MEETING AGENDA

Grantee:	City and County of Honolulu
Project:	Honolulu High-Capacity Transit Corridor Project
Subject:	Preliminary Engineering Kickoff /PMOC Transition
Date:	December 16, 2009
Time:	9:00 AM Honolulu / 1:00 PM Central
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. **Opening Remarks**

2. **Project Status**
   - Procurement Update
     - General Engineering Consultant II
     - West Oahu/Farrington Highway Guideway DB Contract
     - Kamehameha Highway Guideway DB Contract
     - Maintenance and Storage Facility DB Contract
     - Vehicle/Core Systems DBOM Contract
   - NEPA Update
     - HDOT/FAA Coordination
   - Letters of No Prejudice
   - State Safety Oversight Agency

3. **PE Approval Letter Requirements (Attachment A)**

4. **Action Items (Attachment B)**

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

Attachment

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

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Attachment A: 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		Matrix required; copy of the Engineering Services Agreement matrix given to PMOC. Need to also develop matrix for the other agreements.
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	Mar-10		
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		
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		After third reading of the resolution; Submit Charter amendment proposal for transit authority to FTA.
9	Develop a preliminary operation plan	JS	Mar-10		After operations peer review
10	Ensure the service velocity does not erode over the next course of design changes	JS	Mar-10		
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 ProjectSolve site including horse blanket schedule
12	Address the utilization manpower and equipment resource loading and budget and cost loading	MH	Jan-10		

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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	Jan-10		
14	Develop a right-of-way schedule	MH	Jan-10		
15	Modify the Work Breakdown Structure to cross over with the project budget and cost breakdown structure	MH	Jan-10		
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	Feb-10		
17	Escalate the cost estimate in accordance with the MPS	MH	Jan-10		
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		
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	Jan-10		Initial update in Jan-10; later update required before entry into Final Design
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		

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No.	Item	City Responsible Person	Date Due	Completion Date	Comments
22	Submit a fully developed Rail Fleet Management Plan	JS	Apr-10		
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	Apr-10		
24	Develop a Contingency Management Plan which will identify the specific risks and implement the anticipated mitigation measures	SZ	Apr-10		Will discuss at Jan-10 meeting
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	Jan-10		
26	Update and implement the following plan:				Will discuss at Jan-10 meeting
	Real Estate and Acquisition Plan	JI			
	Bus Fleet Management Plan	PK	Jun-10		
	Safety and Security Management Plan	KA			
	Quality Management Plan	SZ			

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Attachment B: 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		Open
2	Provide staffing plan examples	PMOC	4-Nov-09	Dec-09		Open
3	Provide organization chart with names	City	4-Nov-09	4-Nov-09	4-Nov-09	Complete
4	Provide video link of Mayor's virtual tour	City	4-Nov-09	4-Nov-09	4-Nov-09	Complete
5	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		Open
6	Provide interagency agreement matrix	City	4-Nov-09	Jan-10		Open
7	Schedule real estate workshop	PMOC	4-Nov-09	Dec-09		Open
8	Provide FTA with City Auditor report	City	4-Nov-09	Nov-09		Open
9	Provide FTA with "making the case" approach letter for LONP	City	4-Nov-09	Nov-09		Open
10	Provide FTA with a report on reduction of performance bond requirements	PMOC	4-Nov-09	Dec-09		Open
11	Provide FMOC comments to Financial Plan	FTA	4-Nov-09	Nov-09		Open
12	Provide FTA with letter to newspaper editor	City	4-Nov-09	4-Nov-09	4-Nov-09	Complete
13	Provide PMOC with CD of slide presentation	City	4-Nov-09	4-Nov-09	4-Nov-09	Complete
14	Provide FTA with OCIP Bid Protest notification	City	4-Nov-09			Open

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Attachment C: Look Ahead Schedule

JACOBS PMOC WORK PLAN Period: January – March 2010		
ACTIVITY	**TEAM**	**DATE**
TASK ORDER 2 – HONOLULU		
Monthly Progress Meeting (Conference Call)	Mantych, Tsiforas, Neathery, Morris, Virginkar	December 2009 (TBD)
Monthly Progress Meeting	Mantych, Tsiforas, Morris, Virginkar	January 12-13, 2010
Monthly Progress Meeting	Mantych, Tsiforas, Neathery	February 2010 (TBD)
Real Estate Workshop	Merryman, Mantych, Tsiforas Neathery	February 2010 (TBD)
Monthly Progress Meeting	Mantych, Tsiforas	March 2010 (TBD)
Safety and Security Workshop	Newman, Schulz, Mantych, Tsiforas	March 2010 (TBD)

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