

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (MARCH 8-12, 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
●	3/12/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

6. ASSISTANCE IN SELECTING AN A/E TEAM

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/9/10	Coordinated the Proposal Review Team meeting and scoring process with KGB.	Completed	
●	3/8-3/10	Don and Kent reviewed the seven proposals submitted by A/E firms. Don scored each of the proposals using the scoring matrix.	Completed	
●	3/10-3/11	Don prepared a numerical analysis and pros/cons summary of the proposers for KGB.	Completed	
●	3/8-3/10	Interviewed references for all seven A/E firms that submitted proposals. Provided interview notes to KGB and Proposal Review Team.	Completed	
●	3/11	Kent and Don met with Dan Bockhorst for a strategy session prior to the Proposal Review Team meeting.	Completed	
●	3/11	Kent facilitated (and Don attended by teleconference) the Proposal Review Team Meeting. The meeting resulted in short listing three firms for interviews on 3/16 and 3/17: MRV Architects, Architects Alaska and Kumin Associates.	Completed	
●	3/12	Don worked with Debby Otte to notify proposers of the Proposal Review Team's short list decision and to schedule oral interviews with the three firms for March 16-17.	Completed	

