ePM Quick Reference Guide #70
Detailed Project Fact Sheet

WHAT IS THE DETAILED PROJECT FACT SHEET?

The Detailed Project Fact Sheet is a multi-page report that provides valuable data captured from ePM. The report is comprised of charts, pictures, and other pertinent key performance indicators from the following ePM modules:

• Project Basics o Project Team o Location • Executive Status • Detailed Status • Earned Value • Scope • Schedule • Financial Health • Issues/Actions	• Project Health Metrics o Design Submissions o Design Review Comments o Requests for Information (RFIs) o Submittal Packages o Punchlists o Contracts and Modifications o Potential Change Orders (PCO) o Issues • Key Partners/Customers

WHO WILL USE THIS?

- Program Managers
- Project Managers
- GSA Executives

HOW TO…

The Detailed Project Fact Sheet should be edited on a monthly basis. Below are the steps to edit the information that appears on the report:

A. GENERAL INFORMATION AND SCOPE

The Project Properties document is where general information on the Detailed Project Fact Sheet is entered. From the Project Properties document, users can update:

- Project Type
- Delivery Method
- Description
- Location
- Building ID
- Scope

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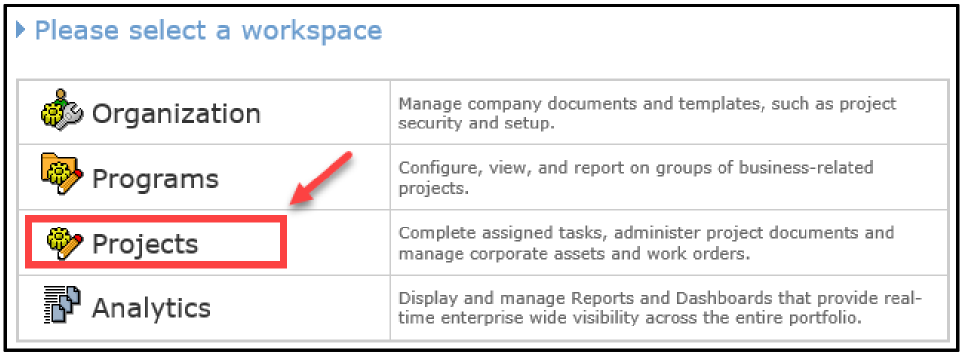
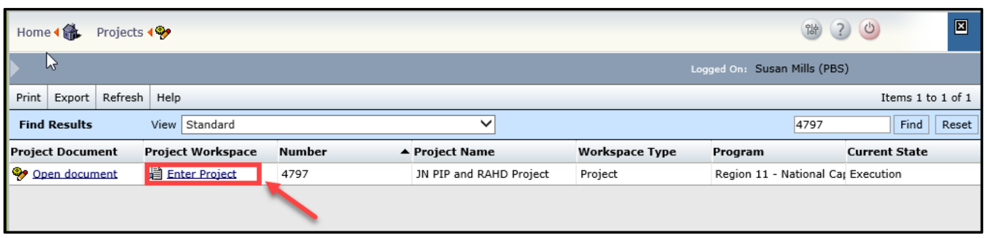
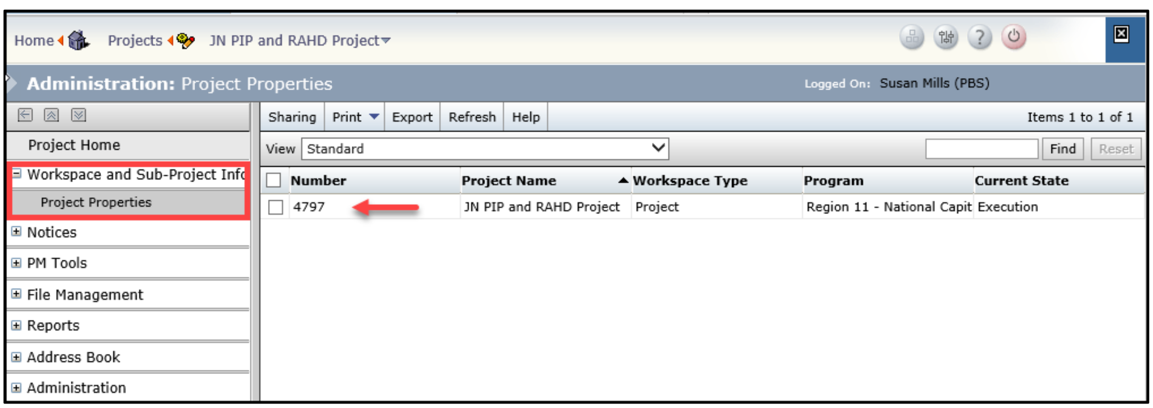
1. Log into ePM as a user and click the Projects workspace.



2. Click ‘Enter Project’ next to the project that you would like to edit.



3. Navigate to ‘Workspace and Sub-Project Info’ in the left-hand navigation panel, expand the menu, and choose ‘Project Properties’.



4. This will open the ‘Project Properties’ page. Click the Project Number to launch the Project Properties editing window.

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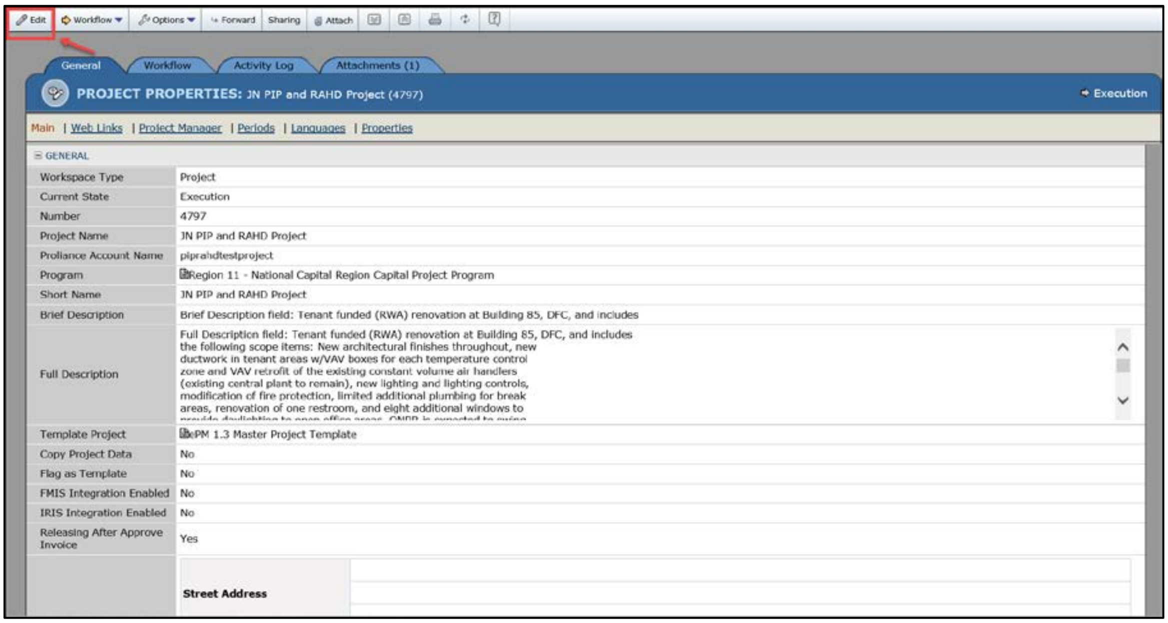
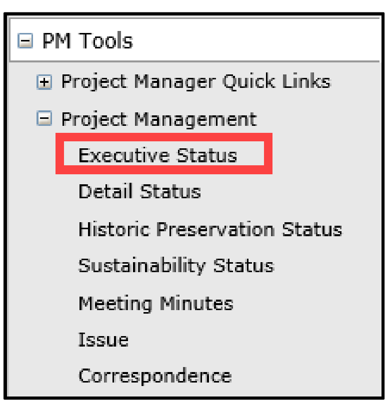
5. Click ‘Edit’ to begin editing.
6. Enter the following information:
    - Project Type
    - Delivery Method
    - Project Description
    - Building ID
    - Gross Area (SF)
    - Inside Parking SF
    - Usable Area (SF)
    - Inside Parking Spaces
    - Outside Parking Spaces
    - Number of Occupants
    - Rentable Area (SF)
    - Managing Organization



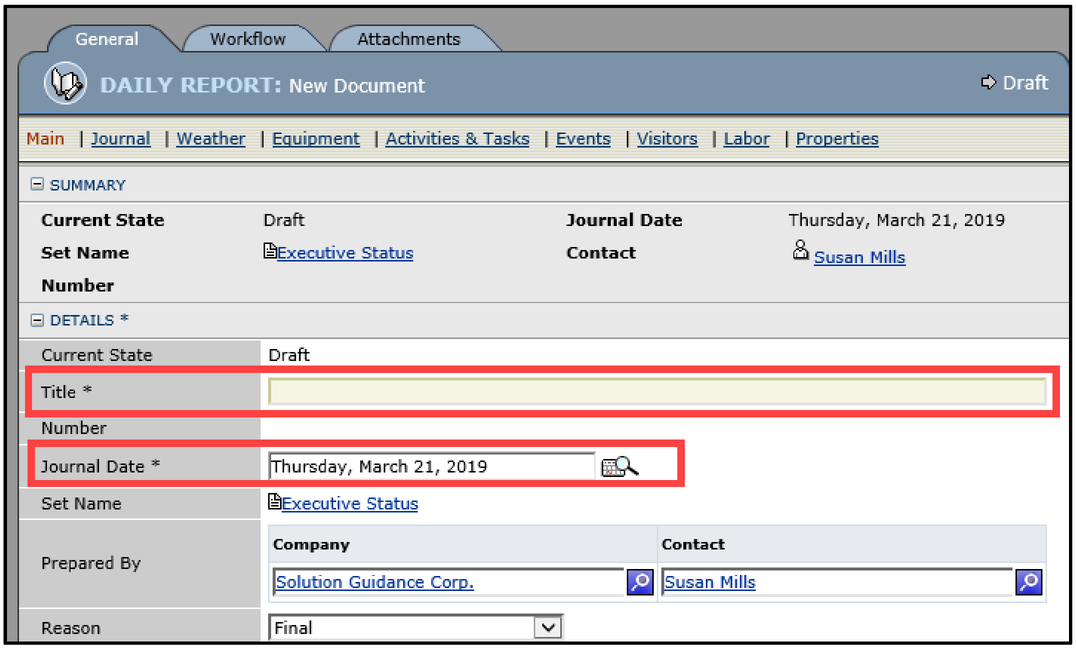
7. Click ‘Save’.

B. EXECUTIVE STATUS

1. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Project Management’ menu, and choose ‘Executive Status’.
2. Click ‘New’.



