



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2952

DATE: April 27, 1999
 TO: BOARD OF DIRECTORS
 THROUGH: MICHAEL O'CONNOR, Executive Officer, Procurement
 FROM: ANNE FISCHER, DEO Contract Administration
 SUBJECT: EMC DEMOBILIZATION PLAN

During the April 22, 1999, Construction Committee meeting, information was requested regarding the demobilization of the MTA's general engineering management consultant EMC. In addition, information was also requested on the status of reducing the required office space needed by EMC and efforts to sublease the space.

Management and EMC have formulated a plan to reduce EMC staff and required office space. Generally, the plan calls for the reduction of EMC staff from 98 Full Time Equivalents (FTE) in July 1999, to 21.5 FTEs in July 2000. Currently, 17,791 square feet of office space is available out of a total of 117,235 square feet. The excess office space will be marketed and leased through Daum Commercial Real Estate Services (contract received Board approval February 1999). As further reductions of EMC staff are made and space becomes available, the office space will be placed on the market.

There are now four areas of effort in which EMC currently aids the Authority, they are:

1. Design Services During Construction includes Metro Red Line Segment 2 and 3 on-going construction, Metro Red Line Segment 1 radio retrofit, several small projects on the Metro Blue Line to Long Beach;
2. Rail Activation Support includes the integration testing support for Segment 2B (currently scheduled to be completed December 1999) and Segment 3 (completion latter half of FY 2001);
3. Project Management, Contract Administration and Project Control consists of EMC efforts to support the open contract work orders; and
4. Project Closeout Support consists of closing the contract work orders, transferring data and equipment to the Authority, and transferring of the lessons learned program.

In July of 2000, the 19.1 FTEs will continue working on Metro Red Line Segment 3 (contract closeout, design service during construction, rail activation) and 2.4 FTEs in programwide contract support.

It is expected that in the Spring of 2001, the EMC staff will either demobilize back to their home offices in Los Angeles or have office space elsewhere. That will make the entire 117,235 square feet of office space at 707 Wilshire Boulevard available for lease.



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It is expected that in the Spring of 2000, the EMC staff will either demobilize back to their home offices in Los Angeles or have office space at Gateway. That will make the entire 117,235 square feet of office space at 707 Wilshire Boulevard available for lease.