KETCHIKAN GATEWAY BOROUGH AQUATIC CENTER PROJECT

WEEKLY PROJECT MANAGEMENT REPORT (JUNE 21-25, 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
●	6/25/10	Prepared and submitted weekly report to Dan Bockhorst.	Complete	
●	6/23/10	Forwarded Homestead Graphics fee estimate for project website development to Jill Evans for discussion and review by KGB.	Complete	
●	6/24/10	Revised Project Schedule to reflect new Schematic Design and NTP for Design Development dates.	Complete	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/21/10	Coordinated with David Moore, AAI on presentation of Schematic Design to the Borough Assembly.	Complete	
●	6/21/10	Reviewed Fire Lane Options.	Complete	
●	6/21/10	Reviewed final KGB-DEED Project Agreement dated 6/17/10.	Complete	
●	6/23/10	Team met with AEA to discuss the Borough's interest in alternative energy for the KAC and to explore AEA Grant funding options.	Complete	
●	6/23/10	Review of Schematic Design package, Energy Analysis Report and cost estimate. RISE provided comments to AAI and KGB. Requested KGB staff comments by 7/2.	Complete	
●	6/24/10	Facilitated Schematic Design Workshop with Steering Committee and public presentation in the evening.	Complete	

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

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/21/10	Kent made short presentation to the Borough Assembly on the DEED application packet and its components. No comments were received.	Complete	
●	6/22/10	Draft DEED application package submitted including DEED application letter, draft CM/GC RFP and draft CM/GC contract.	DEED in process of reviewing documents.	
●	6/25/10	Confirmed review meeting with Sam Kito for the Schematic Design, DEED Application Package and discussion of GRC roof repair contract options. Meeting set for July 7 at 11am. Don Simmons, David Moore and Scott Brandt-Erichsen to attend.	Complete	

9. PREPARATION OF CM/GC CONTRACTOR RFP

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/22/10	Draft submitted to DEED.	DEED in process of reviewing documents	

10. NEGOTIATION, PREPARATION AND OVERSIGHT OF CM/GC CONTRACT

CODE	DATE	TASK/ACTIVITY	STATUS	CRITICAL PATH
●	6/22/10	Draft submitted to DEED.	DEED in process of reviewing documents	

SCOPE TASKS #1, 4, 11-16: 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

Revised project schedule is attached.

UPCOMING DATES/MILESTONES

KGB Staff Comment Deadline for Schematic Design Documents	July 2
Meeting with Sam Kito, DEED in Juneau	July 7 (11am)
Project Team Coordination Meeting (rescheduled from 7/7)	July 9
NTP to Architects Alaska for Design Development	July 9
Fire Lane Easement Decision Deadline	July 15
Project Team Coordination Meeting	July 21