

Our Success Depends on You



FEDERAL TRANSIT ADMINISTRATION'S

Quest for Excellence

Best in Class

Accountability

Attention to Detail

Dedicated to Excellence

FTA Region IV

State Programs Meeting

September 14, 2007



FTA State Programs Meeting – Day 2

- Today's Agenda
 - Project Planning & Development
 - Break
 - Project & Construction Management
 - Working Lunch: Safety and Security
 - Next Steps: Action Plan
 - Wrap-up and Evaluations





Project Planning and Development

- Grant Making and TEAM
- Time Management for Grants
- FTA and State Role in the NEPA Process





Project & Construction Management

- What do all of these terms mean?
 - Program, Grant, Project, Construction Management
- What does FTA do?
 - Management and Oversight
 - Project Management Oversight (PMO) Program (Major Capital Projects)
 - Facility Projects (Other than Major Capital Projects)
- Tools and Resources





Program Management

- Program Management
 - Manage the FTA programs in accordance with the grant application, grant agreement, and all applicable laws and regulations using sound management practices.
 - Monitor subrecipients' compliance with programs
- State Management Plans
 - Required for Sections 5310, 5311, 5316, and 5317 Programs
 - Document administration and management of programs





Grant Management

- **Grant Management**
 - Administer and manage the grant in compliance with the grant agreement and applicable FTA circulars and regulations.
 - Develop and implement procedures to manage and report on progress of projects, to expend grant funds in a timely and effective manner and, to close out grants when activity is complete.
- **TEAM**
 - Certifications and Assurances
 - Financial and Milestone Reporting





Project Management

- Project Management
 - Monitor projects to determine whether a project is on-time, within budget, in conformance with design criteria, constructed to approved plans and specifications and is efficiently and effectively implemented
- Project Management Plan
 - Written document prepared by recipient that explicitly defines all tasks to implement a project.





Construction Management

- Construction Management
 - Involves those actions necessary to monitor the successful completion of the project and the delivery of fully functional facilities.
- Monitoring Construction Projects (SMR)
 - Ensure projects satisfy Environmental requirements
 - Ensure quality and cost control
 - Document procedures in State Management Plan





Construction Management

- Management of Contractors
- Schedule and Cost Controls
- Document Control Procedure
- Change Order Procedure
- Quality Control and Quality Assurance functions, procedures and responsibilities
- Interface with ongoing transit operations
- Coordination between different contractors on the same project
- Regular Progress Reporting
- Meetings
- Safety





FTA Management & Oversight

- Project Management Oversight (PMO) Program
 - Major Capital Projects
 - 49 CFR Part 633 – Project Management Rule
 - Program
 - Project Management Plan
 - Assign PMO Contractors to supplement FTA technical staff
 - Evaluate grantee project management and technical capacity and capability to successfully implement projects
 - Monitor Projects to determine whether they are progressing on-time, within budget, and in accordance with approved grantee plans and specifications
 - Provide reviews and reports to FTA
 - Monthly site visits and Quarterly reports





Project Management Plan

1. Project Overview

- Background (Authorization/ PRD)
- Stakeholders
- Scope/Budget/Schedule
- Delivery Strategy

2. Organization and Staffing

- Position within Owner Organization
- Project Organization
- Key Personnel Job Functions

3. Project Management and Controls

- Scope Control and Configuration Management
- Budget and Cost Control
- Schedule Control
- Project Accounting
- Project Reporting
- Records Management

4. Planning / Conceptual Design Phase Management

- Planning Studies
- Site Investigations
- Permitting
- Environmental Clearance
- Real Property Acquisition

5. Final Design Phase Management

- Design Management
- Design Standards
- Design Reviews
- Value Engineering
- Constructability Reviews





Project Management Plan

6. Construction Phase Management

- Construction Management
- Field Inspection
- Third Party Construction
- Change Management
- Construction Safety
- Design Support

7. Closeout Phase Management

- Test and Start-up
- Operator Training
- Contract Closeout
- Administrative Closeout

8. Quality Management

- Design QA/QC
- Construction QA/QC
- Final Acceptance and Approval

9. Risk Management

- Risk Identification and Analysis
- Risk Monitoring and Response

10. Procurement and Contract Administration

- Procurement Plan
- Contract Administration
 - Professional Services
 - Construction
 - Equipment Supply/Install
- Third Party Agreements

11. Communications

- Project Team
- Community
- Media
- Government





FTA Management & Oversight

- Regular Monitoring
- TEAM Reporting – Financial Status and Milestone Progress Reports
- Annual Oversight Assessments
- FTA Oversight Reviews
- Meetings – Monthly or Quarterly
- Site Visits





Tools and Resources

- Tools

- Construction Project Management Handbook

http://www.fta.dot.gov/documents/Construct_Proj_Mangmnt_CD.pdf

- Resources

- Project & Construction - Management Guidelines (2003 Update)

http://www.fta.dot.gov/funding/oversight/grants_financing_3875.html

- Quality Assurance and Quality Control Guidelines

http://www.fta.dot.gov/funding/oversight/grants_financing_3876.html

- Training

- NTI Course, Management of Transit Construction Projects

<http://www.ntionline.com/CourseInfo.asp?CourseNumber=FP017>





Questions and Evaluations

Please take a few minutes to complete the evaluation form located in the last TAB of your binders.





Next Steps

Philosophy and Plan for Going Forward





NEXT STEPS

OBJECTIVE: To develop a plan of action for the next 12 months.





Next Steps

TO SUPPORT, PROMOTE, AND ENHANCE THE STATE ADMINISTERED PROGRAMS IN THE SOUTHEASTERN REGION THROUGH THE FOLLOWING:

1. Cross-training and developing skills for both program development and management.
2. Building a more effective and interactive FTA/STATE DOT partnership.
3. Becoming a constructive and dynamic resource for program assistance to State DOTs and FTA Staff.





NEXT STEPS

- WHAT: Building a more effective and interactive FTA/STATE DOT partnership. (#2)
- HOW: Communication/Conferencing
 - Meetings/Conferences
 - Frequency – Annual or Semi-annually?
 - Location – Atlanta, Rotation, Volunteer?
 - Participants – DOT, Transit Associations, other State agencies, Others?





NEXT STEPS

- Conference Calls
 - Frequency – Monthly or Quarterly?
 - Topics?
- Emails
 - Frequency





NEXT STEPS

- HOW: FTA Partnership Meetings with Individual State DOTs
 - Quarterly
 - Alternating Locations or Conference Calls
 - Operational in 2 States for the past 2 years
 - Just Started in 3rd State
 - Who's interested?





NEXT STEPS

- **WHAT:** Becoming a constructive and dynamic resource for program assistance to State DOTs and FTA Staff.
- **HOW:** Program Assistance/Training
 - State needs/topics?
 - Regional training in Atlanta
 - Training at the State level
 - Hosting NTI Courses





NEXT STEPS

LET'S REVIEW OUR PLAN OF ACTION

