



Capital Projects

Quarterly Status Report

1st Quarter FY2018: July 01 – September 30, 2017

Prepared for the December 07, 2017 SamTrans Board Meeting



San Mateo County Transit District

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SamTrans - Capital Program - Budget Status Summary

1st Quarter FY2018 - July 01 to September 30, 2017

All Costs in \$1,000's

Programs						
	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
1. Revenue Vehicles Replacement	\$31,363	\$2,092	\$48,193	\$35,312	\$7,725	\$0
2. Revenue Vehicle Support	\$949	\$1,431	\$1,883	\$1,421	\$1,451	\$5,321
3. Information Technology	\$5,010	\$5,659	\$1,938	\$5,775	\$2,627	\$2,878
4. Development	\$1,165	\$786	\$894	\$2,350	\$1,942	\$1,502
5. Facilities/Construction	\$445	\$297	\$804	\$1,190	\$2,835	\$6,422
6. Safety and Security	\$1,990	\$1,000	\$1,370	\$1,830	\$1,451	\$0
7. Contingency	\$250	\$250	\$250	\$250	\$250	\$250
Total Board Approved Budget by FY⁽¹⁾	\$41,172	\$11,515	\$55,332	\$48,128	\$18,281	\$16,373

Total Audited Expenditures by FY⁽²⁾	\$10,461	\$33,281	\$33,361	\$12,778	(3)	(3)
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Some of the major projects completed or in progress include, but are not limited to the following:

- Business Optimization Program
- Central Security Office Upgrade Project
- Comprehensive Operational Analysis Project
- Emergency Operation Center Relocation Project
- Fire Alarm System Upgrade
- Implementation of Hastus ATP, Minibus & GEO Scheduling and Operation Modules
- Network Maintenance and Technology Refresh Project
- Phone System Replacement Project
- Radio Backbone Upgrade Project
- Receptionist Area Security Improvements Project
- Receptionist Area Security
- Replacement of 10 Paratransit Cutaway Vans
- Replacement of 135 1993 Gillig Buses
- Replacement of 14 Paratransit Vans
- Replacement of 19 - 2007 Eldorado Cutaway Vans
- Replacement of 62 - 1998 Gillig Buses
- Revenue Collection System
- Safety-Risk Mngt Office Remodel Project
- San Carlos Transit Center Project
- South Base Bus Washer Project
- South Base Generator Replacement Project
- Technology Refresh Projects
- Transit Fleet Vehicle 2010 California Air Resource Board (CARB) Regulation Project

- Note: (1) The "Total Board Approved Budget by FY" reflects the annual budget approved by the SamTrans Board of Directors for each fiscal year. This authorizes the amount that can be spent on projects. Unspent budget in a fiscal year may be carried forward to subsequent budget years.
- (2) "Total Audited Expenditures by FY" reflects total cost expended in the fiscal year; funding source for the expenditures could be from prior fiscal years.
- (3) Expenditures shown have not been audited.

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SamTrans Quarterly Report TRAFFIC LIGHT REPORT

The following projects represent a sub-set of the total Capital Program and have been selected for inclusion into the Quarterly Report due to project value, operational significance, and/or impact on customers.

	SCOPE		BUDGET		SCHEDULE		FUNDING		Page	
	Q4 FY17	Q1 FY18	Q4 FY17	Q1 FY18	Q4 FY17	Q1 FY18	Q4 FY17	Q1 FY18		
<u>Vehicle Replacement Projects:</u>										
021500 - Replacement of 60 - 2003 Gillig Buses Project										5
021501 - Replacement of 55 - 2002 NABI Buses Project										5
100013 - Non-Revenue Service Support Vehicles Project										6
<u>Information Technology Projects:</u>										
021505 - Replace & Upgrade Servers & Out of Warranty Equipment Project										6
<u>Facilities / Construction Projects:</u>										
021111 - Bus Stop Improvement Project										7
021237 - San Carlos Transit Center Project										8
100018 - Lighting Upgrade at North Base and South Base Project										9



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

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SamTrans - Major Capital Project - Quarterly Report - Q1 FY2018 - Jul 01, 2017 to Sep 30, 2017

