

2023

Guidelines for Completing the VDOT Form C-13CPR



Construction Division

Virginia Department of Transportation

3/17/2023

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Overview

As projects become larger and more complex, the project critical path becomes more dynamic and the schedule becomes more challenging to analyze. An analysis tool that provides the project team the ability to focus on production driven major operations that are expected to drive the schedule is vital to the successful on time completion of the project.

The VDOT Commodity Progress Report (Form C-13CPR) is a commodity tracking tool that is required by specifications for Category III and Design-Build projects to track performance on the major operations that are expected to drive the project. It allows the project team to identify what major operations are critical and require extra attention. Moreover, it allows the project team to analyze and track periodic performance and trends to identify early, what major operations are at risk of falling behind and when further evaluations are necessary for corrective actions.

As part of its Progress Schedule submissions for Category III and Design-Build projects, the contractor is required to provide a Commodity Progress Report showing the budgeted units-loading and anticipated monthly production output for each major operation that is expected to drive the schedule. The Commodity Progress Report shall include:

1. A Commodity-loading Report (CLR) generated from the Primavera P6 software, showing a breakdown of the bid item quantity assignments for each activity associated with a Commodity (Major Operation). The CLR is a Primavera P6 report that shows at the activity level, planned and actual durations and quantities; and production rates to provide the ability to determine the reasonableness of the schedule; as well as track performance at the activity level. This information can be reviewed to determine if it aligns with the production rates information provided in the narrative and if they are reasonable by industry standards.
2. A Commodity Progress Report (CPR) prepared using the VDOT Form C-13CPR and monthly units data generated from the Baseline Schedule showing for each estimate date and for each commodity. The Form C-13CPR is a MS Excel spreadsheet report that shows for each Commodity (Major Operation) the monthly progress S-curve based on the project monthly planned and actual progress data generated from the Primavera P6 software.

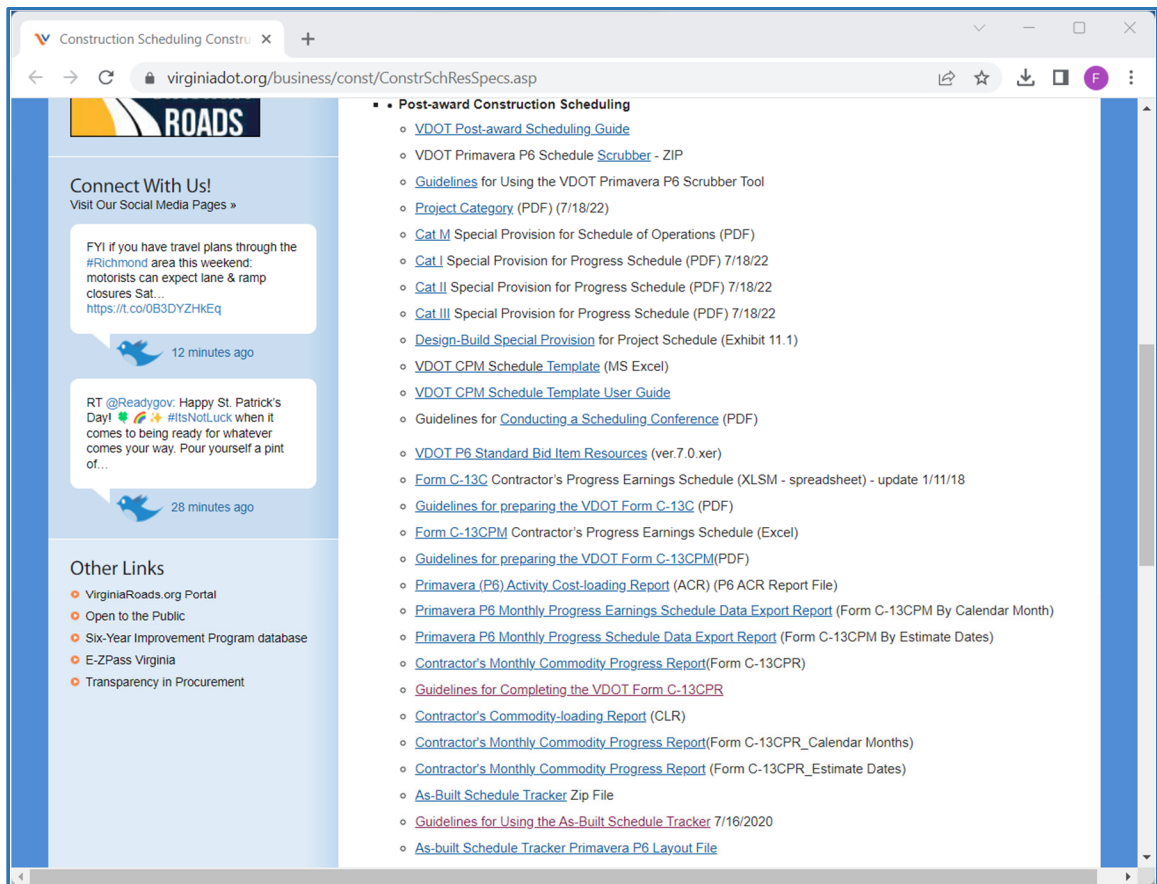
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1. **Downloading the Commodity Progress Report Files** – The following are guidelines for downloading a copy of the Form C-13CPR and the required Primavera P6 “erp” files:

1. Use the following link to access the VDOT Construction Scheduling Webpage:

<https://www.virginiadot.org/business/const/ConstrSchResSpecs.asp>

2. Download a copy of the Form C-13CPR (MS Excel) and the required Primavera P6 Commodity Loading Report (CLR) and Commodity Progress Report (CPR) “erp” files. (*Note: For traditional Design-Bid-Build projects, download the “Estimate Dates” report. For Design-Build projects, download the “Calendar Months” report.*)

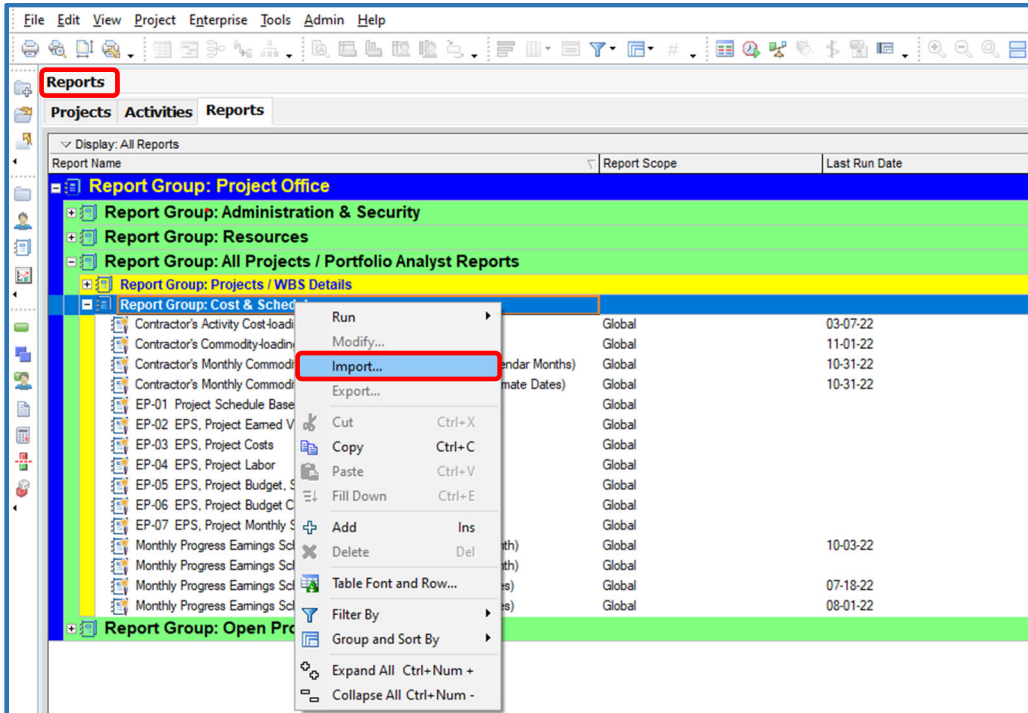


3. After downloading the files, you may move the files from your *Downloads* folder (or other location in which the files were downloaded) to a preferred file location using the MS Excel Cut/Paste function.

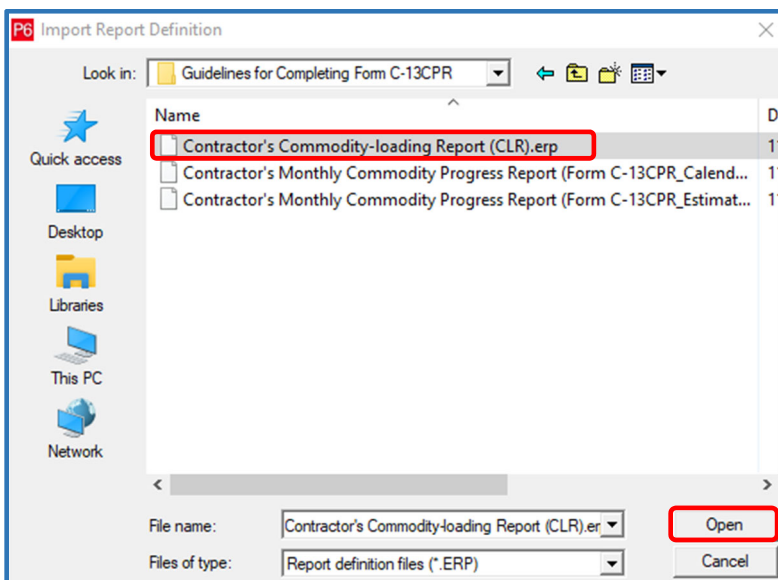
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2. **Importing the Primavera P6 Reports** – The Primavera P6 CLR and CPR “erp” reports can be imported to your Primavera P6 database for use in preparing the CLR and Form C-13CPR. The following are guidelines for importing the Primavera P6 “erp” reports:

1. In the Reports window in Primavera P6, select a Report Group under which the new report will be added, then right-click, and then click on *Import*.

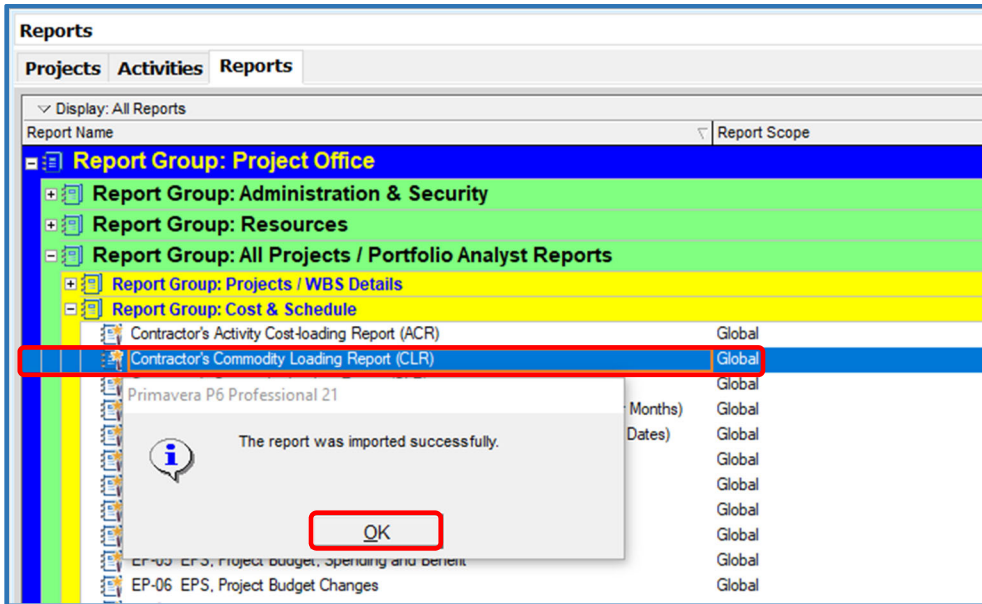


2. Locate the Contractor's Commodity Loading Report.erp file, select, and then click on *Open*.

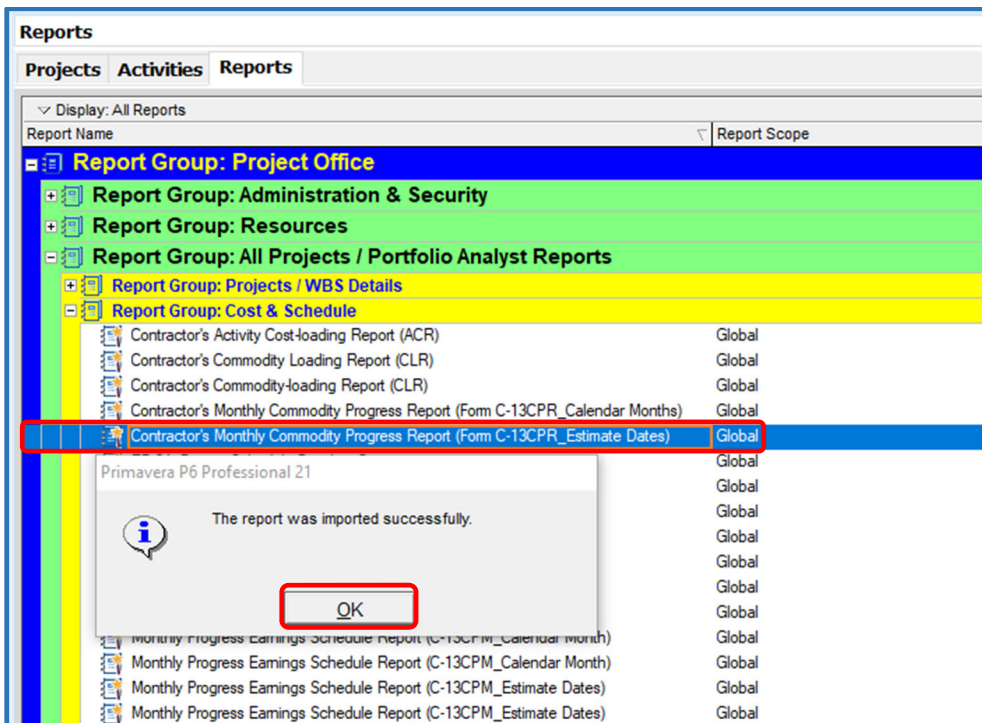


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- Click on the *OK* button after the report has been imported successfully.



