

**Metra 2010 Weekend Boarding/Alighting (On/Off) Count
Updated Budget Estimate**

FY2008 UWP 4318.71

The staff budget for this Metra project has been updated, along with the scope. This note compares the original and the update budgets and scopes.

The original scope called for counting each Saturday train and each Sunday train three times in the autumn of a single year, and averaging the results to represent a “typical” weekend’s passenger loads. The scope has been modified to count once in the summer and once in the fall, because:

- Metra’s operating departments recommended that, in addition to a “typical” autumn or spring weekend load, they would find it very helpful to have counts of the exceptionally heavy loading of summer weekends, including those with special events.
- Counting three times in 10 weeks turned out to be more work compressed into a short time period than either Metra staff or any prospective vendor could reasonably handle.
- Counting three times would be very expensive.

Also, the original Metra staff time estimate, especially for monitoring the vendor's staff, for tabulation, and for data entry, was underestimated.

(Vendor proposals were solicited and received in 2009, one was chosen, and the vendor contract is almost final.)

THE ORIGINAL FY2008 BUDGET, extracted from pp. III-45-46 [PDF pp. 68-69] of “http://www.cmap.illinois.gov/uwp/fy08/uwp_program_document.pdf”:

“Expense Breakdown for Core UWP Expenditures

\$ 76,000 Staff (including overhead)
\$ 700,000 Other costs (specify purpose: vendor contract for count)”
[\$776,000 TOTAL]

“Staff Time Breakdown for Core UWP Expenditures

Total Person Months (FY 08): 7 [sic]”

“Detailed description of staff time and responsibilities for core projects:

Staff Position	Tasks on Core Project	Person Months
Section Mgr	Project design and proposal solicitation	1.0
Section Mgr	Supervise vendor	3.5
Section Mgr	Collate and validate data; create reports	2.5
Planner	Vendor performance monitoring	0.5
Accounts payable clerk	Invoice management	0.3
Contracting agent	Proposal solicitation and contract management	0.5

”

Note an arithmetic error – the original “Total Person Months” should have totaled 8.3, not 7.

THE UPDATED BUDGET:

Expense Breakdown

\$ 125,000	Staff (including overhead)
\$ 425,000	Other costs (actual vendor contract for count)
\$ 550,000	TOTAL

Staff Time Breakdown

Total Person Months: 12.8

Detailed Description of staff time and responsibilities:

Staff Position	Tasks	Person Months
Project Managers	Pre-count admin	1.4
Project Managers	Count-form preparation	1.1
Project Managers	Count admin	1.6
Project Managers	Checking counters	0.9
Analysts	Checking counters	2.8
Project Managers	Tabulation	4.4
Data Entry/ Clerks	Data entry	0.7
TOTAL		12.8

Rounding from detailed staff-hour calculations.

This updated budget adds more time staff time for generating the count forms, supervising and monitoring the vendor (“Count admin” and “Checking counters”), and tabulation of the results, because during the Autumn 2006 weekday count these tasks turned out to be quite labor-intensive.

This updated budget also excludes the original budget’s procurement, proposal-solicitation, and accounts-payable staff time, which are too difficult to account for. For the same reason, neither budget version includes the time of train operations managers, grants managers, accounting, senior managers, nor information technology staff assistance in generating the count forms. On the other hand, data-entry staff time is included in the updated budget.

March 1, 2010