


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 028 TITLE: WEEKLY PROJECT CONSTRUCTION REPORTS	DATE: 10/10/12 REVISION NO.: 1

1.0 Policy

Weekly Project Construction Reports are prepared and submitted each week by the Project Construction Manager (Project CM) and submitted to the Regional Construction Manager (Regional CM) for approval. Approved Reports are forwarded to the Deputy Director, WSIP Construction.

These reports provide a “snap shot” status of each project to the Regional Construction Manager, Regional Project Manager and the Deputy Director of Construction for all WSIP projects.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their Work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies and the Contract under which the Work is executed.

2.0 Description

This CM Procedure establishes the requirements for the content, preparation, and submittal of the Weekly Project Construction Reports.

3.0 Definitions

3.1 Weekly Project Construction Report

The Weekly Project Construction Report is prepared by the Project CM and summarizes for SFPUC Management the following items. Refer to Attachment 028 – 1 for the report form.

Project Summary

- a. Contract No.
- b. Project Title

- c. Project Construction Manager
- d. Contractor
- e. Award Contract Value
- f. Schedule Status:
 - NTP Date
 - % completion to date
 - Specified Substantial Completion Date
 - Actual Substantial Completion Date
- g. Activities This Week. (List in most cases four to five activities for each project.)
 - General description of construction activities
 - Avoid long detailed descriptions, be brief and state “snap shot” information
- h. Critical Issues/Impact/Status – Describe briefly.
- i. Upcoming Major Events, including coordination with Operating Divisions, and coordination of SCADA and shutdown work.
- j. Safety - Reportable incidents, lost time, near misses and first aid cases.

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 except as necessary in the discussion of critical issues.
2. The Weekly Project Progress Reports are to be completed no later than COB Monday and forwarded to the responsible Regional Construction Managers and the Deputy Director of Construction.
3. Information from the Weekly Project Progress Reports may be used to prepare the CM Procedure No. 020 Project Construction Progress Reports – Monthly.

3.2 Specialty CM Consultant Projects

Specialty CM Consultants will perform all duties of the Project CMs that report to a Regional CM Consultant, but will report directly to the Regional PM.

- 3.2.1 The six (6) Specialty CM Consultant Projects are;
- Bay Division Tunnel
 - New Crystal Springs Bypass Tunnel

- New Irvington Tunnel
- Calaveras Dam
- Harry Tracy Water Treatment Plant – Long Term
- Bay Division Pipeline 3 & 4 Seismic Upgrade

3.3 WSIP CM Consultant Projects

The WSIP Regional CM Consultant reports directly to the Regional PM and is the point of contact with the Regional PM for the administration of the Regional CM Consultant contract.

4.0 Responsibilities

4.1 Deputy Director of Construction (DDC)

The DDC manages the Regional PMs during Construction and Close-out Phases, and manages the performance assessment of all assigned staff and Consultants. The DDC distributes CMB Weekly Construction Progress Report to the WSIP Director, Bureau Managers, RPMs, RCMs, Regional PEs and Operating Divisions.

4.2 Project Construction Manager (Project CM)

The Project CM manages the project construction contracts as the “City Representative”, and prepares the Weekly Project Construction Report for submittal to the Regional CM Consultant.

4.3 Project CM for Specialty CM Projects

The Project CM for Specialty Project CM manages the project construction contracts as the “City Representative”, and prepares the Weekly Project Construction Report for submittal to the Regional CM City.

4.4 Project CM Team

The Project CM Team supports the Project CM; individual team members provide weekly information on work progress, safety, quality, budget, schedule and other Contractor performance issues.

4.4.1 The Project CM Team may include the Field Contracts Administrator, Quality Assurance Lead, Safety Representative, Office Engineer, Administrative/Document Control Specialist, Environmental Specialist and others.

4.5 Regional Construction Manager – City & Consultant (Regional CM or RCM/RCCM)

The Regional CM (Consultant and City) is responsible for reviewing the Weekly Project Construction Report prior to submittal to the Deputy Director of Construction’s Administrative Assistant for incorporation in the CMB Weekly Construction Progress Report.

4.6 Regional Project Manager (Regional PM or RPM)

The Regional PM manages the coordination of all construction projects within an assigned region, and reports to the Deputy Director of Construction during Project Construction and Close-out Phases.

5.0 Implementation

Refer to Attachment 028–2 and Attachment 028-3 for work flow process.

5.1 Project CM Activities

5.1.1 The Project CM obtains construction weekly status information from the Project CM Team and Contractor's Daily Reports.

5.1.2 The Project CM reviews the status information and submits the Weekly Project Construction Report to the Regional CM Consultant for WSIP Projects.

5.1.3 Specialty Projects CM Consultant: The Project CM reviews the status information and submits the Weekly Project Construction Report to the Regional CM City.

5.2 Regional CM Activities

5.2.1 The Regional CM (City and Consultant) reviews the individual Weekly Project Construction Report.

5.2.2 Upon approval of the Report, the RCM forwards the Report to the Deputy Director of Construction's Administrative Assistant for incorporation into the CMB Weekly Progress Report, for use by the Deputy Director of Construction.

