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June 8, 2004

TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE
CHIEF EXECUTIVE OFFICER

FROM: RICHARD THORPE
CHIEF CAPITAL MANAGEMENT OFFICER
CONSTRUCTION PROJECT MANAGEMENT

SUBJECT: PROJECT MANAGEMENT ASSISTANCE CONTRACTS
QUARTERLY STATUS REPORT FOR THE PERIOD ENDING
MARCH 31, 2004

ISSUE

This quarterly status report on the Project Management Assistance (PMA) Contracts is submitted as requested by the MTA Board of Directors.

RATIONALE

The PMA contracts are a cost-effective means of providing highly qualified expertise on a short-term as-needed basis to address complex issues and tasks that occur on Capital and Major Transit Projects. In May 2001, the MTA awarded PMA contracts PM022 and PM023, which currently total \$9,047,663. The total incurred cost for inception to date is \$6,496,080, which includes incurred costs for this quarter of \$382,914.

Attachment A to this report provides individual Contract Values and Incurred Costs for assignments on each project. 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

On March 25, 2004, the MTA Board authorized staff to exercise the first one-year option to Contract No. PM022, with URS Corporation, which extends the period of performance to May 31, 2005. Additional contract funding was not requested since the balance of unexpended authorized contract value is sufficient for the remainder of FY04. If additional contract funding is required during FY05, Project Managers will determine the scope of work, associated cost and submit a request to the MTA Board to increase the authorized contract value.

Project management support services for the Metro Orange Line Project authorized under PMA Contract No. PM023 with Carter Burgess, Inc. were phased out in the first quarter of FY04. MTA Procurement will commence closeout action on this contract during the next quarter.

Staff will provide the MTA Board with the next Project Management Assistance Consultant Quarterly Budget Status Report that will cover the 4th Quarter of FY04 from April 1 through June 30, 2004.

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 March 2004

Current Quarter	CWO 1 Eastside LRT		CWO 3 Wilshire BRT		CWO 6 CIP & Programwide		CWO 7 Exposition LRT		CWO 2* Orange Line		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
FY04 (Q3)		\$ 79,205		\$0		\$303,709		\$0		\$0		\$382,914
Grand Total	\$3,422,922	\$3,037,747	\$232,618	\$46,546	\$3,016,123	\$2,102,328	\$95,000	\$31,777	\$2,280,998	\$1,277,682	\$9,047,663	\$6,496,080

URS
PMO22

Carter & Burgess*
PMO23

* Carter & Burgess (PM023) – CWO 2 was phased out in the 1st quarter of FY04. No additional services will be performed under CWO 2.

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through March 2004

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"> Prepared revised Schedule of Quantities and Prices based upon the Best and Final Offer (BAFO) revised definition of scope. Prepared the basis of the BAFO Summary for the Project Team.
<ul style="list-style-type: none"> Review design/build drawings, specifications and contract documents. Coordinate design/build contracts with no-build procurements. 	<ul style="list-style-type: none"> Contract No. C0801 and C0803 are major contracts that require 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"> Completed assembling all the issues, cost adjustments, drawings and specifications for a final package to the Bidders for the basis of the BAFO. This included revising the interface between various utilities, the MTA, and the design/builder based on current negotiations of the Utility Cooperative Agreements (UCA). Provided technical information to assist with the MCA negotiations. Completed a structural steel material dollar special study for C0803 for analysis of the escalation of steel prices from December 5 2003 through March 5, 2004. Prepared format for Contract Administrator's field logs reconciling contract amounts
<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 C0801 and C0803 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"> Assisted with conforming of the C0803 documents. Assisted with Pre-Design/Construction meeting preparation for C0803 by reviewing and highlighting the contract submittals due shortly after Notice to Proceed (NTP). Submitted draft report of the Eastside Light Rail Traction Power (TP) System Analysis to MTA for review.
CWO 2, METRO ORANGE LINE (MOL) PROJECT		
<ul style="list-style-type: none"> No work performed during this period. 		
CWO 3, WILSHIRE BUS RAPID TRANSIT (BRT) PROJECT		
<ul style="list-style-type: none"> No work performed during this period. 		

