



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

May 4, 2021

Mr. Stephen P. Maio, Town Administrator
Town of Wakefield
1 Lafayette Street
Wakefield, MA 01880

Re: Town of Wakefield, Wakefield Memorial High School, Owner's Project Manager Approval Letter

Dear Mr. Maio:

Pursuant to the provisions of G.L. c. 149, s. 44A ½ and 963 CMR 2.11, the Town of Wakefield (the "Town") is required to procure the services of an Owner's Project Manager (the "OPM") for the Wakefield Memorial High School project using a qualifications based selection process. As required by 963 CMR 2.11 (3), the Town has certified in writing to the Massachusetts School Building Authority (the "MSBA") that it has used a qualifications based selection process that complies with Massachusetts law. Pursuant to 963 CMR 2.11 (2) and G.L. c. 70B, s. 2, the Town has requested in writing that the MSBA approve its selection of Leftfield, LLC as the OPM for the Wakefield Memorial High School project.

The MSBA has reviewed the information submitted by the Town in support of its selection of Leftfield, LLC. Based upon the information provided by the Town, the MSBA hereby approves its selection of Leftfield, LLC for the Wakefield Memorial High School project and to the key personnel and consultants identified by Leftfield, LLC in the proposal that was submitted to the Town, reviewed by the MSBA and presented to the MSBA's Owner's Project Manager Review Panel on May 3, 2021. The MSBA's approval is specific to Leftfield, LLC and to the key personnel identified by Leftfield, LLC in the proposal that was submitted and reviewed by the MSBA. Pursuant to the provisions of 963 CMR 2.11 (4) and the applicable requirements of any agreements between the MSBA and the Town, any change in the OPM or its key personnel, as described in the attached organizational chart, must be approved in writing by the Town and the MSBA. The MSBA's approval is also based upon the Town's representation that the Eligible Applicant for the Town has designated Stephen P. Maio, Town Administrator, Town of Wakefield, as the individual who shall have the authority to act on behalf of the Owner, under its contract with the OPM, and who shall be responsible for day-to-day communication between the Owner and the OPM. Any change in this designation must be approved in writing by the MSBA.

Please note the MSBA's approval of the Town's selection is subject to the provisions of 963 CMR 2.11 which, among other things, allows the MSBA to rescind its approval and/or to direct the removal of the OPM under certain circumstances. The MSBA retains the right to rescind its

approval of the Town's selection of Leftfield, LLC and to deny and/or recoup reimbursement for expenditures or costs related to the OPM services if Leftfield, LLC does not perform its services to the satisfaction of the MSBA. The MSBA's approval is further subject to the execution of a contract between the Town and Leftfield, LLC in a format that is satisfactory to the MSBA, utilizing any standard contracts, forms, and provisions that the MSBA may require, including the completed MSBA System Access Request form which is described below. Please forward a hard copy and an electronic copy of the fully executed contract between the Town and Leftfield, LLC to Katie DeCristofaro, Capital Program Manager, at the MSBA by May 21, 2021.

It will be the Town's responsibility to monitor the performance of Leftfield, LLC to ensure that they perform their obligations in a satisfactory manner, and to enforce the provisions of its contract with Leftfield, LLC. Among obligations of the OPM that are detailed within the MSBA's standard contract is the requirement for the OPM to submit monthly reports to the MSBA. The OPM shall submit to the Town no later than the twelfth day of each calendar month. The OPM shall begin submitting monthly progress reports on the first reporting date following the month in which the OPM receives an approval letter from the Town. The Town shall verify that the OPM submits its monthly reports on time and in the form and manner determined by the MSBA. OPM Reports shall be submitted to the MSBA by the OPM using the MSBA's online OPM Report System. In order to activate and use this system, the Town must complete and submit the attached MSBA System Access Request form. The completed form must be delivered to Katie DeCristofaro, Capital Program Manager, at the MSBA by May 21, 2021.

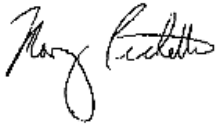
The Town must comply with all provisions of law and all conditions imposed by any agreements executed between the MSBA and the Town, including, but not limited to, a Feasibility Study Agreement, a Project Scope and Budget Agreement, and a Project Funding Agreement, related to the provision of services by an OPM. The MSBA maintains its right to withhold reimbursement of costs and expenditures associated with OPM services if the Town fails to comply with the applicable terms and conditions of its agreements with the MSBA or any administrative directives issued by the MSBA, now in effect or hereafter promulgated. The MSBA's decision to approve the Town's selection of an OPM, to approve changes in the OPM, or its key personnel, or decline to exercise any of its rights in relation to the selection or performance of the OPM, shall not be construed as a waiver of the MSBA's right to review, audit, and disallow costs incurred by the Town in relation to OPM services, to withhold reimbursement, or to take any other actions available to the MSBA under the law or under its agreements with the Town.

The MSBA shall bear no liability of any kind whatsoever for any claims directly or indirectly occurring out of the MSBA's approval of the Town's selection of the OPM, the MSBA's approval or non-approval of changes in the OPM or its key personnel, the MSBA's decision to rescind its approval or to direct the removal of an OPM, or any other alleged acts or omissions on the part of the MSBA related to the selection, performance, acts or omissions of the Owner's Project Manager.

If you have any questions, please do not hesitate to contact me or Sarah Przybylowicz (Sarah.Przybylowicz@MassSchoolBuildings.org) at 617-720-4466.

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Wakefield Owner's Project Manager Approval Letter

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Leftfield, LLC Project Team Organizational Chart
OPM System Access Request Form – OPM Report System User

Cc: Legislative Delegation
Ann Santos, Chair, Wakefield Town Council
Aimee Purcell, Chair, Wakefield School Committee
Joseph B. Bertrand, Chair, Wakefield Permanent Building Committee
Douglas Lyons, Superintendent, Wakefield Public Schools
Bob Schiaroli, Director of Facilities, Wakefield Public Schools
Shane Nolan, Owner's Project Manager, Leftfield, LLC
File: 10.2 Letters (Region 3)

5. KEY PERSONNEL

Proposed Leftfield Team and Roles,
Specialized Expertise Team and Consultants.

JIM ROGERS
MCPPO
Principal-in-Charge



LYNN STAPLETON
MCPPO, LEED, OSHA, AIA
Project Director



SHANE NOLAN
MCPPO, LEED, OSHA
Senior Project Manager



LINDA LIPORTO
MCPPO, LEED, OSHA, CSL
Senior Project Manager



MARK LAFLEUR
MCPPO, OSHA, CSL
Site Representative



SPECIALIZED EXPERTISE

ADAM KEANE
MCPPO, LEED
Utilities Specialist

MATT CASEY
MCPPO, LEED
Civil/Structural Specialist

JAY FAXON
MEP Specialist

CONSULTANTS

COST ESTIMATING

PM&C

CODE CONSULTING

 JENSEN HUGHES

BUILDING ENVELOPE



DESIGN REVIEW

