

# **QUARTERLY MEETING REPORT**

**Honolulu Rail Transit Project**  
City and County of Honolulu  
Honolulu Authority for Rapid Transportation (HART)  
Honolulu, HI

August 19, 2015 (FINAL)

PMOC Contract Number: DTFT60-14-D-00012  
Task Order No. 3 / Work Order 1: Honolulu Rail Transit Project  
Project No: DC-27-5288  
OPs Referenced: OP 1 and 25

**Jacobs Engineering Group, Inc.**

**319 E. Warm Springs Road, Suite 200, Las Vegas, Nevada 89119**

William Tsiforas, (702) 938-5400, [william.tsiforas@jacobs.com](mailto:william.tsiforas@jacobs.com)

Length of Time Assigned: Five Years (February 18, 2015 through February 17, 2020)

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## **1.0 INTRODUCTION**

The purpose of this report is to provide the Federal Transit Administration (FTA) with summary discussions and activities from the Quarterly Meeting held on August 19, 2015 with the City and County of Honolulu/ Honolulu Authority for Rapid Transportation (HART) for the Honolulu Rail Transit Project (Project).

The meeting agenda is included as Appendix B, and the attendance list is included as Appendix C. A handout of the presentation was provided to each attendee by HART. The meeting handout materials are available upon request. The following report supplements the information contained in the handout materials and the HART Quarterly Report.

It should be noted that due to time constraints, there were several items on the agenda that were not discussed during the meeting. However, these items were addressed in HART's Quarterly Report and the various handout materials.

## **2.0 OPENING REMARKS**

### **2.1 Federal Transit Administration**

Leslie Rogers, FTA Region IX Administrator, welcomed everyone to the Quarterly Meeting in San Francisco and provided the following remarks:

- The FTA thanked HART/Hawaii Department Transportation (HDOT) for participating in FTA's Office of Safety and Oversight (TSO) Safety and Security audit.
- FTA is in the process of interviewing for Regional Counsel and Assistant Regional Counsel, which are two vacancies in FTA Region IX. FTA anticipates filling the two vacancies by October 2015.
- The FTA also introduced Janice Abaray, General Engineer. Ms. Abaray recently relocated from FTA Region IV to FTA Region IX.
- Since the last Quarterly Meeting on April 22, 2015, there have been some recent FTA appointments. Carolyn Flowers, former Chief Executive Officer of the Charlotte Area Transit System, is now the Senior Policy Advisor to the FTA Administrator. Dana Nifosi is now the Acting FTA Chief Counsel. Therese McMillan is still the acting FTA Administrator.
- On August 14, 2015 the FTA published a Notice of Proposed Rulemaking (NPRM) for adoption of a Safety Management Systems (SMS) as a basis for the new National Public Transportation System. FTA encouraged HART to provide comments on the NPRM.
- FTA recently conducted an inspection of the Washington Metropolitan Area Transit Authority (WMATA) and found serious safety lapses with their rail and bus systems that identified organizational deficiencies and operational concerns that significantly limit WMATA's ability to recognize and resolve safety issues. FTA also announced it is taking action to improve subway tunnel safety nationwide in response to an urgent recommendation from the National Transportation Safety Board following the January 12, 2015 WMATA Metrorail incident of smoke in a tunnel near L'Enfant Plaza.
- The United States Department of Transportation (USDOT) Office of Inspector General (OIG) is conducting a review of major transit projects in FTA Regions VIII, IX and X.

This includes a review of the Honolulu Rail Transit Project. FTA Region IX participated in a kick-off conference call the week of August 10, 2015 with the OIG and identified Elizabeth Scanlon from HART as the point of contact. The primary focus of the review will be financial management access. The OIG anticipates beginning the reviews in Denver, Colorado the week of August 24, 2015.

- Grow America Act is still on the Senate floor. The Obama administration proposed a 6-year, \$478 billion transit/highway bill that would make it possible for America to build out, repair, and modernize our transit and highway network. The current legislation expires on May 31, 2015, and this legislation would close the physical gap in infrastructure funding and would invest billions in public transportation.
- The Federal Drive Act was approved by the Senate. This is a 6-year transportation bill with a 3-year Highway Trust Fund financing guarantee.

