

DECEMBER 5, 2002



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TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE
CHIEF EXECUTIVE OFFICER

FROM: DENNIS S. MORI
INTERIM EXECUTIVE OFFICER
CONSTRUCTION PROJECT MANAGEMENT

SUBJECT: BOARD REQUESTED QUARTERLY REPORT
PROJECT MANAGEMENT ASSISTANCE

ISSUE

With the approval of contract modifications to the Project Management Assistance (PMA) contract at the July 2002 Board meeting, the Board requested a quarterly budget status report. MTA staff therefore will be providing a Quarterly Budget Status Report for each quarter of the fiscal year, beginning with the quarter ending September 2002.

BACKGROUND

The PMA contracts provide a cost-effective means of providing highly qualified expertise on a short-term as-needed basis to address complex issues and tasks that occasionally occur on Capital and Major Transit Projects. This approach 1) avoids hiring full time staff for specialized work of a short-term nature, and 2) provides the flexibility to receive critical assistance on project issues requiring immediate attention that arise without advance notice. In May of 2001, the MTA Board awarded PMA Contracts PM022 to URS and PM023 to Carter Burgess. To date, the MTA Board has approved a cumulative budget of \$10,692,593 and MTA has executed a Total Contract Value of \$9,389,139 for these PMA Contracts for the period of May 24, 2001 through June 30, 2003.

Due to the unpredictability of required support, the PMA contract is authorized on a Contract Work Order (CWO) basis wherein a separate CWO budget is established for each Project. This separation of authorized work into manageable parts allows efficient cost control and budget management by MTA Project Management. In July of 2002, the MTA Board authorized a total of \$6,161,106 for a variety of tasks that were anticipated during FY03. Attachment A to this report provides individual CWO Contract Values and Incurred Costs for both FY02 and the first quarter of FY03 (July through September 2002). Attachment B provides PMA Task Descriptions, Justifications, and Accomplishments for all authorized work this quarter. The work described in Attachment B has been accomplished in a satisfactory manner consistent with contract requirements and within the established budget and schedule.

NEXT STEPS

The next quarterly report is due to the Board in January 2003.

ATTACHMENTS

- A. CWO Contract Values and Incurred Costs
- B. Project Management Assistance Consultant Authorized Work Status

Attachment A
Project Management Assistance Consultant
Quarterly Budget Status Report – July 1, 2002 through September 30, 2002

	CWO 1 Eastside LRT		CWO 3 Wilshire BRT		CWO 6 CIP & Programwide		CWO 7 Exposition LRT		CWO 2 SFV BRT		Total for PMA Contracts	
	Contract Value	Incurred Cost	Contract Value	Incurred Cost	Contract Value	Incurred Cost	Contract Value	Incurred Cost	Contract Value	Incurred Cost	Contract Value	Incurred Cost
Previous Authorization	\$1,295,956	\$399,323	\$123,517	\$48,808	\$1,183,016	\$339,163			\$625,544	\$327,200	\$3,228,033	\$1,114,494
FY03 Authorization	\$2,126,968	\$186,299	\$109,101	\$0	\$1,833,107	\$266,103	\$436,476	\$0	\$1,655,454	\$168,075	\$6,161,106	\$620,477
Total	\$3,422,924	\$585,622	\$232,618	\$48,808	\$3,016,123	\$605,266	\$436,476	\$0	\$2,280,998	\$495,275	\$9,389,139	\$1,734,971

