MEETING AGENDA

Grantee:	City and County of Honolulu
Project:	Honolulu High-Capacity Transit Corridor Project
Subject:	Monthly Progress Meeting (Teleconference)
Date:	February 11, 2010
Time:	9:00 AM Honolulu / 2:00 PM Eastern
Location:	Teleconference Call-in Number: 1-866-365-4406 Passcode: 5185105
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 – Project Management Oversight Contractor (PMOC)

1. **Previous Action Items (Attachment A)**

2. **NEPA Update**
   - Section 106 Programmatic Agreement
   - Section 4(f)
   - Selection of airport alignment alternative

3. **Procurement Update**
   - West Oahu/Farrington Highway Guideway DB Contract
     - Status of work under NTP #1
   - Kamehameha Highway Guideway DB Contract
   - Maintenance and Storage Facility DB Contract
   - Vehicle/Core Systems DBOM Contract
   - General Engineering Consultant I modification

4. **Preliminary Engineering Phase Update**
   - Staffing update
   - Status of management deliverables
     - Project Management Plan
     - Real Estate Acquisition Management Plan
     - Safety and Security Management Plan
     - Contract Packaging Plan
   - FTA Roadmap
   - Grantee Monthly Report

5. **Schedule Update**

6. **Budget Update**

7. **Status Update of PE Approval Letter Requirements (highlighted items only on Attachment B)**

8. **New Action Items (Attachment B)**

9. **Look Ahead (Attachment C)**

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Attachments

A Action Items
B PE Approval Letter Requirements
C Look Ahead Schedule

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Attachment A: Action Items

Item No.	Item	Responsible Party	Date Identified	Date Due	Date Completed	Status
1	Provide Quarterly Report samples	PMOC	4-Nov-09	Dec-09		
2	Provide presentation of what is described in the FEIS for the airport and analysis of Master Plan for the Airport	City	4-Nov-09	Nov-09	16-Dec-09	Deleted as Action Item
3	Schedule real estate workshop	PMOC	4-Nov-09	Dec-09		Open
4	Provide FTA with "making the case" approach letter for LONP	City	4-Nov-09	Dec-09		Open
5	Provide FTA with a report on reduction of performance bond requirements	PMOC	4-Nov-09	Dec-09	29-Dec-09	Complete
6	Provide FMOC comments to Financial Plan	FTA	4-Nov-09	Nov-09	Dec-09	Complete
7	Provide FTA with OCIP Bid Protest notification [Update: Procurement terminated and will be re-solicited; letter will be sent to FTA Regional Counsel]	City	4-Nov-09			Open
8	Provide PMOC with GEC II Request For Qualifications	City	16-Dec-09	Dec-09	Dec-09	Complete
9	Provide PMOC with backup for WOFH Contract basis for NTP #1 scope and budget	City	16-Dec-09	Jan-10	13-Jan-10	Complete
10	FTA preparing a memo to Corporation Council on confidentiality	FTA	16-Dec-09	Jan-10		
11	Schedule Road Map meeting for Entry into FD	FTA/PMOC	16-Dec-09	Jan-10		PMOC will schedule a conference call after the City reviews the Road Map
12	Provide the FTA with Navy covenant (deed)	City	16-Dec-09	Dec-09	Dec-09	Complete
13	Provide the PMOC with Operational Peer Review Report	City	16-Dec-09	Jan-10	Jan-10	Complete
14	Provide the FTA with Transit Authority Resolution	City	16-Dec-09	Dec-09	Dec-09	Complete
15	Provide signed MOA with DHL for Navy Drum Site	City	Jan-10	Feb-10		
16	Provide Section 106 Programmatic Agreement comments	City	Jan-10	Feb-10		

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Item No.	Item	Responsible Party	Date Identified	Date Due	Date Completed	Status
17	Provide sample Force Account and Claims Avoidance Plans	PMOC	Jan-10	Feb-10		
18	Provide draft Operating Plan	City	Jan-10	Mar-10		
19	VE requirement for Design Build contracts	PMOC	Jan-10	Feb-10	26-Jan-10	PMOC provided response from FTA
20	High level review of RAMP Rev 3	PMOC	Jan-10	Feb-10	25-Jan-10	PMOC provided Job Memorandum
21	Populate Road Map	City	Jan-10	Feb-10		
22	Check on status of FTA SSOA Letter	PMOC	Jan-10	Feb-10		Jan-10 – Per information from TPM, letter is still pending.

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Attachment B: 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	Jan-10		On Schedule
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		Third reading of transit authority resolution scheduled for Dec. 16th; Will submit to PMOC-FTA after passage.
9	Develop a preliminary operation plan	JS	Mar-10		Preliminary operations plan was prepared for the peer review panel. The plan will be updated based on the peer review and submitted.
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	10/29/2009	Uploaded to PS site including horse blanket schedule.

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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	Jan-10		On schedule; cost loaded, waiting for resource loading
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	10/29/2009	Uploaded to PS site.
15	Modify the Work Breakdown Structure to cross over with the project budget and cost breakdown structure	MH	Jan-10	12/21/09	
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	Feb-10		On schedule
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		

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No.	Item	City Responsible Person	Date Due	Completion Date	Comments
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		
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			
24	Develop a Contingency Management Plan which will identify the specific risks and implement the anticipated mitigation measures	SZ			Hold off until January
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		Being updated; next revision will be completed after the PMOC-FTA ROW meeting in Honolulu
	Bus Fleet Management Plan	PK	Jun-10		
	Safety and Security Management Plan	KA	Jan-10		On Schedule
	Quality Management Plan	SZ	Apr-10		

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Attachment C: Look Ahead Schedule

JACOBS PMOC WORK PLAN Period: March – May 2010		
ACTIVITY	**TEAM**	**DATE**
TASK ORDER 2 – HONOLULU		
Monthly Progress Meeting	Mantych, Tsiforas, Neathery	March 3, 2010
Monthly Progress Meeting	Mantych, Tsiforas	April 7, 2010
Value Engineering Workshop	Konradi, Morris	April 12-16, 2010 (tentative)
Quarterly Progress Meeting	Mantych, Tsiforas	May 2010 (TBD)
Real Estate Workshop	Merryman, Mantych, Tsiforas	TBD
Safety and Security Workshop	Newman, Schulz, Mantych, Tsiforas	TBD

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