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (f) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
VEHICLE REPLACEMENT PROJECTS:															
021500	Replacement of 50 - 2003 Gilling Buses Project PM - Natalie Chi	<p>Scope: Procure (50) replacement buses for the 2003 Gilling Low-floor buses that have reached the end of their useful life. The new buses will meet the recommendations for vehicle type to complement the Samtrans Strategic Plan (SSP). The project also, purchases major bus components, in accordance with FTA allowable allowance for spare components.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Received registrations and Exempt plates from DMV for all 50 buses. (2) Completed acceptance testing, inspections, and repairs for all 50 buses. (3) Placed all 50 buses into service.</p> <p>Next Quarter: (1) Camera system audit. (2) Prepare for disposing 60 (2003) Gilling buses. (3) Wait for Board authorization prior to disposal.</p>	\$32,823,000	\$32,823,000	\$0	\$32,823,000	\$25,609,859	\$7,013,141	\$32,823,000	\$0	\$0	78.63%	95.0%	01/01/16 / 01/01/16A	03/31/18 / 03/31/18
021501	Replacement of 55 - 2002 NABI Buses Project PM - Natalie Chi	<p>Scope: Procure (55) replacement buses for the 2002 NABI articulated buses that have reached the end of their useful life. The new buses will meet the recommendations for vehicle type to complement the Samtrans Strategic Plan (SSP). The project also, purchases major bus components, in accordance with FTA allowable allowance for spare components.</p> <p>Issues: A decision was made to purchase the buses per the Fixing America's Surface Transportation (FAST) Act which allows grantees to purchase rolling stock and related equipment from a State's cooperative procurement contract. This allows the District to purchase vehicles that meet proven design and construction standards, as well as configure them to the District's specifications, at highly competitive prices.</p> <p>Key Activities This Quarter: (1) Changing method to procure buses to FAST Act. (2) Legal received written notice from FTA allowing for FAST Act procurement. (2) Bus Maintenance, C&P, and Legal reviewed the next steps for the contract.</p> <p>Next Quarter: (1) Bus Maintenance to obtain final quote from vendor for procurement. (2) C&P to coordinate the piggyback contract and complete necessary forms.</p>	\$48,972,000	\$48,972,000	\$0	\$48,972,000	\$41,076	\$48,930,324	\$48,972,000	\$0	\$0	0.08%	9.9%	02/04/17 / 02/04/17A	12/31/19 / 12/31/19

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2018 Jul 01, 2017 to Sep 30, 2017

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (h) - (i)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish
100013	Non-Revenue Service Support Vehicles Project PM - Natalie Chi	<p>Scope: This project to replace (7) non-revenue shop, facilities, and flatbed trucks that support the Bus Maintenance, Facilities, and Field Services. The project is replacing (2) 2008 shop trucks, (4) 2008 facility trucks and (1) 2008 flatbed truck that have reached the end of their life cycle.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Issued Purchase Order (PO) for upgrading of power windows/door locks for all seven vehicles. (2) Began preparing specifications for Request for Proposal (RFP) for vehicle buildouts.</p> <p>Next Quarter: (1) Wait for delivery of vehicles with upgraded power windows/door locks. (2) Coordinate acceptance of delivery of trucks (cab/chassis only) with upgraded power windows/door locks. (3) Complete specifications for RFP (buildouts). Verify with end users on technical specifications. (4) Initiate purchase requisition and coordinate with Contracts and Procurement (C&P) for solicitation of services.</p>	\$428,111	\$428,111	\$0	\$428,111	\$7,050	\$421,061	\$428,111	\$0	1.65%	1.6%	07/01/15 / 01/01/17A	12/31/17 / 04/30/18
021505	Replace & Upgrade Servers & Out of Warranty Equipment Project PM - Carl Cubba	<p>Scope: This project will replace District's servers and data storage, copiers/printers, routers and switches, AC, UPS and other appliances that are at the end of their expected service life and soon to be out of warranty. The project will procure new equipment to replace old and out of warranty equipment in Central's Data Center, North Base, and South Base as well as professional services for setup and configuration.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Procured additional servers, network routers and switches to replace the out of warranty equipment.</p> <p>Next Quarter: (1) Procure additional servers, network routers and switches to replace the out of warranty equipment.</p>	\$4,579,000	\$995,000	\$3,584,000	\$4,579,000	\$2,416,841	\$2,162,159	\$4,579,000	\$0	52.8%	71.0%	07/01/14 / 07/01/14A	12/31/18 / 12/31/18

