**

Form AVP-500305

Rev. June 2017

MONTHLY REPORT NO. # \_\_\_

***PROJECT: Name Public Housing, City, Puerto Rico RQ-00####***

PERIOD: Month \_\_, 20\_\_ to Month \_\_, 20\_\_

CM/PM/Inspector Name

[Report Date]

This page has been intentionally left blank.

MONTHLY REPORT NO. # \_\_\_

**PROJECT: Name Public Housing, City, Puerto Rico RQ-00####**

Contents

[1. INTRODUCTION 7](#_Toc388441671)

[1.1. Project Profile 7](#_Toc388441672)

[1.1.1. Project Description 7](#_Toc388441673)

[1.1.2. Project Cost & Scheduling 7](#_Toc388441674)

[1.2. Construction Activities Summary 7](#_Toc388441675)

[1.2.1. Intro 7](#_Toc388441676)

[1.2.2. Site 7](#_Toc388441677)

[1.2.3. Building # 7](#_Toc388441678)

[1.2.4. Building # 7](#_Toc388441679)

[1.3. Site Plan Description and View 8](#_Toc388441680)

[2. DETAILED CPM IMPLEMENTATION SCHEDULE ANALYSIS OF PLANNED VS ACTUAL PERFORMANCE 8](#_Toc388441681)

[2.1. Notice to Proceed 8](#_Toc388441682)

[2.2. Contractor Schedule 8](#_Toc388441683)

[2.3. Project Phases 8](#_Toc388441684)

[3. DESCRIPTION OF ACTIONS TAKEN FOR EACH CPM ITEM BEHIND SCHEDULE 9](#_Toc388441685)

[4. SCHEDULED PLANNED VS ACTUAL CONSTRUCTION LABOR ON SITE FOR THE PERIOD 9](#_Toc388441686)

[5. APPROVED, PENDING, POTENTIAL CHANGE ORDERS AND THEIR IMPACT TO PROJECT SCHEDULE AND COST 9](#_Toc388441687)

[5.1. Approved Change Orders: 9](#_Toc388441688)

[5.1.1 Designer 9](#_Toc388441689)

[5.1.2 Contractor 9](#_Toc388441690)

[5.2. Pending Change Orders: 9](#_Toc388441691)

[5.2.1 Designer 9](#_Toc388441692)

[5.2.2 Contractor 9](#_Toc388441693)

[5.3. Potential Change Orders 10](#_Toc388441694)

[5.2.1 Designer 10](#_Toc388441695)

[5.2.2 Contractor 10](#_Toc388441696)

[6. REGULATORY COMPLIANCE ACTIVITIES 10](#_Toc388441697)

[6.1. Davis Bacon Act (DBA) 10](#_Toc388441698)

[6.1.1. Payrolls 10](#_Toc388441699)

[6.2. Section 3 10](#_Toc388441700)

[6.3. HUD 504 Compliance Report 10](#_Toc388441701)

[6.4. Lead Abatement 10](#_Toc388441702)

[6.4.1. Mitigation activities 10](#_Toc388441703)

[7. RESIDENT RELOCATION ACTIVITIES 11](#_Toc388441704)

[7.1. Planning 11](#_Toc388441705)

[7.2. Current Project Conditions 11](#_Toc388441706)

[7.3. Relocation Status 11](#_Toc388441707)

[7.3.1. Forecast relocation for next building. 11](#_Toc388441708)

[8. DESCRIPTION OF POTENTIAL PROBLEMS THAT NEED TO BE ADDRESSED AND POSSIBLE CORRECTIVE ACTIONS. 11](#_Toc388441709)

[9. ATTACHMENT 11](#_Toc388441710)

[**9.1.** **ATTACHMENT 1** 13](#_Toc388441711)

[**9.2.** **ATTACHMENT 2** 15](#_Toc388441712)

[**9.3.** **ATTACHMENT 3** 17](#_Toc388441713)

[**9.4.** **ATTACHMENT 4** 19](#_Toc388441714)

[**9.5.** **ATTACHMENT 5** 21](#_Toc388441715)

[**9.6.** **ATTACHMENT 6** 23](#_Toc388441716)

[**9.7.** **ATTACHMENT 7** 25](#_Toc388441717)

[**9.8.** **ATTACHMENT 8** 27](#_Toc388441718)

