

MEETING AGENDA

Grantee: City and County of Honolulu
Project: Honolulu High-Capacity Transit Corridor Project
Subject: Preliminary Engineering Kickoff /PMOC Transition
Date: November 3-4, 2009
Location: Ali'i Place
1099 Alakea Street, Suite 1700
Honolulu, HI 96813

Participants: Federal Transit Administration (FTA)
City and County of Honolulu (City)
InfraConsult – Project Management Support Consultant
Parsons Brinckerhoff (PB) – General Engineering Consultant
Jacobs Engineering Group (JEG) – PMOC

Tuesday, November 3, 2009

- 8:30 AM
1. **Opening Remarks (Leslie Rogers)**
 2. **Introductions**
 - FTA
 - City of Honolulu
 - PMOC
 3. **Project Management Oversight (Nadeem Tahir)**
 4. **PMOC Transition (JEG)**
 - PMOC Team Organization and contact information
 - Communications Plan
 - Schedule for oversight and quarterly meetings
 5. **Project Status Update (City)**
 - Organization Chart
 - Highlights and Achievements
 - Baseline Project
 - Scope
 - Schedule
 - Budget, Expenditure, and Funding
 - NEPA Update
 - Engineering Update
 - Available Documents / Document Update
 - Real Estate Acquisition / Right-of-Way Update
 - Program Staffing Update
 - Procurement Update
 - Consultant Contracts
 - Project Management Support Consultant
 - PE/EIS General Engineering Consultant
 - General Engineering Consultant II
 - Design-Build Contracts
 - West Oahu/Farrington Highway Design-Build
 - Maintenance and Storage Facility
 - Vehicle/Core Systems

- Community Relations
 - Board Actions
6. **PE Approval**
- Items to be addressed during PE (Page 3 of October 16, 2009 letter)

Wednesday, November 4, 2009

8:30 AM 1. Alignment Tour

2. Key Issues

- Letters of No Prejudice
- State Safety Oversight Agency
- Third Party Coordination (Agency/Utility)
- HDOT/FAA Coordination
- Buy America waiver
- Waiver of the 100% performance bond requirements of 49 CFR Section 18.36(h)
- Procurement – RFP 2 document availability
- Regulatory issues

3. Closing Session

- Action Items
- Path forward
- Schedule next meeting

Thursday, November 5, 2009

Day reserved for continuing review and discussions of individual contracts, as needed.

Note: Breaks, including lunch, will be taken when needed.

Attachment

A Items to Be Addressed During PE (from October 16, 2009 PE approval letter)

Attachment A: Items to Be Addressed During PE (from October 16, 2009 PE approval letter)

Project Scope, Design, and Development

- Identify any third party agreements necessary for project completion, including utility agreements with private and public owners and the military;
- Resolve the specifics regarding proximity of the guideway to runways 22RJ4L and 22L14R at the Honolulu International Airport with the Hawaii Department of Transportation and the Federal Aviation Administration;
- Fully develop vehicle basis of design and functional sizing;
- Determine rail fleet size requirement;
- Fully develop scope for the administration building and operations control center;
- Determine the final location of the maintenance and storage facility;
- Finalize a contracting packaging plan which includes a source selection plan and contract specific work plans;
- Develop strategies to streamline the City's process to award contracts and to enter into grant agreements, especially as applicable to FTA grants;
- Develop a preliminary operation plan; and
- Ensure the service velocity does not erode over the next course of design changes

Project Schedule

- Provide a baseline of the Master Project Schedule (MPS) early in PE which will be used for monthly progress updates and tracking schedule variances;
- Address the utilization manpower and equipment resource loading and budget and cost loading;
- 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 procurements, FTA review and comment, detail activities for early construction packages;
- Develop a right-of-way schedule; and
- Modify the Work Breakdown Structure to cross over with the project budget and cost breakdown structure

Project Cost

- 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 general 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;
- Escalate the cost estimate in accordance with the MPS; and
- Provide justification and backup documents to support the quantification and assumptions for the "soft costs" and related general conditions of the project

Technical Capacity

- Update the Project Management Plan to bring it into full conformance with FTA requirements, and implement the configuration management and change control mechanism;
- 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;
- Work with the State of Hawaii to establish a State Safety Oversight Agency office to oversee the project;

- Submit a fully developed Rail Fleet Management Plan;
- Have 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;
- Develop a Contingency Management Plan which will identify the specific risks, and implement the anticipated mitigation measures;
- 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; and
- Update and implement the Real Estate and Acquisition Plan, the Bus Fleet Management Plan, the Safety and Security Management Plan, and the Quality Management Plan as the project progresses.

DRAFT