

# KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

## WEEKLY PROJECT MANAGEMENT REPORT (MARCH 29- APRIL 2, 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
●	4/2/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

#### 3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/29/10	Sent final A/E Services Contract Documents to DEED for review. Worked with DEED and KGB to prepare a budget amendment to reflect the Design and Site investigation Contract costs.	Expecting comments from DEED 4/2	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	3/29/10 - 3/31/10	Drafted and Revised A/E Agreement, Exhibit A: Scope of Services and Recommendation Letter to Award.	Completed	
●	3/30/10	Teleconference with Dan Bockhorst and Scott Brandt-Erichsen to discuss final revisions to A/E Services Contract Documents.	Completed	
●	3/31/10	Sent final A/E Services Contract Documents to KGB.	Completed	
●	4/1/10	Sent final A/E Services Contract Documents to Architects Alaska and discussed kick-off meeting agenda. Confirmed contract agreement.	Completed	

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**SCOPE TASKS #1, 4, 8-16:** 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.

### C. PROJECT SCHEDULE

No updates were made to project schedule this week.

#### *UPCOMING DATES/MILESTONES*

- KGB Assembly consideration of A/E Contract April 5, 2010
- Notice to Proceed for A/E Contract April 6, 2010
- A/E Kick-off Meeting (via telephone) Week of April 6, 2010
- Stakeholder meetings (in Ketchikan) Week of April 19, 2010