




# EXPOSITION METRO LINE CONSTRUCTION AUTHORITY

7.a

**DATE:** SEPTEMBER 1, 2005  
**TO:** BOARD OF DIRECTORS  
**FROM:** RICHARD D. THORPE   
INTERIM CHIEF EXECUTIVE OFFICER  
**ACTION:** RECEIVE AND FILE REPORT ON OFFICE SPACE  
REQUIREMENTS

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## RECOMMENDATION

Receive and file a verbal report on office space requirements and options.

## SUMMARY

The Exposition Metro Line Construction Authority (Authority) will require office space as a base from which to conduct its primary business of oversight and management of contracts for final design and construction of the Exposition LRT Project. There are several key elements, such as size and location, which needs to be considered in obtaining the required space. To meet the needs of the Project schedule, the process of obtaining the required space needs to be initiated. The purpose of this verbal discussion is to initiate discussion of the requirements, options, and the proposed process for obtaining office space.

## DISCUSSION

As any other public agency, the Authority requires office space from which to conduct its business. As a single purpose agency charged with design and construction of a linear project, the Authority has significant latitude regarding where it chooses to locate its primary office. The purpose of this board item is to initiate a dialog regarding space requirements and options for meeting those requirements and to inform the Board of the proposed process for obtaining the required space.

In addition to location, another key element of the space requirement is the amount of space required. Determination of space required depends primarily on establishing the functions and related staffing to be accommodated. In the case of a Design-Build contract approach as proposed for the Exposition LRT Project, this determination depends largely on whether the approach will include an Integrated Project Office (IPO)

housing consultant and contractor staff as well as Authority staff. The value of an IPO and options regarding who should be included will be an important element of this discussion.