



**REPORT TO CORE AREA WASTEWATER TREATMENT PROGRAM COMMISSION
MEETING OF THURSDAY, MAY 30, 2013**

SUBJECT PROPOSED FORMAT OF THE MONTHLY PROGRAM PROGRESS REPORT

ISSUE

Monthly progress reports are part of good project management practice. In addition, they are required to comply with funding agreements and to provide current information to the Core Area Liquid Waste Management Committee (CALWMC), the Capital Regional District (CRD) Board, and the public.

BACKGROUND

Following are excerpts from the Project Management Plan with respect to Core Area Wastewater Treatment Program (the Program) reporting.

GUIDELINES

Candid, complete updates on all aspects of design, construction and commissioning as appropriate, including:

- FTC's (Forecast Costs to Completion)
- FAC's (Forecast Costs at Completion)
- Identification of all risk to schedule, budget
- Mitigation strategy.

Program Reporting shall satisfy the requirements of the Commission and the funding partners.

A Program Progress Report shall be prepared monthly.

MONTHLY PROGRAM PROGRESS REPORT

The Monthly Program Progress Report (Progress Report) is used to convey timely and complete information on the overall status of each of the projects to the various stakeholders and other interested parties. It is the culmination of various contributing reports and represents an overall summary of the status of the Program in terms of activity, progress, cost, schedule, and other functions.

The Progress Report is to be prepared on a monthly basis and should be issued no later than 10 working days after the end of each month.

The format of Progress Report will generally be as follows:

- Executive Summary (maximum 2 pages)
- Tabs will separate each project (wastewater, biosolids, conveyance)

- Activities (during the period and planned for next period):
 - Design Status
 - Engineering Status
 - Procurement Status
 - Construction Status
 - Status of Approvals

- Program Cost Summary:
 - Costs and Commitments
 - Forecast Costs to Completion (FTC) and Forecast Costs at Completion (FAC)
 - Variation to Current Budget
 - Planned Expenditure Schedule (Cash Flow Curves)
 - Monthly Financial Reports
 - Procurement Summary
 - Consultant Summary
 - Construction Contract Summary
 - Transfers of Budget and Contingency Status

- Schedule:
 - Program Summary Schedule Update
 - Schedule Variance
 - 1-month Look Ahead Schedule
 - Scope Changes

- Critical Issues/Decisions Pending

Cost Update

The cost update will provide a complete overview of the Program's financial status. Highlights to include; costs incurred during the period, costs to date, commitment costs, forecasts to completion, forecasts at completion, variances from budget, etc.

It will include a listing of changes to the Program Budget due to scope changes and budget transfers, and the status of the Program Contingency.

- Originally approved Program Budget
- Current Program Budget
- Forecast Cost to Completion and at Completion
- Reconciliation of costs by Authorization for Expenditure (AFE) (By Contract)
- Narrative addressing risks to schedule, budget, and mitigation strategies to be utilized
- Funds received from Funding Agencies
- Cash Flow Projection update
- Security Holdback status

Schedule Update

This update will provide an overview of the overall Program Schedule, highlighting such items as:

- Planned completion dates of various major works
- Key milestones

- Percentage complete (if applicable)
- Variances from Plan etc.

It will include a description of any significant delays to the schedule, including:

- Missed milestones
- Reasons for the delay
- Actions initiated to correct delays
- Impact on Program completion date.

It will also include an updated summary schedule in an appropriate format and level of detail to accurately communicate the true status of the Program time line.

Procurement Update

This update will describe the procurement activities for the period, highlighting:

- Items out for tender
- Requests for proposal
- Requests for qualifications
- Contracts awarded
- Major purchase orders issued, etc.

It will include:

- Contract/Purchase Order Summary
- Change Order Summary
- Contract Administration Status
- Expediting Report
- Material/Equipment Status Report (if applicable)

Planning/Design/Engineering Update

The status of all design will be covered in this update. Activities in the procurement of design services, and monitoring and assessment of progress of design work will be included. It will highlight work completed during the period and activities planned for next period.

