ePM Quick Reference Guide #74
GSA Project Stakeholder Report

WHAT IS...

The GSA Project Stakeholder Report is a report featuring key project information including schedule, financials, status, and issues for projects that are over $25k. These reports are used for the Customer Engagement initiative, and they are shared with GSA clients.

WHO WILL USE THIS?

- Program Managers
- Project Managers
- GSA Executives
- Construction Manager
- Contracting Officer and Staff
- Owner Representatives
- Client Organization

HOW TO UPDATE PROJECTS

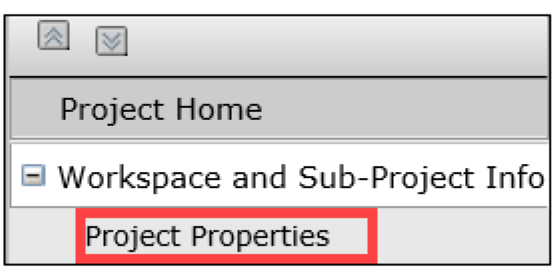
A. GENERAL INFORMATION

The General Information section displays all of the basic information about a project including Project Type, Current State, Managing Org, and Customers.

Updating General Information in ePM

Capital and Small projects can update General Information in ePM.

1. Log into ePM as a user with project edit rights 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’.

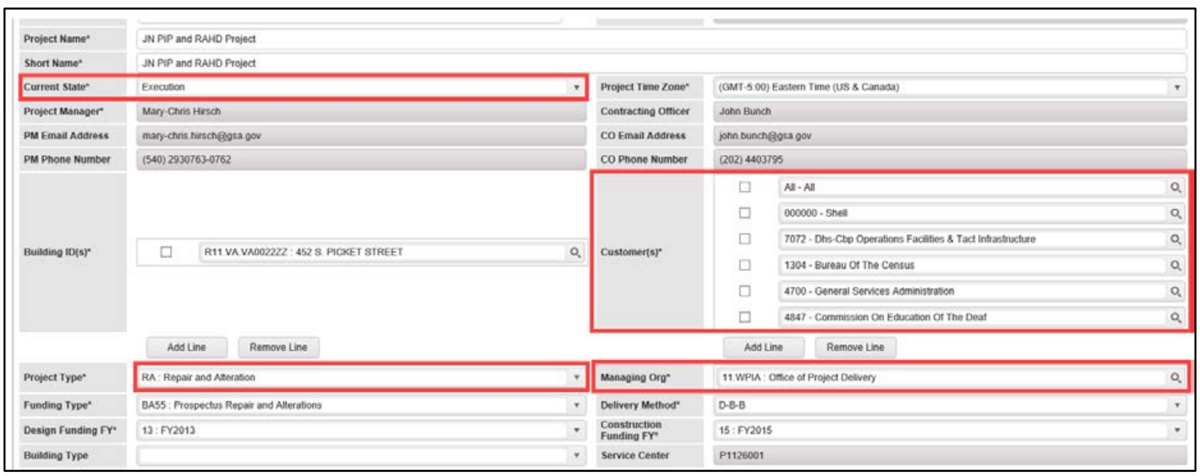


4. When the ‘Project Properties’ page opens, click the Project Number to launch the Project Properties editing window, and click ‘Edit’ at the top of the window to begin editing the project information.
5. Enter the following information:
    - Project Type
    - Current State
    - Managing Org
    - Customer(s): Contact your Regional System Administrator for assistance in editing the Customer Lookup List
    - Project Description
6. Select ‘Save’.

Updating General Information in ePMXpress

Small projects can create/update General Information in ePMXpress.

1. Once logged in to ePMXpress, click the name of the project that you wish to update.
2. Select the ‘Project Detail’ tab.
3. Click ‘Edit’ to begin editing.
4. Update the follow project information:
    - Project Type
    - Current State
    - Managing Org
    - Customers
    - Description



5. Select ‘Save’.

B. PROJECT TEAM

The Project Team section of the GSA Project Stakeholder report provides details on personnel assigned to each project in specific key roles. All key personnel for a project should be added to the

‘Contacts’ section of a project in ePM. Please refer to *QRG 127: User Access & Certification Administration* for more information about requesting user access and exporting users to projects.

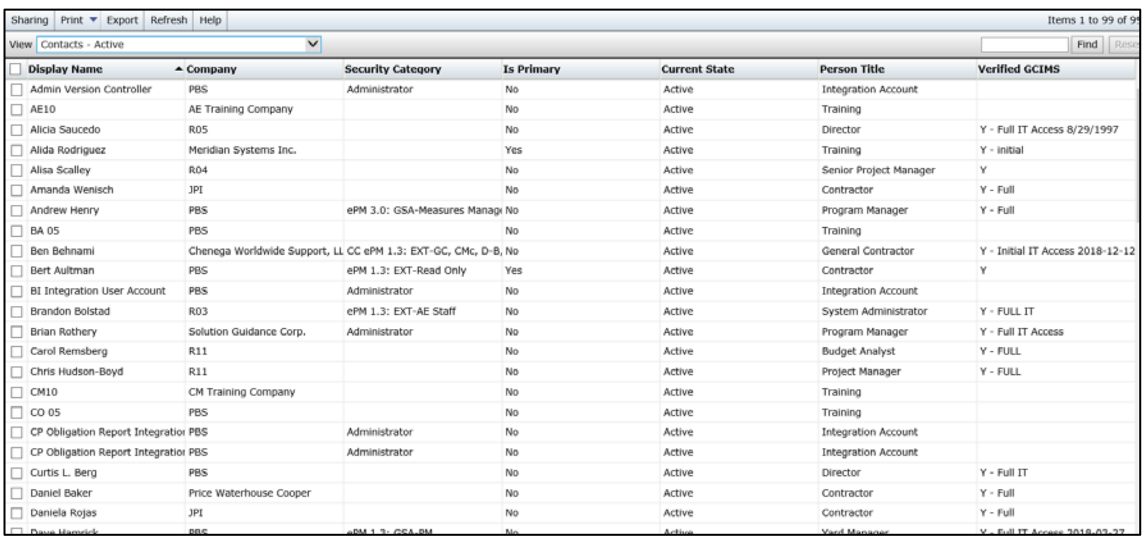
The team members that are shown on the Stakeholder report are:

- Project Manager
- Project Sponsor
- Contracting Officer
- Property Manager
- Customer Rep

Updating Team Members in ePM

Capital and Small projects can update team members in ePM.

1. In the project that you wish to update, navigate to the ‘Address Book’ in the left-hand menu and select ‘Contacts’ to open the window.
2. Notice that there is no ‘New’ button on the toolbar. Contacts can only be created by an ePM System Administrator in the Organization workspace of ePM.



