



Concord Middle School Project

Project Manager Report

June 2023





CONCORD MIDDLE SCHOOL PROJECT

PROJECT MANAGER'S REPORT JUNE 2023

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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 **June 2023**.

Project Progress

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

A Pre-Construction Kick-Off meeting for the construction team was facilitated by Hill on June 2, 2023. A Notice to Proceed (NTP) to CTA Construction Managers was issued on June 13th, 2023 and construction commenced thereafter. Hill scheduled and reported at the monthly Concord Middle School Building Committee (CMSBC) meeting on June 29th. Hill facilitated Leadership Team meetings on June 8th, 22nd, and 27th; weekly Owner/Architect/Contractor (OAC) meetings on June 13th, 20th, and 27th; and weekly Technical Review Committee (TRC) meetings on June 22nd and 29th.

Milestones

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

- June 2nd: Hill facilitated a Pre-Construction Kick-Off meeting with the construction team.
- June 8th: CTA Construction Managers and their fencing sub-contractor United Fence mobilized to the site. Throughout the month of June fencing was installed and dumpsters, trailers, signage and other construction equipment was brought to the site.
- June 14th: The Town of Concord signed a fully executed contract with CTA Construction Managers and issued a Notice to Proceed (NTP).
- June 15th: Phase 1A and 1B site work commenced by sub-contractor C.C Construction. First activities on site included cut and cap of the water service, demolition of the existing field and irrigation structures, clearing and grubbing existing trees and vegetation, establishment of erosion control, and stripping and stockpiling of topsoil.
- June 28th: Hill began receiving requests for bid documents from prospective bidders for the testing services advertisement released on June 28th.
 - By June 30th Hill had released bid documents to 9 prospective bidders for constructing materials testing services.
- June 29th: 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 potentially pursuing CPC funding, discussed during the design phase, to mitigate a portion of the construction cost.

Milestones projected for the coming months are:

- Issuance of the Building Permit
- Development of the baseline schedule by CTA
- Materials Testing Agency Award & Contract
- Start of foundation construction

Issues & Challenges

- Currently no issues

Town of Concord

Concord Middle School Project



Schedule

Major milestones are as follows:

■ OPM Selection	Completed Aug. 28 th , 2019
■ Designer Selection	Completed Nov. 18 th , 2019
■ Feasibility Study	Completed April 29 th , 2021
■ Schematic Design	Completed December 9 th , 2021
■ Town Hearing	Completed December 16 th , 2021
■ Special Town Meeting	Completed January 20 th , 2022
■ Town Vote	Completed February 3 rd , 2022
■ Design Development	Completed June 30 th , 2022
■ 60% Contract Documents	Completed October 21 st , 2022
■ 90% Contract Documents	Completed January 13 th , 2023
■ Special Town Meeting (Additional Funding)	Completed January 19 th , 2023
■ Town Vote (Additional Funding)	Completed February 16 th , 2023
■ 100% Contract Documents	Completed February 27 th , 2023
■ Bidding	Completed April 28 th , 2023
■ Construction	Started June 13 th , 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 16th 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 \$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).

Town of Concord

Concord Middle School Project



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

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
June 2023	39	19	96	66	-	-	-	-	-

Cash Flow

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

Total encumbered to date is \$98,093,963.

Total spent to date is \$8,255,429 which is 8.4% of total encumbered.

Total spent on construction to date is \$1,033,889 which is 1.2% 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



