

## SEPTEMBER MEETING AGENDA

**Grantee:** City and County of Honolulu  
**Project:** Honolulu High-Capacity Transit Corridor Project  
**Subject:** Core Systems Workshop and Monthly Progress Meeting  
**Date:** August 31- September 2, 2010

**Tele-conference and WebEx:**  
**Wednesday:**  
Meeting Number: 803 454 759  
Meeting Password: September  
**Thursday:**  
Meeting Number: 809 878 195  
Meeting Password: September

### ACCESS INFORMATION FOR BOTH MEETINGS

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To join the online meeting (Now from the Apple iPhone (R) too!)  
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1. Go to <https://honolulu.webex.com/honolulu/j.php?ED=139797297&UID=1137381557&PW=NODgxNzI3NmUw&RT=MiMy>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: September
4. Click "Join".

To view in other time zones or languages, please click the link:

<https://honolulu.webex.com/honolulu/j.php?ED=139797297&UID=1137381557&PW=NODgxNzI3NmUw&ORT=MiMy>

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To join the audio conference only  
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Call-in toll number (US/Canada): +1-408-600-3600

Global call-in numbers:

<https://honolulu.webex.com/honolulu/globalcallin.php?serviceType=MC&ED=139797297&tollFree=0>

Access code:803 454 759 (Wednesday) or 809 878 195 (Thursday)

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For assistance  
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1. Go to <https://honolulu.webex.com/honolulu/mc>
2. On the left navigation bar, click "Support".

**Location:** Ali'i Place  
1099 Alakea Street, Suite 1700  
Honolulu, HI 96813

**Participants**  
:  
Federal Transit Administration (FTA)  
City and County of Honolulu (City)  
InfraConsult – Project Management Support Consultant (PMSC)  
Parsons Brinckerhoff – General Engineering Consultant (GEC)  
Jacobs Engineering Group and OR Colan – Project Management Oversight Contractor (PMOC)

**Tuesday, August 31, 2010**

- |                |           |  |   |
|----------------|-----------|--|---|
| <b>8:00 AM</b> | <b>1.</b> | <b>PMOC Project Tour (self -guided)</b>  |   |
| <b>1:30 PM</b> | <b>2.</b> | <b>Core Systems Contract Terms and Conditions</b> <ul style="list-style-type: none"><li>▪ General Conditions</li><li>▪ Special Provision 1.6 Attachment A – Scope of Work</li><li>▪ Technical Provision 1 – Core Systems Description</li><li>▪ Management Provisions</li></ul> | <b>Wes Mott, RTD<br/>Kerry Stevenson,<br/>GEC</b> |

**Wednesday, September 1, 2010**

**CORE SYSTEMS CONTRACT WORKSHOP**

**8:00 am START**

- |               |           |  |  |
|---------------|-----------|--|--|
| <b>45 Min</b> | <b>1.</b> | <b>Operations Concepts &amp; Plan</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>      | <b>Duane Sayers,<br/>RTD<br/>Chris Gambla,<br/>GEC</b>           |
| <b>25 Min</b> | <b>2.</b> | <b>Maintenance Concepts &amp; Plan</b> <ul style="list-style-type: none"><li>▪ RTD / GEC presentation</li><li>▪ Discussion</li></ul>           | <b>Duane Sayers,<br/>RTD<br/>Chris Gambla,<br/>GEC</b>           |
| <b>20 Min</b> | <b>3.</b> | <b>Fare Collection Concepts &amp; Plan</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul> | <b>Mike Fabian, GEC</b>  |
| <b>35 Min</b> | <b>4.</b> | <b>Train Control</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>                       | <b>Mike Bogonovich,<br/>RTD<br/>Dick Leslie, GEC</b>             |
| <b>15 Min</b> |           | <b>BREAK</b>   |  |
| <b>40 Min</b> | <b>5.</b> | <b>Traction Power</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>                      | <b>Rashid Shaik, RTD<br/>Eric Scotson, GEC</b>                   |
| <b>60 Min</b> | <b>6.</b> | <b>Vehicles</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>                            | <b>Mike Bogonovich,<br/>RTD<br/>John Swanson,<br/>GEC</b>        |
| <b>90 Min</b> |           | <b>LUNCH BREAK</b>   |  |
| <b>50 Min</b> | <b>7.</b> | <b>Communications/SCADA/OCC</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>            | <b>Rashid Shaik, RTD<br/>Huy Huynh, GEC<br/>Mike Becher, GEC</b> |
| <b>20 Min</b> | <b>8.</b> | <b>Interface and Integration</b> <ul style="list-style-type: none"><li>▪ RTD/GEC presentation</li><li>▪ Discussion/Q&amp;A</li></ul>           | <b>Jurgen Sumann,<br/>RTD<br/>Charles Dew, GEC</b>               |