INFORMATION TECHNOLOGY PROJECTS:

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2018 Jul 01, 2017 to Sep 30, 2017

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (f) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
FACILITIES / CONSTRUCTION PROJECTS:															
021111	Bus Stop Improvement Project PM - Greg Moyer	<p>Scope: This project will upgrade and replace bus stop amenities and enhance bus stop site infrastructure resulting in a decrease in repair and amenity replacement costs and an increase in ridership by providing patrons safe, clean and attractive bus stop facilities.</p> <p>The scope includes procurement of new, upgraded, bus stop benches and trash cans. The improved models will be comprised of powder coated steel to withstand harsh weather conditions and vandalism. Both amenities will be bolted to a concrete surface for stability.</p> <p>Issues: (1) Delay in project schedule is due to delay in the preparation of specs for Contracts & Procurement (C&P).</p> <p>Key Activities This Quarter: (1) Developing new specifications.</p> <p>Next Quarter: (1) Request for Proposal (RFP) for new specifications will be delivered to C&P. (2) Advertise for RFPs.</p>	\$246,084	\$246,084	\$0	\$246,084	\$14,919	\$231,165	\$246,084	\$0	\$0	6.1%	19.0%	01/17/12 / 01/17/12A	04/30/14 / TBD

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2018 Jul 01, 2017 to Sep 30, 2017

(a) Project No.	(b) Project Name	(c) Scope / Issues / Key Activities	(d) Approved Funding	(e) Original Budget	(f) Approved Changes	(g) = (e) + (f) Current Budget	(h) Expended + Accrual To Date	(i) = (f) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
021237	San Carlos Transit Center Project PM - Rafael Bolon	<p>Scope: The San Carlos Transit Center Project will create a multi-modal transit center to serve the San Carlos Caltrain Station (the Transit Center) and to facilitate improved safety and connections between SamTrans fixed route bus service, Caltrain commuter rail, local shuttles and pedestrians and bicyclists.</p> <p>Construction of the Transit Center, which will be located South of the existing station parking lots, will enable the property underneath the existing lots to be developed with housing, retail and office commercial uses, and will support transit usage and increase pedestrian access at the station.</p> <p>Current scope includes: Planning, Engineering, Construction and Construction Management of the station parking lot, plus Administration and Project Oversight of the San Carlos Transit Center Project.</p> <p>Issues:</p> <ol style="list-style-type: none"> (1) Project schedule impacted due to delay in receiving the Caltrans permit for Cherry Street improvements. (2) Project EAC has been increased by \$470K this quarter as per the latest estimate. <p>Key Activities This Quarter:</p> <ol style="list-style-type: none"> (1) Completed paving and concrete curb/gutter at south parking lot. (2) Completed procuring traffic signal poles. (3) Opened south portion of new parking lot. (4) Constructed temporary bus/shuttle drop off. (5) Formed and poured curb sidewalk at north parking lot. (6) Completed grading at south parking lot. (7) Completed fabrication of signal poles. (8) Completed paving at the north lot. (9) Began landscaping. (10) Installed lighting at north lot. (11) Received approval from Caltrans to proceed with the Cherry Street traffic signal and crossing. <p>Next Quarter:</p> <ol style="list-style-type: none"> (1) Complete landscaping. (2) Punch list the North Lot items. (3) Begin re-mobilization for off-site. (4) Complete construction. 	\$6,229,925	\$4,984,463	\$1,245,462	\$6,229,925	\$5,400,238	\$1,299,762	\$6,700,000	(\$470,075)	80.6%	81.0%	10/30/12 / 10/30/12A	10/31/17 / 02/28/18

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2018 Jul 01, 2017 to Sep 30, 2017

