TOWN OF NORWOOD

NEW NORWOOD HIGH SCHOOL

MONTHLY PROGRESS REPORT

JANUARY 2010

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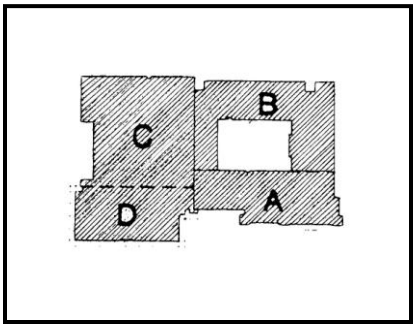
COMPASS
Project Management

I. Executive Summary:

Project Overview:



Agostini Construction (ACCI) continued site work operations including installation of site utility and drainage systems before halting site work operations for the winter. Structural steel erection finished in Zone D. . Roof work finished in Zones A and B. Exterior framing and sheathing finished in Zones B and C. Installation of metal stud framing and metal door jambs continued throughout Zones A and B. Interior masonry continued in Zones A and B. Steel framing for Stair 1 and Stair 2 was installed. MEP contractors continued "rough-in" work of mechanical, electrical, and plumbing systems in Zones A & B.

Weekly construction meetings to discuss construction status, involving representatives from Agostini, Ai3, Compass, NPS, and the Norwood PBCC, were held on-site every Tuesday morning at 10 AM.

Schedule Status:

As ACCI and Compass finalize the baseline CPM schedule, work continues under the original schedule for the exterior shell of the building which was provided by ACCI in June. Despite structural steel erection in Zone D completing about a week behind schedule, ACCI provided weather protection and temporary heating in Zones A & B, enabling the masonry and MEP sub-contractors to push ahead of schedule. Overall, the entire project remains about six (6) weeks ahead of schedule as compared to the Whitman Hanson "as-built" schedule.

Budget Status:

There was $2,109,485.29 in approved expenditures for January. ACCI's January Application for Payment was submitted and approved for $1,988,281.64. The Town of Norwood also approved eleven (11) additional invoices in January for a total amount of $121,203.65.

As of the end of January, actual expenditures are higher than planned expenditures. Planned expenditures were projected to be $15,726,545 million and actual expenditures are $18,785,402 million to date. Although this month's expenditures are in line with cash flow projections, expenditures to date remain about 19% higher than planned. This is a positive reflection of the project's progress to date, as overall work is about six (6) weeks ahead of the planned progress.

In January, the PBCC approved Change Order #5 resulting in a net add of $17,045.41. Currently, there are fifty-one (51) other Pending Change Orders (PCOs) with a net estimated exposure of $129,187.

Issues or Concerns:

There are no major issues or concerns to report.

II. Progress Report by Participant:

Agostini Construction (ACCI) continued site work operations including installation of site utility and drainage systems before halting site work operations for the winter. Structural steel erection finished in Zone D. Roof work finished in Zones A and B. Exterior framing and sheathing finished in Zones B and C. Installation of metal stud framing and metal door jambs continued throughout Zones A and B. Interior masonry continued in Zones A and B. Steel framing for Stair 1 and Stair 2 was installed. MEP contractors continued "rough-in" work of mechanical, electrical, and plumbing systems in Zones A & B. Construction also continued on the "mock-up" panel with the installation of masonry caulking, roof edge metal, and Glass Fiber Reinforced Plaster (GFRP) cornice work. For the month, the project had workforce levels that ranged from 65-86 workers per day with an average workforce of 77 workers per day. Please refer to **Attachment 1 – ACCI Monthly Progress Report**

Ai3 continued construction administration services including review of all submittals, RFI's, CORs, and change orders. Ai3 maintained the construction administration database used to manage and share all associated documentation. Ai3 performed several progress inspections and also coordinated progress inspections performed by their MEP engineers. Please refer to **Attachment 2 – Ai3 Services Summary.**

Compass continued full-time monitoring of both construction administration and on-site work including managing all quality assurance measures. Compass continued to manage the efforts of the Owner's testing agency, UTS, and commissioning agents, RFS and Gale Associates. Compass reviewed, analyzed, and negotiated all CORs and applications for payment during the month. Please refer to **Attachment 3 – Compass Monthly Services Summary.**

III. 30 Day Look Ahead by Participant:

ACCI's planned construction activities for the coming month include the following in Zones A &B: interior masonry; interior framing; framing of main stairwells; MEP and fire-protection "rough-in" work; and spray fireproofing. Exterior masonry in the front of Zone A and in the courtyard will continue, weather permitting. Structural steel detailing will continue in Zone D. Roof work will begin in Zone C, weather permitting.

