|  |
| --- |
| ENTER PROJECT NAME  DC CONTRACT NO.: DCKA-20NN-C-NNNN  FEDERAL AID PROJECT (FAP) NO.: NNNN (NNN) |

|  |
| --- |
| **CONSTRUCTION MANAGER’S**  **WEEKLY PROGRESS REPORT NO. NN**  **DD/MM/YYYY – DD/MM/YYYY** |

Project Website: Enter Website Address

|  |
| --- |
|  |
| DD/MM/YYYY – Type photo activity and location |

|  |
| --- |
| 1. EXECUTIVE SUMMARY |

**Project Description:**

Type your project description here.

|  |
| --- |
| 1. STATUS OF PROJECT FUNDING AND SCHEDULE |

**Project Funding:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Report No. | Work Period | | Progress | | |
|  |  | | Completed to Date | Percent Complete ($) | Percent Complete (Time) |
| Contract | Value | This Period |
| **Original Contract** |  |  |  |  |  |
| **Approved Change Orders** |  |  |  |  |  |
| **Contract Totals** |  |  |  |  |  |
| Partial Payments Approved to Date | % Retainage | Retainage Amount | Balance | Calendar Days Expired | Calendar Days Remaining |
|  |  |  |  |  |  |

**Contract Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor | NTP Date | Original Duration (Days) | Original Completion Date | Requested Completion Date | Approved Changed Completion Date |
|  |  |  |  |  |  |

**Payments Received by the Contractor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partial No** | **Pay Period** | **Amount Received** | **Date** |
|  | MMM-YYYY | Add more rows as needed | MM/DD/YY |

**Payments Received by the Sub Contractors:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partial No** | **Pay Period** | **Subcontractor** | **Amount Received** | **Date** |
|  | MMM-YYYY | Add more rows as needed |  | MM/DD/YY |

**CM Task Order Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor | NTP Date | Original Duration  (Days) | Original Completion Date | Requested Completion Date | Approved Changed Completion Date |
|  | MM/DD/YYYY |  | MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |

**Payments Received by the CM:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partial No** | **Pay Period** | **Amount Received** | **Date** |
|  | MMM-YYYY | Add more rows as needed | MM/DD/YY |

|  |
| --- |
| 1. STATUS OF CONSTRUCTION / PROGRESS SUMMARY |

Type a short summary here.

**Monday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

**Tuesday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

**Wednesday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

**Thursday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

**Friday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

**Saturday MM/DD/YYYY:**

**Contractor/Subcontractor Name**

* Work Location
  + Activity

|  |
| --- |
| 1. ISSUES / ACTION ITEMS |

**Ongoing Issues / Items:**

**New Issues / Items:**

|  |
| --- |
| 1. MEETINGS / PROJECT COORDINATION |

Type activities here.

|  |
| --- |
| 1. INSPECTION & MATERIAL TESTS PERFORMED |

Concrete test was performed by CM for the following:

|  |  |  |
| --- | --- | --- |
| **Date** | **Location/Use** | **Material/Test/Ticket No.** |
| MM/DD/YY |  |  |

The following tests were performed by DDOT QAQC:

|  |  |  |
| --- | --- | --- |
| **Date** | **Location/Use** | **Material/Test/Ticket No.** |
| MM/DD/YY |  |  |

The following asphalt samples were collected:

|  |  |  |
| --- | --- | --- |
| **Date** | **Location/Use** | **Material/Test/Ticket No.** |
| MM/DD/YY |  |  |

|  |
| --- |
| 1. RFIs / SUBMITTALS |

**Requests for Information (RFI):**

**Submittals:**

|  |
| --- |
| 1. CHANGE ORDERS / TASK ORDERS |

**Change Orders and Proposed Change Orders:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PCO No | Title | Description | PCO Status | Change  Order No | Change  Order  Status |
|  |  |  |  |  |  |

|  |
| --- |
| 1. DBE / NON-DBE PARTICIPATION SUMMARY |

**Contractor Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DBE/NON-DBE PLAN AND SUMMARY** | | | | |
| **Name of DBE/NONDBE Description of Work** | **Description of Work** | **Estimated Dollar**  **Value of Participation** | **Estimated**  **% of Participation** | **Dollar Value of Participation to Date** |
| DBE | | | | |
|  |  |  |  |  |
| **Total** | |  |  |  |
| **DBE Participation (Goal = ?%)** | | | **?%** |  |
| Non-DBE | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTALS TO DATE** | |  |  |  |

|  |
| --- |
| 1. ACCIDENTS / INCIDENTS |

|  |
| --- |
| 1. PHOTOS OF WORK PERFORMED THIS PERIOD |

|  |
| --- |
|  |
| Photo No. 1: MM/DD/YYYY – Activity and Location |
| |  | | --- | |  | | Photo No. 2: MM/DD/YYYY – Activity and Location | |

|  |
| --- |
|  |
| Photo No. 3: MM/DD/YYYY – Activity and Location |
| |  | | --- | |  | | Photo No. 4: MM/DD/YYYY – Activity and Location | |

|  |
| --- |
|  |
| Photo No. 5: MM/DD/YYYY – Activity and Location |
| |  | | --- | |  | | Photo No. 6: MM/DD/YYYY – Activity and Location | |
|  |
| Photo No. 7: MM/DD/YYYY – Activity and Location |
| |  | | --- | |  | | Photo No. 8: MM/DD/YYYY – Activity and Location | |
|  |
| Photo No. 9: MM/DD/YYYY – Activity and Location |
| |  | | --- | |  | | Photo No. 10: MM/DD/YYYY – Activity and Location | |
|  |
|  |

Copy RFI and Submittal Logs on this sheet(s)