

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (FEBRUARY 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

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
●	2/12/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/1/10	Reviewed Draft KGB response to 2/1/10 letter from DEED to KGB regarding Project Agreement; Discussed 2/1/2010 DEED letter with Sam Kito. Discussed the Kito conversation and Draft KGB response with Dan Bockhorst.	Completed	

4. OVERSIGHT OF PERMITTING, STATUTES, STANDARDS, REGULATIONS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
		No activity to report		

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5. PREPARATION OF AN RFP FOR A/E SERVICES

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/12/10	Coordinated with KGB and prepared Addendum No.1 to the A/E RFP.	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

Attached

UPCOMING DATES/MILESTONES

- Pre-Proposal Conference February 17, 2010
- Proposal Submission Date March 2, 2010
- Begin application for CM/GC approval from DEED February 15, 2010