

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	\$253,383
14	Each Request	LTD Expenditure as of Date	1/31/2019
15	Each Request	Appropriation Request Amount	\$10,051,376 - (2019-2020 Adopted Budget: Implementation and closeout) \$26,700,000 - 2019-2020 1st Omnibus request
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	Implementation	Certify that estimates and contract documents reflect a level of design completion that is sufficient to support a final cost estimate and schedule for proceeding to procurement.	There are multiple packages trending on different timelines that support the overall project schedule. The completed procurements and design at 90% provide a reasonable scope to estimate the final costs.
19	Implementation	Specify the ready date for proceeding with the selected procurement method for the project.	Project is split into multiple packages - Metro expects to owner furnish long lead items (modular buildings). Demo Construction Procurement 10/2018 Modular Facilities Procurement 10/2018 Construction Procurement 2/19
20	Implementation	Certify that all required permits are in place in accordance with the project management plan or provide status of pending approvals and the expected date of receipt.	The permits are being secured and support the schedule commitments. The remaining unclassified use permit is expected the end of February 2019.
21	Implementation	Certify that all land acquisition, lease documents, and partnership agreements are in place in accordance with the project plan or provide status of pending actions and expected date of receipt.	Acquisition complete; no lease or partnership agreements
22	Implementation	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 budget submittal. A 3rd party cost accounting based on drawings/plans/specifications and actual bid pricing validated the budget needs and triggering the need for a supplemental.