Project Dashboard



Town of Concord
Concord Middle School

Project Dashboard

June 26, 2023

EXECUTIVE SUMMARY



Project Accomplishments this Month					Current Issues & Areas of Focus				Current Progress Photos		
<p>The Town of Concord signed a fully executed contract with CTA Construction Managers and issued a Notice to Proceed (NTP) on June 13, 2023.</p> <p>CTA Construction Managers and their fencing sub-contractor, United Fence, mobilized to the site. Throughout the month of June perimeter site fencing was established and dumpsters, trailers, signage and other construction equipment was brought to the site. Phase 1A and 1B site work began. The sitework sub-contractor, C.C Construction, cut and capped a water service, began demolition of the existing fields and irrigation structures, clearing and grubbing existing trees and vegetation, and established erosion control on site. They also began stripping and stockpiling topsoil, which remains ongoing.</p> <p>Hill began receiving requests for bid documents from prospective bidders for the testing services advertisement released on June 28th. By June 30th Hill had released bid documents to 9 prospective bidders for construction materials testing services.</p> <p>On June 29 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 potentially pursuing CPC funding as had been discussed during the design phase to mitigate some of the construction cost.</p>					Baseline schedule development						
Projected Major Tasks next Month											
Issuance of the Building Permit Exacation for foundations and concrete placement Materials Testing Agent award & contract											
Schedule Summary - Upcoming Milestones											
	Scheduled Start	Scheduled Finish	Actual Start	Actual Finish	Diversity Compliance				Project Cash Flow - Plan vs Actual		
Designer Procurement	9/25/2019	11/18/2019	9/25/2019	12/9/2019	Metric		Target	Actual			
Feasibility/Schematic Design	11/19/19	7/1/2020	11/19/19	12/9/2021			5.1%	8.4%			
Special Town Meeting	12/17/21	12/17/21	1/20/22	1/20/2022	Contractor's MBE Goal		5.1%	8.4%			
Town Vote	2/3/22	2/3/22	2/3/22	2/3/22	Contractor's WBE Goal		8.3%	4.6%			
Design Development / Contract Documents	2/7/22	2/22/23	2/7/22	2/27/23							
Special Town Meeting (Addtl. Funds)	N/A	N/A	1/19/23	1/19/2023							
Town Vote (Addtl. Funds)	N/A	N/A	2/16/23	2/16/2023							
Bidding	12/11/24	4/11/25	3/8/23	4/28/2023							
Construction Phase 1- New School	5/18/23	12/19/24	6/13/23								
Punchlist	12/20/24	3/24/25									
Occupancy/Classes Start	2/7/25	2/21/25									
Construction Phase 2 Fields and Demo	2/25/25	11/13/25									
Closeout	11/14/25	1/15/26									
PROJECT FINANCIAL OVERVIEW											
Description	BUDGET				COST				CASH FLOW		
	Baseline	Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend	
Site Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 80,000,000	\$ 5,175,000	\$ 85,175,000	\$ 85,175,000	\$ 85,175,000	\$ -	\$ -	\$ 85,175,000	\$ 1,033,889	\$ 84,141,111	
Design Services	\$ 8,281,000	\$ 936,347	\$ 9,217,347	\$ 9,217,347	\$ 8,937,347	\$ 280,000	\$ -	\$ 9,217,347	\$ 6,056,415	\$ 3,160,931	
Administrative	\$ 4,279,595	\$ 485,948	\$ 4,765,543	\$ 4,765,543	\$ 3,981,616	\$ 783,927	\$ -	\$ 4,765,543	\$ 1,165,124	\$ 3,600,419	
FF&E	\$ 2,677,500	\$ (52,500)	\$ 2,625,000	\$ 2,625,000	\$ -	\$ 2,625,000	\$ -	\$ 2,625,000	\$ -	\$ 2,625,000	
SUBTOTAL	\$ 95,238,095	\$ 6,544,795	\$ 101,782,890	\$ 101,782,890	\$ 98,093,963	\$ 3,688,927	\$ -	\$ 101,782,890	\$ 8,255,429	\$ 93,527,461	
Construction Contingency (Hard Cost)	\$ 4,000,000	\$ 591,197	\$ 4,591,197	\$ 4,591,197	\$ -	\$ 4,591,197	\$ -	\$ 4,591,197	\$ -	\$ 4,591,197	
Owner's FFE Contingency	\$ -	\$ 2,245,207	\$ 2,245,207	\$ 2,245,207	\$ -	\$ 2,245,207	\$ -	\$ 2,245,207	\$ -	\$ 2,245,207	
Owner's Contingency (Soft Cost)	\$ 761,905	\$ 115,489	\$ 877,394	\$ 877,394	\$ -	\$ 877,394	\$ -	\$ 877,394	\$ -	\$ 877,394	
SUBTOTAL	\$ 4,761,905	\$ 2,951,893	\$ 7,713,798	\$ 7,713,798	\$ -	\$ 7,713,798	\$ -	\$ 7,713,798	\$ -	\$ 7,713,798	
PROJECT TOTAL	\$ 100,000,000	\$ 9,496,688	\$ 109,496,688	\$ 109,496,688	\$ 98,093,963	\$ 11,402,725	\$ -	\$ 109,496,688	\$ 8,255,429	\$ 101,241,259	
Scope changes from the Original Scope											
N/A											
Project Budget Transfers											
N/A											



Financial Update



Town of Concord
Concord Middle School



June 26, 2023

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	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
20 Construction									
Construction	\$80,000,000	\$5,175,000	\$85,175,000	\$85,175,000	\$0	\$0	\$85,175,000	\$1,033,889	\$84,141,111
Subtotal	\$80,000,000	\$5,175,000	\$85,175,000	\$85,175,000	\$0	\$0	\$85,175,000	\$1,033,889	\$84,141,111
30 Architectural & Engineering									
Designer - Basic Services	\$6,590,600	\$589,400	\$7,180,000	\$7,180,000	\$0	\$0	\$7,180,000	\$4,840,000	\$2,340,000
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
Geoenvironmental 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	\$100,000	\$250,000	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000
Subtotal	\$8,281,000	\$936,347	\$9,217,347	\$8,937,347	\$280,000	\$0	\$9,217,347	\$6,056,415	\$3,160,931
40 Administrative Costs									
Owner's Project Manager Basic Services	\$3,200,000	\$443,580	\$3,643,580	\$3,392,925	\$250,655	\$0	\$3,643,580	\$727,069	\$2,916,511
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	\$34,873	\$265,127	\$0	\$300,000	\$10,005	\$289,995
Legal	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning Agent	\$200,000	-\$41,690	\$158,310	\$158,310	\$0	\$0	\$158,310	\$32,542	\$125,768
Subtotal	\$4,279,595	\$485,948	\$4,765,543	\$3,981,616	\$783,927	\$0	\$4,765,543	\$1,165,124	\$3,600,419



Town of Concord
Concord Middle School



June 26, 2023

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	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
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	\$6,544,795	\$101,782,890	\$98,093,963	\$3,688,927	\$0	\$101,782,890	\$8,255,429	\$93,527,461
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	\$0	\$4,591,197		\$4,591,197
Owner's Contingency	\$761,905	\$115,489	\$877,394		\$2,245,207	\$0	\$2,245,207		\$2,245,207
Subtotal	\$4,761,905	\$2,951,893	\$7,713,798		\$877,394	\$0	\$877,394		\$877,394
					\$7,713,798	\$0	\$7,713,798		\$7,713,798
Project Sub-Total Incl. Contingency	\$100,000,000	\$9,496,688	\$109,496,688	\$98,093,963	\$11,402,725	\$0	\$109,496,688	\$8,255,429	\$101,241,259
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	\$98,093,963	\$13,422,037	\$0	\$111,516,000	\$8,255,429	\$103,260,571
*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									

