

February 11, 2003



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
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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: PROJECT MANAGEMENT ASSISTANCE CONSULTANT
QUARTERLY BUDGET STATUS REPORT

ISSUE

With the approval of contract modifications to the Project Management Assistance (PMA) contract at the July 2002 Board meeting, the MTA Board of Directors requested a Quarterly Status Report for each quarter of the contract. The following report reflects the status of the two PMA contracts as of the end of the 2nd Quarter of FY03.

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.

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 the first two quarters of FY03 (July through December 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.

Each CWO is significantly underrunning anticipated expenditure levels. CWO 1, Eastside Light Rail Transit, is currently underrunning, however, staff requirements will increase next quarter due to Contract C0801 Design/Build Solicitation Package Readiness Review.

CWO 2, San Fernando Valley Metro Rapid Transit, is underrunning as support positions required to administer Contract C0675 Design/Build are on hold pending resolution of California Transportation Commission funding issues.

NEXT STEPS

Provide the MTA Board with the Project Management Assistance Consultant Quarterly Budget Status Report for the period January 1, 2003 through March 31, 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 December 31, 2002

	CWO 1 Eastside LRT		CWO 3 Wilshire BRT		CWO 6 CIP & Programwide		CWO 7 Exposition LRT		CWO 2 SFV MRT		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
FY03 Q1		\$186,299		0		\$397,063		0		\$168,075		\$751,437
FY03 Q2		\$590,462		0		\$292,074		0		\$139,687		\$1,022,223
FY03 Q3												
FY03 Q4												
FY03 Authorization	\$2,126,968	\$776,761	\$109,101	\$0	\$1,833,107	\$689,137	\$436,476	\$0	\$1,655,454	\$307,762	\$6,161,106	\$1,773,660
Previous Authorization	\$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
Grand Total	\$3,422,924	\$1,176,084	\$232,618	\$48,808	\$3,016,123	\$1,272,369	\$436,476	\$0	\$2,280,998	\$634,962	\$9,389,139	\$3,132,223

**URS
PMO22**

**Carter Burgess
PMO23**

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through December 31, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 1, EASTSIDE LIGHT RAIL TRANSIT (LRT) PROJECT		
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Identified discrepancies between the drawings and technical specifications and has assisted the designer in correcting the discrepancies prior to solicitation of bids for Contract C0800. Completed pre-bid construction document review for Contract C0800. Turnover dates of temporary facilities from Contract C0800 to Contract C0801 have been reviewed and updated based upon the needs of the project. Completed project schedule risk assessment report.
<ul style="list-style-type: none"> • Review design/build drawings and specifications. Coordinate design/build contracts with no-build procurements. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Analyzed and reviewed for compatibility, the scope of work being performed on Contracts C0800, C0801, and C0802. Technical specifications for Contract C0801 were revised to reflect previously developed language (where appropriate) from the SFV MRT project.
<ul style="list-style-type: none"> • Perform design review for systems, electrical and mechanical drawings and specifications and assure compliance with design codes and criteria. 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Reviewed and provided comments on Contract C0801 systems specifications and provided recommended sequence for systems activities for Contract C0801.
<ul style="list-style-type: none"> • Provide estimating support for independent cost estimates of the design/build scope of work - Contract C0801 and the 101 Freeway Bridge Overcrossing - Contract C0802. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Completed cost estimates for aboveground and underground stations, track work, underground utilities, landscaping, traffic signals, and parking. The draft cost estimate report is in final preparation and will be issued in early January.

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Project Management Assistance Consultant
Quarterly Budget Status Report through December 31, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 2, SAN FERNANDO VALLEY EAST-WEST METRO RAPID TRANSIT (MRT) PROJECT		
<ul style="list-style-type: none"> Perform design review for systems and electrical drawings and specifications and assure compliance with design codes and criteria. 	<ul style="list-style-type: none"> Contract No. C0675 Design/Build is a major contract that requires extensive review and coordination to contractor submittals during the design phase of the contract. The MTA requires assistance to provide the necessary review and the PMA provides the technically qualified staff. 	<ul style="list-style-type: none"> Prepared a draft Safety Certification Checklist and Safety Certification Plan prior to the issuance of a notice to proceed for Contract No. C0675 Design/Build. The document includes an identification of each major element of the specification, along with a corresponding safety requirement. The Plan meets agency requirements for safety certification.
<ul style="list-style-type: none"> Coordinate Project cost estimates, assist team in negotiating and expediting changes. 	<ul style="list-style-type: none"> Cost Estimators are required to assist the Office of Procurement estimating function in preparing an Independent Cost Estimate prior to opening cost proposals for the Contract No. C0675 Design/Build, in December 2002. 	<ul style="list-style-type: none"> Completed comprehensive Independent Cost Estimate for the Contract No. C0675 Design/Build. 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. Provided analysis of contractor's bid submittals, including labor hours, activities, quantities and comparison tables.
<ul style="list-style-type: none"> Provide legal and administrative coordination of contract terms and conditions, as part of a Project Management Team. 	<ul style="list-style-type: none"> Additional contract administrator is required to support the bid process for the design/build bid package, Contract No. C0675 Design/Build. 	<ul style="list-style-type: none"> Provided administrative assistance to review contract documents, support the bid review process and coordinate responses for Contract No. C0675 Design/Build.
CWO 3, WILSHIRE BUS RAPID TRANSIT (BRT) PROJECT		
<ul style="list-style-type: none"> No work performed during this period. 		
CWO 7, MID CITY/EXPOSITION LIGHT RAIL TRANSIT (LRT) PROJECT		
<ul style="list-style-type: none"> No work performed during this period. 		

Attachment B
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Quarterly Budget Status Report through December 31, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6A, CAPITAL PROGRAM PROJECTS, SYSTEMS		
<ul style="list-style-type: none"> • PGL Additional Substations 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Input of data to simulator is complete. Draft report submitted to MTA.
<ul style="list-style-type: none"> • PGL Traction Power Sub-Station Evaluation 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Work start pending PGL operation.
<ul style="list-style-type: none"> • MBL Rail Inventory List 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All 22 station schematics were just completed. Process of a veal photograph conversion to begin in next period.
<ul style="list-style-type: none"> • MRL Segment 1 Gas Monitoring 	<ul style="list-style-type: none"> • MRL Segment 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. 	<ul style="list-style-type: none"> • Submittals, provided by the Contractor, were reviewed.
<ul style="list-style-type: none"> • Fire Life/Safety Criteria Smoke Flow Study 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All input to perform modeling provided to the fire simulation analysis consultant. Modeling has been completed and analysis and findings can begin.

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through December 31, 2002

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6B, CAPITAL PROGRAM PROJECTS, FACILITIES		
<ul style="list-style-type: none"> • PGL Startup Support 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Weekly meetings were held and subsequent minutes were prepared for the last quarter of 2002.
<ul style="list-style-type: none"> • MRL Fiber Optics - As Built 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Description and circuit diagrams were completed to an 85% level.
<ul style="list-style-type: none"> • P2000 Rail Activation Support 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Problem resolution results in improvement in the operation of the new P2000 rail cars.
<ul style="list-style-type: none"> • PGL Integration Testing 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • The efforts of the PMA contributed to the resolution/closure of several unresolved technical conflicts through the PGL Technical meetings.