Construction Update

- Work Completed During Period by Contract
- Activities Planned for Next Period
- Overall Percentage Complete
- Safety Report
- Critical / Action Items

Site Obligations Update

The status of all land issues will be described in this report, including:

- Approvals
- Rights-of-Way
- Obligations from the purchase and rezoning

Communications Update

The status of activities undertaken in communicating with the Program's stakeholders and the public at large.

Agency Liaison Update

Status of payment received from the Program's funding partners and the status of documents of approving agencies.

Environmental Update

The status of both the environmental approval process together with ongoing monitoring and any environmental issues/concerns will be described in this update.

Safety Update

The status of safety for the Program will be described in this update, including safety statistics by project.

Included as Appendix A is a sample cost report as well as financial reporting on specific contracts with "upset limits" together with sample schedule summary.

It is anticipated this report will meet the requirements of the CALWMC, the CRD Board and the funding agencies. As well, an edited version of this report will be available for posting on our website.

RECOMMENDATION

That the Core Area Wastewater Treatment Program Commission approve the format for Monthly Program Progress Reports.

David N. Walker
Program Manager
Core Area Wastewater Treatment Program

J. A. (Jack) Hull, P.Eng, MBA
Interim Program Director
Core Area Wastewater Treatment Program
Concurrence

DNW:mh:hr

Attachments: 3

Appendix A: Sample Cost Report, Sample AFE/Per Diem Report, Sample Schedule Summary

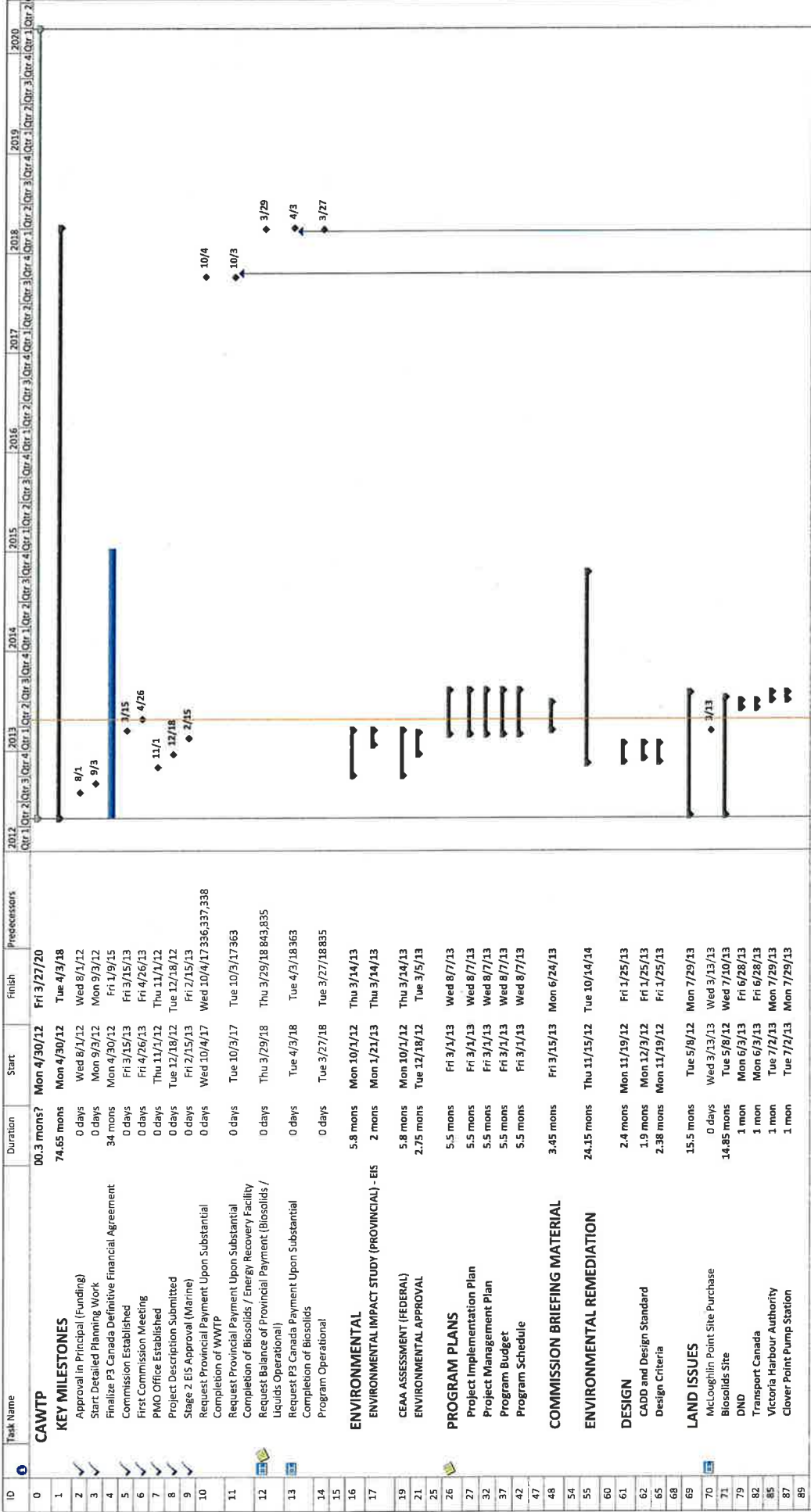
Level One Summary Report Month Ending 30-April-2013