3. In the Daily Report Setup window, click the magnifying glass icon.
4. In the Daily Report Set window, click ‘Add’ to select the Executive Status. Click ‘OK’.
5. Click ‘Next’ on the Daily Report Setup window.
6. Click ‘Finish’ on the second ‘Daily Report Setup’ window.
7. In the ‘Daily Report: New Document’ window, enter the Title and Journal Date.



8. Click ‘Journal’ to go to the Journal page. Then click ‘Add Line’ to being entering the narrative. Update the ‘Journal’ page to include a narrative on on-going procurement, design, and construction activities such as recently awarded contracts, scope changes, and tenant changes.
   - Note: On the Detailed Fact Sheet, the first 3,000 characters of the Executive Status will be displayed.
   - Status narrative will be reported from the ‘Journal Entry’ area on the ‘Journal’ tab. Only one journal entry (the most recently entered) will be displayed in the report.
9. Click ‘Workflow’ in the top toolbar and select ‘Accept/Approve’ to transition the document to the ‘Accepted/Approved’ state.

> **NOTE:** A new daily report should be created for each entry.

C. DETAILED STATUS

1. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Project Manager Quick Links’ menu, and choose ‘Detail Status’.
2. Click ‘New’.

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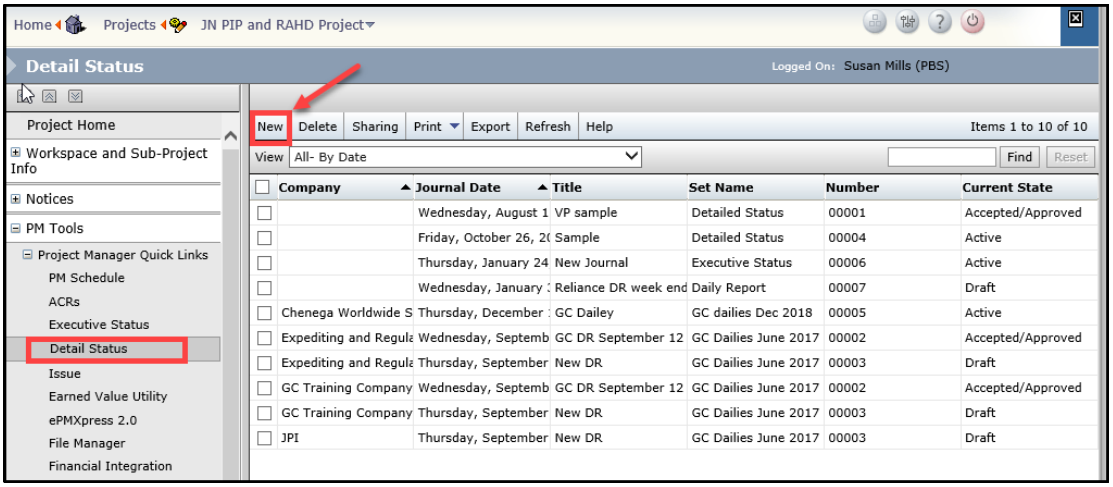
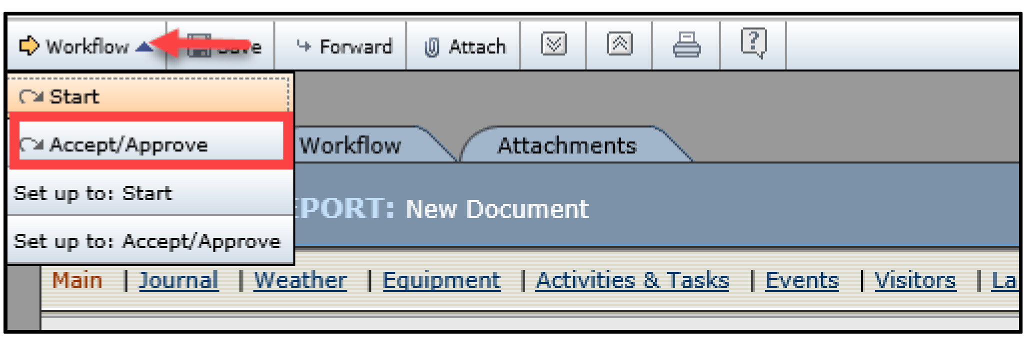


3. In the Daily Report Setup window, click the magnifying glass icon.
4. In the Daily Report Set window, click ‘Add’ to select the Detailed Status. Click ‘OK’.
5. Click ‘Next’ on the Daily Report Setup window.
6. Click ‘Finish’ on the second ‘Daily Report Setup’ window.
7. In the ‘Daily Report: New Document’ window, enter the Title and Journal Date.
8. Click Journal to go to the Journal page. Update the ‘Journal’ page to include a narrative on on-going procurement, design, and construction activities such as recently awarded contracts, scope changes, and tenant changes.
    - Note: On the Detailed Fact Sheet, the first 3,000 characters of the Detailed Status will be displayed.
    - Status narrative will be reported from the ‘Journal Entry’ area on the ‘Journal’ tab. Only one journal entry (the most recently entered) will be displayed in the report.
9. Click ‘Workflow’ in the top toolbar and select ‘Accept/Approve’ to transition the document to the ‘Accepted/Approved’ state.



NOTE: A new daily report should be created for each entry.

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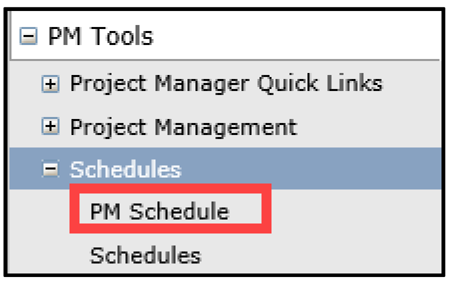
D. EARNED VALUE

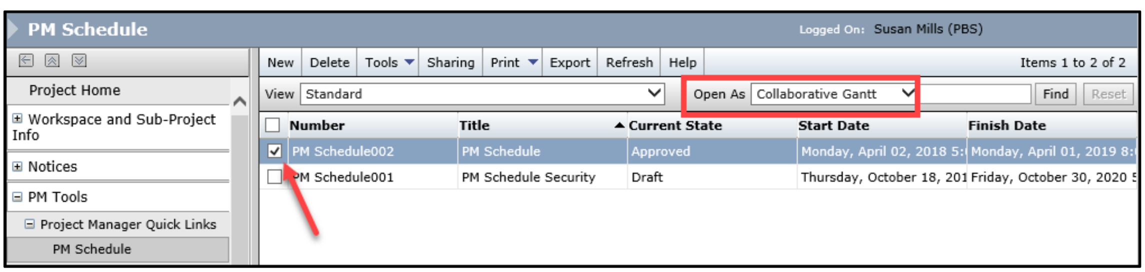
See QRGs 105 and 106 for detailed instructions on updating the Earned Value module for all active construction projects.

E. SCHEDULE

1. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Schedules’ menu, and choose ‘PM Schedule’.



2. In the Schedule register, check the box next to the schedule (or schedules) you wish to view, then click ‘Tools’ and select to either open in Collaborative Gantt or CPM Gantt view. Double-click the title of the schedule to open the document.



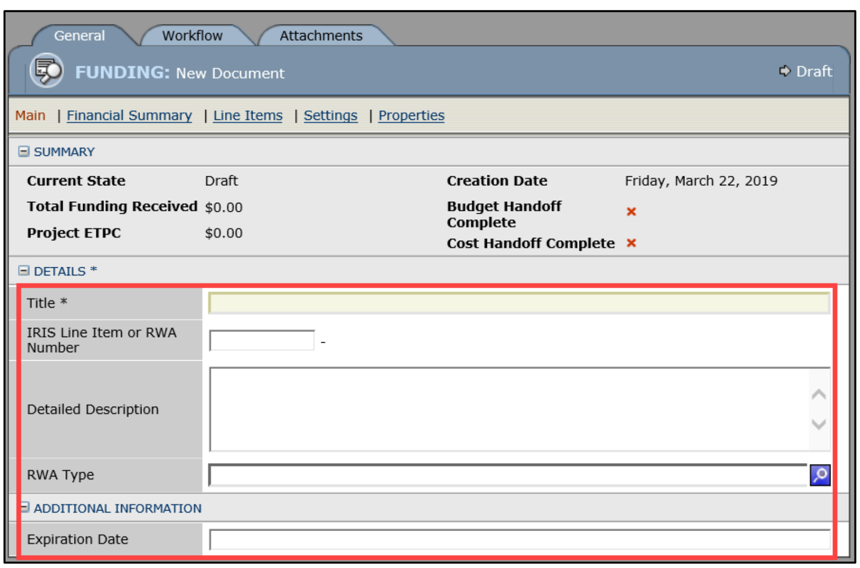
3. To enter or update estimated dates, double-click the name of a milestone.
4. In the ‘Milestone Properties’ window, update the dates in the Early Start field and click ‘OK’.
5. To enter or update actual dates, double-click the name of a milestone, which opens the ‘Milestone Properties’ window. Then update the dates in the Actual Start field.
6. Click ‘OK’.

F. FINANCIAL

RWAs

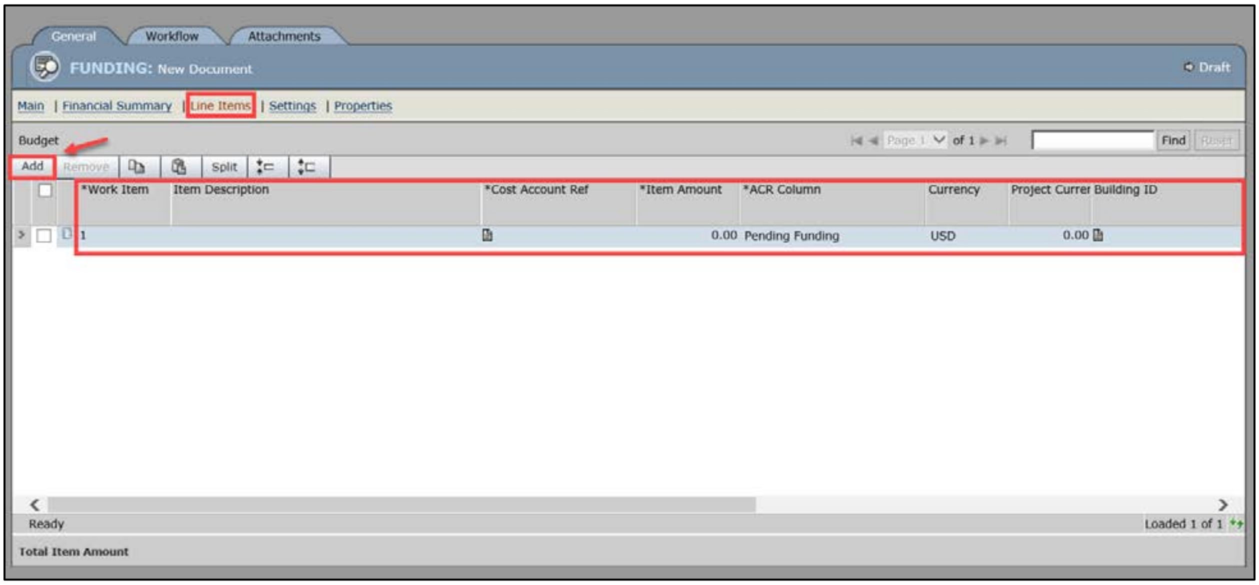
1. Navigate to ‘PM Tools’ in the left-hand menu and expand the ‘Financial Management’ menu. Then expand the ‘Funding’ menu and choose ‘RWA.’

