



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

**PLANNING & PROGRAMMING COMMITTEE
SEPTEMBER 17, 2014**

SUBJECT: CONSTRUCTION MITIGATION PROJECT MANAGER

**ACTION: AMEND THE FY15 BUDGET TO HIRE A MITIGATION PROJECT
MANAGER**

RECOMMENDATION

AMEND the FY2015 budget in the amount of \$395,113.00 for issuing a Work Order to hire a mitigation project manager (cost center 4730) from the Highway Bench Contract PS4010-2540-05-03-01.

ISSUE

On May 22, 2014, Directors Antonovich, Najarian, and Kerkorian presented a motion (Item No. 56 – Attachment A) to address specific mitigation concerns in the area of the construction on I-5 North from SR-134 to SR-170.

On June 26, 2014, Director Najarian presented a motion (Item No. 75 - Attachment B) to hire a dedicated mitigation project manager to coordinate the implementation of these mitigations identified in Item No. 56.

DISCUSSION

The I-5 North Capacity Enhancements project is comprised of 4 segments which will widen the I-5 for the construction of one High Occupancy Vehicle (HOV) Lane in each direction from SR-134 to SR-170, a total of approximately 12 miles.

Per the motion (Item No. 75) directive, staff submitted weekly updates (Attachment C) to Director Najarian on the status of the procurement.

Staff procured a dedicated project manager to facilitate the implementation of these mitigation measures. Per the Statement of Work, this individual will be the single focal point of mitigation concerns and will implement the tasks as outlined including:

- Developing the funding agreements

- Coordinating and assessing outreach needs to supplement Caltrans outreach contract
- Implementing real-time traffic via Metro RIITS program with local agencies
- Updating the Board on status of mitigation efforts

Approval of this Task Order was in accordance with the Board's delegated authority. The firm, Athalye Consulting Engineering Services, Inc., was selected from the Highway Bench Contract (Contract No. PS4010-2540) and requirements of the SBE Set-Aside program were met.

Staff requests that the Board AMEND the current FY 2015 budget and add \$395,113.00 for I-5 North SR-134 to SR-170 project (Project No. 405803, Task 5.6.29, and Cost Center 4730 in Account 50316 – Pro Services).

DETERMINATION OF SAFETY IMPACT

Not having a mitigation project manager in place will impact/delay the implementation of various construction-related traffic mitigations.

FINANCIAL IMPACT

The funding for \$395,113.00 for this procurement is not included in the current adopted FY15 budget.

Impact to Budget

The FY15 adopted budget will be amended to add revenues and expenses of \$395,113 to cost center 4730, Highway Program, under project number 405803, task 5.3.29. This project is expected to receive and expend the grant in one year. Should it take longer, the Project Manager will be responsible for budgeting funds in future years.

ALTERNATIVES CONSIDERED

The Board could elect not to AMEND the budget and not hire the consultant. If the Board elects not to hire the mitigation project manager, the implementation of mitigation measures will be hampered. Currently, Metro staffs one FTE project manager for administering all four segments of the I-5 North. The current FTE budget did not anticipate the need for the concerted effort needed in response to Items 56 & 75. The allocation does not have funding to provide dedicated facilitation of construction related traffic mitigations, communicating with the various stakeholders and seeing the mitigations through implementation.

NEXT STEPS

Staff will commence work with selected contractor on mitigations.

ATTACHMENTS

- A. May 22, 2014 Board Motion (Item No. 56)
- B. June 26, 2014 Board Motion (Item No. 75)
- C. Weekly Updates 1-8

Prepared by: Tasha Higgins, Senior Engineering Manager, (213) 922-7519
Gregg Magaziner, Executive Officer, Highway Program (213) 922-7337
Gary Sidhu, Managing Executive Officer, Highway Program(213)922-6840

Bryan Pennington

Bryan Pennington, Executive Director
Engineering & Construction

Arthur T. Leahy

Arthur T. Leahy
Chief Executive Officer

ITEM #56

May 22, 2014

MOTION

Directors Antonovich, Najarian, and Krekorian

The construction of the HOV lanes on Interstate 5 between State Routes 118 and 134 presents an important opportunity to expand regional highway capacity through the vital Interstate 5 corridor in the San Fernando Valley.

