

# **Capabilities Statement:**

## **Statement of Qualifications and Services**

**Prepared for:**



**United States Department of Transportation  
Federal Transit Agency**

**In Response to Solicitation # - FTA-08-PMOC**

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**Prepared by:**



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AcuTech Consulting Group is a global consulting company offering a full range of management and technical consulting, training services, and software products to the public and private sector to identify, evaluate and manage risks in order to continually improve safety, security, health, environmental, and operational performance.

AcuTech's staff of consultants offers extensive government- and industry-based program management expertise and experience in all aspects of program planning and resource allocation; program monitoring and control; and documentation and reporting.

Specific areas of experience and expertise include organizational analysis, business process reengineering, project management, scheduling and tracking of resources and milestones, standards and process development and implementation, administrative oversight, budget forecasting and development, and preparation and presentation of financial and progress reports for senior management reviews.

AcuTech staff has been responsible for management, oversight, and reporting of cradle-to-grave Program Management Oversight (PMO) activities, including development, implementation, and maintenance of Program and Project level Implementation Plans that define technical approaches, resources, schedules for delivery of services, products, deliverables, and detailed project spending plans. We have prepared Program Management Plans that outline organizational structure and operations, policies, procedures and work instructions, and lines of authority. This includes the in-depth organizational analysis to determine sufficient levels of technical capability and capacity to meet standards and requirements.

Our staff consultants have a wide array of government and industry experience in the development of compliance strategies and assessments, policy and order compliance, regulatory design, review, implementation, oversight, training, procedure development, the writing of specifications, and program / project management review and coordination. We have performed oversight of design, construction, start-up and operation in accordance with accepted engineering and project management practices across various industries.

AcuTech staff has developed, implemented, and managed Performance Metrics to monitor schedule, cost, and reporting execution, quality control, quality assurance, safety, risk management, change order management, training and compliance, and value engineering. We have developed PMO reports, presentations, and training materials on all aspects of program planning, resource allocation, program monitoring, and earned value and cost control.

AcuTech strives to build flexibility and incorporate value engineering principles into all of our design constructability and contract modification services, which allows for a more customized approach that matches our clients' specific needs. Our alternative constructability review approach makes greater use of the synergy achieved through workshops and open collaboration. This has allowed us to focus efforts on those areas that present the greatest opportunity for cost savings or risk reduction.

AcuTech is able to deliver high-quality expertise in a cost-effective and responsive manner. Our highly experienced staff has led numerous projects for industry and government agencies. We have provided services to the Federal Government and corporations, small and large, covering the spectrum of the process industries including:

- Government (federal, state, local agencies)
- Transportation
- Chemical
- Petrochemical
- LNG
- Petroleum Refining
- Oil and Gas Production
- Pipeline
- Ports & Terminals
- Food and Beverage (ammonia refrigeration)
- Water and Wastewater Treatment
- Pulp & Paper
- Paints and Coatings
- Pharmaceutical
- Biotech
- Semiconductor/Aerospace
- Offshore

AcuTech's comprehensive PMO activities are based upon these underlying principles:

- **Management Involvement** – Top program management and experienced staff will have direct input into all aspects of project development and coordination. Together, these individuals form a team with unmatched exercise planning/execution skills and homeland security experience.
- **Project Planning and Scheduling** – Our work plan and milestones for project engagements will be detailed yet flexible enough to provide the basis for ongoing coordination and progress assessment with the contracting officer. We will adjust our work plan as needed to accommodate unanticipated requirements or evolving client priorities while guiding the Team toward the timely accomplishment of all project objectives.
- **Quality Assurance** – Our quality assurance procedures include the independent review of progress and results on a scheduled basis by Team project managers and technical advisors who are not directly involved in the program. These reviews are designed to challenge our assumptions and planning to ensure our approach is comprehensive and innovative. Our goals include providing quality deliverables on schedule; meeting legal and regulatory compliance; maintaining flexibility and responsiveness to any new needs that may arise; and delivering a high level of customer service
- **Customer Focus** – We understand that our clients rely on us to meet their goals and milestones. Therefore, we work hard to understand current and future customer needs, to meet customer requirements, and strive to always exceed customer expectations.

In support of the Federal Transit Agency's (FTA) mission to "ensure that grantees execute authorized projects professionally, efficiently and in accordance with applicable laws and regulations", AcuTech will provide comprehensive project management organization that assures all projects:

- Comply with all applicable statutes, regulations, and FTA guidance;
- Proceed in accordance with the terms of grant agreements, including the agreed upon scope, budget and schedule;
- Conform with sound engineering and project management practices; and
- Meet the requirements of the approved plans and specifications

Acutech's proven professionals will help you meet your organization goals and management expectations by implementing a standardized yet flexible PMO process that includes:

- Implementation Plans and Contractor Transitions
- Technical Review of Grantee's Technical Capacity and Capability
- Monitoring of Grantee Project Development and Implementation
  - Timely Management Decisions
  - Delegations of Authority
  - Management of Project Scope
  - Internal Controls
  - Schedule Analysis
  - Cost Estimates and Trends
  - Delivery of a Quality Product
  - Project security/safety
- Final Monitoring Report and Lessons Learned Program
- Spot Reports
- Ancillary Support
- Quality Management System
- Information Technology Support For PMO Contractor Data and Services
- Status Reporting

## Representative List of Companies Served by AcuTech

### LOCAL/CITY GOVERNMENT

Central Contra Costa Sanitary District  
 City of Chicago, IL  
 City of Pittsburg, CA  
 City of Sacramento, CA  
 East Bay (CA) Municipal Utility Dist.  
 City of Knoxville Utilities Board  
 Truckee Meadows, CA Water Facility

### FEDERAL GOVERNMENT

Lawrence Livermore National Labs  
 U.S. Department of Energy  
 U.S. Department of Labor (OSHA)  
 U.S. Environmental Protection Agency  
 U.S. Department of Homeland Security

### TRADE ASSOCIATIONS

American Chemistry Council  
 American Petroleum Institute  
 American Institute of Chemical Engineers Center for  
 Chemical Process Safety  
 International Institute of Ammonia Refrigeration (IIAR)  
 National Petrochemical & Refiners Assoc.  
 Northwest Food Processors Assoc.  
 Western States Petroleum Assoc.