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Budget	Cost to Date	Commitments Unpaid	Total CTD + CU	Forecast to Complete (EVU)	Forecast at Completion	Variance from Budget	Variance from Last Report
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PMO & COMMISSION
 INTERIM FINANCING
 PROGRAM CONTINGENCY

	0	0	-	-	-	0	-
PROGRAM TOTAL	0	0	-	-	-	0	-



Project: CAWTP
Date: Thu 4/25/13

Page 1

DRAFT - SUMMARY TASKS
APRIL 26, 2013

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018	2019	2020
90	REZONING / STAKEHOLDER MANAGEMENT	18 mons	Wed 1/2/13	Tue 6/3/14										
91	Program Wide Open Houses	18 mons	Wed 1/2/13	Tue 6/3/14										
92	Program Wide Public Meetings	18 mons	Wed 1/2/13	Tue 6/3/14										
93	Haro Woods	0.15 mons	Wed 2/20/13	Sat 2/23/13										
96	McLoughlin	6.93 mons	Wed 3/13/13	Mon 9/30/13										
102	Craigflower Pump Station	0 mons	Tue 2/26/13	Tue 2/26/13										
104														
105	DEVELOPMENT PERMIT APPLICATION PROCESS	0.05 mons?	Mon 4/30/12	Mon 4/30/12										
117		0.05 mons?	Mon 4/30/12	Mon 4/30/12										
118	INFRASTRUCTURE WORK													
189														
190	PROGRAM WIDE PROCUREMENT	12.7 mons?	Mon 4/30/12	Tue 4/30/13										
191	SCADA	4.1 mons	Mon 1/7/13	Tue 4/30/13										
200	Legal Services Advisor	2.15 mons	Fri 11/23/12	Thu 1/24/13										
205	Fairness Advisor	2.15 mons	Fri 11/23/12	Thu 1/24/13										
210	Business / Financial Advisor	2.15 mons	Fri 11/23/12	Thu 1/24/13										
215	Risk / Insurance Advisor	2.15 mons	Wed 2/20/13	Mon 3/18/13										
220	Insurance Broker Services	1 mon	Wed 2/20/13	Mon 3/18/13										
225	Conflict of Interest Adjudicator	0.7 mons	Tue 2/12/13	Thu 2/28/13										
228	Communications Consultant	1 mon	Wed 3/20/13	Wed 4/17/13										
233	Other Consultants	0.05 mons?	Mon 4/30/12	Mon 4/30/12										
234														
235	PREPURCHASED EQUIPMENT AND MATERIAL EXPEDITING	0.05 mons?	Mon 4/30/12	Mon 4/30/12										
236														
237														
238	DESIGN, PROCUREMENT & CONSTRUCTION	69.05 mons	Mon 11/19/12	Wed 5/9/18										
239	MCLOUGHLIN WASTEWATER TREATMENT PLANT (PLANT, HARBOUR CROSSING, OUTFALL) (DBF)	61.55 mons	Mon 11/19/12	Wed 10/4/17										
250	REQ MC-300	6.55 mons	Wed 1/2/13	Fri 7/5/13										
251	RFP MC-300	18.05 mons	Mon 11/19/12	Tue 4/22/14										
252	Indicative Design / Design Guidelines	7.38 mons	Mon 11/19/12	Mon 6/17/13										
274	McLoughlin WWTP Indicative Design	7.38 mons	Mon 11/19/12	Mon 6/17/13										
278	Design Guidelines	1.6 mons	Wed 3/13/13	Fri 4/26/13										
282	RFP Front End Documents	1 mon	Mon 3/18/13	Mon 4/15/13										
317	Project Agreement	2.65 mons	Wed 2/27/13	Mon 5/13/13										
