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October (2010) Monthly Progress Report

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Coversheet

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Project Management Coordination Cell Support Project

October Monthly Progress Report (Reporting period: Sept 26 – Oct 25, 2010)

Issued October 25, 2010

Title: OCTOBER MONTHLY PROGRESS REPORT
Project Name: Project Management Coordination Cell Support Project
Sponsoring Office: USAID-Haiti
Contract Number: EDH-I-00-08-00026-00
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Introduction

On May 26, 2010, the United States Agency for International Development (USAID) awarded¹ Task Order No EDH-I-01-08-00026-00 to Parsons Global Services, Inc. under the existing USAID Global Architect-Engineer Infrastructure Services A&E IQC agreement. The Task Order requires Parsons to establish and run a Project Management Unit (PMU) for six months, from May 26 to November 25, 2010, to support the United Nations-Government of Haiti (GoH) Donor Coordination Steering Committee (CSC). This is a 'capacity building' project. The PMU activities and skills are to transfer to the GoH at the conclusion of the Period of Performance (PoP).

As a condition of the Task Order, Subsection C, V, E requires Parsons to submit a Monthly Progress Report to USAID, commencing one month after contract signing, which summarizes progress of the major activities during the period of performance, identifies any problems encountered, and proposing remedial actions as appropriate. In addition, the Subsection requires Parsons to notify the Contracting Officer (CO) and the Contract Office Technical Representative (COTR) immediately of any problems, delays, or adverse conditions that materially impair Parsons' ability to meet the requirements of the Contract.

This document is the fifth Monthly Progress Report submitted to USAID-Haiti. This Monthly Progress Report covers the 30-day period from September 26 to October 25, 2010.

Progress of the Major Activities

Mobilization

Subsection C, VII of the Task Order requires Parsons to provide immediate staffing assistance to the Project Management Coordination Cell (PMCC) office with four staff possessing specific technical and language skills prior to June 1.

Parsons completed the mobilization task during the June Monthly Progress Reporting period.

Detailed Work Requirements

1. Assist CSC with Urban Planning and Disaster Management

Subsection C, IV, 1 of the Task Order requires Parsons to provide expert advice to the CSC by staffing the PMCC with expatriate and Haitian experts experience in Urban Planning and in creating and managing GIS systems capable of tracking population migrations.

On the instruction of USAID's COTR, Parsons will not hire urban planning or GIS experts until the Government of Haiti agrees to a plan for transitioning skills from the PMCC to the appropriate government agency. On October 15, at the invitation of Duane Kissick, Parsons met with Ms. Pricilla Phelps of the Interim Haiti Recovery Commission (IHRC). Mr. Kissick and Ms. Phelps requested PMCC/Parsons to provide technical staff to develop a GIS-based

¹ Task Order award per proposal/negotiation in response to RFTOP No. 521-10-006 requesting management consulting services to be provided by a Program Management Unit (PMU) in support of the Government of Haiti for humanitarian assistance due to the January 12, 2010 earthquake.

Database Requirements Document and to supervise the development, implementation, and initial operation of the database. Ms. Phelps indicated that this request for technical assistance was an urgent request, with the Requirements Document due by the end of 2010, and the database operational, at least to some degree, by mid 2011.

Mr. Kissick also outlined a need for PMCC to provide project oversight services for a construction project that USAID was initiating. USAID would be sponsoring approximately nine construction projects in Croix des Bouquets and asked PMCC to provide on-site quality assurance oversight, coordination of the oversight activities, and prepare a summary of their findings to USAID construction manager. USAID anticipated the construction projects to be awarded in late November, with completion scheduled for mid-2011.

Parsons requested USAID to provide confirmation that the requested work was within the current Task Order scope of work, but was advised that a no-fee Task Order extension would be issued to continue with the current planner and two project managers; and that the CO would issue a RFP for the contract extension with a revised Scope of Work (including the IHRC and USAID construction oversight tasks). The no-fee extension was to be submitted to Parsons by the end of October, with the revised Scope of Work Task Order extension released shortly after.

2. Assist CSC to Understand Response Priorities, Gauge Trade-Offs, and Optimize Use of Scarce Resources

Subsection C, IV, 2 of the Task Order requires Parsons to provide expert advice to the CSC by staffing the PMCC with expatriate and Haitian experts experience in requirements definition, analysis of alternatives, needs assessments, gap analysis, and creating execution criteria based upon course of action and probability of success.

