

# SC Weekly Newsletter – Example

SC-2701B (Rev. 12/17/13)

STATE OF CALIFORNIA . DEPARTMENT OF TRANSPORTATION

## SC WEEKLY NEWSLETTER

### Job Stamp:

03-291104 (Project ID 0300000487)  
03-Nev-80  
Truckee River Bridge

## Weekly Newsletter 7

REPORT FOR WEEK ENDING: May 18, 2018  
CONTRACTOR: MCM  
STRUCTURE REPRESENTATIVE: Jo Smith  
STRUCTURES WORK: Bridge Replacement and Retaining Walls

Project Milestones		Progress & Time	
Original Advertise:	04/10/17	Contract Time Elapsed:	11%
Bid Opening:	06/07/17	Estimated % of Work Complete:	23%
Award:	11/30/17	Original Contract Working Days	315
Approved:	02/02/18	CCO Days	0
Start of Work:	04/03/18	Total Working Days:	315
Work Completed:	TBD	First Contract Working Day:	04/03/18
Recommend Acceptance:	TBD	Last Working Day per WSWD:	08/21/19
Contract Acceptance:	TBD	Estimated Date of Completion:	12/17/19
PFE Sent:	TBD		

<--Includes  
Mob Cost

<--Per CPM  
sch. Update

### THIS PAST WEEK THE FOLLOWING WORK WAS COMPLETED:

Completed Pier 1 drilling; Started Pier 2 drilling.  
Completed excavation at Abutment 1 and formwork at Abutment 1 & 2, for Stage 1 construction.  
Started placing rebar for Abutment 1, Stage 1.

### ANTICIPATED WORK TO BE PERFORMED NEXT WEEK:

Continue Pier 2 drilling.  
Install temporary creek diversion system to work at existing Pier 4.  
Start to place rebar at Abutment 2 for Stage 1.  
Place concrete for Abutment 1, Stage 1.

### MEETINGS:

Tuesday meeting with Superintendent, John Banks, to discuss job schedule and details.

### ENVIRONMENTAL/SWPPP/PERMITS

### CONTRACT CHANGE ORDERS:

Finished putting together CCO #8. This will allow the contractor to use an alternative concrete stain.  
Sent off to district.

### SUBMITTALS:

Received the Temporary Creek Diversion System Plan - Stage 1B. I sent over to Ted McDonald for his review as well. He informed us that he was fine with it. I authorized the plan.

Received the Stage 1 Falsework submittal. I talked to Jim Nicholls regarding the welding of the falsework piles and the capacity of the piles. I informed the contractor about the paperwork and inspection needed to weld the piles together and I informed them that they need to come up with a procedure to determine the actual capacity of the piles. I performed my initial review and sent back comments.

Figure 1. Example of SR Weekly Newsletter

**NOPC'S:**

Expect NOPC shortly regarding "hard drilling" at Pier#2 due to:

Drilling at Pier 2 is slow. MCM Project Manager was onsite taking photos. Superintendent informed me that the drilling at Pier 2 is "very hard" and he "didn't bid it this way". RE and ASR were notified. AT RE's request we began a Tentative Agreement with MCM to provide daily report for this operation. Requesting Senior provide additional ASR.

**PROJECT PHOTOGRAPHS:**



Abutment 1, Formwork Start



Drilling at Pier 2

**OT REQUEST / NOTIFICATION (COMBINED DISTRICT/STRUCTURES OT REQUEST):**

**Employee:**  
Aaron Paul

**OT Worked This Week:**  
12 hours

**OT Anticipated Next Week:**  
15 hours

**Level of Priority per Construction Activity Inspection Priority Chart:**

Benchmark:                      Intermittent:    X                      Mandatory:                      X

**OT Substantiation for Next Week:**

OT required for: (1) possible concrete pours that occur outside of normal shift hours; (2) To log drilling at Pier 2 in preparation of DSC claim.

**Measures Taken To Reduce OT Usage:**

Sent request to Senior for additional ASR due to anticipated NOPC and concurrent operations.

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Resident Engineer/Structure Representative

**Figure 2. Page 2 for Example of SR Weekly Newsletter**