



Capital Projects

Quarterly Status Report

1st Quarter FY2015: July 1 – September 30, 2014

Prepared for the December 3, 2014 SamTrans Board Meeting



San Mateo County Transit District

TABLE OF CONTENTS

Capital Program – Budget Status Summary	1
Traffic Light Report	3
Revenue Vehicles Replacement Projects:	
21317,8,9 – Replacement of 62 – 1998 Gillig Buses	5
21400 - Replace 19 2007 Eldorado Cutaways	6
Information Technology Projects:	
20815 – Business Optimization Program.....	7
20816 – Business Continuity & Disaster Recovery Plan Implementation Project.....	8
20902 – Interactive Voice Response System Project	9
21021 – Phone System Replacement Project	10
21203 – Radio Backbone Upgrade Project.....	11
21405 – Replace & Upgrade Servers & Out of Warranty Equipment Project	12
Facilities / Construction Projects:	
21111 – Bus Stop Improvement Project	13
21232 - Bus Lift Overhaul Project	13
21237 - San Carlos Transit Center Project	14
Safety and Security Projects:	
21211 – Receptionist Area Security Improvement Project	15
21212 - Emergency Op. Center Relocation to 4th Floor	16
21213 – Sequoia Station U/G Garage Security Improvement Project	17
21310 - Central Office Access Control Improvements Project.....	18
21411 – Install CCTV to enhance safety at Central & North & South Bases Project.....	19
DBE Status Report.....	21
Definition of Terms.....	22
Performance Status (Traffic Light) Criteria	24

This page is intentionally left blank.

SamTrans - Capital Program - Budget Status Summary

Q1 FY2015 - July 1 to September 30, 2014

All Costs in \$1,000's

Programs						
	FY10	FY11	FY12	FY13	FY14	FY15
1. Revenue Vehicles Replacement	\$12,966	\$603	\$1,000	\$31,363	\$2,092	\$48,193
2. Revenue Vehicle Support	\$1,288	\$2,243	\$1,117	\$949	\$1,431	\$1,883
3. Information Technology	\$510	\$2,326	\$13,815	\$5,010	\$5,659	\$1,938
4. Development	\$1,321	\$1,000	\$1,424	\$1,165	\$786	\$894
5. Facilities/Construction	\$2,146	\$652	\$1,901	\$445	\$297	\$804
6. Safety and Security	\$0	\$0	\$0	\$1,990	\$1,000	\$1,370
7. Contingency	\$500	\$1,800	\$250	\$250	\$250	\$250
Total Board Approved Budget by FY ⁽¹⁾	\$18,731	\$8,624	\$19,507	\$41,172	\$11,515	\$55,332
Total Audited Expenditures by FY ⁽²⁾	\$62,341	\$14,480	\$11,049	\$10,466	\$33,113 ⁽³⁾	\$15,169 ⁽⁴⁾

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

- Park and Ride Lot Pavement Rehabilitation
- Portable Radios Replacement
- Replacement of 14 Paratransit Vans
- Replacement of 10 Paratransit Cutaway Vans
- South Base Generator Replacement Project
- Brewster Depot Improvements Project
- Replacement of 135 Fixed Route Buses
- North Base Emergency Generator Upgrades Project
- Transit Fleet Vehicle 2010 California Air Resource Board (CARB) Regulation Project
- Network Maintenance and Technology Refresh Project
- Revenue Collection System
- Implementation of Hastus ATP, Minibus & GEO Scheduling and Operation Modules
- South Base Bus Washer Project
- Replacement of ten 2005 El Dorado Cutaway Vehicles
- Fire Alarm System Upgrade
- Safety and Risk Management Office Remodel Project
- Technology Refresh Projects
- Comprehensive Operational Analysis Project
- Emergency Operation Center Relocation Project

Note: (1) The "Total Board Approved Budget by FY" reflects the annual budget approved by the SamTrans Board of Directors at the beginning of each fiscal year. This authorizes the amount that could be spent on projects. Unspent budget in a fiscal year will 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 for FY2014 through June 30, 2014 have not been audited.

(4) Expenditures shown for FY2015 through September 30, 2014 are unaudited.

This page is intentionally left blank.

