



Capital Projects

Quarterly Status Report

1st Quarter FY2019: July 01 – September 30, 2018

Prepared for the December 05, 2018 SamTrans Board Meeting



San Mateo County Transit District



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SamTrans - Capital Program - Budget Status Summary

1st Quarter FY2019 - July 01 to September 30, 2018

All Costs in \$1,000's

Programs					
	FY2015	FY2016	FY2017	FY2018	FY2019
1. Revenue Vehicles Replacement	\$48,193	\$35,312	\$7,725	\$0	\$0
2. Revenue & Non Revenue Vehicle Support	\$1,883	\$1,421	\$1,451	\$5,321	\$1,895
3. Information Technology	\$1,938	\$5,775	\$2,627	\$2,878	\$3,100
4. Development	\$894	\$2,350	\$1,942	\$1,552	\$500
5. Facilities/Construction	\$804	\$1,190	\$2,835	\$7,282	\$1,530
6. Safety and Security	\$1,370	\$1,830	\$1,451	\$0	\$0
7. Contingency	\$250	\$250	\$250	\$250	\$250
Total Board Approved Budget by FY ⁽¹⁾	\$55,332	\$48,128	\$18,281	\$17,283	\$7,275

Some of the major projects completed or in progress include, but are not limited to the following:

Active Projects

- Bus Stop Improvement Program
- Expansion Buses (3) for Redi-Wheels Service
- Lighting Upgrade at North and South Bases Project
- Maint. & Op. Facility Pavement Rehabilitation Project
- MobileView Enhancement Project
- North and South Base Industrial Waste Line Replacement Project
- Procurement of 10 Electric Buses Project
- Replace & Upgrade Servers & Out of Warranty Equipment Project
- Replacement of 50 - 2003 Gillig Buses Project
- Replacement of 55 - 2002 NABI Buses Project
- San Carlos Transit Center Project
- Technology Refresh Project

Completed Projects

- Central Security Office Upgrade Project
- Comprehensive Operational Analysis Project
- Emergency Operation Center Relocation Project
- Network Maintenance and Technology Refresh Project
- Phone System Replacement Project
- Radio Backbone Upgrade Project
- Replacement of 14 Paratransit Vans Project
- Replacement of 19 - 2007 Eldorado Cutaway Vans Project
- Safety-Risk Mngt Office Remodel 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.

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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 FY18	Q1 FY19	Q4 FY18	Q1 FY19	Q4 FY18	Q1 FY19	Q4 FY18	Q1 FY19		
<u>Vehicle Replacement Projects:</u>										
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100255 - Traffic Signal Priority Project										13
100350 - Central Office Sanitary Sewer Pump Replacement Project										14



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

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SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

(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) - (g) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (i) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
VEHICLE REPLACEMENT/MAINTENANCE PROJECTS:														
021500	Replacement of 50 - 2003 Gillig Buses Project PM - David Harbour	<p>Scope: 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>Issues: None.</p> <p>Key Activities This Quarter: (1) Continued camera system audit. Next Quarter: (1) Complete camera system audit. (2) Replace defective cameras.</p> <p>Note: (1) Cameras were found to be defective. We are currently working with camera manufacturer to replace defective cameras. (2) Remaining funding will be used for Procurement of Electric Buses Project.</p> <p>This will be the last report for the project.</p>	\$32,823,000	\$32,823,000	\$0	\$32,823,000	\$25,834,579	\$165,421	\$26,000,000	\$6,823,000	99.36%	100.0%	01/01/16 / 01/01/16A	03/31/18 / 06/31/18A
021501	Replacement of 55 - 2002 NABI Buses Project PM - David Harbour	<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) Conducted pre-production meeting. (2) Began updating production program contact information and finalizing bus configuration. (3) Began coordinating Resident Inspection/Buy America audits (4) Issued Notice to Proceed (NTP) to contractor. (5) Fully executed agreement for Buy America audits.</p> <p>Next Quarter: (1) Continue updating production program contact information and finalizing bus configuration. (2) Continue coordinating Resident Inspection/Buy America audits. (3) Issue Purchase Order (PO) to the contractor.</p>	\$48,972,000	\$48,972,000	\$0	\$48,972,000	\$149,218	\$48,822,782	\$48,972,000	\$0	0.30%	29.0%	02/04/17 / 02/04/17A	12/31/19 / 12/31/19