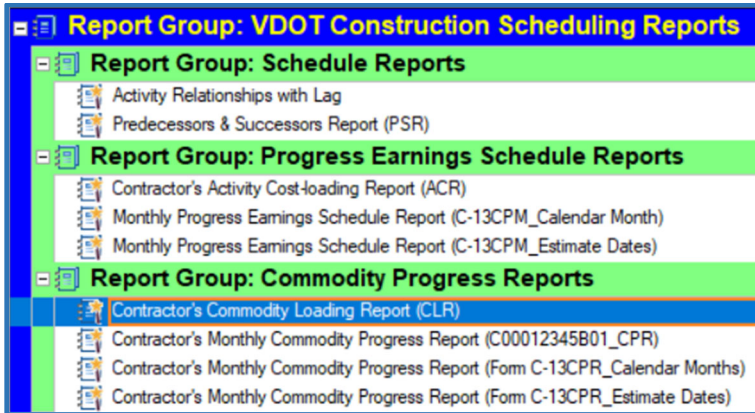
- Repeat Steps 1 through 3 to import the Contractor's Monthly Commodity Progress Report (CPR). The Primavera P6 CPR report will be used to generate/export the monthly units (quantities) data needed to complete the Form C-13CPR.



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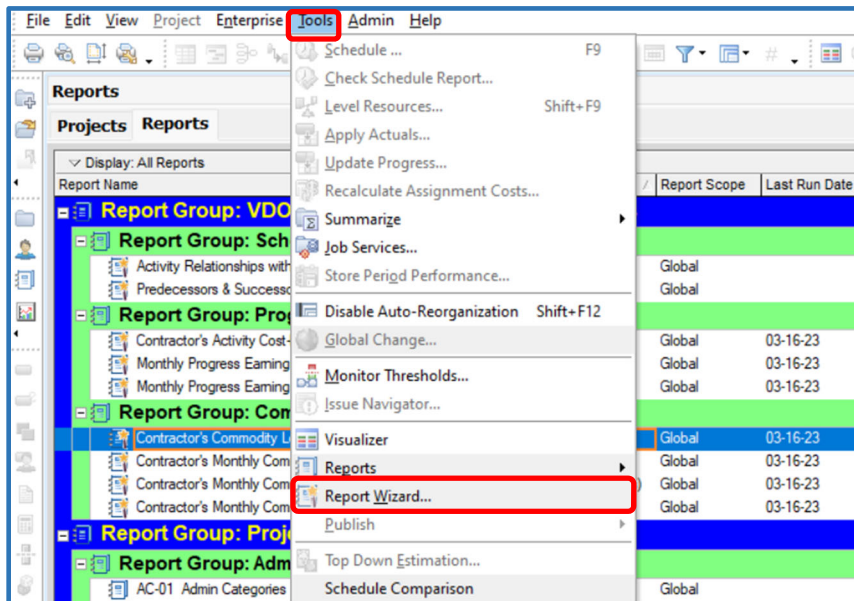
3. **Preparing a Commodity Loading Report (CLR)** – The Commodity Loading Report (CLR) is required to show units (quantities) data for each activity associated with a Commodity (designated production based major operations that are expected to drive the schedule). The following are guidelines for preparing a Primavera P6 Commodity Loading Report (CLR):

1. In the Reports window in Primavera P6, select the *Commodity Loading Report (CLR)*, then using the right click and Copy/Save function, create a copy of the report for project-specific use.



2. Select the copy of the *Commodity Loading Report (CLR)*, then modify the report for project-specific use as follows:

1. Click on the *Tools* menu, then select *Report Wizard*.

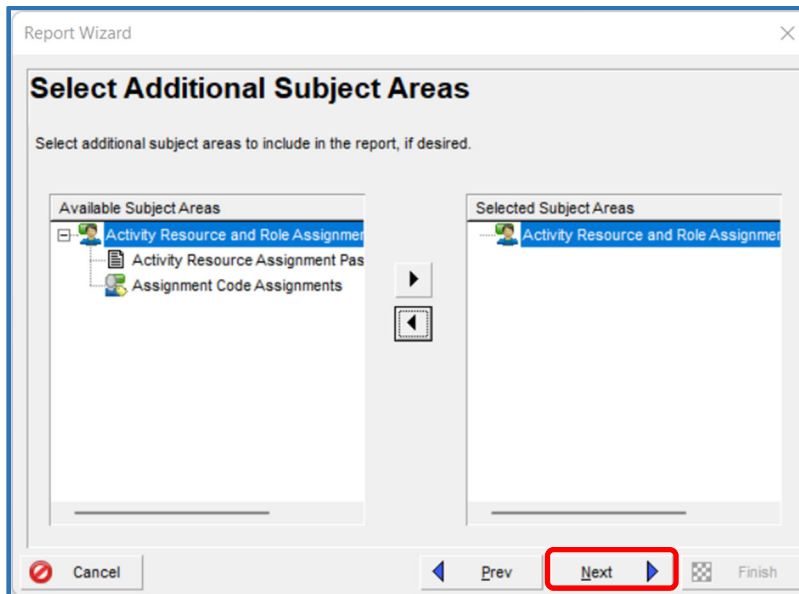


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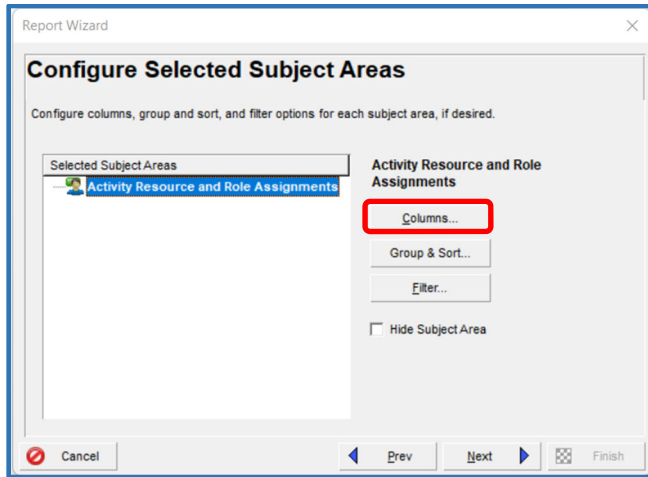
2. In the Report Wizard Create or Modify Report window, select *Modify Wizard Report*, then click on *Next*.



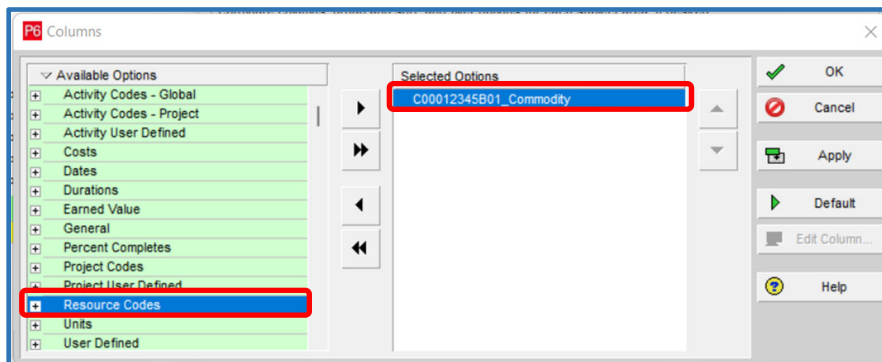
3. In the Configure Selected Subject Areas box, deselect *Activity Resource Assignments Past Period Actuals* sub-project, then click on *Next*.



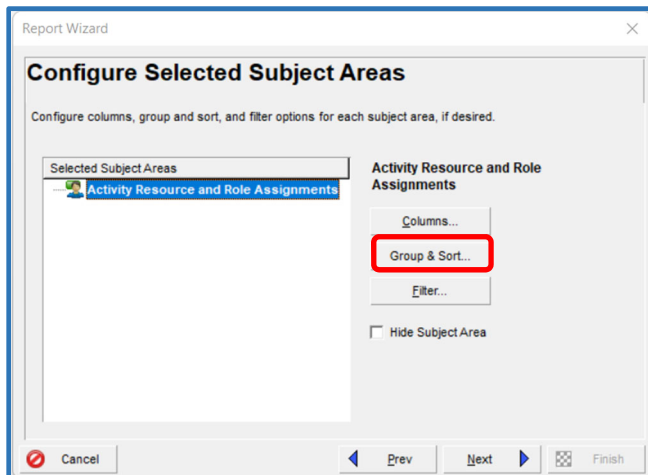
4. In the Configure Selected Subject Areas box, click on the *Columns* button.



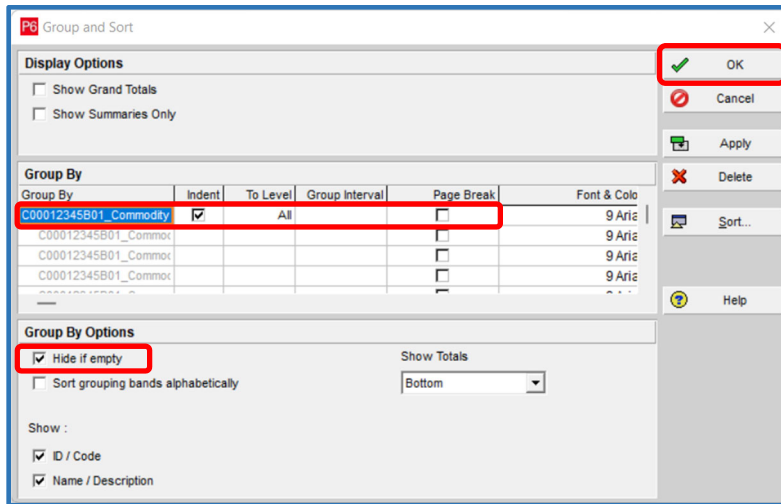
5. Under the Resource Codes category, select the pre-defined project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Then click on *OK*.



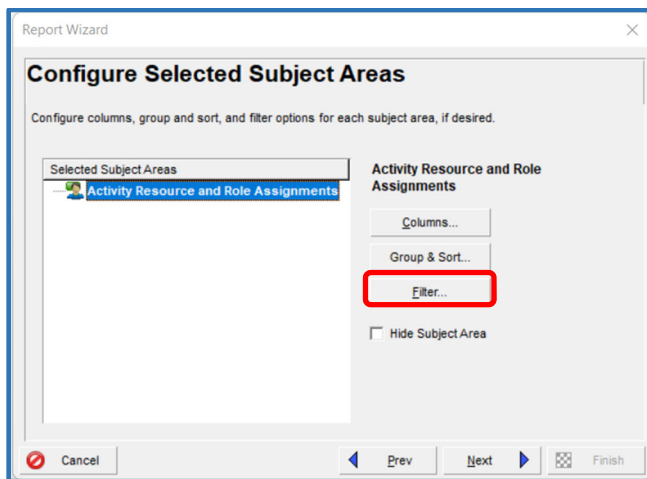
6. In the Configure Selected Subject Areas box, click on the *Group & Sort* button.