10 Min	9.	<b>Potential MSF Modifications</b>	<b>Jurgen Sumann, RTD Martin Hall, GEC</b>
20 Min	10.	<b>Verification Testing &amp; Acceptance</b>	<b>Albert Bonifacio, RTD Kahlil Allen, RTD Jim Dunn, GEC</b>

**Thursday, September 2, 2010**

**MONTHLY PROGRESS MEETING**

**9:00 am START**

- |     |  |  |
|-----|--|--|
| 1.  | <b>Previous Action Items (Attachment A)</b>  | <b>T. Mantych</b>                                  |
| 2.  | <b>Contracts Update</b><br><ul style="list-style-type: none"> <li>▪ West Oahu/Farrington Highway Guideway DB Contract <ul style="list-style-type: none"> <li>➤ Status of NTPs #1, 1A, 1B and 1C</li> </ul> </li> </ul>   | <b>L. Garrido</b>                                  |
| 3.  | <b>Procurement Update</b><br><ul style="list-style-type: none"> <li>▪ General Engineering Consultant II</li> <li>▪ Kamehameha Highway Guideway DB Contract</li> <li>▪ Maintenance and Storage Facility DB Contract</li> <li>▪ Vehicle/Core Systems DBOM Contract</li> <li>▪ Station Design Packages</li> </ul> | <b>W. Mott</b>                                     |
| 4.  | <b>Preliminary Engineering Phase Update</b><br><ul style="list-style-type: none"> <li>▪ Technical Capacity and Capability (staffing update)</li> <li>▪ Status of management deliverables (Attachment B)</li> <li>▪ Status of design activities</li> </ul>  | <b>P. Romaine<br/>S. Zweighaft<br/>H. Berliner</b> |
| 5.  | <b>Schedule Update</b>   | <b>M. Hickson</b>                                  |
| 6.  | <b>Budget Update</b><br><ul style="list-style-type: none"> <li>▪ Status of Bottoms-up Estimate</li> <li>▪ Expenditures to Date</li> </ul>  | <b>M. Hickson</b>                                  |
| 7.  | <b>Quality Management</b><br><ul style="list-style-type: none"> <li>▪ Ongoing activities</li> </ul>  | <b>A. Bonifacio</b>                                |
| 8.  | <b>Safety and Security Management</b><br><ul style="list-style-type: none"> <li>▪ Ongoing activities</li> </ul>  | <b>K. Allen</b>                                    |
| 9.  | <b>Real Estate Acquisition Management</b><br><ul style="list-style-type: none"> <li>▪ Ongoing activities</li> </ul>  | <b>J. Iwata</b>                                    |
| 10. | <b>Other Items</b><br><ul style="list-style-type: none"> <li>▪ Agreements – Utility and Third Party</li> <li>▪ NEPA Status (as it relates to schedule)</li> </ul>  | <b>L. Ray<br/>F. Miyamoto</b>                      |

- Contract Management Software Update
  - Public Involvement Update
- L. Varney**  
**N. Dahl**
11. **Status Update of PE Approval Letter Requirements**  
(Items only denoted with an asterisk on Attachment C)
12. **New Action Items** **T. Mantych**
13. **Look Ahead Schedule (Attachment D)** **T. Mantych**