2. Click ‘New’ to begin creating the RWA.
3. In the ‘New Document’ window, enter the RWA title using the following naming convention: *FY_BA_Region_RWA#_Program_Building Name*
4. Enter the Title, RWA Number, Detailed Description, RWA Type, and Expiration Date.



5. Click the Line Items page and click ‘Add’. In the new line that appears, enter the:
    - Work Item
    - Item Description

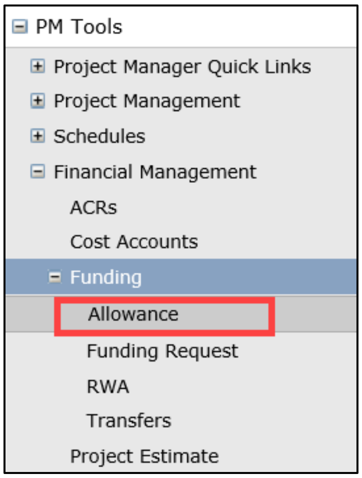
- Cost Account Ref: Create new cost accounts for each unique combination of Function Code, Fiscal Year, and Budget Activity
- Item Amount
- Building ID



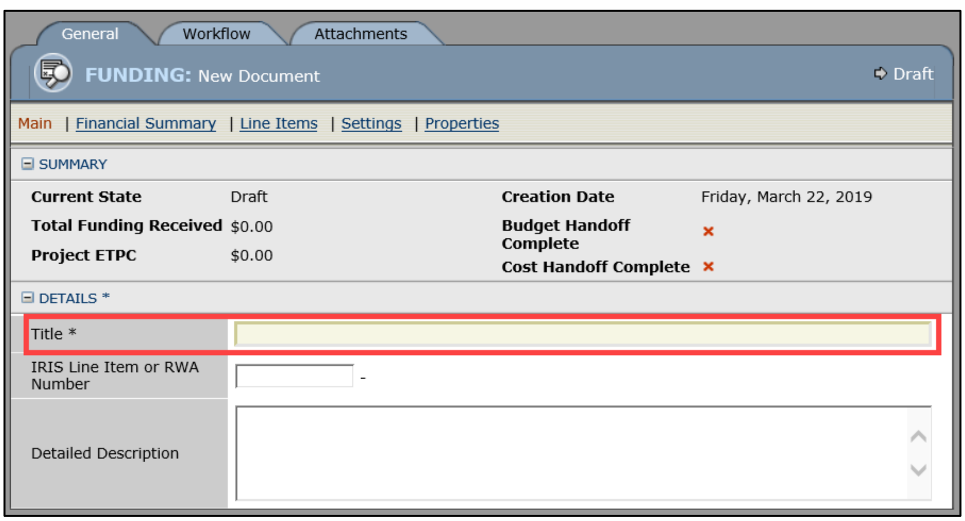
6. Click ‘Save’.
7. Click ‘Workflow’ and choose ‘Approve.’

Allowance

8. Navigate to ‘PM Tools’ in the left-hand menu and expand the ‘Financial Management’ menu. Then expand the ‘Funding’ menu. Click ‘Allowance.’

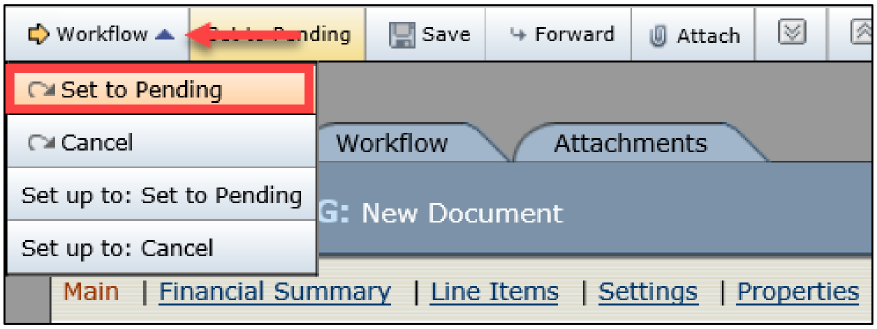


9. Click ‘New’ to begin creating the Allowance.
10. In the ‘New Document’ window, enter the Allowance title using the following naming convention: *FY_BA_Region_Line Item_Program_Building Name*



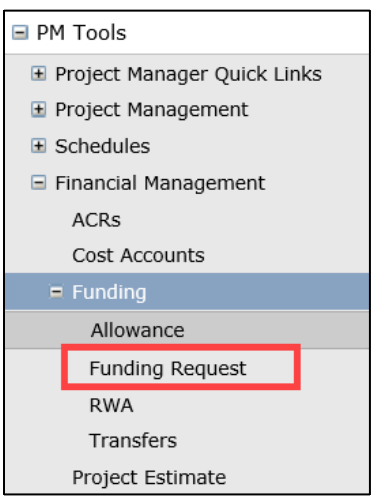
11. Click the Line Items page and click ‘Add’. In the new line that appears, enter the:
    - Work Item
    - Item Description
    - Cost Account Ref: Create new cost accounts for each unique combination of Function Code, Fiscal Year, and Budget Activity
    - Item Amount
    - Building ID
12. Click ‘Save’.

13. Click ‘Workflow’ and choose ‘Set to Pending.’ The authorized approver will then approve the Allowance. Funding documents must be in the approved state in order to appear on the report.

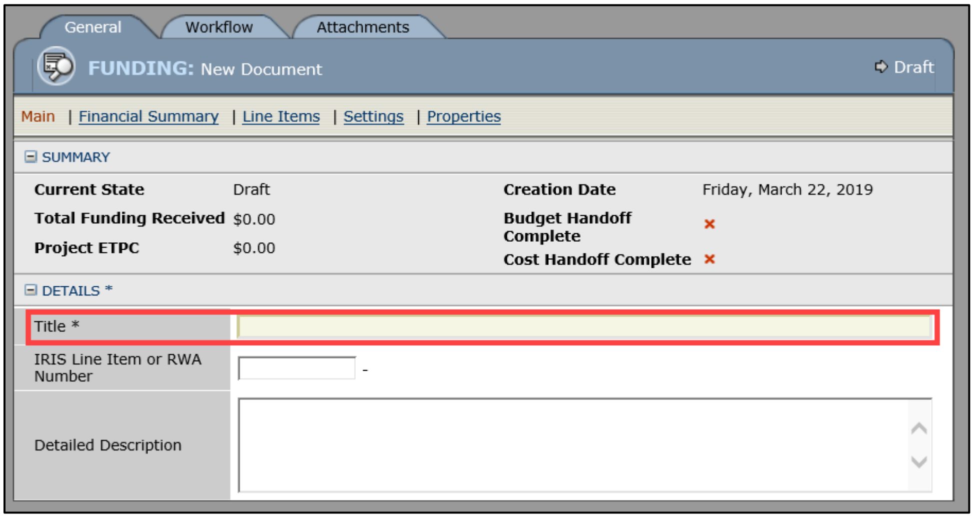


Funding Requests

14. Navigate to ‘PM Tools’ in the left-hand menu and expand the ‘Financial Management’ menu. Then expand the ‘Funding’ menu. Click ‘Funding Request.’



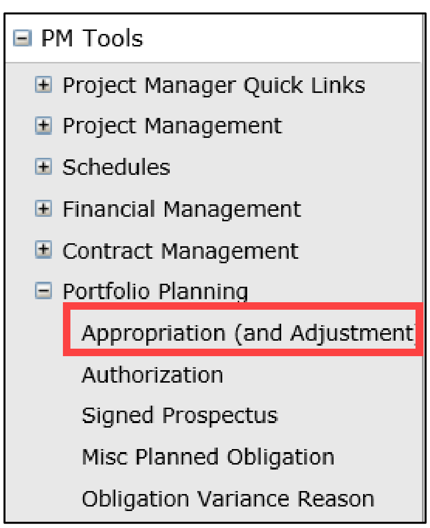
15. Click ‘New’ to begin creating the funding request.
16. In the ‘New Document’ window, enter the Funding Request title using the following naming convention: *FY_BA_Region_Line Item_Program_Building Name*



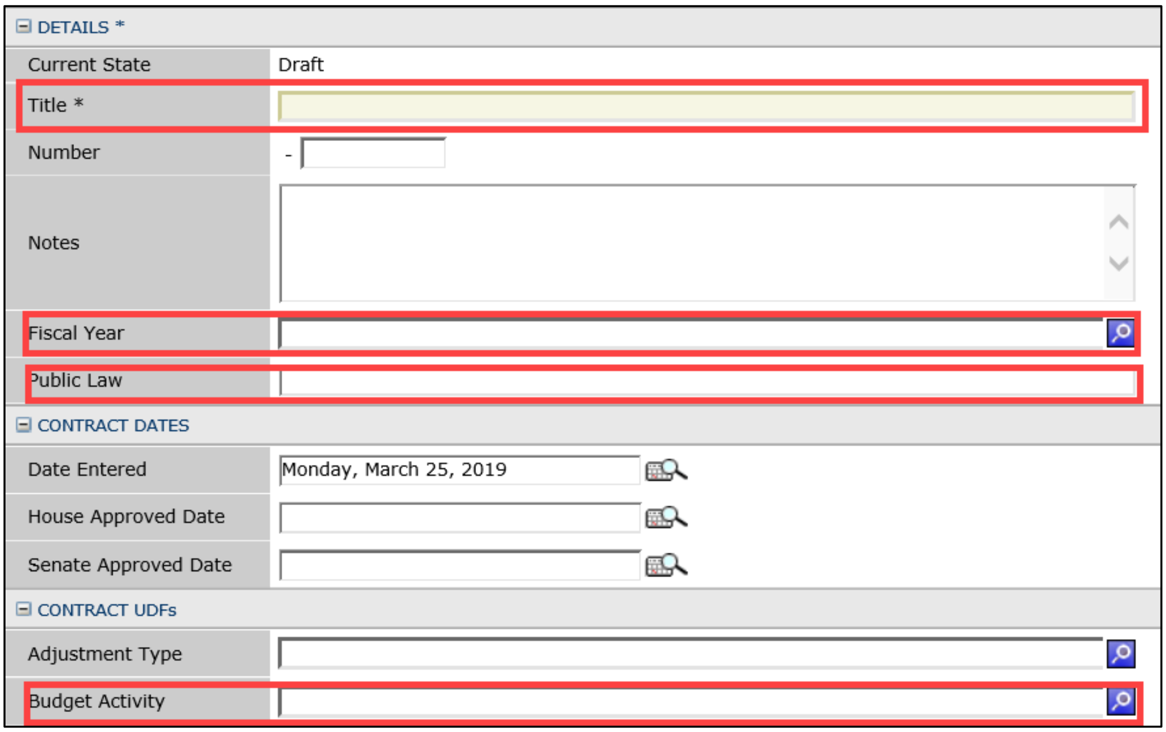
17. Click the Line Items page and click ‘Add’. In the new line that appears, enter the:
    - Work Item
    - Item Description
    - Cost Account Ref: Create new cost accounts for each unique combination of Function Code, Fiscal Year, and Budget Activity
    - Item Amount
    - Building ID
18. Click ‘Save’.
19. Click ‘Workflow’ and choose ‘Set to Pending’. The authorized approver will then approve the Funding Request.

