

QUARTERLY MEETING REPORT

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

May 11, 2016 (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

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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 May 11, 2016 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 to HART's Grants Manager at kfroemming@honolulu.gov. The following report supplements the information contained in the handout materials and HART's April 2016 Monthly Progress Report.

2.0 OPENING REMARKS

2.1 Federal Transit Administration

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

- The FTA thanked HART, Hawaii Department Transportation (HDOT), HART Board Chair, and HART Board Member for participating in the Quarterly Meeting.
- Since the last Quarterly Meeting on August 19, 2015, there have been some recent FTA appointments. Carolyn Flowers, former Chief Executive Officer of the Charlotte Area Transit System, is now the acting FTA Administrator. Therese McMillan, who was the previous acting FTA Administrator, departed for Los Angeles County Metropolitan Transportation Authority.
- FTA filled the vacancies for Regional Council and Assistant Regional Council. Martia Fox is the Regional Counsel, and Minming Wu is the Assistant Regional Counsel.
- Mr. Rogers also introduced Lynette Little, the FTA Regional Civil Rights Officer.
- On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act, reauthorizing surface transportation programs through Fiscal Year 2020. The FAST Act provides steady and predictable funding for five years, with an increase of \$1 Billion per year to the transit program. The FAST Act enhances safety, asset management, state of good repair, Buy America, and other programs.
- Safety is FTA's top priority. FTA recently conducted an inspection of the Washington Metropolitan Area Transit Authority (WMATA). FTA found serious safety lapses with WMATA'S rail and bus systems and identified organizational deficiencies and operational concerns that significantly limited WMATA's ability to recognize and resolve safety issues. WMATA did not have the ability to resolve or correct its safety issues or deficiencies that were found by FTA. FTA continues to reiterate its presence in WMATA until the agency can satisfactorily staff and manage its system.
- FTA launched a Pilot Program for Transit Orientated Development (TOD) that provides funding for TOD planning efforts associated with an eligible transit project, namely a new fixed guideway or core capacity improvement project. City and County of Honolulu was one of eight agencies selected to participate in the program. FTA engaged Smart Growth America (SGA) to advance TOD.

- FTA recently announced a new initiative to apply for funding for Mobility on Demand (MOD) public transportation projects. The MOD initiative is envisioned to provide a multimodal, integrated, automated, accessible, and connected transportation system in which personalized mobility is a key feature.
- It was noted that Ted Matley from FTA Region IX was in Honolulu the previous week to attend the Section 106 Cultural Properties meeting.
- FTA's Transit Award Management System (TrAMS) platform was created to award and manage federal grants to provide greater efficiency and improved transparency and accountability, and replaces the TEAM platform. Recently, FTA became aware that recipients were experiencing some technical difficulties completing budget revisions, closeout amendments, and other amendments to grants that were awarded in TEAM and migrated into TrAMS. FTA is working with the TrAMS help desk and its contractors to investigate these difficulties and resolve them as quickly as possible.
- FTA encouraged HART to visit the FTA website for updates on Grants Management, Title VI, and other programs, including project eligibility and evaluation criteria.
- FTA released the DRAFT 2016 Risk Refresh Report to HART on May 8, 2016. FTA remains supportive and is a committed partner to seeing HART's successful completion of the project.

2.2 Honolulu Authority for Rapid Transportation (HART)

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

- HART highlighted its accomplishments since the last Quarterly Meeting, which included completion of construction of seven miles of the elevated guideway, nearing substantial completion of the Maintenance and Storage Facility (MSF), and taking delivery of the first four rail vehicles (one train consist).
- There have been some recent changes to the HART Board. Chairman Don Horner recently resigned from the board. Collen Hanabusa was selected as the new board chair. Colbert Matsumoto was appointed to the seat vacated by Don Horner.

2.3 Hawaii Department of Transportation (HDOT)

Brandon Eschenour, HDOT State Safety Oversight Agency (SSOA) Program Manager, provided the following remarks:

- HDOT is committed to delivering a safe and secure system.
- He deferred any discussion on specific SSOA activities until Item 5 on the agenda.

