

ACTION ITEMS

**Federal Transit Administration (FTA)
Miami-Dade Transit Authority (MDT)
FTA Quarterly Progress Review Meeting
May 7, 2008 - Miami, FL**

ACTION	Lead	Date Due	Date Complete			
A. EXISTING ACTION ITEMS						
01/22/07 3	<p>PMOC to complete their organization and technical capability and capacity review of MDT in conjunction with the submittal of the PMP in March 2007.</p> <p>UPDATE: MDT submitted the PMP for review on April 2, 2007, however a revised organization chart should be submitted by week ending April 13, 2007.</p> <p>UPDATE 07/31/07: PMOC reviewed April 2007 submittal of revised PMP; revisions necessary. Workshop held on 05/16/07 to discuss comments. MDT preparation of Rev 4 is in progress, anticipated to be submitted to FTA/PMOC in August 2007.</p> <p>UPDATE 10/24/07: MDT submitted PMP Rev 4 to FTA/PMOC on 09/25/07. Review of PMP, including technical capacity, is in progress by PMOC.</p> <p>UPDATE 01/31/08: PMOC issued comments in Spot Report December 5, 2007. MDT working on update (rev 5); expect revised submittal in early March 2008.</p> <p>UPDATE 05/07/08: MDT has completed an internal draft of the revised PMP. The revised report addressing PMOC comments is expected to be submitted to FTA/PMOC by mid-May.</p>			MDT	Aug 2007	09/25/07
	FTA/PMOC		12/05/07			
	MDT	02/08	OPEN			
	MDT	05/15/08	OPEN			
01/22/07 5	<p>FTA to determine the status of the FHWA funding for FY 02 and FY 03 for the Transportation, Community, and System Preservation (TCSP) Project.</p> <p>UPDATE: (T.Dittmeier e-mail dated 01/23/07): FY02 Transportation, Community, and System Preservation (TCSP) project for Liberty City Bus Passenger Facility Project in the amount of \$3,469,575 and a FY03 FHWA Section 330 earmark in the amount of \$495,750 for 7th Ave Bus Transfer Center are the same project. It is my understanding that FHWA allocates rather than transfers this funding to FTA. As such, if the funding is not obligated by FTA by the end of the fiscal year, it is returned to FHWA.</p> <p>UPDATE: (Y.Taylor/J.Garland) FTA expressed difficulty trying to retrace the funds and is looking</p>					

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	<p>for documentation that FHWA moved the funds to FTA, and that FTA received the funds. FTA noted that chances of recovering the money were slim. However there may be other sources where MDT could recover the lost funds. FTA assured that they will continue to coordinate with MDT so that there is a joint understanding of the outcome.</p> <p>UPDATE 07/31/07: FTA (JGarland) noted that FTA has located the funds and is working to program them before the end of this fiscal year. Within the next two weeks, FTA expects to have a date when the transfer will occur.</p> <p>UPDATE 10/24/07: FTA (JGarland) notes that the first component for \$3.4M has been secured and was obligated to MDT in September 2007; the remaining \$495k for the 7th Avenue project will be secured in a grant for FY08-Q2, and will be obligated to MDT. FTA is waiting on FHWA to provide obligation authority to secure the balance.</p> <p>UPDATE 01/31/08: FTA submitted an inquiry to HQ on 01/07/08 regarding the status of the transfer of obligational authority. Action is still pending. Item to remain open.</p> <p>UPDATE 05/07/08: FTA is still waiting for transfer of obligational authority from the FHWA. FTA will continue to monitor and coordinate with headquarters.</p>	FTA	08/14/07	OPEN
		FTA		OPEN
		FTA		OPEN
		FTA		OPEN
04/05/07 2	<p>MDT requested a meeting with the PMOC to discuss comments provided to the draft SSMP on February 23, 2007. PMOC requested that MDT provide a revised draft SSMP prior to the meeting.</p> <p>UPDATE 07/31/07: MDT is incorporating FTA June 2007 circular requirements into their current update of the SSMP. MDT granted their consultant an extension on the SSMP submittal, to provide construction and operations based information which is now part of the revised FTA circular. MDT did not have a date for making submission to FTA/PMOC.</p> <p>UPDATE 01/31/08: MDT submitted SSMP Rev 5 dated December 3, 2007 to FTA/PMOC for review on December 4, 2007. Currently in review by PMOC. PMOC to meet with and interview key MDT security personnel during trip planned for February 5-7, 2008. PMOC Spot Report to be issued in early March 2008.</p>	MDT		OPEN
		MDT	11/15/07	12/03/07
		PMOC	03/03/08	OPEN