Display Name	Company	Security Category	Is Primary	Current State	Person Title	Verified GCIMS
Admin Version Controller	PBS	Administrator	No	Active	Integration Account	
AE10	AE Training Company		No	Active	Training	
Alicia Saucedo	R05		No	Active	Director	Y - Full IT Access 8/29/1997
Alida Rodriguez	Meridian Systems Inc.		Yes	Active	Training	Y - initial
Alisa Scalley	R04		No	Active	Senior Project Manager	Y
Amanda Wenisch	JPI		No	Active	Contractor	Y - Full
Andrew Henry	PBS	ePM 3.0: GSA-Measures Manag	No	Active	Program Manager	Y - Full
BA 05	PBS		No	Active	Training	
Ben Behnami	Chenega Worldwide Support, LL	CC ePM 1.3: EXT-GC, CMc, D-B,	No	Active	General Contractor	Y - Initial IT Access 2018-12-12
Bert Aultman	PBS	ePM 1.3: EXT-Read Only	Yes	Active	Contractor	Y
BI Integration User Account	PBS	Administrator	No	Active	Integration Account	
Brandon Bolstad	R03	ePM 1.3: EXT-AE Staff	No	Active	System Administrator	Y - FULL IT
Brian Rothery	Solution Guidance Corp.	Administrator	No	Active	Program Manager	Y - Full IT Access
Carol Remsberg	R11		No	Active	Budget Analyst	Y - FULL
Chris Hudson-Boyd	R11		No	Active	Project Manager	Y - FULL
CM10	CM Training Company		No	Active	Training	
CO 05	PBS		No	Active	Training	
CP Obligation Report Integratio	PBS	Administrator	No	Active	Integration Account	
CP Obligation Report Integratio	PBS	Administrator	No	Active	Integration Account	
Curtis L. Berg	PBS		No	Active	Director	Y - Full IT
Daniel Baker	Price Waterhouse Cooper		No	Active	Contractor	Y - Full
Daniela Rojas	JPI		No	Active	Contractor	Y - Full

3. Click a user’s name to open the Contact window.

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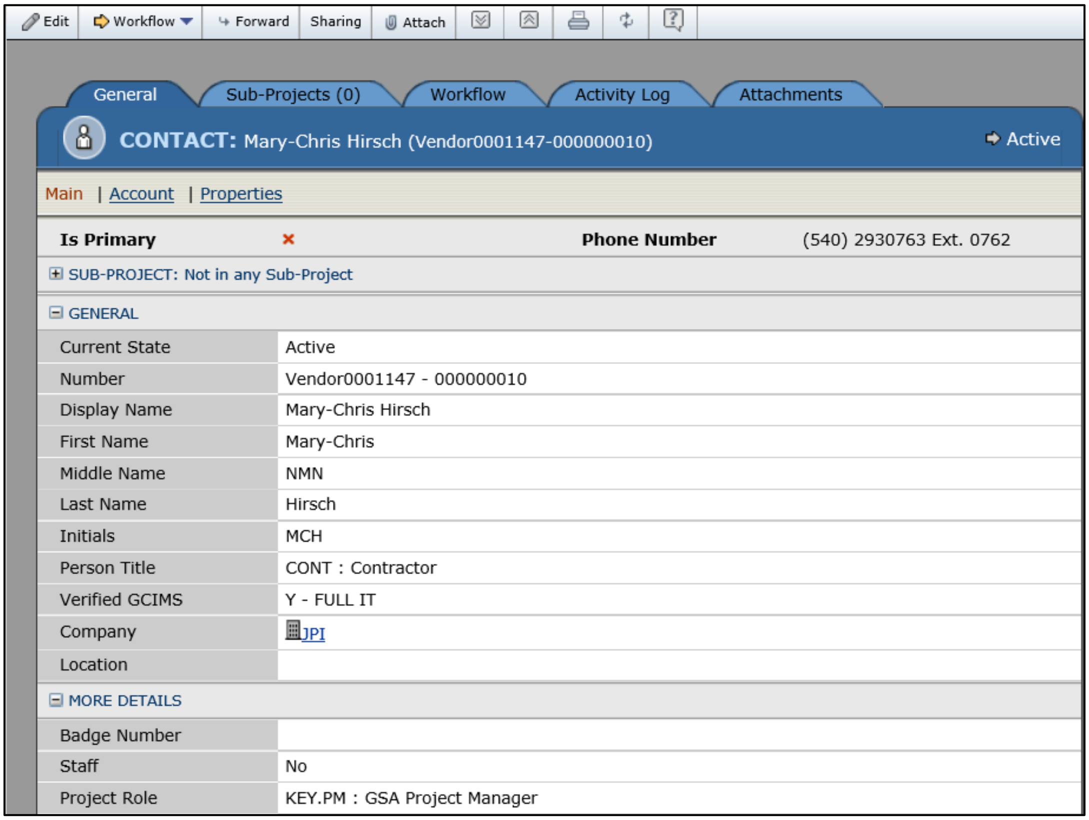

4. Select ‘Edit’ in the upper left corner of the Contact window.
5. Expand the section titled ‘More Details’ to show the Project Role field. Select the search icon, a purple magnifying class.
6. The ‘Project Role’ window will open. Expand ‘Key Participant’ to display the list of all key roles for the project. You can now select which key role the person you are assigning will have. Then select ‘OK’. The ‘Project Role’ window will close.
7. At the top of the Contact window, click ‘Save’ and then select ‘Exit Edit Mode’.
8. The person has now been assigned a key role in ePM and will be listed in the GSA Project Stakeholder report.

Adding/Updating Team Members in ePMXpress

Small projects can create/update team members in ePMXpress.

1. Select and open the project you wish to update.
2. Select the ‘Project Detail’ tab.
3. Click ‘Edit’ to begin editing. Scroll down to the ‘Project Team’ table.
4. To add a new team member, click ‘Add Line’. A new window will line will be added.
5. On the new line, search for the new team member by first or last name. When you have found the new member’s name, click on the name, which adds the team member to the project.
6. To add a role for a team member that will be reported on the Stakeholder report, find the team member and then click on the ‘Project Role’ column entry for that team member.
7. Using the lookup list for project role, select from these roles.

- Project Manager: KEY.PM (details displayed include PM phone and email)
- Project Sponsor: KEY.PRJSP
- Contracting Officer: KEY.CO
- Property Manager: Non-KEY.PROP
- Customer Rep: KEY.CUST

Contact	Email	Phone	Project Role
AE 10	austin.buccat@gsa.gov		KEY.AM : GSA Asset Manager
Alicia Saucedo	alicia.saucedo@gsa.gov	(312) 353-5046	
Alida Rodriguez	alida_rodriguez@trimble.com	(301) 366-1048	KEY : Key Participant
Alisa Scalley	alisa.scalley@gsa.gov	(404) 9092426	KEY.PM : GSA Project Manager
Amanda Wenisch	amanda.wenisch@gsa.gov	(540) 443-9251	KEY.CO : GSA Contracting Officer
Antonio Wynder	antonio.wynder@gsa.gov	(202) 501-9119	KEY.PRJEXEC : GSA Project Executive
Ashley Hand	ashley.hand@aecom.com	(816) 876-6902	KEY.PRJSP : GSA Project Sponsor
BA 05			KEY.AM : GSA Asset Manager
			KEY.AE : Architect/Engineer

8. Click ‘Save’.

C. SCHEDULE/MILESTONES

The Schedule/Milestones table displays a project’s key milestones. The table provides the planned and actual dates for the milestones. The milestones and milestone activity codes displayed on the GSA Project Stakeholder report are:

- Project Authorization/RWA Acceptance (2)
- Design Award (19)
- Design Complete (10)
- PM Submits Construction or D/B Procurement Request (34)
- Construction or D/B Contract Award (09)
- Construction Start/NTP (11)
- Substantial Completion (13)

Updating Milestone Dates in ePM

1. Once logged into your ePM project, navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Schedule’ menu, and choose ‘PM Schedule’.

