

Work Order #1 – Project Management Plan

This work order scope is for the Project Management Plan (PMP), which is required to manage the Town Branch Commons project. As an extension of the LFUCG office, we will be collaborating closely with the City's staff and focusing on project development activities necessary to advance the project to construction letting. The contract term for this scope will be from 7/1/2018 through all of Calendar Year 2019, ending December 31, 2019. This contract period is 18 months or 78 weeks (4-4-5 week cycle). The following sections will provide a description of the tasks under the PMP.

PROJECT MEETINGS

In order to maintain clear and consistent communications, multiple meetings will be held with various strategic partners and agencies. The overall purpose of the meetings will be to provide status updates and resolve issues to keep the project moving ahead. This will include developing an action item list and follow up activities by AECOM or the City. Below are the anticipated meetings grouped by purpose and expected participants.

BI-WEEKLY PROJECT COMMITTEE MEETINGS

Purpose: Bi-weekly meetings with the Project Committee to provide general project overview and discuss critical items needed for resolution throughout the contract period. Prior to each meeting an agenda will be prepared to maintain focus on the key issues such as unresolved action items, upcoming events, milestones, risk items, etc. The meeting will discuss both unresolved and new action items along with who is responsible for getting them resolved. These action items will be tracked through completion.

Participants – It is anticipated that four members of the Program Management Team will attend these meetings and assist with the meeting preparation. The attendees may include the Program Principal, Program Manager, Deputy PM, Corridor Design Manager, Task Managers and/or appropriate subject matter experts based on need. The City will have the discretion to select the appropriate participants from the Program Management Team as the project advances.

BI-WEEKLY EXECUTIVE COMMITTEE MEETINGS

Purpose: This item will include attending meetings with the Executive Committee (Mayor, Vice Mayor, CAO, Commissioners, PIO, etc.) who will provide strategic decision-making on a bi-weekly basis (currently every other Thursday at 2:30 PM). The intent will be to schedule the Project Committee meetings on the same day as these Steering Committee meetings to reduce cost.

Participants – It is anticipated that two members of the Program Management Team will attend these meetings and assist with the preparation as needed. The attendees may be the Program Principal, Program Manager, Deputy PM, Task Leader or other subject matter expert as needed. The City will have the discretion to select the appropriate participants from the Program Management Team.

BI-MONTHLY TECHNICAL COMMITTEE MEETINGS

Purpose: Attend and facilitate as needed Technical Committee meetings to address complex project issues and seek consensus with a larger multidisciplinary team. We envision the group to include various LFUCG Departments, KYTC, Lexington MPO, Lextran, Utility Companies, and other targeted resource

agencies as needed. We will hold monthly meetings during the project contract period. Prior to each meeting, an agenda will be prepared to keep the meetings focused on the key topics. The meeting will provide an opportunity for information exchange as well as defining action items and who is responsible for resolving them. These action items will be tracked through completion.

Participants – It is anticipated that four team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Program Manager, Deputy PM, Corridor Design Manager, Task Managers and appropriate subject matter experts selected based on need.

MISCELLANEOUS COORDINATION MEETINGS

Purpose: Hold miscellaneous meetings and/or telephone conferences to keep the internal team members updated as well as cover other “pop-up” meetings with property owners, developers, contractors, etc. Internal meetings will be scheduled once per week with the subject matter experts to keep everyone updated and may include the design team members.

Participants – Multiple team members will attend these internal meetings. The attendees will be the main project players as shown on the team’s organizational chart.

PROJECT SCHEDULE DEVELOPMENT AND UPDATE

A project scheduling tool will be used to create a project design schedule to monitor the critical path items. The schedule will be updated and discussed during the bi-weekly project meetings with the design team. The intent of the schedule is to track and identify critical tasks both in the design development as well as the right of way and utility phases preceding construction. This will be needed to maintain focus on the items that could have negative impacts to the budget and schedule.

RISK MANAGEMENT PLAN

Maintain a risk register document (MS Excel format) during the project to identify major concerns. The approach will include a methodical process by which the project team identifies and ranks the various risks. Once identified, a mitigation strategy will be developed and implemented as appropriate. The risk register will be discussed at the project meetings as needed. The risk will be tracked until no longer a concern at which time it will be removed from the tracking list.

BID LETTING PREPARATION / ASSISTANCE

Assist the City in the preparation of the contract bidding documents for the construction contract on Town Branch Commons Corridor project. This scope includes the transportation infrastructure improvements in Zones 1-4 and 7. The scope includes providing language for developing the draft bid documents, special notes/provisions language, identifying environmental constraints, coordinating utility relocation maps, creating project maps/exhibits, attending the pre-bid meeting and responding to Request for Information (RFIs) inquiries during the bidding period.