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 Process	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				\$53,017	\$7,950	\$1,302,308	\$1,250,063
	30	Mar-22	\$53,017	\$436,495			\$489,512	\$62,018	\$1,791,820	\$1,312,081
	31	Apr-22	\$53,017	\$436,495			\$489,512	\$382,447	\$2,281,332	\$1,694,528
	32	May-22	\$53,017	\$436,495			\$489,512	\$733,550	\$2,770,844	\$2,428,078
	33	Jun-22	\$47,017	\$436,495			\$483,512	\$347,075	\$3,254,356	\$2,775,153
	34	Jul-22	\$107,867	\$424,658	\$16,667		\$549,191	\$477,057	\$3,803,547	\$3,252,210
	35	Aug-22	\$56,117	\$424,658	\$16,667		\$497,441	\$409,458	\$4,300,989	\$3,661,667
	36	Sep-22	\$52,165	\$424,658	\$16,667		\$493,489	\$494,364	\$4,794,478	\$4,156,031
	37	Oct-22	\$52,165	\$424,658	\$29,795		\$506,618	\$408,543	\$5,301,095	\$4,564,574
	38	Nov-22	\$52,165	\$424,658	\$7,143		\$483,965	\$462,832	\$5,785,061	\$5,027,406
	39	Dec-22	\$96,165	\$424,658	\$7,143		\$527,965	\$402,048	\$6,313,026	\$5,429,453
	40	Jan-23	\$59,815	\$424,658	\$7,143		\$491,615	\$553,814	\$6,804,641	\$5,983,267
	41	Feb-23	\$54,778	\$424,665	\$7,143		\$486,585	\$446,298	\$7,291,227	\$6,429,565
Bid	42	Mar-23	\$64,988	\$127,350	\$7,143		\$199,481	\$373,622	\$7,490,708	\$6,803,187
	43	Apr-23	\$103,938	\$127,350	\$7,143		\$238,431	\$173,950	\$7,729,138	\$6,977,137
School	44	May-23	\$77,588	\$96,200	\$7,143	\$200,000	\$380,931	\$120,000	\$8,110,069	\$7,097,137
	45	Jun-23	\$96,088	\$96,200	\$8,333	\$750,000	\$1,256,988	\$1,122,979	\$9,367,057	\$8,220,116
	46	Jul-23	\$97,578	\$96,200	\$8,333	\$1,500,000	\$306,367	\$2,008,478	\$0	\$11,375,535
	47	Aug-23	\$91,838	\$96,200	\$8,333	\$4,500,000	\$306,367	\$5,002,738	\$0	\$16,378,273
	48	Sep-23	\$91,838	\$96,200	\$8,333	\$5,750,000	\$306,367	\$6,252,738	\$0	\$22,631,011
	49	Oct-23	\$91,838	\$96,200	\$8,333	\$5,500,000	\$306,367	\$6,002,738	\$0	\$28,633,750
	50	Nov-23	\$91,838	\$96,200	\$8,333	\$2,500,000	\$306,367	\$3,002,738	\$0	\$31,636,488
	51	Dec-23	\$91,838	\$96,200	\$8,333	\$2,500,000	\$306,367	\$3,002,738	\$0	\$34,639,226