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through March 2004

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 7, MID CITY/EXPOSITION LIGHT RAIL TRANSIT (LRT) PROJECT		
• No work performed during this period.		
CWO 6A, CAPITAL PROGRAM PROJECTS, SYSTEMS		
<ul style="list-style-type: none"> • Provide technical support to the Fire Life/Safety Committee 	<ul style="list-style-type: none"> • Technical support provided under this contract includes coordinating resolution to outstanding open fire/life safety issues, assisting the Fire Life Safety Committee with technical expertise on an as-needed basis when such expertise is not available with existing staff. Assistance is also provided in the form of reviews, special reports, inspections, and other jurisdictional agency fire/life safety required tasks such as NFPA 130 exit calculations. The PMA representative maintains the open matrix and issues meeting minutes. 	<ul style="list-style-type: none"> • Obtained and began review of conformed Fire/Life Safety Criteria as compared to requirements of National Fire Protection Association (NFPA) 130, Revision 2003. Prepared table comparing requirements and identified issues that required resolution; conducted meeting with MTA's Fire/Life Safety Criteria to establish path forward on update. Provided technical support to the Fire/Life Safety Committee. Provided technical assistance and recommendations to resolve issues highlighted during the bi-weekly committee meetings.
<ul style="list-style-type: none"> • Metro Green Line H1100 Contract Closeout 	<ul style="list-style-type: none"> • Technical support to complete and closeout all H1100 Train Control Green Line changes, claims and contracts. 	<ul style="list-style-type: none"> • Assisted with deletion of driverless mode of operation change order; submitted final review of Contractor's proposal; submitted review of Union Switch and Signal's (US&S) claim for recovery of unabsorbed overhead costs; submitted review of US&S Request for Change (RFC) 47 for project delays from October 2002 through September 2003.

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through March 2004

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6B, CAPITAL PROGRAM PROJECTS, SYSTEMS INTEGRATION		
<ul style="list-style-type: none"> • Pasadena Gold Line, Metro Blue Line, Metro Green Line, and Metro Red Line Project Support 	<ul style="list-style-type: none"> • This task involves preparation, review and analysis of technical manuals, rail project system analysis and review of rail management plans 	<ul style="list-style-type: none"> • Preparation of PGL Midway Yard Traction Power (TP) System Analysis. Commenced additional analysis for impact of reduced car storage on TP system. Submitted final draft for MTA review of PBL, MBL, and MGL Metro Rail Inventory System (MRIS) Manuals. Conducted site visit of MBL maintenance facility. Reviewed and provided recommendations to the MTA on the Light Rail Transit Rail Fleet Management Plan. For the Metro Red Line Maintenance Facility (Division 21) Performed Expansion Traction Power Analysis; submitted final Traction Power and Auxiliary Power Study reports; submitted final Traction Power supplemental reports for alternative vehicle storage options.
<ul style="list-style-type: none"> • P2000 Rail Activation Support • PGL Emergency Equipment (EE) Maps. 	<ul style="list-style-type: none"> • Closeout of claims and changes on P2000 contract. • The PMA supplies technical assistance/expertise to MTA Systems Integration group such as sight surveys, equipment locations and functions for System Safety Application and Fire Department response. 	<ul style="list-style-type: none"> • Attended meetings with MTA staff to resolve outstanding issues with Siemens Transportation Systems (STS) staff. Began P2000 Contract Closeout issues. Submitted review of STS Trainline Compatibility claim. Updated and collated outstanding issues matrix. • Continued preparation of the PGL Station Emergency Equipment (EE) Maps. Developed schedule for project and conducted internal kick-off meeting. Began development of layout drawings for review by the Safety and Security staff. Provided final draft for MTA approval.