

TOOLS OF THE TRADE: CONSTRUCTION

Construction

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OVERVIEW OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

CHAPTER 1: INTRODUCTION

C. DETAILS OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS, continued

CONSTRUCTION

Construct Building

This phase takes more time than any of the others. Sometimes it takes as much as 18 or 24 months for a single K-12 or High School. Often it begins with a sitework package which commences prior to all the documents being complete for the building itself. This work can include the preparation of the entire site and the construction of the building pad. Normally the construction of a school is done as if the building were divided up into four or six different building projects allowing the contractors to move sequentially through the entire project.

Procure Furniture and Equipment

While the furniture plan for a school can and should be created at the same time that the SD, DD, and CD Phases are being completed, the actual bidding and ordering of the furniture is typically postponed until 6 to 9 months before the anticipated move in date. Specifications and materials change frequently in the furniture industry and items bid as much as a year ago, may no longer be available.

Select Maintenance Plan Advisor (MPA)

Develop Maintenance Plan

The District Maintenance Plan is normally prepared by a Maintenance Plan Advisor (MPA). Aided by a comprehensive web tool, the MPA creates an exhaustive list of every asset requiring maintenance in the building. The asset manufacturer’s recommendations for ongoing maintenance and useful service life are analyzed and a report is generated outlining the cost impact of maintaining the building. The revenue for maintenance is also analyzed and a business plan is developed and presented to the district for their use.

Closeout Partnering

The Closeout Partnering Meeting brings all stakeholders together in a session to focus on the smooth completion of each participant’s obligations under their contracts. A professional facilitator guides all parties step by step through the requirements.

Punch List

Having been notified by the Prime Contractors that their work is complete and compliant with the project documents, the Architect and Construction Manager inspect the work and prepare a “punchlist” of missing or deficient items. The items on this list must be completed, repaired or replaced by the Prime Contractors. When the corrections are accomplished and all items are accounted for on the punch list, the A/E Team and the CM are notified to make a final inspection.

POLICY and PROCEDURE MEMORANDUM

PROJECT SCHEDULING

Applicable to: CFAP, ENP, VFAP, ELPP, VFAP-ELPP and Accelerated Urban Programs

This memorandum is intended to establish a consistent approach to developing and managing the Project Schedule for OSFC projects. The Standard Conditions provides a definition of two different schedules, which together comprise the Project Schedule.

1. Design Schedule - The schedule of the Architect's services showing start and completion of the following milestone events: predesign, schematic design, design development, construction documents, bidding, contract award, construction, project close-out and Project record document submittals.
2. Construction Schedule - The schedule for the construction of the Project showing the time for completing the Work, the planned sequence for performing the Work, the Contractor's resource loading curve and the interrelationship between the activities of the Contractors, the Architect, the Construction Manager and the School District Board.

The Architect is obligated by contract to submit a Design Schedule to the Construction Manager. Upon receipt of the Architect's Design Schedule, the Construction Manager, in consultation with the Architect, the School District and the Commission, is to merge the Design Schedule into an overall Project Schedule. Upon approval of the Project Schedule by the Architect and the Construction Manager, the Construction Manager will submit the Project Schedule to the School District Board and the Commission for approval.

The Project Schedule, when approved by the School District Board and the Commission, shall not be exceeded without notice and adjustment of the Project Schedule approved by the School District Board and the Commission. It shall be the Construction Manager's responsibility to monitor, update, coordinate and seek adherence to the Project Schedule.

With respect to the Construction Schedule, Section 4.3 of the General Conditions sets forth the requirements applicable to Contractors. Any Special or Supplemental Conditions to this section of the General Conditions will be reviewed and evaluated consistent with this memorandum.

The Construction Manager is responsible to prepare a coordinated Construction Schedule, based on input from all the Prime Contractors. The Construction Schedule will be used to measure the progress of work, to aid in evaluating time extensions, and to provide the basis for all progress payments.

It is not expected that each Contractor will prepare an independent Critical Path Method schedule for submission to the Construction Manager. Rather, the Construction Manager is to work closely with the Contractors to prepare and refine a schedule that reflects the individual Contractors plan of work, consistent with the coordination requirements of the other Contractors on the project.

Sequence Requirements

The Construction Manager will assure that each Contractor, upon receiving Notice to Proceed (NTP) will appoint a representative to meet with the Construction Manager regarding all matters related to the Project Schedule. The Construction Manager will, to the extent practical, meet with as many Contractors as possible prior to the start of construction to discuss how the Construction Schedule will be prepared and the type of input that will be required from the Contractors. The Contractor is to submit a proposed schedule to the Construction Manager. The schedule may be in either bar-chart or PERT format.

To the extent practical, the Contractor will identify the corresponding cost for each activity included in its schedule. The total value of costs will equal the total cost of the contract in order that the Construction Schedule can be used as a basis for contract progress payments. The contract values should correspond to the schedule of values, prepared by each Contractor.

