



Oversight Procedure 01 – Administrative Conditions and Requirements

1.0 PURPOSE

The purpose of this Oversight Procedure (OP) is to describe the administrative conditions and requirements associated with the performance of oversight by the Project Management Oversight Contractors (PMOCs) for the Federal Transit Administration (FTA).

While this OP focuses on Capital Investment Grant (CIG) projects, which have specific requirements by law, it also applies to all capital projects. FTA will issue Implementation Plans (IPs) to clarify the specific reviews and expected deliverables based on the project types.

2.0 BACKGROUND

As part of its responsibility to prudently use public funds, FTA performs project oversight to ensure that major capital transit projects are:

- Executed professionally and efficiently;
- In conformance with applicable statutes, regulations, and guidance; and
- Developed with sound engineering and project management practices.

FTA performs oversight through its own staff and through its contractors, the PMOCs. While these OPs are meant to instruct both FTA staff and its PMOCs, the PMOCs, in fact, perform most of the oversight. Therefore, the OPs refer to the reviewer as the PMOC.

3.0 OBJECTIVES

FTA requires project oversight that is proactive and includes investigation of issues and conditions, dialogue, and problem solving with the project sponsor. Oversight should also include the provision of professional opinions and recommendations for action. Reports that support the oversight activities should be concise and provide FTA with critical input to its decision making on project advancement and funding.

4.0 REFERENCES

The PMOC shall become familiar with the references to Federal legislation, regulation, and guidance in Appendix A before reviewing the project sponsor's work. These are the principal references, but this list is not exhaustive.

5.0 PROJECT SPONSOR SUBMITTALS – NA

6.0 SCOPE OF WORK

6.1 General Administrative Requirements and Documents

6.1.1 Contracts

Every five years, FTA issues a request for proposals (RFP) for Project Management Oversight (PMO) services for its major capital projects. A group of firms is selected for award of Indefinite Delivery/Indefinite Quantity (IDIQ) contracts for oversight services, over a period of five years, for a not-to-exceed (NTE) contract amount. Specific assignments for oversight work are negotiated with individual firms and are authorized through task orders. A PMOC may be issued one or more task orders under their contract.

Contract Line Item Numbers (CLINs) are primarily used for administration and accounting. The contract includes the CLINs listed below:

- CLIN 0001 PROGRAM SUPPORT AND LESSONS LEARNED
- CLIN 0002 ON-SITE MONITORING AND REPORTING
- CLIN 0003 BASELINE OVERSIGHT
- CLIN 0004 OPTIONAL OVERSIGHT
- CLIN 0005 TRAVEL AND OTHER DIRECT COSTS

6.1.1.1 OVERSIGHT PROCEDURE BY CLIN LIST

CLIN 0001 - PROGRAM SUPPORT AND LESSONS LEARNED	
OP 02	PMOC Implementation/Transition Plans and PMOC Status Reports
OP 26	Lessons Learned

CLIN 0002 - ON-SITE MONITORING AND REPORTING	
OP 03	Special Tasks
OP 20	Project Management Plan Review
OP 21	Management Capacity and Capability Review
OP 22	Safety and Security Management Plan Review
OP 23	Real Estate Acquisition and Management Plan Review
OP 24	Quality Assurance/Quality Control Review
OP 25	Recurring Oversight and Related Reports
OP 30	Value Engineering and/or Constructability Review
OP 31	Annual New Starts Review
OP 32A	Project Transit Capacity Review

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CLIN 0002 - ON-SITE MONITORING AND REPORTING	
OP 32B	NEPA and Design Document Comparison
OP 32C	Project Scope Review
OP 32D	Project Delivery Method Review
OP 33	Capital Cost Estimate Review
OP 34	Project Schedule Review
OP 36	Buy America Compliance Review
OP 37	Fleet Management Plan Review
OP 39	Review of Third-Party Agreements for Major Capital Projects
OP 40	Risk and Contingency Review
OP 51	Readiness to Enter Engineering
OP 52	Readiness to Execute FFGA/SSGA
OP 53	Readiness to Procure Construction Work
OP 54	Readiness for Service

