# MEETING AGENDA

| | |
|---|---|
| **Grantee:** | City and County of Honolulu |
| **Project:** | Honolulu High-Capacity Transit Corridor Project |
| **Subject:** | Monthly Progress Meeting |
| **Date:** | March 2-4, 2010 |
| **Location:** | Teleconference<br>Call-in Number: 1-866-365-4406<br>Passcode: 5185105 |
| **Participants:** | Federal Transit Administration (FTA)<br>City and County of Honolulu (City)<br>InfraConsult – Project Management Support Consultant (PMSC)<br>Parsons Brinckerhoff – General Engineering Consultant (GEC)<br>Jacobs Engineering Group – Project Management Oversight Contractor (PMOC) |

**Tuesday, March 2, 2010**

**9:00 AM** **1. Schedule Status Meeting**

**2. Navy Drum Site Visit**

**Wednesday, March 3, 2010**

**9:00 AM** **1. Previous Action Items (Attachment A)**

**2. Contract Update**
- West Oahu/Farrington Highway Guideway DB Contract
  - Status of NTP #1
  - Status of NTP #1A

**3. Procurement Update**
- General Engineering Consultant II
- Kamehameha Highway Guideway DB Contract
- Maintenance and Storage Facility DB Contract
- Vehicle/Core Systems DBOM Contract
- Station Design Packages

**4. Preliminary Engineering Phase Update**
- Technical Capacity and Capability (staffing update)
- Status of management deliverables (Attachment B)
- Status of design activities

**5. Budget Update**
- Status of Bottoms-up Estimate
- Expenditures to Date

**6. Other Items**
- FTA Roadmap
- NEPA Status (as it relates to schedule)
- Real Estate Acquisition
- Third Party Agreements
- Safety and Security Management



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- Grantee Monthly Report Outline

7. **Status Update of PE Approval Letter Requirements (Items only denoted with an asterisk on Attachment C)**

8. **New Action Items**

9. **Look Ahead Schedule (Attachment D)**

**Thursday, March 4, 2010**

1. **West Oahu/Farrington Highway DB Contract Progress Meeting**

**Attachment**

**A Action Items**
**B Management Deliverables**
**C PE Approval Letter Requirements**
**D Look Ahead Schedule**



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## Attachment A: Action Items

| Item No. | Item | Responsible Party | Date Identified | Date Due | Date Completed | Status |
|---|---|---|---|---|---|---|
| 1 | Schedule real estate workshop | PMOC | 4-Nov-09 | TBD | | Open |
| 2 | Provide FTA with "making the case" approach letter for LONP | City | 4-Nov-09 | Apr-10 | | City will provide after they complete the bottoms up estimate and financial plan |
| 3 | FTA prepare memo to Corporation Council on confidentiality | FTA | 16-Dec-09 | Jan-10 | | |
| 4 | Schedule Roadmap meeting for Entry into FD | FTA/PMOC | 16-Dec-09 | Jan-10 | | Pending direction from FTA |
| 5 | Provide signed MOA with DHL for Navy Drum Site | City | Jan-10 | Feb-10 | | Not signed yet |
| 6 | Provide Section 106 Programmatic Agreement comments | City | Jan-10 | Feb-10 | | Still in legal review at FTA |
| 7 | Provide sample Force Account and Claims Avoidance Plans | PMOC | Jan-10 | Feb-10 | | |
| 8 | Populate Final Design Roadmap | City | Jan-10 | Feb-10 | | Ongoing |
| 9 | Check on status of FTA SSOA Letter | PMOC | Jan-10 | Feb-10 | | Letter is pending |
| 10 | Provide PMOC with PMSC Contract | City | Feb-10 | Feb-10 | 17-Feb-10 | |
| 11 | Provide PMOC with copy of drawing indicating impact of guideway on parcel located at 1156-1164 Waimanu Street | City | 11-Feb-10 | Feb-10 | | |



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## Attachment B: Management Deliverables

| Deliverable | Revision No. | Latest Revision Date | Next Revision Date | Notes |
|---|---|---|---|---|
| Project Management Plan (PMP) | 2 | 01-Mar-09 | Feb-10 | The PMP update will address recommendations identified in the PE approval letter and all prior PMOC comments. |
| Quality Management Plan (QMP) | 1 | May-09 | Apr-10 | The update is to address QA/QC procedures to be implemented by the GEC II, as well as DB and DBB |
| Real Estate Acquisition Management Plan (RAMP) | 3 | Oct-09 | Mar-10 | The PMOC provided high level review comments on Rev 3. |
| Bus Fleet Management Plan (BFMP) | 0 | Apr-09 | Apr-10 | Update will be needed for FD approval |
| Rail Fleet Management Plan (RFMP) | 0 | Apr-09 | Apr-10 | Update will be needed for FD approval |
| Safety and Security Management Plan (SSMP) | 1 | 24-Aug-09 | Feb-10 | |
| Safety and Security Certification Plan (SSCP) | - | - | Mar-10 | |
| System Safety Program Plan (SSPP) | - | - | TBD | |
| System Security and Emergency Preparedness Plan (SSEPP) | - | - | TBD | |
| System Safety Program Plan | - | - | TBD | |
| System Security Program Plan | - | - | TBD | |



