

August 7, 2003



Metropolitan  
Transportation  
Authority

One Gateway Plaza  
Los Angeles, CA  
90012-2952

**TO:** BOARD OF DIRECTORS

**THROUGH:** ROGER SNOBLE  
CHIEF EXECUTIVE OFFICER

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

**SUBJECT:** PROJECT MANAGEMENT ASSISTANCE CONSULTANT  
QUARTERLY BUDGET STATUS REPORT  
FOR THE PERIOD ENDING JUNE 30, 2003

**ISSUE**

With the approval of contract modifications to the Project Management Assistance (PMA) contract at the July 2002 Board of Directors 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.

**RATIONALE**

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 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. The current incurred costs for the period ending June 30, 2003 is \$5,211,094.

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 cumulative expenditures for FY03 (July through June 2003). 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**

CWO 2, which provides project management support for the San Fernando Valley Metro Rapidway Project, is being phased out in the first quarter of FY04. All required project management support during the design and construction phase of the Project is covered under separate Contract MC067, Construction Management Support Services Consultant Contract. For Project Management Assistance work anticipated in FY 04, the MTA has extended the performance period of individual CWOs to perform necessary tasks previously authorized.

Staff will provide the MTA Board with the next Project Management Assistance Consultant Quarterly Budget Status Report that will cover the first quarter of FY04 from July 1, 2003 through September 30, 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 through June 30, 2003**

	CWO 1 Eastside LRT		CWO 3 Wilshire BRT		CWO 6 CIP & Programwide		CWO 7 Exposition LRT		CWO 2 SFV MR		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
<b>FY03 Q1</b>		\$186,299		0		\$397,063		0		\$168,075		\$751,437
<b>FY03Q2</b>		\$590,462		0		\$292,074		0		\$139,687		\$1,022,223
<b>FY03 Q3</b>		\$641,406		0		\$269,862		0		\$159,561		\$1,070,829
<b>FY03 Q4</b>		\$569,767		0		\$176,428		\$11,926		\$249,921		\$1,008,042
<b>FY03 Authorization</b>	\$2,126,968	\$1,987,934	\$109,101	\$0	\$1,833,107	\$1,135,427	\$436,476	\$11,926	\$1,655,454	\$717,244	\$6,161,106	\$3,852,531
<b>Previous Authorization</b>	\$1,295,956	\$399,323	\$123,517	\$48,808	\$1,183,016	\$583,232	0	0	\$625,544	\$327,200	\$3,228,033	\$1,358,563
<b>Grand Total</b>	\$3,422,924	\$2,387,257	\$232,618	\$48,808	\$3,016,123	\$1,718,659	\$436,476	\$11,926	\$2,280,998	\$1,044,444	\$9,389,139	\$5,211,094

**URS  
PMO22**

**Carter Burgess  
PMO23**

**Attachment B**  
**Project Management Assistance Consultant**  
**Quarterly Budget Status Report through June 30, 2003**