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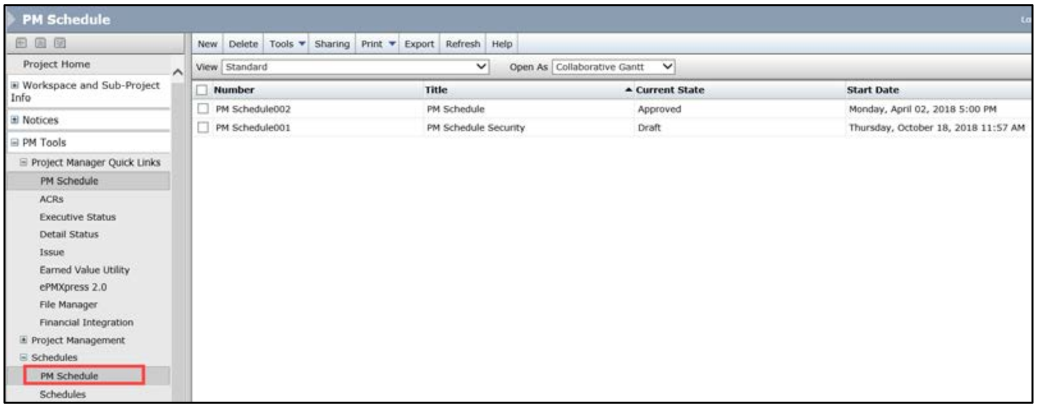
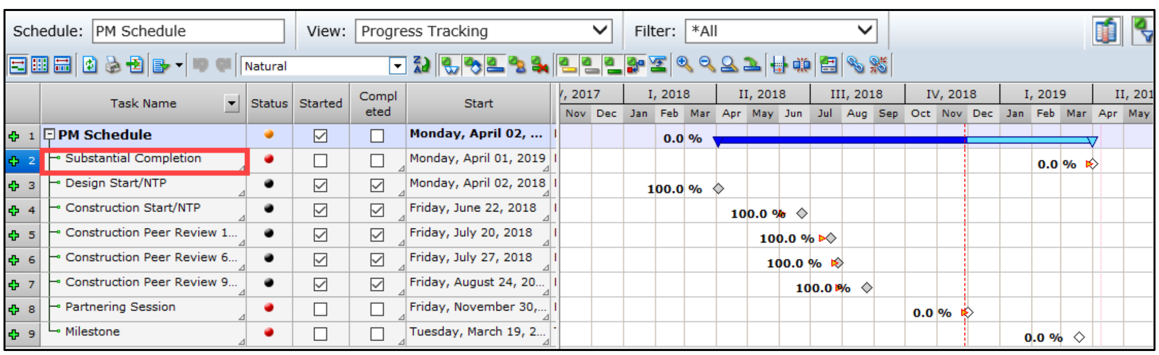


2. In the Schedule register, check the box next to the approved schedule you wish to view. Then click “Tools’ and select to either open in Collaborative Gantt or CPM Gantt view.
3. To enter or update milestone dates, double-click the name of a milestone.



4. In the ‘Milestone Properties’ window, update the dates in the Early Start field and click ‘OK’. This will update ‘Planned’ milestone entries on the GSA Project Stakeholder Report.
5. To enter or update actual dates, double-click the name of a milestone to return to the ‘Milestone Properties’ window. Then update the dates in the Actual Start field.
6. Click ‘OK’

Updating Project Schedule in ePMXpress

Small projects can create/update the project schedule in ePMXpress.

1. Select and open the project you wish to update.
2. Navigate to the Schedule tab.
3. All milestones should already be present in the project schedule. However, you may need to add a milestone. In this case, click ‘Add Milestone’.

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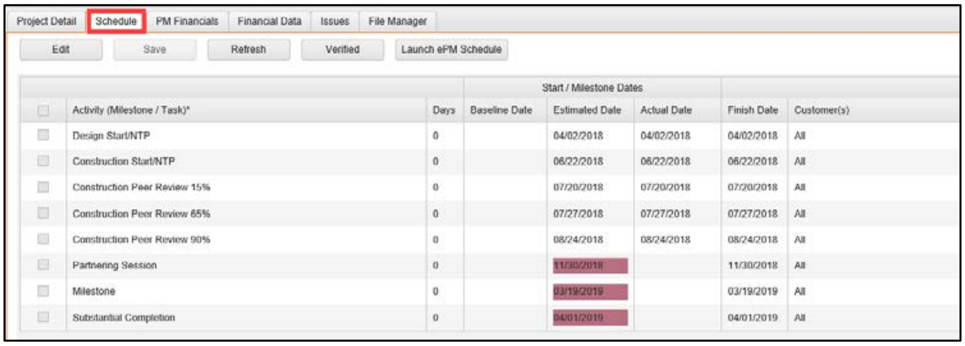


			Start / Milestone Dates				
	Activity (Milestone / Task)*	Days	Baseline Date	Estimated Date	Actual Date	Finish Date	Customer(s)
	Design Start/NTP	0		04/02/2018	04/02/2018	04/02/2018	All
	Construction Start/NTP	0		06/22/2018	06/22/2018	06/22/2018	All
	Construction Peer Review 15%	0		07/20/2018	07/20/2018	07/20/2018	All
	Construction Peer Review 65%	0		07/27/2018	07/27/2018	07/27/2018	All
	Construction Peer Review 90%	0		08/24/2018	08/24/2018	08/24/2018	All
	Partnering Session	0		11/30/2018		11/30/2018	All
	Milestone	0		03/19/2019		03/19/2019	All
	Substantial Completion	0		04/01/2019		04/01/2019	All

4. Select a milestone from the Activity dropdown list.
5. Enter dates in the Estimated Date or Actual Date columns.
6. Select the affected Customer(s).
7. To add notes about a milestone click on the pencil icon to the right of that milestone, enter notes, and click ’OK’.
8. To remove a milestone, select the milestone by checking the box to the left of the activity then click ‘Delete Milestone’.
9. Click ‘Save’.

D. PROJECT FINANCIALS

The Project Financials section of the GSA Project Stakeholder report provides details on a project’s RWAs and appropriations.

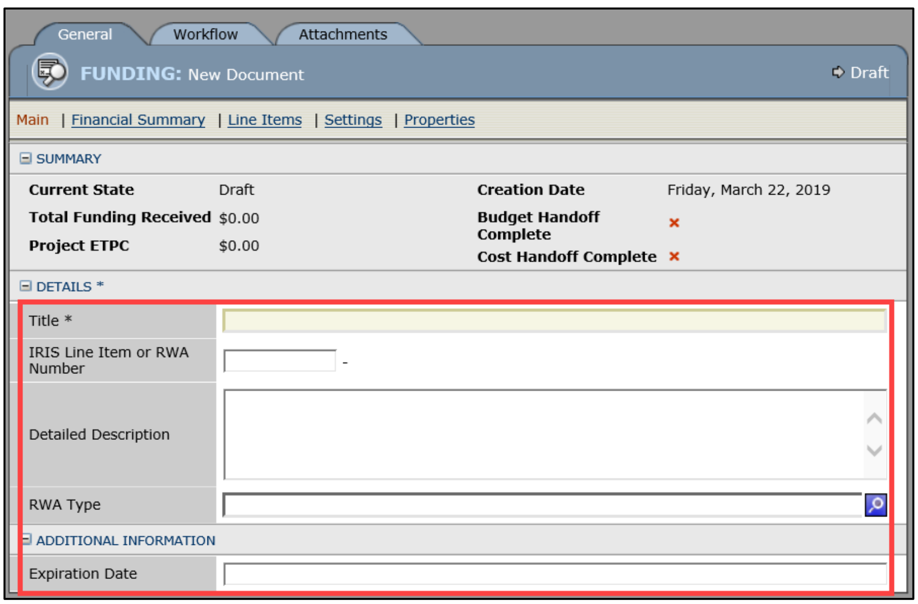
Creating Project Financials in ePM

Capital projects must update their project financials in ePM.