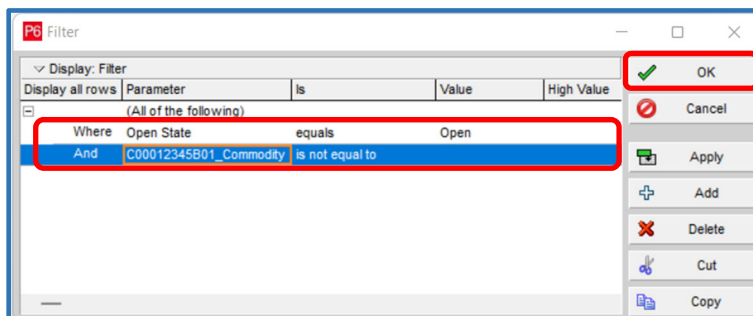
7. In the Group and Sort box, select the pre-defined project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Then click on *OK*.



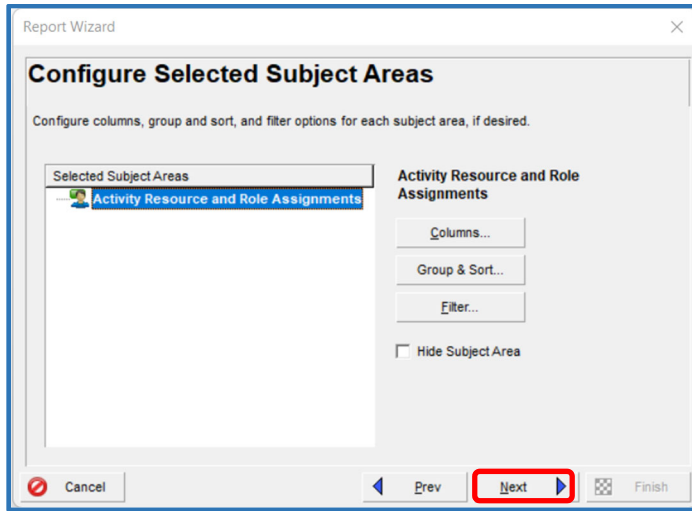
8. In the Configure Selected Subject Areas box, click on the *Filter* button.



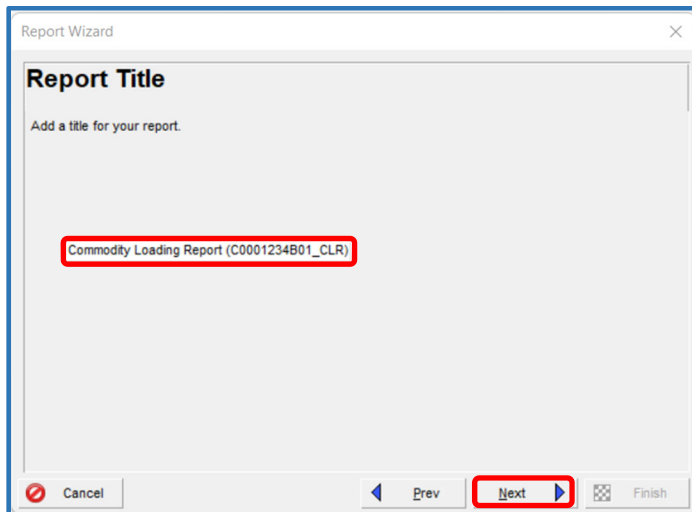
9. In the Filter box, select the project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Define the parameters as shown below; then click on *OK*.



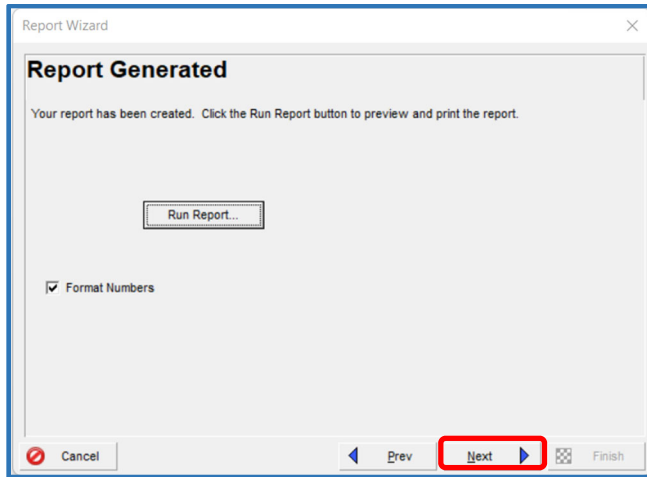
10. In the Configure Selected Subject Areas box, click on *Next*.



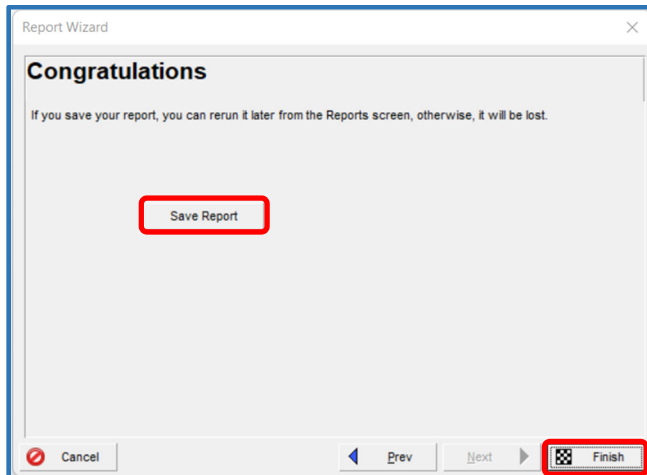
11. In the Report Title box, rename the report to make it project-specific, click on *Next*.



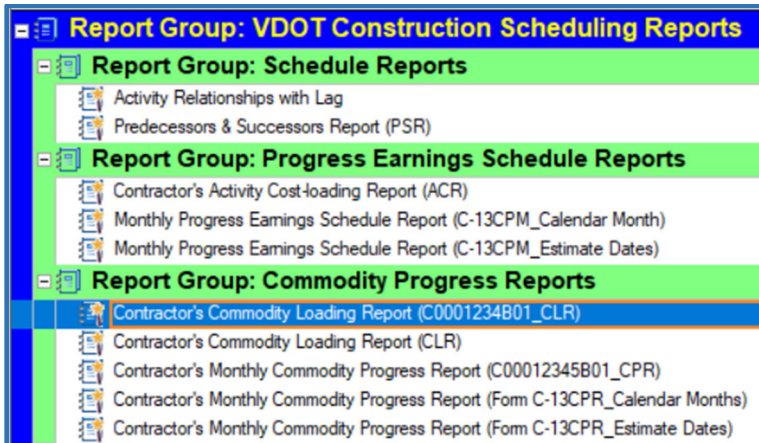
12. In the Report Generated box, click on *Next*.



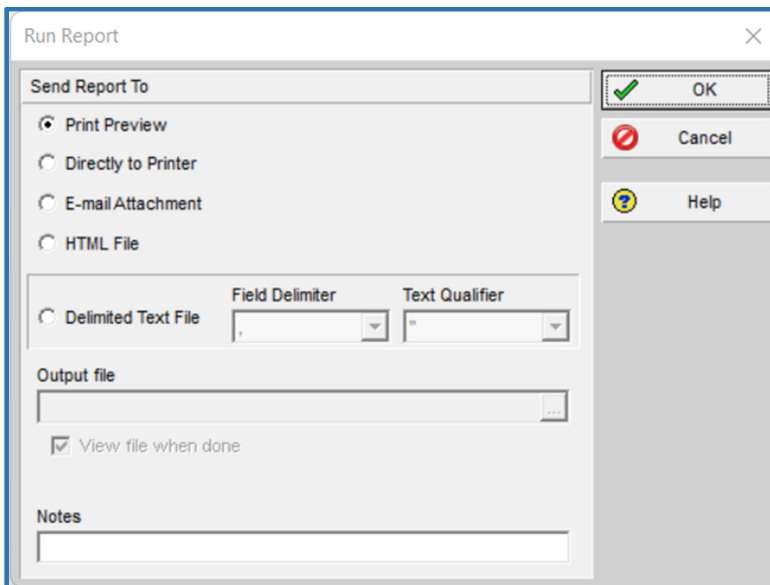
13. Click on *Save Report*; then click on *Finish* to save the report and close Report Wizard.



3. In the Reports window, select the saved project-specific *Contractor's Monthly Commodity Progress Report*; then right-click, then click on *Run*, and then *Report*.



4. Select *Print Preview* and click on *OK*.



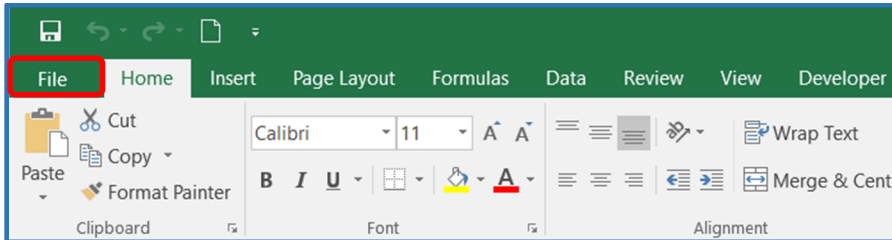
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5. A Commodity Loading Report (CLR) is generated. Click on the Page Setup/Print Setup/Print icons, as needed to modify the Company Name, print settings, or to print the report.

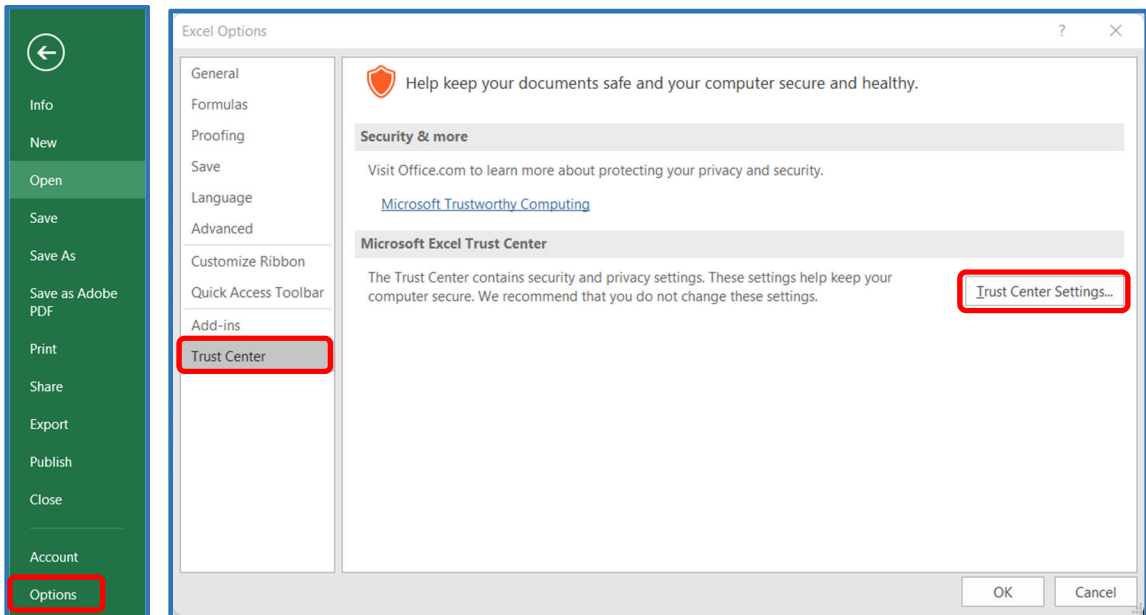
Enter Company Name Here												03-17-23 12:06	
Route 123 Over Meadow Creek Bridge													
Contractor's Commodity Loading Report (C0001234B01_CLR)													
C0001234B01_Commodity													
Activity ID	Activity Name	Original Duration	Budgeted Units	Budgeted Units / Time	Actual Duration	Actual Units	Units % Complete	Remaining Duration	Remaining Units	Remaining Units / Time	At Completion Units	Default Units / Time	Max Units/Time
E/C Excavation and Grading													
31210	Establish Access Drilled Shafts / Exc Pier 2 Footing	4	71.00CY	17.75CY/d	0	0.00CY	0%	4	71.00CY	17.75CY/d	71.00CY	500.00CY/d	500.00CY/d
31300	Excavate Abut B - Ph-1	5	114.50CY	22.90CY/d	0	0.00CY	0%	5	114.50CY	22.90CY/d	114.50CY	500.00CY/d	500.00CY/d
31110	Establish Access Drilled Shafts / Exc Pier 1 Footing	4	71.00CY	17.75CY/d	0	0.00CY	0%	4	71.00CY	17.75CY/d	71.00CY	500.00CY/d	500.00CY/d
31000	Excavate Abut A - Ph-1	3	114.50CY	38.17CY/d	0	0.00CY	0%	3	114.50CY	38.17CY/d	114.50CY	500.00CY/d	500.00CY/d
31590	Cut / Fill New Drive Sta 265+8.0 - Ph-1	25	4872.00CY	194.88CY/d	0	0.00CY	0%	25	4872.00CY	194.88CY/d	4872.00CY	100.00CY/d	200.00CY/d
31570	Cut / Fill Sta 263+9.1 to Sta 269+0.0 - Ph-1	30	19376.00CY	645.87CY/d	0	0.00CY	0%	30	19376.00CY	645.87CY/d	19376.00CY	100.00CY/d	200.00CY/d
31550	Cut / Fill Station 256+0.0 to 261+6.7 Ph-1	20	836.00CY	41.80CY/d	0	0.00CY	0%	20	836.00CY	41.80CY/d	836.00CY	100.00CY/d	200.00CY/d
32540	Cut / Fill Sta 256+0.0 to Sta 261+6.7 - Ph-2	45	70040.00CY	1556.44CY/d	0	0.00CY	0%	45	70040.00CY	1556.44CY/d	70040.00CY	100.00CY/d	200.00CY/d
32550	Cut / Fill Sta 263+9.1.5 to Sta 269+0.0 - Ph-2	10	100.00CY	10.00CY/d	0	0.00CY	0%	10	100.00CY	10.00CY/d	100.00CY	100.00CY/d	200.00CY/d
32550	Cut / Fill Sta 263+9.1.5 to Sta 269+0.0 - Ph-2	10	1400.00CY	140.00CY/d	0	0.00CY	0%	10	1400.00CY	140.00CY/d	1400.00CY	100.00CY/d	200.00CY/d
32000	Excavate Abut A - Ph-2	5	114.00CY	22.80CY/d	0	0.00CY	0%	5	114.00CY	22.80CY/d	114.00CY	500.00CY/d	500.00CY/d
32300	Excavate Abut B - Ph-2	5	116.00CY	23.20CY/d	0	0.00CY	0%	5	116.00CY	23.20CY/d	116.00CY	500.00CY/d	500.00CY/d
Subtotal		358	97225.00			0.00	0%	358	97225.00		97225.00		
DRAIN Drainage													
31580	Perform 30" RCP Jack & Bore Sta 258+00 St 3-1	15	132.00LF	8.80LF/d	0	0.00LF	0%	15	132.00LF	8.80LF/d	132.00LF	50.00LF/d	50.00LF/d
31600	Instal 18" RCP Str 4-1	8	220.00LF	27.50LF/d	0	0.00LF	0%	8	220.00LF	27.50LF/d	220.00LF	100.00LF/d	120.00LF/d
(c) Primavera Systems, Inc. Page 1 of 5													

