

Section 4 – Monthly Project Status Reporting

A. Introduction - Professional Services firms (FIRM), who are contracted for project design and construction related services, are required to generate and submit a project status report along with their monthly payment request for services rendered, in addition to other required forms. This Section contains specific guidelines for FIRMs to follow related to content and format of these project status reports.

B. Content and Format for Project Status Report (Part 1)

1. The template in “Exhibit A” shall be used by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager / Task Manager in writing as part of the Record of Negotiation.
2. The Project Status Report shall be updated monthly and submitted along with the payment request.
 - a. For Capital Projects – submit via the HRSD Enterprise Resource Planning System (ERP).
 - b. For Non-Capital Projects – submit to either the Project Manager or Contract Specialist per specific request.

C. Content and Format for Project Expenditure Tracking (Part 2)

1. The example graph in “Exhibit B” shall be generated by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager / Task Manager in writing as part of the Record of Negotiation. For each assigned phase of a project, the graph to reflect the following:
 - a. Originally forecast project spending based upon the negotiated services fee.
 - b. Actual expenditures by the FIRM tracked monthly.
 - c. Adjustment of fee and scope of services via an approved amendment to the negotiated services for the active phase of work.
2. The Project Status Report shall be updated monthly and submitted along with the payment request and Part 1 of the Project Status Report.
 - a. For Capital Projects – submit via HRSD ERP.
 - b. For Non-Capital Projects – submit to either the Project Manager or Contract Specialist per specific request.

Exhibit A

**HRSD CONSULTANT PROGRESS REPORT
FOR
[INSERT PROJECT NAME AND CIP #]
FOR PERIOD FROM [INSERT START DATE] TO [INSERT END DATE]**

General Status:

[Provide a high level status update including project phase in 1-2 sentences.]

Work Completed by Consultant:

[Provide a detailed summary of work completed during the progress period. CA/CI summary tables may be deleted if the project is not in the Construction phase.]

- *Example 1 (Design). Addressed HRSD's 90% review comments and prepared site plan submittal*
- *Example 2 (Construction). Conducted and documented Progress Meeting No. 1 on 1/1/2011*
- *Example 3 (Construction). Prepared and issued Work Change Direction No. 1 regarding vertical offset around storm drain*

Construction Administration Summary:

Items Reviewed / Issued	Total – This Period	Project Total
Submittals		
Requests for Information		
Requests for Proposal		
Field Orders		
Work Change Directives		
Change Orders		
Payment Applications		
Progress Meetings		
Other Meetings		

Construction Inspection Summary:

Week Beginning (Monday)	No. of Hours (Inspector Name #1)	No. of Hours (Inspector Name #2)	No. of Hours (Inspector Name #3)
5/2/2016			
5/9/2016			

*[*Note: If there are more than three inspectors, you may list hours by discipline (e.g. general, electrical, structural, etc.) or consult the HRSD Project Manager.]*

Work Completed by Contractor:

[During the construction phase, provide a brief summary of construction activities conducted during the progress period.]

- *Example 1. Finished laying pipe from First Street to Tenth Street and performed pressure test]*

Upcoming Activities:

- *[List work to be completed in the next 30 days by the consultant.]*

Problems / Deviations from Plan:

- *[List any scope changes during the design phase, major changes to the design documents during construction, or any other problems/ deviations encountered.]*

Information / Approvals Needed:

- *[List any information or approvals needed from HRSD, a Locality, a Regulatory Agency, a Railroad, another utility, etc.]*

Additional Services Request for Payment:

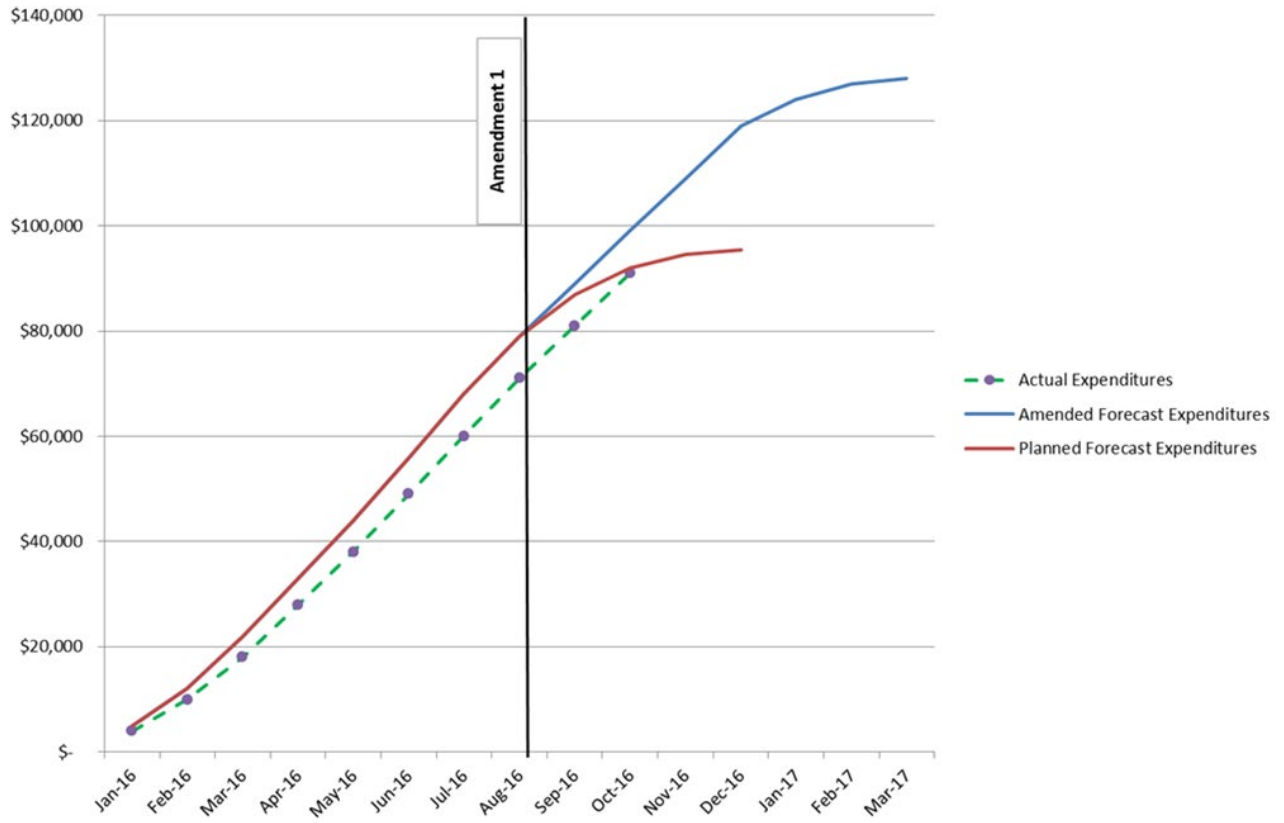
[Use of Additional Services requires prior authorization. Provide a list of authorized additional services invoiced during this period and include the necessary documentation.]

- *Example 1. Public meeting conducted by Engineer (\$Dollar Amount)*
- *Example 2. Additional test holes performed by Subsurface Utility Provider (\$Dollar Amount)]*

Potential Upcoming Commission Items:

- *[Describe any items that may require HRSD Commission Action in the next 60 days with estimated cost and schedule implication.]*

Exhibit B Design Phase Expenditure Graph



End of Section