

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (MAY 17-21, 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
●	5/17/10	Prepared and submitted weekly report to Dan Bockhorst.	Complete	
●	5/18/10	Developed KAC project website outline to better organize and communicate project information to stakeholders and public. Held teleconference with Dan Bockhorst and Jill Evans to discuss proposed website organization.. RISE will provide all content for website. Website to be hosted and maintained by KGB staff.	KGB to discuss with IT manager.	
●	5/20/10	Established that Project Coordination Meetings will be held the first and third Wednesdays (8:30am-10am) of each month to keep KGB informed about project status, scope, schedule and budget. Meetings to be held at AAI's offices. KGB to teleconference in to meeting.	Complete	

3. COMPLIANCE WITH DEED FOR PROJECT FUNDING

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/20/10	Drafted KGB Application to DEED to use CM/GC Delivery Method for project. Draft of Application Letter forwarded to KGB for review.	Draft submitted to KGB	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/18/10 to 5/20/10	<p>Reviewed TSAS' 5/14/10 petition to "Save the Tongass School Trees". RISE discussed alternative bus pull-out options with AAI and KGB. AAI to prepare three concept sketches for the site regarding the bus loop as follows:</p> <ol style="list-style-type: none"> 1. Original Bus Loop 2. Simple Pull-out lane off Schoenbar (saving most of the trees) 3. Modified Pull-out off Schoenbar with a median separating it from the road closer to the school. This will save some trees but not all of them. <p>AAI will compile all comments we've received from the Borough, along with a list of their own comments, on the pros and cons of the three options.</p> <p>AAI will also explore the idea of the alternate fire lane location. Trevor Sande, R&M, will visit site and report back to project team.</p>	AAI to explore alternatives so an informed decision can be made.	

9. PREPARATION OF CM/GC CONTRACTOR RFP

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	5/17/10 to 5/21/10	Drafted CM/GC Contractor RFP and contract documents and forwarded to KGB for review.	Draft submitted to KGB	

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.

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UPCOMING DATES/MILESTONES

Schematic Design (35% Design Documents) delivered to KGB/estimator	June 11
Presentation to KGB Assembly	June 21
Final Schematic Design Workshop	June 24, 1-4pm
Public Presentation	June 24, 6-8pm