



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO
Steve Poftak, General Manager



MEMORANDUM

To: Capital Programs Staff

From: Jay Neider, Chief of Capital Programs

Date: March 18, 2020

Re: Delegation of Authority

To all MBTA Capital Program staff. I am delegating Capital Program contract signature authority for Professional Services contracts, task orders and amendments and for Construction contracts, work directives and change orders. This contractual signature authority is outlined in the following sections and tables below. Staff should reference the following parts of this document as needed:

- **Table 1: Delegation of Authority from the General Manager** (page 2)
- **Table 2: Delegation of Authority from the Chief of Capital Programs** (page 3)
- **Process Guidance** (page 5)

This delegation of authority empowers our team to advance projects after careful consideration of the impact to the MBTA. We ask that you treat this expanded authority seriously and deliberately: your signature means you have personally reviewed and approved the document which commits MBTA to financial obligations. Finally, please refer to the Process Guidance section on the final page for additional review steps that your contract may need.

This delegation of contract signature authority allows us to move nimbly and responsibly, to build a safer, more reliable, and better T for the years ahead. For any specific questions regarding this document, please reach out to Kevin Chesnik, Sr. Director for Capital Improvement Execution, at kchesnik@mbta.com.

James G. Neider, Chief of Capital Programs

Cc: Steve Poftak, General Manager
Michelle Kalowski, General Counsel
Dave Panagore, Chief Administrative Officer
Mary Ann O'Hara, Chief Financial Officer

Table 1 below, adapted directly from the General Manager’s Updated Delegation Letter from March 13, 2020, outlines the Delegation of Authority from the General Manager to Chief-level executives, including the Chief of Capital Programs.

Table 1: Levels of delegated authority from the General Manager

Role	Amount – Professional Services	Amount – Construction Contracts/Instrumentalities per Delegation Matrix
FMCB	>\$5,000,000	>\$15,000,000
General Manager	\$5,000,000	\$15,000,000
Deputy General Manager	\$2,500,000	\$10,000,000
Chief Administrative Officer (CAO)	\$1,250,000	\$3,000,000
Chief of Capital Programs	\$2,500,000	\$7,000,000
Chief of Capital Delivery	\$1,250,000	\$3,000,000
Chief of Green Line Transformation (GLT)	\$1,250,000	\$3,000,000
Chief of Red/Orange Line Transformation (RL/OL)	\$1,250,000	\$3,000,000
Green Line Extension (GLX) Program Manager	\$1,000,000	\$5,000,000
South Coast Rail (SCR) Program Manager	\$1,000,000	\$5,000,000
Chief Procurement Officer	\$500,000	\$1,000,000
Chief Real Estate Officer	\$500,000	\$1,000,000
Chief Financial Officer	\$500,000	\$1,000,000

Pursuant to the March 13, 2020 delegation of authority from the General Manager, I am delegating the following signature authority, subject to the terms and conditions described below:

Table 2: Levels of delegated authority from the Chief of Capital Programs

Role	Amount- Construction Contract	Amount- Construction Contract Change Orders, Work Directives	Amount – Task orders against GEC Professional Services Contracts & PS Contracts	Amount – Amendment to Professional Services Contract
Chief of Capital Programs	\$7,000,000	\$7,000,000	\$2,500,000	\$2,500,000
Deputy Chief of Capital Programs	\$3,000,000	\$3,000,000	\$1,250,000	\$750,000
Chief of Capital Delivery	\$3,000,000	\$3,000,000	\$1,250,000	\$750,000
Chief of Capital Support	\$3,000,000	\$3,000,000	\$1,250,000	\$750,000
Chief of Green Line Transformation	\$3,000,000	\$3,000,000	\$1,250,000	\$750,000
Chief of Red / Orange Line Transformation	\$3,000,000	\$3,000,000	\$1,250,000	\$750,000
Deputy Chief of Commuter Rail	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of Structures	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of TOD	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of System wide Projects	\$1,500,000	\$1,500,000	\$500,000	\$350,000

Role	Amount- Construction Contract	Amount- Construction Contract Change Orders, Work Directives	Amount – Task orders against GEC Professional Services Contracts & PS Contracts	Amount – Amendment to Professional Services Contract
Deputy Chief of Professional Services/ Construction Services	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of OL Transformation	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of RL Transformation	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Deputy Chief of GL Transformation	\$1,500,000	\$1,500,000	\$500,000	\$350,000
Senior Director for Capital Programs	N/A	\$750,000	\$250,000 (task order only)	\$175,000
Director for Capital Programs	N/A	\$375,000	\$125,000 (task order only)	\$100,000
Senior Project Manager for Capital Programs	N/A	\$175,000	\$75,000 (task order only)	\$50,000
Project Manager for Capital Programs	N/A	\$100,000	\$35,000 (task order only)	\$35,000

Process Guidance:

1. FMCB

The following are subject to FMCB approval:

- Construction contracts greater than \$15M
- Professional Services contracts greater than \$5M
- Construction amendments that increase total contract amount over \$15,000,00
- Professional Services amendments that raise total contract amount over \$5,000,000
- Amendments that increase FMCB-approved contract by 25% or more

These documents require a Staff Summary and should be routed to the CAO, CFO and Legal in addition to the normal routing.

2. Applicability

This delegation of authority applies only to contracts or amendments for CIP projects that have a project charter that has been approved through the Project Initiation process and have funding entered in CMS.

3. Prior Review

- Funding must be confirmed prior to routing for approval
- Finance must be consulted for any changes to budget or funding source
- Legal must be consulted for change orders over \$500K
- Legal must be consulted for any deviations from the standard legal template, any bidding irregularities, conflict of interest issues or other legal issues
- Risk Management must be consulted for any deviations in contractor insurance

4. Reporting

Contract Administration will provide a monthly report to the Chief of Capital Programs and other interested parties detailing all contracts, task orders and change orders executed.