

# KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

## WEEKLY PROJECT MANAGEMENT REPORT (FEBRUARY 22-26, 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
●	2/26/10	Prepared and submitted weekly report to Dan Bockhorst.	Completed	

#### 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	
●	2/23/10	Kent Crandall facilitated a 2nd Pre-Proposal Conference for interested proposers. RISE provided a meeting summary of both 2/17 and 2/23 Pre-Proposal Conferences for posting on the KGB website.	Completed	
●	2/22-2/25	RISE fielded questions from interested proposers and coordinated responses with KGB.	Completed	
●	2/22-2/25	Don Simmons coordinated with KGB and prepared drafts of Addendum 3 and 4 for the A/E RFP.	Completed	