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

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021502	Major Bus Components PM - David Harbour	<p>Scope: The objective of this project is to maintain a state of good repair for bus transit. Well maintained capital bus components are essential to keep our revenue equipment in service, reliable, and safe for bus patrons.</p> <p>This project provides funding for new parts, rebuilt parts, and major bus components, not accounted for in the operating budget, that exceed \$1,000 in accordance and compliance with FTA grant rules. Major bus components include: engine, alternator, transmission, air conditioning, ECU, fuel system, with HVAC units (heating, ventilation and air conditioning) radiator, muffler, air compressor, Digital Video Recorders (DVRs), Automatic Mobile Data Terminals (AMDTs), etc.</p> <p>Issues: Project includes Board approved funding through FY2018.</p> <p>Key Activities:</p> <p>This Quarter: (1) Purchased major bus components and replacement parts.</p> <p>Next Quarter: (1) Continue to purchase major bus components and replacement parts, as needed.</p>	\$4,380,181	\$4,380,181	\$0	\$4,380,181	\$3,442,925	\$937,256	\$4,380,181	\$0	78.6%	78.6%	07/01/15 / 07/01/15A	06/30/19 / 06/30/19
100013	Non-Revenue Service Support Vehicles Project PM - Natalie Chi	<p>Scope: This project to replace seven non-revenue shop, facilities, and flatbed trucks that support the Bus Maintenance, Facilities, and Field Services. The project will replace:</p> <ul style="list-style-type: none"> - Two 2008 shop trucks with F350's - Four 2008 facility trucks with F250's. (Complete) - One 2008 flatbed truck with F350. (Complete) <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter: (1) Two F350 shop trucks: Continued furnishing new service bodies, buildout, and installation to new trucks. (2) Received one of the two F350 shop trucks.</p> <p>Next Quarter: (1) Two F350 shop trucks: Continue furnishing new service bodies, buildout, and installation to new trucks. (2) Receive the second F350 shop truck. (3) Begin DMV registration.</p> <p>Note: All four F250 facility trucks and one F350 flatbed truck have been received.</p>	\$428,111	\$428,111	\$0	\$428,111	\$252,576	\$175,535	\$428,111	\$0	59.0%	59.0%	07/01/15 01/01/17A	08/31/18 12/31/18

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

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10014	Bike Rack PM - Elliot Rivas	<p>Scope: Purchase new 3-bike bus racks. Remove and replace existing 2-bike racks and install the new 3-bike racks on (237) SamTrans fixed route fleet buses.</p> <p>Issues: Project was on hold. Contract will now be issued as a sole-source contract.</p> <p>Key Activities:</p> <p>This Quarter: (1) Project resumed. (2) Continued working on sole-source procurement justification.</p> <p>Next Quarter: (1) Submit sole-source procurement justification to Contracts and Procurement (C&P).</p>	\$422,600	\$422,600	\$0	\$422,600	\$7,672	\$414,928	\$422,600	\$0	1.8%	1.8%	07/01/18 03/01/17A	09/30/19 09/30/19
10012	Three Expansion Buses for Red-Wheels Service PM - Natalie Chi	<p>Scope: To procure additional three paratransit buses to meet increasing demand for paratransit rides. The paratransit vehicles will be used within the Red-Wheels paratransit service area which include San Mateo County and depending on requested routes, neighboring counties including San Francisco, Santa Clara, and Alameda.</p> <p>Issues: None.</p> <p>Key Activities:</p> <p>This Quarter: (1) Received the fareboxes. (2) Completed procurement. (3) Completed project close out.</p> <p>Next Quarter: Project has been completed.</p> <p>This will be the last report for the project.</p>	\$475,000	\$475,000	\$0	\$475,000	\$382,876	\$124	\$383,000	\$92,000	100.0%	100.0%	01/01/18 01/01/18A	09/30/18 09/30/18A

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

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100713	Procurement of 10 Electric Buses PM - David Harbour	<p>Scope: Procure 10 battery-electric Zero Emissions Buses (ZEBs) to replace 10 of the 2003 Gillig diesel buses and install six charging stations in support of the electric buses. This project will support California Air Resources Board (CARB)'s goal of 100% ZEB transit fleet by 2040. These electric buses will be placed in a pilot service program at North Base.</p> <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter:</p> <ol style="list-style-type: none"> (1) Completed corresponding with Proterra on final bus configurations. (2) Issued Purchase Order after full execution of agreement. (3) Coordinated Resident Inspection/Buy America audits. (4) Prepared for production of first two buses. <p>Next Quarter:</p> <ol style="list-style-type: none"> (1) Begin production of first two buses. (2) Begin inspection by Resident Inspector and coordinate internal staff of production. 	\$10,926,668	\$10,926,668	\$0	\$10,926,668	\$89,716	\$10,836,952	\$10,926,668	\$0	0.8%	31.3%	02/01/18 / 02/01/18A	05/31/20 / 05/31/20