3.0 PROJECT OVERVIEW

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

- The overall project management and communications between HART departments is improving. There are many challenges, but managers and staff are performing well:
 - The HART Right of Way (ROW) team is able to support construction activities by acquiring access in advance and is using Eminent Domain on properties as needed.

- Procurement – There are numerous procurements underway. HART is working to finalize award of the Airport Guideway and Stations (AGS) DB Contract. There are approximately 66 active contracts that HART is managing.
- Change Orders – HART staff is working diligently to process and finalize all outstanding change orders.
- The WOFH and KHG Guideway Project delays are affecting some of the other contracts, but HART staff is working with the contractors to minimize the impacts.
- HART is updating its Risk Management Program based on the FTA and PMOC’s recommendation.
- Decision Matrix Status – HART continues to update the decision matrix to track progress, and HART indicated that it is tracking issues with third parties, utilities, ROW, GET extension, and procurement actions.
- Project Organization Updates – HART provided an overview of its Organization Chart as well as a summary of all position vacancies, including current status within the hiring process. The PMOC expressed concern that some key HART staff members have departed the project, which has left some gaps in the agency’s Management Capacity and Capability.
- Major Issues or Concerns – HART has made the determination that it will underground HECO lines along a section of the Airport Segment (9 poles) and on a significant portion of Dillingham Boulevard within the City Center Segment (1.8 miles). FTA inquired when negotiations with HECO will be concluded. HART responded that it is having monthly meetings at the executive level, but no Agreement is in place yet. Procurement of the AGS and City Center Guideway and Stations (CCGS) DB Contracts will impact the budget and financial plan depending on the contract award amounts. FTA asked if there was an industry review in the bidding community for those two contracts. HART replied that they did solicit input from the industry and explained that is why both contracts are utilizing the DB procurement method. It was determined that there may be more bidding competition by using DB. Interface between all current contracts is also an issue that HART staff is attempting to mitigate.
- Audit Status (OIG and City) – The OIG audit appeared to focus more on the FTA process than HART itself. HART has responded to the City Audit Report and is following HART Board recommendations.

4.0 MANAGEMENT PLAN STATUS

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

- A Draft PMP was submitted to the PMOC for review in July 2015, but it did not contain the updated budget and schedule information, which are still being developed. PMOC comments were provided to HART in September 2015. The revised draft of the PMP update addresses organizational and format changes. This draft indicates a reduction in the number of management sub-plans and procedures through consolidation, while emphasizing HART’s ownership and management control of them, and the coordination between those plans and procedures. The detailed budget and schedule information will be added after HART and the FTA agree to a revised budget and Revenue Service Date (RSD).

- The Contract Packaging Plan must still be updated to reflect schedule and budget changes.
- The Risk and Contingency Management Plan (RCMP) update is pending the outcome of the 2016 Risk Refresh.
- Financial Plan – Update of this plan will be prepared once the final budget and schedule are developed. HART anticipates having the DRAFT plan available in July or August 2016.

5.0 HART SAFETY & SECURITY OVERVIEW

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

- An FTA Safety and Security Huddle was scheduled on May 12, 2016, which will include FTA, HDOT, HART and the PMOC.
- HART provided an update for all safety certification activities that are related to the MSF facilities, MSF CSC rail activation, and the WOFH Guideway.
- There were no accident/injury statistics or incidents reported by HART.
- There were no system-wide trends or updates reported by HART.
- HART is in the process of incorporating PMOC comments into its Safety and Security Management Plan (SSMP) and Safety and Security Certification Plan (SSCP). There were no PMOC comments on the Construction Safety Plan (CSP), so HART will baseline the CSP and distribute it.
- HART provided the PMOC with the DRAFT Memorandum of Understanding (MOU) with the GSA for all work adjacent to the Federal courthouse. This will include any protective measures (e.g. barriers) along the station and guideway.
- HART provided the FTA/PMOC with an updated Safety and Security Roadmap on May 9, 2016.
- Threat and Vulnerability Assessments (TVA) – Since HART has revised the Contract Packaging Plan, updates to the Airport, Navy and System-wide TVAs will be required. HART will provide the updated/required TVA in the 4th Quarter of 2016.
- 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. HART anticipates an approved PHA by June 30, 2016.
- Design and Construction Conformance Checklist – HART is progressing on Design Conformance but is lagging on Construction Conformance since it is still finalizing construction checklists.
- Safety Open Items List (OIL) – HART is tracking OILs from the CSC, WOFH, MSF and KHG projects. HART has created an open items database and is working with HART engineering teams on closing their respective open items on the OIL, and any associated hazards on the Hazard Tracking Log (HTL).
- 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 HDOT STATE SAFETY OVERSIGHT PROGRAM UPDATE