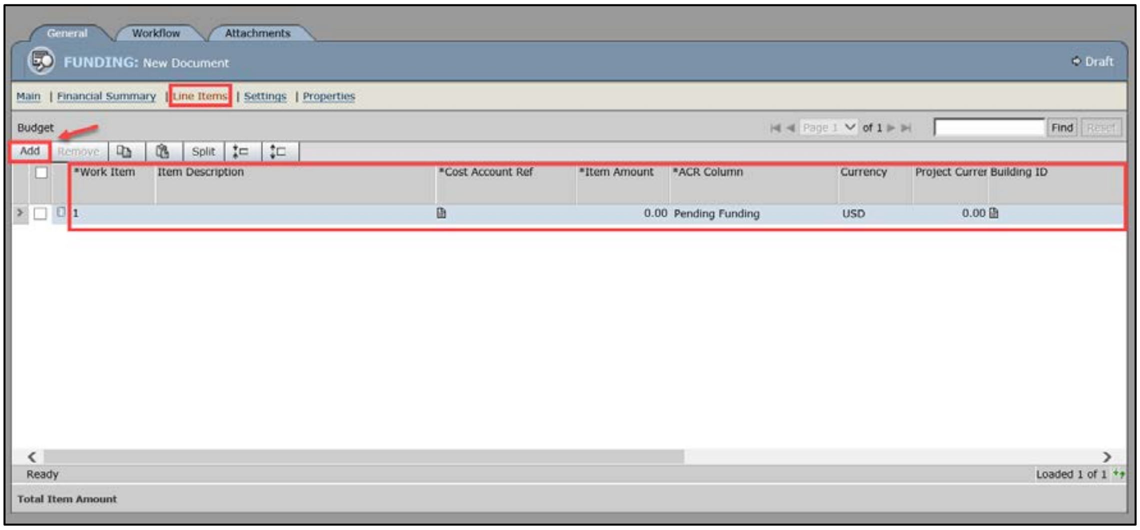
<u>RWAs</u>

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 RWA Number, Detailed Description, RWA Type, and Expiration Date.



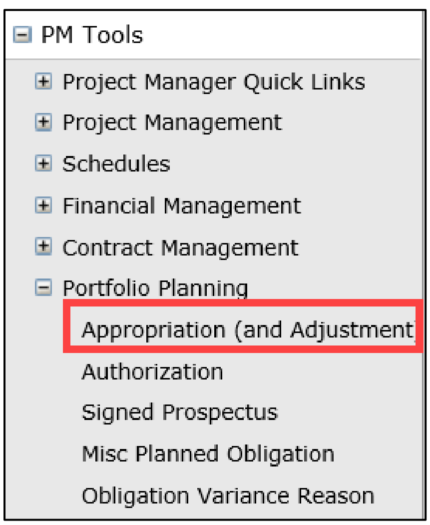
5. Click the Line Items page and click 'Add'. In the new line that appears, enter the:
   - Work Item
   - Item Description
   - Cost Account Ref
   - Item Amount
   - Building ID



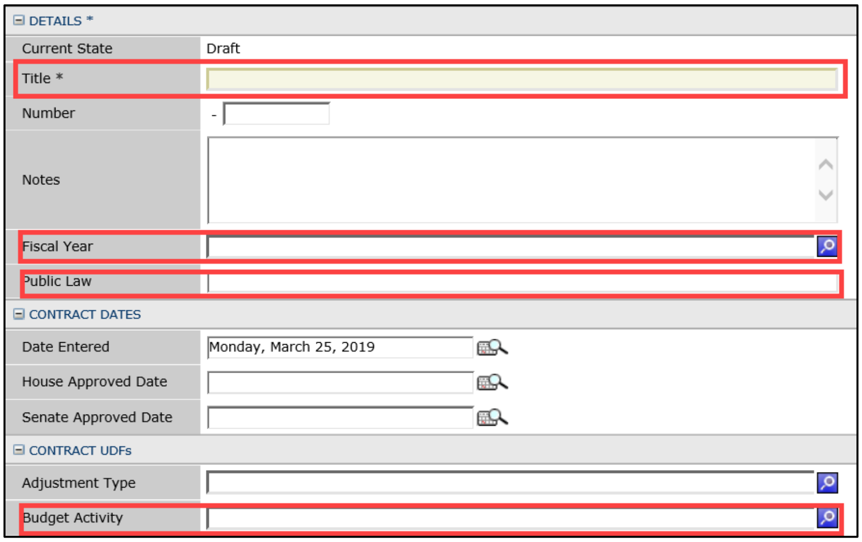
6. Click ‘Save’.
7. Click ‘Workflow’ and choose ‘Approve.’

<u>Appropriations</u>

1. Navigate to ‘PM Tools’ in the left-hand menu and expand the ‘Portfolio Planning’ menu and choose ‘Appropriation (and Adjustment)’.
2. Click ‘New’ to begin creating the Appropriation.



3. In the Prospectus: New Document window, enter the:
   - Appropriation title
   - Fiscal Year
   - Public Law
   - Budget Activity

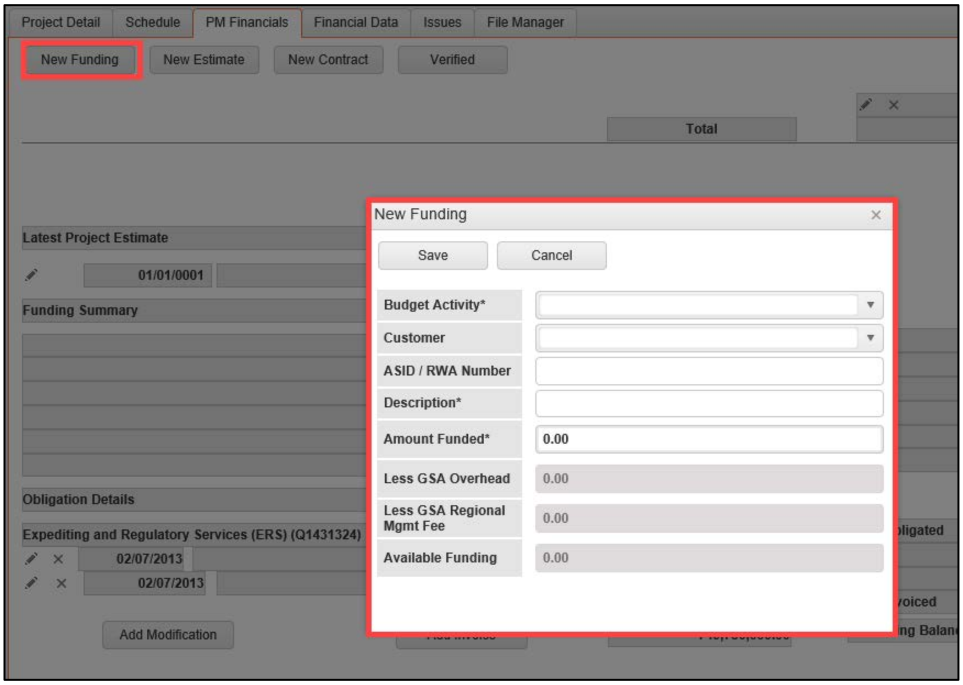


4. Click the Schedule of Values page and click ‘Add’, and in the new line that appears, enter the:
    - Line Number
    - Description
    - Scheduled Amount
    - Function Code Type: Studies, Design, Site Acquisition, Construction, M&I, Construction-Admin, or Admin
5. Click ‘Save’.
6. Click ‘Workflow’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

Updating Project Financials in ePMXpress

Small projects must create/update Project Financials in ePMXpress.

1. Navigate to the desired project.
2. Click the ‘PM Financials’ tab.
3. Click ‘New Funding’ to add a funding source.
4. Enter the following information in the New Funding window:
    - Budget Activity
    - ASID/RWA Number
    - Description
    - Amount Funded



5. Click ‘Save’.
6. To edit funding, select the pencil icon next to the funding you wish to update.
7. The ‘Edit Funding’ window will open. Update all of the fields that need to be modified.

8. Click ‘Save’.

Note: Funding from all sources should be entered including, but not limited to, BA54, BA55, BA64, and BA80.