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 FY14	Q1 FY15	Q4 FY14	Q1 FY15	Q4 FY14	Q1 FY15	Q4 FY14	Q1 FY15		
<u>(1) Revenue Replacement</u>										
21317,8,9 - Replacement of 62 - 1998 Gillig Buses										5
21400 - Replace 19 2007 Eldorado Cutaways										6
<u>(2) Information Technology Projects:</u>										
20815 - Business Optimization Program										7
20816 - Business Continuity & Disaster Recovery Plan Implementation Project										8
20902 - Interactive Voice Response (IVR) System Project										9
21021 - Phone System Replacement Project										10
21203 - Radio Backbone Upgrade Project										11
21405 - Replace & Upgrade Servers & Out of Warranty Equipment Project										12
<u>(3) Facilities / Construction Projects:</u>										
21111 - Bus Stop Improvement Project										13
21232 - Bus Lift Overhaul Project										13
21237 - San Carlos Transit Center Project										14
<u>(4) Safety and Security Projects:</u>										
21211 - Receptionist Area Security Improvement Project										15
21212 - Emergency Op. Center Relocation to 4th Floor										16
21213 - Sequoia Station U/G Garage Security Improvement Project										17
21310 - Central Office Access Control Improvements Project										18
21411 - Install CCTV to enhance safety at Central & North & South Bases Project										19



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

This page is intentionally left blank.

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
REVENUE VEHICLES REPLACEMENT PROJECTS:															
		<p>Scope: (1) To purchase (62) 1998 Gillig Phantom buses to replace those that have exceeded their useful life. The existing (62) 1998 sub-fleet buses have been in service for 14 years, and will exceed 15 years of service by the time they are retired. (2) The new buses will meet the recommendations from the Samtrans Service Plan (SSP). The project also includes \$900K for purchasing of major bus components, in accordance with FTA allowance for spare components.</p> <p>Issues: (1) The project has been split into 3 smaller projects to mitigate any potential delay in purchases. (2) During contract negotiation, price of buses, labor for inspection and modification, and contingency were realized to have been underestimated. The current EAC have been increased to reflect the above changes. Additional funding will be requested.</p> <p>Key Activities This Quarter: (1) Completed production of 29' Diesel bus and 40' Diesel buses. (2) Began acceptance process for the 40' Diesel buses. (3) Received the first 29' Diesel bus on property on 08/05/2014. (4) Resolved issues on the 29' Diesel bus and 40' Diesel bus Master Resolution List.</p> <p>Next Quarter: (1) Complete acceptance process for all 29' and 40' Diesel buses. (2) All vehicles go into service. (3) Purchase spare parts.</p>													
21317,8,9	Replacement of 62 - 1998 Gillig Buses 21317 - Replacement of 16-1998 29' Diesel Buses 21318 - Replacement of 21-1998 40' Diesel Buses 21319 - Replacement of 25-1998 40' Hybrid Buses		\$35,631,381	\$35,631,381	\$554,007	\$36,185,388	\$30,698,406	\$6,864,341	\$37,562,747	(\$1,377,359)	81.7%	93.9%	01/07/13 01/07/13A	05/01/16 / / 05/01/16	

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
REVENUE VEHICLES REPLACEMENT PROJECTS (Continued):															
		<p>Scope: Purchase replacement cutaways for the nineteen, 2007 El Dorado cutaways that have reached the end of their useful life. The El Dorado cutaway is modified to accept a fiberglass body and interiors for demand response services, such as wheelchair tie-downs and a wheelchair lift.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Began production of 2007 El Dorado Cutaways on 10/07/2014.</p> <p>Next Quarter: (1) Deliver first vehicle to the District. (2) Begin paying invoices. (3) Begin acceptance process.</p>													
21400	Replace 19,2007 Eldorado Cutaways		\$1,888,125	\$1,888,125	\$0	\$1,888,125	\$211,019	\$1,677,106	\$1,888,125	\$0	11.2%	36.9%	7/1/2014 / 7/10/14A	07/15/15 / 07/15/15	

