

**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-313
JULY 22, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
ML KING, JR. PARKWAY PROJECT MANAGEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	HAROLD E. SMITH CITY ENGINEER

SYNOPSIS —

The ML King, Jr. Parkway Project has an estimated construction cost of \$100 million and will be a multi-year, complex urban downtown highway project. The project is now nearing full implementation and because of the complexity of the project, it is recommended that the Engineering Department staff be supplemented with consultant services to provide project management services.

FISCAL IMPACT —

This project is scheduled to be funded with RISE, State, Federal and local funding. Compensation for consultant services will be determined by contract negotiation and will be grant eligible as a project cost. The CIP budget will be amended to reflect these costs on a year-by-year needs basis.

RECOMMENDATION —

Approval of concept for consultant to provide project management services and to direct the City Engineer to proceed with the process to solicit State and Federal approval to select a consultant and to negotiate a contract agreement.

BACKGROUND —

The ML King, Jr. Parkway Project is nearing full implementation. This is a complex urban highway with difficult right-of-way, acquisitions, contamination problems, design and construction sequencing; negotiations with railroad and utilities; budgeting and funding solicitation; and coordination of public information to a large number of groups. This project has already taxed the resources of the Engineering Department, and with the retirement of the Traffic and Transportation Director at year's end, it is essential that resources be obtained to focus full-time effort for project management. This matter has been discussed with neighborhood and business leaders and with officials at the IDOT with positive response. Pending City Council approval, the State IDOT and the Federal Highway Administration (FHWA) would be asked to approve funding eligibility, and representatives of the three entities would solicit consultant proposals and negotiate a tentative contract agreement which would then need joint approvals. It would be intended that project management services could be initiated in November 1996, prior to the retirement of the Traffic and Transportation Director. The preliminary scope for work to be provided by the consultant is outlined as follows:

Scope of Work

The consultant selected for this project will provide the following services:

The project manager would be responsible to the City Engineer and would be the single point of integrative responsibility for the Engineering Department for coordination of the MLK Project. The project manager will work with the entire project team including City staff, the design consultant,

IDOT and FHWA to monitor progress, identify solutions to keep the project on schedule, monitor project budget, and to recommend direction and priorities.

Duties would include the following:

- Acquire adequate knowledge of the project, project resources, project budget, and project schedule to be able to manage the project, identify potential conflicts, set priorities, and to recommend the allocation of resources.
- Develop and maintain overall project schedule and subschedules for individual segments and stages of work showing work elements and time to complete.
 - Establish intermediate milestones.
 - Establish critical paths for work elements.
- Conduct monthly project status meetings with the entire project team to review progress, identify solutions to keep the project on schedule, and to set direction and priorities.
 - Establish agenda/conduct meeting/prepare and distribute meeting minutes.
- Conduct meetings as necessary for project planning, scheduling, and to resolve problems.
- Budget control.
- Compile and monitor baseline budget for each segment and stage of the project.
- Identify and monitor each funding source including grants and grant reimbursements.
- Determine adequate resources necessary to maintain the project schedule and to control project costs within budget restraints.
 - Identify additional or outside resources needed.
 - Coordinate activities of resources.
- Establish and maintain communication links between the project team, management, neighborhood groups, business leaders, elected officials, State and Federal agencies, railroads, utilities, and all other entities or individuals that have potential impact on project success.
 - Create and maintain monthly status reports for internal use.
 - Create and maintain quarterly status reports for external circulation.
 - Work with outside agencies such as IDOT, FHWA, IDNR, MPO, State Historical Society, business community, neighborhood groups, railroad companies, and utility companies.
 - Assist in the acquisition of all possible and available funding sources and assist in monitoring grants received to ensure compliance.
 - Work with the City, the State, the Federal Government, consultants, and contractors to coordinate the overall project development and to maintain project schedule and budget.
 - Identify potential conflicts, and help resolve conflicts that do develop.