

The Allen Group, LLC

Company Background and Project Experience



"The Allen Group has the qualities we look for: demonstrated experience; qualified, quality people; and they are solutions oriented."

Thomas Margro
Executive Manager
Bay Area Rapid Transit District

Clients can choose from our full range of services:

- ▶ Cost management
- ▶ Scheduling
- ▶ Project/contract administration
- ▶ Management information systems
- ▶ Design management
- ▶ Value engineering
- ▶ Claims support
- ▶ Design/constructability review
- ▶ Quality assurance
- ▶ Stakeholder communications
- ▶ Small business and M/W/DBE outreach
- ▶ Community relations/public participation

Resources and Capabilities

The Allen Group was first established in the mid-1970s to provide services to the engineering and construction industry. Today, The Allen Group, LLC is a woman-owned firm that has developed a reputation for excellence in project management as a result of successfully helping prominent public and private sector clients to deliver a number of complex civil infrastructure programs.

Long, stable business history and record of accomplishment. Over the years, The Allen Group has systematized lessons learned and best practices to ensure that we are providing the most effective services for our clients. We have developed and refined tools and processes that help to expedite project work, facilitate coordination among multiple project participants, meet stringent requirements for budget and schedule and provide value in the final product. Because many of our projects take place in busy working environments, our ability to help maintain daily operations without undue disruption and with every consideration for safety and the public's concerns has also been of critical importance to clients.

Comprehensive services and proactive approaches. Through our successful project delivery, we have gained a reputation as a leader in project and construction management for a variety of public agencies as well as the private sector. Our project managers understand every aspect of the project development and construction process. They bring a wealth of design and construction experience along with a strong understanding of and relationships with contractors, the consultant community, public agencies and other key project stakeholders, such as utilities, suppliers and local communities.

By tailoring the management process to each project's cost, schedule and physical requirements, we have achieved a record of on-time completions and overall cost savings. Measurable milestones are established to ensure quality and keep design and construction on schedule. We also put in place processes to identify potential issues early on and resolve them before they become problems, and before they lead to change orders and cost overruns. We use databases to help forecast cost flows, and use information systems for reporting actions and other issues at the appropriate level of detail for project personnel and to keep client decision-makers well informed.



Experience and Expertise

The Allen Group's success is founded on the efforts of an outstanding team of project management professionals who have delivered value on a variety of buildings, rail and transit systems, parking structures, roadways and, ranging from less than \$1 million to more than \$1 billion. We have provided project and construction management services to the most significant infrastructure development efforts in the Bay Area, including the Bay Area Rapid Transit system extensions and seismic retrofit program; capital improvement programs at the Oakland and San Francisco international airports; extension of the San Francisco Municipal Railroad's light rail transit system; new facilities and improvements for local university and college campuses; and other prominent buildings projects. Summary descriptions for representative projects follow.



The Allen Group has supported BART in developing some of the largest rail transit projects in the United States.

Bay Area Rapid Transit (BART) Capital Programs San Francisco Bay Area, California

BART is undertaking multiple multi-billion-dollar capital improvements, including: the **Earthquake Safety Program**, to rehabilitate and renovate the system to improve its seismic safety; the 3.2-mile **Oakland Airport Connector**, extending the BART network to the Oakland International Airport with an Automated Guideway Transit system on an aerial structure; **eBART**, a project that will provide transportation solutions in the highly-congested Highway 4 corridor of East Contra Costa County; and the **Warm Springs Extension**, which will add 5.4-miles of new track and new stations, extending the system's service in the south Bay Area.

As a member of the Earthquake Safety Program management team, The Allen Group is providing field inspection; database development, DBE outreach services and special projects coordination. Under an on-call services contract for all of the capital projects, The Allen Group staff manages community relations for construction projects, to promote public awareness during the pre-construction and construction phases, sustaining community support and maintaining awareness of key project issues, such as safety.

BART to San Francisco International Airport Extension San Francisco Bay Area, California

This \$1.2 billion BART project created a convenient connection between San Francisco International Airport and the greater Bay Area regions, comprising 8.7 miles of new track and four new BART stations in South San Francisco as well as a new intermodal station at the airport. The Allen Group provided community outreach services through public education campaigns, building project support and mediating issues. Responsibilities included creating the overall community outreach plan and strategy as well as individual city and local outreach plans, outreach materials (newsletters, fact sheets, and brochures), presentations, safety awareness programs, crisis communication programs, a project website, a public information center, and an interactive telephone information line.



The extension to the San Francisco International Airport created a vital link in the BART network.





The Allen Group is providing a variety of project management services on Miami-Dade Transit's multi-billion-dollar program to upgrade its bus, light rail and heavy rail systems.