## **2.2 Honolulu Authority for Rapid Transportation (HART)**

Dan Grabauskas, HART Executive Director (ED) also thanked the FTA, PMOC, and HDOT and provided the following remarks:

- HART downloaded the report from FTA regarding the WMATA safety lapses and reviewed the safety findings reported by the FTA TSO.
- HART had a productive scope, schedule, and budget workshop with the FTA/PMOC on August 18, 2015.
- There have been some recent changes to the HART Board. Don Horner is the new board chairman and Damien Kim is the board vice-chairman. Collen Hanabusa and Terrance Lee are two new HART Board members. Mr. Grabauskas mentioned that Don Horner is planning a visit with FTA.
- HART provided an update on the General Excise Tax (GET) extension. Preliminary estimates are that the GET extension could generate approximately \$1.8 billion in revenue. The Governor signed the bill on July 14, 2015. The City Council will need to amend an ordinance to enact the tax extension. The City Council cannot enact the measure before July 1, 2015 (start of Fiscal Year) but must take action by July 1, 2016. If passed by the City Council, the Mayor must then sign the measure. However, there is a risk that the City Council may not take action until July 1, 2016.
- The City Council recently passed a resolution regarding mitigation of business impacts associated with the HART project. FTA noted that the Uniform Act does not provide for payments to businesses that claim to experience a loss of business income due to construction impacts or that claim operating expenses required to continue operation during the construction phase of a project. FTA reserves the right to review each situation for a business that is forced to physically relocate due to rail construction on a case-by-case basis. However, no funding sources have yet been identified. FTA offered to provide HART with Los Angeles County Metropolitan Transportation Authority business impact plan as a sample.
- The Honolulu Mayor appointed Michael Burns, a transit expert, to provide oversight of HART to ensure to the public that funds are being spent responsibly. Mr. Grabauskas also indicated that the City Council intends to appoint someone to provide independent oversight.

- The City Council has initiated a performance audit of HART. The state legislature intends to begin a separate audit of HART later this year.
- HART received the Navy License Agreement for construction and the Leeward Community College Right of Entry (ROE).
- Four car shells are in assembly. The first two car shells have been shipped from Italy and are scheduled to arrive in Pittsburg, California soon.
- HART received bids for the H2R2 Ramp and Station groups.

### **3.0 PROJECT OVERVIEW**

Sam Carnaggio, the HART Project Director, provided the following project overview update:

- General Project Overview – The overall project management and communications between HART departments is improving.
- Decision Matrix Status – HART continues to update the decision matrix to track progress, and HART indicated they are tracking issues with 3<sup>rd</sup> parties, utilities, ROW, GET extension, and procurement actions.
- Project Management Plan (PMP) – The revised draft of the PMP was submitted on August 4, 2015 to the PMOC for review and comment. This draft did not include detailed budget and schedule information. HART will incorporate this information when it becomes available (tentatively 4<sup>th</sup> Quarter of 2015 calendar year).
- Project Organization Updates – HART provided an overview of their Organization Chart as well as a summary of all position vacancies including current status within the hiring process. The PMOC expressed concern that key HART staff has departed the project, which has left some gaps in their Management Capacity and Capability. The following is a summary of key open positions with anticipated fill dates:
  - Director of Operations & Maintenance (Existing Position) – October 1, 2015
  - Safety & Security Certification Manager (Existing Position) – November 1, 2015
  - West Area Construction Manager (New Position) – October 15, 2015
  - Project Manager Kamehameha Highway Station Group (KHSG)/H2R2 Ramp (New Position) – November 1, 2015
  - Project Manager City Center (New Position) – November 1, 2015
  - Assistant Project Manager City Center (New Position) – December 15, 2015

### **4.0 MANAGEMENT PLAN STATUS**

HART provided a handout on the status of the management plan deliverables:

- A revised draft of the PMP is currently under review by the PMOC. The revised draft of the PMP update addresses organizational and format changes. This draft indicates a reduction of management sub-plans and procedures. It also emphasizes HART's ownership and the coordination amongst the plans and procedures. The PMOC stated that HART still needs to submit the sub-plans that are part of the PMP for PMOC review and HART must hold to the dates provided in the handout. There are also several procedures that need to be revised and HART responded that the revised procedures will be updated per the procedure matrix.

