

KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (FEBRUARY 15-19, 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
●	2/15/10	Established initial KAC project budget based on latest KGB project budget proposal.	Completed	
●	2/17/10	Kent Crandall met with Dan Bockhorst to coordinate for A/E Pre-proposal and to receive tour of the site so familiar with site and building conditions.	Completed	
●	2/19/10	Kent toured the existing Mike Smithers pool to gain a better understanding of deficiencies.	Completed	

2. KEEP BOROUGH FULLY INFORMED REGARDING PROJECT STATUS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/19/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

3. COMPLIANCE WITH DEED REQUIREMENTS

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/15/10	Reviewed the 2/13 letter from KGB to DEED.	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
●	2/15/10	Reviewed updated registered bidders list for KAC A/E RFP.	Completed	
●	2/17/10	Kent Crandall met with Dan Bockhorst to coordinate for A/E Pre-proposal and to receive tour of the site so familiar with site and building conditions.	Completed	
●	2/17/10	Kent Crandall facilitated Pre-Proposal Conference in Ketchikan and site visit for interested proposers.	Completed	
●	2/18/10	Kent Crandall and Don Simmons conferred with Dan Bockhorst and Debby Otte on how to resolve the issue that not all proposers received Addendum 1. Strategy was developed (via Addendum 2) to hold a second pre-proposal conference February 23, 2010.	Completed	
●	2/11/10 - 2/18/10	RISE fielded questions from interested proposers. Questions from both pre-proposal conferences will be addressed and answered in Addendum 3 (to be released 2/25/10).	On going	
●	2/18/10	Don Simmons coordinated with KGB and prepared Addendum 2 for the A/E RFP.	Completed	

8. APPLICATION AND COORDINATION WITH DEED FOR CM/GC DELIVERY

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	2/19/10	Started drafting KGB's application to DEED to request permission to use the CM/GC Best Value delivery method for KAC project.	25% complete	

SCOPE TASKS #6, 7, 9 THROUGH #16 - No activity to report

B. PROJECT BUDGET

The project is estimated to cost \$18.4 million to construct, with a total project budget of \$23.5 million. A detailed project budget is attached.

C. PROJECT SCHEDULE

Attached is the project schedule for this Aquatic Center. This schedule did not require any updates this week.

UPCOMING DATES/MILESTONES

- Pre-Proposal Conference #2 February 23, 2010
- RFP Q&A period ends February 25, 2010
- Addendum #3 with Q&A Issued February 25, 2010
- Proposal Submission Date March 2, 2010