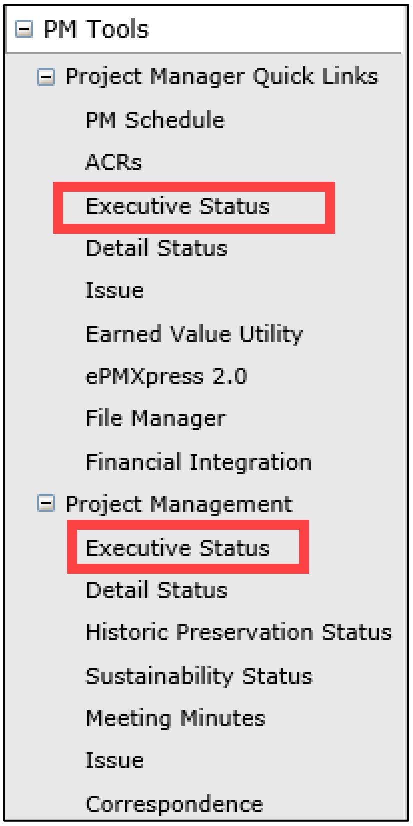
E. UPDATING STATUS

The Status section of the GSA Project Stakeholder Report displays a project’s latest Status entry.

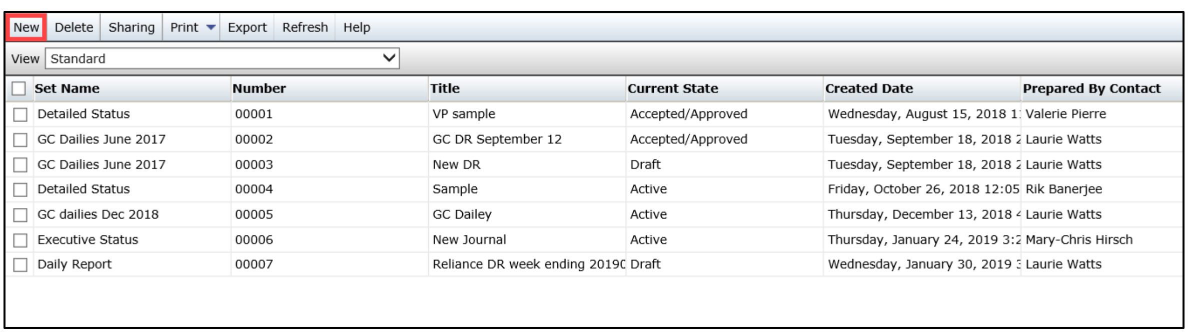
Updating Project Status in ePM

Capital and Small projects can update Project Status in ePM. Capital projects should use the Executive Status, and Small projects should use the Detailed Status.

1. Once logged into your ePM project, navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Project Management’ menu, and choose ‘Detailed Status’ or ‘Executive Status’.



2. The main window will display all prior Status entries for the project, You can sort the list of status entries by Company, Journal Date, Title, Set Name, Number, or Current State.
3. To create a new status entry, click ‘New’ in the upper left corner of the Status register view.

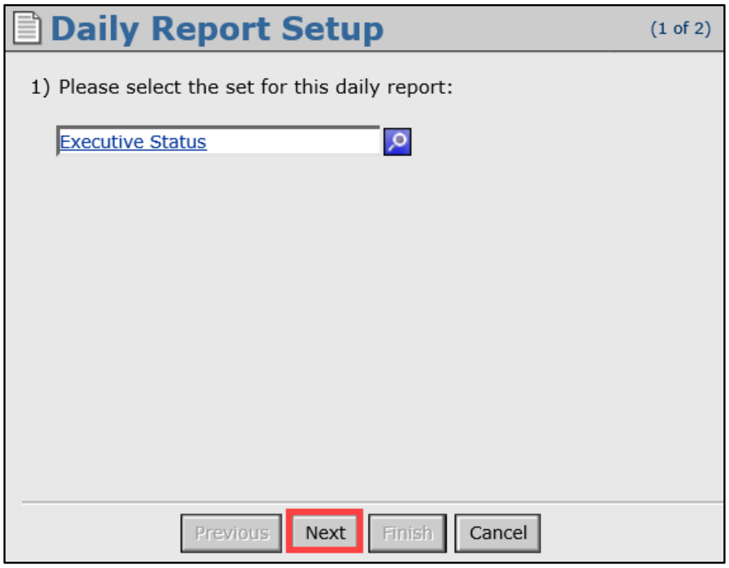


New Delete Sharing Print Export Refresh Help

View Standard

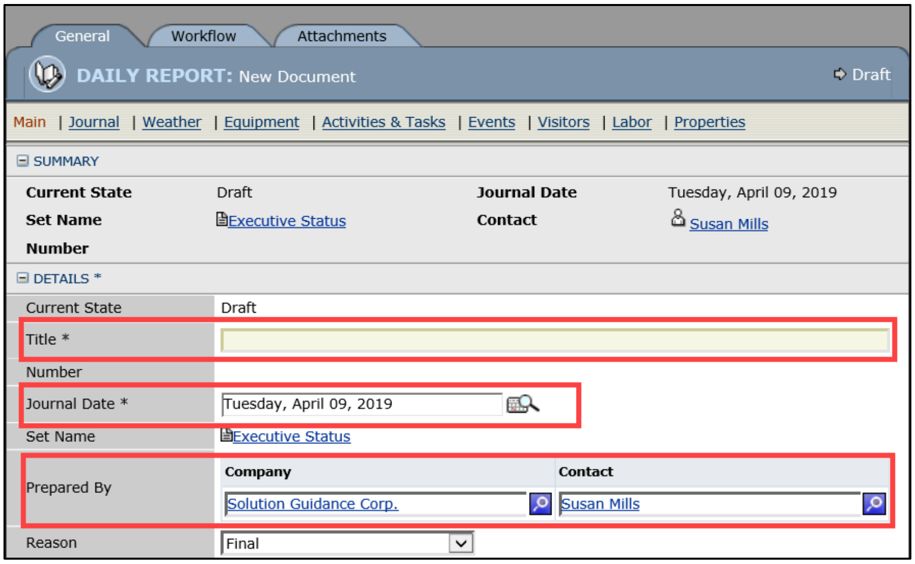
Set Name	Number	Title	Current State	Created Date	Prepared By Contact
Detailed Status	00001	VP sample	Accepted/Approved	Wednesday, August 15, 2018 1	Valerie Pierre
GC Dailies June 2017	00002	GC DR September 12	Accepted/Approved	Tuesday, September 18, 2018 2	Laurie Watts
GC Dailies June 2017	00003	New DR	Draft	Tuesday, September 18, 2018 2	Laurie Watts
Detailed Status	00004	Sample	Active	Friday, October 26, 2018 12:05	Rik Banerjee
GC dailies Dec 2018	00005	GC Dailey	Active	Thursday, December 13, 2018 4	Laurie Watts
Executive Status	00006	New Journal	Active	Thursday, January 24, 2019 3:2	Mary-Chris Hirsch
Daily Report	00007	Reliance DR week ending 2019C	Draft	Wednesday, January 30, 2019 3	Laurie Watts

4. Click the magnifying glass icon to open the Daily Report Set window.



5. In the Daily Report Set window, click 'Add' to select the Detailed Status or Executive Status. Click 'OK'.
6. Click 'Next' on the Daily Report Setup window.
7. Click 'Finish' on the second 'Daily Report Setup' window.

8. The ‘Daily Report: New Document’ window will open. Enter the Title and Journal Date.



9. 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.

