

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (MARCH 22-26, 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
●	3/26/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/22/10	Reviewed the revised Project Agreement between KGB and DEED and reviewed budget.	Completed	
●	3/25/10	Reviewed DEED Project Agreement draft and DEED Handbook to ensure compliance for A/E Contract.	Completed	
●	3/25/10	Don contacted DEED to confirm that DEED review of the A/E contract can be completed timely if the draft is provided to DEED at the same time as the draft is provided to KGB.	Completed	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/22/10	Received and reviewed fee proposal submitted by Architects Alaska.	Completed	
●	3/22/10	Kent and Don had a teleconference with Dan Bockhorst and key KGB staff to discuss the Architects Alaska fee proposal, fee negotiation strategy and contractual issues.	Completed	
●	3/24/10	Kent and Don met with Dave Moore and Marvin Ungerecht (Architects Alaska) to review the proposed fee and address issues/concerns.	Completed	