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

- HDOT participated in FTA’s Office of Transit 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 and improving.
- HDOT is monitoring MAP-21 requirements for safety and security specific issues.
- 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 project budget, costs incurred, change orders, etc. as addressed in Appendix B of April 2016 Monthly Progress Report and the handout materials.

- The Full Funding Grant Agreement (FFGA) Project Budget was \$5.122 billion.
- HART’s total incurred cost to date is \$2.035 billion.
- HART’s current Estimate at Completion (EAC) is \$6.827 billion. The EAC includes \$396.5 million in Contingency and \$393 million in finance costs.
- HART reports a remaining balance of contingency of \$473 million. However, this number has not been updated and does not reflect the revised EAC.
- HART is undergoing a refinement of its EAC and intends to have the revised EAC available in June 2016.

7.2 Program Schedule

HART provided an update on the project schedule as addressed in Section 3 of HART April 2016 Monthly Progress Report and the handout materials:

- The target for the Interim Opening is December 2019.
- The target for construction completion is December 2021 without contingency.
- The target for full revenue service is December 2022 without contingency.
- HART is undergoing a refinement of its Master Program Schedule (MPS) and intends to have the revised MPS available in June 2016.

7.3 Program Financial Plan Status

HART provided an update on the Program Financial Plan as addressed in Section 2.4 of April 2016 Monthly Progress Report and the handout materials:

- The monthly cash flow balance has ranged from a high of \$289 million in January 2015 to a low of \$108 million in April 2016.
- HART will provide FTA with its most recent cash flow projections.
- HART used a 4% growth rate in the most recently updated Financial Plan, which adds \$1.524 billion through the 5-year extension of the GET.
- As noted previously, HART will update its Financial Plan after finalizing the revised budget and schedule. It is anticipated that the updated DRAFT Financial Plan will be available in July or August 2016.

7.4 Program Risk Assessment

HART provided an update on Program Risk Management as addressed in Section 6.6 of the HART April 2016 Monthly Progress Report and the handout materials:

- HART is revising its risk program. Alex Cross will lead the program with support from HART's Program Management Consultant.
- HART intends to present its revised program to the PMOC in June 2016.
- The Risk and Contingency Management Plan (RCMP) will be updated to reflect the new process that will be utilized for risk management on the project. It was noted, however, that the RCMP cannot be finalized until the updated budget and schedule are complete.

8.0 PROCUREMENT

HART provided an update on the status of ongoing and near future procurement activities. The schedule for all major project procurements is summarized in Appendix D of the HART April 2016 Monthly Progress Report.

9.0 BUY AMERICA

HART provided an update on Buy America as addressed in Section 6.3 of HART April 2016 Monthly Progress Report:

- HART submitted to FTA a Waiver Request for the Train Control and Communications Equipment Variable Refrigerant Flow on February 8, 2016. Additional information was subsequently provided at the request of FTA. HART is awaiting a decision from the FTA.
- AHJV has changed the truck supplier for the LRVs. AHJV is verifying the calculation for Buy America percentage for the vehicles and will submit that information to HART for review when available.