Ai3 will continue to manage the construction administration processes including review and approval all product submittals.

Compass will continue to monitor all construction administration and on-site work. Compass will continue to manage the Information Technology and Furniture, Fixtures, and Equipment (FF&E) planning efforts for the new high school.

IV. Schedule Status:

Phase I: April 2009 – June 2011

The phase includes the demolition of the southwest corner of the existing building and the construction of the new school facility including the rear stadium.

As ACCI and Compass finalize the baseline CPM schedule, work continues under the original schedule for the exterior shell of the building which was provided by ACCI in June. Despite structural steel erection in Zone D completing about a week behind schedule, ACCI provided weather protection and temporary heating in Zones A & B, enabling the masonry and MEP sub-contractors to push ahead of schedule. Overall, the entire project remains about six (6) weeks ahead of schedule as compared to the Whitman Hanson "as-built" schedule.

Please refer to **Attachment 4 – Norwood High School Comparison to WH As-built Schedule**

Compass and ACCI are working to finalize and accept the CPM construction schedule. Compass issued a letter to ACCI on January 18th, stating any schedule that does not include the completion of the rear football stadium and field as part of the Phase I portion of work is unacceptable. Compass is working with ACCI to ensure that all of the work is scheduled to be completed during the proper project phase. Compass will provide an updated analysis as soon as the baseline schedule is finalized.

Compass has drafted schedules for both FF&E and IT work and is in the process of incorporating both into the overall project schedule.

V. Budget Status:

There was $2,109,485.29 in approved expenditures for January. ACCI's January Application for Payment was submitted and approved for $1,988,281.64. The Town of Norwood also approved eleven (11) additional invoices in January for a total amount of $121,203.65.

Please refer to **Attachment 5 – Monthly Expenditures List**

The Town approved the following contract amendment(s) during the month:

Amendment #	Date	Contract/w	Description	Amount
11	01/24/10	Ai3	Additional design service for PV system	$25,000

The Project Budget Status Report shows total expenditures to date of $18,785,402 which represents 27% of the total project budget of $68,655,477. Please refer to **Attachment 6 – Project Budget Status Report**

VI. Cash Flow Analysis:

As of the end of January, actual expenditures are higher than planned expenditures. Planned expenditures were projected to be $15,726,545 million and actual expenditures are $18,785,402 million to date. Although this month's expenditures are in line with cash flow projections, expenditures to date remain about 19% higher than planned. This is a positive reflection of the project's progress to date, as overall work is about six (6) weeks ahead of the planned progress.

Please refer to **Attachment 7 – Project Cash Flow by Month** and **Attachment 8 – Cash Flow Analysis Chart.**

VII. Change Order Status Report:

In January, the PBCC approved Change Order #5 resulting in a net add of $17, 045.41. Change Order #5 consisted of several Pending Change Orders (PCOs) from the PCO Log.

CO #	PCO #	Description	Amount
5	48	Manhole instead of pad for Norwood Light Dept.	$3,149.29
5	53	Provide 1-hour fire rated ceiling at the top of elevator shaft	$6,483.70
5	57	Peastone backfill for gray-water tank backfill	$7412.42
5		**Total**	**$17,045.41**

Currently, there are fifty-one (51) other Pending Change Orders with a net estimated exposure of $ 129, 817.

Please refer to **Attachment 9 – Pending Change Order (PCO) Log**

Through January, the PBCC has approved five (5) Change Orders resulting in a net add of $505,079.33 to the project.

Change Order History:

CO #	Approval Date	Description	Amount
1	06/2009	Contract Adjustment – Electrician Filed Sub-Bid Protest	$432,280.00
2	09/2009	Multiple PCOs	$(5905.46)
3	10/2009	Multiple PCOs	$9417.51
4	12/2009	Multiple PCOs	$52,241.87
5	01/2010	Multiple PCOs	$17,045.41
		Total	**$505,079.33**

VIII. Safety Performance Review:

There were no reportable safety incidents during the month.

January 31st was the 119th consecutive Safe Work Day with no reportable incidents since the injury claim.

ACCI and all subcontractors continue to hold weekly safety meetings to discuss job site safety, rules, and regulations plus any material/work specific safety information.

ACCI's third party inspection agency, Contractors Risk Management, performed three (3) safety inspections during the month. Inspections were performed on 1/15, 1/20, and 1/27. All inspections were unannounced. Some minor infractions were reported, but all infractions were corrected while the inspector was still on site.

Please refer to **Attachment 10 – ACC Safety Update Report**.

