

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (FEBRUARY 1-5, 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
		No activity to report		

2. KEEP BOROUGH FULLY INFORMED REGARDING PROJECT STATUS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/2/10	Coordinated with Dan Bockhorst on A/E RFP and project items this week.	Completed	
●	2/5/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	
●	2/4/10	Set up RISE invoices to organize labor hours per the 16 tasks in our contracted scope of services.	Completed	
●	2/5/10	Provided a Draft Project budget tracking tool for review by KGB.	Completed	
●	2/5/10	Provided a Draft project schedule for review by KGB.	Completed	

3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/1/10	Reviewed 2/1/10 letter from DEED to KGB regarding Project Agreement; Discussed with Dan Bockhorst	Completed	
●	2/3/10	Reviewed DEED Capital Project Administration Handbook	Completed	

4. OVERSIGHT OF PERMITTING, STATUTES, STANDARDS, REGULATIONS

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CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/1/10	Reviewed “no permit required” letter from USCOE	Completed	

5. PREPARATION OF AN RFP FOR A/E SERVICES

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/3/10	Coordinated with KGB on the information that needs to be posted on KGB website for A/E RFP at 8am, Friday, 2/5/10: 1. The A/E Design Team RFP 2. Site Graphic 3. The PDF drawings and geotechnical investigation for the existing community center 4. The JYL Concept plans	Completed	
●	2/3/10	Reviewed R&M Geotechnical Study (1994) and added it as background document for A/E RFP	Completed	
●	2/5/10	Finalized A/E RFP document with KGB and DEED comments	Completed	
●	2/4/10	Coordinated ad placement with Anchorage Daily News, Seattle Times and Ketchikan Daily News, Onvia and Anchorage Plans Room. RFP to be posted on KGB website on morning of 2/5/10.	Completed	

SCOPE TASKS #6 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 draft of a more detailed project budget has been provided.

C. PROJECT SCHEDULE

RISE has developed 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

- A/E Request for Proposals Advertised February 5, 2010
(advertised 2/6 or 2/7, 2/8, and 2/10 in Anchorage Daily News, Seattle Times, Ketchikan Daily News and posted on KGB website 2/5)

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- Pre-Proposal Conference February 17, 2010
- Proposal Submission Date March 2, 2010