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INFORMATION TECHNOLOGY PROJECTS:

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 servers, copiers/printers, routers and switches from the Central 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) Procure additional servers, network routers and switches to replace the out of warranty equipment. Next Quarter: (1) Procure additional servers, network routers and switches to replace the out of warranty equipment.</p>	\$7,079,000	\$995,000	\$6,084,000	\$7,079,000	\$3,269,467	\$3,809,533	\$7,079,000	\$0	46.2%	46.2%	07/01/14 07/01/14A	12/31/19 12/31/19
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100016	Mobile/View (WiFi) Enhancement PM - Karambir Cheema	<p>Scope: The project scope will primarily be as follows: 1. Install and test WiFi equipment at North Base and South Base. 2. Specify software configuration based on stakeholder consensus. 3. Install, configure, and test servers, including: a. Application server, which serves as the back end for client computers allowing users to request video, initiates communication with buses when they enter the yard, and uploads Digital Video Recorders (DVRs) health data as well as any requested video. b. Database server, which runs Microsoft SQL server and houses data for the server application. 4. Install and configure client application on specified computers. 5. Configure all new WiFi equipped DVRs to communicate with the application server.</p> <p>Issues: None.</p> <p>Key Activities: This Quarter: (1) Met with Contracts and Procurement to discuss overall scope of project and submitted requisition for a site plan. Next Quarter: (1) Purchase site plan from Apollo. (2) Finalize project scope. (3) Obtain quotes for project. (4) Receive quote and issue requisition for fiber optic run at north base. (5) Perform signal strength and bandwidth testing with WiFi equipment at South Base.</p>	\$690,499	\$690,499	\$0	\$690,499	\$2,609	\$687,890	\$690,499	\$0	0.4%	3.5%	03/26/18 03/26/18A	TBD
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SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

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FACILITIES / CONSTRUCTION PROJECTS:													
021111	Bus Stop Improvement Project PM - Greg Meyer	<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. 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: None.</p> <p>Key Activities This Quarter: (1) Amenities have been delivered and are being installed.</p> <p>Next Quarter: (1) Continue with amenities installation.</p>	\$246,084	\$246,084	\$0	\$246,084	\$145,309	\$100,775	\$0	59.0%	85.0%	01/17/12 / 01/17/12A	10/31/18 / 10/31/18
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 Contract Management of the station parking lot, plus Administration and Project Oversight of the San Carlos Transit Center Project.</p> <p>Issues: (1) Project schedule was impacted due to delay in the Caltrans permit for Cherry street improvements.</p> <p>Key Activities This Quarter: (1) Completed Cherry street intersection work. (2) Completed left-turn pocket construction. (3) Completed construction of entry monument. (4) Issued substantial completion.</p> <p>Next Quarter: (1) Complete project closeout.</p> <p>Note: This will be the last quarterly report for this project.</p>	\$7,080,214	\$4,984,461	\$2,095,753	\$7,080,214	\$7,080,214	\$0	\$0	100.0%	100.0%	10/30/12 / 10/30/12A	10/31/17 / 09/30/18A

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021507	Facility Smaller Projects PM - Greg Moyer	<p>Scope: This project will maintain a state of good repair (SOGRI) for the District's infrastructure, shops and facilities. This project will maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement, e.g. carpets.</p> <p>Issues: Project includes Board approved funding through FY2018.</p> <p>Key Activities:</p> <p>This Quarter: (1) Performed maintenance and repairs work.</p> <p>Next Quarter: (1) Continue with maintenance and repairs work, as needed.</p>	\$1,691,603	\$1,691,603	\$0	\$1,691,603	\$967,889	\$723,714	\$1,691,603	\$0	57.2%	57.2%	07/01/15 / 07/01/15A	06/30/19 / 06/30/19
100018	Lighting Upgrade at North Base and South Base Project PM - 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 Quarter: (1) Completed work at North Base, South Base and Central auditorium.</p> <p>(2) Issued a Notice of Completion and Acceptance</p> <p>(3) Completed project close out.</p> <p>Next Quarter: The project has been completed.</p> <p>This will be the report for the project.</p>	\$1,428,000	\$1,428,000	\$0	\$1,428,000	\$750,077	\$923	\$751,000	\$677,000	98.9%	100.0%	07/01/15 / 01/01/17A	06/30/18 / 08/31/18A

