

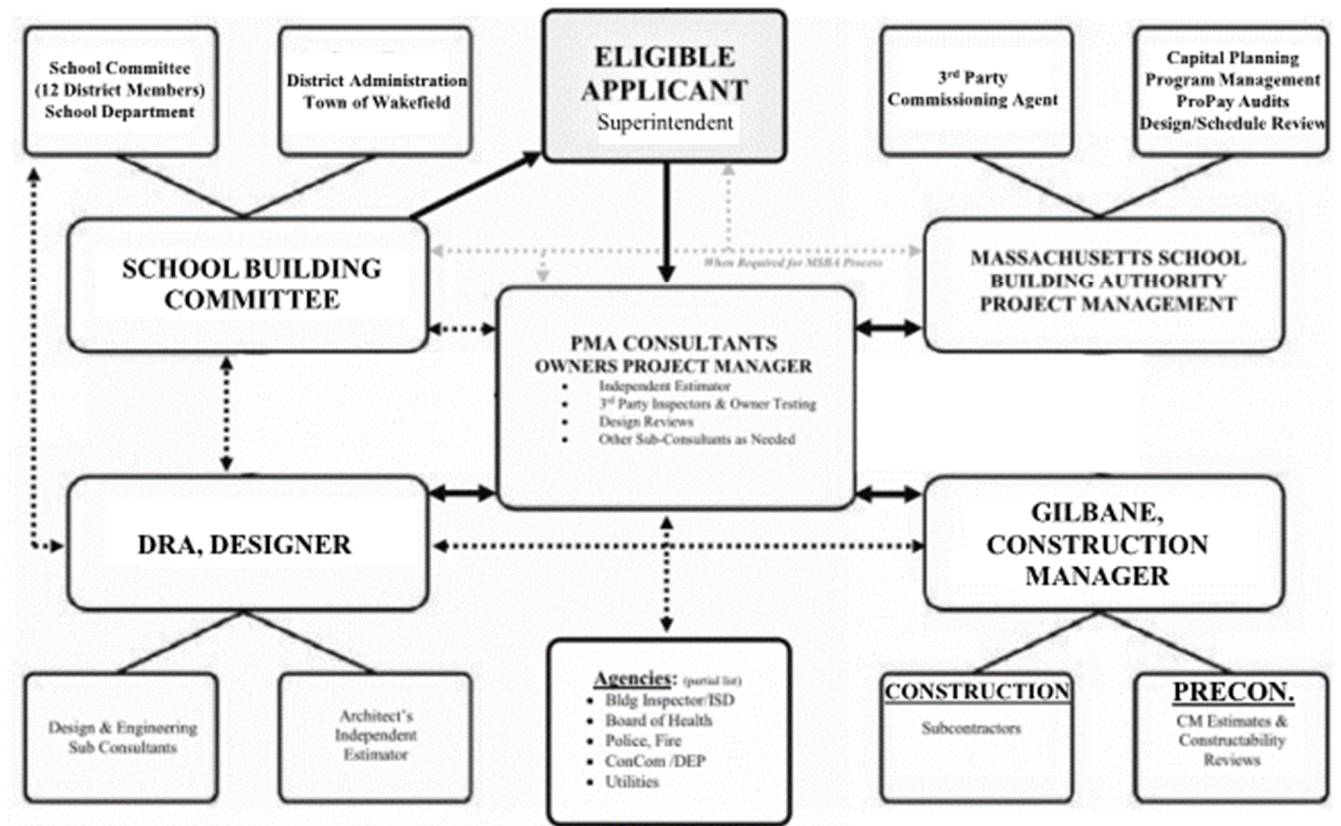
UPDATED PROJECT WORK PLAN
COMMUNICATIONS & DOCUMENT CONTROL PROCEDURES

4.1.2 – 18b

4.1.2-18b

COMMUNICATIONS & DOCUMENT CONTROL PROCEDURES

Communications Flow Diagram



Project Team Communication Plan

Attached to the back of this section.