The construction of this project over the next several years will also cause severe traffic impacts on the Cities of Burbank, Glendale, and Los Angeles; and the Bob Hope Airport. As the project progresses, the impacts will further intensify, threatening the economic viability, regional mobility and quality of life for the businesses and residents in the affected corridor. The time to address these matters is now before the impacts are fully realized.

MTA has previously adopted policy in support of enhanced mitigations and outreach for this corridor. In response to an MTA Board-approved motion by Directors Antonovich, DuBois, and Knabe (*Attachment A, December 2012, #74*), MTA began the process of working with Caltrans to develop better standards of outreach and mitigation through best practices developed and used for the construction of the I-405 Sepulveda Pass HOV project.

These outreach and mitigation effort will require additional coordination by MTA to include the Cities of Burbank, Glendale and Los Angeles; Bob Hope Airport, Metrolink, and Caltrans. In particular, Metrolink service improvements on the Antelope Valley Line will provide additional transit opportunities along the I-5 corridor between North Los Angeles County and Los Angeles Union Station through the affected member jurisdictions (Burbank, Glendale, and Los Angeles).

Subregional funding should be available to pay for mitigation and outreach efforts. The MTA Board-approved policy (*Attachment B, July 2012, #73*) to provide an equitable return of Proposition 1B funds lost through subregional transfer applies to the \$26.1 million transferred from this I-5 HOV Lane project to the I-405 HOV Lane project in December 2012. Furthermore, Measure R's Arroyo Verdugo subregional highway equity funds might be advanced or made available earlier than scheduled to pay for these mitigations.

ITEM #56

May 22, 2014

WE, THEREFORE, MOVE that the MTA Board directs the CEO to return to the July Committee and Board meetings with the following items for Board consideration:

- (1) Coordinate with the Cities of Burbank, Glendale and Los Angeles; Caltrans; Metrolink; and Bob Hope Airport to develop a robust, multi-year mitigation plan for the I-5 corridor in and adjacent to the City of Burbank that includes at minimum the following:
 - a. Adding additional Metrolink service along the Antelope Valley Line between Los Angeles Union Station and the Santa Clarita and Antelope Valleys, including:
 - i. The procurement (by purchase or lease) of at least one dedicated locomotive to serve the Antelope Valley Line exclusively.
 - ii. The addition of a late-night train beyond the currently scheduled last train #227 (departing LAUS at 9:27 PM).
 - b. Additional project management mitigations
 - c. Additional roadway, traffic signal and transit system mitigations, including:
 - i. Bus and shuttle service provided in and around the I-5 Corridor by Bob Hope Airport and the City of Burbank.
 - ii. Traffic management operations
 - iii. Intelligent Transportation Systems
 - d. Outreach and coordination mitigations with the affected jurisdictions, including Bob Hope Airport and major employers in the area (i.e., entertainment studios).
- (2) Develop a pilot express bus service that closes the transit gap between the Red and Orange Line stations in North Hollywood, Bob Hope Airport, the City of Burbank (Media District), the City of Glendale and the Gold Line in Pasadena

ITEM #56

May 22, 2014

- (3) Develop funding options that include, but are not limited to:
 - a. The subregional equity restoration of \$26.1 Million in Proposition 1B transferred from the I-5 North HOV Lane project to the I-405 Sepulveda Pass Improvements Project in December 2012 .
 - b. The advancement of available Measure R Highway funds for the Arroyo-Verdugo subregion
 - c. Matching funds from affected member jurisdictions
 - d. Available funding through Caltrans for mitigation and outreach
 - e. Prop C 10%/Measure R 3% funding for Metrolink

Motion by Directors Antonovich, DuBois and Knabe

Interstate 5 (I-5) bisects all of Los Angeles County, from Orange County to Kern County through the Gateway Cities, central Los Angeles, the San Fernando Valley and the Santa Clarita Valley.