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (h) - (h)	(j)	(k) = (g) - (j)	(l) = (h) / (j)	(m)	(n)	(o)
Project No.	Project Name	Scope / Issues / Key Activities	Approved Funding	Original Budget	Approved Changes	Current Budget	Expended + Accrual To Date	Estimate to Complete	Estimate at Completion	Variance at Completion	% Expended of EAC	Est. Physical % Complete	Current Baseline / Current Start	Current Baseline / Current Finish
100018	Lighting Upgrade at North Base and South Base Project P.M. - Jeffrey Thomas	<p>Scope: Replace lighting fixtures in favor of more energy efficient and environmentally friendly LED lights. This lighting upgrade intends to cover all SamTrans' facilities e.g. North Base, and South Base.</p> <p>Issues: None.</p> <p>Key Activities:</p> <p>This Month:</p> <p>1) Began delivery of lighting fixtures – 3 pallets (approx. 75%) received at North Base.</p> <p>2) Contracts and Procurement (C&P) received requisition including specifications, drawings and Independent Cost Estimate (ICE); bid development in progress.</p> <p>Next Six Weeks:</p> <p>1) Receive final shipment of lighting fixtures.</p> <p>2) C&P to complete bid package and issue it to the public.</p>	\$1,428,000	\$1,428,000	\$0	\$1,428,000	\$74,826	\$1,353,174	\$1,428,000	\$0	5.2%	5.2%	07/01/15 01/01/17A	12/31/17 05/31/18

Total SamTrans - Major Capital Projects	\$94,706,120	\$89,876,658	\$4,829,462	\$94,706,120	\$33,764,809	\$61,411,386	\$95,176,195	(\$470,075)	35.5%	46.9%
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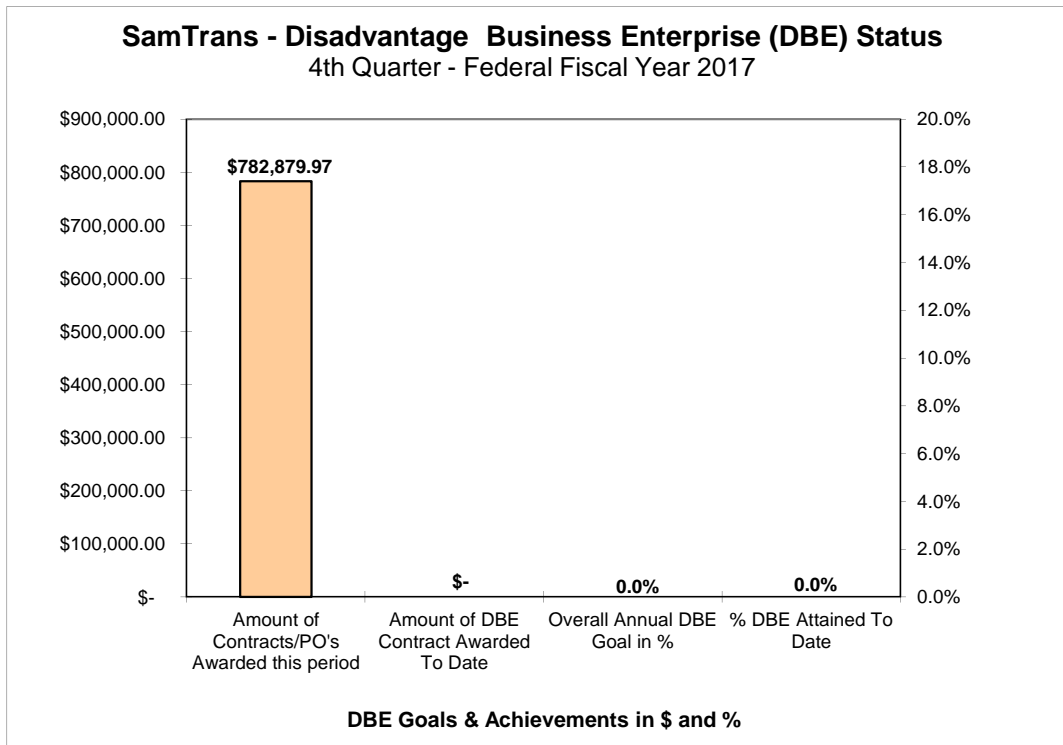
San Mateo County Transit District

Disadvantaged Business Enterprise (DBE) Status Report

Contracts for Q4 Federal Fiscal Year (FFY) 2017
(From July 1, 2017 to September 30, 2017)

The following is a summary of SamTrans DBE Status:

<u>Status</u>	<u>Federalized Projects FFY2017</u>
Amount of Contracts Awarded	\$782,880
Amount of Contracts Awarded to DBEs*	\$0
Overall Annual Goal in %	0.0%
% DBE Attainment	0.0%
% Over/(Under) Goal	0.0%



Definition of Terms

Approved Changes – Changes to the original budget and/or transfers of budget from one segment code to another that have been approved by management and/or by the SamTrans Board of Directors.

