

VandenBerghe, Alissa (Consultant)

From: Preedy, Matt
Sent: Thursday, May 14, 2009 12:06 PM
To: Everett, Susan; Phelps, Don (Consultant); Benito, Roland; Abbott, Eldon (Consultant)
Cc: Greco, Theresa; White, John
Subject: FW: AWV Bored Tunnel RFQ/RFP Preparation
Attachments: Draft Work Plan Task List 051309.pdf; Draft Work Plan Schedule.xls; Draft Task-Order-CL Amendment Scope_051309 DRAFT.doc

This is to document our discussion yesterday afternoon between Roland, Eldon, Don and myself.

Roland will set up a meeting either today or tomorrow for Susan, Don and Eldon to finalize the assignments on the work plan task list, and the associated delivery schedule. Once that has happened, Don and/or Susan will negotiate and authorize the task order CL amendment.

Also, we discussed the weekly RFQ/RFP coordination meeting, both purpose and roles. We decided that Eldon would operate that meeting, and provide a draft agenda, one day in advance, that WSDOT and HMM would then provide input into. While Eldon is operating the meeting and is responsible for much of the technical sections and associated deliverables, responsibility for providing RFP/RFQ direction in that forum lies with Don Phelps for technical items, and either Roland or myself for contractual/admin/risk type items. When Susan, Don, Eldon and Roland meet to finalize the task list, they will also further discuss their respective roles and provide me with any updated thoughts.

Regarding the PB personnel listed below, I have the following comments for consideration:

- Would like to see resumes and possible alternates for the TBM, Structural, and Geotech positions. We want to be sure we are getting the very best available.
- Don/Roland/Susan/Eldon need to discuss the purpose of the RFP coordinator role. This could be either a PB, HMM, or WSDOT person.

From: Rigsby, Mike (Consultant)
Sent: Wed 5/13/2009 1:40 PM
To: White, John
Cc: Preedy, Matt; Everett, Susan; Greco, Theresa; Reilly, John; Reilly, John; Bohlke, Brenda (Consultant); bmbohlke@hotmail.com; Phelps, Don (Consultant); Conte, Rick (Consultant); Clark, Gordon T. (Consultant); 'abbott@pbworld.com'
Subject: AWV Bored Tunnel RFQ/RFP Preparation

John,
Eldon, Rick, Gordon, and I have developed the attached documents for the AWV Bored Tunnel RFQ/RFP in an effort to help expedite the work planning process.

1. Draft Work Plan Task List. This document outlines all the preliminary engineering and RFQ/RFP preparation tasks by discipline. It also indicates which tasks result in Deliverables (D) and which are primarily an Assembly (A) of work done by us or others. The Lead/Support column indicates the role of the PB team in that task, and is, of course, totally up to you. We have put down our best shot based on discussions to date. Overall, this is a pretty good compilation of the tremendous amount of work that need to be done.
2. Draft Work Plan Schedule. This is a very high level, preliminary schedule based on the current milestones as we understand them. Once the work plan is approved, this will need to be fleshed out in much greater detail,

but this is a starting point.

3. Draft Task Order CL Amendment Scope. This is a draft of a proposed amendment to Task Order CL that would incorporate the task list and schedule. We recommend that some version of this be processed in an expedited manner.

In addition, we would like for you to consider an immediate amendment to our current Task Order CL that currently funds just Eldon's participation. We would like to add an additional 4 FTE to provide Eldon with some immediate resources to begin to get this important work going. We are concerned that if we don't move quickly the overall schedule is at risk. We would like to complete the amendment this week so these people can begin work next week, if possible.

- TBM/Constructability/Risk - Joe O'Carroll
- Structural Engineer - Jim Schettler
- Geotechnical Engineer - Don Richards
- RFP Coordinator - Peter Donahue (.25)/Glenn Cross (.75)

We are trying to be as proactive as possible and do not mean to presume or preclude any decisions by WSDOT on how this work should be done or who should do it. We want to work closely with you to get a defined scope, schedule, and budget and do all we can to help you deliver. Please let me know if you have any questions or need more information. Thanks, John.

Mike Rigsby
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