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	UPDATE 05/07/08: PMOC conducted interviews with key MDT safety and security personnel during site visit on February 5-7, 2008. PMOC Spot Report on Review of SSMP for Final Design Readiness was submitted to FTA and MDT on March 3, 2008. MDT is currently working on response to PMOC comments. Responses will be submitted to FTA/PMOC by mid-May 2008.	MDT	05/15/08	OPEN
04/05/07 6	<p>FTA requires MDT to verify NEPA/EIS compliance during VE exercises for North Corridor project and provide necessary updates to FEIS as early as possible. ROD is anticipated on 04/23/07.</p> <p>UPDATE 07/31/07: ROD was issued by FTA on 04/26/07. MDT has prepared an environmental matrix of proposed changes to the alignment relative to the FEIS. Matrix will be provided to FTA and PMOC on 08/02/07 prior to a teleconference scheduled for 08/06/07 to discuss/review post-ROD changes.</p> <p>UPDATE 10/24/07: Matrix presented to FTA on 08/06/07. Post-ROD changes were discussed in teleconference call on 08/06/07. Based on a follow-up response on 08/07/07 by FTA (Barr) that a supplemental EIS would be required if post-ROD change 6 (Biscayne Canal Realignment) was pursued, MDT decided not to pursue change 6. MDT now plans to pursue only 8 of the 9 post-ROD changes identified. Also looking at relocation of 119th St Station to Miami-Dade College property to minimize impact on Armory and possibly eliminate need to relocate Armory. FTA requested an EA MDT discussed EA scope and budget with PMC on 10/16/07. NTP anticipated by 11/07/07.</p> <p>UPDATE 01/31/08: MDT indicated that revised scope and schedule are under consideration. Final determination is to be made by March 2008. MDT decided to not pursue any changes that would trigger a new EIS. All changes being pursued will be addressed in the Supplemental EA. NTP issued to PMC for preparation of Supplemental EA. Scoping meeting delayed to late February/early March 2008 pending scope revisions.</p> <p>UPDATE 05/07/08: Scoping meeting was held 04/17/08; MDT reviewing schedule for SEA;</p>	<p>MDT/ FTA</p> <p>MDT</p> <p>MDT</p>	<p>08/02/07 08/06/07</p> <p>11/07/07</p> <p>TBD</p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p>
	UPDATE 05/07/08: Scoping meeting was held 04/17/08; MDT reviewing schedule for SEA;	MDT	05/15/08	OPEN

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	<p>expect to submit “draft” SEA by 05/15/08 for FTA/PMOC review; “final” for review by 07/01/08; EA available for hearings 07/30/08; draft FONSI by 09/12/08; final FONSI by 10/28/08; FONSI signed by 10/29/08.</p> <p>MDT noted that FTA requested 60 days to complete the FONSI (from end of September to end of November 2008). In context of FFGA Roadmap, MDT requested and FTA consented to 30 days to complete the FONSI (to end of October 2008). MDT has provided a revised schedule to FTA/PMOC.</p>			
07/31/07 3	<p><u>Orange Line Phase 1 - MIC-Earlington Heights - Bus Plaza</u>: MDT to prepare summary of scope and cost segregation approach for federally funded portion of project (Bus Plaza), and submit to FTA and PMOC for review by end of next week (08/10/07).</p> <p>UPDATE 10/24/07: MDT prepared a white paper on scope-of-work and how to present Bus Plaza Canopies in MIC-EHC construction docs, and submitted it to FTA/PMOC by letter dated 08/27/07 (rec'd 09/07/07) for review and comment. Submittal currently in review by FTA/PMOC. PMOC comment at 10/24/07 Quarterly: Having canopies included as a separate bid item in a single construction contract allows for single-source responsibility and eliminates potential interface problems. From a technical point of view, documents can be set up to identify canopy work as separate bid items to allow tracking of eligible costs. However, MDT is to provide supplemental info to FTA (solicitation docs describing contract requirements) for review by FTA-Legal to assure that method of contracting conforms to federal procurement requirements. MDT must also identify grant fund sources and how shared, including local/FDOT participation.</p> <p>UPDATE 01/31/08: Additional info sent to FTA/PMOC by MDT letter dated 01/17/08 (received 01/24/08). Package currently in review by FTA/PMOC. PMOC to issue Spot Report in approximately two weeks.</p> <p>FTA (J.Garland) clarified history: \$5.8M FTA funds were earmarked for canopies only, when FDOT Bus Plaza located apart from MIC (i.e. not part of MIC or EHC projects,</p>	MDT	08/10/07	
		FTA/PMOC		OPEN
		MDT		OPEN
		FTA/PMOC	02/15/08	OPEN

