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| **Monthly Executive Report** | | | |
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| **Report Month & Year** | |  | |
|  | | | |
| **Project Information:** | | | |
|  | | | |
| **DAS Project Number:** | |  | |
| **Project Name and Location:** | |  | |
|  | |  | |
| **Project Team Information (Firm and Primary Contact):** | | | |
|  | | | |
| **CA:** | |  | |
| **A/E:** | |  | |
| **CMR or GC:** | |  | |
| **CT DAS PM:** | |  | |
| **CxA** | |  | |

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1. **Project Status Overview**
2. **Project Safety Summary**
3. **Project Schedule Summary**
4. **Project Budget Summary**

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2. **CPM or Gantt Major Milestone Summary Schedule**
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10. **Current Photo Log**
11. **Correspondence**

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| Pursuant to Section II, F.5 of the Construction Administrator Contract Documents, the CA shall prepare and provide monthly progress reports to the State, the user agency, and the Architect/Engineer. Each monthly progress report shall include all items monitored for the past month, an update on construction with reference to meeting the project schedule, an update on the construction budget, and any recommendations by the CA for meeting either the project schedule or the construction budget. The monthly progress report shall be delivered to the DAS PM, the DAS Assistant Director of Project Management, and the User Agency not later than fourteen (14) days after the monthly requisition has been processed for payment. |

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| **A.1** | **PROJECT EXECUTIVE SUMMARY** | | | | | |
|  |  | | | | | |
| **A.1.1** | **Project Description** | | | | | |
|  | *This section should include a brief summary of the project scope, total cost of construction, the project start date, project completion date, and total construction period in calendar days, and the estimated date of occupancy.* | | | | | |
|  |  | | | | | |
|  | Click here to enter text. | | | | | |
|  |  | | | | | |
| **A.1.2** | **Project Progress** | | | | | |
|  | *This section should include a one paragraph per Trade Contractor summary of work performed for the reporting period and a list of major activities to start in the next reporting period. Supporting documentation for this section shall be attached as an appendix to this report and may include, but is not limited to: 1) Daily Diary or Log Book; 2) Monthly Photo Log of Events; 3) Project Meeting Minutes; and 4) Material Test Report Logs.* | | | | | |
|  |  | | | | | |
|  | Click here to enter text. | | | | | |
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| **A.1.2.1** | **Upcoming Major Activities** | | | | | |
|  |  | | | | | |
|  | Click here to enter text. | | | | | |
|  |  | | | | | |
| **A.1.3** | **Project Management Evaluation** | | | | | |
|  | *This section should include a summary of work performed by the CMR or GC for the period, a review of work productivity as it relates to the schedule, and a summary of identified areas of concern related to the management of the project by the CMR or GC.* | | | | | |
|  | Click here to enter text. | | | | | |
|  |  | | | | | |
| **A.1.4** | **Design Team Evaluation** | | | | | |
|  | *This section should include a one paragraph summary of work performed by the Architect/Engineer for the period, a review of the A/E’s responsiveness to project needs and a summary of identified areas of concern related to the work performed by the A/E.* | | | | | |
|  | Click here to enter text. | | | | | |
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| **A.1.5** | **Major Trade Contractor Evaluation** | | | | | |
|  | *Provide the name(s) of Major Trade Contractors (for CMR projects) or Subcontractors (for GC projects) below and check the box that best applies to said contractor’s performance for the period.* | | | | | |
| **Contractor Name** | | **Exceeding Expectations** | **Meeting Expectations** | **Below Expectations** | **Requires Corrective Action** | **N/A for Period** |
| Click here to enter text. | | **☐** | **☐** | **☐** | **☐** | **☐** |
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| **A.1.5.1** | **Evaluation Comments** |
|  | *If the trade contractor or subcontractor evaluation requires additional explanation, please provide below. If notification was given for failing to “Meet Expectations,” provide a copy of said correspondence as an appendix to this document (Appendix XI).* |
|  |  |
|  | Click here to enter text. |
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| The CA is responsible for reviewing and approving the Constructor’s safety program prior to the commencement of Work, and for monitoring the Constructor’s adherence to the safety program throughout the Construction Phase. The safety program should demonstrate the Constructor’s ability to comply with applicable provisions of federal and state safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed, and their ability to comply with the applicable provisions of the Associated General Contractors’ “Manual of Accident Prevention in Construction”, the standards of the Connecticut Labor Department and Occupational Safety and Hazard Association (OSHA). |