I-5 serves as both the major North/South corridor for Los Angeles County as well as an international corridor stretching from Mexico to Canada.

As one of the most heavily traveled and congested freeways in the state, the I-5 corridor has received billions of federal, state and local tax dollars to improve this regional and national corridor of trade and commerce. These improvements will increase capacity and improve traffic flow by adding additional lanes in both the northern and southern parts of Los Angeles County.

The two I-5 projects (North and South) have been divided into buildable segments and will be implemented in phases over a number of years, causing negative impacts for businesses, communities and the vital Burbank Bob Hope Airport. Phasing of construction for this project has created the unintentional consequence of a fragmented public outreach program to coordinate with the public and the affected residences, businesses and facilities on closures, openings, construction impacts and mitigations.

Given the scale of construction and impacts along the I-5 Corridor, and in light of our recent success in handling the 405 "Carmageddon" closures, the public expects a better approach to managing and mitigating Caltrans construction activities.

It is time for a unified and coordinated corridor-wide approach, utilizing the best practices available to accelerate construction while at the same time mitigating the near term impacts on communities and businesses along the I-5.

Currently, Metro, in cooperation with Caltrans and other interested agencies, is implementing a series of state-of-the-art measures associated with construction of the I-405 corridor and is allocating the necessary funding to assure the project delivery programs are successful. A basic sense of equity dictates that this state-of-the-art approach is available for all areas of Los Angeles County, whether Metro is the lead agency or not.

To ensure all parts of the County receive similar levels of outreach, management and mitigation in dealing with negative impacts associated with major highway construction projects, Metro should work with Caltrans to ensure that the higher standard of outreach and mitigation offered during the I-405 project implementation is available throughout the County as needed.

WE THEREFORE MOVE that the Board directs the CEO to develop and implement a plan to work with Caltrans, affected cities and key stakeholders to develop a coordinated corridor-wide approach to implementing outreach, needed improvements and related mitigations along the I-5 from the Orange County line to the Kern County Line.

WE FURTHER MOVE that a plan of action and associated budget be presented for consideration at the February 2013 Board meeting.

July 19, 2012
Executive Management Committee
Item #73

MOTION
Chairman Antonovich

Reprogramming of Proposition 1B Project Savings

California State Proposition 1B, approved by the voters in 2006, provided billions of dollars for transportation projects statewide. Los Angeles County united to fight hard for its fair share of these funds; within the County, our subregions supported Proposition 1B and Los Angeles County's fair share with the understanding that these subregions would also receive a fair share of equity allocated to the County.

As a result of the economic downturn experienced since the passage of Proposition 1B, MTA is receiving construction bids for Proposition 1B-funded projects lower than both cost estimates and the Proposition 1B funding allocation, creating project cost savings that total \$280 million for the Corridor Mobility Improvement Account funded projects and potentially another \$120 million or more for the Trade Corridor Improvement Fund funded Alameda Corridor-East San Gabriel Trench project.

The California Transportation Commission (CTC) will reprogram these project cost savings to the State Highway Operation and Protection Program (SHOPP); however, CTC policy does not require these funds to be reprogrammed to projects from the original county of allocation. Consequently, Los Angeles County potentially could lose over \$400 million in project cost savings, which would reduce the County's equity share of Proposition 1B funds.

Furthermore, the reallocation of project cost savings will severely impact the equity gained by County subregions, particularly the San Gabriel Valley, which could lose over \$259 million in Proposition 1B funds (\$139 million for the I-10 HOV lanes; \$120 million or more for the San Gabriel Trench). Burbank and its subregion could lose \$76 million in cost savings from the Interstate 5 project. The City of Los Angeles could lose \$65 million in cost savings from its Interstate 405 project as well.

As a first priority, Proposition 1B cost savings from Los Angeles County projects must stay within the County, and the MTA Board must advocate for such a policy to be adopted by or guide the CTC decisions on reallocating this funds.