**URS
PMO22**

**Carter Burgess
PMO23**

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report – July 1, 2002 through September 30, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 1, EASTSIDE LIGHT RAIL TRANSIT (LRT) PROJECT		
Provide civil and/or structural engineering review of design submittals for compliance with design criteria and standards.	Civil and/or structural engineering assistance is required to support review of the design packages for C0800, C0801 and C0802 contracts due to overlapping project schedules and increased workloads. MTA currently has a limited number of in-house staff available to fulfill all the tasks required.	URS has completed comprehensive constructibility review for Contract C0800.
Perform design review for tunnel and geotechnical specifications and drawings. Review and revise design to be in compliance with design criteria and standards, and local codes.	URS to provide technically qualified individuals to assist the MTA in ensuring that the contractual drawings and specifications are prepared accurately, thereby reducing MTA's risk exposure to potential claims. MTA currently has a limited number of in-house staff available to fulfill all the tasks required.	URS has identified discrepancies between the drawings and technical specifications and has assisted the designer in correcting the discrepancies prior to solicitation of bids. URS has participated with the designer on a complete drawing review for Contract C0800. URS has also performed and completed an analysis of contractual access dates and completion milestones for Contract C0800 with regards to completion milestones related to Contracts C0801 & C0802.
Review design/build drawings and specifications. Coordinate design/build contracts with no-build procurements.	Contract C0801 is a major contract that requires extensive review and coordination to ensure a complete package is available for bidding. The MTA has limited full-time staff available to assign to this project at this time and URS has provided technically qualified staff to fulfill the projects interim needs.	URS has analyzed and reviewed, for compatibility, the scope of work being performed by Contracts C0800 and C0801. The technical specifications for Contract C0801 were revised to reflect previously developed language (where appropriate) from the SFV BRT project. Turnover dates of temporary facilities from Contract C0800 to Contract C0801 have been reviewed and updated based upon the needs of the project.
Perform design review for systems, electrical and mechanical drawings and specifications and assure compliance with design codes and criteria.	Systems, electrical and mechanical engineering assistance is required to support review of the design packages for Contracts C0800, C0801 and C0802 due to overlapping project schedules and increased workloads (i.e. Major Capital Projects, Red Line closeout and Capital Improvement Projects as well as engineering support for different MTA departments such as Real Estate, etc).	Identified and classified construction interfaces for Contracts C0800, C0801, and C0802. Developed contractual milestones for site access and construction interfaces for Contracts C0800, C0801, and C0802. Completed comprehensive constructibility review for tunnel and system completion contracts. Completed schedule risk assessment report.

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report – July 1, 2002 through September 30, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
Provide estimating support for independent cost estimates of the design/build scope of work - Contract C0801 and the 101 Freeway Bridge Overcrossing - Contract C0802.	Typically, the FTA recommends that Design/Build contract bids be opened prior to finalizing the Full Funding Grant Agreement (FFGA). Since the Eastside LRT is a "blended" Project that includes both Design/Bid/Build and Design/Build contracting methods, the FTA is in agreement of the concept of having independent cost estimates by a nationally recognized engineering firm not directly involved in the Eastside LRT Project. This decision is mainly schedule driven since these two contracts will be advertised for bid later than the Tunnel & Station Excavation - Contract C0800.	Independent cost estimates have commenced for Contracts C0800 and C0802 in support of the FFGA application process.
CWO 2, SAN FERNANDO VALLEY EAST-WEST BUS RAPID TRANSIT (BRT) PROJECT		
Provide Civil and/or Structural engineering review of design submittals for compliance with criteria and standards.	The Design/Build Contract C0675 is a major contract that requires extensive review and coordination to ensure a complete package is available for bidding. In addition, review of Design/Build contractor submittals during the design phase of the contract is required. The MTA requires these reviews periodically and the PMA provides the technically qualified staff on a short term time basis to complete the review to meet project schedule.	Supported the civil design team by reviewing the work done by the Design Consultant to finalize the civil plans for Design/Build Contract C0675.
Conduct constructibility reviews and recommend necessary revisions to each Contract Specification.	The Design/Build Contract C0675 is a major contract that requires coordination to ensure a complete package is available for bidding. This task is a short-term time requirement and is required to ensure constructibility comments are incorporated in bid documents on time to meet project schedule.	Completed constructibility review of contract specifications for Design/Build Contract C0675. Completed compilation of Addendum's No.1, 2 and 3 for the Design/Build package. Included construction phasing alternatives for the Los Angeles River Bridge portion of the contract.
Coordinate Project cost estimates, assist team in negotiating and expediting changes.	Cost Estimators are required during August 2002 through October 2002 to assist the Office of Procurement estimating function in preparing an Independent Cost Estimate prior to opening cost proposals for the Design/Build Contract C0675, in November 2002.	Completed full-up comprehensive formal Independent Cost Estimate for the Design/Build Contract C0675. Included review of all construction and engineering drawings, specifications, site reviews and review of various design codes and regulations required in preparation of the full-up cost estimate.
CWO 3, WILSHIRE BUS RAPID TRANSIT (BRT) PROJECT		
No Work Performed		
CWO 7, MID CITY/EXPOSITION LIGHT RAIL TRANSIT (LRT) PROJECT		
No Work Performed		

