

# CHA Activities September 2023

CELEBRATING  
70 YEARS  
1952-2022

- 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 installations.
- PCO, Allowance Expenditure and Proposal Request Review
- Requisition Review and Reconciliation
- Collaboration with the design team and Skanska to resolve potential issues
- Weekly IT coordination meetings ended 2<sup>nd</sup> week after school started
- EV charging station coordination with Belmont Light
- Oversight of Site and Building Phase 2
  - Sports field finishes and equipment
  - Building MEP-FP Finishes
  - Drywall finishing and painting
  - Door Hardware
  - Wall and floor Tile Installation, Millwork- Casework installation
  - Punch list work all trades and Final cleaning

# P&W Activities September 2023

- 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 4 requests for interpretation (RFI's).
- Reviewed and responded to 7 submittal and shop drawing packages.
- Issued 4 drawing revision packages (ASI's, PR's, CCD's).
- Ongoing punch list effort for interior and exterior areas in Phase 2.
- Ongoing management of FF&E deliveries and closeouts.

# Skanska Activities – September 2023

- Project Management
  - Schedule commissioning activities
  - Reviewed and processed subcontractor payment applications
  - Attended weekly facilities, principal and OAC meetings
  - Attended 51 total Project related meetings
- Field Supervision
  - Coordinated activities on-site – Punchlist & Landscape
  - Coordinated site logistics for PV installation
  - Review of safety construction work plans for PV installation
  - Owner Issues List
  - Commissioning Assistance/Coordination with subcontractors
- Change Order Management
  - Created rough order of magnitude estimates for 5 change directives
  - Discussed/coordinated constructability of upcoming changes
  - Reviewed and processed subcontractor change requests and change orders
  - Issued 11 PCOs and 1 Allowance Expenditures
  - Created prime contract change order number 57 and 58
  - Attended weekly cost review meetings
  - Updated and maintained Total Exposure Log