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Sent: 8/13/2008 5:49:28 PM
Subject: Risk Assessment Schedule

Toru – It was a pleasure to have met with you and your team these past two days. This is an exciting project, and we are pleased to be part of it. We conferred with FTA Region IX and Headquarters staff this afternoon to refine our work plan and develop the following tentative schedule for submittal of DRAFT Spot Reports to FTA:

11A: Technical Capacity and Capability – October 10, 2008
32A: Project Capacity Review – September 5, 2008
32E: Project Delivery Method Review – September 26, 2008
33A: Parametric Project Cost Estimate Review – September 5, 2008
34A: Project Schedule Review – October September 5, 2008
35A: Project Cost Contingency Baseline Review – September 5, 2008
35C: Project Schedule Contingency Review – September 5, 2008
40A: Assessment of Project Cost Risk – October 3, 2008
40B: Assessment of Project Schedule Risk – October 3, 2008

The 40A and 40B products are of greatest significance to FTA in their determination of readiness to enter Preliminary Engineering. The tentative dates for these products represent an aggressive schedule and will require cooperation between all parties. We propose holding the Risk Workshop in Honolulu the week of September 8, 2008. Please provide quick confirmation that this timeframe is acceptable so we can minimize travel costs and confirm key staff availability. The proposed schedule for the week is as follows:

Monday – Project team introduction/interviews to support 11A product (Jacobs)
Tuesday – Site Tour (FTA, BAH, and Jacobs)
Wednesday – Risk Workshop (day 1)
Thursday – Risk Workshop (day 2)
Friday – Specific breakout sessions following Risk Workshop (as needed)

To support the schedule for Jacobs deliverables identified above, we request that the following documentation be provided as soon as possible (this list may be augmented as needed):

COST

Basis of Estimate
Cost Estimate (MS Excel and/or Timberline files)
Quantity Derivations
Soft cost buildup
Executed Memorandums of Understanding and contracts
Expenditures to date
Burn rates for past six months for DTS/RTD, InfraConsult, and PB

SCHEDULE

Basis of Schedule
Primavera file(s)
“Horse Saddle” diagram (electronic version)

TECHNICAL

Design Criteria
Geotechnical Report(s)
Project Delivery Report (if updated since Nov-06 version)
Resumes of key staff (as identified in organizational chart presented this week)
Capacity Analysis (we are tasked with performing a Project Capacity Review. A separate request for the requisite documentation to perform this review will be sent once we have had an opportunity to read the DEIS.)

The use of a web-based repository for sharing project information was discussed today. Please let me know what information you will need from each of us to establish access rights.

We are truly looking forward to working with you and your team in your goal to advance this project. If you have any questions, please contact me.

Regards,

Timothy L. Mantych, P.E.

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