Appropriations

20. Navigate to ‘PM Tools’ in the left-hand menu and expand the ‘Portfolio Planning’ menu and choose ‘Appropriation (and Adjustment)’.



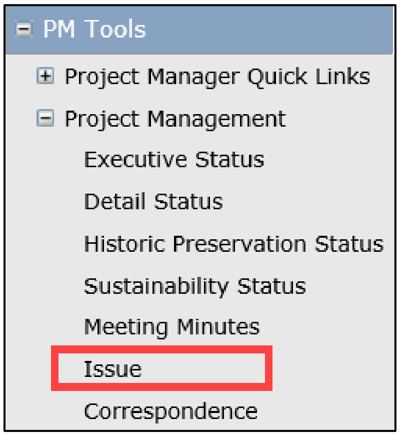
21. Click ‘New’ to begin creating the Appropriation.
22. In the New Document window, enter the:
    - Appropriation title
    - Fiscal Year
    - Public Law
    - Budget Activity



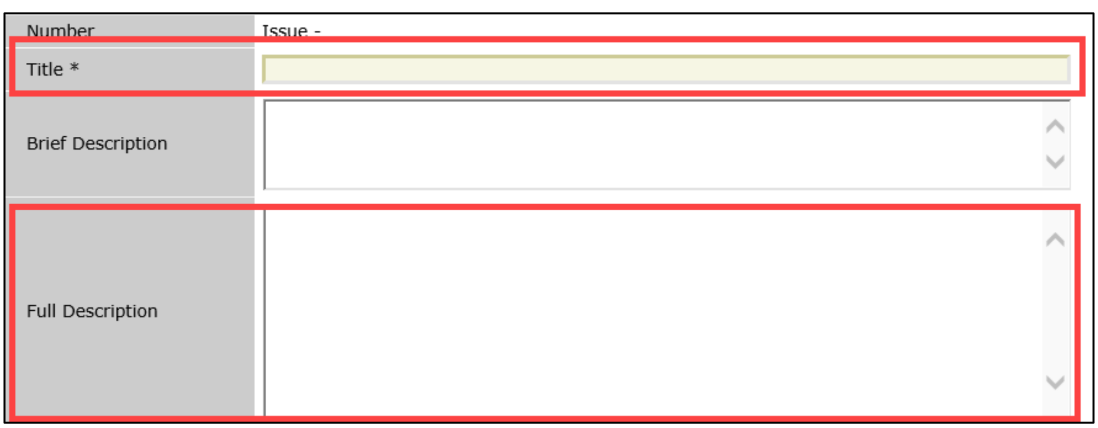
23. Click the Schedule of Values page and click ‘Add’, and in the new line that appears, enter the:
    - Line Number
    - Description
    - Scheduled Amount
    - Function Code Type: Studies, Design, Site Acquisition, Construction, M&I, Construction-Admin, or Admin
24. Click ‘Save’.
25. Click ‘Workflow’ and choose ‘Set to Pending.’ The authorized approver will then approve the Appropriation.

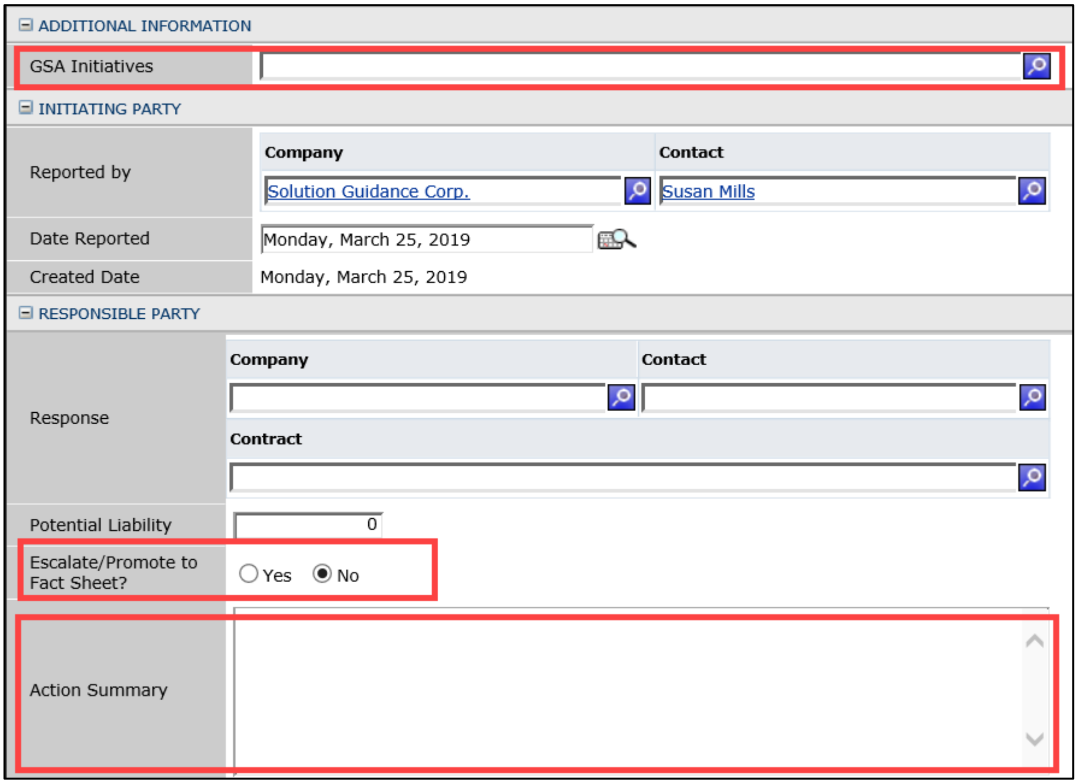
G. ISSUES/ACTIONS

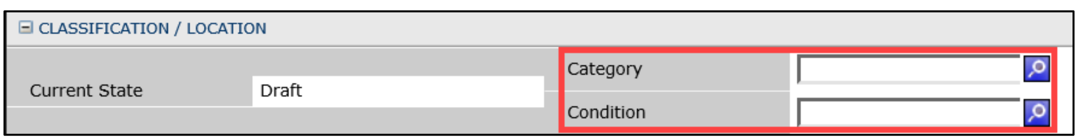
1. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Project Management’ menu, and choose ‘Issue.’



2. Click ‘New’ to create a new Issue.
3. Enter the following required information:
    - Title
    - Full Description
        - Use this section to report major issues/risks to the project’s completion such as funding shortfalls, contractor disputes, and schedule delays.
        - The field is limited on the Detailed Fact Sheet to 300 characters. Be concise.
    - GSA Initiatives
    - Escalate/Promote to Fact Sheet: ‘Yes’ must be selected in order for the issue to appear on fact sheets.
    - Action Summary: Include the steps that are necessary to resolve the issue in the Actions field
    - Category
    - Condition







4. Click ‘Workflow’ in the top toolbar and select ‘Activate’ to transition the document to the ‘Active’ state.

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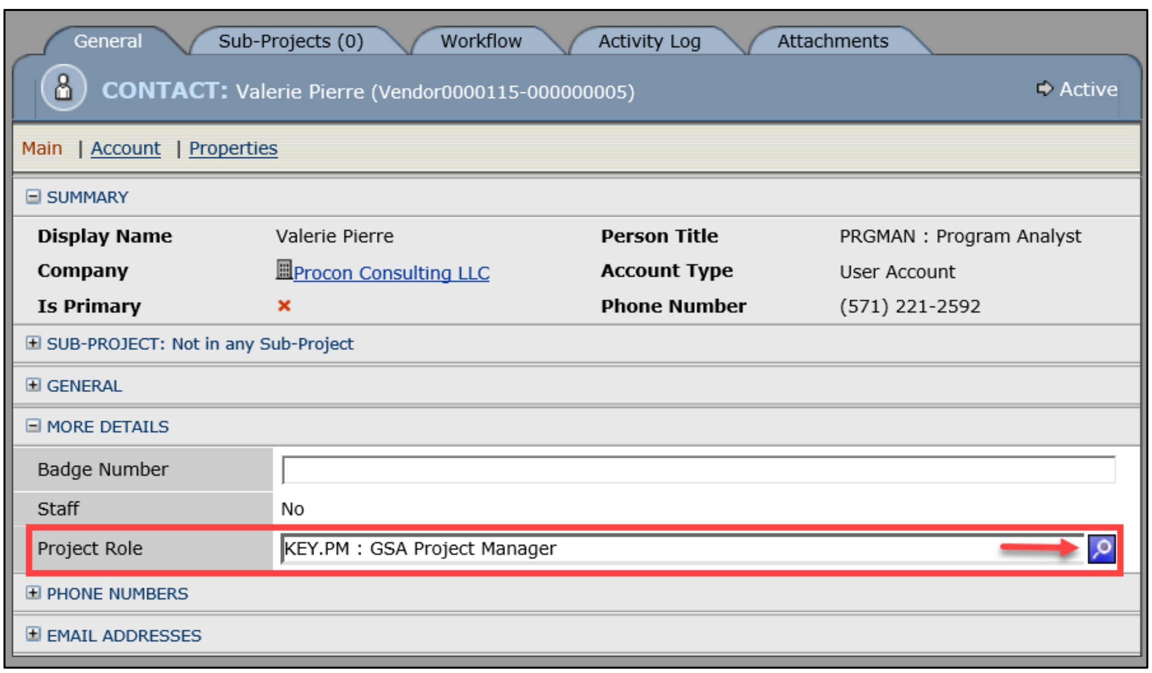
H. TEAM MEMBERS

Team Members are located in the project address book.

1. Navigate to the ‘Address Book’ in the left-hand menu and select ‘Contacts’ to open the window.

2. Click a user’s name to open the ‘Contact’ window.
3. Click ‘Edit’ to begin editing.
4. Open the ‘More Details’ section of the window and click the magnifying glass next to the Project Role box in order to open the Project Role dialog box.