### PETROLEUM/ENERGY/PIPELINE

AERA Energy  
 Alyeska Pipeline Service Company  
 Amerada Hess  
 Amoco  
 Aspropyrgros Refining  
 BHP Hawaii, Inc.  
 BP Oil Company  
 Caltex  
 Chevron  
 Colonial Pipeline  
 Citgo  
 ConocoPhillips  
 Ergon/Lion Oil  
 ExxonMobil  
 FINA Oil & Chemical Co.  
 Flint Hills  
 Four Corners Pipeline Company  
 Gulf Canada Ltd.  
 Harken De Columbia  
 Hibernia Management & Development Co.  
 Home Oil Company  
 Japan Vietnam Petroleum  
 Kinder Morgan  
 Koch Industries  
 Kuwait Oil Co.  
 Kuwait Petroleum Corporation  
 LG-Caltex  
 Mapco Petroleum  
 Murphy Oil USA Inc.  
 National Cooperative Refiner's Association  
 Occidental Petroleum  
 ONEOK  
 PEMEX.  
 PetroCanada  
 Pertamina

Petroleum Products Corporation  
 Petronas  
 P.T. Badak  
 P.T. Arun  
 Schlumberger Oilfield Services  
 Sound Energy  
 Southern LNG  
 Sun Refining & Marketing  
 Sunoco Inc.  
 Koch Refining  
 TransCanada Pipeline  
 Ultramar Diamond Shamrock  
 Union Texas Petroleum  
 Unocal Corporation  
 Valero Energy Corporation

### CHEMICALS/MANUFACTURING

ASIMI  
 Air Products and Chemicals, Inc.  
 Akzo Chemicals Inc.  
 Agrium  
 Amoco Production Company  
 Benjamin Moore & Co  
 Byk Chemie  
 Cabot Super Metals  
 ChevronPhillips Chemical  
 Clorox  
 Dow Chemical USA  
 Dye Specialties  
 DynaChem, Inc.  
 DynoNobel  
 Elf Atochem  
 ExxonMobil Chemical Company  
 FMC  
 Ferro  
 Firmenich  
 Fort James  
 General Chemical  
 Goodrich  
 Huntsman  
 ICI Americas  
 IMC Agrico  
 John Taylor Fertilizers  
 Johnson Matthey  
 King Industries  
 Marcal Paper Mills  
 Matheson Tri-Gas Inc.  
 Millenium Chemical  
 Mobil Chemical Company  
 Nexen Chemicals  
 Oxychem  
 Owens-Corning  
 Quantum Chemical Corporation  
 PPG  
 Pioneer Chlor-Alkali  
 Polaroid  
 Rhône-Poulenc-Rohrer Inc.  
 Sasol USA (formerly Condea Vista)  
 Solvay Solexis (formerly Ausimont)  
 Shell Chemical Company  
 Stepan Company

The Thompson-Minwax Company  
 Titanium Metals Corp (TIMET)  
 Thai Industrial Gases  
 Van Waters & Rogers  
 Vanderbilt Chemical  
 WCM Group Inc.  
 Wacker Silicones Corporation

### FOOD, BEVERAGE, & FOOD SERVICE

Alliant Foodservice, Inc.  
 Baskin Robbins  
 Campbell's Food Company  
 Carmar Freezers  
 Cerestar USA  
 Coldwater Seafood Company  
 ConAgra Broiler Company  
 C & S Wholesale Grocers, Inc.  
 Crowley Foods  
 Earthgrains  
 Gold Bond/Good Humor Ice Cream  
 Haagen-Dazs  
 Hillshire Farm & Kahn's  
 Hilton Davis Company  
 Hudson Foods, Inc.  
 Hunts Point Cooperative Market, Inc.  
 Hunt-Wesson, Inc.  
 Jimmy Dean Foods  
 Kellogg's  
 Kemps Foods, Inc.  
 Kraft Foods  
 Leprino Foods  
 Millard Refrigerated Services  
 Molson Breweries  
 Moyer Packing Company  
 Mrs. Smith's Frozen Foods  
 Nestlé  
 Pillsbury Company  
 River Ranch Fresh Foods  
 Sara Lee Bakery  
 Saxony Ice Co.  
 Signature Breads  
 Stouffer Foods  
 Tropicana Products Inc.  
 Tyson Foods  
 U.S. Cold Storage

### PHARMACEUTICALS/BIOTECH

Alza  
 Bayer  
 Genentech  
 Gilead Science  
 Johnson & Johnson  
 Merck & Company, Inc.  
 Pfizer Corporation  
 Pharmacia & Upjohn  
 Purdue Pharma

### SEMICONDUCTOR/ELECTRONICS

Candescent Technology  
 Excel Corporation  
 IBM Corporation