

Thacher Associates LLC
Work Authorization NO. 3
Integrity Oversight Monitoring Services for HNTB
Program and Project Management Support
Contract No. 14-033-D

Firm Name: _____
 Engagement: **New Jersey Transit P.O. No. B-51391-003**
 For Quarter Ending: **03/31/2020**

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
A. General Info			
1.	Recipient of funding	New Jersey Transit Corporation	
2.	Federal Funding Agency? (e.g. HUD, FEMA)	Federal Transit Administration	
3.	State Funding (if applicable)	N/A	
4.	Award Type	FTA - Public Transportation Emergency Relief Program	
5.	Award Amount	\$40,500,000.00	Represents total funds authorized under HNTB Contract 13-007B.
6.	Contract/Program Person/Title	Jignasa Desai-McCleary, Chief, Procurement & Support Services	
7.	Brief Description, Purpose and Rationale of Project/Program	This project consists of providing program management support, project management support and related activities over Superstorm Sandy Recovery and NJ TRANSIT Resiliency Program.	
8.	Contract/Program Location	Management of Programs and Projects in various locations	
9.	Amount Expended to Date	\$37,656,433.69	
10.	Amount Provided to other State or Local Entities	None	
11.	Completion Status of Contract or Program	Completed	
12.	Expected Contract End Date/Time Period	March 31, 2018	
B. Monitoring Activities			
13.	If FEMA funded, brief description of the status of the project worksheet and its support.	N/A	
14.	Quarterly Activities/Project Description (include number of visits to meet with recipient and sub recipient, including who you met with, and any site visits warranted to where work was completed)	<p>Thacher Associates prepared its substantive work plan and conducted interviews of representatives from NJT Accounts Payable regarding the HNTB invoice payment process and population and NJT Procurement regarding the process for procuring service from HNTB. Thacher Associates prepared its selection for HNTB invoice review and began review of the same. Thacher Associates also reviewed NJT procurement committee business disclosures and HNTB's code of conduct documents.</p> <p>During the quarter, Thacher Associates reviewed HNTB Change Order files provided and performed a review of subconsultant vendor documentation. Thacher Associates also began its review of insurance maintained by HNTB.</p>	

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No.	Recipient Data Elements	Response	Comments
15.	Brief Description to confirm appropriate data/information has been provided by recipient and what activities have been taken to review in relation to the project/contract/program.	<p>During the quarter, Thacher Associates received seven HNTB invoices and began review of the same. Thacher Associates also received a schedule listing all HNTB DBE subconsultant invoices related to the subject Task Order Assignments.</p> <p>Thacher Associates received a second listing of HNTB change orders to confirm population and performed reviews of all change orders and subconsultant supporting documentation.</p> <p>Thacher Associates received and reviewed NJT procurement committee business disclosures and HNTB's code of conduct documents. Also received from NJT were resumes of key HNTB personnel.</p> <p>Thacher Associates also conducted interviews of representatives from NJT Accounts Payable regarding the HNTB invoice payment process and population and NJT Procurement regarding the process for procuring service from HNTB</p>	
16.	Description of quarterly auditing activities that have been conducted to ensure procurement compliance with terms and conditions of the contracts and agreements.	<p>Thacher Associates reviewed NJT procurement committee business disclosures and HNTB's code of conduct documents.</p> <p>Thacher Associates reviewed HNTB Change Order files provided and performed a review of subconsultant vendor documentation. Thacher Associates also began its review of insurance maintained by HNTB and HNTB invoices to NJT.</p>	
17.	Have payment requisitions in connection with the contract/program been reviewed? Please describe	Began review of HNTB Invoice 2	

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No.	Recipient Data Elements	Response	Comments
18.	Description of quarterly activity to prevent and detect waste, fraud and abuse.	Thacher Associates prepared its substantive work plan and conducted interviews of representatives from NJT Accounts Payable regarding the HNTB invoice payment process and population and NJT Procurement regarding the process for procuring service from HNTB. Thacher Associates prepared its selection for HNTB invoice review and began review of the same. Thacher Associates also reviewed NJT procurement committee business disclosures and HNTB's code of conduct documents. During the quarter, Thacher Associates reviewed HNTB Change Order files provided and performed a review of subconsultant vendor documentation. Thacher Associates also began its review of insurance maintained by HNTB.	
19.	Provide details of any integrity issues/findings	No findings.	
20.	Provide details of any work quality or safety/environmental/historical preservation issue(s).	No findings.	
21.	Provide details on any other items of note that have occurred in the past quarter	Not applicable.	
22.	Provide details of any actions taken to remediate waste, fraud and abuse noted in past quarters	Not applicable.	
C. Miscellaneous			
23.	Attach a list of hours and expenses incurred to perform your quarterly integrity monitoring review	Please see attachment.	
24.	Add any item, issue or comment not covered in previous sections but deemed pertinent to monitoring program.	None.	

Name of Integrity Monitor: Thacher Associates LLC Name of Report Preparer: Martin Aronchick, Managing Director Signature:  Date: July 1, 2020

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Attachment for Question #23

Timekeeper	Hours
Chris Ward	-
Edison Montalvo	-
Deborah Thangam	-
Karmen Naidoo	-
Kevin Mullins	-
Linda Negron	1.75
Martin Aronchick	2.50
Michael Bernstein	128.75
Michael Carroll	-
Robert Thompson	-
Scott Millman	10.00
	<u>143.00</u>