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100037 & 100062	North and South Base Industrial Waste Line Replacement PM - Jim Kellner	<p>Scope: This project will replace the North and South Base Industrial Waste (IW) Line, which drains the steam cleaning area of the Maintenance Building. It will also include replacement of the connecting (lateral) lines, which drains the running repair area of this same building, in order to extend the useful life of this part of the IW system.</p> <p>Issues: Construction activities need to be planned and performed in a way which will minimize disturbance to traffic flow and bus parking at the bases.</p> <p>Key Activities: (1) Completed construction work at North Base. (2) Initiated project close-out activities, including final documents preparation (As-builts, warranty and O&M manuals).</p> <p>Next Quarter: (1) Complete project close-out activities.</p>	\$ 780,000	\$ 780,000	\$ 0	\$ 780,000	\$ 701,972	\$ 78,028	\$ 780,000	\$ 0	90.0%	98.0%	08/01/17 08/01/17A	11/30/18 11/30/18
100065	Express Bus Feasibility Study PM - Millie Tolleson	<p>Scope: With congestion on the US-101 steadily increasing, SamTrans needs to determine the financial and operational viability of long-distance express transit bus service along the U 101 freeway corridor. Such services would be paired with highway capacity enhancements, such as high occupancy vehicle or toll lanes. The study would look at combination of roadway and transit capital and operational enhancements would optimize mobility, financial, environmental, and other policy concerns from public and private sector stakeholders across the Bay Area.</p> <p>Issues: None.</p> <p>Key Activities: This Quarter: (1) Presented informational project update at BOD meeting. (2) Developed materials, prepare, and completed Technical Advisory Committee and Stakeholder Group meeting. (3) Conducted implementation working session with Bus Operations team. (4) Conducted meeting at Stamford Research Parking re: route implementation and partnership. (5) Wrote and compiled draft Express Bus Feasibility Study, distributed for internal and external review. (6) Held express bus implementation working group meeting. (7) Presented final report and recommendations to Executive Team. (8) Continued ongoing team meetings.</p> <p>Next Quarter: (1) Address first round of comments on draft Express Bus Feasibility Study. (2) Update project webpage and factsheet, upload draft study for public review. (3) Alert public, TAC, stakeholder group to review draft study; work with communications team on press release/social media. (4) Prepare staff report and materials for Board presentation. (5) Hold implementation working group meeting. (6) Ongoing team meetings.</p>	\$ 634,000	\$ 634,000	\$ 0	\$ 634,000	\$ 579,431	\$ 54,569	\$ 634,000	\$ 0	91.4%	92.0%	04/01/17 04/01/17A	10/31/18 12/31/18

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2019 Jul 01, 2018 to Sep 30, 2018

(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) - (g) Estimate to Complete	(j) = (i) - (h) Estimate at Completion	(k) = (g) - (i) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
100253	Linda Mar Park-n-Ride Lot Repaving PM - Robert Tam	<p>Scope: Repave the Linda Mar Park-n-Ride Lot. The pavement has deteriorated to a point where it is causing damage to District buses that use the site as a layover location and transit hub. The District is legally obligated to maintain the parking lot in good condition according to the 1980 lease agreement with Caltrans. The project would accomplish the following:</p> <ol style="list-style-type: none"> Promote safety by reducing the risk of trip-and-fall incidents. Promote state of good repair by bringing and important facility back to satisfactory condition. Promote cost-effective implementations by providing a longer term solution to pavement maintenance at this site. <p>Issues: None. Key Activities: This Quarter: (1) Completed submittal reviews and approvals, in preparation for contractor's mobilization at the project site. Next Quarter: (1) Contractor's mobilization, including closing the site to public and bringing start-up construction equipment to the site. Initial construction phase will include removal of asphalt layer and re-grading of the site.</p>	\$700,000	\$700,000	\$0	\$700,000	\$118,554	\$581,446	\$700,000	\$0	\$0	16.9%	16.9%	07/01/17 / / 07/01/17A	03/31/19 / / 03/31/19
100255	Traffic Signal Priority Project PM - Robert Tam	<p>Scope: This project will implement Traffic Signal Priority (TSP) technology for SamTrans buses traveling on El Camino Real in San Mateo County (State Highway 82). This will improve transit speed along the corridor by either giving buses early green lights or extending green lights at traffic intersections. SamTrans will build on the existing El Camino Real Smart Corridor Project, implemented by Caltrans and the City/County Association of Governments of San Mateo County (CCAG), and deploy roadside antennas at intersections and transponders aboard buses as the primary TSP detection technology to provide maximum communication precision.</p> <p>Issues: None. Key Activities: This Quarter: (1) Completed the Concept of Operations. (2) Continued to worked on the System Engineering Management Plan. (3) Worked with Contracts & Procurement on the Request for Proposal Next Quarter: (1) Continue to work on the Request for Proposal.</p>	\$3,907,000	\$3,907,000	\$0	\$3,907,000	\$218,722	\$3,688,278	\$3,907,000	\$0	\$0	5.6%	8.0%	01/01/18 / / 01/01/18A	09/30/21 / / 09/30/21