The Construction Manager, upon receipt of the Contractor's proposed schedule, will meet with the Contractor, and other Contractors that may affect or be affected by the Contractor's work. The purpose of the meeting will be to assure that all project work is coordinated, and that all affected Contractors are in agreement with the overall Construction Schedule.

The Construction Manager will maintain and update the Construction Schedule based on periodic input from the Contractor. As a minimum, the Construction Schedule will be updated on a monthly basis. The Contractor will provide schedule updates in a format defined by the Construction Manager. The Construction Manager has the responsibility to assure that information is gathered from the Contractors to assure that current schedule status of the project is maintained, and that the work is proceeding in a coordinated manner. The Project Schedule will be used as a basis for making progress payments to the Contractor, and prior to authorization of payment, the Construction Manager will assure, in conjunction with the Contractor, that the schedule reflects the most current status for the period for which payment is being made.

The schedule will be posted on the Construction Manager's web site so that the School District Board and the Commission has continuous access to the monthly update. The Construction Manager will prepare a bar-chart schedule (graphic) that can be used on the public web site for each school.

PROJECT BUDGET

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

Budgeting and Fund Management Process

After the Master Facilities Plan and Scope of the Project has been determined, the Commission will provide a Project Budget Breakdown to the School District. The Project Budget Breakdown will establish the amount and line items of the Construction Budget and the Non-Construction Budget.

The components of the Construction Budget include:

- Basic Building Construction Cost;
- Hazardous Material Abatement;
- Loose Furnishings;
- Technology;
- Construction Contingency.

The components of the Non-Construction Budget include:

- Professional Design and Construction Management Service Fees;
- Land Survey;
- Soil Borings/Phase I Environmental Report;
- Agency Approval Fees;
- Construction Testing;
- Printing – Bid Documents;
- Advertising for Bids;
- Builder's Risk Insurance;
- Project Insurance;
- Partnering;
- Non-Construction Contingency.

An allowance is provided in the budget for demolition of facilities which are being replaced. A School District may use the demolition allowance for the partial demolition of a facility, however the cost of any work to restore a partially demolished structure is not funded by the Commission, unless the partial demolition is required in the Master Facilities Plan for an addition. The state share of any unused portion of the demolition allowance shall be withheld by, or returned to, the Commission upon completion of the project.

The School District will establish a Project Construction Fund (the "Fund") for the project. All investment earnings of the Fund shall be credited to the Fund and held as a contingency reserve to pay costs of the project. The School District shall maintain a separate accounting of the investment earnings attributable to the respective contributions to the Fund by the School District and the Commission.

The Commission may approve exchanges between the budgets for separate facilities within a district. The Commission may approve increases and decreases within the line items of the Construction Budget, but will reject a proposal to forego completing a scope of work indicated in the Master Facilities Plan.

If it is not necessary to use the funds in a line item in the Non-Construction Budget, the funds are to become a contingency within the Non-Construction Budget and may be used to pay costs of the project, as approved by the Commission.

The Construction Contingency of the Construction Budget shall be used only to pay costs resulting from unforeseen job conditions, to comply with rulings regarding building and other codes, to pay costs related to design clarifications or corrections to contract documents, and to pay the cost of settlements and judgments related to the project, unless otherwise approved by the Commission.

In the event there appears to be a budget surplus during any phase of a the Project, the Commission will not approve increasing the scope of the Project beyond the standards, specifications and recommended alternatives provided in the Design Manual, or adding square footage. The Commission will not approve the use of project dollars to fund systems that exceed the standards set forth in the Design Manual. If a School District desires to exceed design standards and procure these systems, an alternate bid process may be used to establish the differential between that system or material and those provided in the Design Manual. The School District would be required to pay the additional cost for the project in order for the Commission to accept the alternative.

While the Commission will not approve the use of project dollars to increase the scope of the Project, in the event a surplus in the project budget (the amount originally approved by the Commission, the Ohio Controlling Board, and local Board of Education) exists once Project scope is satisfied, the School District may submit a list of alternate items that it would like to add to the Project and that are supported by the Design Manual. This list should be prioritized and would be funded to the extent that any budget surplus exists. Items proposed for additional funding may not include additional construction, but should instead be limited to such things as loose furnishings, equipment, and other facilities assets supported by the Design Manual.

Should the Construction Contingency become depleted, the first source of money used to replenish it will be the investment earnings credited to the Fund. If the Fund, including all investment earnings credited to the Fund, becomes depleted by payments of proper project costs, the School District and Commission agree to complete the project, with each contributing additional moneys in proportion to their respective contribution to the Fund, pursuant Section 3318.083, ORC.