Commencing at mobilization, Parsons has staffed the PMCC office with two project managers; one is an American and the other a Haitian. The project managers provide debris removal and camp mitigation project management skills.

Parsons' Camp Mitigation Project Manager continued to track remediation of the Caradeux Settlement Slope Stabilization Project throughout the October reporting period. UNOPS moved the tents away from the foot and crest of the unstable slopes, excavated a wide trench, and created an earthen berm. If the slope slips, it should fill in the trench but be stopped by the berm.

Participation in PMCC's debris removal weekly meetings has improved significantly during the October reporting period, with more than a dozen people regularly attending the scheduled Monday afternoon meetings. Commencing on October 18, PMCC began distributing summary sheets outlining debris removal dump sites and debris removal projects. The October 18 summary listed 11 dump sites and 34 debris



removal projects. During the October reporting period, PMCC participated in the weekly MTPTC debris management meetings.

PMCC's management for shelters and support systems at Corail has matured, and camp management has commenced taking on additional responsibilities formerly coordinated by PMCC. World Vision completed 39 transitional shelters in Sector 4, and IOM moved 111 families into transitional shelters in block 2 of Sector 3. IOM continued to construct 252 transitional shelters in block 1 of Sector 3, and commenced excavations for the footings of 185 transitional shelters in block 4. IOM anticipate the shelters in block 1 will be available to move families in by the end of October, and the block 4 shelters will be ready for occupation by the end of November.

UNOPs camp mitigation project manager reported to PMCC that masonry work on the drainage ditches located within the Corps d'aviation/Parc Olympique/Jean Marie Vincent settlements had been completed, but then advised PMCC that the sand required for the mortar mix had been stolen, and the project is delayed again. Camp management has stated that it cannot assume responsibility for protection of the construction materials. The masonry work is necessary to contain the storm water flow, and prevent flooding and soil erosion within the settlements. On site cash-for-work storm water drainage work will not be done due to a dispute about which list of laborers was to be used, and the end of UNOPS funding window.

3. Recommending Resource Requirements, Timelines, and Milestones

Subsection C, IV, 3 of the Task Order requires Parsons to ensure the Performance Monitoring Plan (PMP) includes information on each activity and sub-activity.

The Performance Monitoring Plan was approved on July 22. As part of the monitoring plan, Parsons scheduled an evaluation the seven performance indicators against the initial criteria to determine how well the project was performing after 90-days. The 1st Quarterly Evaluation was submitted to USAID on August 25. The final evaluation is due November 25.

4. Present Plans to Leverage and Maximize Donor Resources, and provide Opportunities for Donor Investment

Subsection C, IV, 4 of the Task Order requires Parsons to establish a Knowledge Management (KM) environment and protocols, and prioritize needs in order to maximize donor resources.

A KM environment typically focuses on organizational objectives such as improved performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement of the organization. KM efforts overlap with organizational learning, and may be distinguished from that by a greater focus on the management of knowledge as a strategic asset and a focus on encouraging the sharing of knowledge.

The PMCC office has historically been a clearinghouse for information between individual project executers and the international and NGO community at large. Parsons supported this approach throughout the October reporting period by hosting weekly PMCC Coordination Meetings on camp mitigation, camp settlement, and debris removal.

Parsons' PMCC support staff developed a Debris Removal Strategy PCN, disseminating the plan's provisions to the CSC, government representatives, and contractors. Parsons' PMCC support staff are also collecting and disseminating required project tasks and subtasks for resettlement of IDPs from temporary settlements to their communities. During October, PMCC enhanced its reputation within the reconstruction community as the focal point for information relating to debris collection and reclamation projects.

On October 15, PMCC met briefly with Mr. Verret, the Executive Director of IHRC, to outline PMCC's capabilities and resources. Mr. Verret indicated his interest, and requested our assistance with development of the GIS-based database project headed by Ms. Phelps.

5. Assume Responsibilities as Assigned and Distribute Information

Subsection C, IV, 5 of the Task Order requires Parsons to establish an Initial Work Plan that addresses quality-assurance methods, organizational updates, and changes to the plan within five days of receiving the Notice to Proceed (NTP).

Parsons completed this Work Requirement during the June Progress Reporting period.