Should the County be successful in keeping these funds—in whole or in part—allocated within the County, it is also vital that the MTA Board find ways to maintain equity for the San Gabriel Valley, Arroyo/Verdugo and Los Angeles City subregions that could lose \$259 million, \$76 million, and \$65 million—respectively.

I THEREFORE MOVE that the MTA Board:

1. Adopts a legislative position to support the maintenance of equity for Los Angeles County by reprogramming Proposition 1B project cost savings realized from Los Angeles County projects back into County projects;
2. Directs the CEO to communicate this position to the California Transportation Commission, along with an official request for the Commission to revise its allocation policy accordingly;
3. Adopts a policy requiring the CEO to present to the Board for consideration as a first priority proposals to maintain equity for subregions that lose Proposition 1B project cost savings to another subregion within Los Angeles County prior to any reallocation of Proposition 1B funds.

Motion by Director Najarian
Regular Board Meeting
June 26, 2014

Last month, the MTA board approved \$26.1 million in I-5 Corridor funds to mitigate the construction of the carpool lanes and widening of the I-5.

A friendly amendment was approved by the board to utilize highway bench funds to hire a project manager to coordinate the various functions of mitigation. It is imperative that this position is approved immediately as the construction has begun with no coordination effort in place.

I THEREFORE MOVE that the CEO direct staff to provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating with the various entities involved in the mitigation.

I FURTHER MOVE that my office be apprised on a weekly basis the progress of this directive and report back to the board in July on the status of the hiring of the project manager.


Metro

Interoffice Memo

Date	7/3/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #1 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Staff prepared a Board Box Memo, dated June 30, 2014 in response to Item 56 that requested mitigation.
- Staff met with Procurement on the solicitation schedule
- Staff drafted a preliminary scope of work for a mitigation project manager
- Staff chose five firms from the Bench and Small Business Set-Aside vendors list to solicit services

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule – 7/15/2014
- Develop proposal – 7/17/2014
- Solicit firms – 7/25/2014
- Responses Due – 8/1/2014
- Final Selection/Negotiation – 8/8/2014
- Notice to Proceed – 8/15/2014

NEXT STEPS

- Finish procurement documents, solicit firms and receive responses
- Update #2 will be provided on July 10, 2014
- Staff will formally report back in July the status of the procurement in a Board Box Memo

ATTACHED

- June 2014 Board Motion Item #75
- Preliminary scope of work

Weekly Update #1

As directed in June 2014 Board Motion Item #75

Preliminary Scope of Services for Mitigation Project Manager on I-5 North

Contractor shall provide the following services:

- Examine the project conditions, discuss with stakeholders in all mitigation plans and provide the feedback to Metro.
- Monitor the progress, establish criteria and develop the feasible study in the proposed mitigation plan 1(a) of the additional Metro link Service with City of Burbank, Metro, SCRRA and METROLINK with details in schedules and costs.
- Implement the mitigation plans as a single point contact for the tasks, schedules and costs between Metro and All other agencies.
- Coordinate, develop and monitor the schedules, services and funding of the mitigation plans for the local schools between Caltrans, Metro, City of Burbank and School District.
- Analyze, Create, coordinate, develop, monitor and update the feasible studies in funding and operation for the Metro Bus Services #94 and Pilot Express Services between Red, Orange and Gold lines including the Business District in Burbank.
- Prepare/process the Fund Agreements between Metro and others in the proposed mitigation plans with a weekly monitoring updates.
- Furnish the task management/schedule reports weekly for all proposed mitigation plans in this I-5 North projects.
- Work and coordinate with Metro, City of Burbank, Glendale and Los Angeles in the signal synchronization on Glenoaks Blvd. and San Fernando Blvd. along the I-5 North projects.
- Coordinate all outreach programs between Metro, Caltrans, Cities of Burbank, Glendale and Los Angeles and monitoring the progress and effectiveness of these programs constantly which include but not limited to the real time construction and traffic information, community meetings, mitigation proposal with the presentation.
- Review and Monitor the changes of Design and Site condition and the impacts to the mitigation plan with the proper responsive measures.
- Identify major milestones, critical approvals and long lead procurement items of the mitigation plans.
- Suggest corrective actions and/or develops recovery plans when delays are anticipated or occur; and
- Other related responsibilities as necessary to complete the deliverables under the guidance of the task manager.