If any moneys remain in the Fund after the project has been completed, any investment earnings remaining in the Fund that are attributed to the School District's contribution to the Fund shall be transferred to the School District's Maintenance Fund for the project. Any investment earnings remaining in the Fund that are attributable to the state's contribution to the Fund shall be transferred to the Commission. Any other moneys remaining in the Fund shall be transferred to the Commission and the School District in proportion to their respective contributions to the Fund.

Legal Expenses

The Commission will not approve the use of funds in the Project Construction Fund for legal services retained by a School District, except in cases when the Commission and School District have executed a Joint Defense and Confidentiality Agreement.

Bond Sale and Other Financing Costs

The Commission will not approve the use of funds in the Project Construction Fund for bond sale costs such as bond counsel fees, printing costs, rating service fees, etc. These costs are typically accounted for within the bond sale transaction, before any deposit to the Project Construction Fund is made. Similarly, other transaction costs for alternate revenue sources, such as lease purchase arrangements, are not eligible.

Owner Representative Services

The Commission will not approve the use of funds in the Project Construction Fund for services contracted by a School District to coordinate the activities of the School District or the Board of Education for a project.

Original Budget and Budget Increases

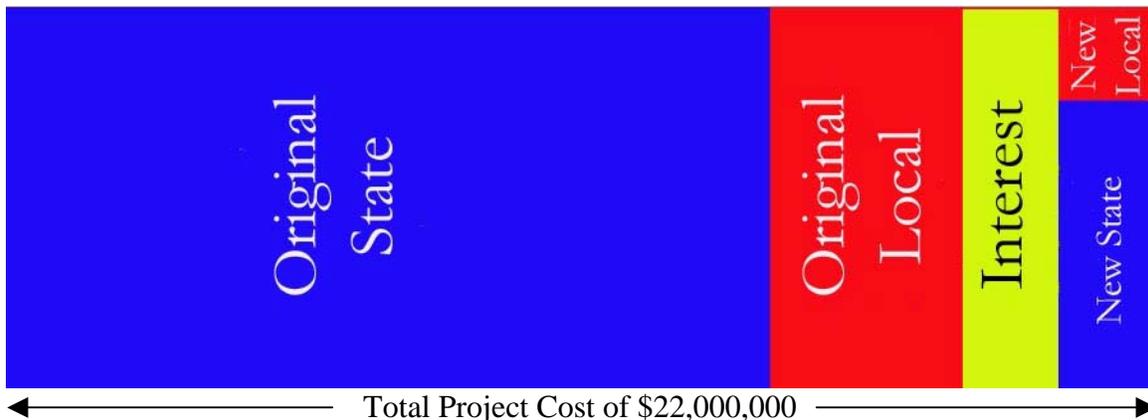
At the beginning of a project, the budget is established according to the scope of work that is found in the Master Facility Plan. The state and local shares of the project budget are set according to state law as found in ORC Chapter 3318.

Example: a school district's Master Facility Plan has a \$20,000,000 projected cost with a local share of 20%. The state will pay \$16,000,000 and the district will be obligated for \$4,000,000.



If it is later determined by the district and OSFC that the budget needs to be increased, then interest dollars (both state and local interest) are used first, and then the district and state share the rest of the increase based on their established shares.

Example: The increase is \$2,000,000 with total accumulated interest worth \$1,000,000. The state will pay an additional \$800,000 and the district will be obligated for an additional \$200,000.



POLICY and PROCEDURE MEMORANDUM

CONSTRUCTION MANAGER'S INVENTORY OF TANGIBLE PROPERTY

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

The Construction Manager shall maintain a current inventory of all tangible property, which has been purchased and invoiced as a Reimbursable Expense to a Project administered through the Ohio School Facilities Commission. All items are to be tracked in accordance with this policy. All property shall be tagged with an identifier illustrating OSFC property, thus distinguishing itself from other project items.

Inventory Log

The inventory record shall contain the following data at a minimum:

- Complete item description (Make, model, description)
- Date of original purchase
- Purchase price
- Item serial number
- Project(s) the item was purchased for
- Item's current location

It shall be the Construction Manager's responsibility to maintain a tangible property log and make readily available upon request. The records shall be continually updated to reflect new purchases, transfers and items no longer in service. Historical records shall be maintained recording any and all transfers of an item from one project to the next.

It is the Construction Manager's responsibility to diligently track and be responsible for any and all OSFC property. The Construction Manager shall carry insurance covering the tangible property purchased as reimbursable items. If the property should become lost or stolen, it is the responsibility of the Construction Manager to carryout the replacement of the item through the insurance company as necessary.

Upon completion of the Construction Manager's contract for a given project, they shall provide a report of tangible property for that project only, stating the disposition of that property upon completion of the project. Disposition shall be approved by OSFC and may include transferring to another OSFC project or transfer to a District.

