

MEETING AGENDA

Grantee: City and County of Honolulu
Project: Honolulu High-Capacity Transit Corridor Project
Subject: Real Estate Workshop
Date: July 6-8, 2010
Teleconference: Call-in Number: 1-866-365-4406
Passcode: 5185105
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 (PMSC)
Parsons Brinckerhoff – General Engineering Consultant (GEC)
Jacobs Engineering Group and OR Colan – Project Management Oversight Contractor (PMOC)

Tuesday, July 6, 2010

9:00 AM

- T. Morris** 1. **Cost Estimate Meeting**
- B. Tsiforas** 2. **Configuration Management Plan Meeting**
- T. Morris** 3. **Value Engineering Study Meeting**

Wednesday, July 7, 2010

9:00 AM

- B. Tsiforas** 1. **Previous Action Items (Attachment A)**
- L. Garrido** 2. **Contracts Update**
- West Oahu/Farrington Highway Guideway DB Contract
 - Status of NTPs #1, 1A and 1B
 - Status of NTP #1C
- W. Mott** 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
- P. Romaine**
S. Zweighaft
H. Berliner 4. **Preliminary Engineering Phase Update**
- Technical Capacity and Capability (staffing update)
 - Status of management deliverables (Attachment B)
 - Status of design activities

- J. Van Epps
M. Hickson 5. **Budget Update**
 - Status of Bottoms-up Estimate
 - Expenditures to Date
- A. Bonifacio 6. **Quality Management**
 - Ongoing activities
- K. Allen 7. **Safety and Security Management**
 - Ongoing activities
- J. Iwata 8. **Real Estate Acquisition Management**
 - Ongoing activities
- H. Berliner &
L. Ray
F. Miyamoto
M. Hickson
K. Gast 9. **Other Items**
 - Agreements – Utility and Third Party
 - NEPA Status (as it relates to schedule)
 - Contract Management Software Update
 - Configuration Management Update
- B. Tsiforas 10. **Status Update of PE Approval Letter Requirements**
(Items only denoted with an asterisk on Attachment C)
- B. Tsiforas 11. **New Action Items**
- B. Tsiforas 12. **Look Ahead Schedule (Attachment D)**
- M. Hickson
C. Neatherly 13. **Schedule Meeting**
(Will begin following completion of Monthly Progress Meeting)

Thursday, July 8, 2010

- Jacobs
H. Berliner
L. Garrido 1. **West Oahu/Farrington Highway DB Contract Progress Meeting (9:00 am)**
- Jacobs
L. Varney 2. **Sharepoint Training (1:00 pm)**

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	19-Jul-10		Open
2	Schedule Roadmap meeting for Entry into FD	FTA/PMOC	16-Dec-09	Jan-10		Meetings scheduled 1 st Wednesday of every month to coincide with PMOC Monthly Progress Meetings
3	Check on status of Real Estate appraisals provided to FTA	PMOC	Mar-10	Apr-10		City to resend appraisals to FTA next week
4	Schedule/Estimate workshop	PMOC	Jun-10			Open
5	Provide PE package for Airport	City	May-10	Jun-10		Open
6	Review Configuration Management Plan	PMOC	May-10	Jun-10		Open
7	Provide sample responsibility matrix	PMOC	May-10	May-10		Open
8	Provide escalation methodology	City	May-10	Jun-10		Open

Attachment B: Management Deliverables

Management Deliverable	Revision No.	Latest Revision Date	Next Revision Date	Notes
Project Management Plan (PMP)	3	16-Feb-10	TBD	Review comments provided 28-Apr-10
Quality Management Plan (QMP)	1	May-09	Jun-10	Revisions are being incorporated. One additional internal review is scheduled before release.
Real Estate Acquisition Management Plan (RAMP)	3	15-Oct-09	Jun-10	Working draft of Rev. 4 has been provided to PMOC for review. Rev 4 will be issued once more accurate target for ROD is identified
Bus Fleet Management Plan (BFMP)	0	21-Apr-08	Jun-10	Update will be needed for FD approval
Rail Fleet Management Plan (RFMP)	0	Apr-09	TBD	Update will be prepared by Core Systems Contractor
Safety and Security Management Plan (SSMP)	2	01-Apr-10	TBD	Review comments provided 28-Apr-10
Safety and Security Certification Plan (SSCP)	0	Feb-10	TBD	Review comments provided 28-Apr-10
System Safety Program Plan	-	-	TBD	Will be prepared by Core Systems Contractor
System Security & Emergency Preparedness Plan	-	-	TBD	Will be prepared by Core Systems Contractor
Configuration Management Plan (CMP)	0	30-Apr-10	TBD	PMOC review pending re-submittal of updated document

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		Update sent monthly to PMOC
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	Apr-10	May-10	Completed.
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	Aug-10		Will execute License Agreement after ROD
7	Finalize a contracting packaging plan which includes a source selection plan(s) and contract specific work plans	SZ	TBD		DRAFT uploaded to PS site on February 16, 2010 with all contract budgets redacted
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	TBD		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	Jul-10		Currently being evaluated. It has been noted that a few seconds delay may be added on the round trip time due to the Ualena Airport Alignment shift.
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; update is now required to reflect impacts of ROD

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	Jul-10		City acknowledged that schedule is cost loaded but they will not utilize 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	Jul-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	Uploaded to PS site
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 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	MH	Jul-10		
17	Escalate the cost estimate in accordance with the MPS	MH	Jul-10		Pending completion of Item No. 16
18	Provide justification and backup documents to support the quantification and assumptions for the "soft costs" and related general conditions of the project	MH	Jul-10		Pending completion of Item No. 16
Technical Capacity					
19	Configuration management and change control mechanism		Jun-10		Uploaded to PS site; under review by PMOC
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		

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	6-Apr-10	Completed.
22	Submit a fully developed Rail Fleet Management Plan	JS	Aug-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	Aug-10		Pending GEC II contract.
24	Develop a Contingency Management Plan which will identify the specific risks and implement the anticipated mitigation measures	SZ	TBD		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	Aug-10		Being worked on; will be complete in first quarter 2010
26	Update and implement the:				
	Real Estate and Acquisition Plan	JI	Aug-10		Pending issuance of ROD
	Bus Fleet Management Plan	PK	Jun-10		
	Safety and Security Management Plan	KA	Jun-10		PMOC provided review comments. City to update the SSMP
	Quality Management Plan	SZ	Jun-10		

Attachment D: Look Ahead Schedule

Period: July – August 2010		
Activity	Responsibility	Date
Cost Estimate Meeting	City and PMOC	July 6, 2010
Monthly Progress Meeting	PMOC and City	July 7, 2010
Schedule Meeting	City, FTA, PMOC	July 7, 2010
Real Estate Workshop	City, FTA, PMOC	July 19, 2010
Monthly Progress Meeting	City and PMOC	August 4, 2010
Risk Workshop I	City, FTA and PMOC	August 2010 (TBD)
Monthly Progress Meeting	PMOC and City	September 1, 2010