



## Capital Projects

# Quarterly Status Report

**2nd Quarter FY2018: October 01 – December 31, 2017**

Prepared for the March 07, 2018 SamTrans Board Meeting



**San Mateo County Transit District**



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## SamTrans - Capital Program - Budget Status Summary

2nd Quarter FY2018 - October 01 to December 31, 2017

All Costs in \$1,000's

Programs	All Costs in \$1,000's					
	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	\$7,282
6. Safety and Security	\$1,990	\$1,000	\$1,370	\$1,830	\$1,451	\$0
7. Contingency	\$250	\$250	\$250	\$250	\$250	\$250
<b>Total Board Approved Budget by FY <sup>(1)</sup></b>	<b>\$41,172</b>	<b>\$11,515</b>	<b>\$55,332</b>	<b>\$48,128</b>	<b>\$18,281</b>	<b>\$17,233</b>
<b>Total Audited Expenditures by FY <sup>(2)</sup></b>	<b>\$10,461</b>	<b>\$33,281</b>	<b>\$33,361</b>	<b>\$12,778</b>	<b>\$25,424.00</b>	<b>(3)</b>

FY2018 - Facilities/Construction was increased by \$860K this quarter due to the increase in change order authority for the San Carlos Transit Center project.

**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
- 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	
	Q1 FY18	Q2 FY18	Q1 FY18	Q2 FY18	Q1 FY18	Q2 FY18	Q1 FY18	Q2 FY18		
<b><u>Vehicle Replacement Projects:</u></b>										
021500 - Replacement of 50 - 2003 Gillig Buses Project										5
021501 - Replacement of 55 - 2002 NABI Buses Project										5
100013 - Non-Revenue Service Support Vehicles Project										6
<b><u>Information Technology Projects:</u></b>										
021505 - Replace & Upgrade Servers & Out of Warranty Equipment Project										6
<b><u>Facilities / Construction Projects:</u></b>										
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 - Q2 FY2018 Oct 01, 2017 to Dec 31, 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	
<b>VEHICLE REPLACEMENT PROJECTS:</b>															
		<p><b>Scope:</b> Procure (50) replacement buses for the 2003 Gillig 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><b>Issues:</b> We are currently procuring 50 buses instead of the 60 originally approved. The remaining 10 buses will be battery electric buses and will be procured under a separate project.</p> <p><b>Key Activities</b>  <b>This Quarter:</b>                      (1) Began camera system audit.</p> <p><b>Next Quarter:</b>                      (1) Continue camera system audit.</p>													
021500	Replacement of 50 - 2003 Gillig Buses Project PM - Natalie Chi		\$32,823,000	\$32,823,000	\$0	\$32,823,000	\$25,834,579	\$6,988,421	\$32,823,000	\$0	78.71%	98.8%	01/01/16 / 01/01/16A	03/31/18 / 06/30/18	
		<p><b>Scope:</b> 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><b>Issues:</b> 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><b>Key Activities</b>  <b>This Quarter:</b>                      (1) Waited for final quote from New Flyer.                      (2) Obtained authorization from Washington DOT for purchasing with options.                      (3) Staff Report and Resolution in December 2017 Agenda Review.</p> <p><b>Next Quarter:</b>                      (1) Obtain final quote from New Flyer.                      (2) February 2018 Board review and approval.</p>													
021501	Replacement of 55 - 2002 NABI Buses Project PM - Natalie Chi		\$48,972,000	\$48,972,000	\$0	\$48,972,000	\$44,713	\$48,927,287	\$48,972,000	\$0	0.09%	14.9%	02/04/17 / 02/04/17A	12/31/19 / 12/31/19	