4. Modifying the MS Excel Software Security Settings – The Form C-13CPR uses built-in MS Excel formulas and macros. Your software security software settings must be modified to notify you to enable macros when using the Form C-13CPR, if not enabled based on user settings. The following are guidelines for modifying the MS Excel software security settings:

1. Open MS Excel and click on *File* at the top left hand corner to display the File menu.

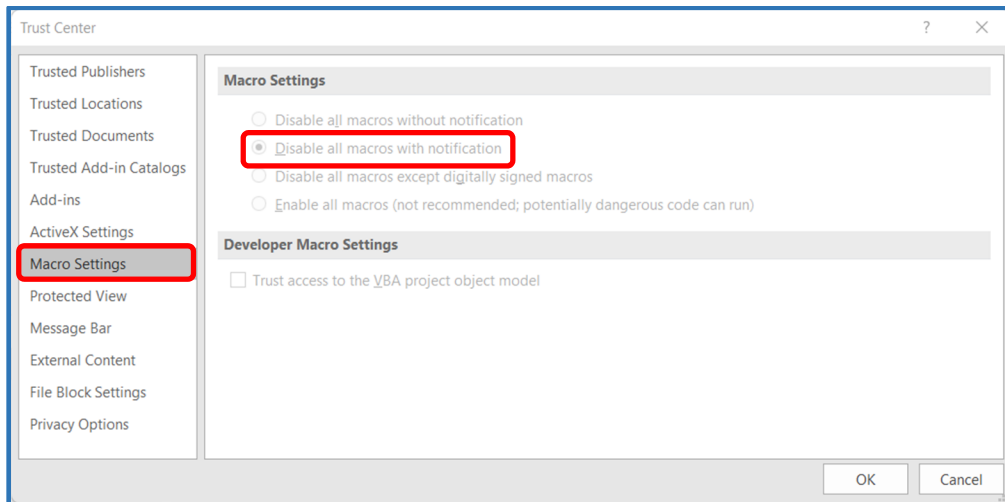


2. In the File menu, select *Options*. In the Excel Options window, select *Trust Center*; and then click on the *Trust Center Settings* button.

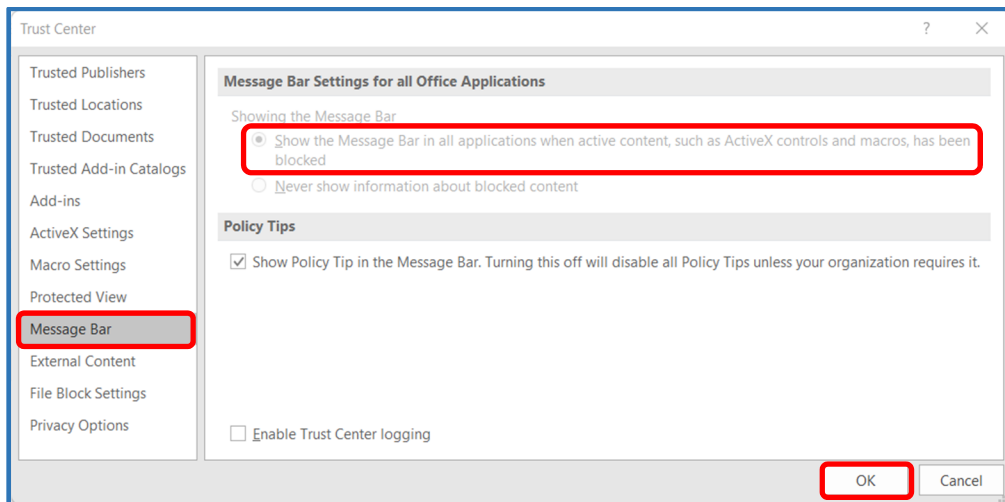


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3. In the Trust Center window, select *Macro Settings*, and then you may select *Enable all macros*, or at a minimum, select *Disable all macros with notifications*.



4. In the Trust Center window, select *Message Bar*, and then select *Show the Message Bar in all applications when active content, such as ActiveX controls and macros, has been blocked*.

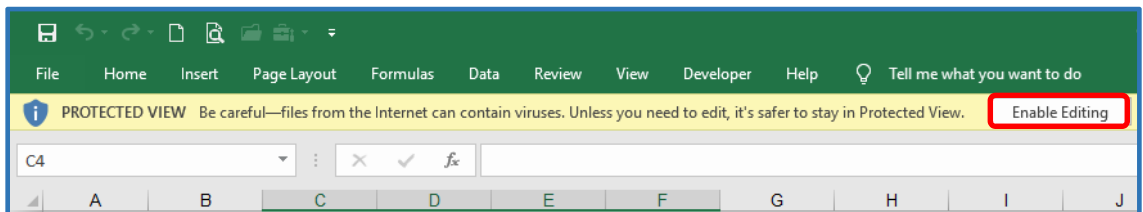


5. Click OK a couple of times to accept the settings and close the Trust Center and Excel Options dialog boxes.

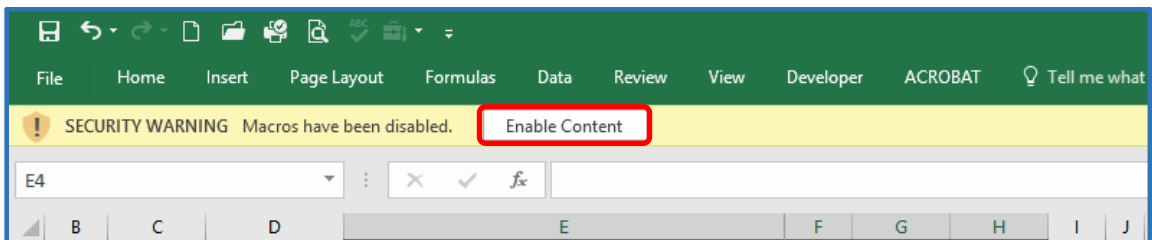
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5. **Preparing the Form C-13CPR for Initial Use** – The following are guidelines for setting-up the Form C-13CPR for initial use:


1. Obtain a copy of the Form C-13CPR file, then save in the Excel Macro-Enabled Workbook (.xlsm) file format; and rename for a specific project using a naming convention that identifies the Contract ID, submission version, and type of submission (e.g. C00012345C01_BS_Baseline Schedule C-13CPR.xlsm).
2. Open the file. If the PROTECTED VIEW message appears on top of the worksheet, click on the *Enable Editing* button.



3. If the macros SECURITY WARNING message appears on top of the worksheet, click on the *Enable Content* button to enable the built-in macros.




4. Click on the Controls Chart Data tab to open the Controls Chart Data worksheet, and then enter the Contractor's name (Cell A1); and type of submission and sequence number, and data date (Cell A3). Then enter the Contract ID and other required project information on the top left corner of the form (Cells C5 to C10).

		ABC Contracting Inc.
		Contractor's Commodity Progress Report (Form C-13CPR)
		Baseline Schedule (BS), DD: 3-02-21
CONTRACT ID. NO.:	C00012345B01	
PROJECT NO.:	(FO) 0123-012-123, B601	
FHWA PROJECT NO.:		
PROJECT NAME:	Example Project	
ROUTE:	123	
CITY/COUNTY:	Chester/Chesterfield	

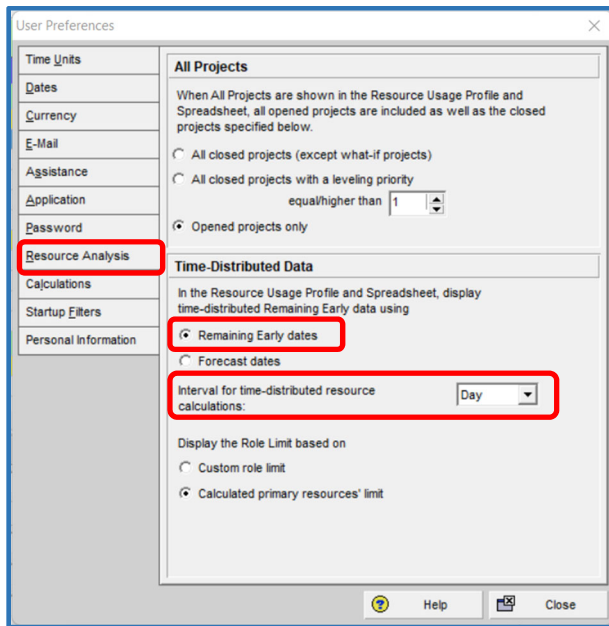
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5. In the Controls Chart Data worksheet, also enter the required Contract NTP Date and other required time related information on the top right corner of the form (Cells X5 to X9).

ABC Contracting Inc. Contractor's Commodity Progress Report (Form C-13CPR) Baseline Schedule (BS), DD: 3-01-22	
	CONTRACT NTP DATE: _____ March 1, 2022
	CONTRACT COMPLETION DATE: _____ September 28, 2023
	PROJECTED COMPLETION DATE: _____ September 28, 2023
	FIRST PROGRESS ESTIMATE DATE: _____ March 4, 2022
	CURRENT PROGRESS ESTIMATE DATE: _____ March 4, 2022

6. Preparing a Baseline Commodity Progress Report (CPR) – For Category III and Design-Build projects, a Baseline Commodity Progress Report (CPR) is required and shall be prepared using the VDOT Form C-13CPR. The Form C-13CPR shall show the Contractor’s anticipated progress each month for each selected major operation, as agreed upon by the Engineer and the Contractor. The Form C-13CPR shall be prepared using time-distributed monthly units (quantities) data generated from the cost-loaded Baseline Progress Schedule, as of the Contractor’s progress estimate date. The following are guidelines for preparing a Baseline Commodity Progress Report (Form C-13CPR):

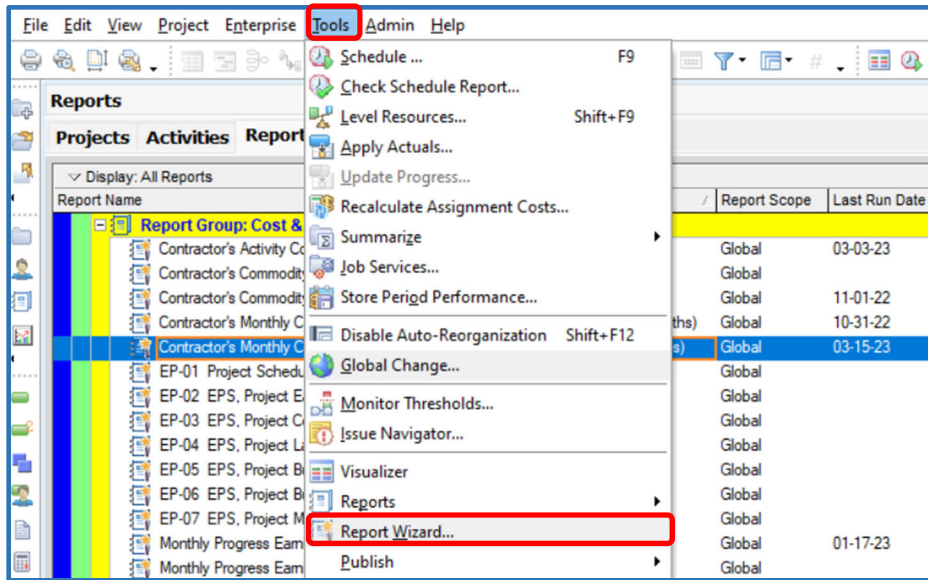
1. In the Primavera P6 scheduling software, click on the *Edit* menu, then click on *User Preferences*; and then select *Resource Analysis*. Specify the *Time-Distributed Data* as shown below.