10.0 RIGHT OF WAY PROGRAM STATUS

10.1 Status of Parcels

HART provided an update on real estate acquisition as addressed in Section 5.4 of HART April 2016 Monthly Progress Report:

- HART right-of-way group 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.
- Currently, there are no ROW actions impeding construction work and the objective is to secure site access via Rights of Entry. HART indicated 90% site access has been achieved to date.
- In order to support the upcoming procurement for the AGS DB Contract and to maintain the project schedule, eminent domain proceedings were authorized by the HART Board and the Honolulu City Council for several parcels. However, negotiations are still continuing with all private property owners in the Airport section in an attempt to reach mutual agreement.

- Navy consent has been obtained for HART to construct on its property and facilities.

10.2 Third Party Agreements

HART provided an update on third party agreements as addressed in Figure 15 of its April 2016 Monthly Progress Report:

- Aloha Stadium Construction Right of Entry (CROE) – DRAFT Agreement has been routed for review. Department of Accounting and General Services (DAGS), the Stadium Authority, and HART met to discuss the agreement.
- University of Hawaii Right of Entry – Construction Rights of Entry are pending.
- GSA – An MOU is pending with the GSA for all work adjacent to the Federal courthouse. This will include protective measures (e.g. barriers) along the station and guideway.
- United States Postal Service (USPS) – The valuation dispute is being resolved with binding arbitration using a mutually-agreed-upon third appraiser.
- US Navy – The Current Base Commander would like to finalize the license agreement prior to change of Base Command staff, which will occur in spring 2016.

11.0 NEPA UPDATE – ENVIRONMENTAL, PERMITTING, PLANNING

11.1 Status of Post-ROD Changes

HART provided an update of the Post-ROD changes and target dates for obtaining FTA approval as addressed in Section 6.5 of the HART April 2016 Monthly Progress Report:

- Emergency Backup Generators (Second Quarter 2016)
- City Center Realignment including the Ala Moana Station relocation (Second Quarter 2016)
- Airport and City Center Casting Yards (Third Quarter 2016)
- Prepare and submit separate draft Post-RODs for the following topics for third quarter 2016 and beyond: Additional Project-Wide Right-of-Way, West Oahu Park and Ride Lots (including interim Park and Ride at Ho‘opili Station), Hōlau Market and Ai-Goto Parcels at Chinatown Station, and Phased Openings.

11.2 Mitigation Monitoring

HART noted that the Mitigation Monitoring Report for the First Quarter of 2016 was transmitted to the FTA and PMOC on April 21, 2016.

12.0 DESIGN & CONSTRUCTION STATUS

12.1 HECO/Utilities Update

HART provided an update on HECO as addressed in Section 5.3 of HART April 2016 Monthly Progress Report:

- Davis-Bacon requirements – HECO and HART are still awaiting a final decision from the US Department of Labor.

- HECO 46kV Substation near MSF area – HECO indicated a need in the 2018-2019 timeframe for a new 46kV substation to feed the MSF area due to requirements in HECO Rule 13.
- Horizontal Working Clearances Analysis – For Airport and City Center, HART and HECO have agreed to underground the overhead 138kV lines. HART designers are progressing to a preliminary engineering design with feedback from HECO. For WOFH and KHG, HECO has completed a pole-by pole review of the current overhead 138kV and 46kV pole and line locations and has identified areas where alternative access may be used for future pole and line maintenance. HART’s Task Force continues to meet bi-weekly with HECO staff to identify and analyze all potential solutions to the working clearance issue, including relocating lines to new overhead alignments, underground alignments, attachment to the guideway, and use of alternative equipment.
- Alternative Equipment – HECO and HART are researching other equipment manufacturers to see if there are equipment alternatives (bucket trucks and cranes) that can work with less than the desired working clearance requirements.
- New Service Connections –
 - MSF – Service request approved via receipt of HECO Final Cost Letter and HECO design drawings. Installation of the MSF service is complete; buildings are energized.
 - Passenger Stations and Systems Sites – HECO service request reviews are complete and HART has not received additional comments for the west side stations and systems sites. HECO is working to finalize its designs and cost estimates.

12.2 Current Design Activities Summary

HART provided an update on current design activities as addressed in Section 4.4 of its April 2016 Monthly Progress Report.