6.0 Other Procedural Requirements

6.1 None

7.0 References

7.1 Technical Specifications

None

7.2 CM Procedures

No. 020 Project Construction Progress Reports - Monthly

7.3 Others

None

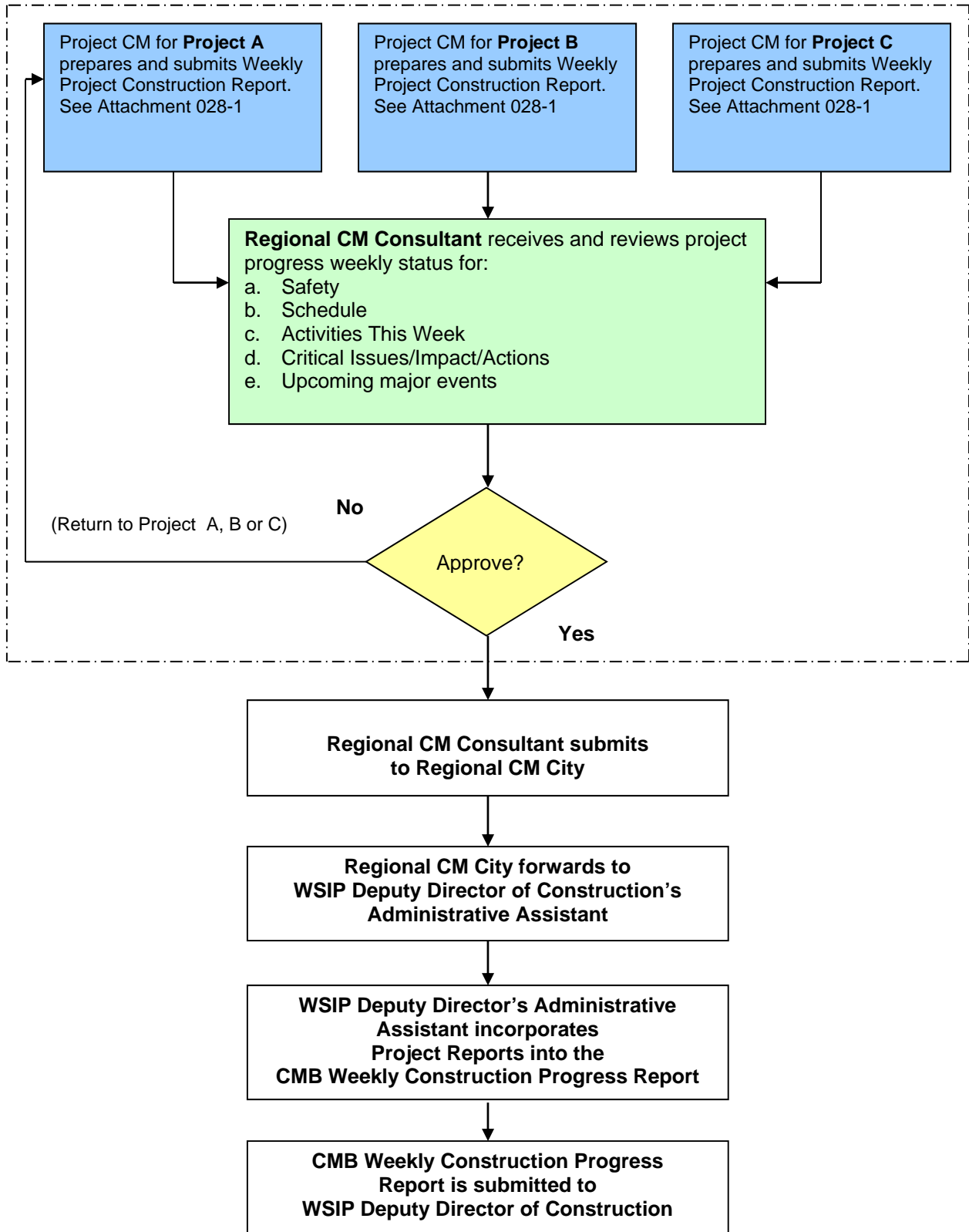
8.0 Attachments

- 028 – 1 Weekly Project Construction Report Form
- 028 – 2 CMB Weekly Construction Progress Report Preparation Flow Chart
- 028 – 3 CMB Weekly Construction Progress Report Preparation Flow Chart
For Specialty Projects
- 028 – 4 Revision Control Log

