

# KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

## WEEKLY PROJECT MANAGEMENT REPORT (MARCH 13-18, 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
●	3/19/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

#### 6. ASSISTANCE IN SELECTING AN A/E TEAM

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/15	Developed standard and firm-specific interview questions for the three shortlisted firms.	Completed	
●	3/16 – 3/17	Don and Kent facilitated the A/E interview process in Ketchikan for MRV Architects, Architects Alaska and Kumin Associates.	Completed	
●	3/17	Don and Kent facilitated final selection and scoring meeting of Proposal Review Team. Architects Alaska was the highest scoring team.	Completed	
●	3/18	Coordinated with KGB on issuing the intent to award to Architects Alaska and letters to all A/E firms	Completed	
●	3/18	Sent fee proposal guidelines, project budget and schedule to Architects Alaska. Fee proposal will be submitted to RISE Alaska by 4pm on March 22.	Completed	
●	3/18	Kent met with Wendy Mackie to discuss past stakeholder process and current files. Plan is to meet with stakeholders again after Schematic Design is developed.	Completed	
●	3/18	Kent reviewed the preferred site for potential contractor access routes.	Completed	

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**SCOPE TASKS #1, 3-5, 7-16:** No activity to report this week.

### 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*

- Approval by KGB Assembly of A/E Contract April 5, 2010
- Notice to Proceed for A/E Contract April 6, 2010
- A/E Kick-off Meeting & Programming Week of April 6, 2010