- The revised draft PMP does not include revised budget or schedule information. This will be added after Estimate at Completion (EAC) and Master Program Schedule (MPS) are finalized.
- HART provided a Draft Financial Plan on August 14, 2015 that is based on the preliminary EAC and MPS.
- The Contract Packaging Plan must still be updated to reflect MPS and EAC changes.

## **5.0 SAFETY BRIEFING**

HART provided the following update on the status of safety and security:

- HART participated in FTA's TSO review of HDOT on August 18, 2015. A report from the TSO safety review will be provided by FTA.
- HART is in the process of updating its Safety and Security Management Plan (SSMP), Safety and Security Certification Plan (SSCP), and Construction Safety Plan (CSP) to conform to the update of the PMP which was submitted on August 4, 2015.
- HART has not finalized the Honolulu Police Department and Honolulu Fire Department MOU's but anticipates the Agreements to be in place prior to the interim opening and the Revenue Service Date (RSD).
- HART provided an update of the Safety and Security Roadmap and is tracking critical items on its Master Program Schedule. An MPS update will be provided to the PMOC in September 2015.
- HART Safety and Security Review Committee is making progress on the Certifiable Elements Lists (CEL) or Certifiable Items Lists (CIL) for all active Honolulu Rail Transit design and construction projects. HART is in the process of approving CELs/CILs, and the PMOC will be tracking HART's progress monthly.
- Threat and Vulnerability Assessments (TVA) – HART revised its Contract Packaging Plan; updates to the Airport, Navy and System-wide TVAs will be needed later.
- Preliminary Hazard Analysis (PHA) is being finalized to reflect actual mitigations designed into the project with final hazard ratings as the design reaches the 100% design level. A PHA status report is under development to track updates and SSRC approval status. The PHA status report will be provided to the FTA/PMOC by October 2015.
- Design and Construction Conformance Checklist – HART is progressing on Design Conformance but is lagging on Construction Conformance since they are still finalizing construction checklists.
- Safety Open Items List (OIL) – HART is tracking OILs from the CSC, WOFH, MSF and KHG projects. HART created a database and is working on establishing a procedure to address how to close hazards on the log.
- Testing and Start-up – Interim certification requirements for the vehicle storage track, maintenance bay, rail yard test track, and the functional track will be dictated by the actual vehicle delivery date and all associated contracts related to vehicle testing.

## **6.0 HAWAII STATE SAFETY OVERSIGHT AGENCY (SSOA) UPDATE**

HDOT provided an update on the status of its safety and security oversight:

- HDOT participated in FTA’s Office of Safety and Oversight (TSO) safety review from August 18, 2015 to August 20, 2015. A report from the TSO safety review will be provided by FTA.
- HDOT State Safety Oversight Agency (SSOA) Program has been in place for approximately two years.
- HART progress on safety and security is evolving.
- HDOT is monitoring MAP-21 requirements for safety and security. FTA issued a NPRM for public comment.
- HDOT continues to meet with HART on a monthly and quarterly basis.

## **7.0 PROJECT CONTROLS**

### **7.1 Program Budget and Cost**

HART provided an update on the budget and expenditures to date for the Project:

- The Full Funding Grant Agreement (FFGA) Project Budget was \$5.122 billion. However, HART’s forecast indicate that the Project will exceed the FFGA budget by \$778 Million (not including financing costs) due to project delays, lawsuits, contingency erosion, and changing market conditions. However, the PMOC is concerned the EAC does not include all potential costs, does not provide sufficient contingency to complete the project, and is based on a Revenue Service Date (RSD) that is overly optimistic. The PMOC has neither reviewed in detail nor validated HART’s reported exceedance of the FFGA budget by \$778 million. Although HART provided some updated specific costs, the PMOC is still waiting for additional information that provides a basis for a realistic EAC. A realistic EAC is critical for the FTA to perform and support a risk assessment refresh task.
- Due primarily to market factors, cost estimates on all station and guideway construction on the eastern segments now vary from 30% to 70% above the FFGA budget allocated for those contract packages and increased cost for Hawaii Electric Company (HECO) to account for conflicts in Airport and City Center. Also, cumulative costs for professional service contracts for design services, management support, and HART overhead will increase to support the revised RSD schedule.
- HART intends to propose deferring the Pearl Highland Parking Garage and is actively investigating a Public Private Partnership (PPP) for this procurement. HART has incorporated a \$274 million cost deferral into their EAC as a result. However, the PMOC must validate the proposed cost deferral.
- HART’s total incurred cost to date is \$1.581 billion.
- HART indicates a forecasted amount of \$303 million remaining in contingency. However, this number has not been updated and does not reflect the revised EAC. The PMOC will review HART’s revised EAC including allocated and unallocated contingency.

### **7.2 Schedule**

HART’s updated MPS was submitted on July 8, 2015 and identifies a Target Completion Date (TCD) of June 2021 with only an 8% percent probability of commencing service, of which FTA

expressed great concern that this date is unrealistic. HART also presented a 90% probability date of December 2021.

FTA, HART, and the PMOC had discussions regarding the updated draft MPS. The updated MPS does not contain any unallocated contingency. It is unclear to what extent the updated MPS contains any allocated or latent contingency on the critical path. The PMOC has not completed a detailed review of the MPS pending a schedule workshop with HART the week of September 7, 2015. It was noted that the TCD is based on completion of an advanced utilities package in the City Center segment that may be more limited than initially planned given a lack of resolution with HECO on clearance requirements.

### **7.3 Program Risk Assessment**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **8.0 DRAFT FINANCIAL PLAN**

HART provided the following Draft Financial Plan update:

- Draft Financial Plan – Draft Financial Plan was submitted to the FTA/PMOC on August 14, 2015 and is based on the HART's updated draft EAC and draft updated MPS. The draft financial plan accounts for the GET extension, savings associated with low interest rates and an improved borrowing plan, and offsetting costs to account for the need to borrow for a longer period.
- Cost Adjustment – Updated draft financial plan is based on HART's updated draft EAC of \$778 million above the FFGA budget and updated draft MPS.
- Debt Financing Structure – Lower total debt required. Increased interest costs correspond to the extension of debt payments through 2027. Longer maturities substantially improve debt coverage ratios.
- Management of Financial Risk – HART reserves are \$610 million above the ending Project balance (\$193 million) for a total of \$803 million. There is \$140 million for the Debt Payment Reserve Fund. The FTA questioned HART's \$803 million in reserves. HART must provide adequate contingency (allocated and unallocated contingency) in their revised EAC and the EAC must be based on a realistic RSD date. HART's revised EAC and RSD date have not been reviewed and validated by the PMOC. HART must provide additional back up cost and schedule information to the PMOC which supports its updated EAC and RSD date.
- GET Surcharge Revenue – HART collected \$52.3 million in tax revenue for the quarter that ended in June 2015. The amount was \$8.9 million below quarterly projections shown in HART's financial plan. HART's overall revenues are now roughly \$39 million, or 1.18% lower than the FFGA Financial Plan totaling \$3.291 billion.
- HART indicated that the current draft financial plan update does not include \$210 million in Section 5307. HART will use GET surcharge extension revenue to cover this funding source.
- The Draft Financial Plan also includes updated operations and maintenance costs that include a range of cost impacts based on different cost escalation factors.

## **9.0 PROCUREMENT**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report and the various handout materials.

## **10.0 BUY AMERICA**

HART provided an update on its compliance with Buy America and Ship America:

- Ansaldo Honolulu Joint Venture (AHJV) negotiated terms with a carrier to transport Light Rail Vehicles (LRV) from Italy to US mainland and from US mainland to Hawaii. Once that agreement is finalized, HART will provide confirmation to FTA.
- HART indicated that it has not identified any significant issues associated with Buy America compliance with any of its contracts.