CLIN 0003 - BASELINE OVERSIGHT	
OP 03	Special Tasks
OP 20	Project Management Plan Review
OP 21	Management Capacity and Capability Review
OP 22	Safety and Security Management Plan Review
OP 23	Real Estate Acquisition and Management Plan Review
OP 24	Quality Assurance/Quality Control Review
OP 25	Recurring Oversight and Related Reports
OP 30	Value Engineering and/or Constructability Review
OP 31	Annual New Starts Review
OP 32A	Project Transit Capacity Review
OP 32B	NEPA and Design Document Comparison
OP 32C	Project Scope Review
OP 32D	Project Delivery Method Review
OP 33	Capital Cost Estimate Review
OP 34	Project Schedule Review

CLIN 0003 - BASELINE OVERSIGHT	
OP 36	Buy America Compliance Review
OP 37	Fleet Management Plan Review
OP 39	Review of Third-Party Agreements for Major Capital Projects
OP 40	Risk and Contingency Review
OP 51	Readiness to Enter Engineering
OP 52	Readiness to Execute FFGA/SSGA
OP 53	Readiness to Procure Construction Work
OP 54	Readiness for Service

CLIN 0004 - OPTIONAL OVERSIGHT	
OP 35	ADA Review (Level Boarding and Between-Car Barriers for Commuter Rail)
OP 38	Bus and Rail Vehicle Technical Review

CLIN 0005 – TRAVEL AND OTHER DIRECT COSTS
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CLIN 0001 – PROGRAM SUPPORT AND LESSONS LEARNED

Program support may be provided through the development of Implementation Plans (IPs), working group participation, conferences, workshop attendance and speaking, meeting support, site visits, stakeholder interviews, and other non-project related activities. Support for these activities comes in the form of Subject Matter Expertise to assist FTA in establishing and refining PMO standards. Listed below are some of the specific activities that could be carried out under this CLIN:

- Supporting the creation, review, and update of standard operating procedures (SOPs) and OPs that define oversight requirements and processes; and
- Supporting the creation, review, and update of guidance documents (for example, handbooks, lessons learned for performing PMO, frequently asked questions) that assist FTA staff and its contractors to implement PMO requirements and processes.

CLIN 0002 – ON-SITE MONITORING AND REPORTING

OP 25 describes the review, analysis, and recommended procedures and reporting requirements that FTA expects from the PMOC regarding ongoing or recurring oversight of major capital transit projects prior to and upon receiving a Small Starts Grant Agreement (SSGA) or Full Funding Grant Agreement (FFGA). In addition, OP 25 describes the expected type and quality

of reports of the PMOC's findings, conclusions, and recommendations based on oversight activities.

CLIN 0003 – BASELINE OVERSIGHT

Project-level professional oversight services consist of conducting project management activities for major capital projects in accordance with the respective Project Oversight Plan (POP) for the project, executed using an IP. These OPs support FTA in establishing a risk-based POP that is customized to define the scope of activities, deliverables due, funding needs, and milestone dates for each unique project.

Deliverables shall be periodic project status reports to summarize the performance of project sponsor planning and the delivery of major capital projects. Details shall include contractor activities, budget, risks, and outcomes associated with the professional oversight services.

Project management activities may consist of reviewing project sponsor documentation, investigating issues and conditions, engaging in dialogue and problem-solving in coordination with the project sponsor, and providing FTA with professional opinions and recommendations for action.

FTA's risk-based approach using the Risk Evaluation Tool (RET) and the POP will tailor a specific level of effort for the completion of each project. Listed below are some of the activities derived from these OPs:

- Evaluating the project sponsor's Project Management Plan (PMP) and monitoring conformance with the approved PMP;
- Assessing the project sponsor's technical capacity and capability to deliver the project;
- Reviewing safety and security plans and related documents;
- Reviewing real estate plans and estimates;
- Assessing the project sponsor's Quality Assurance/Quality Control (QA/QC) programs;
- Evaluating value engineering activities;
- Performing project scope reviews, including assessments of the National Environmental Policy Act (NEPA) compliance, transit capacity, and project delivery method;
- Performing cost reviews to assess the consistency, soundness, and reliability of estimates;
- Performing schedule reviews and analyses;
- Performing technical reviews of vehicle procurements and fleet management plans;
- Conducting project risk and contingency reviews;
- Assessing project readiness to advance to subsequent project phases (for example, engineering, grant or loan agreement, construction, revenue service);
- Performing project-specific reviews to support FTA project evaluations and reporting;
and
- Additional project-specific oversight reviews required by FTA.

