

CHA Activities May 2023

- Oversight of completion Phase 1 items
 - Punchlist – FFE – Commissioning
 - Collaboration with design team and Skanska on lighting control issues
- Budget Update
 - Contingency Adjustment – Total Cost Exposure
- Communication and Coordination with School Administration and Staff
- Coordination on PV panel delivery and installations.
- PCO, Allowance Expenditure and Proposal Request Review
- Requisition Review and Reconciliation
- Collaboration with the design team and Skanska to resolve potential issues
- Collaborating with Skanska for summer work scheduling
- Weekly IT coordination meetings
- EV charging station coordination with Belmont Light
- Oversight of Site and Building Phase 2
 - Sports field grading, sidewalk prep and concrete placement
 - Irrigation installation, Site utilities, installing curb, planting trees, and grass
 - Building MEP-FP Finishes, site lighting
 - Drywall, drywall finishing and painting
 - Interior Glazing, and Door Hardware
 - Ceiling grid-tile installation, Wall and floor Tile Installation, Millwork- Casework installation
 - Punch list work all trades and Final cleaning

P+W Activities May 2023

- Regular representation on site (2-4 days/week).
- Attended weekly meetings with Town Facilities Director.
- Attended weekly meetings with school administration.
- Attended weekly change review meetings.
- Provided comment and review of monthly CM payment req.
- Reviewed and responded to change order requests.
- Review for design solutions that offer scope and cost reductions.
- Responded to 14 requests for interpretation (RFI's).
- Reviewed and responded to 11 submittal and shop drawing packages.
- Issued 8 drawing revision package (ASI's, PR's, CCD's).
- Ongoing punch list effort for interior and exterior areas in Phase 2.
- Established schedule and list of documents for Phase 2 certificate of occupancy.

Skanska Activities – May 2023

- Project Management
 - Schedule commissioning activities
 - Reviewed and processed subcontractor payment applications
 - Processed/Reviewed RFIs
 - Attended weekly facilities, principal and OAC meetings
 - Attended 76 total Project related meetings
- Field Supervision
 - Coordinated activities on-site – Punchlist & Sitework
 - Coordinated changing site logistics to all subcontractors
 - Review of safety construction work plans
 - Owner Issues List
 - Commissioning Assistance/Coordination with subcontractors
 - Review/Develop the Summer 2023 Schedule
- Change Order Management
 - Created rough order of magnitude estimates for 4 change directives
 - Discussed/coordinated constructability of upcoming changes
 - Reviewed and processed subcontractor change requests and change orders
 - Issued 22 PCOs and 0 Allowance Expenditures
 - Created prime contract change order number 52
 - Attended weekly cost review meetings
 - Updated and maintained Total Exposure Log