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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
INFORMATION TECHNOLOGY PROJECTS:														
20815	Business Optimization Program	<p>The scope of this project is to re-engineer the District's business processes, leveraging best practices and re-implementing the following PeopleSoft applications: (1) Human Capital Management (HCM), (2) Finance and Supply Chain Management (FSCM), and (3) Enterprise Performance Management (EPM). The project will drive adoption through effective organization change management and training of the District Staff to operate optimally in the new environment. The business areas affected are Finance and Accounting, Contracts and Procurement, Project Costing, Grants, Capital Finance, Planning and Budgeting, Human Resources, Payroll and Time reporting. Phase 1 was completed successfully. Based on the deployment strategy, the District approved the all-in-one approach vs. the phased approach that was originally contracted. The Current Budget, Estimate at Completion and Schedule include Phases 1 (Plan and Prototype), 2a (Design and Build) and 2b (Test, Train & Deliver).</p> <p>Issues: None.</p> <p>Key Activities This Quarter:</p> <p>(1) Completed Human Capital Management (HCM) data conversion validation. (2) Completed HCM System Integration Test 1 (SIT1) and SIT2. (3) Conducted HCM training sessions for User Acceptance testers. (4) Initiated User Acceptance Test (UAT) training on PeopleSoft HCM. (5) Initiated review of Finance SIT1 and provided feedback. (6) Initiated test scripts for HCM UAT. (7) Initiated UAT for Core Human Resources (HR) testing. (8) Continued data conversion analysis and conversion / validation. (9) Continued creation and review of training material for Financial Supply Chain Management (FSCM).</p> <p>Next Quarter:</p> <p>(1) Complete HCM UAT testing for Core HR. (2) Complete SIT2 validation for HCM. (3) Continue data conversion analysis and conversion. (4) Continue UAT preparation FSCM and initiate EPM. (5) Initiate UAT for Payroll and Time & Labor. (6) Begin FSCM SIT1 and SIT2 review and validation. (7) Begin role base application security configuration.</p>	\$20,837,112	\$11,199,410	\$10,437,702	\$21,637,112	\$14,212,108	\$7,425,004	\$21,637,112	\$0	65.7%	64.4%	02/17/11 02/17/11A	02/17/15 04/21/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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
INFORMATION TECHNOLOGY PROJECTS (Continued):														
20816	Business Continuity & Disaster Recovery Plan Implementation Project	<p>Scope: The scope of this project is to move forward, implement and test the Disaster Recovery Plan procedures completed by Booz, Allen, Hamilton dated April 17, 2007.</p> <p>Issues: The delay in schedule is due to the following reasons: (1) A Request for Proposal (RFP) that was to be completed in January 2012 has been changed as the Peoplesoft (PS) System will be outsourced, and the PS System comprised of the majority of the DR Server replication plan in the RFP. (2) Delay in preparation of Data Center (Power, cooling, Server cabinets and data communication) for the Disaster Recovery (DR) equipment.</p> <p>Key Activities This Quarter: (1) Continued configuration and installation of Dell equipment and network equipment. Next Quarter: (1) Continue configuration and installation of Dell equipment and network equipment. (2) Procure additional network server and network equipment.</p>	\$340,100	\$340,100	\$0	\$340,100	\$243,923	\$96,177	\$340,100	\$0	71.7%	79.0%	07/01/08 / 07/01/08A	12/31/11 / 12/31/14

