

## **EXHIBIT C.5** **PROGRESS REPORT CONTENTS**

### **1.0 GENERAL**

- 1.1 Without limiting the information summarized herein, the purpose of this document is to provide an outline for the minimum contents of the plan of the day, weekly, and monthly Progress Reports to be prepared by Contractor by the dates set forth in the Submittal Schedule.
- 1.2 The Progress Reports shall meet the minimum requirements for submittals set forth in Exhibit A.5 (Submittal Requirements).

### **2.0 DEFINITIONS**

- 2.1 Unless defined in this exhibit, terms that begin with an upper case shall have the meaning defined in Exhibit A.1 (Scope of Work).

### **3.0 PLAN OF THE DAY REPORT OUTLINE**

#### 3.1 Cover sheet:

- (1) Project name and address
- (2) Date of report

#### 3.2 Executive summary:

- (1) High-level summary delineating Project status, milestones, and issues.
- (2) Weather forecast including:
  - (a) Rainfall accumulation, including monthly total to date
  - (b) Temperature
  - (c) Wind speed
  - (d) Cloud cover
  - (e) Severe weather concerns
- (3) Safety statistics: briefly describe any issues, near misses, recordable, or other similar issues that occurred during the reporting period.
- (4) Environmental issues: briefly describe any issues, citations, or other similar issues that occurred during the reporting period.
- (5) Permitting issues: briefly describe any issues concerning permitting that occurred during the reporting period.
- (6) Landowner issues: briefly describe any issues concerning landowners that occurred during the reporting period.

(7) Training: briefly describe any training that occurred on during the reporting period including length of and who participated in such training.

(8) Limit to less than one (1) page.

3.3 Progress summary and plan of the day:

(1) Provide a plan of the day for each major area and sub-area of the Work, including the last working day, current day, and next working day plans.

(2) Provide graphical indicators of current construction progress.

(3) Provide a brief description of the Project progress within each of the following fields:

(a) Engineering

(b) Procurement / manufacturing

(c) Receiving

(d) Construction

(e) Testing

(f) Commissioning

(g) Staffing levels – present and future projections

3.4 Issues and concerns:

(1) Briefly describe any issues that occurred during the reporting period pertaining to the execution of the Project that were not otherwise covered in the sections above.

**4.0 WEEKLY PROGRESS REPORT OUTLINE**

4.1 Cover sheet:

(1) Project name and address

(2) Time span covered

(3) Date of report

4.2 Executive summary:

(1) High-level summary delineating Project status, milestones, and issues

(2) Limit to less than one (1) page.

4.3 Health, safety, and environmental:

- (1) Provide a table of the following safety statistics. Each statistic listed below shall be presented as a weekly total, year-to-date total, and Project-to-date total, respectively, in each report. Each statistic listed below, including the aforementioned subtotals, shall be presented for Contractor and each major subcontractor, respectively, in each report.
  - (a) Hours worked
  - (b) Lost-time incidents
  - (c) Total recordable cases
  - (d) Recordable incident rate
  - (e) First aid cases
  - (f) Near misses
- (2) Safety issues: briefly describe any issues, near misses, recordable, or other similar issues that occurred during the reporting period.
- (3) Environmental issues: briefly describe any issues, citations, or other similar issues that occurred during the reporting period.
- (4) Permitting issues: briefly describe any issues concerning permitting that occurred during the reporting period.
- (5) Landowner issues: briefly describe any issues concerning landowners that occurred during the reporting period.
- (6) Training: briefly describe any training that occurred on during the reporting period including length of and who participated in such training.

4.4 Progress summary:

- (1) Provide graphical indicators of weekly construction progress.
- (2) Provide a brief description of the Project progress within each of the following fields:
  - (a) Engineering
  - (b) Procurement / manufacturing
  - (c) Construction
  - (d) Testing
  - (e) Commissioning
  - (f) Staffing levels – present and future projections

4.5 Personnel:

- (1) Provide a summary of Contractor personnel that were on-Site during the reporting period, including total hours worked.
- (2) Provide a brief, bulleted list of each subcontractor that was on-Site during the reporting period.

4.6 Project schedule:

- (1) Provide overview of Work relative to current Project Schedule, including critical path schedule and recovery schedule (if applicable). Include a copy of the current Project Schedule.
- (2) Provide summary of all weather delays.

4.7 Issues and concerns:

- (1) Briefly describe any issues that occurred during the reporting period pertaining to the execution of the Project that were not otherwise covered in the sections above.

4.8 Submittals and RFIs:

- (1) Listing of open transmittals, including open issues (if any)
- (2) Listing of open RFIs, including open issues (if any)

4.9 Change orders:

- (1) Listing of approved change orders
- (2) Listing of pending change orders, including open issues (if any)

4.10 Job site pictures:

- (1) Include representative photographs of the Work performed during the reporting period. Each picture should include a brief description of the picture's contents, including the location where it was taken and the date when it was taken.

**5.0 MONTHLY PROGRESS REPORT OUTLINE**

5.1 Cover sheet:

- (1) Project name and address
- (2) Time span covered
- (3) Date of report

5.2 Executive summary:

- (1) High-level summary delineating Project status, milestones, and issues
- (2) Limit to less than one (1) page.

5.3 Health, safety, and environmental:

- (1) Provide a table of the following safety statistics. Each statistic listed below shall be presented as a monthly total, year-to-date total, and Project-to-date total, respectively, in each report. Each statistic listed below, including the aforementioned subtotals, shall be presented for Contractor and each major subcontractor, respectively, in each report.
  - (a) Hours worked
  - (b) Lost-time incidents
  - (c) Total recordable cases
  - (d) Recordable incident rate
  - (e) First aid cases
  - (f) Near misses
- (2) Safety issues: briefly describe any issues, near misses, recordable, or other similar issues that occurred during the reporting period.
- (3) Environmental issues: briefly describe any issues, citations, or other similar issues that occurred during the reporting period.
- (4) Permitting issues: briefly describe any issues concerning permitting that occurred during the reporting period.
- (5) Landowner issues: briefly describe any issues concerning landowners that occurred during the reporting period.
- (6) Training: briefly describe any training that occurred on during the reporting period including length of and who participated in such training.

5.4 Progress summary:

- (1) Provide graphical indicators of monthly construction progress.
- (2) Provide a brief description of the Project progress within each of the following fields:
  - (a) Engineering
  - (b) Procurement / manufacturing
  - (c) Construction
  - (d) Testing
  - (e) Commissioning
  - (f) Staffing levels – present and future projections

5.5 Personnel:

- (1) Provide a summary of Contractor personnel that were on-Site during the reporting period, including total hours worked.
- (2) Provide a brief, bulleted list of each subcontractor that was on-Site during the reporting period.

5.6 Project schedule:

- (1) Provide overview of Work relative to current Project Schedule, including critical path schedule and recovery schedule (if applicable). Include a copy of the current Project Schedule.
- (2) Provide summary of all weather delays.

5.7 Issues and concerns:

- (1) Briefly describe any issues that occurred during the reporting period pertaining to the execution of the Project that were not otherwise covered in the sections above.

5.8 Submittals and RFIs:

- (1) Listing of open transmittals, including open issues (if any)
- (2) Listing of open RFIs, including open issues (if any)

5.9 Change orders:

- (1) Listing of approved change orders
- (2) Listing of pending change orders, including open issues (if any)

5.10 Job site pictures:

- (1) Include representative photographs of the Work performed during the reporting period. Each picture should include a brief description of the picture's contents, including the location where it was taken and the date when it was taken.