12.3 Current Construction Activities Summary

HART provided an update on current construction activities as addressed in Sections 4.2 and 4.3 of its April 2016 Monthly Progress Report:

- West Oahu/Farrington Highway Guideway DB Contract (WOFH) – March 2017 projected substantial completion pending a time extension for the work associated with Leeward Community College.
- West Oahu Stations Group – Construction is proceeding as shared site access has been confirmed between contractors.
- Farrington Highway Stations Group – Working to mitigate LCC access with contractor.
- MSF – Substantial completion is anticipated in June 2016.
- Kamehameha Highway Guideway DB Contract (KHG) – Contractor schedule is currently under review.
- Airport Section Utilities – Progress is slow due to unforeseen conditions.
- Airport Seven Piers – Contract is closed out.
- On-Call Contractor – Potholing on Dillingham in City Center Section is ongoing.

12.4 Current Core Systems Activities Summary

HART provided an update on current Core Systems Contract (CSC) activities as addressed in Sections 4.1 of April 2016 Monthly Progress Report:

- Ongoing construction activities–
 - Installation of Fire Detection system in MSF
 - Rack installation and wiring in Yard Control Bungalow
 - Pull cable in Yard for Signaling and Traction Power
 - Took delivery of Waipahu Traction Power Substation
- Vehicles –
 - HART took delivery of the first four rail vehicles (Train 1).
 - Train 2 – continue with final assembly; wire and equipment installation; truck Frame assembly and delivery;
 - AHJV changed truck supplier from DRS to Nuova Comafer
- Issues –
 - Issued new Construction Access Dates in April 2016 to bring Full Opening to Dec 2022. AHJV will rebaseline the schedule to Revision J.
 - Communication Systems design is late. West side stations are beginning to be submitted but there are still issues with the custom software development for the integrated communications controller.

13.0 QUALITY ASSURANCE/QUALITY CONTROL

HART provided an update on QA/QC activities as addressed in Sections 6.2 of its April 2016 Monthly Progress Report.

14.0 OTHER ITEMS

14.1 DBE/EEO Program

HART provided an update on DBE and EEO activities as addressed in Sections 6.4 of its April 2016 Monthly Progress Report:

- HART DBE/EEO Program Goal is 13%, of which 1.91% has been achieved to date. \$33,778,897 is the total dollar participation for all DBEs on all HART contracts from 9/24/07 to 4/30/16.
- FTA asked if HART was going to decrease the DBE due to the increase in EAC, and HART responded “HART is considering recalculating the DBE goal due to the increase in EAC. Once we get a final figure we will consult with the Region IX Civil Rights Officer and determine if a decrease in DBE goal is appropriate”.

14.2 Fare Collection/Fare Policy

HART provided an update on Fare Collection activities as addressed in Sections 4.1 of April 2016 Monthly Progress Report:

- An MOU for capital cost sharing with the City was executed on July 11, 2015, and an MOU for Operations and Maintenance was executed on March 10, 2016.

- HART awarded a Fare Systems technical consultant contract to CH2M Hill to support design review, testing, and installation of the system.
- A Fare Systems DBOM Contract was awarded to INIT on March 18, 2016.
- HART Fare Collection/Fare Policy is currently under development.

14.3 Triennial Review Final Report

FTA noted that all items from the Triennial Review Final Report have been addressed and are closed. FTA to provide HART a Triennial Review Closeout Letter.

14.4 Grant Status

HART provided an update on the New Starts Drawdown by federal fiscal year as addressed in the handout materials.

- HART's actual drawdowns to date are \$525 million of the \$1.550 billion obligated by the FTA.
- FTA is withholding \$500 million in grant funding until an updated Financial Plan is submitted by HART.

