



Metro


Metropolitan Transportation Authority


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February 3, 2004

TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE 
CHIEF EXECUTIVE OFFICER

FROM: RICHARD THORPE 
CHIEF PROJECT MANAGEMENT OFFICER
CONSTRUCTION PROJECT MANAGEMENT

SUBJECT: PROJECT MANAGEMENT ASSISTANCE CONSULTANT
QUARTERLY BUDGET STATUS REPORT
FOR THE PERIOD ENDING DECEMBER 31, 2003

ISSUE

This Quarterly Report is submitted as requested by the Board to provide status on the Project Management Assistance (PMA) Contracts that were approved at the July 2002 Board of Directors meeting.

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 occasionally occur on Capital and Major Transit Projects. To date, the MTA has executed a Total Contract Value of \$9,047,663 for these PMA Contracts for the period of May 24, 2001 through June 30, 2004. The current incurred costs for the period ending December 31, 2003 is \$6,113,166.

Attachment A to this report provides individual CWO Contract Values and Incurred Costs for each CWO. 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

For Project Management Assistance work anticipated in FY04, 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 3RD Quarter of FY04 from January 1 through March 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 December 31, 2003

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 (Q2)		\$77,091		0		\$82,750		\$4,362		0		\$164,203

Grand Total	\$3,422,924	\$2,958,542	\$232,618	\$46,546	\$3,016,123	\$1,798,619	\$95,000	\$31,777	\$2,280,998	\$1,277,682	\$9,047,663	\$6,113,166
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**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 December 31, 2003

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"> Continued contract addenda work with Project Management. Revised the C0801 and C0803 Schedule of Quantities and Prices to reflect the Utility Shared Incentive Program and its associated Administrative Fee. Finalized C0801 and C0803 Schedule of Quantities and Prices for Addendum 8. Prepared an analysis for the Urban Design estimated quantities and prices to assist with negotiations for the Best and Final Offer from the C0801 and C0803 bidders.
<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 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 all answers to the C0801 and C0803 bidder questions. Prepared worksheets for Bid Tabulations for the C0803 Bid Opening. Assisted with identifying the interfaces between the various utility agencies and the Design-Builder for negotiations of the Utility Cooperative Agreements.
<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"> Continued to meet with Eastside Partners to ensure that specific documents were incorporated into the C0803 documents Addendum 8.
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 December 31, 2003

CWO 7, MID CITY/EXPOSITION LIGHT RAIL TRANSIT (LRT) PROJECT

- Provide technical review, including Value Engineering of the Project design.
- 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.
- Completed review of LRT systems designs. Design review included civil work, right-of-way, demolition, street restoration, drainage, and traffic control.

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.
- 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.
- Provide technical support to the Fire Life/Safety Committee
 - 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 need cannot be easily accomplished by existing staff. Assistance is also provided in the form of reviews, special reports, inspections, and other fire/life safety tasks such as NFPA 130 exit calculations. The PMA representative maintains the open matrix and issues meeting minutes.
 - Five Fire/Life Safety Committee meetings were convened by MTA that were supported by the PMA representative in the form of identifying and tracking open items in the matrix such as UPS, gas detection, and tunnel directional signs. An upcoming task is an update of the fire/life safety criteria to be consistent with the latest NFPA 130 Standards.
- Continued participation in discussions and data gathering activities to refine the task scope, identify potential pitfalls, and outline a preliminary task completion schedule. Data being input for the traction power computer simulation.
- Provided technical support for the PGL Midway Yard Traction Power Study. Data gathering is complete. All necessary data from the existing electrical drawings for estimation of the auxiliary loads was extracted. Completed input data for the traction power computer simulation. Submitted draft PGL Midway Yard Power Study reports (Aux Power & Traction Power) to the MTA for review and participated in discussions to clarify contents of the draft.

Attachment B
Project Management Assistance Consultant
Quarterly Budget Status Report through December 31, 2003

Task Description	Task Justification	Quarterly Task Accomplishments
CWO 6B, CAPITAL PROGRAM PROJECTS, SYSTEMS INTEGRATION		
<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 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. 	<ul style="list-style-type: none"> • Preparation of the PGL Metro Rail Inventory System (MRIS) Manuals and submitted a 60% draft of the manual. Developed drawings for Union, Chinatown, Lincoln Heights/Cypress Park, Heritage Square/Arroyo, Southwest Museum, Highland Park, Mission, Fillmore, Del Mar, and Memorial Park stations.
<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 band 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. 	<ul style="list-style-type: none"> • Provided technical support for the PGL Rail Activation meeting. Provided technical support to update the Light Rail Transit, Fare Collection System design criteria. Updated existing design criteria and submitted a draft to the MTA for review.
<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 (Kiewit/Washington) 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. 	<ul style="list-style-type: none"> • Continued to assist in the development of lessons learned from PGL integration and start-up. These lessons were evaluated against the Eastside Contract Document in order to identify contract items that could be added/deleted in order to decrease contract costs, increase safety, decrease MTA liability, and ease the contract management effort.
<ul style="list-style-type: none"> • PGL Emergency Equipment (EE) Maps. 	<ul style="list-style-type: none"> • 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"> • 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.