

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (MAY 10-14, 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
●	5/14/10	Prepared and submitted weekly report to Dan Bockhorst.	Complete	

3. COMPLIANCE WITH DEED FOR PROJECT FUNDING

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/12/10	Reviewed 5/7/10 KGB letter to DEED, attachments and correspondence to finalize KGB-DEED Project Agreement.	Complete	
●	5/14/10	Teleconference with Dan Bockhorst regarding KGB-DEED Project Agreement, Project website, and Recreation Center Roof Contracting Method. Cynthia to work with Jill Evans to improve/reorganize project website. Don to talk to Sam Kito, DEED regarding Roof Contracting Method.	Complete	
●	5/14/10	Teleconference with Sam Kito, DEED, regarding Recreation Center Roof Contracting Method.	Complete	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/13/10	Prepared and submitted meeting minutes for 5/6/10 Program Review Workshop.	Complete	
●	5/14/10	Reviewed and distributed updated Adjacency and Room Summary Diagrams, developed by AAI.	Complete	

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9. PREPARATION OF CM/GC CONTRACTOR RFP

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/14/10	Began drafting CM/GC Contractor RFP.	Ongoing	

SCOPE TASKS #1, 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.

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.

C. PROJECT SCHEDULE

No updates were made to project schedule this week.

UPCOMING DATES/MILESTONES

KGB and Community comments on Program Documents Due	May 14
Schematic Design (35% Design Documents) delivered to KGB/estimator	June 11
Final Schematic Design Workshop	June 24, 1-4pm
Public Presentation	June 24, 6-8pm