If the original district declines taking possession of the property, the Construction Manager shall offer the property to the district of the project where the equipment is currently located. The inventory records for the item shall reflect the date of the transfer of the item to the district. If both districts decline taking possession of the property, the Construction Manager shall notify OSFC of the classification of such items as surplus. All surplus property shall be forwarded to the Department of Administrative Services Surplus location. Directions for submitting such surplus items can be found on the web at www.ohio.gov/surplus. All inventory records shall be retained for a period of seven (7) years after the item leaves the possession of the Construction Manager.



The Ohio School Facilities Commission

10 West Broad Street
 14th Floor
 Columbus, Ohio 43215
 Phone : 614-466-6290 Fax: 614-466-7749

CHANGE ORDER

_____ ADD _____ DEDUCT

Contractor's Contract No.: SFC-

Change Order No. <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Change Order Date: _____ Contractor Name _____ Project Name _____ _____ _____ _____ _____ Location _____	Contract Days Changed _____ Revised Completion Date _____ Circle Reason For Change Order Design Clarification or Correction Field Condition Field Dispute Resolution School District Board Request Local Funded Initiative (List breakdown % below) % Project Construction Fund _____ % Local Initiative Fund _____ Other _____ Original Contract \$ _____ Previous Changes \$ _____ This Change \$ _____ Revised Contract \$ _____
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Description/Justification (Add more pages if necessary)

The compensation or time extension provided by this Change Order constitutes full and complete satisfaction for all direct and indirect costs, and interest related thereto, which has been or may be incurred in connection with this change to the work, including but not limited to, any delays, inefficiencies, disruption or suspension, extended overhead, acceleration, and the cumulative impact of this and other change orders issues as of this date.

CONTRACTOR'S ACCEPTANCE Name & Address:	ARCHITECT'S RECOMMENDATION Name & Address:	SCHOOL DISTRICT ACCEPTANCE Name & Address:
Contractor Signature & Date	Architect Signature & Date	Board President Signature & Date
CHANGE ORDER RECOMMENDED	CHANGE ORDER APPROVED	
Construction Manager Signature & Date	OSFC Signature & Date	District Treasurer Signature & Date

OSFC CHANGE ORDER CHECKLIST

DATE: _____

REVIEWER(S) _____

SCHOOL DISTRICT _____

C.O. NUMBER: _____

CONTRACTOR _____

- Check compliance with guidelines (see attached)
- Review contractor's pricing:
- Other
- Verify amounts are correct:

EXTRA ORDER:

DEDUCT ORDER:

_____	original contract	_____	original contract
_____	previous extra	_____	previous extra
_____	this extra	_____	this extra
_____ \$0.00	total	_____ \$0.00	total
_____ \$0.00	deductions	_____	deductions
_____ \$0.00	net total	_____ \$0.00	net total

Items listed below must be received and executed prior to processing the pay request

- VERIFY FUNDS ARE AVAILABLE
- Date at Executive Director's signature line is the date of the contract
(can be found on page 1 of the contract)
- Upon approval, Executive Director (over \$10,000) or Designee (under \$10,000) to sign change order
- Create Change Order log (first item listed is the contract amount and date of contract)
- Fill in entry for new Change Order
- Transmit:
- Retain 1 copy of Change Order and transmittal for our files
- Forward 1 copy of Change order and transmittal to Accounting
- Place Change Order behind log in Change Order file
Place transmittal in Change Order file independently

Architect/Engineer and Construction Managers Responsibilities:

- a. The A/E and/or CM shall document change order with RFC & RFI. When the RFC/RFI produces a change in scope a RFP or Bulletin shall be issued (fax copy to OSFC to inform them of the pending change). Include both as part of the change order submission. In addition the Bulletin should clearly define the scope of work.
- b. The A/E and/or CM shall request from contractor a quote to complete the described change. The following items are acceptable forms of backup for change orders:
 - time and material tickets/invoices
 - equipment rental invoices
 - subcontractor breakdown of labor and material cost (subcontractor must adhere to the same pricing guidelines as the prime contractor)
 - pre-approval of any items listed under section 'K' of the Change Order Pricing Guidelines which require the approval of OSFC, CM and A/E
- c. The AE and/or CM shall use the Change Order Checklist form to confirm that all required documentation is included with the change order prior to duplication and submission to all parties for final execution
- d. The A/E and/or CM shall submit all of the above items to OSFC in draft form for approval prior to executing the actual change order.
- e. The A/E and/or CM shall upon initial approval submit change order to the contractor (when applicable) and the School District Board for the approval and signatures.
- f. The A/E and/or CM shall submit approved change order to OSFC for final review, approval and execution.