Metro

Interoffice Memo

Date	7/10/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #2 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Staff worked with Procurement: developing the job description and scope of work, developing evaluation criteria, and estimating the cost for support services
- Procurement prepared the proper Architectural and Engineering solicitation
- On July 8, 2014, the Task Order RFP was issued to the Highway Bench discipline No. 5, Project Management subject to Metro's SBE Program Race-Neutral SBE Set-Aside Policy.

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule – ~~7/15/2014~~ – DONE 7/7/2014
- Develop proposal – ~~7/17/2014~~ – DONE 7/7/2014
- Solicit firms – ~~7/25/2014~~ – DONE 7/8/2014
- Responses Due – ~~8/1/2014~~ – 7/15/2014
- Interview/Final Selection/Negotiation – TARGET 8/8/2014
- Notice to Proceed – TARGET 8/15/2014

NEXT STEPS

- Receive and review proposal responses
- Update #3 will be provided on July 17, 2014
- Staff will formally report back in July the status of the procurement in a Board Box Memo

ATTACHED

- N/A


Metro

Interoffice Memo

Date	7/17/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #3 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Staff is working with Procurement to complete the vendor selection process

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule – ~~7/15/2014~~ – DONE 7/7/2014
- Develop proposal – ~~7/17/2014~~ – DONE 7/7/2014
- Solicit firms – ~~7/25/2014~~ – DONE 7/8/2014
- Responses Due – ~~8/1/2014~~ – DONE 7/15/2014
- Interview/Final Selection/Negotiation – TARGET 8/8/2014
- Notice to Proceed – TARGET 8/15/2014

NEXT STEPS

- Interview contractors and select
- Update #4 will be provided on July 24, 2014

ATTACHED

- N/A


Metro

Interoffice Memo

Date	7/24/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #4 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Staff is working with Procurement to complete the vendor selection process

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule – ~~7/15/2014~~ – DONE 7/7/2014
- Develop proposal – ~~7/17/2014~~ – DONE 7/7/2014
- Solicit firms – ~~7/25/2014~~ – DONE 7/8/2014
- Responses Due – ~~8/1/2014~~ – DONE 7/15/2014
- Interview and Select Vendor – ~~8/8/2014~~ – DONE 7/25/2014
- Negotiation – TARGET 8/8/2014
- Notice to Proceed – TARGET 8/15/2014

NEXT STEPS

- Update #5 will be provided on July 31, 2014

ATTACHED

- N/A


Metro

Interoffice Memo

Date	7/31/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #5 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Procurement is completing the vendor selection process

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule - ~~7/15/2014~~ - DONE 7/7/2014
- Develop proposal - ~~7/17/2014~~ - DONE 7/7/2014
- Solicit firms - ~~7/25/2014~~ - DONE 7/8/2014
- Responses Due - ~~8/1/2014~~ - DONE 7/15/2014
- Interview and Select Vendor - ~~8/8/2014~~ - DONE 7/25/2014
- Negotiation - TARGET 8/8/2014
- Notice to Proceed - TARGET 8/15/2014

NEXT STEPS

- Update #6 will be provided on August 7, 2014

ATTACHED

- N/A


Metro

Interoffice Memo

Date	8/7/2014
To	Director Najarian, Los Angeles County Board of Supervisors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #6 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Procurement is completing the vendor selection process
- Approval of this Task Order shall be in accordance with the Board's delegated authority. Currently, I am still waiting from DEOD the SBE language/SBE Set-Aside Clearance.