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100350	Central Office Sanitary Sewer Pump Replacement PM - Hubert Chan	<p>Scope: To replace two sewer pumps originally installed in 1979 located at the basement of the Central Office</p> <p>Issues: None.</p> <p>Key Activities:</p> <p>This Quarter: (1) Completed design criteria memo which included different options for replacing the existing sanitary sewer pumps.</p> <p>Next Quarter: (1) Initiate 30% design document preparation. (2) Complete 30% design phase.</p>	\$350,000	\$350,000	\$0	\$350,000	\$9,755	\$340,245	\$350,000	\$0	2.8%	2.8%	07/01/17 / 07/01/17A	03/31/19 / 03/31/19

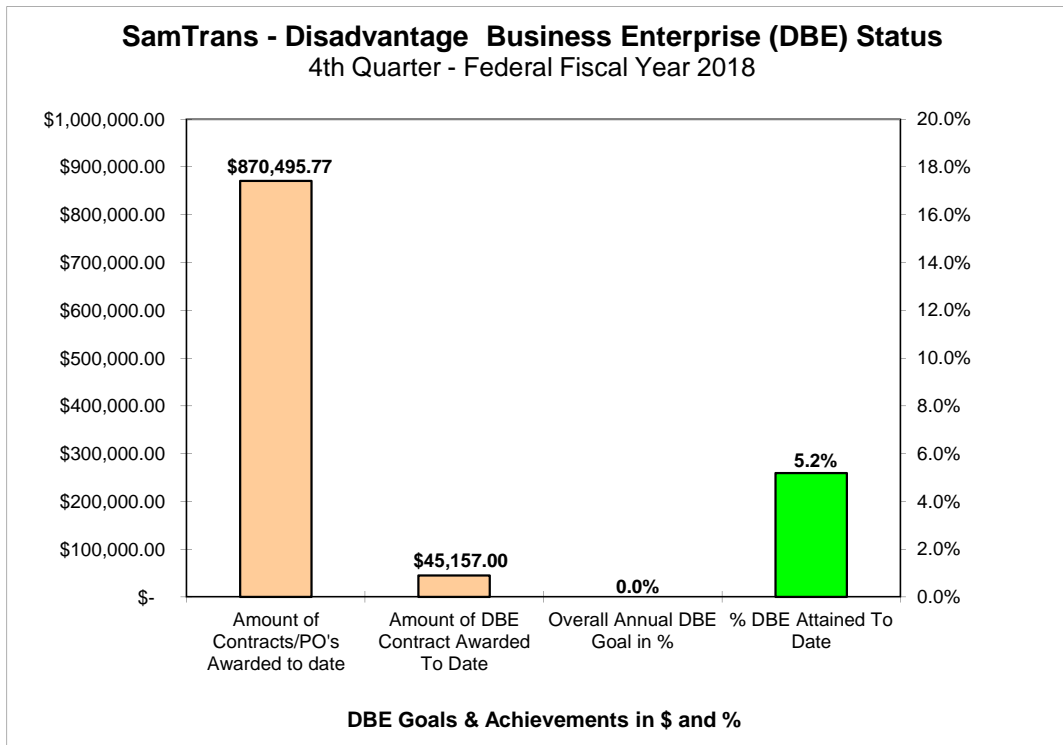
San Mateo County Transit District

Disadvantaged Business Enterprise (DBE) Status Report

Contracts for 4th Quarter Federal Fiscal Year (FFY) 2018
From October 01, 2017 to September 30, 2018

The following is a summary of SamTrans DBE Status:

<u>Status</u>	<u>Federalized Projects FFY2018</u>
Amount of Contracts Awarded	\$870,496
Amount of Contracts Awarded to DBEs*	\$45,157
Overall Annual Goal in %	0.0%
% DBE Attainment	5.2%
% Over/(Under) Goal	5.2%



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.