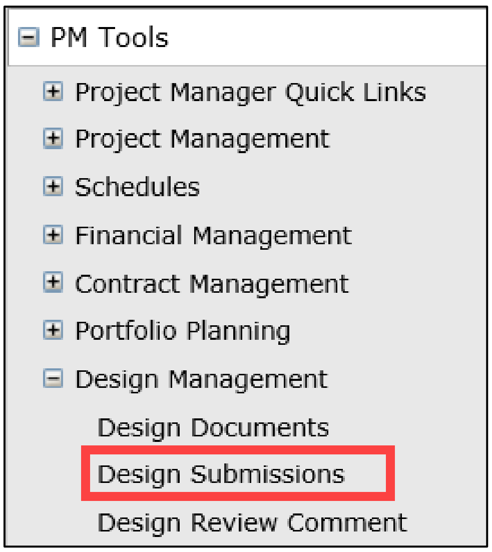
5. Select the appropriate role and click ‘OK’ to return to the contact window.
6. Click ‘Save’.
7. Repeat this step for each team member.

IMPORTANT: Only indicate one person on the team as the Key Project Manager.

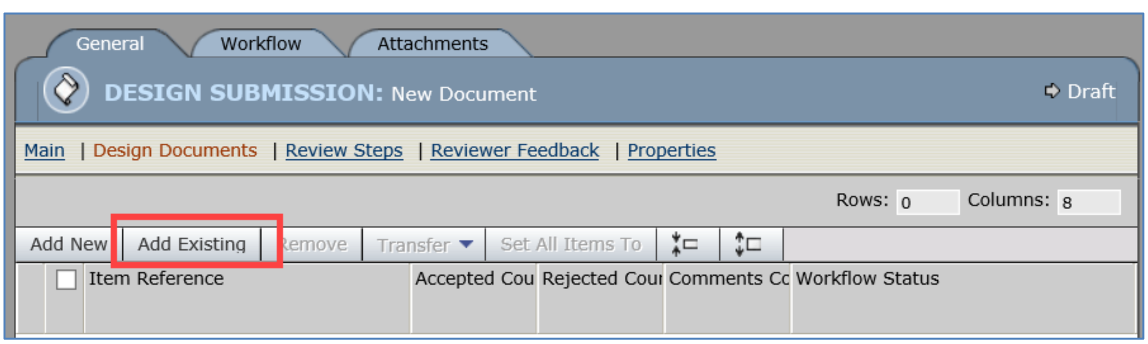
I. PROJECT HEALTH METRICS

Design Submissions

1. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Design Management’ menu, and click Design Submissions.
2. Click ‘New’ to begin creating a Design Submission.



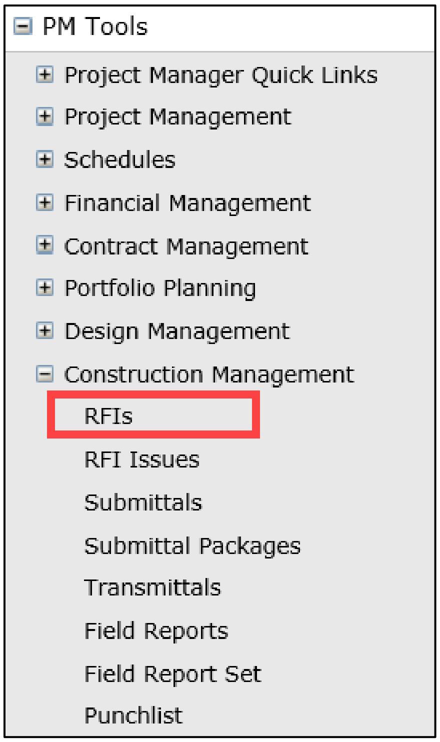
3. In the Details section, enter the following required information:
   - Title
   - Package Name
   - Revision Number
4. Click the ‘Design Documents’ page.
5. Click ‘Add Existing’ to see a list of available design documents that can be added to the submission.



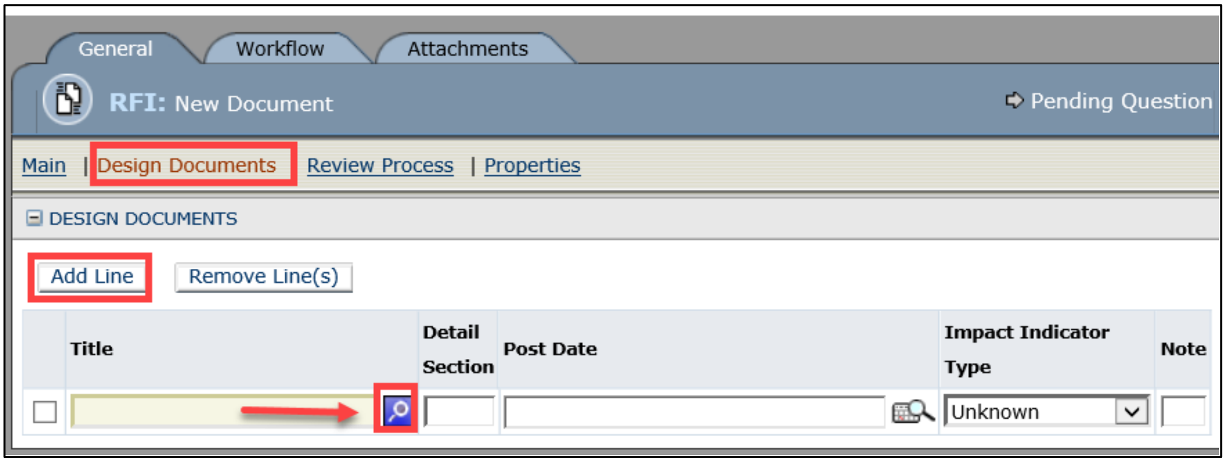
6. Select one, multiple, or all documents to add to the submission. Then click ‘OK’.
7. Click ‘Workflow’ in the top toolbar and select ‘Submit.’

RFIs

8. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Construction Management’ menu and click RFIs.



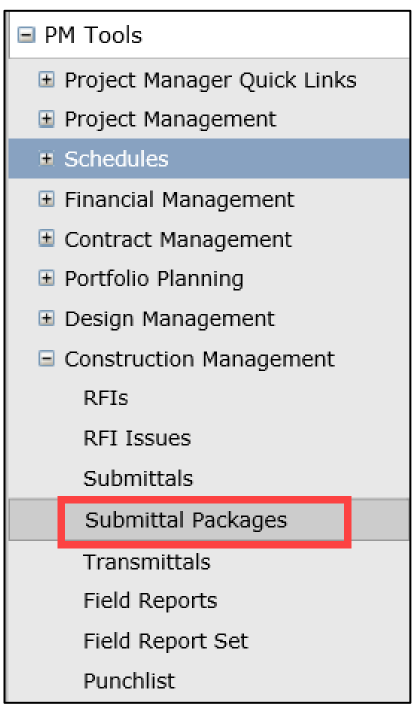
9. Click ‘New’ to begin creating an RFI.
10. Enter the following information in the RFI window:
    - Subject
    - Question
    - Question Sent Date
    - Question Source Main Contact
    - Due Date
    - Cost Impact (Optional)
    - Schedule Impact (Optional)
    - Answer Source Main Contact: If you know the name of the person who will answer the RFI
11. To reference a Design Document(s) in the RFI, click ‘Design Documents.’ Then click ‘Add Line’ and click the magnifying glass icon to select a design document.



12. Select a Design Document by clicking the 'Add' link. Then click 'OK'.
13. Click 'Workflow' in the top toolbar, and select 'Submit Question.'

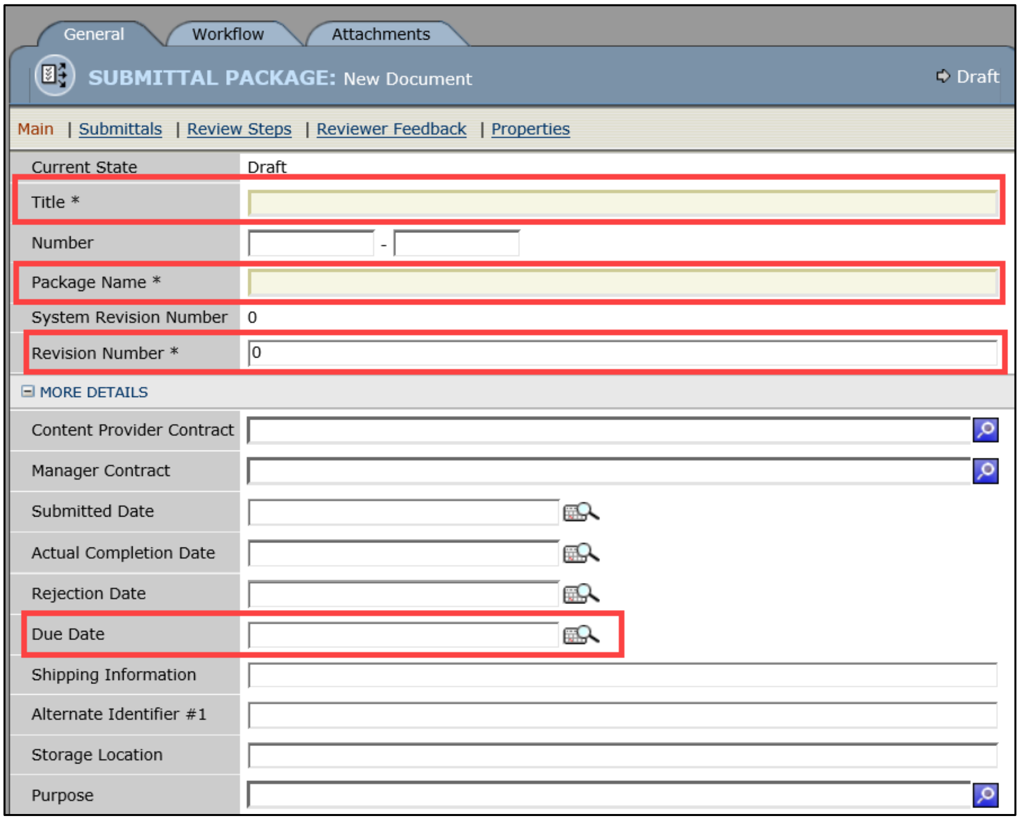
Submittal Packages

14. Navigate to 'PM Tools' in the left-hand menu, expand the 'Construction Management' menu, and click 'Submittal Packages.'