Project No.: _____ **District:** _____ **County:** _____
Project: _____ **Description:** _____
Contractor: _____
Constr. Mgr.: _____
Architect: _____

A. LABOR: (straight time only)

worker classification (_____)	0	x	0	
	hours		rate	=
worker classification (_____)	0	x	0	
	hours		rate	=

B. FRINGES: (on labor only, may include FICA etc.)

Health & Welfare	0	x	0	
	hours		rate	=
Pension	0	x	0	
	hours		rate	=
Vacation Fund	0	x	0	
	hours		rate	=
Taxes (FICA, SUTA)	0	x	0	
	hours		rate	=
Group Fringes (shown in table at right)	0	x	0	
	hours		rate	=

TOTALS	Additional Fringes		
	Type	hours	x rate
\$0.00			
\$0.00			
\$0.00			
\$0.00			
\$0.00			
\$0.00			
\$0.00			
\$0.00			
Total		0	0

C. EQUIPMENT RENTALS

(Heavy/specialized equipment)	0	x	0	
	hour,day,week		rate	=

D. OWNED EQUIPMENT

(Heavy/specialized equipment re: AED Blue Book)	0	x	0	
	hour,day,week		rate	=

E. TRUCKING: (no pick-up truck charges allowed)

(Delivery charge or per mile trucking)	0	x	0	
	hour,day,week		rate	=

Subtotal (A,B,C,D,E): \$0.00

F. OVERHEAD: @ 10 %

(on items A,B,C,D & E =< 10%) \$0.00

G. MATERIALS

(Contractor's actual cost only, this applies to subcontractors also)	0	x	0	
	quantity		unit cost	=

Subtotal (A,B,C,D,E,F,G): \$0.00

H. PROFIT:

@ 5 % (on items A,B,C,D,E,F & G) \$0.00

Subtotal (A thru H) \$0.00

I. SUBCONTRACTOR

(reasonable cost for all labor & material)	0		\$0.00
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J. SUBCONTRACTOR MARKUP

(markup is = or < 10%)	10%		\$0.00
------------------------------	-----	--	--------

Subtotal (I and J) \$0.00

TOTAL COST (A thru H) + (I and J) \$0.00

K. MISCELLANEOUS ITEMS (allowable @ cost only)

1. Bond extension Total	Cost x 0%	\$0.00
2. *Premium portion of approved OT wages		\$0.00
3. Fees for permits, licenses, etc.		\$0.00
4. *Lodging and travel due to special circumstances		\$0.00
(not to exceed state travel guidelines)			

TOTAL COST (A thru H) + (I and J) + (K) \$0.00

***Approved Items = must be approved by both owners, CM and A/E prior to work being performed**

POLICY and PROCEDURE MEMORANDUM

RETAINAGE ESCROW

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

This procedure memorandum is intended to supplement Section 9.5 of the General Conditions of Contract to achieve a consistent application of the retainage specification for OSFC projects. The provisions of Section 9.4 of the General Conditions of Contract regarding material payments are separate and unrelated to the retainage specification.

1. The School District is to establish an escrow account with a bank in the State of Ohio. Either as part of bid or soon after entering into a construction contract, the School District is to provide an escrow agreement to the Contractor for execution. If a Contractor fails to timely execute and return the escrow agreement, the Contractor is to be provided a reminder notification regarding the escrow agreement. If the Contractor again fails to execute the escrow agreement, such failure may be considered a waiver of the provisions to enter into an escrow agreement. The School District will proceed to retain funds as specified by law, but the funds will not be placed into an escrow account.
2. The School District is to hold retainage on pay requests in the amount of eight percent of the labor only for the first 50 percent of the contract price. The formula for calculating 50 percent of the contract price is the total labor and materials billed to date, to include approved stored materials, divided by the total contract amount plus change orders approved to date. The retainage is to be calculated using the amounts listed on the first pay request that equals or exceeds 50 percent of the contract price. Upon concluding the final amount to retain under the contract, the School District will deposit the funds in the escrow account. No amount shall thereafter be retained from payments due to the Contractor for labor performed on the project.
3. Unless otherwise agreed to by the School District and Contractor, fees charged for establishing and administering the escrow account may only be paid from income earned on the funds. Any fees agreed to in excess of the amount of income on the funds are not considered a project cost and may not be paid from the Project Construction Fund.
4. If the School District and Contractor agree in writing, the requirement to establish an escrow account may be waived and the funds retained withheld by the School District deposited in a separate account established by the School District. The terms of such an agreement shall at a minimum, establish the process for the withholding and paying of funds to the Contractor and that the Contractor is to receive all income earned on the funds during the period that they are withheld.
5. Regardless of whether retainage is deposited in an escrow account or withheld under a waiver of the escrow agreement, it shall be released to the Contractor upon final acceptance of the project. The School District may release a portion of the retainage, upon the Contractor's request for a reduction or a release of retainage, and withhold only that amount necessary to assure completion of the project.