[**9.9.** **ATTACHMENT 9** 29](#_Toc388441719)

[**9.10.** **ATTACHMENT 10** 31](#_Toc388441720)

[**9.11.** **ATTACHMENT 11** 33](#_Toc388441721)

[**9.12.** **ATTACHMENT 12** 35](#_Toc388441722)

[**9.13.** **ATTACHMENT 13** 37](#_Toc388441723)

[**9.14.** **ATTACHMENT 14** 39](#_Toc388441724)

[**9.15.** **ATTACHMENT 15** 41](#_Toc388441725)

[**9.16.** **ATTACHMENT 16** 43](#_Toc388441726)

[**9.17.** **ATTACHMENT 17** 45](#_Toc388441727)

[**9.18.** **ATTACHMENT 18** 47](#_Toc388441728)

[**9.19.** **ATTACHMENT 19** 49](#_Toc388441729)

[**9.20.** **ATTACHMENT 20** 51](#_Toc388441730)

[**9.21.** **ATTACHMENT 21** 53](#_Toc388441731)

[**9.22.** **ATTACHMENT 22** 55](#_Toc388441732)

[**9.23.** **ATTACHMENT 23** 57](#_Toc388441733)

[**9.24.** **ATTACHMENT 24** 59](#_Toc388441734)

[**9.25.** **ATTACHMENT 25** 61](#_Toc388441735)

[**9.26.** **ATTACHMENT 26** 63](#_Toc388441736)

This page has been intentionally left blank.

MONTHLY REPORT NO. # \_\_\_

**PROJECT: Name Public Housing, City, Puerto Rico RQ-00####**

# INTRODUCTION

On Month \_\_, 20\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_) was contracted by PRPHA to serve as Construction/Program Managers/Inspection, in effect, to act as their representatives with the project management services of the comprehensive modernization works. \_\_\_ received on Month \_\_, 20\_\_ a Notice to Proceed (NTP) to start the Services for the modernization of the Name Public Housing Complex (RQ-00####) in the Municipality of City, P.R. in accordance with Contract Number 20\_\_-00######.

## Project Profile

### Project Description

Text

### Project Cost & Scheduling

#### Designer

Text

#### Contractor

Text

## Construction Activities Summary

### Intro

Text

### Site

Text

### Building #

Text

### Building #

Text

## Site Plan Description and View

Text

# DETAILED CPM IMPLEMENTATION SCHEDULE ANALYSIS OF PLANNED VS ACTUAL PERFORMANCE

## Notice to Proceed

Text

## Contractor Schedule

Text

## Project Phases

Text

# DESCRIPTION OF ACTIONS TAKEN FOR EACH CPM ITEM BEHIND SCHEDULE

Text

# SCHEDULED PLANNED VS ACTUAL CONSTRUCTION LABOR ON SITE FOR THE PERIOD

Text

# APPROVED, PENDING, POTENTIAL CHANGE ORDERS AND THEIR IMPACT TO PROJECT SCHEDULE AND COST

Text

## Approved Change Orders:

### 5.1.1 Designer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO  No. | Item  No. | Description | Cost | Time  Extension | Approved Date |
|  |  |  | **$** |  |  |
| **Total** | | | **$** |  |  |

### 5.1.2 Contractor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO  No. | Item  No. | Description | Cost | Time  Extension | Approved Date |
|  |  |  | **$** |  |  |
|  |  | **$** |  |  |
|  |  |  | **$** |  |  |
| **Total** | | | **$** |  |  |

## Pending Change Orders:

### 5.2.1 Designer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO  No. | Item  No. | Description | Cost | Time  Extension | Comments |
|  |  |  | **$** |  |  |
| **Total** | | | **$** |  |  |

### 5.2.2 Contractor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO  No. | Item  No. | Description | Cost | Time  Extension | Comments |
|  |  |  | **$** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | | | **$** |  |  |

## Potential Change Orders

### 5.2.1 Designer

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ItemNo. | Description | Cost Estimate by Designer | Cost Estimate by Program Manager | Agreement | Time Extension | Status |
|  |  | **$** | **$** | **$** |  |  |
|  |  | **$** | **$** | **$** |  |  |