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| **B.1** | **PROJECT SAFETY SUMMARY** |
|  |  |
| **B.1.1** | **Safety Monitoring** |
|  | *This section should include a brief description of the Constructor’s adherence to the Safety Program during the reporting period. If a Safety Audit was performed, a copy of the report should be included as an appendix to this report.* |
|  |  |
|  | Click here to enter text. |
|  |  |
| **B.1.2** | **Nonconformance Notice(s)** |
|  | *This section should include a brief description of any Nonconformance Notices that were issued during the reporting period.* |
|  |  |
|  | Click here to enter text. |
|  |  |
| **B.1.3** | **Workforce Safety** |
|  |  |

|  |  |
| --- | --- |
| **Work Days & Man Hours** |  |
| Consecutive work days without lost time: | Click here to enter text. |
| Trade Contractor man hours – reporting period: | Click here to enter text. |
| Average daily workforce – reporting period: | Click here to enter text. |

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| **B.1.4** | **OSHA** |
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|  |  |  |
| --- | --- | --- |
|  | **This Period** | **To Date** |
| Recordable Incidents: | Click here to enter text. | Click here to enter text. |
| Lost Time Incidents: | Click here to enter text. | Click here to enter text. |

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| --- |
| Pursuant to Section II, A of the Construction Administrator Contract Documents, the CA shall 1) Review and analyze the Constructor’s schedule submittals; 2) Validate the Constructor’s actual start and finish dates with the actual time period when the Work was performed; and 3) Produce a monthly report with a narrative description of the physical progress during the period, listing any variations, potential delays or problems that could impact the performance of trade contractor(s) and the overall project completion date. Provide a schedule narrative in Section C.1 below and attach a major milestone summary schedule, using the specified scheduling software, of Work performed to date as an appendix to this report. |

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| **C.1** | **PROJECT SCHEDULE SUMMARY** |
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| Pursuant to Section II, of the Construction Administrator Contract Documents, the CA shall monitor and update the construction budget on a weekly basis, and submit a monthly report: 1) identifying activity variances between budgeted and actual project costs; 2) projected cost estimates for any unknowns, allowances or contingencies; and 3) a summary of the number and cost of any requests for change for the period. A copy of the current proposed change order and change order logs from PMWeb shall be included as an appendix to this report.  In accordance with Article 28 of the *General Conditions of the Contract for Construction,* the CA shall track monthly requests for partial payment and make recommendation for payment to the State, informing the State of any deficiencies. A summary of partial payment requests and the status of said requests shall be outlined in the monthly budget report. The CA is also responsible for tracking and documenting fees paid to date for CA services and for sub-consultant services managed by the CA pursuant to the CA Contract Documents. |

|  |  |
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| **D.1** | **PROJECT BUDGET SUMMARY** |
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|  |  |
| --- | --- |
| **D.1.1** | **Contract Budget Summary** |

|  |  |  |  |
| --- | --- | --- | --- |
| Original Construction Contract Amount |  | $ | Click here to enter text. |
| Approved Change Orders to Date | + | $ | Click here to enter text. |
| Pending Change Orders to Date | + | $ | Click here to enter text. |
| Potential Change Orders to Date | + | $ | Click here to enter text. |
| **Revised Total Project Cost (=)** | **=** | **$** | **Click here to enter text.** |

|  |  |
| --- | --- |
| **D.1.1.1** | **Allowance Summary** |

|  |  |  |  |
| --- | --- | --- | --- |
| Allowance Budget Total |  | $ | Click here to enter text. |
| Allowance Committed to Date | - | $ | Click here to enter text. |
| Allowance Projected to Complete | - | $ | Click here to enter text. |
| **Projected Savings (+) or Overage (-)** | **=** | **$** | **Click here to enter text.** |

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| --- | --- |
| **D.1.2** | **Change Management Summary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Total No. for Period |  |  | Total $ for Period |
| Proposed Change Order(s) (PCO) | Click here to enter text. | + | $ | Click here to enter text. |
| Potential Change Order(s) | Click here to enter text. | + | $ | Click here to enter text. |
| Approved Change Order(s) (CO) | Click here to enter text. | + | $ | Click here to enter text. |
| Approved Change Directive(s) (CCD) | Click here to enter text. | + | $ | Click here to enter text. |
| **Owner Exposure** |  | **=** | **$** | **Click here to enter text.** |

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| --- | --- |
| **D.1.3** | **Partial Payment Requests** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Req. No.** | **Contractor Name** |  | **Total Amount** |  | **Paid to Date** |  | **Retainage Withheld** | **Percent Complete\*** |
| Click here to enter text. | Click here to enter text. | $ | Click here to enter text. | $ | Click here to enter text. | $ | Click here to enter text. | Click here to enter text. |
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\*Percent Complete = Paid to Date + Retainage Withheld / Total Fee