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 S)	52 Jan-24	\$91,838	\$96,200	\$8,333	\$3,500,000	\$306,367	\$4,002,738	\$0	\$38,641,964	
	53 Feb-24	\$91,838	\$96,200	\$8,333	\$3,000,000	\$306,367	\$3,502,738	\$0	\$42,144,702	
	54 Mar-24	\$91,838	\$96,200	\$8,333	\$5,000,000	\$306,367	\$5,502,738	\$0	\$47,647,440	
	55 Apr-24	\$91,838	\$96,200	\$8,333	\$7,500,000	\$306,367	\$8,002,738	\$0	\$55,650,178	
	56 May-24	\$91,838	\$96,200	\$8,333	\$8,000,000	\$306,367	\$8,502,738	\$0	\$64,152,916	
	57 Jun-24	\$91,838	\$96,200	\$8,333	\$8,500,000	\$306,367	\$9,002,738	\$0	\$73,155,654	
	58 Jul-24	\$91,838	\$96,200	\$8,333	\$6,000,000	\$306,367	\$6,502,738	\$0	\$79,658,392	
	59 Aug-24	\$78,338	\$96,200	\$887,500	\$4,000,000	\$306,367	\$5,368,405	\$0	\$85,026,797	
	60 Sep-24	\$78,338	\$96,200	\$12,500	\$5,000,000	\$306,367	\$5,493,405	\$0	\$90,520,201	
	61 Oct-24	\$78,338	\$96,200	\$12,500	\$3,000,000	\$306,367	\$3,493,405	\$0	\$94,013,606	
	62 Nov-24	\$78,338	\$96,200	\$12,500	\$2,700,000	\$306,367	\$3,193,405	\$0	\$97,207,011	
	63 Dec-24	\$78,338	\$96,200	\$12,500	\$2,000,000	\$306,367	\$2,493,405	\$0	\$99,700,415	
	64 Jan-25	\$78,338	\$96,200	\$887,500	\$1,000,000	\$306,367	\$2,368,405	\$0	\$102,068,820	
Phase 2 (Demo & Fields)	65 Feb-25	\$78,338	\$96,200	\$887,500	\$1,000,000	\$272,669	\$2,334,707	\$0	\$104,403,527	
	66 Mar-25	\$78,338	\$96,200	\$87,500	\$700,000	\$272,669	\$1,234,707	\$0	\$105,638,234	
	67 Apr-25	\$78,338	\$96,200	\$87,500	\$900,000	\$272,669	\$1,434,707	\$0	\$107,072,940	
	68 May-25	\$78,338	\$57,143	\$12,500	\$600,000	\$272,669	\$1,020,650	\$0	\$108,093,590	
	69 Jun-25	\$78,338	\$57,143	\$58,538	\$500,000	\$34,388	\$728,407	\$0	\$108,821,997	
	70 Jul-25	\$74,738	\$57,143		\$300,000	\$34,388	\$466,269	\$0	\$109,288,265	
	71 Aug-25	\$74,738	\$57,143		\$250,000	\$34,388	\$416,269	\$0	\$109,704,534	
	72 Sep-25	\$74,738	\$57,143		\$250,000	\$34,388	\$416,269	\$0	\$110,120,803	
	73 Oct-25	\$65,758	\$57,143		\$150,000	\$34,388	\$307,289	\$0	\$110,428,091	
	74 Nov-25	\$57,213	\$57,143		\$150,000	\$34,388	\$298,744	\$0	\$110,726,835	
Closeout	75 Dec-25	\$53,013	\$41,667		\$100,000	\$34,388	\$229,068	\$0	\$110,955,903	
	76 Jan-26	\$47,705	\$41,667		\$120,207	\$29,180	\$238,759	\$0	\$111,194,661	
	77 Feb-26	\$41,855	\$41,667				\$83,522	\$0	\$111,278,183	
	78 Mar-26	\$38,355	\$41,667				\$80,022	\$0	\$111,358,205	
	79 Apr-26	\$28,407	\$41,667				\$70,074	\$0	\$111,428,278	
	80 May-26	\$25,060	\$41,667				\$66,727	\$0	\$111,495,005	
	81 Jun-26	\$20,995					\$20,995	\$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	\$2,135,180	\$0	\$0	\$0	\$2,490,634			
	Subtotal for FY '22	\$873,839	\$3,844,367	\$138,128	\$950,000	\$306,367	\$6,112,701			
	Subtotal for FY '23	\$1,107,796	\$1,154,401	\$100,000	\$57,750,000	\$3,676,400	\$63,788,597			
	Subtotal for FY '24	\$953,556	\$1,076,286	\$2,966,871	\$27,400,000	\$3,269,629	\$35,666,343			
	Subtotal for FY '25	\$602,575	\$535,714	\$0	\$1,320,207	\$235,507	\$2,694,003			
	TOTAL	\$4,185,543	\$9,217,347	\$3,205,000	\$87,420,207	\$7,487,903	\$111,516,000			



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



June 27, 2023

COMMITMENTS

(gray items previously acknowledge/approved)

FIRM	PO# Amend #	Budget Adjustment (s) (Y/N)	Action (Acknowledgement)	Total Value
AKF/SGH		Y		\$35,100.00
			TOTAL VALUE =	\$35,100.00

Budget Adjustments

Description	Contingency Use (HCC/SCC)	Hard Cost Contingency	Soft Cost Contingency
Starting Value		\$4,591,197.00	\$877,394.00
Prior Modifications			
Sub-total Prior to this period			
This period			
AKF/SGH			-\$35,100.00
Sub-total this period		\$0.00	(\$35,100.00)
Projected Balance:		\$4,591,197.00	\$842,294.00

INVOICES

FIRM	INVOICE NO.	PAYMENT AMT.
SMMA	0059449	\$24,000.00
Hill International	31	\$65,090.00
CTA Construction Managers	1	\$1,033,889.38
		\$1,122,979.38



Schedule Update



Concord Middle School
Project Schedule UPDATE
June 30, 2023



ID	Task Name	Duration	Start	Finish	
1	Design & Pre-Construction Phases	989 days	Wed 8/14/19	Thu 7/20/23	97%
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%
106	ZBA Plan Review & Approval	94 days	Mon 8/1/22	Thu 12/15/22	100%
107	Submit plans for review (i) Site Plan Review (ii) Special Permit for Ground Water Conservancy (iii) Building Height Waiver	0 days	Mon 8/1/22	Mon 8/1/22	8/1
108	Plan Review by DPW / Engineering / Water / CMLP / ZBA / Planning Board	30 days	Mon 8/1/22	Tue 9/13/22	100%
109	Planning Board Meeting Date	0 days	Tue 9/13/22	Tue 9/13/22	9/13
110	ZBA Meeting Date	0 days	Thu 11/10/22	Thu 11/10/22	11/10
111	Special Permit Recommendations to ZBA from Planning Board	0 days	Thu 11/10/22	Thu 11/10/22	11/10
112	ZBA - 20 Day Appeal (Filed by Town Clerk)	19 days	Thu 11/17/22	Thu 12/15/22	100%

