

Design-Build Progress Update Narrative Template – Type A&B Schedule

- Preliminary Section:**

Schedule Submittal Identification: Update Period: MMMM YYYY

Data Date: MM/DD/YYYY

Schedule File Name: *Contract#-Project# - Town(s) – UPxxRxx_DD YYYY-MM-DD.xer*

Previous Schedule File Name: *(Insert Name of previous schedule current schedule is based upon)*

3-Month Schedule Submittal Log

Schedule	File Name	Data Date	Date Submitted by Design Builder	Date Review Returned to Design Builder (Outcome)
Progress Update-15	Cxxxxxx UP15.xer	4/12/2023	4/23/2023	4/28/2023 (rejected)
Progress Update-15R01	Cxxxxxx UP15R01.xer	4/12/2023	5/5/2023	5/15/2023 (accepted)
Progress Update-16	Cxxxxxx UP16.xer	5/12/2023	5/23/2023	5/28/2023 (accepted)
Progress Update-17	Cxxxxxx UP17.xer	6/12/2023	6/23/2023	pending

Schedule Milestone Chart

The table below depicts Contractual and Interim milestone activities utilized in the Schedule:

MILESTONE ANALYSIS							
DOT Milestone #	Milestone Description	Schedule Activity ID	Contractual Date	Previous Submittal Date	Current Submittal Date	Current Variance to Contract (Days)	Current Variance to Previous (Days)
MS#00	Notice to Proceed	Cxxxxxx-1000	1/12/2022	1/12/2022	1/12/2022	0	0
MS#03	Full Beneficial Use	Cxxxxxx-MS03	2/28/2026	2/28/2026	3/15/2026	(15)	(15)
MS#02	Substantial Completion	Cxxxxxx-MS02	3/21/2026	3/21/2026	4/5/2026	(15)	(15)
MS#01	Contractor Field Completion	Cxxxxxx-MS01	4/26/2026	4/26/2026	5/11/2026	(15)	(15)

1. Narrative Section:

- Description of Current Sequence of Work and any Changes to Sequence Section:

Example: Utility enabling work along Main Street has been completed, and the utility companies have mobilized and are performing pole relocations. Curbing along Main Street was planned to start the first week of July, however, due to the Utility Pole relocations, the curbing along Oak Street was moved to that time period, and the Main Street curbing will occur when Oak Street curbing was previously planned and when the Utility Pole relocation activities are completed....

- Narrative Description/Verification of all Contractual Limitations of Operations:
 - Any changes to the Design Builder’s Means and Methods
 - Any changes to planned work schedule, including shifts, overtime, seasonal
 - Any new or changed environmental restrictions.
 - Any revisions to Utility/Third Party access and restrictions
- Detailed narrative discussion on any remaining Design work packages
- Narrative discussion on planned versus actual progress and variances from prior reporting
- Detail the work forecast to be accomplished during the upcoming schedule update period.
- Discuss all ongoing long-lead procurement activities, including fabrication status and forecast site delivery dates.
- Discuss any Extra Work and/or Change Orders that have been incorporated into the schedule since the previous reporting period
- Discuss any issues that have occurred within the update period that have the potential to impact the Project

schedule.

- Discuss any delays to the schedule, whether a formal ‘Notice of Delay’ have been submitted or not.
- Describe any ‘Notices of Delay’ formally submitted during the schedule update period.
 - Detailed description of effects on the project’s critical path due to the actual/perceived delay
- Discuss any Non-Conformance Reports (NCRs) or Deficiency Reports (DR) issued during the update period, along with mitigation measures being undertaken.
- Detail any Utility/Third Party Notifications that were issued during the schedule update period.
- Detail any Utility/Third Party Notifications planned to be issued in the upcoming schedule update period.
- Detail critical responses from MassDOT required, including need dates, to maintain the submitted schedule.
- Discuss any considerations that may improve schedule outcome

2. **Calendars Section:**

- Identification/confirmation that all calendar settings extend 3-years beyond CFC.
- Discuss any changes to existing calendars or added calendars.

3. **Constraints/Logic Section:**

- Description of, and reasons for, any changes to logic since previous submission
- To “Correct out-of-sequence logic” is not a sufficient description or reason

4. **Project Scope Section:**

- Design Builder’s description of compliance with the timing of the access restraints
- List any activities added, deleted or changed since the previous schedule submission, including reasons for changes.
- Discuss current work being performed by subcontractors

5. **Milestones Section:**

- Discuss any changes to Milestones from previous submission

6. **Critical Path Section:**

- A detailed, **written summary** of the critical path, in a form that a person not familiar with the project can understand, that may be supported by snapshots should the scheduler choose. Copying and pasting tables exported from the Schedule are not acceptable. The written summary should detail what priority submittals, RFI responses, Third-Party scope are most critical to maintaining the schedule.
- Confirmation that the late finish date shown on the Schedule is the same as the specified Contract Completion.
- Identification of the percentage of all unfinished activities on the Critical/Longest Path to all unfinished activities within the schedule.
- A detailed, **written summary** of additional “near critical” (<20 days float) path(s) including required submittals, MassDOT responses or third-party scope that need to be addressed in a timely manner to avoid the path(s) becoming critical.

7. **Cost Loading Section:**

- Provide a summary cost-loading Histogram graphic (.jpg or .png format) per month depicting the early and late per period values from the schedule
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- Provide a summary cumulative ‘S-Curve’ cost-loading graphic (.jpg or .png format) per month depicting both the early and late curves from the schedule.
- Describe in detail, including reasons, for any changes to cost-loading since previous submission
- Provide summary information from monthly update Project Spending Report (PSR)
 - Latest MassDOT Estimate # and Requisition Date
 - PSR Date
 - PSR Cumulative Total to Date
 - PSR Cumulative Percentage to Date

8. **Resource Loading Section:**

- Provide peak labor head count forecast utilizing the Early and Late Dates.
- Generate/provide a summary monthly average labor hours-loading histogram or line graphic (.jpg or .png) depicting the early and late per period values from the schedule.
- Generate/provide details on equipment usage requirements, especially large equipment movements for the upcoming schedule period.

9. **Response to Comments Section:**

- Include a snapshot of the previous comment which includes the name of the MassDOT Schedule Review Report Section, along with Contractor Responses to each comment.
 - All Open Review Comments should be listed until closed in a subsequent Schedule Review
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