

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JUNE 1-4, 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
●	6/4/10	Prepared and submitted weekly report to Dan Bockhorst.	Complete	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/2/10 – 6/4/10	Kent facilitated Project Team Committee Meeting. Agenda items included: Sealaska Presentation, KAC Schematic Design Update, KGB-DEED Agreement, CM/GC DEED Application and CM/GC Contractor RFP status. Minutes were developed and submitted to KGB.	Issues to be resolved: Bus-drop off location, emergency vehicle easement and Rec Center roof contract.	
●	6/4/10	Reviewed AAI's fee amendment for Additional Survey Work for fire lane access for Aquatic Center.	Agreement with adjacent property owner is needed before work can be authorized.	

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8. APPLICATION AND COORDINATION WITH DEED TO USE CM/GC METHOD

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/2/10 - 6/4/10	Don held 6/2 teleconference with Dan Bockhorst and Scott Brandt-Erichsen to review draft CM/GC Application letter to DEED. Submitted revised draft to KGB.	3 rd Draft submitted to KGB	

9. PREPARATION OF CM/GC CONTRACTOR RFP

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/2/10 - 6/4/10	Don held 6/2 teleconference with Dan Bockhorst and Scott Brandt-Erichsen to review draft CM/GC Contractor RFP and CM/GC Contract Agreement. Submitted revised draft to KGB.	2nd Draft submitted to KGB	

SCOPE TASKS #1, 4, 10-16: 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

Schedule will be updated to reflect adjustment for Schematic Design delivery to KGB on June 21.

UPCOMING DATES/MILESTONES

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