CLIN 0004 – OPTIONAL OVERSIGHT

Optional oversight consists of conducting project management activities for major capital projects in accordance with the respective POP for the project, executed using the IP. OPs to support the development and update of planning documents that define the type of oversight activities are provided in Table 6.1. These OPs differ from those under CLIN 0003 in that they are optional. They are not associated with milestone reviews and project metrics such as cost, scope, schedule, and risk. Deliverables shall be specialized reports or reviews to isolate an activity for the delivery of the major capital project.

Optional oversight activities may consist of reviewing project sponsor documentation during phase gates of the project lifecycle. In addition, these reviews ensure the project sponsor has demonstrated the capability and capacity to move forward. FTA’s risk-based approach using the RET and POP will tailor a specific level of effort for the completion of each project. Listed below are some of the activities derived from these optional OPs:

- Performing project-specific reviews to support FTA project evaluations and reporting; and
- Additional project-specific oversight reviews required by FTA.

CLIN 0005 – TRAVEL and OTHER DIRECT COSTS

This CLIN is used to cover travel expenses and Other Direct Costs (ODCs).

6.1.2 Roles and Responsibilities

The project sponsor is fully responsible for the development and implementation of the capital transit project, including:

- Planning, design, and bidding the contract documents;
- Supervising, administering, inspecting, and accepting construction; and
- Performing testing and startup.

FTA administers grants and loans to State and local public bodies, and in public-private partnerships to private entities, to acquire, construct, and reconstruct transit facilities. As a steward of public funds, FTA provides oversight to ensure that FTA-funded transit projects are implemented responsibly—that scope, schedule, and cost are in balance and that the project design and construction conform to statutes, regulations, guidance, etc.

FTA performs oversight through its own staff and through its PMOCs to ensure the adequacy of the project sponsor’s Management Capability and Capacity (MCC), assess the reasonableness of the scope, schedule and cost, and assess the likelihood that the cost and schedule will hold through revenue service. As part of oversight, FTA and the PMOCs identify problems, suggest solutions to the project sponsor, and report to FTA their findings, professional opinions, and recommendations.

Apart from oversight, FTA and the PMOCs occasionally provide technical assistance to project sponsors. Such assistance may include providing information and instruction in project management and project analysis practices and sharing technical expertise in transit project design and construction. While performing oversight, the PMOCs must bring to FTA’s attention

the occasions when the project sponsor could benefit from technical assistance. FTA will issue direction to the PMOC through the Task Order scope to cover these occasions.

The FTA Office of Capital Project Management (TPM-20), within the Office of Program Management (TPM) in Washington, D.C. and the FTA Regional Offices (TROs) are responsible for providing project oversight prior to Engineering, and the FFGA or prior to the SSGA, into construction, substantial completion, testing, startup, and revenue service. Generally, recurring oversight (periodic and quarterly) is conducted by TROs, whereas reviews for scope, schedule, cost, contingency, and risk, etc., are usually initiated by TPM. The TPM, TRO and FTA Office of Procurement help administer PMOC contracts and Task Orders.

The PMOCs' primary FTA points of contact are FTA's Contracting Officer's Representative /Alternate Contracting Officer's Representatives (COR/ACOR) from TRO or TPM. The primary staff person in the FTA Office of Acquisitions is the Contracting Officer (CO). The COR for the PMO program is part of TPM. The ACOR assumes the duties of the COR in their absence.

The PMOCs are responsible for rigorously but non-intrusively analyzing progress on projects; positively and constructively interacting with the project sponsor to solve problems; and maintaining objectivity in discussions of findings, conclusions, and recommendations with FTA and the project sponsor.

One of the most important reviews is the assessment of the project sponsor's MCC to successfully implement projects. Through a review of the project sponsor's organizations, personnel qualifications, and experience, and the project sponsor's stated approaches to the work and understanding of the work, PMOCs can assess their ability to perform the work responsibly and keep projects on time, on budget, and in accordance with approved plans and specifications.

The PMOCs also review the planning, design, construction, and operations of the project in the context of the existing transit system. The review covers all project components—guideway structures, stations, maintenance and storage facilities, site work, power, signal and communications systems; fare collection; real estate; vehicle design and manufacturing—as well as overall project quality and capacity, safety, cost estimates, schedules, and assessments of risk.