318	RFP Draft #1	17 days	Mon 4/29/13	Wed 5/22/13 284,285,286,287,288										
319	Commission Review and Approval Period	7 days	Thu 5/23/13	Fri 5/31/13 317										
320	Review by Committee / Board	8 days	Mon 6/9/13	Wed 6/12/13 318										
321	Capital Cost Refresh	14 days	Mon 3/11/13	Thu 3/28/13 59										
322	RFP Draft #2	4 days	Mon 6/17/13	Fri 6/21/13 305,309,301,291,271										
323	Commission Review and Approve Short List	5 days	Fri 6/21/13	Fri 6/28/13 321										
324	Final RFP Assembly	4 days	Fri 6/28/13	Fri 7/5/13 322										
325	RFP Issued	0 days	Fri 7/5/13	Fri 7/5/13 323,249										
325	Addendum Re Restoring	0 days	Tue 10/1/13	Tue 10/1/13 97F5+1 day										

Project: CAWTP
 Date: Thu 4/25/13

DRAFT - SUMMARY TASKS
APRIL 26, 2013

Legend:
 Manual Summary Rollup
 Manual Summary
 Start-only
 Finish-only
 Deadline
 Critical
 Critical Split
 Progress

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018	2019	2020
326	Commercial / Collaborative Meeting #1 with Proponents	5 days	Wed 9/4/13	Tue 9/10/13	324,325,40 days									
327	Commercial / Collaborative Meeting #2 with Proponents	5 days	Thu 10/24/13	Wed 10/30/13	326,328,30 days									
328	Commercial / Collaborative Meeting #3 with Proponents	5 days	Fri 12/13/13	Thu 12/19/13	327,328,30 days									
329	Submission of Technical Submissions	7 mos	Mon 7/8/13	Mon 1/27/14	324,325,328									
330	Submission of Financial Submissions	7 mos	Mon 7/8/13	Mon 1/27/14	324,325,328									
331	Selection of Preferred Proponent	8 wks	Tue 1/28/14	Mon 3/24/14	329,330,328									
332	Financial Close	4 wks	Tue 3/25/14	Tue 4/22/14	331									
333	Contract Award	0 mos	Tue 4/22/14	Tue 4/22/14	332									
334	Design & Construction	43.5 mos	Wed 4/23/14	Wed 10/4/17										
339														
340	BIO-SOLIDS / ENERGY RECOVERY FACILITY (DBFO)	51.75 mos	Mon 8/26/13	Tue 10/9/17										
341	RFQ	7.5 mos	Mon 8/26/13	Fri 3/28/14										
349	RFP	18.75 mos	Mon 8/26/13	Thu 2/19/15										
363	Design and Construction	33 mos	Fri 2/20/15	Tue 10/3/17	362									
364														
365														
366														
396														
397														
454														
455														
501														
502														
560														
561														
613														
614														
660														
661														
718														
719														
769														
826														
827														
828	PROGRAM COMMISSIONING, HANDOVER & START-UP	100.3 mos?	Mon 4/30/12	Fri 3/27/20										
833	Commission Plan - RENO McLoughlin Wastewater Treatment Plant	05 mos? 31.8 mos	Mon 4/30/12 Thu 10/5/17	Mon 4/30/12 Fri 3/27/20										
838	Biosolids / Energy Recovery Facility	6.05 mos	Wed 10/4/17	Tue 3/27/18										