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(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	
INFORMATION TECHNOLOGY PROJECTS (Continued):														
20902	Interactive Voice Response (IVR) System Project	<p>Scope: Implement an interactive voice response system for the District's Redi-Wheels program, to automatically call passengers to inform them of the imminent arrival of their pick-up. The system is intended, in part, to reduce customer no shows, vehicle returns and vehicle dwell times.</p> <p>Issues:</p> <p>(1) Enghouse has completed their portion of the system to a satisfactory level, but due to interface with the Trapeze software the imminent arrival accuracy is not at the level that Samtrans would like.</p> <p>(2) Samtrans is working to improve the imminent arrival accuracy problem and will retain Trapeze to assist us in improving accuracy.</p> <p>(3) Samtrans is currently retaining Stantec Consulting Service to manage the Trapeze upgrade.</p> <p>Key Activities This Quarter:</p> <p>1) Continued testing the new version of Trapeze software in the test environment. 3) Continued in-house imminent arrival accuracy measures.</p> <p>Next Quarter:</p> <p>1) Continue testing the new version of Trapeze software in the test environment. 2) Continue in-house imminent arrival accuracy measures.</p>	\$350,000	\$350,000	\$0	\$350,000	\$299,680	\$50,320	\$350,000	\$0	85.6%	98.8%	09/01/08 / 09/01/08 A	03/31/11 / 03/31/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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	
INFORMATION TECHNOLOGY PROJECTS (Continued):															
21021	Phone System Replacement Project	<p>Scope: This project covers the objective analysis of possible telephony solutions at the District that is entering end of support date from the vendor, Cisco by May 15, 2011. Current direction is to go out for formal RFP in consideration of the District's current environment, including its ability to provide internal support, its future telephony needs, and its internal infrastructure capacity. The original scope was amended and approved by the Technical Working Group (TWG) to include the purchase of new IP phone handsets by utilizing the budget underrun of about \$200K.</p> <p>Issues: Project schedule was delayed as there was no storage space for the newly purchased IP phone handsets and the project has to be completed in phases.</p> <p>The remaining balance of \$23K will be used for procurement of spare equipment, handsets and accessories.</p> <p>Key Activities This Quarter: (1) Continued to deploy and test new IP phone features.</p> <p>Next Quarter: (1) Continue to deploy and test new IP phone features.</p>	\$636,000	\$636,000	\$0	\$636,000	\$612,778	\$23,222	\$636,000	\$0	\$0	96.3%	81.0%	07/01/10 / 07/01/10A	06/30/12 / 12/31/14

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish
INFORMATION TECHNOLOGY PROJECTS (Continued):														
21203	Radio Backbone Upgrade Project	<p>Scope: The scope of the project is: (1) to expand the data and voice communications capacity (provide adequate bandwidth to support current and future operations); and (2) to replace aging and unsupported mission critical communications equipment (Radio and Automatic Vehicle Location) on the District bus fleet.</p> <p>Issues: Project schedule slipped by about 17 months due to:</p> <p>(1) Issuance of Request for Proposal (RFP) was delayed by four months.</p> <p>(2) Negotiation with potential contractor was not completed until May, 2013.</p> <p>(3) Contractor's proposed installation schedule is 6 months more than the original estimated 12 months.</p> <p>(4) Design/Build was delayed by two months because of the software issues found during testing.</p> <p>(5) For the above reasons, the Project Manager is hereby requesting approval from senior management for schedule re-baselining. If approved, the re-baselined schedule will be reflected in the next Quarterly report.</p> <p>Key Activities This Quarter: (1) Conducted System Integration Test and the test passed successfully. (2) Completed the mini-fleet testing and investigated all the issues found during the mini-fleet testing. (3) Completed the Final Acceptance Re-test successfully. (4) Finished all punch list items for the system.</p> <p>Next Quarter: (1) Test the new software. (2) Plan and schedule the full fleet deployment installation starting with the Paratransit vehicles.</p>	\$13,400,000	\$10,700,000	\$2,700,000	\$13,400,000	\$6,559,810	\$6,823,555	\$13,383,365	\$16,635	49.0%	55.3%	11/01/11 / / 11/01/11A	12/31/13 / / 05/31/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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
INFORMATION TECHNOLOGY PROJECTS (Continued):														
21405	Replace & Upgrade Servers & Out of Warranty Equipment	<p>Scope: This project will replace District's servers, network routers, switches and other appliances that are at the end of their expected service life. The project will cover procure new equipment to replace old and out of warranty equipment in Central's Data Center, North Base, South Base and Brewster as well as professional services for setup and configuration.</p> <p>Issues: Project schedule was delayed as the warranty of equipment will not expire until the end of this year or early next year.</p> <p>This Quarter: (1) Continued to procure additional servers and network equipment. (2) Continued to configure and setup desktops, laptops, servers and network equipment.</p> <p>Next Quarter: (1) Continue to procure additional servers and network equipment. (2) Continue to configure and setup desktops, laptops, servers and network equipment.</p>	\$890,000	\$890,000	\$0	\$890,000	\$870,408	\$19,592	\$890,000	\$0	97.8%	95.0%	07/01/13 / 07/01/13A	06/30/14 / 12/31/14