After PMOCs are awarded base contracts, they may be awarded Task Orders to perform oversight. Task Orders will typically cover all projects by a particular project sponsor. "Programmatic" Task Orders issued from TPM can cover special tasks and technical assistance on non-project efforts as well as technical reviews of project scope, schedule, cost, risk, and other tasks, as necessary.

The PMOCs' main responsibilities include:

- Investigating project conditions and core documents; visiting project sites; reviewing pertinent documents; and performing interviews; all in sufficient detail as to become familiar with the proposed project goals, site conditions, design criteria, operations plans, drawings and specifications, value engineering studies, peer and constructability reviews, schedules, cost estimates, risks, bid packages and contracts, construction progress, methodology for resolving changes and claims, and conducting project closeout;
- Assessing project sponsors' capacity and capability to manage the projects, to meet goals related to design capacity, scope, schedule, budget, quality, and safety both during construction and in revenue service;

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- Identifying problems and uncertainties in a timely manner;
- Making recommendations and proactively solving problems with the project sponsor and FTA staff;
- Providing professional opinions on the project sponsors' work to FTA;
- Discussing findings, conclusions, and recommendations with the project sponsor and FTA;
- Providing supporting reports and presentations to FTA; and
- Engaging in other duties and responsibilities as requested by FTA.

In the performance of the above, the PMOCs are to accomplish, among other duties, the following:

1. Communications

- a) Develop and regularly maintain contact throughout a project sponsor's organization with key personnel in planning, design, and construction departments, as well as operations, operations planning, procurement, legal, budgeting, and real estate; and avoid relying on only one source for information.
- b) Develop and regularly maintain contact with FTA CORs/ACORs at both headquarters and the region.
- c) Maintain a log of project contacts.
- d) Coordinate with other PMOCs covering the same project sponsor.
- e) Remind the project sponsor of their responsibility for the project; and that PMOC oversight or technical assistance in no way relieves the project sponsor of responsibility.
- f) Provide informal communication to the project sponsor on the results of PMOCs' reviews and analyses after approval from FTA. Provide draft reports to FTA and receive comments from FTA before providing copies to the project sponsor. Discuss draft findings with the project sponsor prior to finalizing reports.

2. Oversight assessments, recommendations, and reporting

- a) Identify sources of information to allow FTA to directly question the project sponsor on the accuracy or completeness of their information. Present information without taking it out of context. Efficiently verify the information with trusted sources, before presenting it as fact. Describe PMOC assumptions used to form conclusions and the methods used to come to those conclusions. Support PMOC statements, observations, findings, conclusions, and professional opinions with project information, appropriate analysis, and interpretation of the project information by qualified PMOC personnel with relevant and appropriate project development, design, and construction experience.
- b) Based on a cost-effective mix of random and planned sampling and, in certain cases, sampling all the information provided from the project sponsor, perform quantitative and qualitative checks on project sponsors' project information.
- c) Provide reports that are focused, clear, coherent, accurate, complete, objective, and unbiased. Perform work in a cost-efficient manner.
- d) Specifically cost-related

- i) Regarding the project sponsors' cost-estimating methodologies, verify that current market conditions for bidding of construction contracts are considered; provide professional estimators' opinions to help determine that project sponsors' cost estimate information is complete, coordinated, and unbiased.
- ii) Describe the context of key cost assumptions and decisions by involved parties such as the project sponsors and their consultants and contractors; state reservations about costs in estimates or bids.

The PMOC shall notify the CO whenever they have reason to believe that the costs they expect to incur within the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted (obligated funding) to the Task Order.

6.1.3 QUALITY ASSURANCE SURVEILLANCE PLAN

The contractor shall establish and implement a Quality Assurance (QA) program. The contractor shall provide a Quality Assurance Surveillance Plan (QASP) as part of their proposal. The QASP shall be approved by the COR. Once approved, the QASP shall be implemented at Contract Award and shall be continued throughout the period of performance of the contract. The plan shall consist of sequential inspection and progressive Quality Control (QC) throughout the lifecycle of the contract. The QASP shall detail methods for documenting defects, providing for timely correction of deficiencies, identifying deficient areas, and recommending solutions to systemic problems.