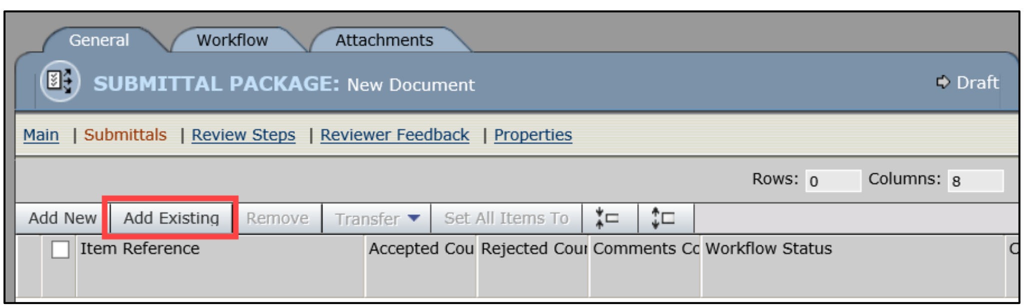


15. Click 'New' to begin creating the Submittal Package.
16. Enter the following information in the Submittal Package window:
    - Title

- Package Name
- Revision Number – autopopulates with the revision number of the package
- Due Date



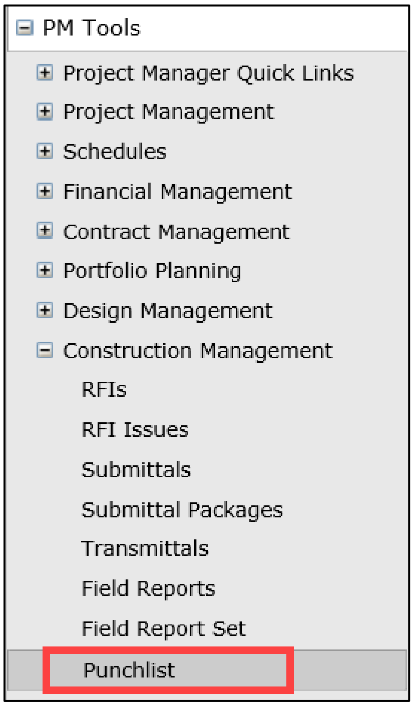
17. Click ‘Submittals’ and then click ‘Add Existing’ to see a list of available submittals that can be added to the package.



18. Select one, multiple, or all submittals to add to the package by clicking the ‘Add’ link next to each submittal’s name. Click ‘OK’.
19. Click ‘Workflow’ in the top toolbar and select ‘Submit.’ The Submitted Date field on the main page of the submittal page will auto populate when the package transitions to the submitted workflow state. All submittals in the package will also be updated.

Punchlists

20. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Construction Management’ menu, and click ‘Punchlist.’



21. Click ‘New’ to begin creating the Punchlist.
22. In the Details section, enter the punchlist’s Title and Description.
23. In the Classification/Location section, enter the following information:
    - Priority
    - Discipline
    - Area/Zone
    - Cause
    - Building
    - Floor
    - Room
    - Category
    - Condition

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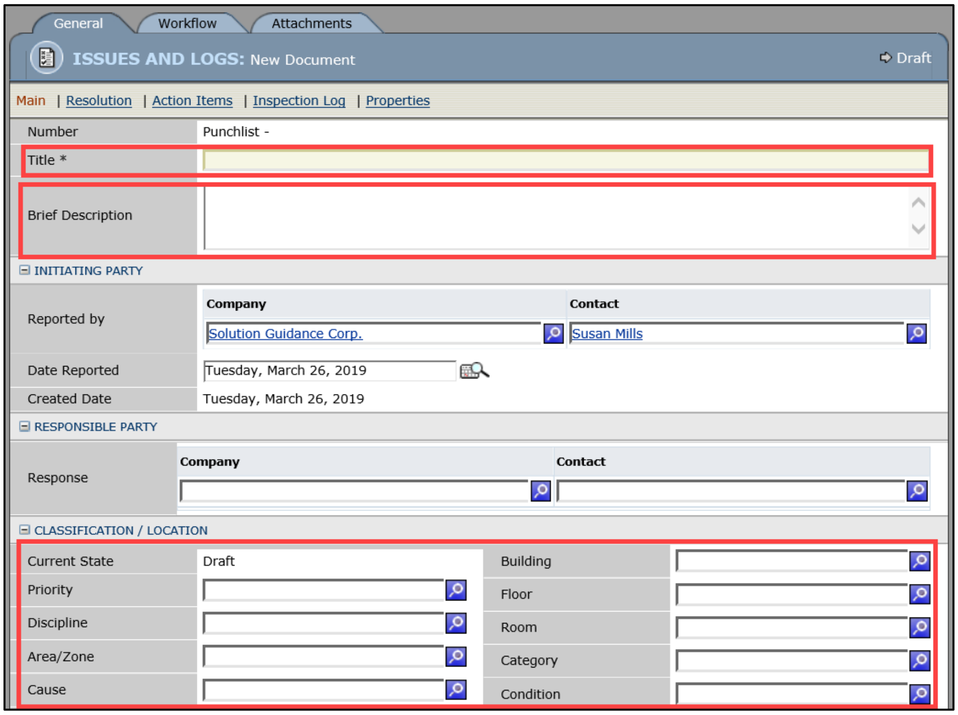
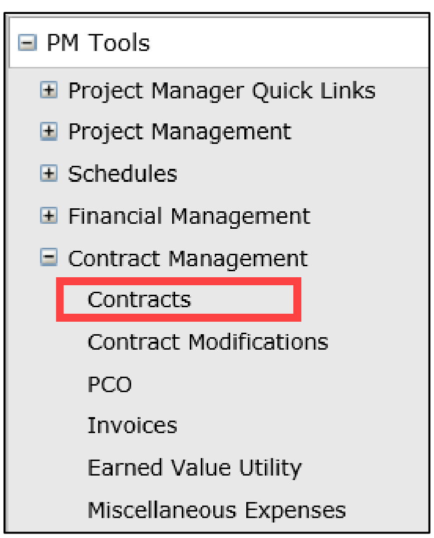


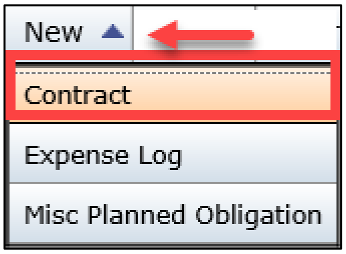
24. Click ‘Resolution’ to enter narrative about steps that need to be taken to complete the punchlist work items.
25. Click ‘Workflow’ in the top toolbar and select ‘Activate.’

Contracts

26. Navigate to ‘Contract Management’ in the left-hand menu, expand the menu, and choose ‘Contracts’.



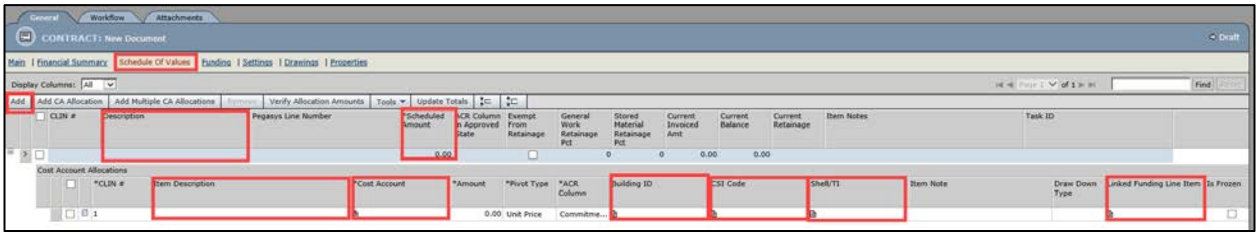
27. Click the arrow next to the ‘New’ button, and select ‘Contract’ to open a new Contract window. Be sure to click the arrow and not the button.



28. On the Main page, fill in the following fields:
    - Title
    - Contract Number
    - Contract Classification
    - Description
    - Cost Period
    - Planned Obligation Period
    - Contractor Type
    - Contract Duration (Calendar Days)
    - Pegasys Document Number
    - NTP (Notice to Proceed)/Start Date
    - Finish Date
    - Planned Substantial Completion Date
    - Estimated Substantial Completion Date
    - Procuring Office
    - Vendor
    - EV Mode

29. Click on the ‘Schedule of Values’ (SOV) page to create contract line items. Click ‘Add’ to add a new SOV line. For each SOV line, enter:
    - Description
    - Scheduled Amount

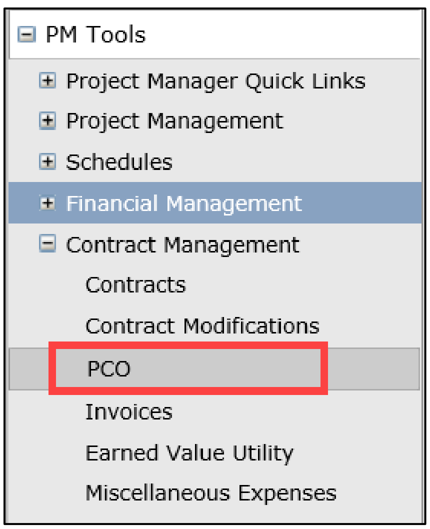
    On the corresponding Cost Allocation line enter:
    - Item Description
    - Cost Account
    - Building ID
    - CSI Code
    - Shell/T
    - Linked Funding Line Item



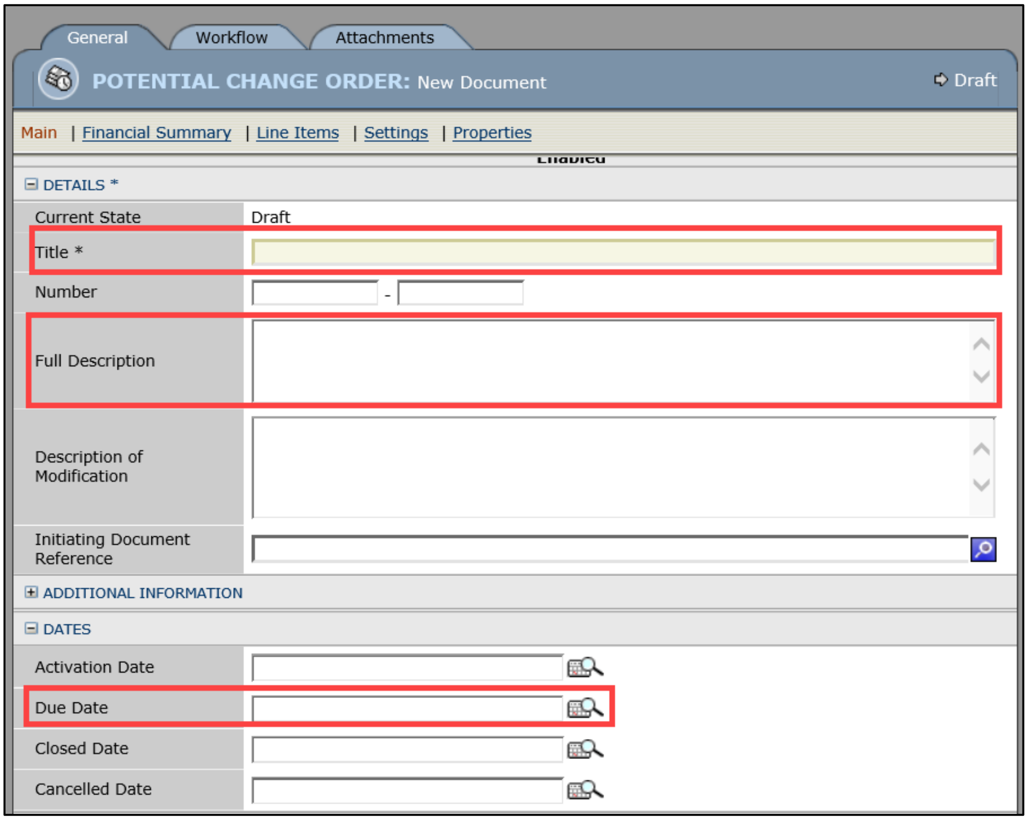
30. Click ‘Workflow’ in the top toolbar, select ‘Set to Pending’ to transition the contract to the ‘Pending’ state, and route the contract for approval. The authorized approver will then approve the contract.

