

**HRSD FIRM 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 FIRM this reporting period:**

*[Provide a detailed summary of work completed during the progress period (do not repeat past status items from previously submitted Progress Reports in this section). 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 2/1/2023*
- *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)
5/2/2023			
5/9/2023			

*[\*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 / Anticipated Activities for the next reporting period:**

- *[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.]*