The QASP shall ensure that the quality of items presented to the Government meets the requirements of the specifications, whether processed by the contractor, or procured from subcontractors or vendors. The plan shall be totally integrated into all areas of the contractor's development and operation, both technical and administrative, including project oversight and non-project related activities. If during the period of performance of the base contract, modifications to the QASP are proposed for any reason, the contractor shall submit the changes to the Government for approval. The submission schedule shall allow 10 working days for the Government review and provide comments prior to implementation.

The personnel assigned to the development, administration, and daily functions of the QASP shall be fully trained in their areas of responsibility, which may include instruction and procedure development; product quality monitoring; inspection techniques; and inspection data management and analysis. The personnel assigned to QA functions shall have sufficient, well-defined responsibilities, the independent authority and organizational freedom to identify and evaluate quality problems, and to initiate and recommend timely and positive solutions. Timely notice shall be given to the Government of personnel changes that affect the overall and internal reporting requirements of either the QA organization or its assigned personnel.

Documentation demonstrating that the contractor has accomplished QA inspection shall be maintained and be made available to the Government prior to presentation for preliminary acceptance. The inspection documentation shall clearly describe the type of inspection to be accomplished with acceptance or rejection criteria. The documentation shall list the quantity and type of deficiencies found and the nature of the corrective action taken.

The establishment and implementation of a QASP by a subcontractor or vendor does not relieve the contractor of their responsibility to furnish to the Government items which fully comply with the requirements of the contract.

QA procedures shall be applied to all deliverables, invoices, conference presentations, reports, and other products as prescribed by the COR. The contractor, in the performance of the contract, shall conduct audits of the developing products. The QASP shall describe the audit procedures to be used and shall identify the documents to be audited.

6.1.4 Task Orders

To begin the Task Order process, FTA Headquarters or Regional staff considers a project sponsor and their current and foreseeable projects. Generally, Task Orders will be awarded for the oversight of a major capital project or several projects by a specific project sponsor. Task orders may be competed between several PMOCs for larger projects. However, when the projects are too many or too large for the capacity of one PMOC, the project sponsor's work will be divided among two or more PMOCs.

The FTA ACOR will develop a draft Task Order and a related Independent Government Estimate (IGE). After internal approval of these documents, FTA will issue the schedule and scope of work to the PMOCs as a request for a cost proposal. Within seven days of receipt (or as noted in the Task Order proposal request), the PMOCs should submit cost proposals for the scope of work for each year of the Task Order. The cost proposal should be supplemented as required with work and staffing plans.

In the interest of economy and efficiency, follow-up Task Orders will typically be issued to the PMOC holding the initial Task Order to provide oversight of a project sponsor's projects. However, if the performance of the PMOC is unsatisfactory, or if introducing competition is deemed in the best interests of the government, FTA will follow the processes above for issuing a new Task Order under the Fair Opportunities Clause reference in [FAR Section 16.505](#).

FTA's CORs/ACORs will direct work against the task orders using IPs that will provide additional guidance and direction to perform the oversight efforts. The PMOC will be required to submit Cost Status Reports to FTA to track the PMOC contract status.

In a single year, the funding for all Task Orders will not exceed the total amount available to FTA for major capital project oversight, as documented in the one-year program plan for TPM-20 (Office of Major Capital Project Management). Therefore, while Task Order dollar amounts will cover two to five years of work, funding will be incrementally provided on a one-year basis.

7.0 REPORTS, PAPERS, PRESENTATIONS

For most oversight activities, the PMOC is required to provide FTA with a supporting written report of findings, analysis, recommendations, professional opinions, and a description of the review activities undertaken. The report should be formatted in compliance with this OP, of their findings, analyses, recommendations, professional opinions, and description of the review activities undertaken, as well as other supporting information.

The sequence and distribution for all reports are as noted in Section 7.0 of OP 25.

Reports should be submitted via email. Unless specifically requested, no paper copies of reports should be submitted. In addition, the PMOC may be required to post reports to FTA's document management system as directed by the COR/ACOR.

After the COR/ACOR has transmitted formal acceptance of the report, the PMOC should share the report with the project sponsor. If there are differences of opinion between the PMOC and the project sponsor regarding the PMOC's findings, the COR/ACOR may direct the PMOC to reconcile their findings with the project sponsor and provide the COR/ACOR with a report addendum covering the modifications agreed upon by the project sponsor and PMOC.

Occasionally, the PMOC may be required to make presentations of project reports or other studies to FTA, the project sponsor, or third parties.