**BREAKOUT SESSIONS**

1. **Bus Fleet Management Plan** **A. Virginkar**  
**P. Kurio**  
**M. Scheibe**
2. **Buy America** **A. Virginkar**  
**P. Kurio**  
**J. Sumann**
3. **Third-Party Agreements** **T. Mantych**  
**L. Ray**  
**H. Berliner**  
**R. Yamashiro**

**Attachment A: Action Items**

<b>Item No.</b>	<b>Item</b>	<b>Responsible Party</b>	<b>Date Identified</b>	<b>Date Due</b>	<b>Date Completed</b>	<b>Status</b>
1	Schedule Safety and Security Workshop	FTA/PMOC	4-Nov-09	1Q11		Open
2	Schedule Roadmap meeting for Entry into FD	FTA/PMOC	16-Dec-09	12-Aug-10		Open
3	FTA to provide informal review comments on initial appraisals prepared by the City.	FTA	Aug-10	Sept-10		Open
4	Schedule/Estimate workshop	PMOC	Jun-10	Oct-10		Open
5	Provide PE package for Airport	City	May-10	Aug-10		Open
6	Provide escalation methodology	City	May-10	Aug-10		Open
7	Environmental Mitigation Monitoring Plan	City	Jul-10	Aug-10		Open
8	City to coordinate meeting with PMOC and State Oversight Agency	City	Jul-10	Sep-10		Open
9	PMOC to provide staffing plan matrix examples	PMOC	Aug-10	Aug-10		Open
10	City to provide the PMOC with a list of CSC evaluation committee and technical committee members.	City	Aug-10	Aug-10		Open

**Attachment B: Management Deliverables**

<b>Management Deliverable</b>	<b>Revision No.</b>	<b>Latest Revision Date</b>	<b>Next Revision Date</b>	<b>Notes</b>
Project Management Plan (PMP)	3	16-Feb-10	Oct-10	Review comments provided 28-Apr-10
Quality Management Plan (QMP)	1	May-09	Aug-10	PMOC provided comments on draft in Jul-10
Real Estate Acquisition Management Plan (RAMP)	3	15-Oct-09	Oct-10	Working draft of Rev. 4 has been provided to PMOC for review. Rev 4 will be issued once more accurate target for ROD is identified
Bus Fleet Management Plan (BFMP)	0	21-Apr-08	Jun-10	PMOC to provide comments in Aug-10
Rail Fleet Management Plan (RFMP)	0	Apr-09	Dec-10	Update will be based on information from Core Systems Contractor
Safety and Security Management Plan (SSMP)	2	01-Apr-10	TBD	Review comments provided 28-Apr-10
Safety and Security Certification Plan (SSCP)	0	Feb-10	TBD	Review comments provided 28-Apr-10
System Safety Program Plan	-	-	TBD	Will be prepared by Core Systems Contractor
System Security & Emergency Preparedness Plan	-	-	TBD	Will be prepared by Core Systems Contractor
Configuration Management Plan (CMP)	0	30-Apr-10	Sep-10	PMOC provided comments on draft in Aug-10

**Attachment C: PE Approval Letter Requirements**

No.	Item	City Responsible Person	Date Due	Completion Date	Comments
<b>Project Scope, Design and Development</b>					
1	Identify any third party agreements necessary for project completion, including utility agreements with private and public owners and military	LR / HLB	Jan-10	Jan-10	Update sent monthly to PMOC
2	Resolve the specific regarding proximity of the guideway to runways 22R/4L and 22L/4R at the Honolulu International Airport with HDOT and FAA	HLB	Apr-10	May-10	
* 3	Fully develop vehicle basis of design and functional sizing	JS	Nov-10		PMOC will review selected proposal to determine whether it meets operational criteria
* 4	Determine rail fleet size requirement	JS	Nov-10		Delayed due to change in CORE Systems proposal due date
5	Fully develop scope for the administration building and operations control center	JS / HLB	1Q11		
6	Determine the final location of the maintenance and storage facility	FM	Jan-11		Will execute License Agreement after ROD
* 7	Finalize a contracting packaging plan which includes a source selection plan(s) and contract specific work plans	SZ	Nov-10		
8	Develop strategies to streamline the City's process to award contracts and to enter into grant agreements, especially as applicable to FTA grants	LR	TBD		Resolution provided to FTA and PMOC after City Council approval in Dec-09. Will be included on ballot in Nov-10 election.
9	Develop a preliminary operation plan	JS	Mar-10	08-Feb-10	
* 10	Ensure the service velocity does not erode over the next course of design changes	JS	Nov-10		Currently being evaluated. It has been noted that a few seconds delay may be added on the round trip time due to the Ualena Airport Alignment shift.
<b>Project Schedule</b>					
* 11	Provide a baseline of the master Project Schedule (MPS) early in PE which will be used for monthly progress updates and tracking schedule variances	MH	Nov-10		Baseline to be revised in Nov-10