## **11.0 PROJECT DEVELOPMENT**

### **11.1 Right of Way Program Status**

HART provided the Right of Way (ROW) program status:

- Currently, there are no ROW actions impeding construction work and the objective is to secure site access via Rights of Entry. HART stated 90% site access has been achieved.
- HART ROW continues to work to secure construction rights of entry to support the program procurement schedule, which includes the design-build contracts for the Airport and City Center segments.
- Eminent Domain – upcoming actions to support Procurement of the Airport/City Center Guideway and Stations Design-Build contracts.
- Navy consent has been obtained for HART to construct on their property and facilities.

### **11.2 Third Party Agreements**

HART provided a status of Third Party Agreements:

- U.S. Navy – Navy issued HART License Agreement on June 22, 2015. This serves as construction ROE to complete work on Navy property or on Navy facilities such as utility lines.
- University of Hawaii (UH) – University requested HART contractor enter into a separate ROE to construct. ROE for the Leeward Community College has been executed. UH-West Oahu ROE will be modeled on LCC ROE.
- Aloha Stadium – Construction ROE was executed for KHG. HART is still negotiating with Stadium Authority for park-and-ride Construction ROE. This is pending while the Stadium Authority works to finalize items with the City. This agreement will become very critical in early 2016.

### **11.3 Permits**

HART provided the following permit updates:

- HART submitted additional information to Hawaii Department of Health (HDOH) regarding ongoing community noise issues in WOFH and KHG.
- HART submitted a Construction Water Quality Monitoring Report to HDOH Clean Water Branch in relation to HART's Section 401 Water Quality Certification for Waiawa Stream.
- HART is seeking a Noise Variance for the Airport Segment. This variance will be critical to maintaining the schedule.

#### **11.4 NEPA Update**

HART provided an update on the status of NEPA:

- Post-Record of Decision (ROD) – HART continues to assess how project refinements affect the Final EIS and ROD. HART is working with FTA to formally submit documentation for any changes.
- Programmatic Agreement (PA) – Kako'o procurement is in progress.
- PA – Section 106 candidate has been identified by HART.

#### **11.5 Grant Status**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

### **12.0 DESIGN & CONSTRUCTION STATUS**

#### **12.1 HECO Update**

HART provided an update on HECO activities.

- HECO has a collective bargaining agreement that has different wage scales and allows payment to its labor forces biweekly, which does not satisfy Davis-Bacon. To date, HECO is still paying a different wage scale instead of prevailing wages required by the Department of Labor (DOL). The DOL has denied HECO request for waiver on its collective bargaining agreement that has different wage scales and allows payment to its labor forces biweekly. An appeal is pending. HART may have to pay for HECO prevailing wages if the appeal is denied by DOL. The potential HECO prevailing wage costs are not reflected in HART's revised EAC. It is unclear whether HART would be required to pay HECO's prevailing wage costs from the beginning of the Project if the appeal is denied.
- 50-foot Offset Issue –
  - Horizontal Working Clearances Analysis – HECO and HART have continued high-level meetings to discuss clearances. HECO has now indicated clearance is required to accommodate future pole replacement. Proposed use of telescoping bucket truck would only mitigate some but not all line maintenance issues. This will have tremendous impact on both schedule and cost. Resolution of issue affects ongoing DB contracts as well as the future Design-Build contracts.
  - HART has assembled a Task Force Committee to review all options to mitigate the clearance issue.

- Some costs have been included in EAC to cover HECO undergrounding, additional HECO work in City Center, and service connections.
- HART provided the FTA/PMOC with the chronology of the clearance issue with HECO.

## **12.2 Design & Interface**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **12.3 Construction**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **12.4 Core System Contractor (CSC) DBOM**

HART provided an update of the CSC:

- Key Issues:
  - HART provided a white paper to the FTA to explain the \$5.2 million credit associated with the 4 car train changes and also the AHJV NTP delay claim settlement of \$8.7 million.
  - HECO Coordination – HART continues to work closely to resolve open issues.
  - Revised CSC access dates for Stations and Guideway – HART is evaluating overall impacts to the contractor.
  - Vehicle production and testing is on-going and is being closely monitored by HART.
  - Four car shells are in assembly. The first two car shells have been shipped from Italy and are scheduled to arrive in Pittsburg, California soon. Shipment of the first LRV to Honolulu is scheduled for March 2016.

