



**Metro**

Metropolitan Transportation Authority


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July 9, 2007

TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE  
CHIEF EXECUTIVE OFFICER

FROM:  RICHARD THORPE  
CHIEF CAPITAL MANAGEMENT OFFICER  
CONSTRUCTION PROJECT MANAGEMENT

SUBJECT: PROJECT MANAGEMENT ASSISTANCE FOR MAJOR CAPITAL  
PROJECTS AND CAPITAL IMPROVEMENT PROJECTS

ISSUE

Notify the Board of staff's intent to issue a Request For Proposal (RFP) for a Project Management Assistance consultant (PMA).

RATIONALE

With the recent Board actions on new major capital projects, the Metro Construction Project Management Division needs specialized consultant services to provide support to the Planning Department for these and other Metro projects. The PMA is an indefinite delivery, indefinite quantity, labor hour, contract to provide such consulting services to the Metro Construction Project Management Division.

The PMA Contract provides a cost-effective means of providing a wide range of expertise to provide specialized support as required for any future major capital projects, (i.e. Canoga Transportation Corridor, Crenshaw Corridor, Westside Extension, Regional Light Rail Connector, I-405 Car Pool Lane, I-710 South Corridor). In addition, support may be required for any joint development or systemwide capital improvement projects.

The PMA Contract provides for assistance and temporary/interim critical staff support, including but not limited to, independent review and analysis of design work performed by others, value engineering, project control, quality control, quality assurance, systems assurance, estimating, contract administration, claims analysis and defense, construction, safety compliance, and special assignments. All services will be performed under the direction of Metro staff.

PMA will be used to respond to engineering and construction related requirements, which can often arise with little notice, and require immediate attention. While some types

of activities may be anticipated, the exact timing is often not predictable. Because of the unpredictability of required support, the PMA Contract would be funded on a Contract Work Order (CWO) basis, involving a separate CWO budget estimate for the PMA needs for each of the various Projects. The CWO separates the funding into manageable parts that allow for efficient cost control and budget management by the Metro staff. Metro can request specific tasks to be performed within each CWO provided that the estimated cost is within the total CWO authorized funding limit.

Metro staff would fund and award discrete scopes of project management assistance for projects by issuing CWO's. The scopes of work will be as specific as possible, in accordance with the information available and applicable time constraints on the performance of the work. Whenever practical, a fixed price will be negotiated for the CWO; otherwise the CWO will be issued for a not-to-exceed amount utilizing the hourly rates set forth in the Contract. This process provides the staff with the flexibility to initiate PMA activities on a timely basis without the need for individual Board actions, which could increase administrative costs and create delays in start up of projects.

The PMA contract also provides a cost effective means of addressing temporary staffing needs as workload requirements fluctuate, as well as the temporary staffing of critical vacant positions until those positions are permanently filled.

#### NEXT STEPS

Staff is currently preparing the RFP with the plan to advertise for consultant services this summer. Staff will return to the Metro Board for award of the Contract.