LOCAL SCHOOL DISTRICT and OHIO SCHOOL FACILITIES COMMISSION

Construction Manager's Monthly Status Report **Month Year**

District : _____ District Representative : _____ Architect / Engineer : _____
 Program : _____ Year Funded : _____ Project Administrator : _____ Construction Manager : _____

SCOPE SUMMARY

Master Plan Scope Summary :				Approved Scope Changes (Amendments) :				Pending Scope Changes (NOI's) :				
School	New/Reno	Students	Sqft	New/Reno	Students	Sqft	Budget	NOI #	Students	Sqft	Budget	
Total				Total				\$0	Total			
0				0					0			
0				0					0			
0				0					0			

ISSUES **PLANNED ACTIONS**
 Priority School Description : _____ Party Description : _____

BUDGET SUMMARY

Master Plan Budget Summary :		Projected Costs :		Cost Variance :	
Original MP Budget		Total Cost to Date		Revised MP Budget	\$0.00
Approved MP Changes (+)	\$0.00	Cost to Complete (+)		Projected Cost (-)	\$0.00
NOI Adjustments (+)	\$0.00	Projected Cost (=)	\$0.00	Cost Variance (=)	\$0.00
Total Modified Budget (=)	\$0.00				

ISSUES **PLANNED ACTIONS**
 Priority School Description : _____ Party Description : _____

SCHEDULE SUMMARY

Baseline Schedule Summary :				Current Schedule Summary :			Schedule Variance :			Building Completions :	
School	Design	Bid	Occupy	Design	Bid	Occupy	Design	Bid	Occupy	MP	Complete
Total										0	0

ISSUES **PLANNED ACTIONS**
 Priority School Description : _____ Party Description : _____

PROCESS / QUALITY SUMMARY

Process / Quality Comments :

ISSUES **PLANNED ACTIONS**
 Priority School Description : _____ Party Description : _____

Key

Key : Priority (**1**) = Requires immediate attention and resolution within 30 days Priority (**2**) = Requires close attention and resolution within 60 days
 Priority (**3**) = Requires continued attention and resolution within 90 days Priority (**4**) = No Management Action necessary (For Information Purposes Only)

Attachments : Detailed Budget/Cost Report, Detailed Project Schedules, Relevant Logs

Instruction Checklist for CM's Monthly Project Satus Report

Header Information

ID #	Summary Report Element	Description	Example
1	Date	Insert month and year	April 2005
2	District	Insert School District's full name	Western Exempted Local School District
3	Program	Insert OSFC Program Name	CFAP
4	Year Funded	Insert calendar year District funded	1999
5	District Representative	Insert Representative's name	Jane Doe
6	Project Administrator	Insert PA's name	John Smith
7	Architect/Engineer	Insert Firm's name	Progressive Architects
8	Construction Manager	Insert CM team name	Advance Construction

Scope Summary

ID #	Summary Report Element	Description	Example
9	School	Insert School Name from approved MP scope	North ES
10	New/Reno (MP Scope Summary)	Identify if project is New construction or Reno/Add	Reno
11	Students (MP Scope Summary)	Insert number of students building serves from approved MP	450
12	Sqft (MP Summary Scope)	Insert number of square feet building has from approved MP	84,120
13	New/Reno (Approved Scope Changes)	Identify if project has changed disposition from Reno to New construction in MP Amendment	New
14	Students (Approved Scope Changes)	Insert number of students changed from original MP for that particular school building	34
15	Sqft (Approved Scope Changes)	Insert number of square feet changed from original MP for that particular school building	5,440
16	Budget (Approved Scope Changes)	Insert the budget variance (+/-) from original MP for that particular school building	\$816,000
17	NOI #	Identify NOI # if MP scope has changed for that particular school building. If NOI has been incorporated into an approved MP Amendment, remove NOI from list.	NOI # 1
18	Students (Pending Scope Changes)	Insert number of students changed from approved MP for that particular school building	34
19	Sqft (Pending Scope Changes)	Insert number of square feet changed from approved MP for that particular school building	5,440
20	Budget (Pending Scope Changes)	Insert the budget variance (+/-) from approved MP for that particular school building	\$816,000
21	Total Students (MP Scope Summary)	Calculated total number of students served from original MP	986
22	Total Sqft (MP Scope Summary)	Calculated total number of square feet provided for in original MP	365,450
23	Total Students (Approved Scope Changes)	Calculated total number of students changed from original MP	34
24	Total Sqft (Approved Scope Changes)	Calculated total number of square feet changed from original MP	5,440
25	Total Budget (Approved Scope Changes)	Calculated total budget variance from original MP	\$816,000
26	Total Students (Pending Scope Changes)	Calculated total number of students changed from approved MP with Amendments	34
27	Total Sqft (Pending Scope Changes)	Calculated total number of square feet changed from approved MP with Amendments	5,440
28	Total Budget (Pending Scope Changes)	Calculated total budget variance from approved MP for all NOI's	\$816,000
29	Priority	Insert priority number (1 - 4) of specific issue	1
30	School	Insert School Name from approved MP scope that is effected by noted issue.	North ES
31	Description	Insert brief description of specific issue regarding SCOPE that requires management support or resolution.	North ES - Assessment potentially missed scope items and existing SF in building.
32	Party	Insert name of party responsible in taking lead to resolve issue.	AE, CM, District, OSFC
33	Planned Action	Insert specific management action planned to resolve issue	

