

# PROJECT PROGRESS UPDATE

To: Client  
From: Engineer  
RE: Project number / Project  
Date: Date

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## Project Scope Updates

1. City has submitted comments from the 95% specifications and these have been incorporated into the specifications. Consultant is waiting for comments on the drawings.
2. Commissioning review by Engineer is complete and comments have been submitted to Consultant.
3. City requested that the VAVs in the LEC be investigated for retrofit rather than replacement. Photos were taken by City staff and this is being investigated by Consultant. This will add some effort, will need to discuss the impact on the remaining design fee.
4. We are pushing the schedule back 2 weeks for bid letting back in order to look into the VAV approach at the LEC.
5. Project cost opinion was submitted. Costs are higher than currently budgeted, so all work on the project that is not associated with the equipment replacement will be put in an Add Bid Alternate item. This has been added to the specifications and the drawings will be updated to identify these items on the plans as well.

## Project Schedule Updates

Current Targeted Schedule:

Nov 12th : 100% documents to WDM

Nov 15th : Notice to bid published

Nov 5<sup>th</sup> : Pre-Bid Meeting

Dec 4th : Bids Due

Dec 9th : Council Meeting approval and award

Dec. 16th: Notice to proceed, contractor has 10 days to start.

## Project Financial Updates

Last invoice submitted: Invoice No: 681103.00 – 126673 submitted Sept 18th, 20xx for the amount of \$XXX,XXX.00. One anticipated contract addition for effort to design a VAV retrofit rather than replacement.

Please review this project progress update and reply with any comments or corrections.

SIGNATURE