Task Description	Task Justification	Quarterly Task Accomplishments
<b>CWO 1, EASTSIDE LIGHT RAIL TRANSIT (LRT) PROJECT</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Continued work to finalize advanced utility relocation design plans for both Southern Bell Company (SBC) and L.A. Department of Water &amp; Power (DWP). Prepared design cut-sheets for SBC and DWP PS utilities. Participated in realigning and performing hydraulic analysis for 33" diameter L.A. County Flood Control District storm drain at 1<sup>st</sup> St and Boyle Ave. Assisted in finalizing and detailing all utility crossings at 1<sup>st</sup> Street and Boyle Ave intersection. Continued preparation of CPUC utility packages and coordination with utility companies.</li> </ul>
<ul style="list-style-type: none"> <li>Review design/build drawings and specifications. Coordinate design/build contracts with no-build procurements.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Completed review and update of the technical specifications and incorporated specification requirements into the Contract Date Requirement List (CDRL) for Contract C0801. Developed and completed final details of a new Schedule of Quantities and Prices prior to release of the Invitation For Bid (IFB). Tailored General Requirements and Summary of the Work to the new format and completed final details prior to release of the IFB. Finalized General Conditions, Form of Contract and Special Provisions to be included in the IFB for C0800, C0801 and C0803.</li> </ul>
<ul style="list-style-type: none"> <li>Perform design review for systems, electrical and mechanical drawings and specifications and assure compliance with design codes and criteria.</li> </ul>	<ul style="list-style-type: none"> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Conducted review of vertical curves at the East and West Portals to assess compliance with sight distance criteria. Completed review of proposed mechanically stabilized earth (MSE) walls with respect to MSE criteria in Federal Highway Administration Demo 82. Provided support to MTA Real Estate and Engineering staff to advance right of way property acquisition for the Project.</li> </ul>
<ul style="list-style-type: none"> <li>Provide estimating support for independent cost estimates of the design/bid/build Contract C0800, design/build Contract C0801, and the combined contract C0803.</li> </ul>	<ul style="list-style-type: none"> <li>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 a nationally recognized engineering firm, not directly involved in the Eastside LRT Project, review independent cost estimates.</li> </ul>	<ul style="list-style-type: none"> <li>Completed independent cost estimates of the design/bid/build Contract C0800, design/build Contract C0801, and the combined contract C0803.</li> </ul>

**Attachment B**  
**Project Management Assistance Consultant**  
**Quarterly Budget Status Report through June 30, 2003**

Task Description	Task Justification	Quarterly Task Accomplishments
<b>CWO 2, SAN FERNANDO VALLEY METRO RAPIDWAY (MR) PROJECT</b>		
<ul style="list-style-type: none"> <li>Perform design review for systems and electrical drawings and specifications and assure compliance with design codes and criteria.</li> </ul>	<ul style="list-style-type: none"> <li>The PMA provides technically qualified staff to review and coordinate contractor engineering submittals during the design phase of Contract No. C0675 Design/Build and Contract No. C0676 L.A. River Bridge.</li> </ul>	<ul style="list-style-type: none"> <li>Assisted in the field engineering of the L.A. River Bridge Contract No. C0676. Provided Civil Engineering support for SFV MR Contract No. C0675 Design/Build with plan review comments on the LADWP proposed construction of the Recycled Water Pipeline to be placed on the L.A. River Bridge in MTA's right of way. Discussions included incorporating the pipeline construction into the contractor's scope of work.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate Project cost estimates, assist team in negotiating and expediting changes.</li> </ul>	<ul style="list-style-type: none"> <li>Cost Estimators are required to assist the MTA Procurement Estimating Department in preparing an Independent Cost Estimate and reviewing cost proposals for Contract No. C0675 Design/Build and Contract No. C0676 L.A. River Bridge.</li> </ul>	<ul style="list-style-type: none"> <li>Supported MTA Estimating Department preparing ad-hoc estimates, documentation of estimates, and evaluation of bid prices. Prepared labor manhour, activities, quantities, and comparison tables for contract C0675 Design/Build.</li> </ul>
<ul style="list-style-type: none"> <li>Provide legal and administrative coordination of contract terms and conditions, as part of a Project Management Team.</li> </ul>	<ul style="list-style-type: none"> <li>Additional contract administrator is required to support MTA Procurement in managing Contract No. C0675 Design/Build and Contract No. C0676 L.A. River Bridge.</li> </ul>	<ul style="list-style-type: none"> <li>Provided Contract Administration services on Contract C0676 including coordination, review and approval of contractor submittals; Request For Information management, contract change order management; progress payment review and evaluation; and preparation of correspondence with the contractor and other project stakeholders.</li> </ul>
<b>CWO 3, WILSHIRE BUS RAPID TRANSIT (BRT) PROJECT</b>		
<ul style="list-style-type: none"> <li>No work performed during this period.</li> </ul>		

**Attachment B**  
**Project Management Assistance Consultant**  
**Quarterly Budget Status Report through June 30, 2003**