**SamTrans - Major Capital Project - Quarterly Report - Q2 FY2018 Oct 01, 2017 to Dec 31, 2017**

(a)	(b)	(c)	(d)	(e)	(f)	(g) = (e) + (f)	(h)	(i) = (f) - (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
100013	Non-Revenue Service Support Vehicles Project PM - Natalie Chi	<p><b>Scope:</b> 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><b>Issues:</b> None.</p> <p><b>Key Activities This Quarter:</b>                      (1) Received four F250 and two F350 trucks with power option upgrades. One F350 truck is yet to be received.                      (2) Began coordinating acceptances of delivered vehicles.                      (3) Completed specifications for REP (buildouts).                      (4) Contracts and Procurement (C&amp;P) worked with Legal to prepare invitation to bid (IFB) for publishing for body buildouts of the seven trucks. This is the second phase of the project.</p> <p><b>Next Quarter:</b>                      (1) Receive remaining one F350 truck.                      (2) Continue coordinating acceptance of delivered trucks.                      (3) C&amp;P to post IFB solicitation for body buildouts of the seven trucks.</p> <p><b>Note:</b> Schedule was re-baselined this quarter.</p>	\$428,111	\$428,111	\$0	\$428,111	\$126,135	\$301,976	\$428,111	\$0	29.46%	29.5%	07/01/15 / 01/01/17A	08/31/18 / 08/31/18
021505	Replace & Upgrade Servers & Out of Warranty Equipment Project PM - Carl Cubba	<p><b>Scope:</b> 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><b>Issues:</b> None.</p> <p><b>Key Activities This Quarter:</b>                      (1) Procured additional servers, network routers and switches to replace the out of warranty equipment.</p> <p><b>Next Quarter:</b>                      (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	\$2,965,177	\$1,623,823	\$4,579,000	\$0	64.5%	72.0%	07/01/14 / 07/01/14A	12/31/18 / 12/31/18

**INFORMATION TECHNOLOGY PROJECTS:**

SamTrans - Major Capital Project - Quarterly Report - Q2 FY2018 Oct 01, 2017 to Dec 31, 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) = (j) - (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
<b>FACILITIES / CONSTRUCTION PROJECTS:</b>														
021111	Bus Stop Improvement Project PM - Greg Moyer	<p><b>Scope:</b> 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><b>Issues:</b> (1) Delay in project schedule is due to delay in the preparation of specifications for Contracts &amp; Procurement (C&amp;P).</p> <p><b>Key Activities</b> <b>This Quarter:</b> (1) Developing new specifications.</p> <p><b>Next Quarter:</b> (1) Request for Proposal (RFP) for new specifications will be delivered to C&amp;P. (2) Advertise for RFPs.</p>	\$246,084	\$246,084	\$0	\$246,084	\$14,919	\$231,165	\$246,084	\$0	6.1%	19.0%	01/17/12 01/17/12A	04/30/14 TBD

**SamTrans - Major Capital Project - Quarterly Report - Q2 FY2018 Oct 01, 2017 to Dec 31, 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
021237	San Carlos Transit Center Project PM - Rafael Bolon	<p><b>Scope:</b> 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><b>Issues:</b></p> <p>(1) Project schedule impacted due to delay in receiving the Caltrans permit for Cherry Street improvements.</p> <p>(2) Project EAC has been increased by \$380K this quarter as per the latest estimate and is greater than Board authorized amount.</p> <p>(3) An additional \$850K of funding will be needed to complete this project.</p> <p><b>Key Activities</b></p> <p><b>This Quarter:</b></p> <p>(1) Completed landscaping.</p> <p>(2) Continued punch list work.</p> <p><b>Next Quarter:</b></p> <p>(1) Continue punch list work.</p> <p>(2) Waiting to begin Cherry street intersection work.</p> <p>(3) Complete construction.</p>	\$6,229,925	\$4,984,463	\$1,245,749	\$6,230,212	\$6,154,155	\$926,069	\$7,080,214	(\$850,002)	86.9%	84.5%	10/30/12 / 10/30/12A	10/31/17 / 07/31/18