## **13.0 QUALITY ASSURANCE/QUALITY CONTROL**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **14.0 OTHER ITEMS**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **15.0 TRIENNIAL REVIEW FINAL REPORT**

Due to time constraints, this item was not discussed during the meeting. However, this item was addressed in HART's Quarterly Report.

## **16.0 PMOC OBSERVATIONS**

No specific PMOC Observations were discussed during this portion of the Quarterly Meeting.

## 17.0 ACTION ITEMS

The following are the Action Items from the Quarterly Meeting.

Item No.	Item	Responsible Party	Date Identified	Date Due	Date Completed	Status
1	Resolve HECO issue with Davis-Bacon requirements	HART/FTA	Mar-14	On-going		Open – HECO waiver is pending. HART provided MOU to PMOC.
2	<b>Updates resulting from Risk Refresh:</b>					
2a	Update the Contract Packaging Plan	HART	Aug-14	Dec-15		In progress – Draft provided to PMOC but changes may be incorporated on updated estimate and schedule
2b	Re-baseline Financial Plan	HART	Apr-14	TBD		Pending final update of budget and schedule
2c	Re-baseline budget	HART	Apr-14	Dec-15		In progress (EAC will be available in July, but an approved re-baseline budget will not occur until late 2015.)
2d	Re-baseline MPS	HART	Apr-14	TBD		In progress – PMOC is reviewing draft update; will be discussed at September Progress Meeting
2f	Update RCMP (including Hold Points and Secondary Mitigation Measures)	HART	Sept-13	TBD		In progress – PMOC provided review comments on early draft, but updated draft will be prepared to reflect revised budget and schedule.
3	MPS Workshop	HART/PMOC	Feb-15	Sep-15		Will be held during week of September Progress Meeting
4	Provide OP 54 (Readiness for Revenue Operations) checklist/roadmap	FTA/PMOC	Apr-15	Sep-15		OP 54 provided to HART; PMOC to provide sample report
5	Hold conference call to discuss use of P3 for Pearl Highlands Parking Structure	FTA/HART	Aug-15	Sep-15		
6	Provide list of HART procedures that are to be updated	HART	Aug-15	Sep-15		
7	Provide EAC in SCC format	HART	Aug-15	Sep-15		

## 18.0 UPCOMING MEETINGS

The following is a 90-day look ahead for important activities associated with the Project:

<b>Period: August 2015 – November 2015</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Date</b>
Risk Refresh	FTA, HART and PMOC	To be determined
Monthly Progress Meeting	FTA, HART and PMOC	September 9, 2015
Monthly Progress Meeting	FTA, HART and PMOC	October 14, 2015
Monthly Progress Meeting	FTA, HART and PMOC	November 4, 2015
Quarterly Meeting	FTA, HART and PMOC	November 2015