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| **D.1.4** | **CA Fee Schedule – Base Contract Breakdown** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Consultant Service Type** |  | **Total Amount** |  | **Paid to Date** |  | **Contract Balance\*** |
| Construction Administration | $ | Click here to enter text. | $ | Click here to enter text. | $ | **Click here to enter text.** |
| Commissioning Agent | $ | Click here to enter text. | $ | Click here to enter text. | $ | **Click here to enter text.** |
| Move Management | $ | Click here to enter text. | $ | Click here to enter text. | $ | **Click here to enter text.** |
| Photo Documentation | $ | Click here to enter text. | $ | Click here to enter text. | $ | **Click here to enter text.** |
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\*Contract Balance = Total Fee – Paid to Date.

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| Pursuant to Section II, E.6 of the CA Contract Documents, the CA shall report to the A/E when requests for clarifications and interpretations of the Construction Contract Documents are needed, and transmit clarifications and interpretations issued by the A/E after reviewed by the CA and DAS PM.  The CA shall monitor, comment on, track, process, and if necessary, analyze, and coordinate Requests for Information (RFI’s) through PMWeb. The CA shall include as an appendix to this report, a copy of the default RFIs Report from the Document Control section of PMWeb. This report will include a detailed list of open RFIs. If an RFI requires explanation beyond that provided in the appendix, summarize the explanation in Section E.1 below.  Pursuant to Section II, F.6 of the CA Contract Documents, the CA shall review submittals for compliance with the Contract Documents and certify that all integrated products function to their intended use, conform to project specifications, and meet the expectations of the Owner. Upon completion of submittal review for the reporting period, in Section E.1 below, provide an outline of any code violations observed; any changes that may affect code compliance; the use of any materials, assemblies, components, or equipment prohibited by code; any major or substantial changes between the technical submissions and the work in progress; or any deviation from the technical submissions that may constitute a hazard to the public. Include as an appendix to this report, a detailed list of open Submittal Items using the default Submittal Items or Submittal Package Report from the Document Control section of PMWeb. |

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| **E.1** | **RFI/SUBMITTAL SUMMARY** |
|  |  |
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**APPENDIX I – Safety Audit**

**APPENDIX II – CPM or GANTT**

**MAJOR MILESTONE SUMMARY SCHEDULE**

**APPENDIX III – Current Submittal Log - PMWeb**

**APPENDIX IV – Current RFI Log - PMWeb**

**APPENDIX V – Project Meeting Minutes - PMWeb**

|  |
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| In accordance with Section II, F.1 of the CA Contract Documents, the CA shall coordinate periodic project meetings with the client agency, the Constructor, the A/E and other State officials, as required, to assess the progress of the Work to make certain the Work is on schedule and is performed in accordance with the Contract Documents.The CA shall record minutes for such meetings and maintain meeting minutes on PMWeb. Meeting minutes should identify project questions, issues and concerns; include an action list detailing items requiring follow-up, the parties responsible, the schedule by when action is expected, and a record source when an issue has been resolved. Meetings may be conducted weekly, bi-weekly or at least once a month. The actual frequency shall be determined by the DAS Project Manager. |

**APPENDIX VI – Daily Field Report Log**

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| In accordance with Section II, F.2 of the CA Contract Documents, the CA shall keep a daily diary or log bookrecording the CMR or GCand subcontractors' staff on the job site, weather conditions, major deliveries, major equipment on the job site, data relative to questions of work-directive changes, data relative to questions of delays, change orders or changed conditions, names of job-site visitors, daily activities, decisions, observations in general, and specific observations in detail as in the case of observing test procedures. The daily diary or log book shall be maintained on PMWeb. |

**APPENDIX VII – MATERIAL TEST REPORT LOG(S)**

**APPENDIX VIII – Nonconformance Notice(s) – PMWeb**

**APPENDIX IX – Potential**

**Change Order Log – PMWeb**

**APPENDIX X – Current Photo Log**

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| In accordance with Section II, F.4 of the CA Contract Documents, the CA shall monthly photo log of events of all major activities and all activities that require additional attention**.** |

**aPPENDIX xi - CORRESPONDENCE**

1. For each appendix, only provide data for the current period. [↑](#footnote-ref-1)
2. All appendices acquired from PMWeb shall be compiled using the default PMWeb Report templates. [↑](#footnote-ref-2)