IX. QA/QC Review:

Compass is actively monitoring the Quality Control measures in the field and is managing the overall Quality Assurance testing for the project. Compass continued to maintain a log of all QA/QC inspections and testing corresponding to the Structural Inspection and Testing Program.

Universal Testing Service (UTS) was on-site full-time during the month performing the following: soil compaction tests during excavation and fill work, spray fireproofing coverage testing, and grout/mortar testing. UTS also continued regular inspections of structural steel work under the direction of the Structural Engineer of Record (SER). Reports were issued for all tests and inspections and all are noted on Compass' Structural Inspection and Testing Log.

The SER from Engineers Design Group (EDG) made several site visits during the month to inspect masonry and structural steel work. Reports were issued for all visits and are noted on Compass' Structural Inspection and Testing Log.

Town of Norwood Building Department officials made multiple site visits throughout the month to review and inspect project work.

Town of Norwood Engineering and Water Department personnel made several visits to inspect water distribution, site drainage, and sewer work for compliance with Town specifications.

Ai3 continued formal inspections of project progress, inspecting work for adherence to project specification and workmanship standards. Results of these inspections were documented on Architect Field Observation Reports (AFORs). Ai3 issued three (3) AFORs during the month. MEP engineers also continued inspecting installed materials for adherence to project specification and workmanship standards. Results of these inspections were documented on reports from the respective engineer. Ai3 continued to review the construction of the project's exterior "Mock-up" panel to ensure workmanship and detailing meet the project's specifications and standards. Documented analysis and direction were provided after each review.

ACCI provided a monthly update to their Quality Control program. Please refer to **Attachment 11 – ACC Quality Control Program Monthly Update.**

No quality issues were encountered during the month.

X. Environmental Compliance Review:

ACCI continued execution of their Storm Water Pollution Protection Plan (SWPPP). ACCI and site subcontractor Guigli issued one (1) SWPPP Report during the month. One major issue was reported. A summary of the report is as follows:

Date	SWPPP Issue	Corrective Action Taken	Issue resolved
01/25/09	Run-off during heavy rainstorm breeched haybales.	Diverted run-off during event. Replaced haybales & cleaned silt.	Yes

ACCI continued execution of their Waste Management Plan in efforts to meet the requirements of the project's MA-CHPS waste management and recycling program. The project's goal is to recycle or salvage 90% of all debris. Please refer to **Attachment 12 – Waste Management Log.**

ACCI and Ai3 continued to ensure that the required MA-CHPS product data sheets were completed on all material and/or product submittals. ACCI will provide an updated MC-3 Combined Materials Log when available.

XI. Community Issues Review:

There are no major community issues to report.

Neighborhood Meetings were held on 1/08, 1/15, 1/22, and 1/29 at Town Hall. Minutes were distributed via e-mail and posted on the project's website.

Project information and pictures continue to be posted to the construction web-page maintained by Norwood Public Schools. The web address is: www.norwood.k12.ma.us/nhsc

Compass continued to maintain the project's e-mail log, tracking and responding to all e-mails received through the project's e-mail address, construction@norwood.k12.ma.us. The e-mail log is entered into the weekly Neighborhood Meeting during the open discussion period.

The project team is also contributing to the overall groundswell of public support for Norwood High School sophomore Matt Brown who was paralyzed during a Norwood High School hockey game in early January. Agostini is leading a project fundraising effort by providing "Matt Brown #3" hard hat stickers. A $5.00 donation is suggested for each sticker.

XII. MBE/WBE Activity Review:

Requirements for the project are: MBE =7.4% and WBE = 4%

Current percentages remain unchanged from last month.

Current percentages are: MBE = 3.63% and WBE = 10.6%.

Please to **Attachment 13 – MBE/WBE Activity Report.**

XIII. Additional Issues or Concerns:

There are no additional issues or concerns at this time.

XIV. Progress Photos:

Please to **Attachment 14 – MPR 2010-01 Progress Photos**

XV. Attachments:

1. **ACCI Monthly Progress Report**
2. **Ai3 Services Summary**
3. **Compass Monthly Services Summary**
4. **Norwood High School Comparison to WH As-built Schedule**
5. **Monthly Expenditures List**
6. **Project Budget Status Report**
7. **Project Cash Flow by Month**
8. **Project Cash Flow Analysis Chart**
9. **Pending Change Order (PCO) Log**
10. **ACCI Safety Update Report**
11. **ACCI Quality Control Program Monthly Update**
12. **Waste Management Log**
13. **MBE/WBE Activity Report**
14. **MPR 2010-01 Progress Photos**