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	<p>although FDOT also managed the MIC project). Location of Plaza moved 2-yr ago from outside into MIC station proper. FTA earmark funds still only apply to canopies, although FDOT transferred construction responsibility to MDT.</p> <p>UPDATE 05/07/08: PMOC Spot Report issued to FTA and MDT on 02/20/08. Procurement methodology acceptable. MDT to ensure that contract docs require contractor implementation and compliance with FTA requirements during construction, and that contractor has administrative and cost controls available to segregate costs for Bid Item 14. (PMOC recommends this AI be Closed at Quarterly)</p>			CLOSE 05/07/08
07/31/07 4	<p><u>Orange Line Phase 3 - East-West Corridor</u>: MDT to submit a Baseline Alternative development report to FTA. MDT to schedule meeting for mid-September, as requested by FTA (Sean Libberton), to discuss "Baseline" for E-W Corridor project.</p> <p>UPDATE 10/24/07: Libberton/Grier couldn't make September 2007 trip; will re-schedule if necessary. MDT/FTA discussed Baseline Report via teleconference in September 2007. Baseline Report submitted to FTA on 10/19/07. FTA (Grier) to return comments to MDT by 11/02/07.</p> <p>UPDATE 01/31/08: MDT notes that Baseline report was submitted to FTA in 10/07. FTA(Grier) returned comments to MDT on 11/21/07. MDT responded to FTA comments on 11/27/07. Final "Baseline Alternative Development" Report was submitted to FTA on 12/20/07. MDT received additional FTA(Grier) comments on 12/27/07. MDT in process of responding to latest FTA comments. MDT anticipates final response will be submitted in February 2008.</p> <p>UPDATE 05/07/08: MDT responses to FTA supplementary comments were submitted to FTA on 04/18/08. Upon receiving FTA concurrence on responses, MDT will resubmit Final "Baseline Alternative Development" Report.</p>	MDT FTA MDT FTA/ MDT	08/17/07 11/02/07 Feb/08	 OPEN OPEN OPEN
07/31/07	<u>Rail Car Procurement</u> : MDT to prepare summary and schedule for the 3 contingency plans being	MDT	week of	

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<p>However, even if agreement is reached, it may still be too late to accommodate MDT schedule for delivery. MDT is preparing an RFP for possible stand-alone procurement, as back-up position in case agreement with WMATA cannot be reached in time.</p> <p>UPDATE 01/31/08:</p> <ul style="list-style-type: none"> • <u>Rail Car Procurement</u>: MDT met with County Manager on 11/29/07 and presented evaluation of new vehicles vs rehab. It was decided the County would recommend to BCC to reject all bids for the rehab solicitation and request preliminary approval to solicit for new vehicles. MDT expected recommendation for bid rejection to be presented to BCC on 02/05/08. However, the BCC meeting scheduled for 02/05/08 to act on rejection of rehab proposals was postponed to March 2008. MDT is looking at LONP that would allow purchase of 198 new cars, which includes replacement instead of rehabilitation of the 136 car existing fleet, plus 8 new cars for MIC-EHC, and 54 new cars for NC and E-W Expansion projects. MDT considers this to be their best option that could result in savings of \$180M. MDT also questioned the possibility of pre-award without LONP, for purchase of new cars for Extension projects. FTA noted that, with an LONP or possibly pre-award authority, the County/MDT can purchase new cars for the Expansion projects at their own risk, and still be eligible for reimbursement from FTA at a later date, subject to approval of the FFGA. (FTA-R4 (D.Whyte) will check to see how handled on Charlotte project, and will send copy of letter to MDT and PMOC.) • <u>Contingency Plan A (Joint-Procurement with WMATA)</u>: The proposal for joint-procurement with WMATA was not considered because the County would assume considerable risk. Because of the procurement being made solely under the WMATA process in Washington, D.C., complex legal issues were raised regarding jurisdiction and state statutes, County procurement rights, commercial terms and conditions, quarterly pre-payment of fees to WMATA, and Florida's Sunshine Laws. These requirements could not be easily resolved to meet the requirements of WMATA or 	MDT	March 2008	OPEN

