

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JUNE 14-18, 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
●	6/18/10	Prepared and submitted weekly report to Dan Bockhorst.	Complete	
●	6/16/10	Established a milestone to have a final decision on the fire access easement by 7/15.	Decision by 7/15	✓

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/16/10	Design coordination meeting with Architects Alaska, RISE Alaska and Borough Staff. Primary topics included the Schematic Design presentations on 6/21 and 6/24; the DEED Application package; the Fire access easement, and the Gateway Recreation Center roof replacement,	Complete	
●	6/17/10	Reviewed Architects Alaska's power point presentation	Complete	
●	6/18/10	Review of Schematic Design package. Will prepare comments and recommendations to Borough by 6/29.	Ongoing	
●	6/17-18/10	Discussed issues regarding roof slope and high windows with Architects Alaska and Borough staff.	Ongoing	

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8. APPLICATION AND COORDINATION WITH DEED TO USE CM/GC METHOD

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/15/10	Don drafted a DEED application package transmittal letter summarizing the important points of the application letter, RFP and the contract.	Complete	
●	6/18/10	Prepared short presentation to the Borough Assembly on the DEED application packet and its components.	Complete	
●	6/18/10	Kent, Don and David Moore had a conversation with Sam Kito about a review meeting for the Schematic Design and DEED Application Package. Meeting tentatively set for July 7.	Follow up with firm meeting time and place.	

9. PREPARATION OF CM/GC CONTRACTOR RFP

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/15/10	Don held 6/15 teleconference with Dan Bockhorst, Scott Brandt-Erichsen, and Mike Houts to discuss final modifications to the draft GC/GC RFP and provided the final draft documents for the Assembly packet on 6/16 and Assembly consideration on 6/21.	Completed	

10. NEGOTIATION, PREPARATION AND OVERSIGHT OF CM/GC CONTRACT

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/15/10	Don held 6/15 teleconference with Dan Bockhorst, Scott Brandt-Erichsen, and Mike Houts to discuss final modifications to the draft CM/GC Contract and provided the final draft document for the Assembly packet on 6/16 and Assembly consideration on 6/21.	Completed	

SCOPE TASKS #1, 4, 11-16: 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.

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C. PROJECT SCHEDULE

Schedule will be updated to reflect adjustment for Schematic Design delivery to KGB on June 21.

UPCOMING DATES/MILESTONES

Schematic Design delivered to KGB and Presentation to KGB Assembly	June 21 – 5:30
Submit DEED application for alternative project delivery	June 22
Meeting with SOA – AEA on alternative energy grants	June 23 – 2:30
Final Schematic Design Workshop	June 24, 9-12
Public Presentation	June 24, 5:30-7
NTP to Architects Alaska for remaining Design	June 29
Meeting with DEED	July 7