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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:															
21111	Bus Stop Improvement Project	<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: (1) Delay in project schedule is due to delay in the review of RFP by the Legal Department. (2) Solicitation package is to be delivered to C&P by 11/1/2014.</p> <p>Key Activities This Quarter: (1) Project is on hold at this time, due to limited staff.</p> <p>Next Quarter: (1) Project is on hold at this time, due to limited staff.</p>	\$246,084	\$246,084	\$0	\$246,084	\$519	\$245,565	\$246,084	\$0	\$0	0.2%	5.0%	01/17/12 / 01/17/12A	04/30/14 / TBD
21232	Bus Lift Overhaul Project	<p>Scope: This project will overhaul hydraulic lift cylinders and their control system located at North and South Base. The in-floor hydraulic lifts are used to raise and lower buses for inspection and maintenance of District revenue vehicles. They are the original lifts installed when the bases were built in 1985 and 1988, and have never been overhauled.</p> <p>The purpose of this project is to overhaul the in-floor hydraulic lift systems by re-furbishing the hydraulic (lift) cylinders, replacing control valves, seals, and other worn parts of the system. In addition, locking components that secure the lift will be inspected and replaced as needed.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Contract was awarded at the August Board.</p> <p>Next Quarter: (1) Awaiting on the vendor to sign the contract before moving on to the next phase of the project.</p>	\$932,500	\$832,500	\$0	\$932,500	\$15,901	\$916,599	\$932,500	\$0	\$0	1.7%	33.0%	04/02/13 / 04/02/13A	03/31/15 / 03/31/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(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	
FACILITIES / CONSTRUCTION PROJECTS (Continued):														
21237	San Carlos Transit Center	<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>Issues: None.</p> <p>Key Activities This Quarter: (1) Continued to work with the City of San Carlos regarding shuttle/bus stops and parking lot layouts. (2) Continued awaiting for approval of the conceptual design layout from the City of San Carlos.</p> <p>Next Quarter: (1) Continue to work with the City of San Carlos regarding shuttle/bus and parking layouts. (2) Begin Preliminary re-design to accommodate City of San Carlos comments.</p>	\$4,984,000	\$4,984,000	\$0	\$4,984,000	\$259,075	\$4,724,925	\$4,984,000	\$0	5.2%	9.5%	10/30/12 / 10/30/12A	04/30/15 / 04/30/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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
SAFETY AND SECURITY PROJECTS:														
21211	Receptionist Area Security Improvements Project	<p>Scope: The scope of this project is to add security cameras and a bullet proof glass enclosure to the Central Office Receptionist area on the 2nd floor. The existing wall in front of the receptionist desk will be replaced by one having adequate structural capacity to hold the new bullet-proof glass and steel plates. Additional scope includes: (1) Relocation of the Regional Transit Card (RTC) photo ID machine from the west side of the elevators to the receptionist area; (2) Conduct a Crime Prevention Thru Environmental Design (CPTED) study; (3) Improve access around receptionist workspace; (4) Improve ergonomic of workspace; and (5) Improve HVAC, power, and computer network functions.</p> <p>Issues: (1) This project and the Central Office Access Control Improvement Project will be combined into one construction contract (Cost will be tracked separately).</p> <p>Key Activities: This Quarter: (1) Completed final design with consultants (reflecting project relocation). (2) Initiated the bidding process for construction with the Contracts & Procurement department.</p> <p>Next Quarter: (1) Continue the bidding process, with the goal of awarding the construction contract at the February 2015 Board meeting.</p>	\$1,000,000	\$300,000	\$700,000	\$1,000,000	\$203,784	\$796,216	\$1,000,000	\$0	20.4%	22.0%	7/01/12A / 7/01/12A	09/30/15 / 09/30/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(j) Estimate at Completion	(k) = (g) - (j) Variance at Completion	(l) = (h) / (i) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
SAFETY AND SECURITY PROJECTS (Continued):															
21212	Emergency Operations Center (EOC) Relocation to Fourth Floor	<p>Scope: The project will relocate the District's Emergency Operations Center (EOC) from its current location on the 3rd floor ("Gallagher" conference room) of the Central Office to the 4th floor ("Dining" conference room). The project also includes the purchase of additional equipment (such as radios, phones, TV monitors) and installation of secure closet areas and cabinets to house this equipment. Emergency power and communication lines will be provided in the new location.</p> <p>At the Capital Project Status Review (CPSR) meeting on 3/28/13, staff and management decided to complete the Central Emergency Generator Capacity Study before completing the combined bid documents for projects 20940 and 21212. Final bid documents will now be prepared by the SamTrans General Engineering Consultant (GEC) before sending to the Contracts and Procurement department.</p> <p>Issues: Project 20940 - Central Office, 4th Floor Renovation - Will proceed on its own.</p> <p>Key Activities This Quarter: (1) Met with internal stakeholder to finalize final design. (2) Provided internal stakeholders with alternate designs. (3) Internal stakeholders determined that available funds were insufficient to meet their needs. (4) With internal stakeholders' concurrence the project was closed.</p> <p>Next Quarter: (1) Project closed. No further action planned.</p> <p>This will be the final Quarterly report for the project.</p>	\$85,000	\$85,000	\$74,000	\$159,000	\$46,232	\$112,768	\$159,000	\$0	\$0	29.1%	30.0%	10/01/11 / 10/01/11A	05/31/14 / 09/15/14A