6. Document and Update CSC Resettlement and Related Plans

Subsection C, IV, 6 of the Task Order requires Parsons to staff the PMCC with expatriate and Haitians experienced in: Urban Planning, creating and managing GIS systems capable of tracking population migrations, requirements definition, analysis of alternatives, needs assessments, gap analysis and creating execution criteria based upon courses of action and probability of success for complex problems.

See response to Work Requirements #1 and #2.

7. Track Plan and Task Implementation Progress

Subsection C, IV, 7 of the Task Order requires Parsons to provide a brief daily update on the status of Parsons' PMCC activities to the COTR, and to hold weekly progress meetings with the COTR.

Parsons' CoP has provided, and will continue to provide the COTR with daily reports summarizing Parsons' PMCC activities.

Parsons' CoP and the COTR have agreed to schedule Weekly Progress Meetings each Wednesday afternoon, from 1:30 to 2:30 p.m. While initially scheduled to be held at the PMCC offices, they have been moved to the COTR's office in the US Embassy. Prior to each meeting, the CoP distributes a suggested Meeting Agenda. Four Weekly Progress Meetings were held during the reporting period (on September 29 and October 6, 13, and 20). Following each meeting, the CoP prepared and distributed Meeting Minutes.

8. Prepare Daily Status Reports of Main PMCC Achievements

Subsection C, IV, 8 of the Task Order requires Parsons to provide a brief daily update on the status of Parsons' PMCC activities to the COTR, and to hold weekly meetings with the COTR.

See response to Work Requirement #7.

9. Serve as a Resource Center and Clearing House for Conceptual Designs

Subsection C, IV, 9 of the Task Order requires Parsons to provide PMCC staff experience in establishing the procedures for a resource center and clearing house where reconstruction project data necessary for the Planning & Design Cell and Operations Cell can be stored and searched rapidly.

The PMCC resources and project data are maintained on the MINUSTAH server, which PMCC, MINUSTAH, and other staffs have access to. Parsons' Project Managers are maintaining the directory library and file structures to allow data to be stored efficiently, and searched rapidly.

10. Identify Implementation Issues and Constraints that Require CSC Action

Subsection C, IV, 10 of the Task Order requires Parsons to provide PMCC staff with experience in requirements definition, analysis of alternatives, needs assessments, gap analysis, and creating execution criteria based upon courses of action and probability of success for complex problems.

Parsons has staffed the PMCC with a Planner and two Project Engineers. These staff is providing the required experience to the PMCC office. On October 18, Parsons requested USAID to approved PMCC to hire staff to prepare the GIS-based Database Requirements Document, but did not receive a response. Parsons commenced its search for an Oracle database analyst (DBA) that has the necessary qualifications and is available to work in Haiti for the balance of the calendar year.

11. Support CSC Disseminate Standards in Program Planning

Subsection C, IV, 11 of the Task Order requires Parsons to provide PMCC staff with experience in requirements definition, analysis of alternatives, needs assessments, gap analysis, and creating execution criteria based upon courses of action and probability of success for complex problems.

See response to Work Requirement #10.

12. Provide Limited Scope or Short-Term Reach Back Services

Subsection C, IV, 12 of the Task Order requires Parsons to provide reach back services for preliminary concepts, plans or final drawings, sketches, changes and plan blueprints, aerial photographs and other topographical, geological or related data used to plan and review projects.

There have been no opportunities or needs to engage Parsons' reach back capabilities during the October reporting period.

13. Monitor Adequacy and Progress of Delivered Goods

Subsection C, IV, 13 of the Task Order requires Parsons to establish an Initial Work Plan that addresses quality-assurance methods, organizational updates, and changes to the plan within five days of receiving the Notice to Proceed (NTP).

See response to Work Requirement #5.

Parsons completed this Work Requirement during the June Progress Reporting period.

14. Build Haitian Capacity to Perform the Work of the PMCC Support Unit.

Subsection C, IV, 14 of the Task Order requires Parsons to prepare and submit a brief paper, within NTP+90 days, describing options for transferring the work and capacity of the PMCC Support Unit to the GoH or another partner. The paper is to include a discussion of the pros, cons, and feasibility of each option; plans for continuing the PMCC as part of the institutional architecture under consideration by the GoH.

The 90-Day Transition Plan was submitted to the COTR on September 13.

Deliverables

Initial Work Plan

Subsection C, V, A of the Task Order requires Parsons to submit an Initial Work Plan to the COTR within five days of the Contract Award.