Task Description	Task Justification	Quarterly Task Accomplishments
<b>CWO 7, MID CITY/EXPOSITION LIGHT RAIL TRANSIT (LRT) PROJECT</b>		
<ul style="list-style-type: none"> <li>Provide technical review, including Value Engineering, of the Project design.</li> </ul>	<ul style="list-style-type: none"> <li>The PMA provides technically qualified staff for specialized value engineering services. MTA currently has a limited number of technical in-house staff available to fulfill this project task.</li> </ul>	<ul style="list-style-type: none"> <li>Assisted with coordination of the Value Engineering Analysis workshop, attended by MTA Planning, Engineering, and Construction Management. Areas of focus were Systems Infrastructure, Trackwork, and Aerial Structures. The Team adopted nearly 50 design suggestions and approved alternatives to be implemented at an approximate cost savings of \$18.5 million.</li> </ul>
<b>CWO 6A, CAPITAL PROGRAM PROJECTS, SYSTEMS</b>		
<ul style="list-style-type: none"> <li>PGL Additional Substations</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Participated in meeting with MTA Management to discuss Simulation Studies for Additional Substations study findings.</li> </ul>
<ul style="list-style-type: none"> <li>PGL Traction Power Sub-Station Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Held meetings with MTA Engineering to discuss findings with respect to the number of passengers to be carried with the existing substation.</li> </ul>
<ul style="list-style-type: none"> <li>MBL Rail Inventory List</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Completed and submitted to the MTA the Blue Line Metro Rail Inventory System (MRIS) Manual to be used to assist Incident Commanders and MTA during an emergency, as well as a technical reference for Rail Operations Control (ROC) and Facilities Maintenance during normal operations.</li> </ul>
<ul style="list-style-type: none"> <li>Fire Life/Safety Criteria Smoke Flow Study</li> </ul>	<ul style="list-style-type: none"> <li>A fire simulation study is required to determine if additional exhaust fans are required to safely evacuate passengers in the event of fire. A highly specialized fire study consultant was required to conduct this study.</li> </ul>	<ul style="list-style-type: none"> <li>Completed document reviews and recommendations.</li> </ul>

**Attachment B**  
**Project Management Assistance Consultant**  
**Quarterly Budget Status Report through June 30, 2003**

Task Description	Task Justification	Quarterly Task Accomplishments
<b>CWO 6B, CAPITAL PROGRAM PROJECTS, SYSTEMS INTEGRATION</b>		
<ul style="list-style-type: none"> <li>PGL Startup Support</li> </ul>	<ul style="list-style-type: none"> <li>This task supports PGL start up activities. A MTA/PGL Engineering/Operations Management Issues meeting is chaired by MTA and highlights technical issues that have not been resolved between the MTA and the PGL Authority. The MTA utilizes a senior level, independent resource, through the PMA, to provide management support as well as generate meeting notices, minutes of the weekly meetings and action item tracking matrices.</li> </ul>	<ul style="list-style-type: none"> <li>Continued to support rail operations staff by tracking and documentation of tasks completed towards revenue operations.</li> </ul>
<ul style="list-style-type: none"> <li>MRL Fiber Optics - As Built</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted to the MTA the Final Draft of the Red Line Segment 2 and 3 Fiber Optic System Survey and Documentation that provides a complete description and circuit diagrams of the existing fiber optic system. These diagrams are essential to conduct day-to-day operations and normal maintenance of the system.</li> </ul>
<ul style="list-style-type: none"> <li>P2000 Rail Activation Support</li> </ul>	<ul style="list-style-type: none"> <li>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 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.</li> </ul>	<ul style="list-style-type: none"> <li>Provided technical support and assistance for the P2000 vehicle regarding the between car barriers and their approval/usage on the PGL. Participated in the Rail Activation meetings including documenting meeting proceeding and action items.</li> </ul>
<ul style="list-style-type: none"> <li>PGL Integration Testing</li> </ul>	<ul style="list-style-type: none"> <li>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 Construction Authority at the meetings, and 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.</li> </ul>	<ul style="list-style-type: none"> <li>Provided audit services for the PGL Communications System. Continued comprehensive review and analysis of integrated test reports, drawings and field configurations to ensure accuracy and that punch list items are completed to the satisfaction of the MTA.</li> </ul>