When directed by the COR/ACOR, the PMOC shall perform data analysis and develop data models that meet FTA requirements using Microsoft Office products, such as Excel and Word, and use FTA templates when provided.

Upon approval by the COR/ACOR, the PMOC may add other software as required, but they should provide the COR/ACOR with documentation and report data when complete.

7.1 Format for Reports

The PMOC should be concise in their reporting, avoid repeating text, and refer back to the original text as needed. Reports should provide current information, avoid long historical narratives or lists of events, and creatively portray information to aid understanding (for example, photographs, tables, graphs, etc.). Reports should use Times New Roman 12-point font and bold or underline text for emphasis. Standard business reporting tools like Microsoft Word, Excel, and project scheduling software are most familiar and best suited to support reporting requirements. To avoid confusing the reader, use the term "PMOC" instead of "contractor" to distinguish from construction contractors.

All reports should include the following:

1. Cover page (See Appendix B for sample cover page and required information.)
2. Executive Summary (three pages max): A simply written summary of the most important findings, professional opinions, conclusions, and recommendations. This section should include a one-paragraph description of the project scope.
3. Table of Contents
4. Body of Report (by topic):
 - a) Findings (include photos of site conditions to aid in understanding)
 - b) Analysis, professional opinions regarding status, recommendations for action with the time frame for performing recommended actions
5. Appendix:
 - a) Acronyms used
 - b) Supporting checklists, tables, spreadsheets, photos, etc.
 - c) PMOC team – list personnel, qualifications for performing the review



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APPENDIX A: REFERENCES

The PMOC should become familiar with the following references to Federal legislation, regulation, and guidance before reviewing the project sponsor's work. These are the principal references, but this list is not exhaustive:

A.1. Legislative

- [Infrastructure and Investment Jobs Act \(IIJA\)](#), Public Law 117-58 effective November 15, 2021 (also known as the “Bipartisan Infrastructure Law”)

A.2. United States Code

- [49 U.S.C. Section 5309](#), Fixed Guideway Capital Investment Grants
- [49 U.S.C. Section 5327](#), Project Management Oversight

A.3. Regulations

- [23 CFR Part 450](#), Metropolitan Planning (Joint FTA/FHWA regulations)
- [23 CFR Part 771](#), Environmental Impact and Related Procedures (Joint FTA/FHWA regulations)
- [49 CFR Part 24](#), Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs
- [49 CFR Part 611](#), Major Capital Investment Projects
- [49 CFR Part 633](#), Project Management Oversight

A.4. FTA Circulars

- [C 4220.1F](#), Third Party Contracting Guidance
- [C 5010.1E](#), Award Management Requirements (or most recent version)
- [C 5200.1A](#), Full Funding Grant Agreements Guidance
- [C 5800.1](#) Safety and Security Management Guidance for Major Capital Projects

A.5. Guidance

- [Capital Investment Grants Program Policy Guidance](#) (2023)
- [FTA Project and Construction Management Guidelines](#) (2016)
- FTA [Construction Project Management Handbook](#) (2016)
- [Best Practices Procurement and Lessons Learned Manual](#) (2016)



APPENDIX B: REPORT COVER PAGE SAMPLE



REPORT COVER PAGE SAMPLE

CAPITAL COST ESTIMATE REVIEW

<PROJECT NAME> <PROJECT SPONSOR> <REGION>

Status as of November 1, 2019 Submitted

December 15, 2019

Rev. 0

PMOC Contract Number: DTFT-TPM20-_____ - _____

Task Order Number:

Project Number:

Project Type:

Project Phase:

OPs Referenced:

PMOC firm name, address

PMOC lead person's title, name, affiliation (if different from PMOC firm), phone, email, and the length of time the PMOC firm and the person have been assigned to this project:



APPENDIX C: ACRONYMS

Acronym	Term
ACOR	Alternate Contracting Officer's Representative
ADA	The Americans with Disabilities Act
AGC	Associated General Contractors of America
ATC	Alternative Technical Concepts
AVS	Associate Value Specialist
BEA	Bureau of Economic Analysis
BLS	Bureau of Labor and Statistics
BRF	Beta Range Factor
BY	Base Year
CATEX or CE or CX or Exclusion	Categorical Exclusion
CCIP	Contractor Controlled Insurance Program
CE	Categorical Exclusion
CER	Cost Estimating Relationship
CFR	Code of Federal Regulations
CIG	Capital Investment Grant
CLIN	Contract Line Item Number
CM	Construction Manager