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
June 30, 2023



ID	Task Name	Duration	Start	Finish	
113	ZBA Issues Approval & Order of Conditions	0 days	Thu 12/15/22	Thu 12/15/22	
114	Tree Protection and Removal Permit by Planning Board	34 days	Mon 2/27/23	Fri 4/14/23	100%
115	Kitchen Plan Approval by Board of Health	41 days	Thu 1/12/23	Tue 3/14/23	100%
116	Septic System Approval by Health Division	135 days	Wed 9/7/22	Wed 3/22/23	100%
117	SWPPP Approval with DEP	24 days	Wed 3/15/23	Wed 4/19/23	100%
118	Building Permit	23 days	Tue 6/13/23	Mon 7/17/23	100%
119	GC Submit Application/Plan Review by Town	13 days	Tue 6/13/23	Fri 6/30/23	100%
120	GC pulls Building Permit	0 days	Mon 7/17/23	Mon 7/17/23	7/17
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%
140	Advertise on Central Register	0 days	Thu 3/2/23	Thu 3/2/23	3/2
141	Posted on Central Register / Documents Available	0 days	Wed 3/8/23	Wed 3/8/23	3/8
142	Pre-Bid Conference	0 days	Tue 3/21/23	Tue 3/21/23	3/21
143	FSB Duration	21 days	Wed 3/8/23	Thu 4/6/23	100%
144	GC Duration	30 days	Wed 3/8/23	Thu 4/20/23	100%
145	Filed Sub-bid Due	0 days	Thu 4/6/23	Thu 4/6/23	4/6
146	General Bid (DBB)	0 days	Fri 4/28/23	Fri 4/28/23	4/28

Critical

Critical Split

Critical Progress

Task

Split

Task Progress

Manual Task

Start-only

Finish-only

Duration-only

Baseline

Baseline Split

Baseline Milestone

Milestone

Summary Progress

Summary

Manual Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

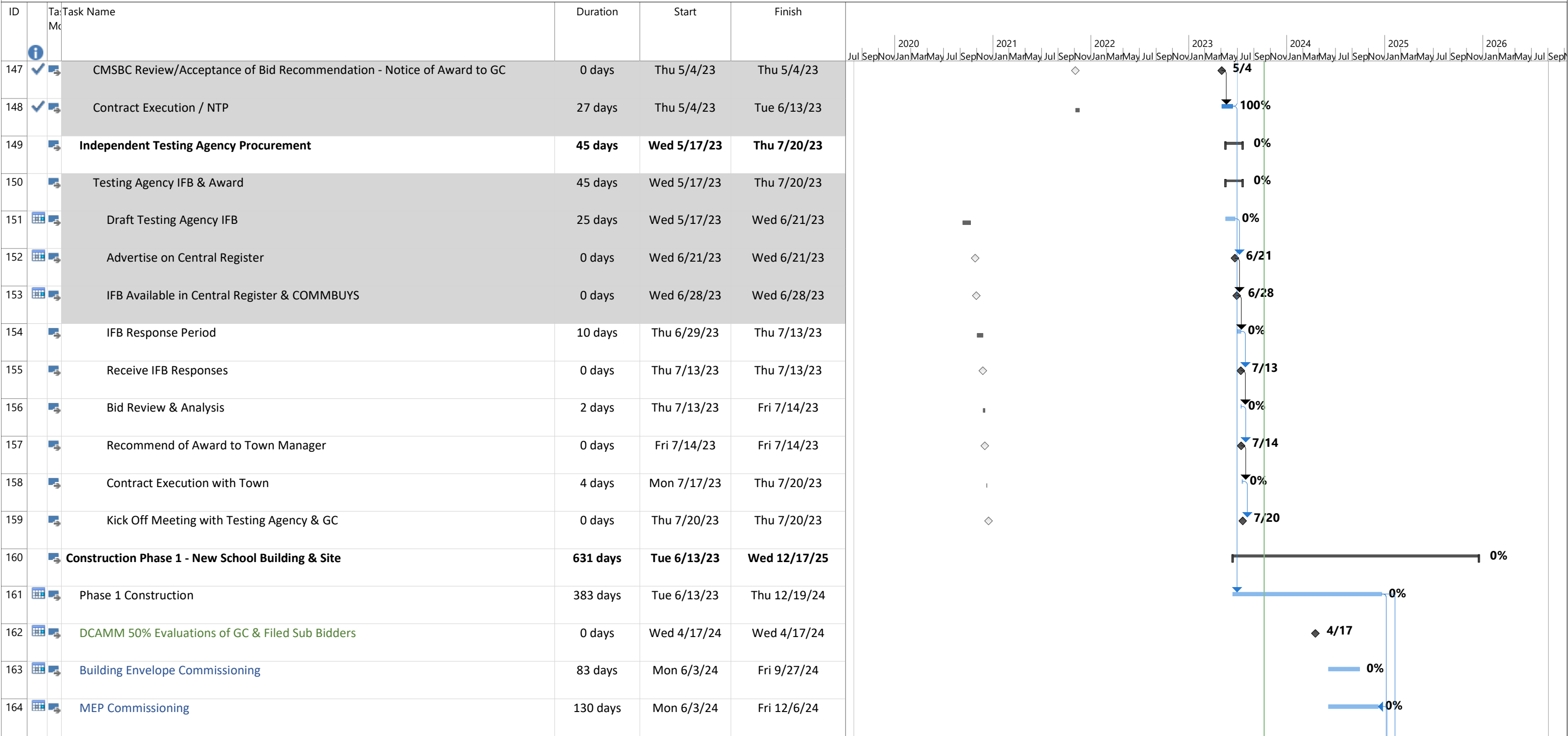
Inactive Summary

Deadline

Page 2



Concord Middle School
Project Schedule UPDATE
June 30, 2023



Critical

Critical Split

Critical Progress

Task

Split

Task Progress

Manual Task

Start-only

Finish-only

Duration-only

Baseline

Baseline Split

Baseline Milestone

Milestone

Summary Progress

Summary

Manual Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Deadline



Concord Middle School
Project Schedule UPDATE
June 30, 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>

