

**DRAFT**

**Skanska USA Building, Inc**                      **Mary Ann Williams**                      **Progress Report as of Date 12/31/2016**

District Name	Minuteman Voc Tech	MSBA ID	200908300605
School Name	Minuteman Regional High	Project Name	
OPM Firm Name	Skanska USA Building, Inc	School Building Committee Representative	Ed Bouquillon
Project Director	Mary Ann Williams	Total Project Budget (ProPay)	\$724,000
Designer Firm Name	Kaestle Boos Associates, Inc.	Encumbered (Reporting Period)	\$657,252
Principal	Michael J McKeon	Encumbered (to Date)	\$15,538,433
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$2,682,428
General Contractor Contact Name		Project Completion Percentage	2%

**OPM**                      **Skanska USA Building, Inc**                      **Progress Report as of Date 12/31/2016**

**Contract Summary**

Original Contract Amount	\$250,200
Contract Amendments (to Date)	2
Value of Contract Amendments (to Date)	\$3,921,733
Total Contract Amount	\$4,171,933
Contract Amendments as Percentage of Original Contract Amount	1,567.0%

**Payment Summary**

Total Contract Amount	\$4,171,933
Invoices Paid (to Date)	\$318,176
Invoices Received (Reporting Period)	\$33,600
Contract Amount Remaining	\$3,820,157

OPM Activities (Reporting Period)                      Meetings with client and KBA to review design, schedule and acceleration strategies. Attend SBC and SC Meetings. Participate in weekly Design and Planning Meetings with Educational Leadership Team. Answer questions and coordinate and distribute information to CM's. Evaluate RFP responses for CM's for Compliance with RFP Requirements. Interview CM firms with CM Selection Subcommittee – Facilitate Firm Rankings discussions. Developed RFP matrix for evaluating CMs Technical and Pricing Proposals evaluated proposed staff, schedule and ideas. Commenced negotiations with Gilbane, sent out Rejection Notifications to other participating CM Firms and provided debriefing and feedback to unsuccessful CM firms. Initiated discussions with Archeologist regarding the Historic Nature of the site and they will be providing a survey of the land.

Project Budget Status                      No budget issues at this time. CM Pricing proposals were within the District's budget.

Potential Issues

**DESIGNER**                      **Kaestle Boos Associates, Inc.**                      **Progress Report as of Date 12/31/2016**

**Contract Summary**

Original Contract Amount	\$446,500
Contract Amendments (to Date)	1
Value of Contract Amendments (to Date)	\$10,920,000
Total Contract Amount	\$11,366,500
Contract Amendments as Percentage of Original Contract Amount	2,446.0%

**Payment Summary**

Total Contract Amount	\$11,366,500
Invoices Paid (to Date)	\$1,707,000
Invoices Received (Reporting Period)	\$623,652
Contract Amount Remaining	\$9,035,848

**MBE/WBE Requirements**

MBE Requirement	5%
MBE Actual	4%
WBE Requirement	13%
WBE Actual	7%

**RFIs and Submittals**

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
Notes	
Submittals Received (Reporting Period)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Design Development	Phase Scheduled Completion Date	3/20/2017
Designer Activities (Reporting Period)	KBA working on Design Development Documents and Early Bid Packages. Design team meetings with Minuteman staff. Weekly design and planning meetings with OPM, Minuteman Administration and design team sub-consultants. Participated in making a selection for construction manager.		
30 Day Look Ahead	Will be submitting site information to the Lexington and Lincoln Planning Board.		
Commissioning Consultant	BR+A		
Commissioning Consultant Status	OPM and Designer are in communications with the BR+A and have exchanged schedules and workplans. BR+A is scheduled to review DD Documents 1/30/2017 with a 2 week review period.		

**GENERAL CONTRACTOR**

Progress Report as of Date 12/31/2016

**Contract Summary**

Original Contract Amount	
Change Orders (to Date)	
Value of Change Orders (to Date)	
Total Contract Amount	
Contract Type	
Change Orders as Percentage of Original Contract Amount	0.0%
Pending Change Orders	
Change Order Status	

**Payment Summary**

Total Contract Amount
Invoices Paid (to Date)
Invoices Received (Reporting Period)
Contract Amount Remaining

**Schedule Assessment**

Notice to Proceed Date	1/1/0001	MBE Requirement
Physical Progress		MBE Actual
Substantial Completion Date (Original)		WBE Requirement
Substantial Completion Date (Revised)		WBE Actual
Construction Progress (Reporting Period)		
30 Day Look Ahead		
Overall Schedule Assessment		
Problems Identified (Schedule or Construction)		
Quality Control		
Safety Compliance		
Number of Claims (to Date)		
Value of Claims (to Date)		
Comments		
Recorded Manpower (Reporting Period)		
Commissioning Consultant		
Commissioning Consultant Status		

## **Certification**

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Mary Ann Williams Print Name

Mary Ann Williams Signature

January 7, 2017 Date