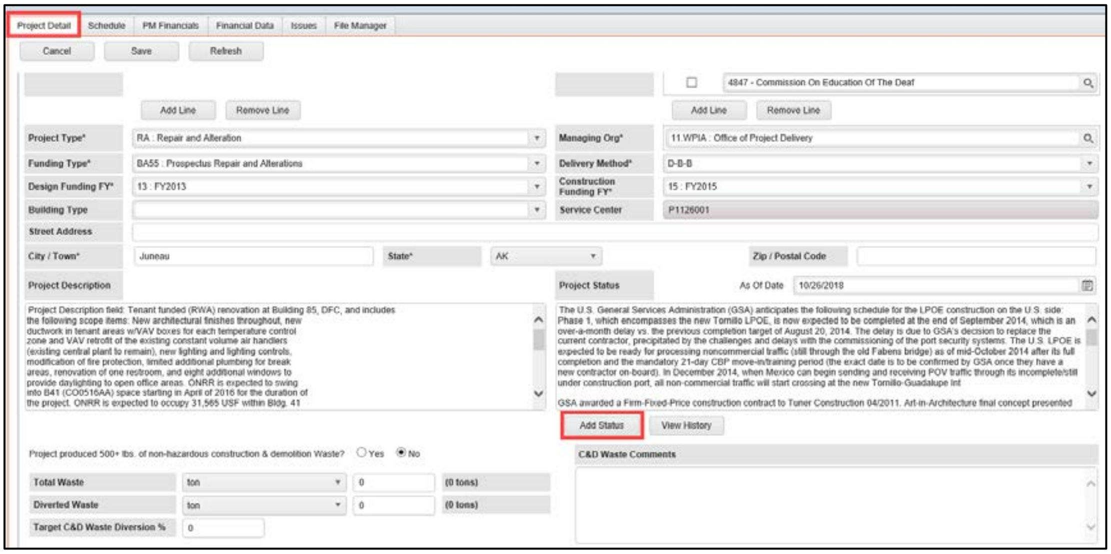
    Note: Only one journal entry (the most recently entered) will be displayed in the report. If you need to delete previous entries, put a check mark in the box next to the entry and click ‘Remove Lines(s).’

10. Click ‘Workflow’ in the top toolbar and select ‘Accept/Approve’ to transition the document to the ‘Accepted/Approved’ state.

Updating Project Status in ePMXpress

Small projects can update Project Status in ePMXpress. To find the ePMXpress status in ePM, you must look at the Detailed Status register view.

1. Select and open the project you wish to update Project Status.
2. Click the ‘Project Detail’ tab and click ‘Edit’.
3. Scroll down to the ‘Project Status’ entry window on the right-hand side of the tab.
4. Below the ‘Project Status’ window select ‘Add Status’. This archives the existing status narrative (if there is one) and clears the ‘Project Status’ window.
5. In the entry window document the current status of the project.



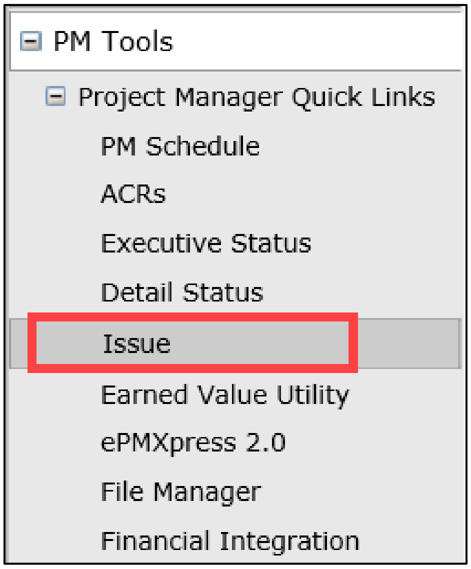
6. Click ‘Save’ at the top of the window.

F. ISSUES

The Issues section of the GSA Project Stakeholder report is used to report any major issue or risk to the project’s completion such as funding shortfalls, contractor disputes, and schedule delays.

Creating/Updating Issues in ePM

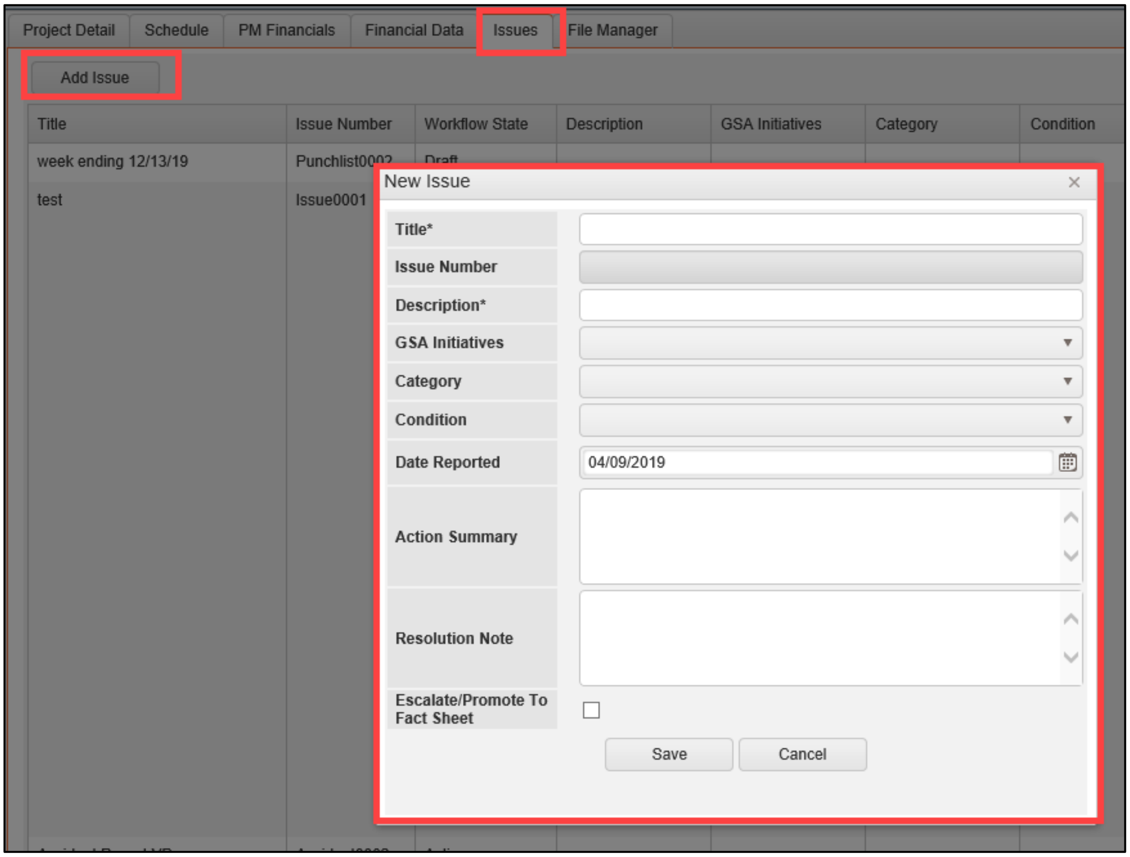
1. Once logged into your ePM project, navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Project Management’ menu, and choose ‘Issue’.



2. Click ‘New’.
3. Enter the following information:
    - Title
    - Full Description: This field is limited on the report to 300 characters so be concise.
    - Escalate/Promote to Fact Sheet: ‘Yes’ must be selected in order for the issue to appear on the Project Stakeholder Report
    - Action Summary: Steps that are necessary to resolve the issue
    - Category
    - Condition: Minor, Moderate, and Major
4. Click ‘Workflow’ in the top toolbar and select ‘Activate’ to transition the document to the ‘Active’ state.
5. Click ‘OK’.