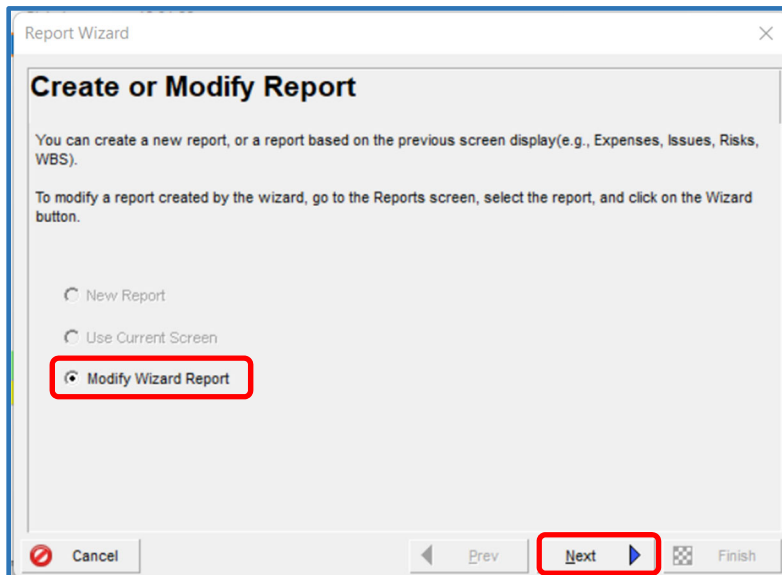
2. In the Reports window in Primavera P6, select the *Contractor’s Monthly Commodity Progress Report (Form C-13CPR)*, then using the right click and Copy/Save function, create a copy of the report for project-specific use.

Report Name	Report Scope	Last Run Date
Report Group: Cost & Schedule		
Contractor's Activity Cost-loading Report (ACR)	Global	03-03-23
Contractor's Commodity Loading Report (CLR)	Global	
Contractor's Commodity-loading Report (CLR)	Global	11-01-22
Contractor's Monthly Commodity Progress Report (Form C-13CPR_Calendar Months)	Global	10-31-22
Contractor's Monthly Commodity Progress Report (Form C-13CPR_Estimate Dates)	Global	03-15-23
EP-01 Project Schedule Baseline Comparison	Global	
EP-02 EPS, Project Eamed Value	Global	
EP-03 EPS, Project Costs	Global	
EP-04 EPS, Project Labor	Global	
EP-05 EPS, Project Budget, Spending and Benefit	Global	
EP-06 EPS, Project Budget Changes	Global	
EP-07 EPS, Project Monthly Spending and Benefit	Global	
Monthly Progress Earnings Schedule Report (C-13CPM_Calendar Month)	Global	01-17-23

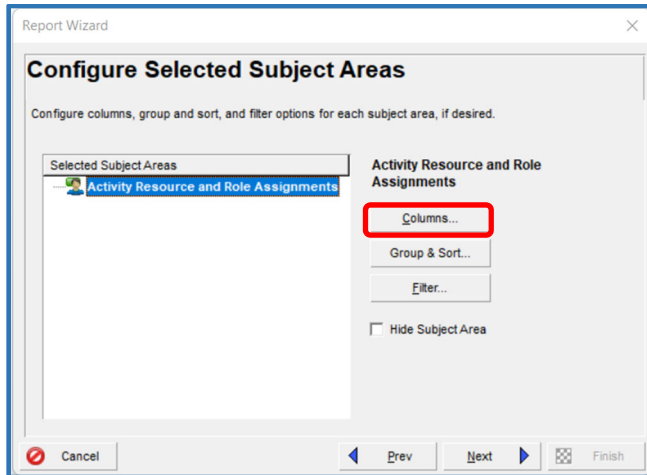
3. Select the copy of the Contractor's Monthly Commodity Progress Report (Form C-13CPR), then modify the report for project-specific use as follows:
 1. Click on the *Tools* menu, then select *Report Wizard*.



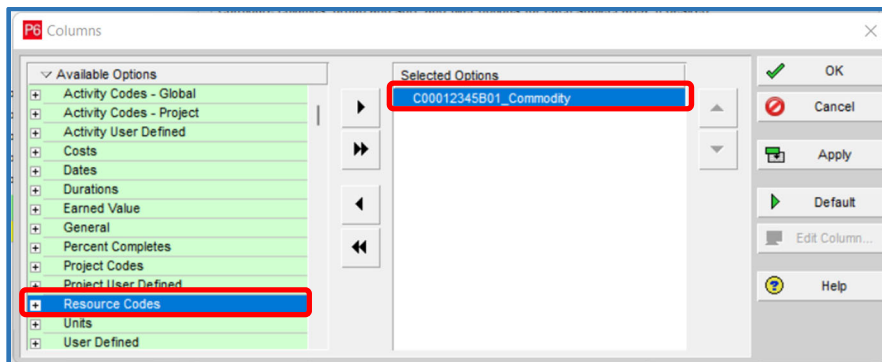
2. In the Report Wizard Create or Modify Report window, select *Modify Wizard Report*, then click on *Next*.



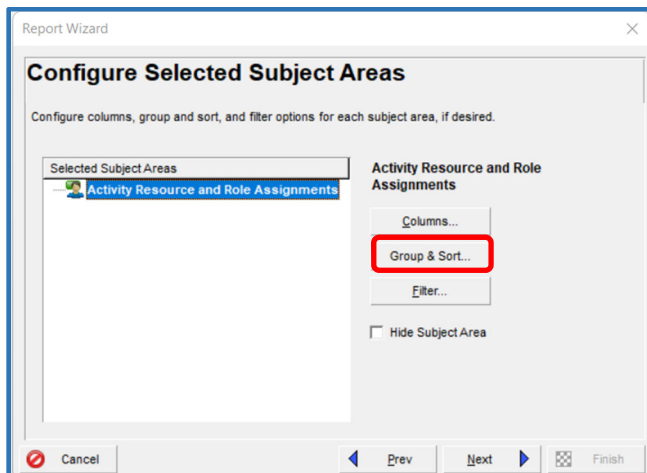
3. In the Configure Selected Subject Areas box, click on the *Columns* button.



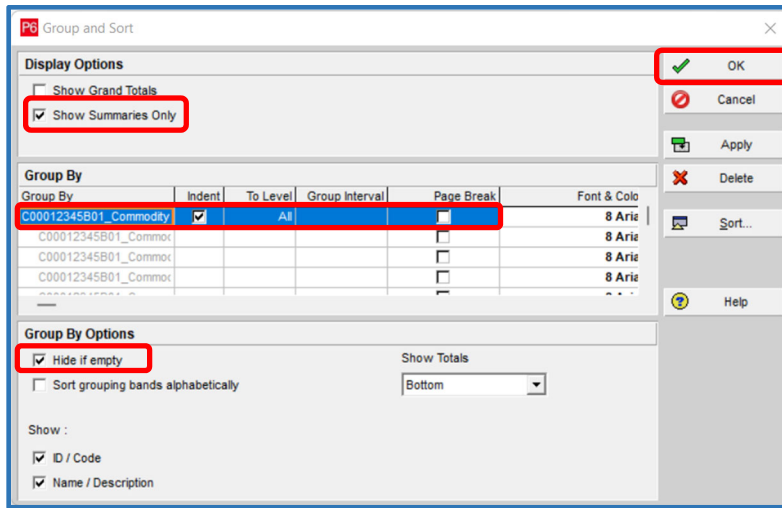
4. Under the Resource Codes category, select the pre-defined project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Then click on OK.



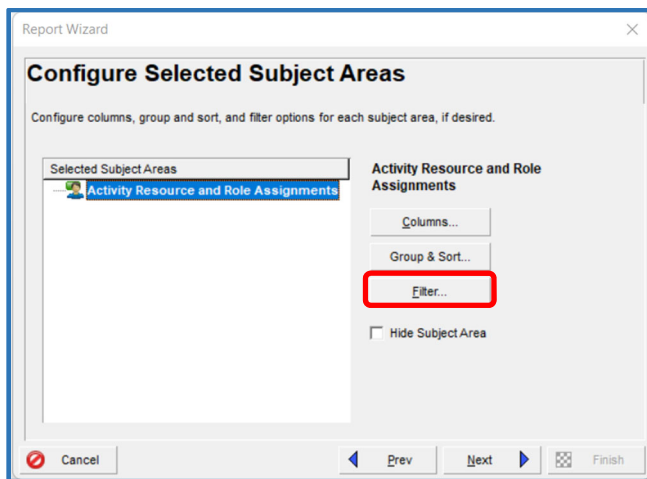
5. In the Configure Selected Subject Areas box, click on the *Group & Sort* button.



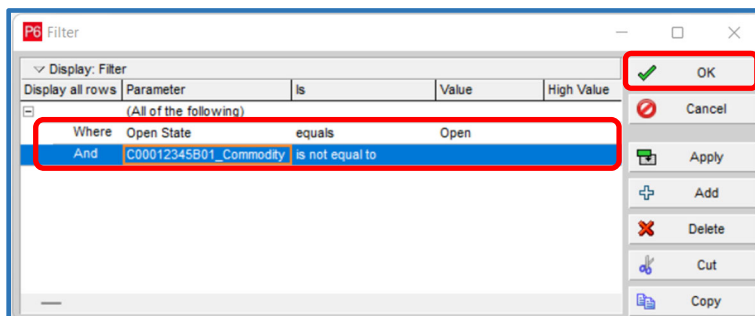
- In the Group and Sort box, select the pre-defined project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Then click on *OK*.



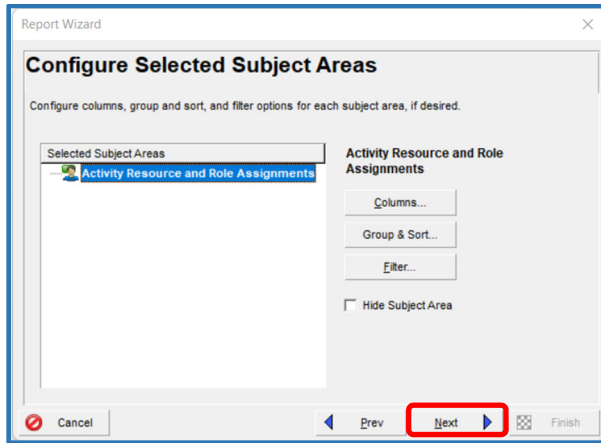
- In the Configure Selected Subject Areas box, click on the *Filter* button.



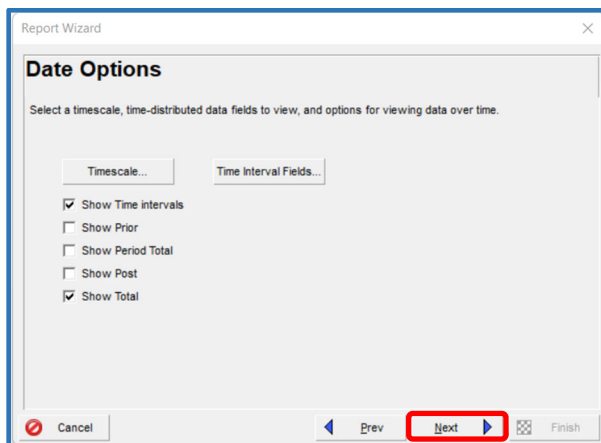
- In the Filter box, select the project specific commodity resource code created for the project (e.g. C00012345B01_Commodity). Define the parameters as shown below; then click on *OK*.