## 19.0 APPENDICES

### Appendix A: Acronym List

AHJV	▪ <del>Analysis of Contract</del> Venture
CEL	▪ Certifiable Elements List
CIL	▪ Certifiable Items Lists
CPP	▪ Contract Packaging Plan
CSP	▪ Construction Safety Plan
CSC	▪ Core Systems Contract
DB	▪ Design-Build
DBE	▪ Disadvantaged Business Enterprise
DBOM	▪ Design-Build-Operate-Maintain
DOL	▪ Department of Labor
EAC	▪ Estimate at Completion
ED	▪ <del>Executive Director</del> Contract
FFGA	▪ Full Funding Grant Agreement
FTA	▪ Federal Transit Administration
GET	▪ General Excise Tax
HART	▪ Honolulu Authority for Rapid Transportation
HDOH	▪ Hawaii Department of Health
HDOT	▪ Hawaii Department of Transportation
HECO	▪ <del>Hawaii Electric Company</del>
KHG	▪ Kamehameha Highway Guideway
KHSG	▪ Kamehameha Highway Station Group (KHSG)
LCC	▪ Leeward Community College
LRV	▪ Light Rail Vehicles
MAP-21	▪ Moving Ahead for Progress in the 21 <sup>st</sup> Century ACT
MPS	▪ Master Program Schedule
MSF	▪ Maintenance and Storage Facility
NPRM	▪ Notice of Proposed Rulemaking
NTP	▪ Notice to Proceed
OIG	▪ Office of the Inspector General
OIL	▪ Open Items List
PA	▪ Programmatic Agreement
PHA	▪ Preliminary Hazard Analysis
PMOC	▪ Project Management Oversight Contractor
PMP	▪ Project Management Plan
PPP	▪ Public Private Partnership
RCMP	▪ Risk and Contingency Management Plan
RFB	▪ Request for Bid
RFP	▪ Request for Proposal
ROD	▪ Record of Decision
ROE	▪ Right of Entry
ROW	▪ <del>Right of Way</del> Contract
RSD	▪ Revenue Service Date
SMS	▪ Safety Management Systems
SSOA	▪ State Safety Oversight Agency
SSCP	▪ Safety and Security Certification Plan
SSMP	▪ Safety and Security Management Plan
TCD	▪ Target Completion Date
TSO	▪ Transit Safety and Oversight
TVA	▪ Threat and Vulnerability Analysis
UH	▪ University of Hawaii
UHWO	▪ University of Hawaii West Oahu

- USDOT
  - WMATA
  - WOFH
- ~~United States Department of Transportation~~
  - Washington Metropolitan Area Transit Authority
  - West Oahu/Farmington Highway

## Appendix B: Agenda

# QUARTERLY MEETING AGENDA AUGUST 19, 2015

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1:00pm – 5:00pm PT

*Appropriate sections of the HART Monthly Report are indicated in Parentheses and Italics*

- 1. Introductions**
- 2. Opening Remarks**
  - a. Leslie Rogers, FTA Region IX Administrator
  - b. Dan Grabauskas, HART Executive Director/CEO
- 3. Project Overview & Update – Sam Carnaggio, Project Director**
  - a. General Project Status (*Section 1*)
  - b. Decision Matrix status
  - c. Project Organization Chart Update
    - i. Staffing
- 4. Management Plans Status – Alex Cross, Director of Special Projects**
  - a. Project Management Plan status
  - b. Review of Plan Update Matrix
- 5. HART Safety & Security Overview – Henry Miranda, Chief Safety & Security Officer**
  - a. Safety certification update
  - b. Accident/Injury Statistics – Update (*Section 6.1*)
  - c. System-wide Trends/Updates
  - d. Status of Safety and Security Management Deliverables
  - e. MOU's with HPD & HFD
  - f. HART Safety and Security Roadmap updates
  - g. Certifiable Elements and Items Lists
  - h. Threat & Vulnerability Assessments (TVAs)
  - i. Preliminary Hazard Analysis (PHA)
  - j. Design and Construction Conformance Checklists
  - k. Safety and Security Support Services Consultant
  - l. Testing and Start-up
- 6. HDOT State Safety Oversight Program Update – Brandon Eshenour**
- 7. Project Controls – David Sagherian, Project Controls Manager**
  - a. Program Budget and Cost – Corey Ellis (*Appendix B*)
    - i. FFGA Budget Vs Current Budget
    - ii. Cost Baseline vs Actual Cost (per SCC)
    - iii. Estimate at Completion (EAC)
    - iv. Allocation of Contingency (future trends)
    - v. Status of Change Orders, Claims, and Settlements (>\$100K)
    - vi. Cost Containment Planning
  - b. Program Schedule (Baseline vs. Actuals) – David Sagherian (*Section 3*)
    - i. Overall Project Activities
    - ii. Interim Opening