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<p>MDT. It was determined that for purchase of new vehicles, the County's best interest would be served by an in-house procurement through the Department of Procurement Management with MDT. A new solicitation schedule will be released after rehab bid rejection is approved by the BCC.</p> <ul style="list-style-type: none"> • <u>Contingency Plan B (Joint-Procurement with Baltimore)</u>: Joint-procurement with Baltimore was not pursued any further. • <u>Contingency Plan C (MDT Stand-Alone Procurement)</u>: It was determined that for the purchase of new vehicles, the County's best interest would be served by an in-house procurement through the Department of Procurement Management with MDT. MDT has prepared docs for stand-alone procurement of new railcar vehicles and is prepared to go out for bids as soon as approved by BCC. However, MDT is currently revisiting requirements for married-pair vs. single vehicles, as well as the total number of new cars required for the fleet. MDT expects to issue a "white paper" on number and type of cars by mid-February 2008, and a decision made at that time. • <u>Schedule</u>: MDT is in process of updating an integrated Master Project Schedule, including rail car procurement, and expects to submit it to FTA/PMOC in February 08. <p>UPDATE 05/07/08: On 03/18/08 BCC voted to reject Rehab proposals and allow procurement of new vehicles to replace existing Metrorail vehicles.</p> <p>A subsequent request to the CITT to amend the PTP CIP list to allow procurement of new rail vehicles in lieu of rehab and to include required funding was not approved by the CITT at their meeting on 03/26/08. At that meeting, CITT also voted to remove the rehab project from the CIP. On 04/14/08 the CITT held another meeting at which they reversed their 03/26/08 decision. On 04/16/08 the Transit Committee voted to forward a favorable recommendation to the BCC to allow procurement of new rail vehicles. This recommendation is expected to be presented to the BCC on 05/06/08.</p>	MDT	02/15/08	OPEN
	MDT	02/15/08	OPEN
	MDT	05/06/08	OPEN

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<p>Tech specs for procurement of new vehicles were released on 03/28/08 for Industry Review. MDT is preparing a revised schedule for procurement of new vehicles.</p> <p>MDT will provide a verbal update on 05/07/08 with regard to the type and number of rail cars.</p> <p>MDT will provide a verbal update on 05/07/08 with regard the integrated Master Project Schedule including rail car procurement.</p>			

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	<p>Item IV 3.1: MAS 200 - Vendor notified MDT that latest release of the software does provide ability to set administrative parameters to expire the password. MDT working with procurement to finalize purchase order and acquire the software. In the interim, a business process policy will be established so that users change their passwords every 30 days. MDT to confirm procurement and installation of software update.</p> <p>UPDATE 01/31/08: MDT noted that software will be installed in February 2008. MDT needs to send formal letter in order for FMO to be closed out.</p> <p>UPDATE 05/07/08: Item IV 3.2: Periodic changing of passwords has been resolved. MAS 200 was upgraded from version 3.21 to 4.20 on 02/22/08 as the result of the FMO review that recommended the need to minimize the risks of security breaches. This upgrade will give staff the capability to change their passwords every six months.</p> <p>MDT to send formal letter (prior to Quarterly) in order for FMO to be closed out.</p>	MDT		OPEN
		MDT	05/07/08	OPEN
10/24/07 2	<p><u>MDT Update of Schedule for NC Post-ROD Environmental Work</u>: MDT reviewed and negotiated with PMC on proposal to do the work. MDT expects to issue NTP by 11/07/07. Supplemental EA will address 8 issues and is expected to be complete by mid-2008. Additional major issues to be resolved are Armory relocation and relocation of 119th St Station onto Miami-Dade College campus. MDT is to keep FTA/PMOC updated as discussions develop.</p> <p>UPDATE 01/31/08: MDT advised the Army that they will not relocate the Armory as part of the NC project. MDT modified alignment, station location and parking provisions to avoid having to relocate the Armory. As result of on-going discussions between MDT and MDC-NC, an MOU has been prepared addressing alignment and station location, agreement for parking, and MDT position on not relocating Armory. MDC is in agreement with MDT, but MOU expected to be signed by MDC has not yet occurred. MDT is developing an updated schedule and will forward to FTA/PMOC on 02/15/08.</p>	MDT		OPEN
		MDT	02/15/08	OPEN