15.0 UPCOMING MEETINGS

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

Period: May 2016 – July 2016		
Activity	Responsibility	Date
Quarterly Meeting	FTA, HART and PMOC	May 11, 2016
Safety & Security Huddle	FTA, HDOT, HART and PMOC	May 12, 2016
Monthly Progress Meeting	FTA, HART and PMOC	June 8, 2016
Monthly Progress Meeting	FTA, HART and PMOC	July 13, 2016

16.0 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	Updates resulting from Risk Refresh:					
2a	Update the Contract Packaging Plan	HART	Aug-14	TBD		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; Target July/August 2016
2c	Re-baseline budget	HART	Apr-14	TBD		In progress
2d	Re-baseline MPS	HART	Apr-14	TBD		In progress – HART has provided MPS update for review
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.
5	HART to provide Operational Readiness Checklist/Hold Points for MSF Certification	HART	Jan-16	Apr-16		DRAFT checklist provided but must be populated with dates/ hold points
10	Submit documentation to FTA for Post-ROD changes	HART	Mar-16	Apr-16		
11	Provide updated organizational chart	HART	May-16	May-16	May-16	
12	Provide Triennial Review Closeout Letter	FTA	May-16	Jun-16		
13	Provide updated cash flow chart	HART	May-16	Jul-16	June -16	

17.0 APPENDICES

Appendix A: Acronym List

AGS	▪	Airport Guideway and Stations
AHJV	▪	Ansaldo Honolulu Joint Venture
CCGS	▪	City Center Guideway and Stations
CPP	▪	Contract Packaging Plan
CROE	▪	Construction Right of Entry
CSC	▪	Core Systems Contract
CSP	▪	Construction Safety Plan
DAGS	▪	Department of Accounting and General Services
DB	▪	Design-Build
DBE	▪	Disadvantaged Business Enterprise
DBOM	▪	Design-Build-Operate-Maintain
DOL	▪	Department of Labor
EAC	▪	Estimate at Completion
ED	▪	Executive Director
EEO	▪	Equal Employment Opportunity
FAST	▪	Fixing America's Surface Transportation
FFGA	▪	Full Funding Grant Agreement
FHSG	▪	Farrington Highway Station Group
FTA	▪	Federal Transit Administration
GET	▪	General Excise Tax
HART	▪	Honolulu Authority for Rapid Transportation
HDOT	▪	Hawaii Department of Transportation
HECO	▪	Hawaii Electrical Company
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 st Century ACT
MOD	▪	Mobility on Demand
MOU	▪	Memorandum of Understanding
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
QA/QC	▪	Quality Assurance/Quality Control
RCMP	▪	Risk and Contingency Management Plan
ROD	▪	Record of Decision
ROE	▪	Right of Entry
ROW	▪	Right of Way
RSD	▪	Revenue Service Date
SGA	▪	Smart Growth America
SOA	▪	State Oversight Agency
SSCP	▪	Safety and Security Certification Plan
SSMP	▪	Safety and Security Management Plan

- SSOA ▪ State Safety Oversight Agency
- TOD ▪ Transit Orientated Development
- TrAMS ▪ Transit Award Management System
- TSO ▪ Transit Safety and Oversight
- TVA ▪ Threat and Vulnerability Analysis
- WMATA ▪ Washington Metropolitan Area Transit Authority
- WOFH ▪ West Oahu/Farmington Highway
- WOSG ▪ West Oahu Station Group

