

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JANUARY 25-29, 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

1. ENSURE PROJECT MEETS KGB GOALS

CODE	DATE	ACTIVITY	STATUS	CRITICAL PATH
●	1/19/10	During site visit, Don Simmons indicated geotechnical study is needed to confirm usability of the preferred site for Aquatic Center addition. If preferred site is unsuitable, it may impact the project schedule while an alternative site is identified and reviewed for suitability. Dan Bockhorst indicated an opportunity to take advantage of a Geotechnical crew that will be mobilized in Ketchikan in February. After discussion it was decided to keep the geotechnical work under the A/E contract.	Ongoing – A/E team will provide geotechnical review of site.	✓
●	1/25/10	Don requested Construction Records on Recreation Center. Mike Houts requested file from Craig Moore and Craig indicated he could find the files when he is in Ketchikan next (in Feb 2010). It is hoped that the Craig Moore files contain as-built information for the project. In the meantime, Joe May located PDF files of the Recreation Center and forwarded them to Don. The best information available will be posted on the KGB website for review by proposing A/E teams.	Ongoing – awaiting files from Mr. Moore.	
●	1/28/10	Developing initial project schedule thorough construction outlining key phases and milestones. Schedule information will be updated monthly or more often as needed.	Ongoing	
●	1/28/10	Developing initial budget tracking tool for the project in MS Excel. Will report to KGB on budget monthly or as more often as needed throughout the project.	Ongoing	

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JANUARY 25-29, 2010)

2. KEEP BOROUGH FULLY INFORMED REGARDING PROJECT STATUS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/29/10	Don and Dan Bockhorst discussed sequencing issues with the A/E RFP reviews, ad placement, and DEED/KGB review periods. Plan to maximize the use of concurrent reviews.	Completed	
●	1/29/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/25/10	Don called Sam Kito with DEED to introduce himself and to discuss DEED review and approval requirements for the project including the CM/GC approval process.	Completed	
●	1/26/10	Reviewed 10-15-2009 and 1-22-2010 letters between KGB and DEED.	Completed	
●	1/29/10	Developing project schedule to meet DEED requirements for review from RFP, design phases and GMP contract award.	On going	

4. OVERSIGHT OF PERMITTING, STATUTES, STANDARDS, REGULATIONS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
		No action to report.		

5. PREPARATION OF AN RFP FOR A/E SERVICES

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/22/10	Sent Draft A/E RFP to KGB for review. Received comments back 1/29/10. Incorporated KGB comments and forwarded A/E RFP to DEED for review.	Completed	
●	1/29/10	Developed draft advertisement for RFP	Completed	
●	1/29/10	<p>Contacted Anchorage Daily News and Ketchikan Daily News and secured rates and necessary lead times for RFP advertisement to run 2/8-2/10.</p> <ul style="list-style-type: none"> • ADN - \$438.24 • KDN - \$444.60 <p>Ads need to be placed no later than noon on Friday, February 5th to be advertised on February 8th.</p>	Completed	✓

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JANUARY 25-29, 2010)

6. ASSISTANCE IN SELECTING A/E TEAM

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/20/10	Kent Crandall tentatively blocked following dates of travel to Ketchikan: <ul style="list-style-type: none"> • 2/17 - Pre-proposal conference • 3/9 - Proposal review meeting with PRT • 3/16 - A/E team interviews 	Contingent upon approval of RFP timeline dates	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
		No action to report.		

8. APPLICATION, COORDINATION WITH DEED FOR PERMISSION TO USE CM/GC DELIVERY METHOD

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/28/10	Reviewed DEED Project Delivery Method Handbook and Application process	Completed	

9. PREPARATION OF AN RFP FOR CM/GC CONSTRUCTION CONTRACTOR

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	1/19/10	Don Simmons agreed to provide Dan Bockhorst and Scott Brandt Erichsen copies of CM/GC contract documents developed by American Institute of Architects and Alaska General Contractors, as well as an ARRC version.	Completed	

SCOPE TASKS #10 THROUGH #16 - No action to report at time of this weekly management report.

B. PROJECT BUDGET

The project is estimated to cost \$17.4 million to construct, with a total project budget of \$23.5 million. A more detailed project budget is in process.

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JANUARY 25-29, 2010)

C. PROJECT SCHEDULE

RISE is in the process of developing a detailed project schedule outlining key milestones and review periods throughout this contract. Once complete, this schedule will be updated on a monthly basis (or as needed) throughout the project.

UPCOMING DATES/MILESTONES

Below is a draft timeline for the A/E Design RFP. This timeline will be reviewed and confirmed by KPB and incorporated into the draft RFP documents. Due to the importance of getting this A/E RFP approved and advertised in a timely manner, RISE proposes the following aggressive schedule.

- KGB review of draft A/E RFP January 25-29, 2010
- RISE to incorporate KGB comments January 30-31, 2010
- DEED review of draft A/E RFP February 1-5, 2010
- Place ads with KDN, AND, Plans Room and KGB February 5th (by NOON)
- RISE to finalize RFP with comments February 6-7, 2010
- Request for Proposals Advertised February 8, 2010
- *(advertised 2/8, 2/9, 2/10 in Anchorage Daily News, Ketchikan Daily News and on KGB website)*
- Pre-Proposal Conference* February 17, 2010

***Pre-Proposal Conference** – We propose holding a pre-proposal conference on February 17, 2010 so interested A/E teams can visit the preferred and alternative sites for this project, see the existing Gateway Recreation Center facility and ask questions about the requirements of the RFP.