Miami-Dade Transit Capital Improvement Program Miami-Dade County, Florida

Miami-Dade County has consistently ranked among the most congested areas in the nation. In 2002, local citizens voted in a one-half percent sales tax increase to be dedicated to transportation improvements. Expected to generate \$150 million annually, the surtax monies support The People's Transportation Plan (PTP) under which Miami-Dade Transit will add more buses and routes, improve service, expand rapid transit (heavy and light rail systems) and create thousands of transportation and construction-related jobs over the next 25 years.

The program includes a \$90-million bus transit improvement plan, and more than \$7 billion of rail transit improvements that will add approximately 80 miles of new track and numerous stations to the system. Projects under way include an intermodal

transit center adjacent to Miami International Airport, 9.5-mile and 10.1-mile rapid transit extensions as well as the 7th Avenue Transit Village, a transit-oriented development. The Allen Group is providing a variety of project management services, including project controls, information technology, database management, automated fare collection business plan strategy development, community outreach and public participation, and DBE program development and coordination.

San Francisco Municipal Railway, Third Street Light Rail Extension San Francisco, California

In 2001, the San Francisco Municipal Railway undertook a \$500 million project to extend its light rail transit network 5.4 miles to the southernmost neighborhoods in San Francisco. The system has 18 new stops and will provide convenient connectivity to downtown San Francisco and other regional transportation systems. The project has been structured to improve service as well as to generate economic opportunities for local residents and business owners.

The Allen Group provided a full range of contract compliance and community outreach services to manage stakeholder issues and build community support. Staff created a proactive community outreach program, establishing an ongoing dialogue between the project team, the public, governmental agencies, special interest groups and the media. This included a multi-lingual effort to keep community members informed of construction and system start-up activities; a highly successful job program for local residents; and a safety education program tailored for schools and community organizations to promote safety during construction and around the operating line.



"[The Allen Group] provided outstanding people. We had tremendous day-to-day confidence in the people on the project . . . They are very flexible and solutions-oriented."

Michael Burns
Executive Director
San Francisco Municipal Railroad



San Francisco International Airport BART Concourse H/AirTrain Station *San Francisco Bay Area, California*

This \$96-million project was part of the San Francisco International Airport's Master Plan Program. It involved construction of a three-level, reinforced concrete structure to house the automated peoplemover (AirTrain) and BART stations, providing convenient access for passengers to the International Terminal and other airport destinations. The BART station is connected to the AirTrain platform by stairs, escalators and elevators. Concourse H also contains office space, train control rooms for both systems, and a pedestrian way, including moving walkways, which connects to the International Terminal.

The Allen Group provided construction management services. During the design phase, responsibilities included: project management, programming, design and constructability of reviews, scheduling and cost control, bidding and procurement. During construction, they included project controls and procedures, monitoring construction progress and schedules, and preparing daily, weekly and monthly reports.



"The Allen Group managed more than \$280 million in construction without a claim; that was a very high level of achievement in the SFO Master Plan program."

Ivar Satero, Deputy Airport Director
Planning Design & Construction
San Francisco International Airport

San Francisco International Airport Master Plan Program *San Francisco, California*

In addition to the BART Concourse H/AirTrain Station, the Airport's Master Plan Program included three other major capital improvement projects for which The Allen Group provided services:

Parking Structures A (\$60.5 million) and G (\$45 million): Two nine-level, long-span, reinforced-concrete structures with parking for 1,698 autos and 1,437 autos, respectively.

Rental Car Facility (\$71 million): Five-level parking structure with 4,000 parking spaces, office space and common area for rental cars agencies, and a one-level rental car maintenance facility.

Employee Parking Structure (\$15 million): Eight-level parking structure and other facilities, including a 12,000-square-foot public safety training facility, a boathouse and two cargo facilities.

The Allen Group was responsible for managing the design and construction phases of each project, providing oversight for the planning and coordination of the projects and ensuring that they were designed and built in accordance with the project schedules and budgets. Responsibilities also included development of procedures and document control systems, managing value engineering and peer review programs, bid document preparation, contract award, the claims avoidance and quality control programs, construction contract administration and project closeout/turnover. The projects were constructed simultaneously, and each met or exceeded client objectives for schedule and cost-efficiency.





Caltrain's capital improvement program includes significant upgrades to accommodate high-speed commuter rail trains.

Caltrain Capital Improvement Projects San Mateo County, California

Caltrain provides regional train service from San Francisco to Gilroy, California. The Capital Improvement Projects range from construction of new track, station and maintenance facilities to enhancements of right-of-way, electrification, operational capacity and customer service. The largest among these projects – the largest in Caltrain's history – the \$184 million CTX project, involved 17 miles of new and rehabilitated track, including new track alignments for express train service; a centralized traffic control signaling system; major station improvements and new station construction.