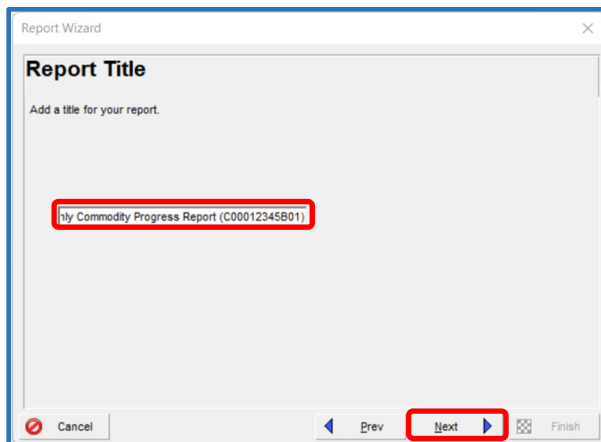
9. In the Configure Selected Subject Areas box, click on *Next*.



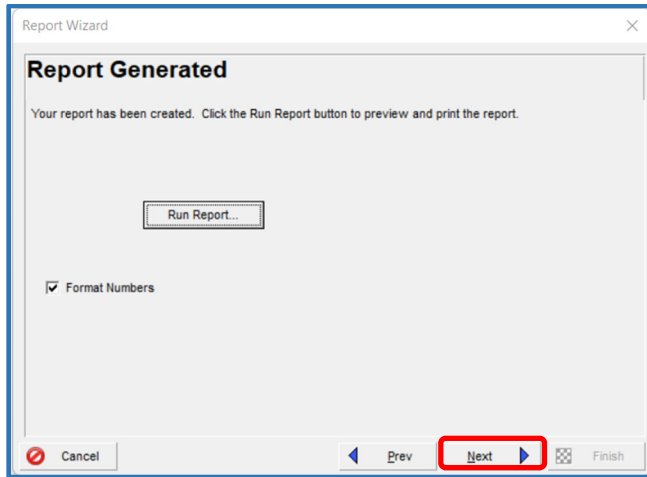
10. In the Date Options box, click on *Next*.



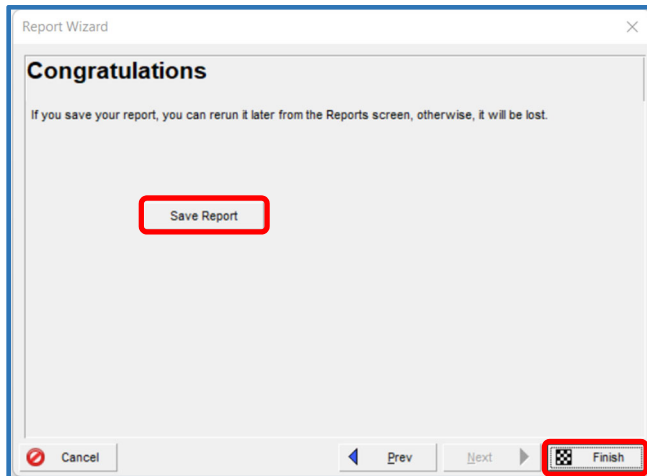
11. In the Report Title box, rename the report to make it project-specific, click on *Next*.



12. In the Report Generated box, click on *Next*.

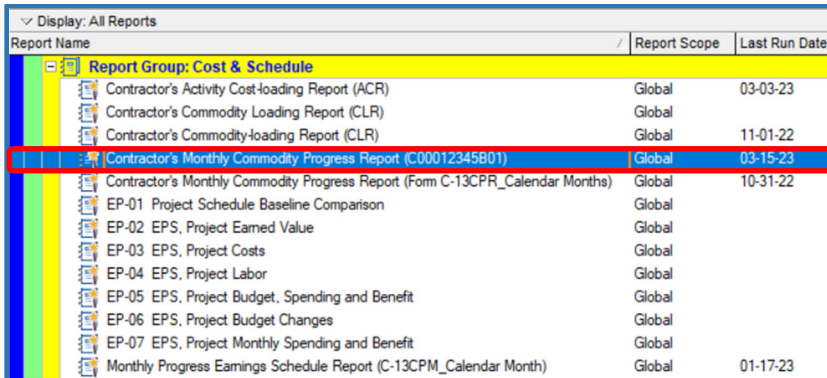


13. Click on *Save Report*; then click on *Finish* to save the report and close Report Wizard.

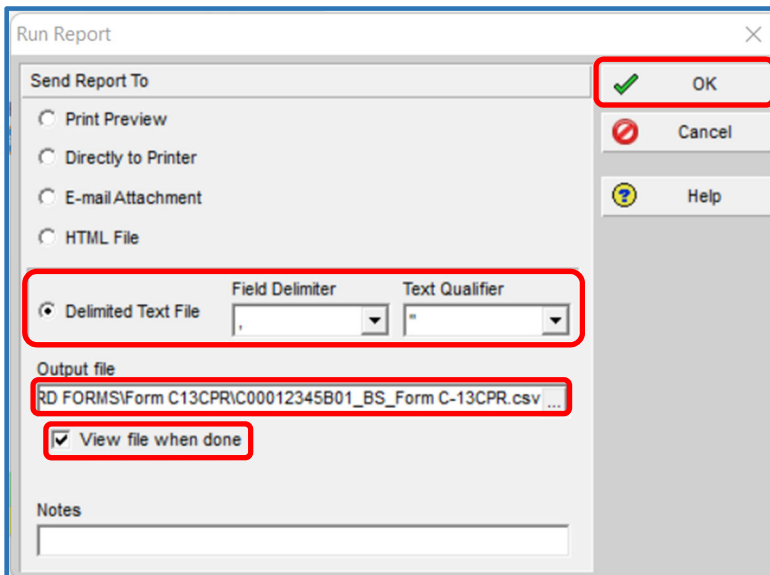


Virginia Department of Transportation
Construction Division

4. In the Reports window in Primavera P6, select the saved project-specific *Contractor's Monthly Commodity Progress Report*; then right-click, then click on *Run*, and then *Report*.



5. In Run Report dialogue box, select *Delimited Text File* and verify *Field Delimiter* and *Text Qualifier* types; and then enter the *Output file* location and name. Mark the *View file when done* checkbox to open the file when created; and then click on the *OK* button.



6. Upon clicking on the OK button a "csv" file will be created, saved, and opened in MS Excel.

Virginia Department of Transportation Construction Division

- In the Form C-13CPR "csv" worksheet generated from Primavera P6, click on *Cell A3*, then drag down to *Cell A32* (Column A, Rows 3 thru 32) and then across to the *Total* column to select the values for each pay period and the Total column; and then right-click and click on *Copy* to copy the selected data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Contractor's Monthly Commodity Progress Report (C00012345801)																							
2	C00012345801 Commodity		3/4/2022	4/4/2022	5/4/2022	6/4/2022	7/4/2022	8/4/2022	9/4/2022	10/4/2022	11/4/2022	12/4/2022	1/4/2023	2/4/2023	3/4/2023	4/4/2023	5/4/2023	6/4/2023	7/4/2023	8/4/2023	9/4/2023	10/4/2023	11/4/2023	Total
3	Exc. Excavation and grading	Actual Units																						
4		Remaining Early Units			495.3	5649.63	10372.03	6209.71	2728.32					3112.89	28016	24925.91	15415.2	300						9722
5		Remaining Late Units			202.7	1421.17	10372.03	9366.62	3507.84	584.64					4669.33	24925.91	26666.76	15058	450					9722
6		At Completion Units			495.3	5649.63	10372.03	6209.71	2728.32						3112.89	28016	24925.91	15415.2	300					9722
7		Cum At Completion Units			495.3	6144.93	16516.97	22726.68	25455	25455	25455	25455	25455	28967.89	56583.89	81509.8	96925	97225	97225	97225	97225	97225	97225	97225
8	DRAIN Drainage	Actual Units																						
9		Remaining Early Units				70.4	61.6		110	110														572
10		Remaining Late Units								352														572
11		At Completion Units				70.4	61.6		110	110														572
12		Cum At Completion Units				70.4	132	132	242	392	392	392	392	392	392	392	392	392	392	392	392	392	392	
13	PILE Drive Piles	Actual Units																						0
14		Remaining Early Units							136															228
15		Remaining Late Units							136															228
16		At Completion Units							136															228
17		Cum At Completion Units							136	136	136	136	136	136	136	136	136	136	136	136	136	136	136	
18	CONC Concrete Work	Actual Units																						228
19		Remaining Early Units				60.12	116.96	47.72	12	121.05	10.05													652.35
20		Remaining Late Units				30.33	87.59	106.78	9.75	116.97	16.38													652.35
21		At Completion Units				60.12	116.86	47.72	12	121.05	10.05													652.35
22		Cum At Completion Units				60.12	176.98	224.7	236.7	357.75	367.8	367.8	367.8	396.88	473.93	509.8	518.8	637.34	652.35	652.35	652.35	652.35	652.35	
23	BASE Aggregate Base	Actual Units																						236
24		Remaining Early Units								183.33	916.67													236
25		Remaining Late Units								1100														236
26		At Completion Units								183.33	916.67													236
27		Cum At Completion Units								183.33	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	
28	PAVE Asphalt Paving	Actual Units																						1100
29		Remaining Early Units																						1100
30		Remaining Late Units																						1100
31		At Completion Units																						1100
32		Cum At Completion Units																						1100

- In the Form C-13CPR *Commodity Data Input* worksheet, click on *Cell A3* in the *Baseline Monthly Commodity Data* section, then right-click and then click on *Paste Values* to paste the monthly values copied from the C-13CPR "csv" worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	Baseline Schedule Monthly Commodity Data																							
2			03/04/23	04/04/23	05/04/23	06/04/23	07/04/23	08/04/23	09/04/23	10/04/23	11/04/23	12/04/23	01/04/24	02/04/24	03/04/24	04/04/24	05/04/24	06/04/24	07/04/24	08/04/24	09/04/24	10/04/24	11/04/24	Total
3	Exc. Excavation and grading	Actual Units																						0.00
4		Remaining Early Units			513.05	9507.08	11537.27	3897.60							26459.56	35798.22	9512.22							97225.00
5		Remaining Late Units				142.00	829.10	11861.50	9894.08	2728.32					26459.56	35798.22	9512.22							97225.00
6		At Completion Units			513.05	9507.08	11537.27	3897.60							26459.56	35798.22	9512.22							97225.00
7		Cum At Completion Units			513.05	10020.13	21574.40	29455.00	25455.00	25455.00	25455.00	25455.00	25455.00	51914.56	87712.78	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	
8	DRAIN Drainage	Actual Units																						0.00
9		Remaining Early Units				123.20	8.80	55.00	165.00								183.33	36.67						572.00
10		Remaining Late Units								134.20	217.80													572.00
11		At Completion Units				123.20	8.80	55.00	165.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	572.00	
12		Cum At Completion Units				123.20	132.00	187.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	572.00	
13	PILE Drive Piles	Actual Units																						0.00
14		Remaining Early Units						81.50	54.50															220.00
15		Remaining Late Units						57.05	78.95															220.00
16		At Completion Units						81.50	54.50															220.00
17		Cum At Completion Units						81.50	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	
18	CONC Concrete Work	Actual Units																						0.00
19		Remaining Early Units				21.88	101.46	101.37	1.50	70.50	71.10				10.50	55.00	74.00	7.00	113.50	24.55			652.35	
20		Remaining Late Units				43.67	94.89	87.84	70.50	60.55	10.55				1.75	44.42	80.83	19.50	109.50	28.55			652.35	
21		At Completion Units				21.88	101.46	101.37	1.50	70.50	71.10				10.50	55.00	74.00	7.00	113.50	24.55			652.35	
22		Cum At Completion Units				21.88	123.33	224.70	226.20	296.70	367.80	367.80	367.80	367.80	378.30	433.30	507.30	514.30	627.80	652.35	652.35	652.35	652.35	
23	BASE Aggregate Base	Actual Units																						236.00
24		Remaining Early Units								641.67	458.33													2360.00
25		Remaining Late Units								1008.33	91.67													2360.00
26		At Completion Units								641.67	458.33													2360.00
27		Cum At Completion Units								641.67	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	
28	PAVE Asphalt Paving	Actual Units																						0.00
29		Remaining Early Units																						1108.00
30		Remaining Late Units																						1108.00
31		At Completion Units																						1108.00
32		Cum At Completion Units																						1108.00

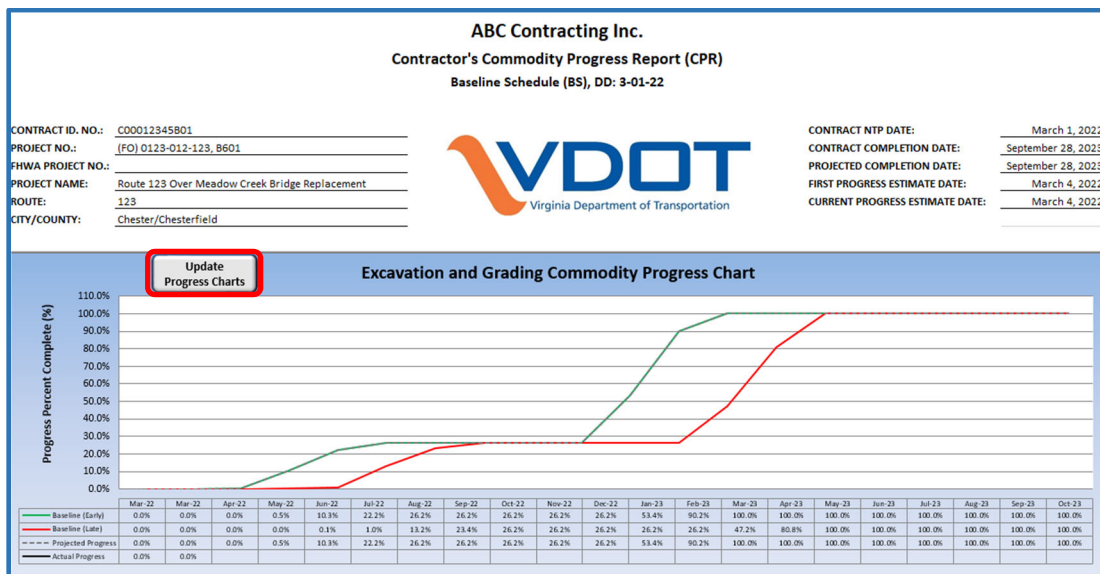
Virginia Department of Transportation
Construction Division

- For the *Baseline* and any subsequent *Revised Baseline* submissions only, click on **Cell A35**; then right-click and click on *Paste Values* to paste the baseline data onto the *Current Update Schedule Monthly Commodity Data* section.