Project: CAWTP
Date: Thu 4/25/13

Task Split Milestone Summary

Project Summary External Tasks External Milestone Inactive Task

Inactive Milestone Inactive Summary Manual Task Duration-only

Manual Summary Rollup Manual Summary Start-only Finish-only

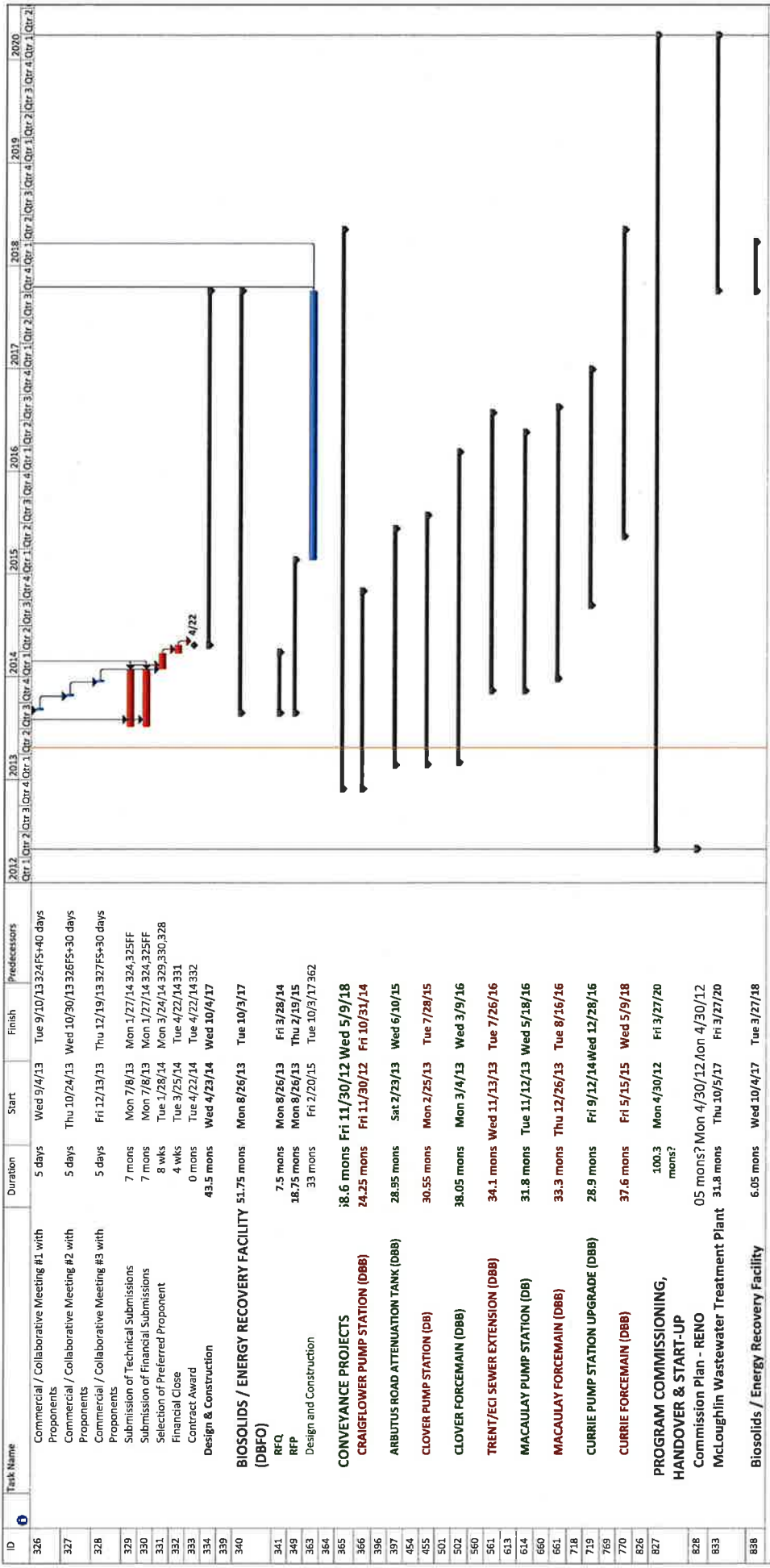
Deadline Critical Critical Split Progress

