

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (APRIL 4-9, 2010)

This weekly report details project management activities, schedule, budget and project status for the Ketchikan Gateway Borough Aquatic Center Project. These activities are organized by the 16 tasks defined in the contract Scope of Work. The below color coding system is used to signify overall project status and alert Borough officials and Assembly to issues of concern.

COLOR CODE KEY:

- No issues/problems (project task is on-schedule and within budget)
- Unresolved issues, issues requiring action or important concerns
- Critical issues (unless resolved ASAP, will have adverse impact on project)

A. WEEKLY ACTIVITIES

2. KEEP BOROUGH FULLY INFORMED REGARDING PROJECT STATUS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	4/9/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	
●	4/9/10	Discussed public involvement strategy for the project to keep KGB, Assembly and stakeholders informed throughout the project.	In progress	

7. NEGOTIATION, PREPARATION AND OVERSIGHT OF A/E CONTRACT

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	4/6/10	Held A/E Design Team Kick-off Meeting with KGB, Architects Alaska, AMC Engineers and RISE.	Completed	
●	4/8/10 - 4/9/10	Prepared A/E Kick-off meeting minutes and distributed to KGB and A/E Team.	Completed	
●	4/7/10	Sent signature pages of A/E Services Contract Documents to AAI for signature by David Moore. AAI will send two copies with original signatures and mail to KGB.	Completed	
●	4/9/10	Contacted KAI to acquire the CAD files for the Ketchikan Recreation Center building (site plan, building floor plans and building elevation/sections.)	Completed	CAD files needed by AAI as soon as possible

SCOPE TASKS #1,3, 4, 8-16: No activity to report this week. Scope items 5 (Preparation of A/E RFP) and 6 (Assistance in selection A/E team) are complete.

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B. PROJECT BUDGET

The Ketchikan Aquatic Center project is estimated to cost \$18.4 million to construct, with a total project budget of \$23.5 million. No updates were made to project budget this week.

C. PROJECT SCHEDULE

No updates were made to project schedule this week.

UPCOMING DATES/MILESTONES

Programming Workshops in Ketchikan

- Aquatics Programming April 20, 1pm-4pm
- General Facility Requirement Programming: April 21, 8am-noon
- Site Design Program April 21, 1pm-4pm