plumbing, electrical, and drainage
    - Ongoing – Impact of rain events on foundation work
    - Ongoing – Baseline Schedule Resolution
  - CMSBC members asked what the threshold is for a weather event becoming a cost to the Town.
    - Hill noted that the general contractor owns protecting their work in place but there are extreme conditions above and beyond regular weather the project team would consider compensation for re-work.
    - SMMA agreed with Hill's position and further stated the civil architects were in the field to work through additional erosion controls measures to avoid the need for future re-work.

#### CPC Funding

- L. Hunter informed the CMSBC that the school is working on an application to the CPC for funding up to \$250,000 to subsidize the funds already allocated at Town meeting with the goal to borrow less than what was voted at Town meeting.
  - The application is due September 9<sup>th</sup>.

#### New Business

- L. Hunter informed the CMSBC that the school custodial staff located cracks in one of the locker rooms at the existing school. Hill, CTA, and SMMA responded immediately. SMMA structural engineer determined there wasn't structural damage to the school. The locker rooms were barred.

#### Public Comment

- Community member and member of the Finance Committee C. Reynolds speaking on her own behalf asked L. Hunter if the application for CPC funding was not to add funds but to offset existing funding.
  - L. Hunter affirmed and noted this was an effort to reduce the borrowing amount.



## Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

### Meeting Minutes Thursday, August 24<sup>th</sup>, 2023

#### Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, September 21<sup>st</sup>, 2023, at 7:30AM.

#### Adjourn

- Co-Chair D. Guarriello adjourned the meeting at 8:06AM.

APPROVED