PROCUREMENT SCHEDULE

- Develop/Finalize scope of work, budget, schedule – ~~7/15/2014~~ – DONE 7/7/2014
- Develop proposal – ~~7/17/2014~~ – DONE 7/7/2014
- Solicit firms – ~~7/25/2014~~ – DONE 7/8/2014
- Responses Due – ~~8/1/2014~~ – DONE 7/15/2014
- Interview and Select Vendor – ~~8/8/2014~~ – DONE 7/25/2014
- Negotiation – ~~8/8/2014~~ – DONE 8/4/2014
 - Notice of Intent to Award – Issued 8/5/14
- Notice to Proceed/Contract Start Date – TARGET 8/15/2014

NEXT STEPS

- Update #7 will be provided on August 14, 2014

ATTACHED

- Notice of Intent to Award, dated August 5, 2014

**Metro**Los Angeles County
Metropolitan Transportation AuthorityOne Gateway Plaza
Los Angeles, CA 90012-2952213.92
metro.net**NOTICE OF INTENT TO AWARD**aathalye@athalyeinc.com

Sent via email

August 5, 2014

Mr. Ashtok Athalye
Athalye Consulting Engineering Services, Inc.
26457 Rancho Parkway South
Lake Forest, CA 92360Subject: Notice of Intent to Award, Task Order Contract No. PS4010-2540-05-03-01
Support Services for a Mitigation Project Manager

Dear Mr. Athalye:

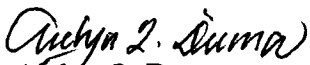
Metro has evaluated the offers submitted in response to the subject solicitation and recommends Contract Award to:

Contractor: Athalye Consulting Engineering Services, Inc.
Address: 26457 Rancho Parkway South, Lake Forest, CA 92360
Contract Amount: Not to exceed \$395,113

Contract award is not final until executed in writing by the Contracting Officer. The recommended contractor is not authorized to begin work or incur costs until after contract award, and receipt of Notice to Proceed, if applicable.

If you have any questions regarding the recommendation, please call Contracting Officer at (213) 922-7320 or via e-mail at dumauaa@metro.net.

Sincerely,


Avelyn Q. Dumaua
Senior Contract Administrator


Metro

Interoffice Memo

Date	8/14/2014
To	Director Najarian, Board of Directors
From	Bryan Pennington, Executive Director, Engineering and Construction
Subject	Weekly Update #7 As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- Procurement completed the issuance of the Work Order
- The firm Athalye Consulting Engineering Services, Inc., was hired to perform support services under the Highway Bench Contract (Contract No. PS4010-2540-05-03-01)
- SBE Set-Aside requirements were met
- Staff prepared September Board Report to recommend budget amendment

PROCUREMENT SCHEDULE

- Notice to Proceed/Contract Start Date – DONE 8/15/2014 ✓

NEXT STEPS

- The next steps will be performed over the next two updates:
 - Staff kick-off meeting with vendor
 - Coordination with human resources to do background check and issue badge;
 - Find working space and computer in the USG building
 - Introduction meeting on September 10 with I-5 mitigation oversight participates
- Update #8 will be provided on August 21, 2014

ATTACHED

- None

**Metro**

Interoffice Memo

Date: August 22, 2014

To: Director Najarian,
Board of Directors

Through: Arthur T. Leahy, Chief Executive Officer

From: Bryan Pennington, Executive Director
Engineering and Construction

Subject: Weekly Update #8
As directed in June 2014 Board Motion Item #75

The following is an update of actions taken in response to Board Motion Item #75 from the June 2014 Board meeting. Director Najarian requested that staff provide procurement with the necessary job description to hire a project manager within the next 30 days to begin coordinating mitigation efforts on the I-5 North project.

ACTION TAKEN THIS WEEK

- The project Manager for the selected firm, Athalye Consulting Engineering Services, Inc., began performing services under the Highway Bench Contract (Contract No. PS4010-2540- 05-03-01)
- Staff finalized the September Board Report

PROCUREMENT SCHEDULE

- Complete

NEXT STEPS

- This is the final weekly update to be provided in response to Board Motion Item #75, as the Project Manager is now performing the services requested by the Board.

ATTACHED

- None