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018	2019	2020
90	REZONING / STAKEHOLDER MANAGEMENT	18 mons	Wed 1/2/13	Tue 6/3/14										
91	Program Wide Open Houses	18 mons	Wed 1/2/13	Tue 6/3/14										
92	Program Wide Public Meetings	18 mons	Wed 1/2/13	Tue 6/3/14										
93	Haro Woods	0.15 mons	Wed 2/20/13	Sat 2/23/13										
96	McLoughlin	6.83 mons	Wed 3/13/13	Mon 9/30/13										
102	Craigflower Pump Station	0 mons	Tue 2/26/13	Tue 2/26/13										
104														
105	DEVELOPMENT PERMIT APPLICATION PROCESS	0.05 mons?	Mon 4/30/12	Mon 4/30/12										
117		0.05 mons?	Mon 4/30/12	Mon 4/30/12										
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234		0.05 mons?	Mon 4/30/12	Mon 4/30/12										
235	PREPARED EQUIPMENT AND MATERIAL EXPEDITING	0.05 mons?	Mon 4/30/12	Mon 4/30/12										
236		0.05 mons?	Mon 4/30/12	Mon 4/30/12										
237	DESIGN, PROCUREMENT & CONSTRUCTION	69.05 mons	Mon 11/19/12	Wed 5/9/18										
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324	RFP issued	0 days	Fri 7/15/13	Fri 7/15/13	323,249									
325	Addendum Re Reconciling	0 days	Tue 10/1/13	Tue 10/1/13	97FS-1 day									



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DRAFT - SUMMARY TASKS
APRIL 26, 2013



Project: CAWTP
Date: Thu 4/25/13

DRAFT - SUMMARY TASKS
APRIL 26, 2013

Legend:

- Task: Solid blue bar
- Split: Dashed line
- Milestone: Diamond
- Summary: Thick black bar
- Project Summary: Blue bar with diamond
- External Tasks: Dashed line with diamond
- External Milestone: Diamond
- Inactive Task: Thin black bar
- Inactive Milestone: Thin black bar with diamond
- Inactive Summary: Thin black bar
- Manual Summary Rollup: Blue bar with diamond
- Manual Summary: Blue bar
- Start-only: Blue bar with diamond
- Finish-only: Blue bar with diamond
- Deadline: Blue bar with arrow
- Critical: Red bar
- Critical Split: Red bar with diamond
- Progress: Black bar with diamond