

## Risk Mitigation Meeting Minutes #45

DATE: May 13, 2013  
 MEETING DATE: **May 10, 2013**  
 LOCATION: 821 Howard Street, 2<sup>nd</sup> Floor – Main Conference Room  
 TIME: 1:00pm (This meeting only)  
 ATTENDEES: John Funghi, Richard Redmond, Eric Stassevitch, Ross Edwards, Mark Latch, Mark Benson, Beverly Ward, Brad Lebovitz  
 COPIES TO: Attendees:, Albert Hoe, Arthur Wong, Vivian Chow, Alex Clifford, Quon Chin, Jane Wang, Aileen Read, Chuck Morganson, James Sampson, Luis Zurinaga, David Kuehn  
 File: M544.1.5.0820  
 REFERENCE: Project No. M544.1, Contract No. 149 Task 1-4.01  
 Program/Construction Management  
 SUBJECT: **Risk Management – Risk Mitigation Meeting  
 Risk Mitigation Report No. 45**

### RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1 -	<b>Report on Red Risk and – (Risk rating ≥ 6)</b>	
	<p><b>Risk 83:</b> Cost of vehicles may be more than estimated due to sole source and small order  <u>Discussion:</u> No change in risk profile. Waiting for RFP package to be put together.  <b>Risk Rating 16</b></p> <p><b>Risk V:</b> Incorporation of revised Planning Zoning/ development criteria for Moscone Station TOD impact MOS and CTS construction contract  <u>Discussion:</u> For CTS only: Agency has access to additional funds from funding source - Environmental Mitigation for Open Space to be administered by the Mayor's Office. SFMTA has retained Gensler Architects to come up with some pre-proposals to perform some minor modifications to the surface portion of the Chinatown Station. A community meeting will take place in late May or early June to present options, based on feedback of those options currently being vetted by the community. The Agency will make a decision on how to proceed with the surface build-out of CTS. A funding source has not been established for MOS yet and the Central Corridor plan is at the EIR development stage. <b>Risk Rating 6</b></p> <p><b>Risk 99:</b> Breakdown in relationships between SFMTA and Contractors during construction results in increased claims and delays to the overall construction schedule.  <u>Discussion:</u> Not experiencing delay. New Issue Resolution Ladder process presented at the CMB. <b>Risk Rating 8</b></p>	

ITEM #	DISCUSSION	ACTION BY DUE DATE
	<p><b>Risk 197:</b> The untimely delivery of FFGA funds to the project causes shortfalls in cash flow and the Central Subway will be unable to meet its financial commitments  <u>Discussion:</u> The signed grant ensures that they are obligated to fund the money. A new risk will be created if there becomes an issue with receipt of cash flow. Created.  <b>This Risk will be retired. Risk Rating 0</b></p> <p><b>Risk 203:</b> Headwalls interface delay CN1300 Contractor  <u>Discussion:</u> Current forecasted date for completion for north headwall is September 25. 1300 Contract NTP date of 90 days (September 07) will potentially be effected if NTP granted in early June depending on BIH's progress.  <b>Risk Rating 8</b></p> <p><b>Risk 207:</b> Implementing Pagoda Option for Retrieval Shaft - Delay in Obtaining Property  <u>Discussion:</u> Lease has been signed by owner. National Environmental Policy Act (NEPA) clearance still remains open. Risk rating will be maintained. <b>Risk Rating 9</b></p> <p><b>Risk 208:</b> Additional cost if we change direction going to the Pagoda  <u>Discussion:</u> SFMTA and BIH are close on resolving the current costs. Appear to be within budget. <b>Risk Rating 8</b></p> <p>Market Risks with a Rating of 6 and above have all been addressed. This Risk Category will no longer appear as an agenda item for discussion.</p>	
2 -	<p><b>Report on Remaining Requirement &amp; Design Risks (Risk rating ≤ 6)</b></p>	
	<p>Requirement and Design Risks with a rating below 6 which are actively being tracked were included on the agenda for information, but were not discussed at this meeting. Updated Risk Mitigation Status report is included with these meeting minutes are listed below:</p> <p><b>Risk 104:</b> CPUC approval at Grade Crossing for G0164d takes longer to negotiate / obtain than schedule allows  <u>Discussion:</u> Final approval will be given after Construction completion. This Risk will be <b>transferred to a Construction Risk</b>. Sanford Pong will continue to be the owner of this risk. <b>Risk Rating 5</b></p>	
3	<p><b>Active Risks</b></p>	
	<p>Construction Risk with a rating below 6 which are actively being tracked were included on the agenda for information, but were not discussed at this meeting. Updates to those risk status sheet are included in this meeting package for distribution.</p> <p><b>Risk 198:</b> Outreach efforts to get more bidders - 1300 Contract  <u>Discussion:</u> This is no longer a risk, contract has been awarded. <b>This Risk will be retired. Risk Rating 0.</b></p> <p><b>Risk 97:</b> Conflicts arising from Contractors working concurrently in the same work space results in delays and claims for additional costs (systems / civil interface)  <u>Discussion:</u> Only one Contractor will be responsible. <b>This Risk will be retired. Risk Rating 0</b></p>	



ITEM #	DISCUSSION	ACTION BY DUE DATE
	<p><b>Risk 211:</b> Differing site conditions encountered during construction of Cross Passage 5 results in increased costs.  <u>Discussion:</u> Risk heading will be revised to clarify "during ground freezing of Cross Passage 5". <b>Risk Rating 2</b></p> <p><b>Risk 216:</b> Olivet building potential construction impact  <u>Discussion:</u> They will have to work around us. We will need to communicate with DPT to make sure that they aren't approving anything which will affect our work.  <b>Risk Rating 2</b></p>	
4-	<b>Other Business – New Risks</b>	
	There were no new risks added to the Risk Register this month.	

**ACTION ITEMS -**

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS
1	12/13/12		<b>Risk 7</b> – Cost for significant settlement grout	R. Edwards	06/13/13	Open
4	12/13/12		<b>Risk 72</b> – 4 <sup>th</sup> & King (SSWP)	R. Edwards/ C. Morganson	06/13/13	Open

Meeting adjourned at 2:00pm

These meeting minutes have been prepared by B. Ward and reviewed by E. Stassevitch, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed:  [initials of preparer & reviewer] Date:  [Date review completed.]