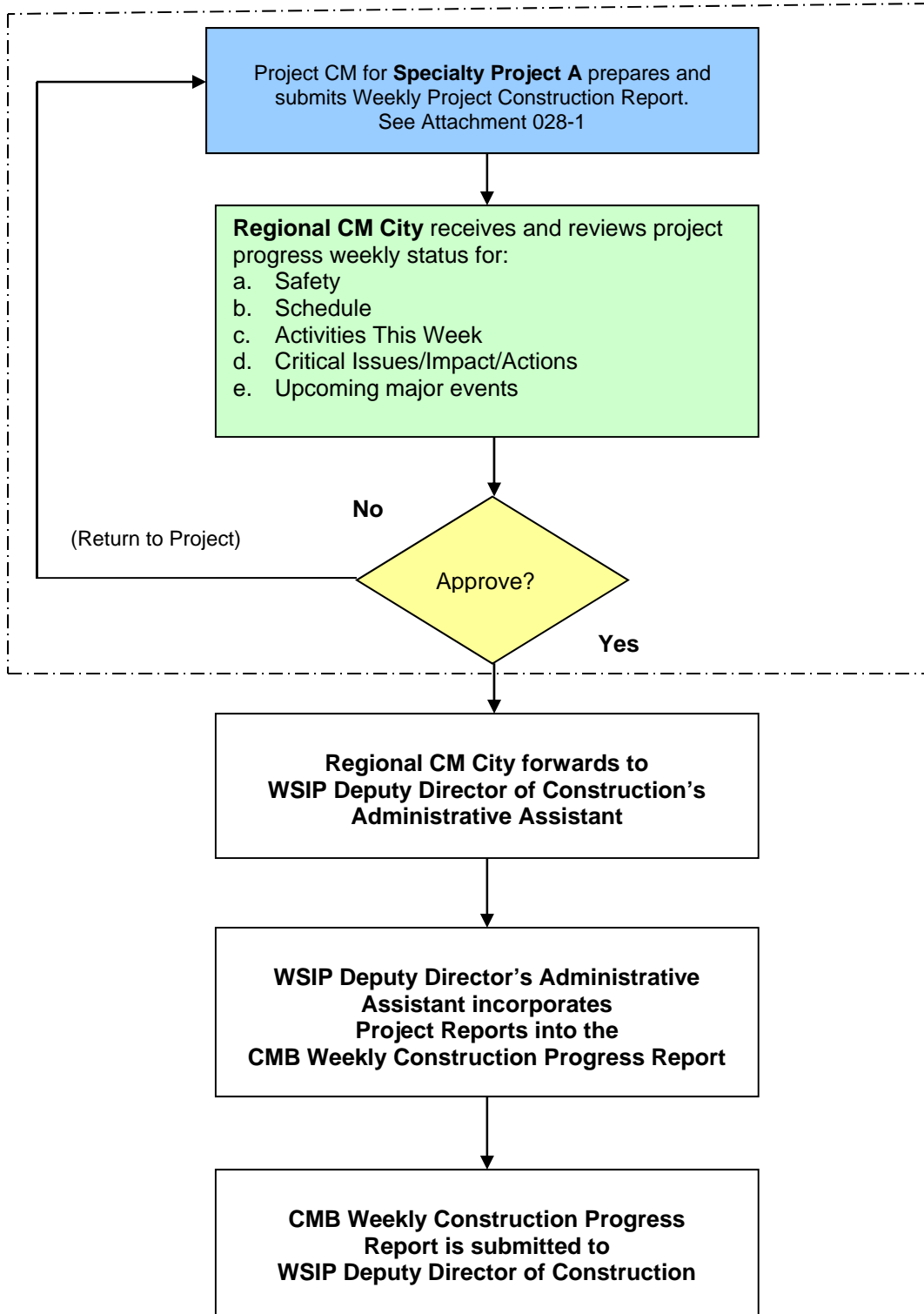
Attachment 028 – 1

WEEKLY PROJECT CONSTRUCTION REPORT (Form)	
WEEK OF: < mm/dd/yy > to < mm/dd/yy >	
Contract No: < WD-xxxx >	
Project Title: < xxxxx >	
Award Contract Value: < xxxxx >	
Project CM: < xxxxx >	
Contractor: < xxxxx >	
Activities This Week: 1) < xxxxx > 2) < xxxxx > 3) < xxxxx >	
Critical Issues/Impacts/Actions: 1) < xxxxx > 2) < xxxxx > 3) < xxxxx >	
Safety (Reportable Incidents/Lost Time/Near Misses/First Aid Cases/Other): 1) < xxxxx > 2) < xxxxx > 3) < xxxxx >	
NTP: < mm/dd/yy >	
Specified Substantial Completion Date: < mm/dd/yy >	
Actual Substantial Completion Date: < mm/dd/yy >	
Percentage of Construction Complete: < x% >	

Attachment 028 – 2 Preparation Flow Chart



**Attachment 028 – 3
Preparation Flow Chart
For Specialty Projects**



**Attachment 028 – 4
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	October 10, 2012	<ul style="list-style-type: none"> • Section 1.0 – text revised • Section 2.0 – text revised • Section 3.0; 3.1 revised • Section 3.0; 3.2 – text revised • Section 4.0; 4.3 and 4.5 – text revised • Section 5.0; 5.1: 5.1.3 – text revised • Section 5.0; 5.2 and 5.2.2 – Text revised • Attachment 1 – revised • Attachment 2 – revised • Attachment 3 - revised
Rev 0	June 4, 2010	Signed