PROJECT NAME: Concord Middle School
 PROJECT #: 2023-02
 SUPERINTENDENT: Steve Quealy
 PROJECT MANAGER: Matt Kaye
 PROJECT EXECUTIVE: Lyle Coghlin

3-WEEK LOOK AHEAD SCHEDULE



DATE RANGE: 6/19/2023 7/7/2023

TRADE	ITEM/TASK	WEEK #1							WEEK #2							WEEK #3						
		M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU
		19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul
	Meeting Schedule																					
	Weekly Progress Meeting (Owners)		X							X							J					
	Weekly Subcontractor Meeting		X							X							U					
	MEP Coordination											X					L					
	Concrete Foundation Precon										X						Y					
	Site Prep Work																4					
	Install Temp gates and Signage 1A	X	X																			
	Install Erosion Controls 1A	X	X	X																		
	Establish Construction entrances 1A	X	X	X	X																	
	Complete Temp fence Install- driven 1A		X	X	X												J					
	Clear and Grub phase 1A		X	X	X												U					
	Establish Temp Pedestrian access 1A			X	X	X											L					
	Strip and Stockpile Loam 1A		X	X	X	X											Y					
	Site Demo- backstops, benches, fencing etc. 1A		X	X	X	X											4					
	Cut and Cap existing electrical and water service to irrigation 1A			X	X	X																
	Install Erosion controls at temp parking area and stockpile locations 1B				X	X			X	X												
	Clear and Grub existing trees at Temp parking 1B				X	X			X	X												
	Adjust temp fencing from phase 1A to phase 1B					X			X	X	X											
	Relocate existing Septic Vent 1B										X	X	X			X						
	Continue Clear and Grub phase 1B										X	X				X						
	Prep temp parking area 1B										X	X				X		X	X	X		
	Cuts and Fills 1A				X	X			X	X	X	X	X			X		X	X	X		

Concord Middle School
3 week look ahead schedule

X = Activity Work Day 6/27/2023

		June														July													
		27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
		T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F			
1		Meeting Schedule																											
2		Weekly Progress Meeting (CTA/Owner)																											
3		Weekly Subcontractor Schedule Meeting																											
		Subcontractor meetings																											
		MEP Coordination																											
4																													
5																													
6		Site Work																											
7		Install erosion control at stock piles 1a area																											
8		Clear and grub temp, relocate vent, parking area																											
9		Grade and prep temp. parking and play equipment																											
10		Excavate for C foundations-cuts and fills																											
11		Install gates entrances at old marlboro road (revised location)																											
12		Set poles for temp. and trailer power																											
13		Swap out office trailer																											
14		Start footings and foundations C building																											
15		Relocate play equipment (date pending)																											
16		Excavate for B foundations																											
17																													
18																													
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Construction Update



Town of Concord
Finance Department
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742-0535
Tel: (978) 318-3090
Fax: (978) 318-3093

NOTICE TO PROCEED

DATE: June 13, 2023

TO: Mr. Jeffrey Hazelwood
CTA Construction Managers
400 Totten Pond Rd
Waltham, MA 02451

PROJECT TITLE: Concord Middle School Project

Dear Mr. Hazelwood:

We are transmitting the attached fully executed agreement between the Town of Concord and CTA Construction Managers. Please consider this Notice to Proceed with the work and commencement of the Contract Time pursuant to Article 2.3 of the agreement.

The Town of Concord looks forward to working with CTA and to the timely and successful construction of the new Concord Middle School.

A handwritten signature in dark ink, appearing to read "K. Lafleur", is written over a horizontal line.

Kerry Lafleur
Concord Town Manager

Concord Middle School

CMSBC Meeting
June 29, 2023



Construction Update

- Contractor Mobilization/Fence Installation
Start: June 8th
- Executed Contract/Notice to Proceed: June 14th
- Last Day of School/Phase 1A & 1B Site Work
Start: June 15th
 - Clearing & grubbing of existing trees and vegetation
 - Erosion Control: Silt Fence and Waddle
 - Cut/Cap Water Service
 - Demo Existing Field/Irrigation Structures
 - Strip & Stockpile Topsoil (June 22nd Start)
- Excavation of Building Footprint Start: June 26th
- Construction Entrances to be Established
- Building Permit in 1-2 weeks
- Foundation Start Anticipated Mid-July



Site Photographs: Tree Removal



Site Photographs: Erosion Control & Waddle Excavation Test Pit



Site Photographs: Loam Stockpile





Meeting Minutes



Concord Middle School - Preconstruction Meeting

Date	Time	Next Meeting	Next Time	Company
6/2/2023	9:00 AM	6/13/2023	1:00 PM	Hill International
Purpose		Location	Next Location	Notes By
Discuss & develop mutual understandings relative to administration of the Contract		Ripley Admin. Building	MS Teams	Hill International
DISTRIBUTION LIST				
ATTENDED	NAME	Company		EMAIL ADDRESS
Yes	Jonathan Teixeira	Hill International	Hill	jonathanteixeira@hillintl.com
Yes	Vincent Miller	Hill International	Hill	vincentmiller@hillintl.com
Yes	Susan McCann	Hill International	Hill	susanmccann@hillintl.com
Yes	John Cuutler	Hill International	Hill	johncutler@hillintl.com
Yes	Laurie Hunter	Concord Public Schools	CPS	lhunter@concordps.org
Yes	Gail Dowd	Concord Public Schools	CPS	gdowd@concordps.org
Yes	Robert Conry	Concord Public Schools	CPS	rconry@concordps.org
Yes	Jennifer Soucy	SMMA	SMMA	jsoucy@smma.com
Yes	Andrew Taylor	SMMA	SMMA	ataylor@smma.com
Yes	Lyle Coghlin	CTA Construction	CTA	lcoghlin@ctaconstruction.com
Yes	Matthew Kaye	CTA Construction	CTA	mkaye@ctaconstruction.com
Yes	Steven Quealy	CTA Construction	CTA	squealy@ctaconstruction.com