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	<p>UPDATE 05/07/08: MDT met with MDC on 02/25/08 to discuss signing of a joint letter (rather than an MOU) between the two agencies. MDC concurs with the revised location of the transit station near the Armory facility and accepts MDT intent to not relocate the Armory as part of the project. Final language for the joint letter continues to be developed. (It is expected to be signed by end of May 08.)</p> <p>MDT to develop an updated schedule and forward it to FTA/PMOC by mid-May 08. SEA scoping meeting held 04/17/08; MDT reviewing schedule for SEA; expect to submit “draft” SEA by 05/15/08 for FTA/PMOC review; “final” for review by 07/01/08; EA available for hearings 07/30/08; draft FONSI by 09/12/08; final FONSI by 10/28/08; FONSI signed by 10/29/08</p>	MDT	05/30/08	OPEN
		MDT	05/15/08	OPEN
10/24/07 8	<p><u>Federal Funds for Katrina Hurricane:</u> MDT was to receive approximately \$500K in Federal funds for relief of costs associated with the Katrina Hurricane. MDT requested that FTA (JGarland) assist in determining the mechanism and procedure for MDT to obtain the funds.</p> <p>UPDATE 01/31/08: FTA (JGarland) reported on 01/14/08 that money has been appropriated (in Iraq War budget). These funds have not yet been released. FTA will check the status of these funds.</p> <p>UPDATE 05/07/08: FTA has no new information available. FTA will continue to coordinate with headquarters.</p>	FTA		OPEN
		FTA		OPEN
		FTA		OPEN
10/24/07 9	<p><u>Funds for Retrofitting Detroit Diesel Engines to MDT Fleet:</u> MDT requested that FTA (JGarland) assist in identifying any source of funding that may be available to cover the cost of retrofitting Detroit Diesel Series 350 bus turbo engines available from Philadelphia, for use on the MDT fleet. As retrofitting will affect the useful life of the buses, MDT is to “make the case” for retrofitting the fleet. MDT will retrofit a pilot bus using local funds, to determine viability and cost. FTA will research available sources of funding.</p> <p>UPDATE 01/31/08: MDT advised that the “Make the Case” document will be prepared and</p>	MDT FTA		OPEN OPEN
		MDT	03/28/08	OPEN

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	<p>submitted to FTA/PMOC by 03/28/08. MDT noted that 2003-2004 buses have 2004 EPA EGR engines. MDT proposes to retrofit one pilot bus using MDT funds to evaluate cost and viability. Evaluation will now be based on using a new Cummins engine for a one year pilot test. MDT/PMC (D.Newjhar) is to provide a summary update and timeline for the pilot project.</p> <p>UPDATE 05/07/08: MDT reports that this project is on hold.</p>	MDT/ PMC MDT		OPEN OPEN
01/31/08 1	<p><u>MIC Schedule Update:</u> MDT to provide an updated MIC schedule to FTA/PMOC.</p> <p>UPDATE 05/07/08: MDT provided an updated schedule (DD=03/15/08) to PMOC via email on 04/28/08. (PMOC recommends this AI be Closed at Quarterly)</p>	MDT	02/29/08	OPEN CLOSE 05/07/08
01/31/08 2	<p><u>Leased Real Estate:</u> FTA (B. Day) to provide MDT additional direction regarding appropriate inclusion of leased real estate in New Start Reporting Templates / Calculations (Cost Effectiveness)</p> <p>UPDATE 05/07/08: FTA (B.Day) responded on 03/10/08 as follows: If MDT will be leasing spaces rather than building them, the cost would be shown as an operating cost rather than a capital cost. Both O&M and capital costs are included in the cost-effectiveness calculation. In terms of impacts on the reporting templates, MDT would remove the number of spaces it will now be leasing rather than building from the SCC worksheets. The spaces no longer are part of the FFGA baseline cost estimate. MDT would instead provide detail to FTA on the number of spaces it will be leasing, where located, and at what price. The O&M projections for the project should reflect the appropriate increased cost. These lease agreements would now be additional 3rd party agreements FTA would expect MDT to enter into prior to receipt of an FFGA. (PMOC recommends this AI be Closed at Quarterly)</p>	FTA		OPEN CLOSE 05/07/08
01/31/08 3	<p><u>Leased Vehicles;</u> FTA (B.Day) to provide MDT additional direction regarding appropriate inclusion of leased vehicles in New Start Reporting Templates / Calculations (Cost Effectiveness)</p>	FTA		OPEN

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UPDATE 05/07/08: FTA response same as for AI 01/31/08-2. (PMOC recommends this AI be Closed at Quarterly)			CLOSE 05/07/08

B. NEW ACTION ITEMS