Creating/Updating Issues in ePMXpress

1. Navigate to the desired project.
2. Navigate to the ‘Issues’ tab and click ‘Add Issue’, which will open the ‘New Issue’ window.
3. Enter the following information:
    - Title
    - Description
    - GSA Initiatives, if the issue is associated with one
    - Date Reported
    - Action Summary
    - Resolution Note
    - Escalate/Promote to Fact Sheet: ‘Yes’ must be selected in order for the issue to appear on the Stakeholder Report.



4. To edit an issue, select the issue and click on it to open the 'Edit Issue' window.
5. When editing an issue you can update these fields:
    - Title
    - Description
    - GSA Initiatives
    - Date Reported
    - Action Summary
    - Resolution Note
    - Select whether to 'Escalate/Promote to Fact Sheet'

Please note, only the 3 most recently updated 'Issue' entries in the 'Active' state with 'Promote to Factsheet' selected will be shown on the GSA Project Stakeholder Report.

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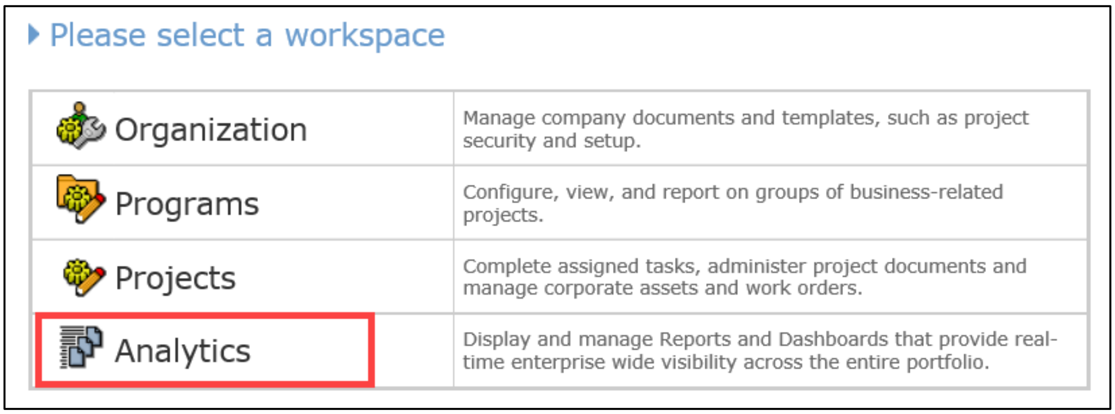
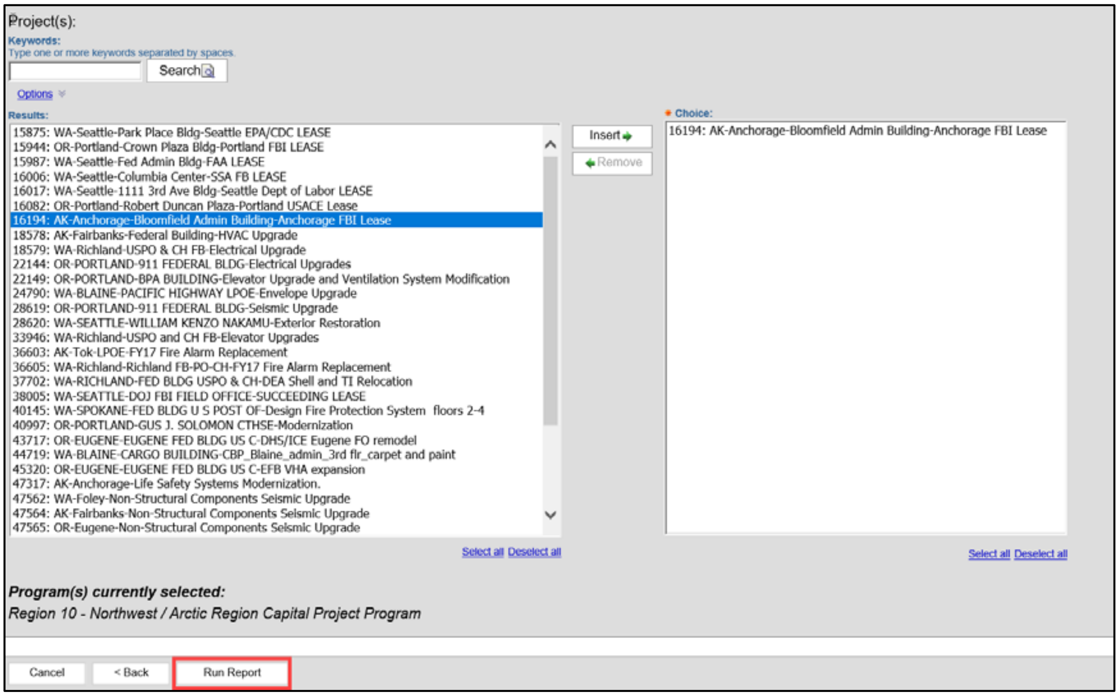
G. GENERATING REPORTS

1. Click “Analytics’ on the “ePM Workspace’ page.



2. Click ‘Fact Sheet Reports’.
3. Choose the ‘GSA Project Stakeholder Report’ and select the blue arrow to run the report.
4. Select the report format in the Format field. PDF is the recommended format for the GSA Project Stakeholder Report. Click ‘Run’.

5. The ‘Report Parameters’ page will open. Select the desired parameters: Program, Geographic State, Project Type, Fund Type, Tenant/AB Code, Project State, Managing Org, Building ID, Project Funding, Project Template, and Geographic State-City. Select ‘Next’.
6. In the next window select, from the ‘Results’ box, the project(s) that you wish to include in the report. Select ‘Insert,’ the projects will move into the ‘Choice’ box.
7. Click ‘Run Report’.



8. The report opens in a new window. Alternatively, you can have the report emailed to you once it has been generated.

REPORT LAYOUT

The first page of the Project Stakeholder Report is a table that summarizes the information of all the projects that were selected for the report. The 11 columns in the table are:

- ePM Project #
- PCN/RWA #
- Project State
- Project Name
- Project Manager
- Managing Org
- Tenant AB Code
- Total Funding
- Project Authorization/RWA Acceptance date
- Construction NTP date
- Substantial Completion date

The table is followed by GSA Project Stakeholder reports for each project that was included in the report. The layout of the stakeholder report is as follows.

The header includes the date of report, below that will be the project name and below that will be the project address, including street address, city, state and zip code, followed below by the building number.

The fact sheet is divided into two columns. The column on the left displays, in order, General Information, Team, Customers, Description, and Schedule/Milestones. The column on the right contains the Project Financials, Project Status, and Issues.

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SAMPLE REPORT

GSA Project Stakeholder Report

April 4, 2019

U.S. General Services Administration

Program(s):	Region 01 - New England Region Capital Project Program, Region 01 - New England Region Small Project Program, Region 02 - Northeast and Caribbean Region Capital Project Program, Region 02 - Northeast and Caribbean Region Small Project Program, Region 03 - Mid-Atlantic Region Capital Project Program, Region 03 - Mid-Atlantic Region Small Project Program, Region 04 - Southeast Region Capital Project Program, Region 04 - Southeast Region Small Project Program, Region 05 - Great Lakes Region Capital Project Program, Region 05 - Great Lakes Region Small Project Program, Region 06 - Heartland Region Capital Project Program, Region 06 - Heartland Region Small Project Program, Region 07 - Greater Southwest Region Capital Project Program, Region 07 - Greater Southwest Region Small Project Program, Region 08 - Rocky Mountain Region Capital Project Program, Region 08 - Rocky Mountain Region Small Project Program, Region 09 - Pacific Rim Region Capital Project Program, Region 09 - Pacific Rim Region Small Project Program, Region 10 - Northwest / Arctic Region Capital Project Program, Region 10 - Northwest / Arctic Region Small Project Program, Region 11 - National Capital Region Capital Project Program, Region 11 - National Capital Region Small Project Program
Tenant/AB Code(s):	All
Project Funding:	Between 0 and 500,000,000
Generated: 4/4/2019 1:32:20 PM by duncanestroup	
If you have any issues with the report please email sdereporting@gsa.gov	