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## Attachment C: PE Approval Letter Requirements

| No. | Item | City Responsible Person | Date Due | Completion Date | Comments |
|---|---|---|---|---|---|
| **Project Scope, Design and Development** | | | | | |
| 1 | Identify any third party agreements necessary for project completion, including utility agreements with private and public owners and military | LR / HLB | Jan-10 | | Status Matrix being sent to the PMOC on a monthly basis |
| 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 | Ongoing | | |
| 3 | Fully develop vehicle basis of design and functional sizing | JS | Mar-10 | | PMOC will review selected proposal to determine whether it meets operational criteria |
| 4 | Determine rail fleet size requirement | JS | May-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 | Jul/Aug-10 | | |
| 6 | Determine the final location of the maintenance and storage facility | FM | | | Address in FEIS reconciliation table |
| * 7 | Finalize a contracting packaging plan which includes a source selection plan(s) and contract specific work plans | SZ | Feb-10 | | Will be provided by the end of February |
| 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 | Apr-10 | | 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 | Uploaded to PS site |
| 10 | Ensure the service velocity does not erode over the next course of design changes | JS | Mar-10 | | On Schedule - currently being evaluated |
| **Project Schedule** | | | | | |
| 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 | Jan-10 | 29-Oct-09 | Uploaded to PS site including horse blanket schedule. |
| 12 | Address the utilization manpower and equipment resource loading and budget and cost loading | MH | Mar-10 | | On schedule; cost loaded, waiting for resource loading |



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| | No. | Item | City Responsible Person | Date Due | Completion Date | Comments |
|---|---|---|---|---|---|---|
| | 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 | Apr-10 | | Delayed until after the CORE Systems proposals are submitted and contractor selected |
| | 14 | Develop a right-of-way schedule | MH | Jan-10 | 29-Oct-09 | Uploaded to PS site |
| | 15 | Modify the Work Breakdown Structure to cross over with the project budget and cost breakdown structure | MH | Jan-10 | 21-Dec-09 | |
| **Project Cost** | | | | | | |
| | 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 genial 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 | Mar-10 | | On schedule |
| | 17 | Escalate the cost estimate in accordance with the MPS | MH | Mar-10 | | Need to wait until Item No. 16 is complete |
| * | 18 | Provide justification and backup documents to support the quantification and assumptions for the "soft costs" and related general conditions of the project | MH | Apr-10 | | Need to wait until Item No. 16 is complete |
| **Technical Capacity** | | | | | | |
| * | 19 | Update the Project Management Plan to bring it into full conformance with FTA requirements, and implement the configuration management and change control mechanism | SZ | Feb-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 | Jun-10 | | |



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| | No. | Item | City Responsible Person | Date Due | Completion Date | Comments |
|---|---|---|---|---|---|---|
| | 21 | Work with the State of Hawaii to establish a State Safety Oversight Agency office to oversee the project | KA | Apr-10 | | Still waiting for FTA letter to the Governor before work can proceed. |
| | 22 | Submit a fully developed Rail Fleet Management Plan | JS | Apr-10 | | On Schedule |
| * | 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 | Mar -10 | | |
| * | 24 | Develop a Contingency Management Plan which will identify the specific risks and implement the anticipated mitigation measures | SZ | | | After risk assessment plan is started |
| | 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 | Mar-10 | | Being worked on; will be complete in first quarter 2010 |
| | 26 | Update and implement the: | | | | |
| | | Real Estate and Acquisition Plan | JI | Mar-10 | | |
| | | Bus Fleet Management Plan | PK | Jun-10 | | |
| * | | Safety and Security Management Plan | KA | Feb-10 | | |
| | | Quality Management Plan | SZ | Apr-10 | | |



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## Attachment C: Look Ahead Schedule

| JACOBS<br>PMOC WORK PLAN<br>Period: April – June 2010 | | |
|---|---|---|
| **ACTIVITY** | **TEAM** | **DATE** |
| **TASK ORDER 2 – HONOLULU** | | |
| Monthly Progress Meeting | Mantych, Tsiforas, Morris | April 7, 2010 |
| Value Engineering Workshop | Morris, Konradi | April 10-14, 2010 (Tentative) |
| Quarterly Progress Review Meeting | Mantych, Tsiforas | May 2010 (TBD) |
| Real Estate Workshop | Merryman, Mantych, Tsiforas Neathery | TBD |
| Safety and Security Workshop | Newman, Schulz, Mantych, Tsiforas | TBD |
| Monthly Progress Meeting | Mantych, Tsiforas | June 2, 2010 |



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