Budget Summary

ID #	Summary Report Element	Description	Example
34	Original Master Plan Budget	Insert original MP district-wide total budget	\$36,542,144.25
35	Approved Master Plan Changes	Insert revised MP district-wide total budget. If there has been no approved budget revisions, then revised budget will equal original budget.	\$1,000,000.00
36	NOI Adjustments	Calculated total NOI Adjustments from approved MP Budget with Amendments (= ID # 28)	\$816,000
37	Total Modified Budget	Calculated total modified budget with all amendments and NOI's. (ID # 34 + ID # 35 + ID # 36)	\$38,358,144
38	Total Cost to Date	Insert the total cost spent to date district-wide	\$500,125.00
39	Cost to Complete	Insert the current estimated cost to complete the remaining approved scope of work	\$37,949,875.00
40	Total Projected Cost	Calculated current estimate of total projected district-wide cost to complete approved scope of work (ID # 38 + ID # 39)	\$38,450,000.00
41	Revised MP Budget	Calculated total of original MP budget and all approved MP Amendments. (ID # 34 + ID # 35)	\$37,542,144.25
42	Total Projected Cost	Same as ID # 40 above (auto-insert by formula)	\$38,450,000.00
43	Cost Variance	Calculated difference between revised MP budget from the Total Projected Cost.	(\$907,855.75)
44	Priority	Insert priority number (1 - 4) of specific issue	2
45	School	Insert School Name from approved MP scope that is effected by noted issue.	North ES
46	Description	Insert brief description of specific issue regarding BUDGET that requires management support or resolution.	North ES - NOI needs to be finalized for MP budget changes
47	Party	Insert name of party responsible in taking lead to resolve issue.	AE, CM, District, OSFC
48	Planned Action	Insert specific management action planned to resolve issue	

Schedule Summary

ID #	Summary Report Element	Description	Example
49	School	Insert School Name from approved MP scope	North ES
50	Design (Baseline)	Insert start date (Month-Year) for the Design Phase for that particular school building based on the original baseline schedule (matches the CM Implementation Plan schedule)	Jan-05
51	Bid (Baseline)	Insert date (Month-Year) of the Bid opening for that particular school building based on the original baseline schedule (matches the CM Implementation Plan schedule)	Apr-06
52	Occupy (Baseline)	Insert start date (Month-Year) for the owner Occupancy for that particular school building based on the original baseline schedule (matches the CM Implementation Plan schedule)	Dec-07
53	Design (Current)	Insert current start date (Month-Year) for the Design Phase for that particular school building based on actual dates or revised from baseline	Jan-05
54	Bid (Current)	Insert current date (Month-Year) of the Bid opening for that particular school building based on actual dates or revised from baseline	Mar-06
55	Occupy (Current)	Insert current start date (Month-Year) for the owner Occupancy for that particular school building based on actual dates or revised from baseline	Jan-08
56	Design (Variance)	Insert the variance between baseline start dates and current dates (number of months) for design, bid open, and occupancy. A positive number means the current date is later than the baseline date. A negative number means the the current date is earlier than the baseline date.	0 m
57	Bid (Variance)	Insert the variance between baseline start dates and current dates (number of months) for design, bid open, and occupancy. A positive number means the current date is later than the baseline date. A negative number means the the current date is earlier than the baseline date.	- 1 m
58	Occupy (Variance)	Insert the variance between baseline start dates and current dates (number of months) for design, bid open, and occupancy. A positive number means the current date is later than the baseline date. A negative number means the the current date is earlier than the baseline date.	+ 1 m

59	Number of Buildings (MP)	Insert number of buildings that row represents from the approved MP. Typically if each row represents (1) building within the MP, then insert (1). If the row represents optional demolition or WSD projects, then enter (0) for the building count.	1
60	Number of Buildings (Complete)	Insert number of buildings within that row that are complete.	0
61	Total Buildings (MP)	Calculated total number of new and renovated schools within the approved MP	5
62	Total Buildings (Complete)	Calculated total number of new and renovated schools complete	2
63	Priority	Insert priority number (1 - 4) of specific issue	3
64	School	Insert School Name from approved MP scope that is effected by noted issue.	North ES
65	Description	Insert brief description of specific issue that requires management support or resolution.	North ES - GT Contractor has submitted \$600K delay claim due to impact from abatement. Other Contractors to follow.
66	Party	Insert name of party responsible in taking lead to resolve issue.	AE, CM, District, OSFC
67	Planned Action	Insert specific management action planned to resolve issue	