The Allen Group has provided construction management services, including staff responsible for: review of contractors' submittals and work plans; response to contractor Requests for Information; direction and clarification of project issues to contractors; conducting weekly contractors' progress meetings, and contract change and negotiation sessions; review and approval of contractors' monthly invoices and schedules; managing project QA/QC; and DBE program administration. The Allen Group also provided a full range of services to implement and manage the public information and community outreach efforts for the CTX project, including development of a project database, preparation of project notifications and collateral, gathering of community input and response, and media relations.

Oakland International Airport Roadways Project Oakland, California

The Allen Group provided project management services during design as well as construction management services for The Port of Oakland's \$140-million project for roadway improvements between the airport and Interstate 880 – a very busy corridor that had to remain operational at all times. The project included widening existing roads, construction of new roadways and bridges, relocation of existing utilities, construction and installation of new underground utilities and overhead facilities. Three new automobile bridges, an airport taxiway bridge and under-crossings beneath the taxiway were constructed while maintaining vehicular and aircraft traffic flow.



"[The Allen Group] really worked as a team with staff and others to achieve objectives for the project . . . They were trustworthy and held to the budget."

John Aidoo
Chief Engineer
Port of Oakland



Moscone Convention Center Expansion San Francisco, California

The Allen Group managed construction for the \$200 million Moscone Center Expansion project, which increased existing convention capacity by more than 50 percent, adding approximately 300,000 square feet of usable area in the form of a building equivalent to eight stories – one level below grade (the loading dock) and three stories above ground (the convention space). The basement contains an 8,000-square-foot full-service kitchen. The project also included installation of: a moving 18-foot-high by 26-foot-long projection screen (LED Panel) on the building's exterior; telecommunication systems using fiber optic cable backbone with full service audio-visual capacity electronically linked to Moscone North and South; and closed-circuit TV security.



The Allen Group's structured approach helped keep the project on budget and schedule despite the many challenges involved in building this technologically cutting-edge facility in one of the City's main activity hubs.



The new structure provides parking and retail space for the UCSF Mission Bay Campus.

University of California, San Francisco Parking Structure at Mission Bay San Francisco, California

This \$14.5 million project is part of the development of the new University of California, San Francisco (UCSF) Mission Bay Campus. The parking structure has been designed to contain 249,140 gross square feet (gsf) of parking for 822 vehicles on nine levels, and 4,853 gsf of shelled retail space.

The Allen Group provided full construction management services for UCSF, including services during both design and construction.

911 Combined Emergency Communications Center San Francisco, California

The Allen Group provided construction management services for a new \$22- million state-of-the-art facility that houses fire, police, emergency and ambulance services under one roof, with accommodations for communications equipment in a base-isolated structure; the Major's Office of Emergency Services; the Emergency Command Center; and related support facilities for the Department of Electricity and Telecommunications. Situated in the middle of a 7-acre park in a busy area of San Francisco, the three-story building contains 5,000 square feet of office space and a partially underground reinforced-concrete garage.



The project involved relocation of utilities, traffic coordination, community outreach services, seismic construction and hazardous materials abatement.



Yerba Buena Gardens Expansion at Moscone Center San Francisco, California

The Yerba Buena Gardens Project consisted of 87 acres and included: the Moscone Convention Center North and South; the Center of the Arts; six hotels; 1,800 residential units, ranging from market rate condominiums and rental units to low income housing, retail and commercial development, a new cultural center and a 25-acre park designed to flow to the various locations. The design includes the Martin Luther King, Jr. Memorial and Waterfall, a fountain, a terrace and a wide variety of views, points of interests and artwork.

The Allen Group provided full construction management services for the project, including monitoring the general contractor's daily requests and engineering services, reviewing submittals and RFIs, processing change orders and cost control.



The Yerba Buena Gardens park is a visually stunning public space and is accessible to all, with ramps, walkways and elevators.



Rendering of the Santa Rosa Junior College new parking structure with enhancements to the entryways and landscaping.

Santa Rosa Junior College Campus Improvements Santa Rosa, California

This \$31-million project involves construction of a six-level parking structure with a campus police substation at the ground level; road widening and median improvements, relocation of utilities, new signalization and striping; and campus beautification, which includes a new courtyard, walkways, lighting, way-finding improvements and landscaping. As project manager during construction, The Allen Group is responsible for managing the contract between the construction contractor and the Sonoma County Junior College District.

The Allen Group's services include managing all Requests for Information, submittals, contract modifications and change orders; verifying and processing monthly progress payment requests; conducting weekly construction progress meetings; preparing weekly and monthly reports; and coordinating the activities of the inspection team members.