Appendix B: Agenda

QUARTERLY MEETING AGENDA MAY 11, 2016

8:00 am – 12:00 pm HT
HART, 1st floor, Suite 150

No.	Topic	Presenter	HART Monthly Report Section
1	Introduction		
2	Opening Remarks		
	a. FTA	L. Rogers	
	b. HART	D. Grabauskas	
	c. HDOT	B. Eschenour	
3	Project Overview & Update	S. Carnaggio	
	a. General Project Status		1
	b. Decision Milestone Matrix Update		
	c. Project Organization Chart Update		6.8
	d. Major Issues or Concerns		
	e. Audit Status (OIG and City)		
4	Management Plans Status	A. Cross	
5	HART Safety & Security Overview	H. Miranda	6.1
6	HDOT State Safety Oversight Program Update	B. Eschenour	
7	Project Controls		
	a. Program Budget and Cost	C. Ellis	App. B
	(1) FFGA Budget vs. Estimate at Completion (EAC)		
	(2) Costs Incurred vs. FFGA Budget (per SCC)		
	(3) Cost incurred vs. Current EAC (per SCC)		
	(4) Costs incurred vs. Current EAC (by contract)		
	(5) ETC of major awarded contracts (West side)		
	(6) ETC for remaining contracts to be awarded (East side)		
	(7) Status of Change Orders, Claims, and Settlements (>\$100K)		
	(8) Cost Containment Planning		
	(9) Contingency Management		
	b. Program Schedule	D. Sagherian	3
	(1) MPS Status		
	(2) Interim Opening Target		
	(3) Target construction completion date		
	(4) Full Revenue Operations (RSD) Target vs. FFGA RSD		
	(5) Schedule Containment Planning		
	c. Program Financial Plan Status	M. McGrane	
	(1) Cash Flow Trends vs. Project Revenue		2
	(2) Status of Current GET Collections		2
	(3) Financial Plan Update		

No.	Topic	Presenter	HART Monthly Report Section
	d. Program Risk Management	A. Cross	6.6, App. G
	(1) Risk Refresh Workshop Follow-up		
	(2) Risk Register Status		Fig. 17-19
	(3) Primary & Secondary Mitigation Measures		
	(4) Risk and Contingency Management Plan Update		
8	Procurement	N. Chapman	App. D
9	Buy America	N. Chapman	6.3
10	Right of Way Program Status		
	a. Status of Parcels	M. Atta	5.4
	b. Third Party Agreements	B. Morioka	5.4
11	NEPA Update – Environmental, Permitting, Planning	J. Souki	6.5
	a. Status of Post-ROD Changes		
	b. Mitigation Monitoring		
12	Design & Construction Status		
	a. HECO/Utilities Update	C. Takashige	5.3
	b. Current Design Activities Summary	I. Lee	4.4A, 4.5A, 4.5B
	c. Current Construction Activities Summary		
	(1) West Section	K. Kraut	4.2A-D, 4.3A & C
	(2) East Section	K. Cox	4.4B, 4.4C
	d. Current Core Systems Activities Summary	J. Garrod	4.1A
13	Quality Assurance/Quality Control	A. Bonifacio	6.2
	Other Items		
	a. DBE/EEO Program	C. Bayne	6.4
	b. Fare Collection/Fare Policy	A. Cross	4.1
	c. Triennial Review Follow Up		
	d. Grant Status	K. Froemming	2.4
14	Upcoming Meetings – Attachment B		
15	Action Items Review – Attachment A		

Appendix C: Attendance List 5/11/16 8:30 a.m. HART 1099 Alakea St, Suite 150, Honolulu

Name	Agency/Company
Leslie Rogers	FTA
Bernardo Bustamante	FTA
Catherine Luu	FTA
Ray Sukys arrived 8:59	FTA
Kim Nguyen ????	FTA
Lynette Little	FTA
Ted Matley*	FTA
Brandon Eshenour	HDOT
Dan Grabauskas	HART
Sam Carnaggio	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
Diane Arakaki arrived 8:46	HART
In-Tae Lee	HART
Kate Froemming	HART
Roland Bueno	HART
Brian Kelleher	HART
Chris Takashige	HART
Justin Garrod	HART
David Sagherian	HART
Henry Miranda	HART
Alberto Bonifacio	HART
Jeff Mack	GEC III
Brennon Morioka	HART
Colleen Hanabusa arrived 9:07	HART Board
Huy Huynh	HART CSOC
Jay Harper	HART S&S
Jesse Souki	HART
Jill Odo	HART
Kai Nani Kraut	HART
Kevin Cox	HART
Joyce Oliveira	HART
Michelle Jacobson	HART CSOC
Mike Formby	HART Board
Mike McGrane	HART
Whitney Birch arrived 12:27	HART
Richard Doyle*	HART Independent Consultant
Tim Mantych	PMOC
Bill Tsiforas	PMOC
Alvin Nakamura	PMOC
Tim Morris*	PMOC
Dorothy Schultz*	PMOC
Keith Konradi*	PMOC

*Participated via teleconference.