



STANDARD CONSTRUCTION OPERATING PROCEDURE

**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**
Division of Infrastructure
Bureau of Construction

SCOP..... : 08- 002G

CATEGORY..: CONSTRUCTION
Subcategory : CONSTRUCTION

SUBJECT: MONTHLY PROGRESS REPORT - REVISED

Keywords : Schedule
Progress Report

APPROVED:

ORIGINAL SIGNED BY

Chief Construction Engineer - William Svilar, P.E.

Supersedes..... : 07-003G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : July 1, 2008

Effective immediately the Resident Engineer must provide a monthly progress report covering all major activities on each project using the attached standard format. This monthly report must summarize the extent of the progress, activities for current and upcoming month, critical issues, community issues, other pending issues, financial status and the update of the contractor's schedule on each project. The RE is to make estimates of the projected completion date based on all known delays and extra work on the project.

This report is to be electronically forwarded to the Deputy Commissioner of Infrastructure with a copy to the Associate Commissioners of Design and Construction, Assistant Commissioners of Construction and Program Administration, Chief Construction Engineer, Construction Director, Community Outreach and Notification (OCON) Director, Construction Support Director and the Engineer-In-Charge.

This report is due at the end of each month, but no later than the tenth-10 day of the following month.

Attachments: Monthly Progress Report Form & Sample



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

ERIC C. MACFARLANE, P.E.
Deputy Commissioner
Infrastructure

MONTHLY PROGRESS REPORT No. 18 (May 2008)

Project: Reconstruction of Havemeyer Avenue. Area, Bronx (Phase 2)
Contract No.: HWX-969B
Borough: Bronx/North Queens
Registration No.: 20070005655
Supervision: In-house
Contractor: Halcyon Construction Corp.

SCOPE OF WORK:

Reconstruction of Havemeyer Avenue Area bounded by Bruckner Boulevard to the north, Seward Avenue to the south, Olmstead Avenue to the west and Zerega Avenue to the east. Reconstruction activities include the installation of new DIP water mains; ESVP & RCP combined sewers, curbs, sidewalks, catch basins, street lights, traffic lights, traffic signs, street name signs, concrete road base, AC wearing course and thermoplastic pavement marking.

CONTRACT CALENDAR:

Notice to Proceed Date: 11/20/06
Original Contract Completion Date: 03/20/08
Percent of Original Time Elapsed: 115.3 %
Projected Completion Date: 09/25/08

CONTRACT BUDGET:

Original Contract Amount: \$ 20,188,000.00
Current Contract Amount: \$ 21,788,803.80
Value of Work Completed to Date: \$ 16,919,331.79
Percent of Work Completed to Date: 77.7%

CONSTRUCTION ACTIVITIES FOR CURRENT & UPCOMING MONTH:

Roadway base construction at various locations; sidewalk reconstruction at various locations.

DDC99-1-357





OVERVIEW OF SCHEDULE THRU COMPLETION: (Optional - as directed by the Borough Director)

Due to some scope changes that are still pending, it is expected that project will not be completed until the end of this year.

CRITICAL ISSUES:

Unknown utility conduit inside sewer replacement trench on Havemeyer Avenue between Bruckner Blvd & Seward Avenue.

COMMUNITY ISSUES:.

No garbage pick-up at 800 Castle Hill Ave. (Cerebral Palsy Center) because of roadway reconstruction. Issue was resolved with Sanitation and garbage was picked up.

OTHER PENDING ISSUES:

Additional work is being proposed by DOT at Castle Hill Avenue and Center Street, but it is still in preliminary stages

DDC99-1-358





NEW YORK CITY DEPARTMENT OF
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DAVID J. BURNEY, FAIA
Commissioner

JEFF BONNÉ
Deputy Commissioner
Administration

MONTHLY PROGRESS REPORT No. (#) (Month, Year)

Project: (Project Description)
Contract No.: (Capis ID)
Borough: (Managing Borough/Borough of Work)
Registration No.: (Reg #)
Supervision: (Consultant Name or In-house)
Contractor: (Contractor's Name)

SCOPE OF WORK:

(Brief Overview of the Scope of Work)

CONTRACT CALENDAR:

Notice to Proceed Date: (mm/dd/yyyy)
Original Contract Completion Date: (mm/dd/yyyy)
Percent of Original Time Elapsed: () %
Projected Completion Date: (mm/dd/yyyy)

CONTRACT BUDGET:

Original Contract Amount: \$
Current Contract Amount: \$
Value of Work Completed to Date: \$
Percent of Work Completed to Date: ()%

CONSTRUCTION ACTIVITIES FOR CURRENT & UPCOMING MONTH:

(Description of current major activities and activities for upcoming Month)

CRITICAL ISSUES:

(Description of all critical issues, including change orders)

COMMUNITY ISSUES:

(Description of critical community issues)

OTHER PENDING ISSUES:

(Description of other pending issues that could potentially effect the cost or completion of the contract)

DDC99-1-359