ePM #	PCN/ RWA#	Project State	Project Name	Project Manager	Managing Org	Tenant AB Code	Total Funding	Project Authorization/ RWA Acceptance	Construction NTP	Substantial Completion
45695	N1748808; N1776744; N1773640	Planning	AZ-TUCSON-EVO A. DECONCINI COU-AE services - 3rd Floor Chambers and assoc. spaces	Max Edwards	Design and Construction Division	1001-Administrative Office Of U S Courts, 1005-District Courts Of The United States, 1525-United States Marshals Service	$1,072,433	11/27/17(a)	9/27/19(e)	9/28/20(e)
48856	N1800704	Execution	AZ-TUCSON-EVO A. DECONCINI COU-Squad Bay 2nd floor	Todd Feltman	San Diego Service Center	1525-United States Marshals Service	$1,085,444	6/20/18(a)	3/18/19(a)	3/30/20(e)
50958	N1826542; N1826759	Execution	CA-Los Angeles-Edward R Roybal FB&CH-USMS-Detention Refresh	Jeannine Kane	Regional Program Management Office	000000-Shell, 1525-United States Marshals Service, All-All	$229,966		12/16/19(e)	
50061	N1810697	Execution	CA-San Diego-Edward J. Schwartz FB&CH-USMS Cellblock Renovation	Bernard Tong	Design and Construction Division	000000-Shell, 1525-United States Marshals Service, All-All Customers	$4,247,116	7/23/18(a)	10/31/19(e)	12/18/20(e)
50957	N1825912	Execution	CA-San Francisco-Phillip Burton FB&CT-USMS-20th FL Detention Refresh	Christen Van Deusen	Design and Construction Division	000000-Shell, 1525-United States Marshals Service, All-All	$6,754,107	8/28/18(a)	10/18/19(e)	12/4/20(e)
51085	N1474884; N1824968; RIL11679	Execution	IL-CHICAGO-EVERETT M. DIRKSEN-USMS 24th Floor Renovation	Kathryn Weissman	Project Branch A	1525-United States Marshals Service	$15,631,280	9/13/18(a)	2/25/20(e)	5/25/21(e)
31243	N1543854; N1768231; N1459317; N1378414; N1392652; N1748785	Execution	MI-MARQUETTE-US POST OFF & CRTHSE-New Elevator and USDC/USMS Space Renovation Project	Joseph Mulligan	Customer Delivery Team (Judiciary)	1016-Bankruptcy Clerk, 1041-District Judge Courtrooms, 1042-Magistrate Judge Chambers, 1044-District Clerk, 1525-United States Marshals Service	$7,330,490	8/30/16(a)	4/15/19(e)	11/20/20(e)
53505	10000001	Planning	NM-ALBUQUERQUE-PETE DOMENICI COURTH-POR forUSMS Space Alterations - Pete Domenici USCH	Daniel Partida	Project Delivery Branch B	1525-United States Marshals Service	$0	2/14/19(a)		

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GSA

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U.S. General Services Administration

IL-CHICAGO-EVERETT M. DIRKSEN-USMS 24th Floor Renovation
219 S Dearborn St, CHICAGO, IL 60603
IL0205ZZ: EVERETT M. DIRKSEN

Project Type Repair and Alteration
Current State Execution
Managing Org Project Branch A

Team

Project Manager Kathryn Weissman (312)353-7021 kathryn.weissman@gsa.gov
Project Sponsor Lucrezia Patruno
Contracting Officer Kathern Williams
Property Manager Kevin Davis
Customer Rep Kristina Wallig

Customers

1525: United States Marshals Service

Description

This design and construction project is a full floor renovation of existing USMS space on the 24th floor including the cell block and office areas. The cell block will be operational throughout the project. The USMS office operations will temporarily relocate to swing space on the 11th floor before demolition. Construction is planned to happen in two phases. The office operations will move back to the 24th floor at project completion.

Schedule / Milestones

Milestone	Planned	Actual
Project Authorization/RWA Acceptance	9/13/18	9/13/18
Design Award	11/7/18	11/7/18
Design Complete	10/15/19	
PM Submits Construction or D/B PR	3/8/19	
Construction or D/B Contract Award	11/26/19	
Construction Start / NTP	2/25/20	
Substantial Completion	5/25/21	

Project Financials (includes ePM and ePMXpress Data)

RWA # : N1474884	$1,290,576.51
RWA # : N1824968	$14,340,703.52
RWA Summary Total	**$15,631,280.03**

Status **As of Date:** 3/26/19

USMS and GSA have been working to reach approval for the 24th floor concept layout. The proposed location of the Fitness Room on the 24th floor is under review due to noise and cost concerns. The A/E will examine alternates that leave the Fitness Room in the basement. The concept and cost estimate must be approved by both GSA and USMS HQ before the A/E proceeds to work on the 50% CD Submission. The A/E is updating the final Early Demolition & Abatement drawings which will be procured via an IDIQ construction contract. CMa proposals are due on 3/27/19.

Issues

No Issues to Report

Region 05 - Great Lakes Region Capital Project Program - ePM Project Number : 51085

PCN : N1474884; N1824968; RIL11679

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April 4, 2019

U.S. General Services Administration

VA-NORFOLK-WALTER E HOFFMAN US-USMS Space Renovation
600 GRANBY ST, NORFOLK, VA 23510
VA0054ZZ: WALTER E HOFFMAN US

Project Type Repair and Alteration
Current State Execution
Managing Org Richmond Project Delivery Office

Team

Project Manager Jason Jacob (215)446-4578 jason.jacob@gsa.gov
Project Sponsor Leann Jost
Contracting Officer Tracy Comose
Property Manager Jennifer Billips
Customer Rep

Customers

1525: United States Marshals Service
4700: General Services Administration

Description

The primary purpose of the project is to improve the security of prisoner movement from the time they arrive to the building to when they reach the elevator on the first floor. Project improvements include the construction of three (3) sally ports, creation of a secure section for prisoner intake and processing, and a secure corridor leading to the elevator in approximately 5,500 sq-ft of USMS space. Other parts of the scope include:

- Improvements to USMS office space (currently very inefficient)
- Construction of a mezzanine level to relocate the USMS fitness center (additional 600 sq-ft)
- Extending basement sprinkler system to USMS space (GSA funded)
- Upgrading the main building fire alarm panel (GSA funded)

Schedule / Milestones

Milestone	Planned	Actual
Project Authorization/RWA Acceptance	8/30/16	8/30/16
PM Submits Construction or D/B PR	4/1/19	
Construction or D/B Contract Award	5/6/19	
Construction Start / NTP	9/6/19	
Substantial Completion	9/4/20	

Project Financials (includes ePM and ePMXpress Data)

Space Renovations:N1800461	BA80	$3,676,807.56
USMS Space Renovation:N1397974	BA80	$316,110.20
USMS Space Renovation:RVA75708	BA54	$203,313.00
ePMXpress Funding Total		**$4,196,230.76**

Status **As of Date:** 3/7/19

Syncon LLC has tentatively set the 19th of March as a Sub Contractor walk-thru date. We have entered the EASi action for the RFP issuance.

Region 03 - Mid-Atlantic Region Small Project Program - ePM Project Number : 36463

PCN : N1397974; RVA75708; N1800461

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 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 127 – User Access & Certification Administration
- QRG 137 – Cost Accounts