

King County Office of Performance, Strategy, and Budget - Checklist for High Risk Project Appropriation Requests

No.	Phase When Required	Description	Information
1	Each Request	Date of Appropriation Request	6/29/2018
2	Each Request	Project Number	1134218
3	Each Request	Project Title	TDC INTERIM BASE
4	Each Request	Program	Transit Infrastructure
5	Each Request	Fund	3641
6	Each Request	Department/Division	Transit
7	Each Request	Council District	8
8	Each Request	MPA Project Effective Date (if applicable)	2018
9	Each Request	Current Phase of Project, Phase Status	Planning, Design, Implementation
10	Each Request	Year of First Appropriation	2019
11	Each Request	LTD Appropriation Amount	\$0
12	Each Request	LTD Appropriation as of Date	1/31/2019
13	Each Request	LTD Expenditure Amount	\$318,901
14	Each Request	LTD Expenditure as of Date	1/31/2019
15	Each Request	Appropriation Request Amount	\$3,397,395 (Final Design) 2019-2020 Adopted Budget
16	Each Request	Affirmation that the implementing agency maintains a risk register (updated quarterly) and employ earned value management (updated monthly)	The Program maintains a Risk Register. Earned value management plan has been difficult to set up under an accelerated schedule and many cost tracking variables.
17	Each Request	For mandatory phase appropriation project where one or more phases run concurrently or the appropriation request encompasses multiple phases, such as projects with alternative delivery methods, projects requiring staged construction due to site constraints or operations needs or projects performed under a declaration of emergency, when the appropriation request encomadded work performed in more than one phase, not including the closout phase, submit an explanation of the reasons necessitating appropriation for more than one phase, including, but not limited to, cost and schedule factors.	Metro is operating under severely constrained system capacity, which limits Metro's ability to meet desired service levels and increases operational risk due to crowded yards. The constrained capacity leads to overcrowded yards which increases the difficulty of accessing and maintaining buses which, in combination contribute to missed trips. The interim base project is an accelerated project, targeting completion in 2020, requiring seamless transitions between planning, design, and construction.

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18	Design and Acquisition	Describe the alternatives considered, including a summary of life-cycle cost analysis performed for feasible alternatives progressing to further design, and identify the recommended alternative or alternatives with detailed scope description.	Multiple alternatives to provide additional capacity to the Metro system were studied. Schedule constraints drove the project towards land currently owned by Metro. Confirmation of seismic deficiencies in the former Group Health building necessitated demolition of the facility, allowing the site to be used to provide additional capacity at the South Base Campus.
19	Design and Acquisition	Provide a summary of the results of a formal risk assessment	The agile approach created decision points which left little time to second guess. The risk was mitigated by using a large contingent of committed and knowledgeable stakeholders, designers, and project team members that analyzed the needs and made informed timely decisions.
20	Design and Acquisition	Provide the project baseline, if set by the time of the appropriation request.	Design: 8/18-1/19 Demo: 1/19-4/19 Construction: 3/19-3/20 Baseline to be set in Q1 2019
21	Design and Acquisition	Certify that the implementing agency completed a cost estimate validation process to provide an independent evaluation of the project's cost estimates	An agency generated ROM cost estimate was used for the 2019-2020 budget submittal. A 3rd party estimate based on drawings/plans/specifications and bid pricing was used in for project baseline which identified the need for a supplemental.
22	Design and Acquisition	Report on status of environmental issues, including an affirmation that significant progress has been made in environmental review and public outreach, identification of steps remaining in the environmental review process, and summarizing of major issues.	NEPA was completed on the former group health site prior to it's acquisition. The interim base project is leveraging that NEPA. Community Outreach is being supported by a newly on boarded metro consultant in partnership with the City of Tukwila. The effort is proceeding as expected with the issues being managed.
23	Design and Acquisition	Identify permits, acquisitions, and relocations, address mitigations, and highlight any of these that increase project risk to scope, schedule or budget.	Demolition Permit has been issued. Construction Permit has been through pre-application meeting and is trending on track. There is minimal risk in the categories mentioned.
24	Design and Acquisition	Certify that application for external funding has begun, if applicable.	FTA No-Lo Grant has been submitted to support the electric bus infrastructure for the site.