Approved Funding – The amount of funding that has been approved by the SMCTD Board for the execution of the project.

Current Budget – The current budget reflects the original budget plus approved changes or internal budget transfers which has been approved by the program manager and/or the project manager.

Expended % of EAC – This is the % of Money Spent (Not Physical Progress) as compare to the EAC.

Estimate at Completion (EAC) – The forecasted final cost of the project.

Estimate to Complete – Forecast of the cost to complete the remaining work, including anticipated and pending changes.

Estimated Physical % Complete – An estimation of the physical work completed as compared to the budgeted work expressed in %.

Expended + Accrual to Date – The cumulative project costs that have been recorded through the current reporting period in PeopleSoft + accrual cost of the work performed that has not been recorded in PeopleSoft.

Issues – Exceptions / concerns as identified for information or further actions.

Key Activities - Identifies key activities being undertaken for the project for the current month and identifies the work anticipated for the next month.

Original Budget – Budget as originally approved by senior management for execution of the approved scope of work.

Original Start / Current Start – The original planned start date and the current or actual start date of the project.

Original Finish / Current Finish – The original planned completion date and the current forecasted completion date of the project.

Scope - A concise description of the work elements to be performed and delivered by the project.

Variance at Completion (VAC) – Difference between the Current Budget and the Estimate at Completion. A positive value reflects potential underrun, whereas a negative amount indicates possible overrun.

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Performance Status (Traffic Light) Criteria

SECTIONS	On Target (GREEN)	Moderate Risk (YELLOW)	High Risk (RED)
1. SCOPE	<p>(a) Scope is consistent with Budget or Funding.</p> <p>(b) Scope is consistent with other projects.</p> <p>(c) Scope change has been mitigated.</p>	<p>(a) Scope is NOT consistent with Budget or Funding.</p> <p>(b) Scope appears to be in conflict with another project.</p> <p>(c) Scope changes have been proposed.</p> <p>(d) Current Budget forecast exceeds the current approved budget by 5% to 10%.</p>	<p>(a) Significant scope changes / significant deviations from the original plan.</p> <p>(b) Current Budget forecast exceeds current approved budget by more than 10%.</p>
2. BUDGET	<p>(a) Estimate at Completion forecast is within plus /minus 5% of the Current Approved Budget.</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget between 5% to 10%.</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget by more than 10%.</p>
3. SCHEDULE	<p>(a) Project milestones / critical path are within plus/minus four months of the current baseline schedule.</p> <p>(b) Physical progress during the report period is consistent with incurred expenditures.</p> <p>(c) Schedule has been defined.</p>	<p>(a) Project milestones / critical path show slippage. Project is more than four to six months behind the current baseline schedule.</p> <p>(b) No physical progress during the report period, but expenditures have been incurred.</p> <p>(c) Detailed baseline schedule NOT finalized.</p>	<p>(a) Forecast project completion date is later than the current baseline scheduled completion date by more than six months.</p>
4. FUNDING	<p>(a) Expenditure is consistent with Available Funding.</p> <p>(b) All funding has been secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 80% of <u>Available Funding</u>, where remaining funding is NOT yet available.</p> <p>(b) NOT all funding is secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 90% of <u>Available Funding</u>, where remaining funding is NOT yet available.</p> <p>(b) No funding is secured or available for scheduled work.</p>

Note: Schedule variance for (a) Purchase of maintenance equipment; (b) Purchase of major bus components; (c) Maintenance of facilities; and (d) Upgrading of computer systems will not be monitored, as schedules for these types of projects are only a reflection of the year that funding has been allocated.