### 5.2.2 Contractor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ItemNo. | Description | Cost Estimate by Contractor | Cost Estimate by Designer | Cost Estimate by Program Manager | Agreement | Time Extension | Status |
|  |  |  | **$** | **$** | **$** |  |  |
|  |  |  | **$** | **$** | **$** |  |  |

# REGULATORY COMPLIANCE ACTIVITIES

## Davis Bacon Act (DBA)

Text

### Payrolls

Text

## Section 3

Text

## HUD 504 Compliance Report

Text

## Lead Abatement

Text

### Mitigation activities

Text

The actual status of the mitigation activity is as follows:

|  |  |
| --- | --- |
| Total Buildings | # |
| Total Buildings Mitigated | #(Building # @ #) |
| Total Dwelling Units | ## |
| Total Dwelling Units Non-Mitigated | # |
| Total Dwelling Units Mitigated | ## |

# RESIDENT RELOCATION ACTIVITIES

## Planning

Text

## Current Project Conditions

Text

## Relocation Status

The actual status of the relocation is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Building | Units per building | Vacant units | Possible delivery date vacant building | Possible delivery date modernized building | Comments |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

For a detailed itinerary of the relocation plan, please refer to the CPM Update on **attachment 9.15**.

### Forecast relocation for next building.

Text

# DESCRIPTION OF POTENTIAL PROBLEMS THAT NEED TO BE ADDRESSED AND POSSIBLE CORRECTIVE ACTIONS.

Text

# ATTACHMENT

This page has been intentionally left blank.

## **ATTACHMENT 1**

**PRPHA MONTHLY CONSTRUCTION**

**SUMMARY REPORT**

This page has been intentionally left blank.

## **ATTACHMENT 2**

**HUD 5378 FORM – BI WEEKLY REPORTS**

This page has been intentionally left blank.

## **ATTACHMENT 3**

**DAILY INSPECTIONS REPORTS**

This page has been intentionally left blank.

## **ATTACHMENT 4**

**WEEKLY MEETINGS MINUTES**

This page has been intentionally left blank.

## **ATTACHMENT 5**

**DRAWINGS REVISIONS STATUS LOG**

This page has been intentionally left blank.

## **ATTACHMENT 6**

**SUBMITTALS STATUS LOG**

This page has been intentionally left blank.

## **ATTACHMENT 7**

**REQUEST FOR INFORMATION STATUS LOG**

This page has been intentionally left blank.

## **ATTACHMENT 8**

**REQUEST FOR SUBSTITUTION STATUS LOG**

This page has been intentionally left blank.

## **ATTACHMENT 9**

**STATUS OF CHANGE IN WORK**

This page has been intentionally left blank.

## **ATTACHMENT 10**

**PAYMENTS STATUS REPORT**

This page has been intentionally left blank.

## **ATTACHMENT 11**

**Concrete pouring log**

This page has been intentionally left blank.

## **ATTACHMENT 12**

**Project Correspondence**

This page has been intentionally left blank.

## **ATTACHMENT 13**

**Project progress photos**

This page has been intentionally left blank.

## **ATTACHMENT 14**

**Project staff certifications**

E This page has been intentionally left blank.

## **ATTACHMENT 15**

**Progress schedule**

This page has been intentionally left blank.

## **ATTACHMENT 16**

**Permit status report**

This page has been intentionally left blank.

## **ATTACHMENT 17**

**Rain log**

This page has been intentionally left blank.

## **ATTACHMENT 18**

**Government’s agencies reports**

This page has been intentionally left blank.

## **ATTACHMENT 19**

**Visitor’s record**

**(Only includes records in the days when there was visiting in the project).**

This page has been intentionally left blank.

## **ATTACHMENT 20**

**Other meetings**

This page has been intentionally left blank.

## **ATTACHMENT 21**

**Davis Bacon Act compliance**

**Certification**

This page has been intentionally left blank.

## **ATTACHMENT 22**

**Toxic Material report**

This page has been intentionally left blank.

## **ATTACHMENT 23**

**Project Monthly report**

This page has been intentionally left blank.

## **ATTACHMENT 24**

**Units Deliver Report**

This page has been intentionally left blank.

## **ATTACHMENT 25**

**Section 3 Report**

This page has been intentionally left blank.

## **ATTACHMENT 26**

**Others Reports**

This page has been intentionally left blank.