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report – July 1, 2002 through September 30, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6A, CAPITAL PROGRAM PROJECTS, SYSTEMS		
PGL Additional Substations	This task determines the correct number of traction power substations to meet the future passenger service demand. A minimal number of stations, 9 instead of 13, were installed for the Pasadena Gold Line (PGL). This study requires computer modeling programs and expertise not available at the MTA.	Prepared simulation studies for additional substations for the PGL. Available data is being collected to be used in the computer simulations.
PGL Traction Power Sub-Station Evaluation	This task determines the number of passengers that can be carried with the existing substations. Field tests are done to evaluate the current load required to safely operate the system. This task requires specialized instruments and testing methods not available at MTA.	Special PC based instrumentation has been prepared and set-up for the tests, which will be performed once the PGL traction power system is in full operation.
Bus Emergency Operations Procedures	This task is to put procedures in place to minimize the risk of the natural gas leak problem on CNG buses while idle. This task requires the use of a specialize gas safety consultant to survey buses in all divisions and come up with solutions and recommendations.	Prepared final report on CNG bus low and no fuel incidents at Division 18. Development of safety protocol for CNG bus repair calls that will maximize mechanic security. - Follow-up on bus dispenser Lockout-Tagout and emergency response procedures.
MBL Rail Inventory List	This task is necessary, as the Long Beach Blue Line has no maintenance parts tracking system as is available on the Metro Red and Green Lines. The Contractor has already set up the same system for MTA Red Line. Therefore, the cost in using PMA staff is significantly lower since there will be minimal set up cost.	Achieved 40% completion of the Blue Line MRIS manual. Obtained station drawings for all MBL stations. Converted all Emergency Management Panel Station drawings from CADD to PowerPoint. Completed field investigation of 8 of 22 stations and began preparing drawings. Coordinating with aerial photographer to take pictures of all 10 MBL stations.
MRL Segment 1 Gas Monitoring	MRL Seg 1 Gas Analyzer required consultant's expertise for shop drawing review, RFI response, etc. This task is continuing at this time. Only expertise with toxic gas monitoring devices can perform this task.	Completed timely review of 22 submittals, 6 change notices and 19 RFIs. Attend and participate in weekly construction meeting.
Fire Life/Safety Criteria Smoke Flow Study	A fire simulation study is required to determine if additional exhaust fans are required to safely evacuate passengers in event of fire. A highly specialized fire study consultant was required to conduct this study.	All input to perform modeling provided to consultant (RWDI). Modeling in progress.

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6B, CAPITAL PROGRAM PROJECTS, FACILITIES		
PGL Startup Support	This task supports PGL start up activities. A MTA/PGL Engineering/Operations Management Issues meeting is chaired by MTA and highlights issues that have not been resolved between the MTA and the PGL Authority at lower levels. The MTA utilizes a senior level, independent resource, through the PMA, to provide management support as well as generate meeting notices, notes and minutes of the weekly meetings.	Weekly meetings are held and subsequent minutes are generated.
MRL Fiber Optics - As Built	This task is needed as part of the overall rail fiber optic upgrade program. Insufficient and outdated as-built drawings must be reviewed along with field audits conducted of existing conditions to determine the current status of the fiber optic system. This specialized knowledge and manpower must be utilized through the PMA to support the MTA communications engineer in the completion of this project within schedule.	Field audit was completed.
PGL Communications Audit	Through the review of test procedures, test results and field review of constructed configurations, punch list oversight of the communications system by the MTA for the PGL can be achieved. Due to the schedule limitations of the work on the PGL and that the MTA only has one communications engineer, PMA staff is required.	Work directive was given to the PMA in September, 2002.
P2000 Rail Activation Support	The PMA supplies technical assistance/expertise for the P2000 Rail Activation Group (RAG). Such duties as identifying and providing solutions for design and contractual issues, recording and tracking commitments of the contractors at the RAG meetings, providing as needed test support and replying to contractors' technical questions. PMA supplement the current MTA staff, offer skill sets that compliment and well as supplement existing MTA staff, and are able to function within the MTA's organization requiring little or no learning curve to come up to speed on these technical and management issues.	The efforts of the PMA contributed to the resolution/closure of 43 items from the RAG meetings.
PGL Integration Testing	The PMA supplies technical assistance/expertise for the PGL Technical Issues Group. Such duties as identifying and providing solutions for design and contractual issues, recording and tracking commitments of the contractor (K/W) and/or the PGL Authority at the meetings, providing as needed test support. PMA supplement the current MTA staff, offer skill sets that complement as well as supplement existing MTA staff, and are able to function within the MTA's organization requiring little or no learning curve to come up to speed on these technical and management issues.	The efforts of the PMA contributed to the resolution/closure of 18 items from the PGL Technical meetings.