Current Update Schedule Monthly Commodity Data		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
		04/04/22	05/04/22	06/04/22	07/04/22	08/04/22	09/04/22	10/04/22	11/04/22	12/04/22	01/04/23	02/04/23	03/04/23	04/04/23	05/04/23	06/04/23	07/04/23	08/04/23	09/04/23	10/04/23	Total	
35	Excavation and Grading Actual Units																					0.0
36	Remaining Early Units			513.05	9507.08	11537.27	3897.60						26459.56	35798.22	9512.22							97225.0
37	Remaining Late Units			142.00	829.10	11861.50	9894.08	2728.32						20440.58	32708.53	18620.89						97225.0
38	At Completion Units			513.05	9507.08	11537.27	3897.60							26459.56	35798.22	9512.22						97225.0
39	Cum At Completion Units			513.05	10020.13	21557.40	25455.00	25455.00	25455.00	25455.00	25455.00	51914.56	87712.78	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	97225.00	97225.0
40	DRAIN Drainage Actual Units																					0.0
41	Remaining Early Units			123.20	8.80	55.00	165.00							183.33	36.67							572.0
42	Remaining Late Units			123.20	8.80	55.00	165.00	134.20	217.80					183.33	36.67	36.67	183.33					572.0
43	At Completion Units			123.20	8.80	55.00	165.00	134.20	217.80					183.33	36.67	36.67	183.33					572.0
44	Cum At Completion Units			123.20	132.00	187.00	352.00	352.00	352.00	352.00	352.00	352.00	352.00	535.33	572.00	572.00	572.00	572.00	572.00	572.00	572.00	572.0
45	PILE Drive Piles Actual Units																					0.0
46	Remaining Early Units			81.50	54.50									45.00	39.00							220.0
47	Remaining Late Units			57.05	78.95									45.00	39.00							220.0
48	At Completion Units			81.50	54.50									45.00	39.00							220.0
49	Cum At Completion Units			81.50	136.00									136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	220.0
50	CONC Concrete Work Actual Units																					0.0
51	Remaining Early Units			21.88	101.46	101.37	1.50	70.50	71.10					10.50	55.00	74.00	7.00	113.30	24.55			652.3
52	Remaining Late Units			43.67	94.69	87.84	87.84	70.50	60.55	10.55				1.75	44.42	80.83	19.50	109.30	28.55			652.3
53	At Completion Units			21.88	201.46	101.37	1.50	70.50	71.10	10.55				10.50	55.00	74.00	7.00	113.30	24.55			652.3
54	Cum At Completion Units			21.88	223.33	224.70	226.20	296.70	367.80	367.80	367.80	367.80	367.80	378.30	433.30	507.30	514.30	627.80	652.35	652.35	652.35	652.3
55	BASE Aggregate Base Actual Units																					0.0
56	Remaining Early Units						641.67	458.33									900.00	360.00				2360.0
57	Remaining Late Units						641.67	458.33	1008.33	91.67							660.00	600.00				2360.0
58	At Completion Units						641.67	458.33	1008.33	91.67							900.00	360.00				2360.0
59	Cum At Completion Units						641.67	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	1100.00	2000.00	2360.00	2360.00	2360.00	2360.00	2360.0
60	PAVE Asphalt Pavin Actual Units																					0.0
61	Remaining Early Units									355.00										673.40	79.60	1108.0
62	Remaining Late Units									355.00										514.20	238.80	1108.0
63	At Completion Units									355.00										673.40	79.60	1108.0
64	Cum At Completion Units									355.00										673.40	79.60	1108.0

- Review to make sure that the monthly values for each estimate period and Total column align with the "csv" worksheet, adjust as necessary. (*Note: The number of estimated periods shown on the Form C-13CPR may be more or less than the number of estimate periods in the monthly cost data "csv" worksheet, if the calculated finish date of the project is different from the Contract Completion Date or Current Projected Date entered on the Form C-13CPR*). Adjust as necessary using the MS Excel Copy/Paste function.

- Click on the *Progress Charts* tab at the bottom to display the Charts worksheet. Click on the *Update Progress Charts* button to update the charts when the data is updated.



Virginia Department of Transportation
Construction Division

12. In the Controls Charts Data worksheet, you may click on the *Show Progress Data* button to display the Progress Data worksheet.

ABC Contracting Inc.
Contractor's Commodity Progress Report (Form C-13CPR)
Baseline Schedule (BS), DD: 3-01-22

CONTRACT ID. NO.: C00012345B01


PROJECT NO.: (FO) 0123-012-123, B601

FHWA PROJECT NO.:

PROJECT NAME: Route 123 Over Meadow Creek Bridge Replacement

ROUTE: 123

CITY/COUNTY: Chester/Chesterfield



Virginia Department of Transportation

Show Progress Data

Controls Charts Progress Periods	Excavation and Grading				Drainage				Drive Piles				Concrete Work			
	Baseline (Early)	Baseline (Late)	Actual Progress	Projected Progress	Baseline (Early)	Baseline (Late)	Actual Progress	Projected Progress	Baseline (Early)	Baseline (Late)	Actual Progress	Projected Progress	Baseline (Early)	Baseline (Late)	Actual Progress	Projected Progress

13. The Progress Data worksheet displays the monthly production data (quantities) used in calculating the progress percentages.

Monthly Progress Estimate Dates	Excavation and Grading				Drainage				Drive Piles				Concrete Work				Aggregate Base											
	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Actual/Forecast	Cum Actual/Forecast	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Actual/Forecast	Cum Actual/Forecast	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Actual/Forecast	Cum Actual/Forecast	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Actual/Forecast	Cum Actual/Forecast				
03/04/22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
04/04/22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
05/04/22	495	495	203	203	495	495	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
06/04/22	5,650	6,145	1,421	1,624	5,650	6,145	70	70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07/04/22	10,372	16,517	10,372	11,996	10,372	16,517	62	132	-	-	62	132	-	-	-	-	60	60	30	60	60	-	-	-	-	-	-	-
08/04/22	6,210	22,727	9,387	21,383	6,210	22,727	-	132	-	-	132	136	136	136	136	136	117	177	88	118	117	177	-	-	-	-	-	-
09/04/22	7,728	25,455	3,508	24,870	7,728	25,455	110	242	-	-	110	242	-	-	136	136	48	225	107	225	48	225	-	-	-	-	-	-
10/04/22	-	25,455	585	25,455	-	25,455	110	352	352	352	110	352	-	-	136	136	12	237	10	254	12	237	183	183	-	-	183	183
11/04/22	-	25,455	-	25,455	-	25,455	-	352	-	352	-	352	-	-	136	136	121	358	117	351	121	358	917	1,100	1,100	1,100	917	1,100
12/04/22	-	25,455	-	25,455	-	25,455	-	352	-	352	-	352	-	-	136	136	10	368	16	368	10	368	-	1,100	-	1,100	-	1,100
01/04/23	3,113	28,568	-	25,455	3,113	28,568	-	352	-	352	-	352	-	-	136	136	-	368	-	368	-	368	-	1,100	-	1,100	-	1,100
02/04/23	18,016	56,584	4,669	30,124	18,016	56,584	-	352	-	352	-	352	-	-	136	136	-	368	-	368	-	368	-	1,100	-	1,100	-	1,100
03/04/23	24,926	81,510	24,926	55,050	24,926	81,510	-	352	-	352	-	352	-	-	136	136	29	397	12	380	29	397	-	1,100	-	1,100	-	1,100
04/04/23	15,415	96,925	26,687	81,717	15,415	96,925	-	352	-	352	76	212	76	212	76	212	77	474	49	429	77	474	-	1,100	-	1,100	-	1,100
05/04/23	300	97,225	15,018	96,775	300	97,225	220	572	-	352	220	572	9	220	9	220	36	510	81	510	36	510	-	1,100	-	1,100	-	1,100
06/04/23	-	97,225	450	97,225	-	97,225	-	572	220	572	-	572	-	220	-	220	9	519	9	519	9	519	1,260	2,360	-	1,100	1,260	2,360
07/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	119	607	117	606	119	607	-	2,360	-	2,360	-	2,360
08/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	15	652	17	652	15	652	-	2,360	-	2,360	-	2,360
09/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	652	-	652	-	2,360	-	2,360	-	2,360
10/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	652	-	652	-	2,360	-	2,360	-	2,360
11/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	652	-	652	-	2,360	-	2,360	-	2,360

Virginia Department of Transportation
Construction Division

7. **Preparing an Update Commodity Progress Report (CPR)** – For Category III and Design-Build projects, an Update Commodity Progress Report (CPR) is required and shall be prepared using the VDOT Form C-13CPR. The Form C-13CPR shall show the Contractor’s actual/projected progress each month for each selected major operation, as agreed upon by the Engineer and the Contractor. The Form C-13CPR shall be prepared using time-distributed monthly units (quantities) data generated from the cost-loaded Update Progress Schedule, as of the Contractor’s progress estimate date. The following are guidelines for preparing an Update Commodity Progress Report (Form C-13CPR):

1. Obtain the previously accepted Form C-13CPR, then save a copy and rename the file to indicate the submission type, number, and current data date of the update (e.g. C00012345C01_U01_C-13CPR_4-4-22.xls).
2. In the Controls Chart Data worksheet and on the top right corner of the form (Cells X5 to X9), update the current *Contract Completion Date*, *Projected Completion*, and *Current Progress Estimate Date* (Data Date), as needed.

ABC Contracting Inc.
Contractor's Commodity Progress Report (Form C-13CPR)
Update Schedule 4 (U04), DD: 7-04-22

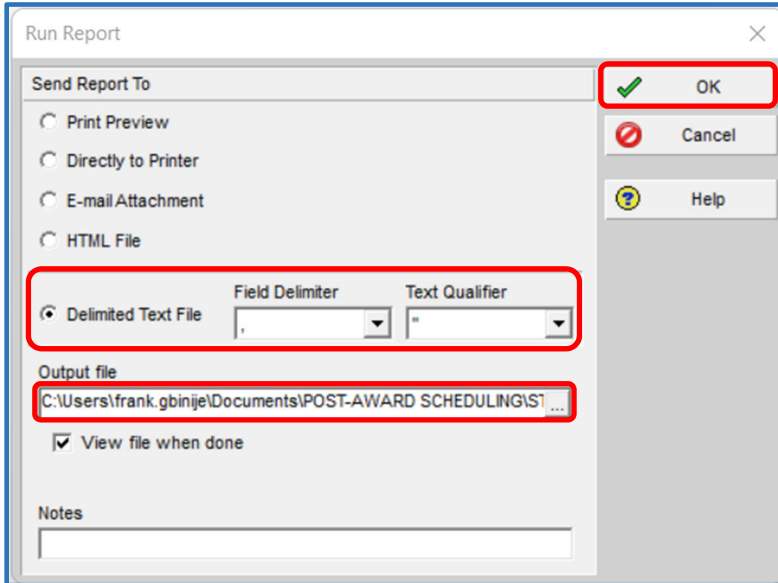
CONTRACT NTP DATE: March 1, 2022
CONTRACT COMPLETION DATE: October 27, 2023
PROJECTED COMPLETION DATE: October 27, 2023
FIRST PROGRESS ESTIMATE DATE: March 4, 2022
CURRENT PROGRESS ESTIMATE DATE: July 4, 2022

3. Open the current Update Schedule in Primavera P6. In the Reports window in Primavera P6, select the previously saved project-specific *Contractor’s Monthly Commodity Progress Report*; then right-click, then click on *Run*, and then *Report*.