Potential Change Orders

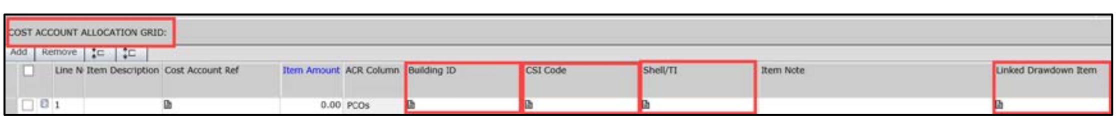
31. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Contract Management’ menu, and click ‘PCO.’



32. Click ‘New’ to begin creating the PCO.
33. In the Potential Change Order window, enter the following information:
    - Title
    - Full Description
    - Due Date



34. Click on the 'Line Items' page and make sure the 'Display Columns' field displays 'Expense'.
35. In the upper grid, click 'Add' and enter the following information:
    - Item Description
    - Preliminary Estimate Amount
    - Target Contract Ref: Select a contract reference, if known
36. In the lower grid, select the appropriate allocation by clicking the lookup icon in the 'Cost Account Ref' field.
37. Enter the following information:
    - Building ID
    - CSI Code
    - Shell/TI
    - Linked Drawdown Item



38. Click 'Workflow' in the top toolbar and select 'Active' to transition the contract to the 'Pending' state and route the PCO for approval. The authorized approver will then approve the PCO.

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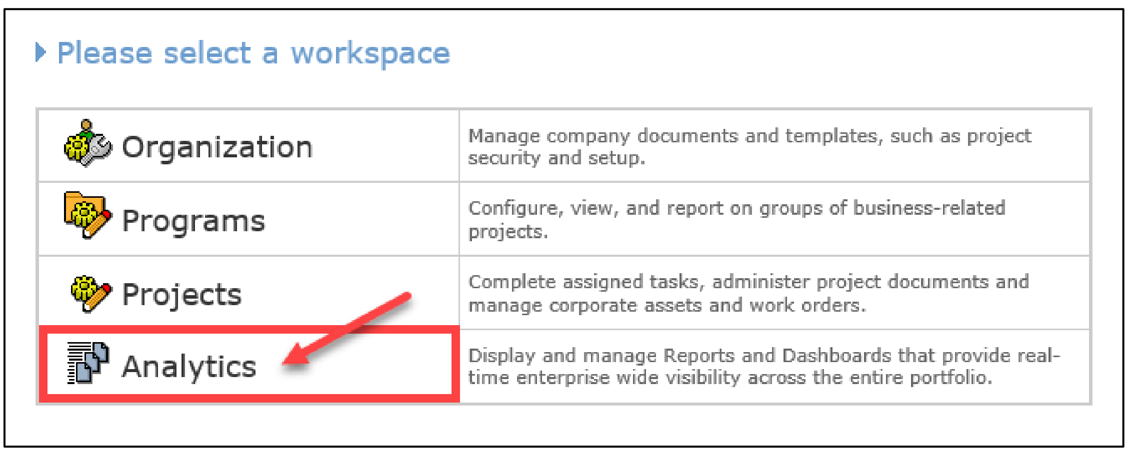
J. GENERATING REPORTS

The Detailed Project Fact Sheet can be run at any time via the Cognos reporting tool. If you do not have Cognos access, please contact your ePM administrator.

1. From the ePM Portal click ‘ePM.’

2. Next click ‘Analytics’ on the ‘ePM Workspace’ page.



3. Click ‘My Home’.
4. Choose ‘Fact Sheet Reports’.
5. Locate the ‘Detailed Project Fact Sheet.” In the Actions column, click the blue arrow button to run the report with options.
6. Select the report format in the Format field. PDF is the recommended format for the Detailed Project Fact Sheet. Click ‘Run’.

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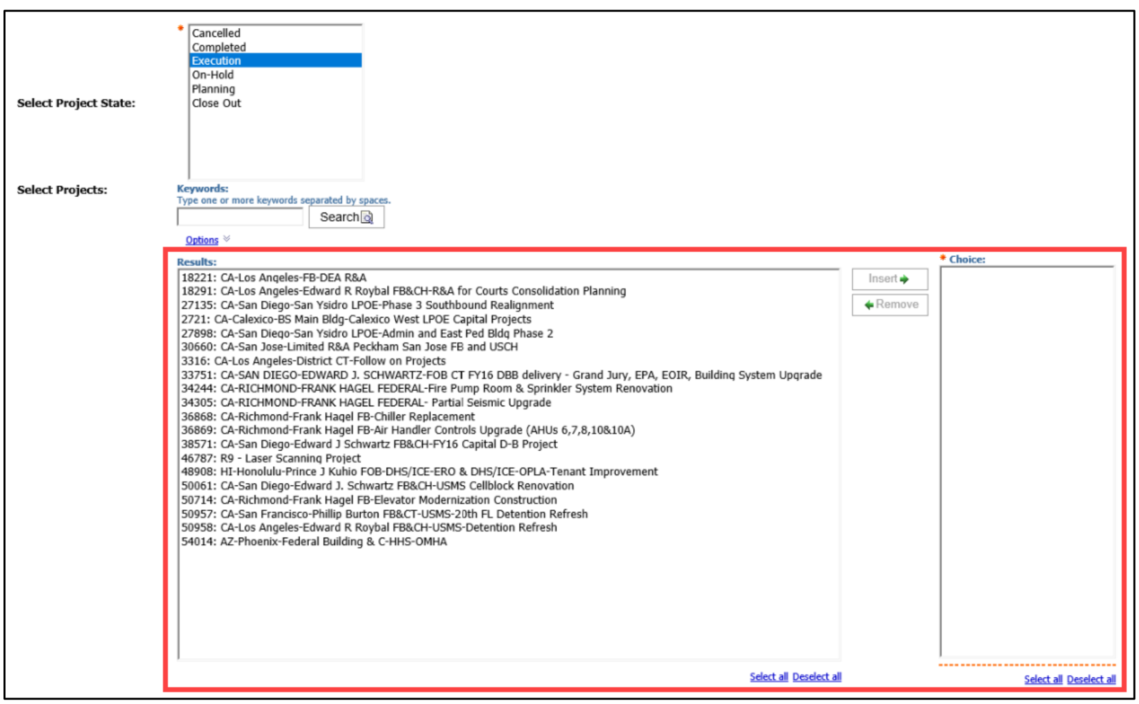
7. On the Select Programs page, select the program and click 'Next'.
8. On the Select Projects page, select the appropriate State (Cancelled, Completed, Execution, Planning, Close Out).
9. Either enter a keyword to locate the project(s) or scroll through the project list. Hold down the Ctrl key on the keyboard and use the mouse to select multiple projects.



10. To finalize the project selection, click 'Insert'. The selection(s) will appear in the Choice box.
11. If desired, uncheck or check the report sub sections that you wish to view.
12. Click 'Finish' to run the report.

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SAMPLE REPORT

Detailed Project Fact Sheet

PA-Philadelphia-William J. Green Jr. Federal Building-FBI/IRS/DEA Consolidation

GENERAL INFORMATION

Project Manager(s):	Scott Gemerd (215) 764-0822
Region:	Region 03 - Mid-Atlantic Region Capital Project Program
Service Center:	3.3PX.3PXB: Studio B
Project Type:	RA: Repair and Alteration
Program Area:	NONARRA.FBM: Federal Buildings & Modernizations
Delivery Method:	CMc: Construction Manager as Constructor
Description :	The William J. Green Federal Building is a 10 story office building containing 507,669 usable square feet, 708,975 rentable square feet, and 841,280 gross square feet. It was designed in conjunction with the adjacent James A. Byrne Courthouse and was constructed between 1970 & 1973. The two building federal complex shares common mechanical systems and the first floor of each building is linked by a common circulation area and plaza. The main customer agencies are the Federal Bureau of Investigation (FBI), the Internal Revenue Service (IRS), and the Drug Enforcement Administration (DEA). The Green Federal Building has gone through many years of non-strategic office expansions and ad-hoc space releases. This has resulted in non-contiguous blocks of tenant space on multiple floors which create operational inefficiencies that are a challenge to the agencies. The vacancy rate of 8.0% is not within the 5% target for owned space and is projected to increase up to approximately 9.5% as the IRS continues to release portions of their office to right size its Philadelphia portfolio. GSA is projecting approximately 140,000 USF (196,000 RSF) vacant space in the building as of Sept 2019. The projected vacancy at the end of the project will be approximately zero. This project will improve the building's overall utilization by restacking existing tenants to minimize their operational inefficiencies and improving the base building in order to recapture additional usable space. The design has a targeted office utilization rate of 130. The overall utilization rate is expected to improve by 28%, and the office utilization rate is expected to improve by 42%. These design strategies for maximizing usable space in the Green Federal Building will allow GSA to eliminate approximately 120,000 RSF of leased space and consolidate into the Federal Building. This results in a reduction of approximately $3.0 million in annual lease payments to the private sector.

LOCATION

Building Number:	PA0277BG
Building Name:	WM J GREEN JR FB
Address:	600 ARCH ST PHILADELPHIA, PA 19106
Congressional District:	1 ; Owned

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PA-Philadelphia-William J. Green Jr. Federal Building-FBI/IRS/DEA Consolidation

STATUS

Executive Status

The scope for phase 1 contains major mechanical system upgrades and renovating floors 1 – 5 which will house the IRS, GSA, & OPM. Design for phase 1 is complete and the first construction package was awarded in May 2017. The balance of phase 1 was awarded in May 2018. The new chiller plant is fully operational, the first floor spaces are complete, and the 3rd and 4th floors are currently under construction.

The scope for phase 2 contains floors 5 – 9 which will house the FBI, DEA, FPS, & USSS. The 95% CD submission for the FBI was submitted in Dec 2018.

Last Updated in ePM : 1/7/19

Detailed Status

1. Design

The phase 2.0 design package contains tenant fit out for the FBI. The 95% CD package was submitted in Dec 2018 and Intech is developing the GMP proposal.