No.	Item	City Responsible Person	Date Due	Completion Date	Comments
* 12	Address the utilization manpower and equipment resource loading and budget and cost loading	MH	Nov-10		City acknowledged that schedule is cost loaded but will not be resource loaded
* 13	Include critical activities in the MPS: utility activities, real estate acquisitions, system integration, starting and testing, operational commissioning and training, vehicle procurement, major construction material procurement, FTA review and comment, detail activities for early construction packages	MH	Nov-10		
14	Develop a right-of-way schedule	MH	Jan-10	29-Oct-09	Will be revised in Nov-10
15	Modify the Work Breakdown Structure to cross over with the project budget and cost breakdown structure	MH	Jan-10	21-Dec-09	
<b>Project Cost</b>					
* 16	Develop a detailed bottoms-up-style project cost estimate to Standard Cost Category format. The estimate should be detailed sufficiently to determine distributions of materials, labor, equipment and general conditions elements at a minimum. The soft cost estimates should be based on staffing plans, force account plans, contracts and so forth rather than solely on percentages. The estimate should eliminate parametric-style values, cost estimating relationships, and lump sums as much as possible during PE	MH	Nov-10		
* 17	Escalate the cost estimate in accordance with the MPS	MH	Nov-10		Pending completion of Item No. 16
* 18	Provide justification and backup documents to support the quantification and assumptions for the "soft costs" and related general conditions of the project	MH	Nov-10		Pending completion of Item No. 16
<b>Technical Capacity</b>					
* 19	Configuration management and change control mechanism	KG	Sep-10		
* 20	Develop detailed staffing plans for all remaining phases of the project to ensure adequate technical capacity. The plans should include the dates by which the City will fill each key position. All key City management positions should be filled during PE.	TH/PR	Sep-10		
21	Work with the State of Hawaii to establish a State Safety Oversight Agency office to oversee the project	KA	Apr-10	6-Apr-10	

No.	Item	City Responsible Person	Date Due	Completion Date	Comments
22	Submit a fully developed Rail Fleet Management Plan	JS	Dec-10		
* 23	Have a quantifiable metrics for measuring the real status of work, both cost and schedule of all professional service contracts, and any inter-local agreements for participatory services	MH	Oct-10		
24	Develop a Contingency Management Plan which will identify the specific risks and implement the anticipated mitigation measures	SZ	Nov-10		
* 25	Develop an Environmental Mitigation Plan that identifies required environmental mitigation actions and the party responsible for the mitigation and that will eventually become the basis for quarterly mitigation monitoring and quarterly mitigation reports	JA/FM	Aug-10		
26	Update and implement the:				
* *	Real Estate and Acquisition Plan	JI	Oct-10		
	Bus Fleet Management Plan	PK	Jun-10		PMOC to provide review comments in Aug-10
* *	Safety and Security Management Plan	KA	Sep-10		
	Quality Management Plan	AB	Aug-10		

**Attachment D: Look Ahead Schedule**

<b>Period: October – November 2010</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Date</b>
Monthly Progress Meeting	City and PMOC	October 7, 2010
Cost Estimate Workshop	City, PMC, GEC and PMOC	October 2010
Schedule Workshop	City, PMC, GEC and PMOC	October 2010
Monthly Progress Meeting	City and PMOC	November 3, 2010