**SamTrans - Major Capital Project - Quarterly Report - Q2 FY2018 Oct 01, 2017 to Dec 31, 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) = (h) - (c) 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
100018	Lighting Upgrade at North Base and South Base Project PM - Jeffrey Thomas	<p><b>Scope:</b> 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><b>Issues:</b> None.</p> <p><b>Key Activities:</b></p> <p><b>This Month:</b></p> <p>(1) Received final shipment of LED lighting fixtures.                      (2) C&amp;P issued Request for Proposal (RFP) for installation of lighting fixtures at North Base, South Base and Central Auditorium.                      (3) Conducted pre-bid meeting.                      (4) Received one bid for installation of LED fixtures.                      (5) Finalized staff reports.</p> <p><b>Next Six Weeks:</b></p> <p>(1) Staff reports are scheduled for Agenda Review in January 2018.                      (2) Board to authorize award of contract in February 2018.</p> <p><b>Notes:</b> Schedule delay is due to additional design effort needed to award the contract.</p>	\$1,428,000	\$1,428,000	\$0	\$1,428,000	\$323,562	\$1,104,439	\$1,428,000	\$0	22.7%	22.7%	07/01/15 / 01/01/17A	12/31/17 / 06/30/18

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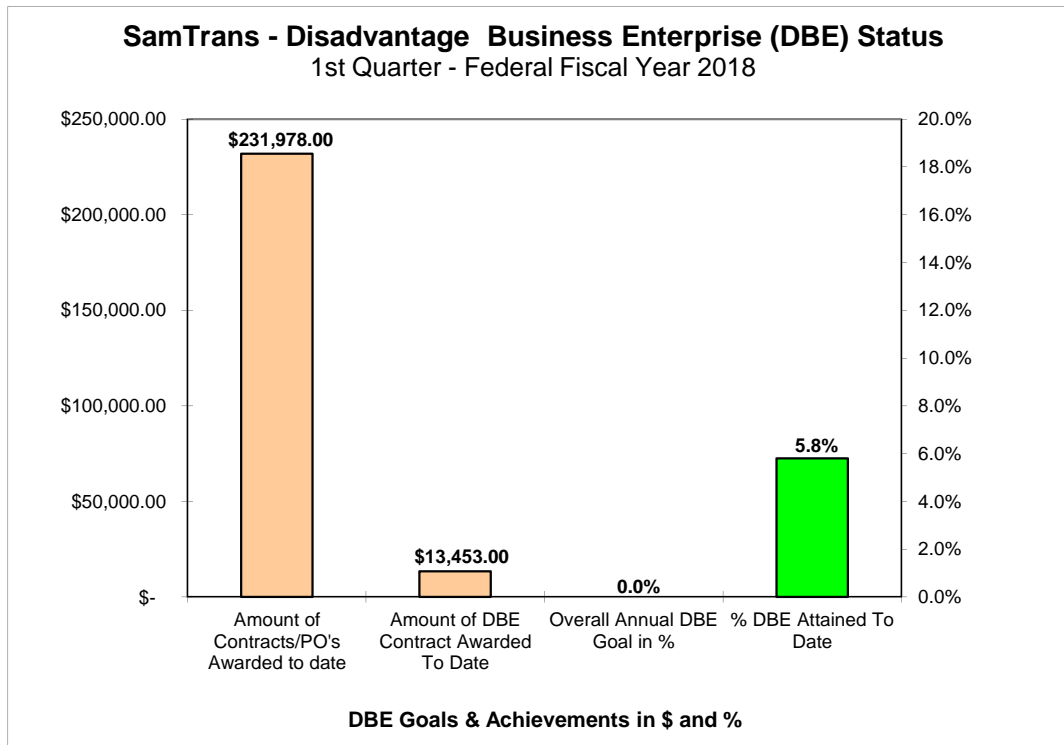
# San Mateo County Transit District

## Disadvantaged Business Enterprise (DBE) Status Report

Contracts for 1st Quarter Federal Fiscal Year (FFY) 2018  
(From October 01, 2017 to December 31, 2017)

The following is a summary of SamTrans DBE Status:

<u>Status</u>	<u>Federalized Projects FFY2018</u>
Amount of Contracts Awarded	\$231,978
Amount of Contracts Awarded to DBEs*	\$13,453
Overall Annual Goal in %	0.0%
% DBE Attainment	5.8%
<b>% Over/(Under) Goal</b>	<b>5.8%</b>



## 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)
<b>1. SCOPE</b>	<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>
<b>2. BUDGET</b>	<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>
<b>3. SCHEDULE</b>	<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>
<b>4. FUNDING</b>	<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.