Project Team Communication Plan

	Deliverable	Description	Delivery Method	Frequency	Author	Typical Distribution
Meeting Minutes	Building Cmte Meeting Minutes	<u>Status of project:</u> MSBA/Design Items Schedule Updates Budget/Invoice/Contingency Procurement/Planning/Phasing Construction issues	E-mail with hard copy to files	Typically 1x/month or as needed	District or PMA	Building Cmte PMA Architect CM
	Design Development Meetings	User Input/Program Development Reviews for Design Development	E-mail with hard copy to files	Typically Weekly, or as needed	Architect	Superintendent District Staff PMA CM
	Town/DCR Review Meetings	Various Review Meetings involving Town Departments: Planning / Zoning / Bldg Dept Police / Fire / ConCom DCR	E-mail with hard copy to files	As needed	Architect	Building Cmte PMA CM
	Construction Progress Meetings	<u>Status of on-going project:</u> Field Issues Schedule Submittal Status RFI Status C.O. Pricing Status	E-mail with hard copy to files or Project document repository (Procore)	Weekly	PMA or CM	CM Architect Superintendent
	Construction Project Technical Meetings	Various Issues/Coordination Meetings to resolve construction related items: MEP Coordination Meetings Façade Element Coordination Meetings, etc	E-mail with hard copy to files or Upload to project document repository (Procore)	As needed	CM	Involved entities
Progress & Status Reports	Monthly Project Status Report	Summary updates for the project: Budget/Schedule status Issues/COS Progress Reports Photos	MSBA On-Line Reporting System	Monthly	PMA	MSBA Superintendent
	Construction Manager Daily Field Reports	Daily reports by the CM field superintendent noting: Weather Conditions # of workers on the project Issues/items requiring special notice. General description of work being performed.	Upload to project document repository (Procore).	Daily	CM	PMA Architect
	OPM Daily Field Reports	Same as above plus notes on delaying issues/cost issues/change orders, etc	Upload to project document repository (Procore).	Daily	PMA	As requested
	Designer Site Observation Reports	Summary of reviewed scope by designer during a site visit	Upload to project document repository (Procore), Email as requested	Varies during construction, often at least monthly.	Architect & Consultants	PMA CM
	Certified Payrolls	Itemization of all subcontractor personnel working on the project and proof of payment of Prevailing Wages	Upload to project document repository (Procore).	Weekly	CM & Subcontractors	Superintendent PMA
	Certified Payroll Log	Itemization of all subcontractor personnel working on the project	Electronic copy	Weekly	Contractor's / Subcontractor's provide to the District/CM	Superintendent PMA
	CM Safety Inspection Report (and/or COVID-19)	Daily report by the CM's Safety Officer confirming all OSHA safety requirements are adhered to and/or Safety Violation Notices issued to subcontractors.	E-mail (as requested)	Daily	CM	PMA Architect & As Requested
	Testing Agency Reports	Testing results: i.e. Hazmat Soils Construction Components: Rebar Steel, etc	Upload to project document repository (Procore).	As required	3rd Party Testing Agency	CM Architect PMA

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	Permits	Dig Safe, Utilities, Building, etc.	Hard Copy &/or Electronic Copy to project document repository	As required by State, Town & Governing Agencies	State, Town Governing Agencies: Solicited by CM	CM Superintendent PMA Architect
	Inspections	MEP Inspections at % complete required in specs. Building Inspections: Substantial Completion Certificate of Occupancy	Hard Copy &/or Electronic Copy to project document repository	As required by State, Town & Governing Agencies	MEP Engineers Town Agency Governing Agency: Solicited by CM	Architect CM Superintendent PMA
Requests for Information (RFI)	RFI	Inquiry from CM and/or subs requesting clarification/additional information of the Designer	Both question submitted and Design Team Reply: Upload to Procore. Post replies to working set of conformed drawings in site trailer	As needed	CM - ?s IN Arch - Replies OUT	Architect PMA CM Affected Subs
	RFI Status Report	Report outlining: # of submitted RFIs to-date # of answered RFIs to-date # of open RFIs to-date Prioritized list of critical RFIs requiring immediate response.	E-mail / Procore	Weekly @ Project Team Meeting	CM	Architect PMA Attendees @ Wkly Progress Mtgs
Submittals	Submittals	Various required product submissions per the specifications	To be submitted and replied to by Arch/Eng electronically via Procore.	As required	CM & Subs	CM Architect PMA
	Submittal Status Report	Report outlining: # of open submittals Prioritized list of mission critical submittals requiring immediate turn-around	Hard Copy	Weekly @ Project Team Meeting	CM	Architect PMA Attendees @ Wkly Progress Mtgs
Budget Reports	Master Project Budget Compilation & Updates	Establishment of Master Project Budget items, contingencies, etc & follow-up actualization with submitted invoices against the budget.	With Monthly OPM Report E-Mail & hard copy as requested	Monthly	PMA	MSBA Superintendent Finance Director Building Cmte Architect
	Cash Flow	Cash flow projections for master project budget and for construction budget	With Monthly OPM Report E-Mail & hard copy as requested	Monthly	PMA & CM	MSBA Superintendent Finance Director Building Cmte Architect
Schedule Reports	Master Project Schedule compilation and Updates:	Update of schedule incorporating pre-construction phases/documentation status: Schematic Design Submission Completion Designer Contract Execution Funding Agreement	With Monthly OPM Report E-mail Hard Copy as requested	Monthly	PMA	MSBA Superintendent Finance Director Building Cmte Architect
	CM Schedule Updates	Monthly update of Baseline schedule	Electronic versions to be submitted as official submittals (see deliver method @ Submittals above) E-mail & hard copy as requested	Monthly	CM	Building Cmte Architect PMA
	CM Schedule Review Report	Review of Baseline schedule and monthly updates	E-mail Hard Copy as requested	Monthly	PMA	MSBA Building Cmte Architect CM
Requisitions Invoices & Reimbursement	Consultant Invoices	Monthly and/or task invoices for services. Reviewed by OPM and approved by Superintendent.	E-mail Hard Copy as requested	Monthly	Consultant	Building Cmte PMA MSBA (w/ProPay Submissions)
	Construction Manager Monthly Payment Requisitions	Monthly submission of work completed. Reviewed by Architect and PMA, approved by Superintendent.	E-mail Hard Copy as requested	Monthly	CM	Architect PMA Building Cmte

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	Reimbursement from MSBA	Monthly input into ProPay for reimbursement.	Hard Copy & Electronic	Monthly	PMA	PMA Superintendent Finance Director MSBA
Change Documentation	Notice - CM	CM submits correspondence of a change in condition at the site.	E-mail / hard copy	As encountered	CM	Architect PMA
	Change Issues	Per the General Conditions of the contract				

= Design/Pre-Con Phase

= Construction Phase

= Both Phases