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (h) Estimate to Complete	(j) = (g) - (i) Variance at Completion	(l) = (h) / (j) % Expended of EAC	(m) Est. Physical % Complete	(n) Current Baseline / Current Start	(o) Current Baseline / Current Finish	
SAFETY AND SECURITY PROJECTS (Continued):														
21213	Sequoia Station U/G Garage Security Improvements Project	<p>Scope: The objective of this project is to reduce vandalism and crime at the Sequoia Station Underground Parking Facility.</p> <p>The project will start with a security evaluation by a qualified consultant. Project elements to be considered will include CCTV cameras, alarm systems, and other communication improvements. Following this evaluation and approval of design concepts, the consultant will lead the design phase and prepare construction improvement plans and specs for competitive bids. Construction will be the final phase of the project. It is anticipated that construction activities would not require temporary closure of the parking facility.</p> <p>Issues: None.</p> <p>Key Activities This Quarter: (1) Continued working on IFB process. (2) Received three bids for construction from contractors. (3) Schedule was re-baselined as approved.</p> <p>Next Quarter: (1) Continue the IFB process and evaluation of bids received, with the goal of obtaining Board approval of the construction contract in November 2014.</p>	\$950,000	\$950,000	\$0	\$950,000	\$247,928	\$702,072	\$0	26.1%	42.0%	07/01/12 / 07/01/12A	05/31/15 / 05/31/15	

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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	
SAFETY AND SECURITY PROJECTS (Continued):															
21310	Central office Access Control Improvements Project	<p>Scope: To improve security of the District properties at the Central Office and the North and South bus bases.</p> <p>Access control at the District Central Office in San Carlos is currently limited to the presence of Security Guards in the first floor lobby and approximately 20 proximity card controlled door locks (at various locations in this five level building). The proposed improvements will increase the number of card controlled doors (roughly double the current number), upgrade the lobby area access control features (with new walls and doors), and improve the overall security of the building. The project also includes conversion of the keyed locks system at the two District bus bases to electronic/card access control.</p> <p>Issues: (1) Security improvement elements will need to be carefully selected to reduce delays for employees entering the building, while providing the necessary level of control over visitor access. (2) This project and the Receptionist Area Security Improvements Project will be combined into one construction contract (Cost will be tracked separately).</p> <p>Key Activities This Quarter: (1) Completed consultant design and the bid document preparation. (2) Initiated the bidding process for construction contract with the Contracts & Procurement department. (3) Project was re-baselined as approved.</p> <p>Next Quarter: (1) Continue the bidding process, with the goal of awarding the construction contract at the February 2015 Board meeting.</p>	\$850,000	\$850,000	\$0	\$850,000	\$293,115	\$556,885	\$850,000	\$0	\$0	34.5%	38.0%	07/01/12 / 07/01/12A	09/30/15 / 09/30/15

SamTrans - Major Capital Project - Quarterly Report - Q1 FY2015 Jul 01, 2014 to Sep 30, 2014