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Acronym	Term
CM/GC	Construction Manager/General Contractor
CMAR	Construction Manager at Risk
COR	Contracting Officer's Representative
CPM	Critical Path Method
CPTED	Crime Prevention Through Environmental Design
CR	Constructability Review
CVS	Certified Value Specialists
DB	Design-Build
DBB	Design-Bid-Build
DBE	Disadvantaged Business Enterprise
DBF	Design-Build-Finance
DBFOM	Design-Build-Finance-Operate and Maintain
DBOM	Design-Build-Operate and Maintain
DEIS	Draft Environmental Impact Statement
DF	Designated Function
DHS	Department of Homeland Security
DTS	Department of Transportation Services
EA	Environmental Assessment
EIS	Environmental Impact Statement

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Acronym	Term
EMP	Emergency Management Plan
ENR	Engineering News-Record
EPCM	Engineering/Procurement/Construction Management
ESWA	Early Systems Work Agreement
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Agency
FFGA	Full Funding Grant Agreement
FHWA	Federal Highway Administration
FLSSC	Fire/Life Safety and Security Committee
FONSI	Finding of No Significant Impact
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GAO	Government Accountability Office
GC	General Contractor
GC/CM	General Contractor/Construction Manager
GMP	Guaranteed Maximum Price
HAZMAT	Hazardous Materials
IP	Implementation Plan
LONP	Letter of No Prejudice

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Acronym	Term
LPA	Locally Preferred Alternative
MBE	Minority Business Enterprise
MCC	Management Capacity and Capability
MDBF	Mean Distance Between Failures
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
NTE	Not-to-Exceed
NTP	Notice to Proceed
O&M	Operation and Maintenance
OCIP	Owner Controlled Insurance Program
ODCs	Other Direct Costs
OHA	Operational Hazard Analysis
OIG	Office of Inspector General
OMP	Operations and Management Plan
OP	Oversight Procedure
P3	Public Private Partnership
PCMG	Project and Construction Management Guidelines
PD	Project Development
PDM	Project Delivery Method

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Acronym	Term
PHA	Preliminary Hazard Analysis
PMO	Project Management Oversight
PMOC	Project Management Oversight Contractor
PMP	Project Management Plan
POP	Project Oversight Plan
PTASP	Public Transportation Agency Safety Plan
QA/QC	Quality Assurance/Quality Control
R&D	Research and Development
RAMP	Real Estate Acquisition Management Plan
RAP	Rail Activation Plan
RCMP	Risk and Contingency Management Plan
RET	Risk Evaluation Tool
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Qualifications
ROD	Record of Decision
ROW	Right-of-Way
RSD	Revenue Service Date
S/DBE	Small/Disadvantaged Business Enterprises

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Acronym	Term
SABCE	Stripped and Adjusted Base Cost Estimate
SABS	Stripped and Adjusted Base Schedule
SAVE	Society of American Value Engineers
SCC	Standard Cost Category
SCIL	Safety Certifiable Items List
SGR	State of Good Repair
SIT	System Integration Testing
SITP	Systems Integration Test Plan
SOP	Standard Operating Procedure
SOW	Scope of Work
SSCVR	Safety Certification Verification Report
SSGA	Small Starts Grant Agreement
SSI	Sensitive Security Information
SSMP	Safety and Security Management Plan
STIP	Statewide Transportation Improvement Program
SYGA	Single Year Grant Agreement
TAR	Travel Authorization Request
TBM	Tunnel Boring Machine
TCC	FTA Office of the Chief Counsel

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Acronym	Term
TCRP	Transit Cooperative Research Program
TIFIA	Transportation Infrastructure Finance and Innovation Act
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TOD	Transit-Oriented Development
TPE	FTA Office of Planning and Environment
TPM	FTA Office of Program Management
TRB	Transportation Research Board
TSA	Transportation Security Administration
TVA	Threat and Vulnerability Assessment
URA	Uniform Relocation Assistance and Real Property Acquisition Act
U.S.C.	United States Code
VE	Value Engineering
VECP	Value Engineering Change Proposals
WBE	Women Business Enterprise
WBS	Work Breakdown Structure
YOE	Year of Expenditure