SUMMARY OF MINUTES:

AGENDA ITEMS:

Project Team	
Correspondence	
Meetings	
Schedule	
Site Staging	
Requisitions	
CORI & Policies	
Submittals	
RFIs	
Change Orders	
Test & Insp	
Safety	
Erosion/Dust Cont	
Permits	
Completion Dates	

Item	Mtg Date	Description	Resp	Status	Due	Closed
Project Team						
1.01		Project Team				
	06/02/23	The Team went around the room and introduced themselves.				
Correspondence						
1.02		Communication / Flow of Correspondence				
	06/02/23	It was discussed that most communication should be directed to both Hill & SMMA	ALL	Ongoing		
		JT mentioned that a Project Management Plan must be submitted in accordance with Article 7.1 & 7.7	CTA	Open	06/28/23	
		JT reminded CTA that a Quality Control Program must be provided per Article 6.26.	CTA	Open	06/28/23	
		The required Monthly Report was discussed. JT mentioned that the full requirement of the Monthly Report can be found in Article 8.11.	CTA	Open	06/30/23	
		It was discussed that CTA's Daily Reports will be done in Procore.	CTA	Ongoing		
Meetings						
1.03		Construction Progress Meetings				
	06/02/23	Attendance of weekly Owner, Architect, Contractor meetings was discussed.	ALL	Ongoing		
		Typical Agenda items for the weekly OAC meeting were discussed.	HILL	Ongoing		
		Special Meetings that will happen throughout the construction phase were reviewed.	ALL	Ongoing		
Schedule						
1.04		Construction Schedule Development & Maintenance				
	06/02/23	The requirement of the CPM Construction Schedule was discussed. JT referenced all to Article 2.3 b.	CTA	Open	06/28/23	
		JT mentioned that the Construction Schedule must be Cost and resource loaded.	CTA	Open	06/28/23	
		Recovery Schedules were discussed if there is slippage to the critical path.	CTA	Ongoing		
		It was discussed that the Three-Week Look-Ahead Schedule will be reviewed at each week's OAC Meeting and that it must be tied to the overall project Schedule.	CTA	Ongoing		
Site Staging						
1.05		Use of Site / Site Access / Const. Staging & Signage				
	06/02/23	The hours of General Contractor site access were discussed. They are M-F 7am - 6 pm, Sat. 7am - 3:30 pm. No work on Sundays or Holidays.	CTA	Ongoing		
		CTA has submitted a partial Construction Staging & Sequencing Plan to review trailer locations. JT mentioned the full requirement can be found in Article 6.14.	CTA	Open	06/13/23	
		It was discussed that existing School access must be maintained at all times.	ALL	Ongoing		
Requisitions						
1.06		Schedule of Values / Requisitions / Certified Payroll				
	06/02/23	The requirements of CTA's Schedule of Values were discussed. JT referenced Article 3.5 for more details.	CTA	Open	06/28/23	
		The monthly Requisition process was discussed. MK mentioned that CTA usually sends the Draft Req. by the 25th of each month. JT referenced Article 3.4 for more detail.	ALL	Ongoing		
		The MWBE & Workforce Participation Goals for the project were discussed.	CTA	Ongoing		
		The process for submitting Certified Payroll was discussed.	CTA	Ongoing		
		JT discussed the requirement for CTA to submit a Cash Flow and referenced Article 6.27 for more details.	CTA	Open	06/28/23	
CORI & Policies						
1.07		Concord School Policies & CORI Checks				
	06/02/23	The Concord Public Schools Policies were reviewed.	ALL			
		The process of CORI Checks was discussed. CORI forms are to be submitted to RC and CPS will maintain a Log of approved individuals. Workers will wear a CORI sticker on their hard had to be easily identifiable.	CTA	Ongoing		
		JT reminded all that all Workers onsite must have at least 10-Hour OSHA Training.	CTA	Ongoing		
Submittals						
1.08		Submittals & Shop Drawings				
	06/02/23	The requirement of a Submittal Schedule from CTA was discussed.	CTA	Open	06/30/23	
		It was discussed that a Submittal Log will be reviewed at each week's OAC meeting highlighting the hot Submittals.	CTA	Ongoing		
		The requirement of a Substitution Request Form per Spec. 01 25 00 was discussed.	CTA	Ongoing		