(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) = (i) - (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	
SAFETY AND SECURITY PROJECTS (Continued):															
21411	Install CCTV to enhance safety at Central & North & South Bases	<p>Scope: This project would add Closed Circuit Television (CCTV) cameras and support equipment (recorders, wiring, etc.) to the Central Office in San Carlos and at the two District bus bases in San Carlos and South San Francisco. Each of the three locations will need approximately 20 cameras added at various locations (which will be determined during the design process).</p> <p>The project will include a security consultant evaluation of the selected District locations in order to identify the optimal camera coverage, with the intent of maximizing the security benefit of each new camera.</p> <p>Issues: None.</p> <p>Key Activities</p> <p>This Quarter: (1) Continued development of final design documents.</p> <p>Next Quarter: (1) Continue development of final design documents.</p>	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$132,977	\$867,023	\$1,000,000	\$0	\$0	13.3%	16.0%	07/01/13 / 01/06/14A	06/30/15 / 06/30/15
Total SamTrans - Major Capital Projects			\$84,020,302	\$70,982,600	\$14,465,709	\$85,448,309	\$54,907,663	\$31,901,370	\$86,809,033	(\$1,360,724)	63.3%	70.1%			

This page is intentionally left blank.

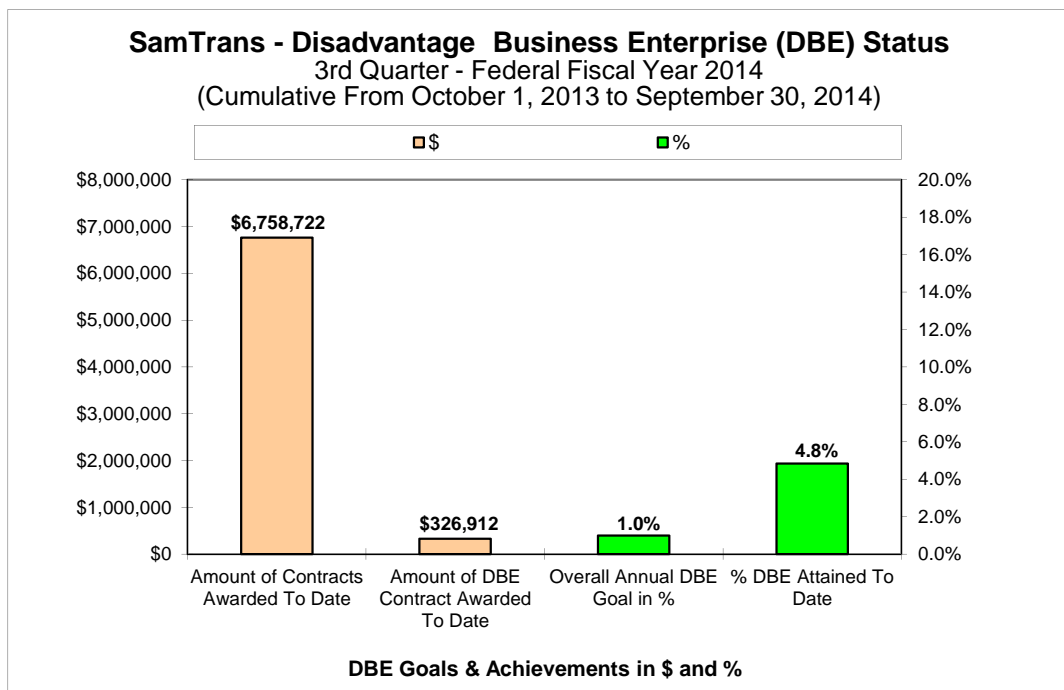
San Mateo County Transit District

Disadvantaged Business Enterprise (DBE) Status Report

As of: Q4 Federal Fiscal Year (FFY) 2014
(From October 1, 2013 through September 30, 2014)

The following is a summary of DBE Status for SamTrans:

<u>Status</u>	<u>Federalized Projects FFY14</u>
Amount of Contracts Awarded	\$6,758,722
Amount of Contracts Awarded to DBEs	\$326,912
Overall Annual Goal in %	1.0%
% DBE Attainment	4.8%
% Over/(Under) Goal	3.8%



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.



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 two 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 two 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) Project milestones / critical path show slippage more than two consecutive months.</p> <p>(b) Forecast project completion date is later than the current baseline scheduled completion date by more than six months.</p> <p>(c) Schedule NOT defined for two consecutive 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.