Process / Quality Summary

ID #	Summary Report Element	Description	Example
68	Process / Quality Comments	Identify project issues related to process and quality	
69	Priority	Insert priority number (1 - 4) of specific issue	4
70	School	Insert School Name from approved MP scope that is effected by noted issue.	North ES
71	Description	Insert brief description of specific issue regarding PROCESS/QUALITY that requires management support or resolution.	North ES - DD phase submission not OSDM compliant
72	Party	Insert name of party responsible in taking lead to resolve issue.	AE, CM, District, OSFC
73	Planned Action	Insert specific management action planned to resolve issue	

Key

ID #	Summary Report Element	Description	Example
74	Priority Key	Describes level of priority from high to low with estimated time frames for management action, to be used for each issue identified.	(1 - 4)

Footer

ID #	Summary Report Element	Description	Example
75	Form Number	Do not edit form number within template	Form S-200
76	Revision Date	Do not edit revision date within template	Rev 4/2005

Miscellaneous

The use of color in the Monthly Project Summary Report:

Template Form

blue Standard BLUE text within the template form should not be modified and indicate parts of the report that should be updated monthly or as needed prior to submission of the Report.

green Standard GREEN text within the template form should not be modified and indicate parts of the report that should be updated as needed prior to submission of the Report.

black BLACK text within the template form indicate user input fields and should be edited as indicated above.

Section Titles

red Change the color of the Title Bar to RED when the highest Priority numbered issue within that Section is 1

yellow Change the color of the Title Bar to YELLOW when the highest Priority numbered issue within that Section is either 2 or 3

green Change the color of the Title Bar to GREEN when the highest Priority numbered issue within that Section is 4

blue Standard BLUE Title Bars within the template form should not be modified

black Standard BLACK Report Title Bar within the template indicates user input field and should be edited each month (Report Date - ID # 1)

The use of bold italic text in the Monthly Project Summary Report:

black Change the user input black text to bold italic when the information has not been previously reported in a Monthly Project Summary Report. Change the text back to standard text prior to submitting the following months report. This will help draw attention to the updates and revisions from month to month.

When modifying the Monthly Project Summary Report Template:

If additional rows are required for the scope/schedule summary or comments, insert rows as necessary. Please remember to copy formatting within these added rows and verify if all formulas are still calculating correctly after the insertion of rows

File naming structure for Report:

- 1 Use standard file naming structure when creating/saving electronic file: District/Seg/Month-Year/MPSR or District/Month-Year/MPSF
examples: **Columbus Seg2 04-05 MPSR** or **Springfield 10-05 MPSR**

LOCAL SCHOOL DISTRICT and OHIO SCHOOL FACILITIES COMMISSION

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Construction Manager's Monthly Status Report Month Year

District : 2 District Representative : 5 Architect / Engineer : 7
 Program : 3 Year Funded 4 Project Administrator : 6 Construction Manager : 8

SCOPE SUMMARY

Master Plan Scope Summary :				Approved Scope Changes (Amendments) :				Pending Scope Changes (NOI's) :			
School	New/Reno	Students	Sqft	New/Reno	Students	Sqft	Budget	NOI #	Students	Sqft	Budget
9	10	11	12	13	14	15	16	17	18	19	20
Total		21	22	Total	23	24	25 \$0	Total	26	27	28 \$0

ISSUES			PLANNED ACTIONS	
Priority	School	Description :	Party	Description :
29	30	31	32	33

BUDGET SUMMARY

Master Plan Budget Summary :		Projected Costs :		Cost Variance :	
Original MP Budget	34	Total Cost to Date	38	Revised MP Budget	41 \$0.00
Approved MP Changes (+)	35 \$0.00	Cost to Complete (+)	39	Projected Cost (-)	42 \$0.00
NOI Adjustments (+)	36 \$0.00	Projected Cost (=)	40 \$0.00	Cost Variance (=)	43 \$0.00
Total Modified Budget (=)	37 \$0.00				

ISSUES			PLANNED ACTIONS	
Priority	School	Description :	Party	Description :
44	45	46	47	48

SCHEDULE SUMMARY

Baseline Schedule Summary :				Current Schedule Summary :			Schedule Variance :			Building Completions :	
School	Design	Bid	Occupy	Design	Bid	Occupy	Design	Bid	Occupy	MP	Complete
49	50	51	52	53	54	55	56	57	58	59	60
Total										61	62

ISSUES			PLANNED ACTIONS	
Priority	School	Description :	Party	Description :
63	64	65	66	67

PROCESS / QUALITY SUMMARY

Process / Quality Comments :

68

ISSUES			PLANNED ACTIONS	
Priority	School	Description :	Party	Description :
69	70	71	72	73

Key

Key : 74 Priority (1) = Requires immediate attention and resolution within 30 days Priority (2) = Requires close attention and resolution within 60 days
 Priority (3) = Requires continued attention and resolution within 90 days Priority (4) = No Management Action necessary (For Information Purposes Only)

Attachments : Detailed Budget/Cost Report, Detailed Project Schedules, Relevant Logs

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