Item	Mtg Date	Description	Resp	Status	Due	Closed
		The requirement of Mockups was discussed. Testing will be completed on Mockups.	CTA	Ongoing		
		It was discussed that Samples should be sent to the jobsite for the Design Team's review.	CTA	Ongoing		
RFIs						
1.09		Requests for Information				
	06/02/23	It was discussed that all RFIs will be submitted to Design Team and Hill via Procore	SMMA	Ongoing		
		RFI Logs will be reviewed at each week's OAC meeting with the hot RFIs highlighted.	CTA	Ongoing		
Change Orders						
1.10		Change Orders				
	06/02/23	JT mentioned that when additional work is being requested it will be issued as Proposal Requests by SMMA.	SMMA	Ongoing		
		The process for submitting and reviewing Proposed Change Orders was discussed in detail. Ref. Specification 01 26 00 Contract Modification Procedures for complete details.	ALL	Ongoing		
		JT mentioned that each month the approved PCOs will be turned into one Change Order for the month.	SMMA	Ongoing		
Testing & Inspection						
1.11		Testing & Inspection				
	06/02/23	It was discussed that the Owner will have a third-party Testing Agency performing all testing except soils which will be by the Geotechnical Engineer.	Hill	Ongoing		
		It was discussed that CTA is responsible for scheduling and coordinating all Inspections by local Inspectors.	CTA	Ongoing		
Safety						
1.12		Safety				
	06/02/23	The requirement of CTA to submit a Site Specific Safety Program was discussed.	CTA	Open		
		JT reviewed the requirement of the Crisis Management Plan and mentioned more details can be found in Article 10.3.	CTA	Open		
Erosion / Dust Cont.						
1.13		Erosion / Silt Control & Dust Control				
	06/02/23	CTA's means & methods of Erosion Control & Siltation Control were discussed.	CTA	Ongoing		
		It was discussed that any dirt that gets past the construction entrance wheel wash will be cleaned by CTA on a regular basis.	CTA	Ongoing		
Permits						
1.14		Project Milestones / Sequence / Permits				
	06/02/23	MK mentioned that Building Permit application has been submitted.	CTA	Open		
		The requirements of the Storm Water Pollution Prevention Plan (SWPPP) were reviewed.	CTA	Ongoing		
		It was discussed that there is an Order of Conditions for both the Planning Board and Board of Health.	ALL	Ongoing		
Completion Dates						
1.15		Completion Dates				
	06/02/23	The Contract completion dates were reviewed:				
		Phase 1 - December 19, 2024				
		Phase 2 - September 12, 2025				
		Final Completion - November 13, 2025				



Concord Middle School Building Committee

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

Meeting Minutes Thursday, June 29th, 2023

Call to Order:

- Co-Chair P. Nelson called the meeting to order at 7:31AM.
- The recording of this meeting: [Concord Middle School Building Committee Meeting - Zoom](#)

Name	Present	Name	Present	Name	Present
CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:					
Alexa Anderson*	P	Peter Fischelis*	P	Chris Popov*	P
Robert Conry	NP	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	P
Justin Cameron	NP	Kerry Lafleur	NP		
Gail Dowd	P	Pat Nelson*	P		
Hill International					
Peter Martini	P	Ian Parks	P	Susan McCann	NP
John Cutler	P	Jonathan Teixeira	P		
SMMA / Ewing Cole					
Lorraine Finnegan	P	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 May 25th.

Motion:	Approve May 25 th meeting minutes CMSBC meeting minutes as written.
Motioned by	A. Anderson
Seconded by	M. Root
Y = Approve (11) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: H. Bout abstained from voting due to not attending the meeting in question.	

Correspondence/Communication

- The CMSBC received a couple of emails:
 - One about the fence color being blue, which was resolved.
 - One regarding drawings/plans specifically surrounding the removal of trees.
- CMSBC is going to begin sending more construction/site pictures and updates to the public.

OPM Update

- Technical Review Committee & Financial Update:*
 - Hill reviewed the documents approved by the Technical Review Committee (TRC) at the Technical Review Committee Meeting held on June 26, 2023.
 - The TRC and the Town Manager approved an amendment to AKF/SGH, the project Commissioning Agent, for added scope amounting to \$35,100.
 - The funds for this amendment were taken out of the Testing Agent budget line as the scope had been assumed to fall under the scope of the testing agent but was removed



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Meeting Minutes

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from the Testing Agent's scope during the procurement process and given to the building envelope Commissioning Agent.

- In June, project expenditures which consisted of Hill, SMMA, and CTA invoices, were \$1,122,979.38. Total expenditures on the project to date total \$8,220,116.
- *Construction/General Contractor Update:*
 - Hill presented a construction/contractor progress update presentation which included site pictures taken by Hill's full time Site Manager.
 - Contractor Mobilization/Fence Installation Start: June 8th
 - Executed Contract/Notice to Proceed: June 14th
 - Last Day of School/Phase 1A & 1B Site Work Start: June 15th
 - Clearing & grubbing of existing trees and vegetation
 - Erosion Control: Silt Fence and Waddle
 - Cut/Cap Water Service
 - Demo Existing Field/Irrigation Structures
 - Strip & Stockpile Topsoil (June 22nd Start)
 - Excavation of Building Footprint Start: June 26th
 - Construction Entrances to be established.
 - Building Permit in 1-2 weeks
 - Foundation Start Anticipated Mid-July

CPC Funding

- P. Fischelis updated the CMSBC on the process of attempting to secure funding through the CPC to either fund or offset the funding for the Middle School Project.
 - CPC has approximately \$1.5M in funding.
 - P. Fischelis recommends requesting approximately \$250,000 each year of the project so they could go back to the Community and show that they pursued offsetting funding.
 - Applications for CPC funding are due in September and the request should be very specific.
 - A. Anderson asked if irrigation for the fields was part of the project, which L. Hunter noted it is not.
 - CMSBC along with the School Committee will consider options for funding the field irrigation system.

Public Comment/CMSBC Member Comment

- C. Booth mentioned having received comment that the site fencing is taking over the sidewalk creating a potential pedestrian hazard.
 - Hill will address the issue with CTA.
- G. Dowd has resigned from her position, Deputy Town Manager M. Zammuto will be taking on G. Dowd's responsibilities and position for the Concord Middle School project.

Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, July 20th, 2023, at 7:30AM.

Adjourn

- Co-Chair P. Nelson adjourned the meeting at 8:03AM.