Report Name	Report Scope	Last Run Date
Report Group: Cost & Schedule		
Contractor's Activity Cost-loading Report (ACR)	Global	03-03-23
Contractor's Commodity Loading Report (CLR)	Global	
Contractor's Commodity-loading Report (CLR)	Global	11-01-22
Contractor's Monthly Commodity Progress Report (C00012345B01)	Global	03-15-23
Contractor's Monthly Commodity Progress Report (Form C-13CPR_Calendar Months)	Global	10-31-22
EP-01 Project Schedule Baseline Comparison	Global	
EP-02 EPS, Project Earned Value	Global	
EP-03 EPS, Project Costs	Global	
EP-04 EPS, Project Labor	Global	
EP-05 EPS, Project Budget, Spending and Benefit	Global	
EP-06 EPS, Project Budget Changes	Global	
EP-07 EPS, Project Monthly Spending and Benefit	Global	
Monthly Progress Earnings Schedule Report (C-13CPM_Calendar Month)	Global	01-17-23

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- In Run Report dialogue box, select *Delimited Text File* and verify *Field Delimiter* and *Text Qualifier* types; and then enter the *Output file* location and name. Mark the *View file when done* checkbox to open the file when created; and then click on the *OK* button.



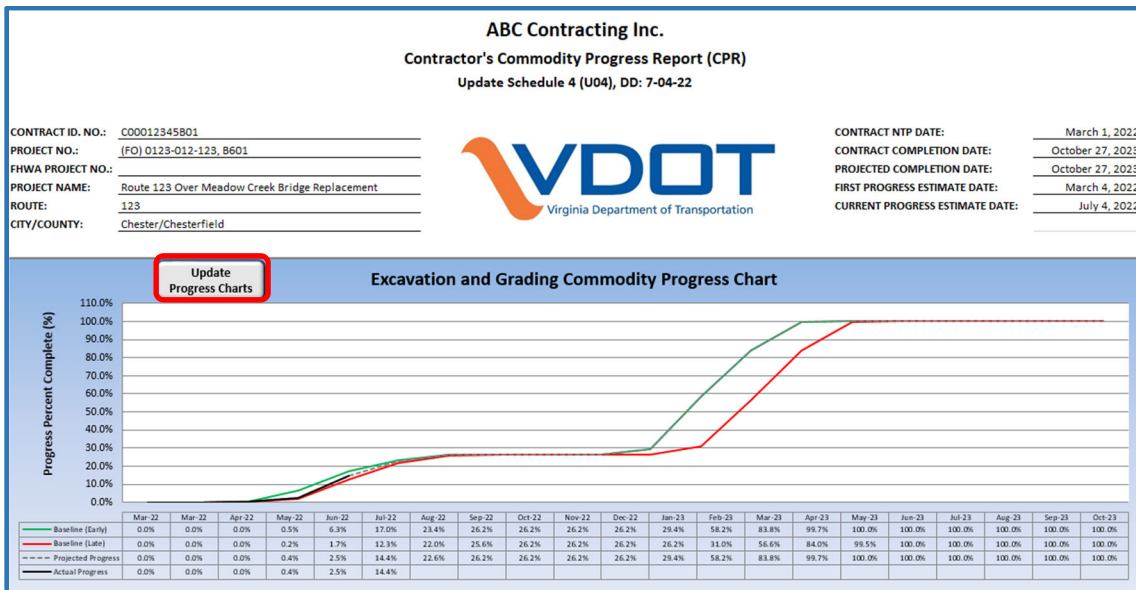
- Upon clicking on the OK button a “csv” file will be created, saved, and opened in MS Excel.
- In the Form C-13CPR “csv” worksheet generated from Primavera P6, click on *Cell A3*, then drag down to *Cell A32* (Column A, Rows 3 thru 32) and then across to the *Total* column to select the values for each pay period and the Total column; and then right-click and click on *Copy* to copy the selected data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
1	Contractor's Monthly Commodity Progress Report (C00012345801)																									
2	C00012345801 Commodity		3/4/2022	4/4/2022	5/4/2022	6/4/2022	7/4/2022	8/4/2022	9/4/2022	10/4/2022	11/4/2022	12/4/2022	1/4/2023	2/4/2023	3/4/2023	4/4/2023	5/4/2023	6/4/2023	7/4/2023	8/4/2023	9/4/2023	10/4/2023	11/4/2023	Total		
3	Excavation/Retaining	Actual Units	351.33	2061.93	11596.57	7937.33	3507.84																		4609.95	
4		Remaining Early Units				7937.33	3507.84						3112.89	28016	24925.91	15415.2	300								83215.1	
5		Remaining Late Units				7937.33	3507.84	584.64							4669.33	24925.91	26666.76	15008	450						83215.1	
6		At Completion Units	351.33	2061.93	11596.57	7937.33	2507.84						3112.89	28016	24925.91	15415.2	300								9722	
7		Cum At Completion Units	351.33	2413.26	14009.83	21947.16	25455	25455	25455	25455	25455	25455	28567.89	56583.89	81509.8	96925	97225	97225	97225	97225	97225	97225	97225	97225	97225	9722
8	DRAIN Drainage	Actual Units	31.68	56.32																					8	
9		Remaining Early Units				44		220										220							48	
10		Remaining Late Units						264											220						48	
11		At Completion Units	31.68	56.32	44			220										220							57	
12		Cum At Completion Units	31.68	88	132	132	132	352	352	352	352	352	352	352	352	352	352	572	572	572	572	572	572	572	57	
13	PILE Drive Piles	Actual Units																							22	
14		Remaining Early Units					136											75.5	8.5						22	
15		Remaining Late Units					136											75.5	8.5						22	
16		At Completion Units					136											75.5	8.5						22	
17		Cum At Completion Units					136	136	136	136	136	136	136	136	136	136	211.5	220	220	220	220	220	220	220	22	
18	CONC Concrete Work	Actual Units			38.33																				38.3	
19		Remaining Early Units					127.98	58.38	12	121.05	10.05				29.08	77.05	35.87	9	118.54	15.01					614.0	
20		Remaining Late Units				79.59	106.78	9.75	116.97	16.38					12.25	49.08	80.67	9	116.78	16.77					614.0	
21		At Completion Units			38.33	127.98	58.38	12	121.05	10.05					29.08	77.05	35.87	9	118.54	15.01					652.3	
22		Cum At Completion Units			38.33	166.32	224.7	236.7	357.75	367.8	367.8	367.8	367.8	367.8	396.88	473.93	509.8	518.8	637.34	652.35	652.35	652.35	652.35	652.35	652.3	
23	BASE Aggregate Base	Actual Units																							236	
24		Remaining Early Units																							236	
25		Remaining Late Units																							236	
26		At Completion Units																							236	
27		Cum At Completion Units																							236	
28	PAVE Asphalt Paving	Actual Units																							110	
29		Remaining Early Units																							110	
30		Remaining Late Units																							110	
31		At Completion Units																							110	
32		Cum At Completion Units																							110	

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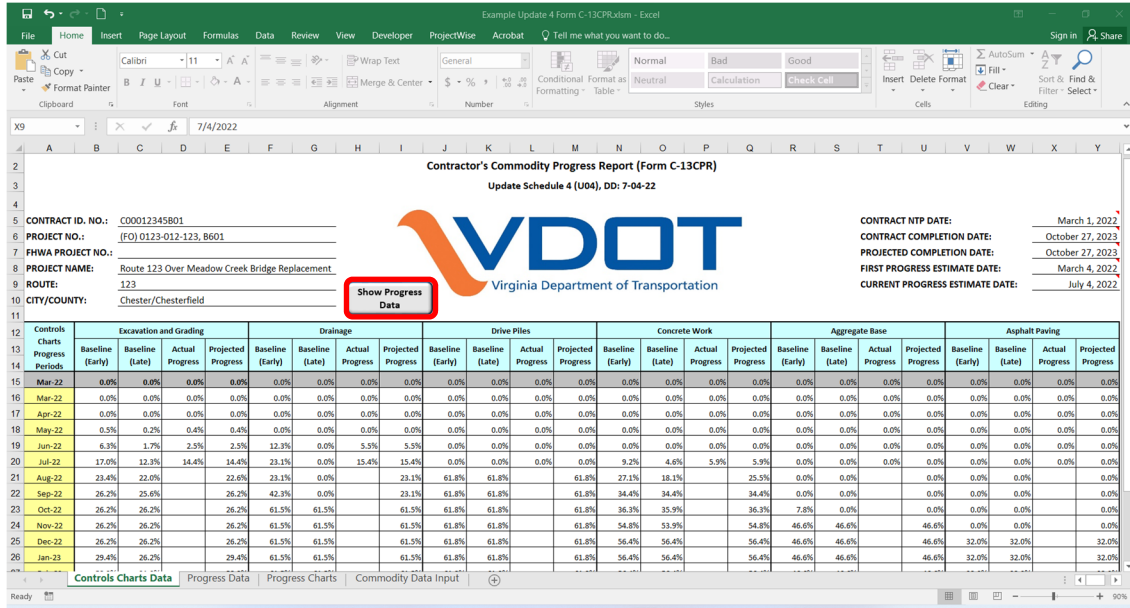
- In the Form C-13CPR *Commodity Data Input* worksheet, click on Cell A35; then right-click and click on *Paste Values* to paste the current update data onto the *Current Update Schedule Monthly Commodity Data* section.

- Review to make sure that the monthly values for each estimate period and Total column align with the "csv" worksheet, adjust as necessary. (Note: The number of estimated periods shown on the Form C-13CPR may be more or less than the number of estimate periods in the monthly cost data "csv" worksheet, if the calculated finish date of the project is different from the Contract Completion Date or Current Projected Date entered on the Form C-13CPR). Adjust as necessary using the MS Excel Copy/Paste function.
- Click on the *Progress Charts* tab at the bottom to display the Charts worksheet. Click on the *Update Progress Charts* button to update the charts when the data is updated.



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10. In the Controls Charts Data worksheet, you may click on the *Show Progress Data* button to display the Progress Data worksheet.



11. The Progress Data worksheet displays the monthly production data (quantities) used in calculating the progress percentages.

Monthly Progress Estimate Dates	Excavation and Grading				Drainage				Drive Piles				Concrete Work				Aggregate Base			
	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)	Monthly Baseline (Early)	Cum Baseline (Early)	Monthly Baseline (Late)	Cum Baseline (Late)
03/04/22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
04/04/22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
06/04/22	5,650	6,145	3,421	1,624	2,062	2,413	70	70	-	32	32	-	-	-	-	-	-	-	-	
07/04/22	10,372	16,517	10,372	11,996	11,997	14,010	62	132	-	56	88	-	-	-	60	80	30	38	38	
08/04/22	6,210	22,727	9,367	21,363	7,937	21,947	-	132	-	44	132	136	136	136	136	117	177	88	118	
09/04/22	2,728	25,455	3,508	24,870	3,508	25,455	110	242	-	132	-	136	-	136	48	225	107	225	58	
10/04/22	-	25,455	585	25,455	-	25,455	110	352	352	220	352	-	136	-	136	121	237	20	234	
11/04/22	-	25,455	-	25,455	-	25,455	-	352	-	352	-	352	-	136	-	136	121	358	117	
12/04/22	-	25,455	-	25,455	-	25,455	-	352	-	352	-	352	-	136	-	136	10	368	10	
01/04/23	3,113	28,568	-	25,455	3,113	28,568	-	352	-	352	-	352	-	136	-	136	-	368	-	
02/04/23	28,016	56,584	4,669	30,124	28,016	56,584	-	352	-	352	-	352	-	136	-	136	-	368	-	
03/04/23	24,926	81,510	24,926	55,050	24,926	81,510	-	352	-	352	-	352	-	136	29	397	12	390	29	
04/04/23	15,615	96,925	26,667	81,717	15,615	96,925	-	352	-	352	76	212	76	212	76	212	77	476	49	
05/04/23	900	97,225	15,058	96,773	300	97,225	220	572	-	352	220	572	9	220	9	220	36	510	81	
06/04/23	-	97,225	450	97,225	-	97,225	-	572	220	572	-	572	-	220	-	220	9	519	9	
07/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	119	637	117	
08/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	15	652	17	
09/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	
10/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	
11/04/23	-	97,225	-	97,225	-	97,225	-	572	-	572	-	572	-	220	-	220	-	652	-	

For assistance or questions, please contact Frank Gbinije:

frank.gbinije@vdot.virginia.gov