The phase 2.2 design package contains tenant fit out for FPS RO, FPS CCG, USSS, & DEA. FPS submitted a revised POR which resulted in a complete redesign of the phase. USSS has also submitted a revised POR which has impact the design schedule. We are currently working to update DIDs with each agency.

2. Construction

Our first GMP option was awarded in May 2017. The swing space fit out is complete and agencies have moved in. The new chiller plant was fully operational in Apr 2018. The 1st floor spaces were complete in June 2018. The 3rd and 4th floors are currently under construction and scheduled to be complete in April 2019.

3. Lease Consolidation

a. FPS – Regional Office – 701 Market St

The current lease expires in Feb 2019 with termination rights in Feb 2016. Their occupancy date is scheduled for Feb 2023. The team has secured a 10 year, 3 year firm succeeding lease.

b. FPS – CCG – 701 Market St

The current office is split between two leases. The first expires in Oct 2021 with termination rights in Oct 2019. The second expires in Mar 2019 with termination rights in Mar 2016. Their occupancy date is scheduled for Feb 2023. The team has secured a 10 year, 3 year firm succeeding lease.

c. FBI – 701 Market St

There are two leases consolidating into the Green Fed Bldg which expire in April 2024 and Aug 2026. Their occupancy date is scheduled for July 2022. Both have termination rights in 2018. No action is necessary.

d. IRS – 701 Market St

The current lease expires in April 2025 with termination rights in April 2018. Their occupancy date is scheduled for Feb 2019. No further action is necessary.

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Detailed Project Fact Sheet

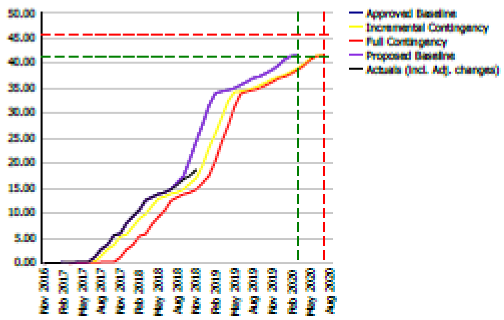
PA-Philadelphia-William J. Green Jr. Federal Building-FBI/IRS/DEA Consolidation

EARNED VALUE

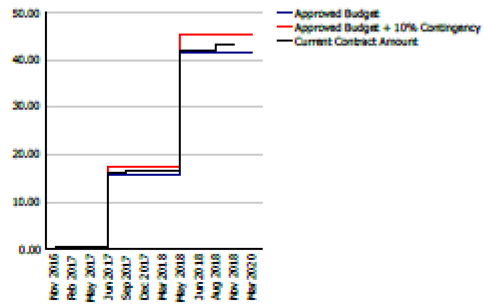
Contract: GS-03-P-17-AZ-C-0001001: GC-Primary-INTECH Construction
Vendor: INTECH Construction

Performance Measures: OnBudget: OnSchedule: Available Contingency: $2,279,904

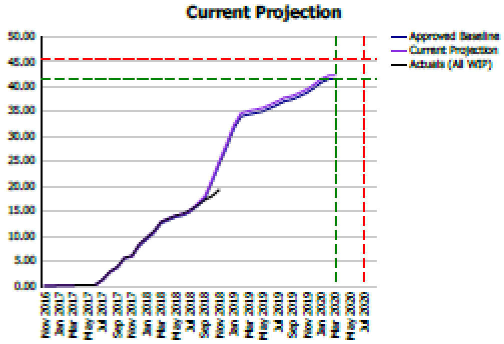
On Schedule Measure



On Budget Measure



Current Projection



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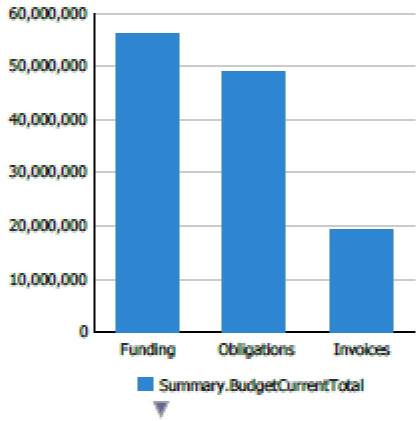
PA-Philadelphia-William J. Green Jr. Federal Building-FBI/IRS/DEA Consolidation

FINANCIAL

FINANCIAL HEALTH



Summary

Authorization	Appropriation	Allowance	Total Project Funding
$0	$0	$0	$56,233,667

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GSA

ePM

Detailed Project Fact Sheet

PA-Philadelphia-William J. Green Jr. Federal Building-FBI/IRS/DEA Consolidation

PARTNERS, TEAM MEMBERS & CUSTOMERS

KEY PARTNERS

Organization	Partner Web Site
Erdy McHenry Architecture, LLC	
INTECH Construction	
Hill International	http://www.hillintl.com/

PROJECT TEAM

Company	Name	Role	Email
Erdy McHenry Architecture, LLC	Benjamin Hovland	Architect/Engineer	BHovland@em-arc.com
Erdy McHenry Architecture, LLC	Mark Miller	Architect/Engineer	MMiller@em-arc.com
Erdy McHenry Architecture, LLC	Nathaniel Hammitt	Architect/Engineer	nhammitt@em-arc.com
Erdy McHenry Architecture, LLC	Yair Keshet	Architect/Engineer	ykeshet@em-arc.com
Hill International	Ervis Zeneli	Construction Manager as Agent	ErvisZeneli@hillintl.com
Hill International	Philip Bugg	Construction Manager as Agent	philip.bugg@gsa.gov
INTECH Construction	Jonathan Culp	Construction Contractor	jculp@intechconstruction.com
INTECH Construction	Matthew Ritsko	Construction Contractor	mritsko@intechconstruction.com
INTECH Construction	Reynaldo Reyes	Construction Contractor	rreyes@intechconstruction.com
INTECH Construction	Stephen Mead	Construction Contractor	smead@intechconstruction.com
R03	Brett Thomas	GSA Asset Manager	brett.thomas@gsa.gov
R03	Edward Myers	GSA Director	ed.myers@gsa.gov
R03	Jennifer Silkensen	GSA Contracting Officer	jennifer.silkensen@gsa.gov
R03	Michael Ryer	GSA Project Executive	mike.ryer@gsa.gov
R03	Paul Alba	GSA Contracting Officers Representative	paul.christian.alba@gsa.gov
R03	Scott Gemerd	GSA Project Manager	scott.gemerd@gsa.gov

CUSTOMERS

Agency Bureau Code	Agency Name
1513	Federal Bureau Of Investigation
2011	Irs
2400	Office Of Personnel Management
4700	General Services Administration
7001	Dhs United States Secret Service
7056	Dhs National Protection & Programs Directorate Fps

Design Submissions

Package	No. of Documents	Review Start Date	Review Complete	# Resolved Comments	# of Unresolved Comments	Review Period
2018-07-20_Phase 1.0_ADDENDUM NO_03: R00	0	07/21/2018				
2018-07-23_Phase 1.0 - Addendum 03 CAD Plans: R00	1	07/23/2018				
2018-09-14_ADDENDUM NO_04: R00	0	09/14/2018				
2018-10-19_PHASE 1.0_ADDENDUM #05: R00	0	10/23/2018				
2018-12-05_PHASE 1.0_ADDENDUM NO_06: R00	0	12/06/2018				
2018-12-06 Tenant A 3rd Floor Furn/Floorboxes: R00	0	12/06/2018				
2018-12-14_PHASE 2.0_95% Const Docs: R00	0	12/14/2018				
2018-12-6 Phase 1.0 GSA Field Off-Furniture Plan: R00	0	12/06/2018				
2019-01-07_PHASE 1.0_ADDENDUM #07: R00	0	01/08/2019				
Engineering Reports: R00	1					
Green FB Restack - CILP Study Final: R00	1					
Other Files: R00	23					
PHASE 1.0 Conctract Documents: R00	0	12/03/2017				
Phase 1.1 - 100% CDs - Bulletin 6: R00	0					

Design Review Comments

Open

No Data Available

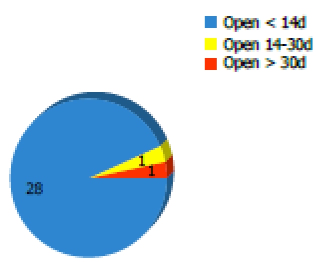
Closed

No Data Available

CONSTRUCTION

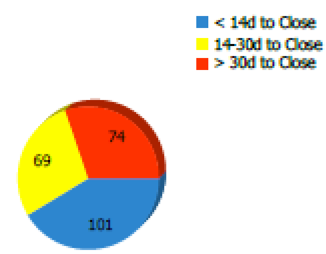
Request For Information (RFIs)

Open



Number Open: 30

Closed



Number Closed: 244

Submittal Packages

Open

Completed

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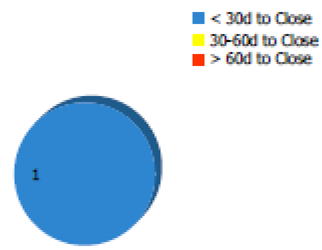
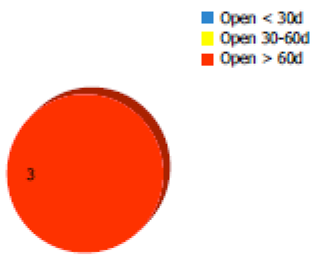
No Data Available



Number Completed: 1

Punchlists

Open | **Closed**



Number Open: 3

No Data Available

Contracts & Modifications

Contract #	Contract Title	Original Contract Value	Approved Modifications	Revised Contract Value	Pending Modifications	Sum of Invoiced
GS-03P-15-AZ-C-1020001	A/E-Erdy McHenry Architecture-Design	$4,910,345	$243,955	$5,154,300	$0	$0
GS-03-P-17-AZ-C-0001001	GC-Primary-INTECH Construction	$317,500	$42,979,228	$43,296,728	$0	$19,319,086
GS-P-03-15-AZ-7038001	CMa-Hill International, Inc.-CM and Commissioning Services	$329,000	$0	$329,000	$0	$0

Potential Change Orders (PCOs)

Open

No Data Available

Closed

No Data Available

Issues

Open | **Closed**

REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal.

- QRG 01 - Navigating ePM
- QRG 02 - Using the ePM Address Book
- QRG 12 - RFI Creation
- QRG 14 - Submittals
- QRG 15 - Submittal Package Review
- QRG 17 - Design Documents
- QRG 26 - PCOs
- QRG 31 - Funding Document Creation
- QRG 32 - Funding Document Approval
- QRG 40 - Field Reports
- QRG 41 - Issues and Logs
- QRG 42 - Creating Schedules
- QRG 68 - ePMXpress
- QRG 79 - Creating Milestone Schedules
- QRG 104 - File Manager
- QRG 105 - Earned Value