Alameda CTC Progress Reporting Procedure

The Progress Report(s) shall be submitted for the contract (or each phase for contracts related to Capital Projects) on a monthly basis in accordance with the terms of the contract. The Progress Report is for record purposes and early problem identification is imperative to project success. Any problems on the project should be reported immediately, as they occur, to the Alameda CTC Project Manager verbally and/or in writing. The Progress Report form is available from Alameda CTC in DOC/DOCX format. Details for filling in the report are as follows:

Date – The date indicates the month(s) for which the information included in the report is valid.

Vendor – The name of the Vendor as indicated on the contract between Alameda CTC and the Vendor for which the Payment Request is being made.

Alameda CTC Project No. – For Capital Projects, the Alameda CTC Project No. as indicated on the contract. This information is not required for non-Capital Project Contracts.

Phase/Description – Refer to the Payment Request Forms Legend in the contract.

Project Name – For Capital Projects, the project name is shown on the contract or as furnished by Alameda CTC. For non-Capital Projects the services provided (i.e., Financial Services, Legal Services, etc.).

Status – Short statements indicating project progress, meetings, highlights and setbacks.

Actions – Information regarding formal actions or schedule milestones achieved.

Anticipated Actions – Discuss scheduled activities that begin during the next reporting period, items that may need further action, or any action that was not originally necessary but has become necessary.

Schedule Changes – Use the check boxes to indicate schedule status. If the schedule has been modified, a new schedule must be attached.

Scope Changes – Use the check boxes to indicate Project Scope Status. If the project scope has changed, updated information must be included.

Contract Goals – Use the check boxes to indicate contract goal utilization status. If the utilization toward the goal(s) is off track, updated information must be included.

Potential Claims – Use the check boxes to indicate the status of potential claims against the project.

Issues – Use the check boxes to indicate problem areas. It is important that these issues be pointed out early. The description of the problem shall be as detailed as necessary for its resolution.

Progress Report Template

|  |  |
| --- | --- |
| DATE: | VENDOR: |
| ALAMEDA CTC PROJECT NO.: | PHASE/DESCRIPTION: |
| PROJECT NAME: |

STATUS

ACTIONS

ANTICIPATED ACTIONS

SCHEDULE CHANGES

[ ]  The project/contract remains on its published schedule.

[ ]  The revised project/contract schedule is attached for review and confirmation.

SCOPE CHANGES

[ ]  The project/contract scope is unchanged.

[ ]  The scope of the project/contract has been modified and is attached for review and confirmation (include CCOs over $20,000 on construction and professional services contracts).

PREVAILING WAGE COMPLIANCE

[ ]  Yes, prevailing wage work applies and we are in compliance with related requirements, including submitting certified payroll records to the California Department of Industrial Relations (DIR) at least monthly (within a month after the end of the payroll period).

[ ]  No, there is no prevailing wage work performed: [ ]  This period [ ]  On this contract

Contract Goals

* The following program goal(s) apply:

[ ]  LBCE Program Goals: 70.0% LBE and 30.0% SLBE

[ ]  DBE Goal: \_\_.\_% DBE

* Is utilization toward the above goal(s) on track?

[ ]  Yes.

[ ]  No. If “No” is selected, please: (i) explain the basis for not being able to meet the goal(s), (ii) provide documentation of good faith efforts undertaken to meet the goal(s), and (iii) identify the means to achieve the goals, including detailing a timeline for implementation.

POTENTIAL Claims

[ ]  There are no Notices of Potential Claim on file.

[ ]  We anticipate a claim regarding the following:

[ ]  There are presently \_\_\_ Notice(s) of Potential Claim on file. Those not previously forwarded are attached for review and comment.

ISSUES

[ ]  At this time we anticipate no issues on the project.

[ ]  We anticipate issues in the following area and would appreciate any assistance you could offer:

[ ]  We anticipate issues in the following area but do not feel we need your assistance at this time: