

S305 Structure and Finance Task Force

MINUTES

JULY 2, 2012

2:30PM EDT

CONFERENCE CALL

FACILITATOR	<i>Eric Curtit, Missouri DOT, Chair, Structure and Finance Task Force</i>
ATTENDEES	<i>Eric Curtit, Chad Edison, Michael Burshtin, Ron Pate, Bill Bronte Support Staff: Steve Hewitt, Nancy Greene, Nico Lindenau, Ryan Swick, David Ewing, Vincent Brotski, Ashok Sundararajan, Larry Salci, Leo Penne, Shayne Gill</i>
ABSENTEES	<i>Al Ware, Gordon Hutchinson, Ken Uznanski, Kevin Kesler, Jeff Gordon, Andy House</i>

DISCUSSION/DECISIONS MADE

Roll Call – Steve Hewitt:

Steve Hewitt took the roll of members present on the call, and it was determined that a quorum was present.

Welcome – Eric Curtit:

Eric thanked all those on the call for taking the time to be on today's call.

Approval of the Minutes from April 9, 2012 and April 23, 2012 – Eric Curtit:

Due to the lack of a quorum on April 23, 2012, the April 9, 2012 minutes had not been considered for approval. Eric Curtit, therefore, called for a motion for approval of the April 9 and 23, 2012 Minutes.

On a motion by Bill Bronte, Caltrans, and a second by Ron Pate, Washington State DOT, the minutes were approved without objection or exception.

Review: Selection Committee recommendation – Eric Curtit:

Eric Curtit provided a brief background/overview of the steps that have led to today's selection committee recommendation for consultant services consistent with the RFP for Section 6 and deployment.

Members of the selection committee included Eric Curtit, Bill Bronte, Mario Bergeron and Chad Edison. The committee received all of the proposals and did their own independent/individual reviews. Subsequently, they met in Washington, DC, and discovered that in their individual reviews they had each come to the same conclusion as to who was the preferred choice.

After discussing the proposals and the individual reviews, the selection committee unanimously agreed that the best proposal had been submitted by Parsons Brinkerhoff. The committee, Eric explained, felt that "PB had a good handle on what we were looking for".

He noted that the committee sent out refining questions to PB to get a better sense of how it would be done "based on the complexity and newness of this, especially in light of 209 ..."

The refining questions asked for PB to provide something more definitive as to what and how it would be done.

Eric noted that the packet provided to all members last week, included the whole package –the proposal, the cost estimate, and the outline document (which came about as a result of the refining questions).

Eric asked others on the selection committee to weigh in.

Bill Bronte commented that "uniformly we all recognized the same advantages and disadvantages of each of the proposers, and the conclusion and responses from the individual reviews were almost the same, both in describing the positives and the negatives of each proposal".

Chad Edison commented that Eric had given a "good summary of the overall process."

Eric added, that the individual review work, and the conclusions "made the DC meeting easier to get through" He added that "the outline is the key to what they will do and how."

Michael Burshtin, Amtrak, Mario Bergeron's designated representative to the SFTF, commented that Mario wanted the SFTF to note "the sensitivity within Amtrak in that PB does a lot of work for the Corporation and there could be a concern in regards to proprietary information of the corporation (Amtrak)."

Eric Curtit acknowledged this and stressed that he and Chad Edison, FRA, would review anything that comes from PB before it is released and will watch out for any potential proprietary issues. Eric also noted that he will have an offline discussion with Mario on this as well.

Ron Pate, Washington State DOT, commented that he liked the proposal, and added that they (Washington State) are quite a ways along – "maybe further than PB knows", and "we want to be involved throughout the process".

Chad Edison explained that "PB providing summaries of what they learn is a part of what we want them to do."

Ron added – "It's a great proposal".

Eric Curtit commented that "we will make sure as they move along that they provide milestones" and a description of "how it's being produced." Eric added, "the team (PB's) was never in question, only how they would do it.

With no more questions or comments Eric closed discussion and moved to calling for a motion to approve the selection committee's recommendation.

Decision: SFTF Vote of Approval of the Selection Committee recommendation – Eric Curtit:

Ron Pate, Washington State DOT, offered the motion to accept the selection committee's recommendation. The motion was seconded by Michael Burshtin, Amtrak.

Steve Hewitt called the roll of voting members present:

Eric Curtit, Missouri DOT – Aye
Ron Pate, Washington State DOT – Aye
Bill Bronte, Caltrans – Aye
Chad Edison, FRA – Aye
Michael Burshtin, Amtrak – Aye

With a quorum present and all votes in favor, Eric Curtit determined that consensus had been achieved.

Next Steps in the Process – Eric/Steve:

Eric stated that the next steps were to bring the recommendation forward to the Executive Board for its consideration on the July 10, 2012 conference call. Steve Hewitt will distribute the packet of information to the Board in advance of the call.

Leo Penne, AASHTO, pointed out that even though the Executive Board previously approved the decision to have AASHTO manage the contract (as contracting agent) "we still need action by Amtrak to make funds available as part of the AASHTO Support Services budget."

Eric said he understood, and will make sure this happens.

Eric said, assuming Board approval of the SFTF recommendation, there would be "kickoff" meeting "between PB and me (Eric) and Chad Edison on July 17th". He also noted that he will provide regular updates to the SFTF on its bi-weekly conference calls, and told all members to feel free to contact him at any time if they have questions or want an update.

Other

Next call: July 16, 2012 – 2:30pm Eastern

Decisions and Action Items

Eric Curtit, Chad Edison and Ron Pate to discuss the Washington State and Oregon efforts and determine next steps for informing the SFTF members. **(carryover item)**

SFTF members are asked to send any additional membership suggestions to Eric Curtit and Steve Hewitt. **(carryover item)**

Chad Edison will re-look at the revised draft of the SFWG report especially in regard to disclaimers and provide FRA input to the task force. Once that input is received the report can be posted as a DRAFT Resource document. **(carryover item)**

A revised draft "global aspects" work plan was circulated to the SFTF members and the Finance subcommittee members through Steve Hewitt. Responses were requested to be submitted to Steve and Eric by May 3, 2012. Discussion is planned for the SFTF call on June 4, 2012. Status: A revised draft was sent out – a few comments have been received -FRA plans to provide written comments. **(carryover item)**

The SFTF unanimously accepted the selection committee recommendation for procuring the services of PB for the Section 6/deployment contract. Steve Hewitt will provide the packet of information to Board members prior to the July 10, 2012 Board conference call. Bill Bronte, as Board Chair, will ensure that this is an agenda item for that call.

Eric Curtit will ask the Board to direct Amtrak to make funds available to AASHTO (as part of its support services) for managing the contract as contracting agent for the NGEC.

ATTACHMENTS



PRIIA NGEC S305 Structure and Finance Task Force (SFTF)
Conference Call Meeting
July 2 2012
2:30 – 3:30 pm Eastern
866 299 7945 passcode 1601544#

Agenda

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| I. Welcome | Eric Curtit |
| II. Roll Call | Steve Hewitt |
| III. Approval of Prior Minutes | Eric Curtit |
| IV. Review: Selection Committee recommendation | Eric/Chad |
| V. Decision: SFTF vote on Approval of the recommendation | Eric |
| VI. Next Steps in the process | Eric/Steve |
| VII. Other | All |

Next Call: July 16, 2012 – 2:30pm Eastern

ATTACHMENT Status of Action Items from 4/23/2012 conference call

- Eric Curtit, Chad Edison and Ron Pate to discuss the Washington State and Oregon efforts and determine next steps for informing the SFTF members. Status?
- A revised draft "global aspects" work plan was circulated to the SFTF members and the Finance subcommittee members through Steve Hewitt. Responses were requested to be submitted to Steve and Eric by May 3, 2012. Discussion is planned for the SFTF call on June 4, 2012. Status: A revised draft was sent out – a few comments have been received -FRA plans to provide written comments – item is on agenda for this call.
- Chad Edison will re-look at the revised draft of the SFWG report especially in regard to disclaimers and provide FRA input to the task force. Once that input is received the report can be posted as a DRAFT Resource document. (Carryover item – will remain as an action item until resolved)
- SFTF members are asked to send any additional membership suggestions to Eric Curtit and Steve Hewitt. (Carryover item – will remain as an open action item – to date no suggestions received)