- iii. System Operations/RSD
    - iv. Schedule Containment Planning
    - v. Contingency Baseline vs Forecast Contingency
  - c. Program Risk Assessment – Jay McRae
    - i. Risk Refresh Report Response
    - ii. Primary/Secondary Mitigation
    - iii. Risk Register and Contingency Management Plan
- 8. Program Financial Plan Status – Diane Arakaki, Chief Financial Officer**
  - a. Cash Flow Trends vs. Project Revenue (*Section 2*)
  - b. Status of Current GET Collections (*Section 2*)
  - c. Status of 5307
  - d. Update of GET Legislation
  - e. Status of Financial Plan update
- 9. Procurement – Nicole Chapman, Director of Procurement & Contracts**
  - a. Active Solicitation Update
  - b. Procurement Schedule Updates (*Appendix D*)
- 10. Buy America - Nicole Chapman, Director of Procurement & Contracts (*Section 6.3*)**
  - a. Ship America (LRVs)
- 11. Project Development – Liz Scanlon, Director of Planning & Right of Way**
  - a. Right of Way Program Status
    - i. Status of Parcels (*Section 5.4*)
    - ii. Third Party Agreements (*Section 5.4*)
      - 1) University of Hawaii
      - 2) United States Navy
      - 3) Aloha Stadium
    - iii. West Oahu Parking Facility
  - b. NEPA Update - Environmental, Permitting, Planning (*Section 6.5*)
    - iv. Post-ROD status
    - v. Mitigation Monitoring
  - c. Grant Status – Kate Froemming (*Section 2.4*)
- 12. Design & Construction Status - Chris Takashige, Director of Design & Construction**
  - a. HECO Update – Dave Conover (*Section 5.3*)
    - i. Requirements of Davis-Bacon
    - ii. 50-foot clearance requirement
  - b. Current Design/Interface Activities Summary- In-Tae Lee, Deputy Director Design (*Section 4.2B WOSG, 4.2C FHSG, 4.3B KHSG, 4.4A Airport Guideway, 4.4D ASG, 4.5A City Center Section Guideway and Utilities, 4.5B DKSG*)
  - c. Current Construction Activities Summary- Tom LeBeau, Deputy Director Construction (*Section 4.2A WOFH, 4.2D MSF, 4.3A KHG, 4.4B Airport Utilities, 4.4C Airport 7 Pier*)
  - d. Current Core Systems Activities Summary- Justin Garrod, Deputy Director Core Systems (*Section 4.1A*)
- 13. Quality Assurance/Quality Control – Alberto Bonifacio, Director QA/QC (*Section 6.2*)**
  - a. Any significant issues

**14. Other Items**

- a. DBE/EEO Program (*Section 6.4*) – Charles Bayne
- b. Fare Collection/Fare Policy (*Section 4.1c*) – Alex Cross

**15. Triennial Review Follow Up**

**16. FTA/PMOC Observations**

**17. Action Items Review – Attachment A**

**18. Upcoming Meetings – Attachment B**

- a. PMOC Monthly Progress – Wednesday, September 9, 2015 @ 8:00 AM
- b. Next Quarterly – November 2015 – San Francisco, CA (tentative)

## Appendix C: Attendance List

Name	Agency/Company
Leslie Rogers	FTA
Bernardo Bustamante	FTA
Catherine Luu	FTA
Ray Sukys	FTA
Jeff Davis	FTA
Jenny Barket	FTA
Kim Nguyen	FTA
Juan Morrison	FTA
Janice Abaray	FTA
Brandon Eshenour	HDOT
Mignon Allen	HDOT Consultant
Dan Grabauskas	HART
Sam Carnaggio	HART
Elizabeth Scanlon	HART
Nicole Chapman*	HART
Charles Bayne*	HART
Morris Atta*	HART
Alex Cross*	HART
Mike McGrane	HART
Corey Ellis	HART
Jon Nouchi*	HART
Claude Phillips*	HART
Dave Conover*	HART
Diane Arakaki*	HART
Duane Sayers*	HART
In-Tae Lee*	HART
Kate Froemming*	HART
Roland Bueno*	HART
Shawn Raney*	HART
Ben Kamph*	HART
Brian Kelleher*	HART
Chris Takashige*	HART
Justin Garrod	HART
David Sagherian*	HART
Henry Miranda	HART
Alberto Bonifacio*	HART
Tom Lebeau*	HART
Jay McRae*	GEC III
Jeff Mack	GEC III
Richard Doyle*	HART Independent Consultant
Tim Mantych	PMOC
Bill Tsiforas	PMOC
Tim Morris*	PMOC
Arun Virginkar*	PMOC

\*Participated via teleconference.