Parsons completed this task during the June Progress Reporting period.

Security Plan

Subsection C, V, B of the Task Order requires Parsons to submit a Security Plan to the COTR. No deadline for delivery of the Security Plan is stipulated within the Task Order.

Parsons completed this task during the June Progress Reporting period.

Weekly Progress Meetings

Subsection C, V, C of the Task Order requires Parsons to organize and participate in weekly meetings with the COTR to discuss progress and resolve problems as required.

Parsons' CoP and the COTR have agreed to schedule Weekly Progress Meetings each Wednesday afternoon, from 1:30 to 2:30 p.m. at the COTR's offices in the US Embassy. Prior to each meeting, the CoP distributes a suggested Meeting Agenda. Four Weekly Progress Meetings were held during the reporting period (on September 29 and October 6, 13, and 20). Following each meeting, the CoP prepared and distributed Meeting Minutes.

Daily Updates

Subsection C, V, D of the Task Order requires Parsons to provide a brief daily update on the status of PMCC support activities.

Parsons' CoP has provided Daily Reports to the COTR throughout the October Progress Reporting period.

Monthly Progress Reports

Subsection C, V, E of the Task Order requires Parsons to provide a Monthly Progress Report beginning one month after Contract signing.

This report is the fifth Monthly Progress Report, and is to be submitted on October 25.

Performance Monitoring Plan

Subsection C, V, F of the Task Order requires Parsons to submit a Performance Monitoring Plan (PMP) to the COTR within 30 days of the Contract award.

The COTR approved the PMP on July 22, 2010. A 90-day update to the PMP (the 1st Quarterly Evaluation) was submitted on August 25. The final PMP review is due November 25.

Report on Options to Transfer Work and Capacity to GoH

Subsection C, V, G of the Task Order requires Parsons to submit a paper describing options for transferring the work and capacity of the PMCC staff to the GoH or another partner. This paper is due three months after the Contract is implemented.

The 90-Day Transition Plan was submitted to the COTR on September 13.

Final Report

Subsection C, V, H of the Task Order requires Parsons to submit a Final Project Report.

Parsons' CoP has not yet commenced drafting the final report. The Final Report is due November 24.

Success Stories

Subsection C, V of the Task Order requires Parsons to prepare and submit to USAID three success stories and other outreach materials that can be utilized to publicize important developments resulting from the work of this contract.

Parsons drafted and submitted its first Success Story, highlighting the PMCC's Haitian staff, to the COTR on July 23. The second Success Story, highlighting PMCC's role in providing the coordination and support necessary to complete the construction of transitional shelters (T-shelters) throughout the Corail Community, was submitted on October 9. The third Success Story, highlighting PMCC's successes in consolidating and disseminating debris removal and dumpsite information, was submitted to the COTR on October 19.

Identification of Any Problems Encountered

Parsons has not encountered any problems during the October Progress Reporting period.

Subsection F, F.7, 52.217-9 provides USAID with the option to extend the Term of the Contract.

In accordance with subsection 52.217-9, USAID must provide a preliminary written notice of its intent to extend at least 60 days before the contract expires (i.e., prior to September 25). This preliminary notice does not commit USAID to an extension. The option to extend may be exercised by written notice to Parsons within 30 days of the end of contract term (i.e., by October 25). Mr. Fisher also spoke to Dr. Carleene Dei on September 15, and again on September 20 to determine USAID's interest in extending Parsons' PMU Task Order. Parsons is currently waiting for the outcome of those discussions.

Proposed Remedial Action

No remedial action has been proposed.

Problems, Delays, Adverse Conditions that Materially Impair Parsons' Ability to Meet the Contract Requirements.

On October 18, Parsons requested USAID to approved Parsons to hire staff to prepare the GIS-based Database Requirements Document, but did not receive a response. IHRC requested Parsons to provide the database analyst by October 22, the date on which IHRC's analyst was scheduled to start work. Without USAID's approval, Parsons could not assign a database analyst to the project in accordance with IHRC's requested schedule.

Project Schedule

The Task Order was executed on May 26, 2010, and the duration of Task Order term is 6 months (until November 25, 2010). The following Gantt chart illustrates the status of key deliverables and milestones. All components of this project are on or ahead of schedule.

Figure 1: PMCC Support Staff Task Order Schedule - updated to October 25, 2010

