


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE CONSTRUCTION
MANAGEMENT PROCEDURES**

SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO: 031	DATE: 6/7/2019
TITLE: WEEKLY CONSTRUCTION PROGRESS REPORTS	REVISION: 1

1.0 Policy

Weekly SFPUC Infrastructure Construction Management (CM) Project Construction Progress Reports are prepared and transmitted electronically each week by the Resident Engineer (RE) to the Construction Management Bureau (CMB) Manager's administrative staff based at the CMB office located on 525 Golden Gate Avenue. These reports are to provide a "snap shot" status in bullet points of the weekly progress of each SFPUC Infrastructure CM Construction Contract.

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

This SFPUC Infrastructure CM Procedure establishes the requirements for the content, preparation, and submittal of the Weekly SFPUC Infrastructure CM Project Construction Progress Reports to the Senior Project Manager (Senior PM).

3.0 Definitions

3.1 Weekly Construction Progress Report

The Weekly Construction Progress Report is prepared by the RE.

The report should identify the project title, followed by progress and issues reported in a bullet point format. At the conclusion of the report the following information should be included: NTP date, Specified Substantial

Completion Date, Actual Substantial or Planned Substantial Completion Date, and percentage Construction Completed.

NOTES:

1. Items and issues which are not to be addressed include Human Resource Issues, attorney-client potential privileges, submittal status, RFIs and Change Order Status.
2. The Weekly Construction Progress Reports are to be completed no later than 12-Noon on the last day of the work week and forwarded by email to administrative staff at 525 Golden Gate Avenue.

4.0 Responsibilities

4.1 Construction Management Bureau (CMB) Manager

For major capital programs the CMB Manager manages the PMs during Construction and Close-out Phases as well as the performance assessment of all assigned staff and consultants.

4.2 Resident Engineer (RE)

The RE manages the project construction contracts as the “City Representative”, and prepares the Project Section of the Weekly Construction Progress Report for submittal to the Construction Manager.

4.3 CM Team

The CM team supports the RE, Individual CM team members provide weekly information on Work progress, safety, quality, budget, schedule and other Contractor performance issues.

- 4.4.1 The CM team configuration can include the Field Contracts Administrator (FCA), Lead Construction Inspector, Construction Safety Manager, Office Engineer (OE), Client/Operations Representative (OR), Environmental Compliance Manager (ECM) and others.

5.0 Implementation

None

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specifications

None

7.2 CM Procedures

None

7.3 Others

None

8.0 Attachments

031 - 1 Weekly Construction Progress Report Form

031 – 2 Revision Control Log

Attachment 031 - 1

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Weekly Construction Progress Report – Form

Date:	<today's date>	
CM Company:	<CM company name>	
Weekly Project Report For:	Contract Number: (WD, HH or WW)	Name of Contractor:
A) <construction contract title> B) <construction contract title> C) <construction contract title> D) <construction contract title>	A) <contract number> B) <contract number> C) <contract number> D) <contract number>	A) <list each contractor by name> B) <list each contractor by name> C) <list each contractor by name> D) <list each contractor by name>
For the Week of:	<start date>	<end date>
Attached are weekly reports for active projects in the <region name> Region reflecting the activity and project status for the period indicated above.		
Prepared by:	(CM Contractor Name)	Company Name:
Date:		
Remarks:		

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Weekly Construction Progress Report - Form

<PROJECT A (as shown on page 1; 3.1)>			
<construction contract title, contract number, and contractor by name>			
<u>SAFETY</u>		<u>BUDGET</u>	
Total Labor Hours Worked Since Start of Project:	<hours>	Current Contract Value:	\$0.00
Lost Time or Reportable Accidents This Period:	<each>	Total Pending Changes:	\$0.00
Total Number of Lost Days:	<days>	Forecast at Complete:	\$0.00
<u>ACTIVITIES THIS WEEK PHYSICAL PROGRESS</u>			
1) <i><if none; document "none"></i>			
2)			
<u>SCHEDULE</u>			
Contract Completion Date:	<date>	Forecast at Completion Date:	<date>
<u>QUALITY ASSURANCE / QUALITY CONTROL</u>			
Number of Open Non-Conformance Notices:	<total number of open issues>		
Supplier Quality Surveillance (SQS) Activities:	1) <i><if none; document "none" or list each activity item by title of activity></i>		
	2) <i><list each activity item by title of activity></i>		
<u>CRITICAL ISSUES / STATUS</u>			
1) <i><if none; document "none"></i>			
2)			
<u>OTHER ITEMS</u>			
Current Project Labor Force On Site:			
Construction Labor:			
Contractor Management:			

**Attachment 031 - 2
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Attachments revised;• Revision Control Log updated.
Rev 0	11/14/16	Signed