

**DRAFT**

**Skanska USA Building, Inc                      Mary Ann Williams                      Progress Report as of Date 11/30/2016**

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	Edward Bouquillon
Project Director	Mary Ann Williams	Total Project Budget (ProPay)	\$724,000
Designer Firm Name	Kaestle Boos Associates, Inc.	Encumbered (Reporting Period)	\$663,972
Principal	Michael J McKeon	Encumbered (to Date)	\$15,538,433
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$1,578,676
General Contractor Contact Name		Project Completion Percentage	10%

**OPM                      Skanska USA Building, Inc                      Progress Report as of Date 11/30/2016**

**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)	\$280,606
Invoices Received (Reporting Period)	\$37,570
Contract Amount Remaining	\$3,853,757

OPM Activities (Reporting Period)      Reviewed CM's Statement of Qualifications, checked references and developed Qualifications matrix and reviewed with CM Selection Sub-committee. Began coordination for Technology and review of CTE Shop spaces with District and teaching staff. Met with the Eversource on site to review needs and started work order and design process for new service. Weekly Design and Planning meetings with Minuteman Staff. Met with DESE per their request to review the Minuteman project and Chapter 74 programming relative to Waltham High School's DESE Chapter 74 new programming application. Minuteman will be submitting application for new programs shortly. Toured other facilities to see how the various maker spaces are equiped and utilized relative to Chapter 74 Programs.

Project Budget Status      The team is reviewing strategies for mitigating the impact of a prolonged local approvals process that extended approval period an additional 4 months.

Potential Issues

**DESIGNER                      Kaestle Boos Associates, Inc.                      Progress Report as of Date 11/30/2016**

**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)	\$1,080,598
Invoices Received (Reporting Period)	\$626,402
Contract Amount Remaining	\$9,659,500

**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.		
30 Day Look Ahead	Will be conducting interviews and making a selection for construction manager. Will be submitting site information to the Lexington 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 11/30/2016

**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

December 8, 2016 Date