

- Monthly Progress Reports during Construction– The Contractor shall prepare Monthly Project Progress Reports for the entire duration of the project. The format of the Monthly Project Progress Reports shall be approved by the Authority/Montgomery County. The Monthly Project Progress Reports shall be provided by the 7th of every month and shall include, but are not limited to:
 - a. A summary of work activities, as open/closed action items, during the reporting month;
 - b. A summary of forecasted work activities for the next month or months as necessary;
 - c. A rolling listing of major submittals (e.g., deliverables) issued during the reporting month and their status;
 - d. A rolling listing of major submittals (e.g., deliverables) scheduled for issuance during the following month or months;
 - e. A description of any outstanding concerns or issues regarding the project work that require resolution, and the Contractor’s approach to promptly address the issue;
 - f. Updated Project Schedule, and Deliverables Schedule;
 - g. A budget and percent complete update per task and/or per work activity;
 - h. The Contractor’s plan for accelerating project activities if progress-to-date indicates the work is behind schedule;
 - i. A listing of health and safety statistics for relevant project-related activities;
 - j. A listing of any violations of Governmental Approvals or Applicable Law and actions taken or to be taken to eliminate any subsequent violations; and
 - k. The Contractor’s verification that the design and permitting documents are being followed in accordance with the requirements of this contract.