



Capital Projects

Quarterly Status Report

3rd Quarter FY2017: January 1 – March 31, 2017

Prepared for the June 7, 2017 SamTrans Board Meeting



San Mateo County Transit District

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SamTrans - Capital Program - Budget Status Summary

3rd Quarter FY2017 - January 01 to March 31, 2017

All Costs in \$1,000's

| Programs | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | FY2012 | FY2013 | FY2014 | FY2015 | FY2016 | FY2017 |
| 1. Revenue Vehicles Replacement | \$1,000 | \$31,363 | \$2,092 | \$48,193 | \$35,312 | \$7,725 |
| 2. Revenue Vehicle Support | \$1,117 | \$949 | \$1,431 | \$1,883 | \$1,421 | \$1,451 |
| 3. Information Technology | \$13,815 | \$5,010 | \$5,659 | \$1,938 | \$5,775 | \$2,627 |
| 4. Development | \$1,424 | \$1,165 | \$786 | \$894 | \$2,350 | \$1,942 |
| 5. Facilities/Construction | \$1,901 | \$445 | \$297 | \$804 | \$1,190 | \$2,835 |
| 6. Safety and Security | \$0 | \$1,990 | \$1,000 | \$1,370 | \$1,830 | \$1,451 |
| 7. Contingency | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 |
| Total Board Approved Budget by FY ⁽¹⁾ | \$19,507 | \$41,172 | \$11,515 | \$55,332 | \$48,128 | \$18,281 |

| | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------|
| Total Audited Expenditures by FY ⁽²⁾ | \$11,049 | \$10,461 | \$33,281 | \$33,361 | \$12,778 | (3) |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------|

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 for FY2017 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 |
|--|---------|---------|---------|---------|----------|---------|---------|---------|------|
| | Q2 FY17 | Q3 FY17 | Q2 FY17 | Q3 FY17 | Q2 FY17 | Q3 FY17 | Q2 FY17 | Q3 FY17 | |
| <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 | | | | | | | | | 8 |
| <u>Safety and Security Projects:</u> | | | | | | | | | |
| 021411 - Install CCTV to enhance safety at Central Project | | | | | | | | | 9 |



= Project On-Hold



= No Issues



= Notable Issues



= Significant Issues

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SamTrans - Major Capital Project - Quarterly Report - Q3 FY2017 Jan 01, 2017 to Mar 31, 2017

| (a) | (b) | (c) | (d) | (e) | (f) | (g) = (e) + (f) | (h) | (i) = (j) - (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 |
| VEHICLE REPLACEMENT PROJECTS: | | | | | | | | | | | | | | |
| 021500 | Replacement of 60 - 2003 Gillig Buses Project | <p>Scope: Procure (60) 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:</p> <p>(1) Contract has been awarded. (2) Completed pre-production of the buses. (3) Met with surveillance camera vendor. (4) Discussed the process and schedule for installation of camera system.</p> <p>Next Quarter:</p> <p>(1) Begin production of the buses. (2) Begin delivery of the buses.</p> | \$32,823,000 | \$32,823,000 | \$0 | \$32,823,000 | \$9,612 | \$32,813,388 | \$32,823,000 | \$0 | 0.03% | 30.0% | 01/01/16 / 01/01/16A | 03/31/18 / 03/31/18 |
| 021501 | Replacement of 55 - 2002 NABI Buses Project | <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: None.</p> <p>Key Activities This Quarter:</p> <p>(1) Completed the technical specifications and sent the draft Request for Proposal (RFP) to Contracts and Procurement (C&P). (2) Draft RFP was reviewed by C&P and Legal.</p> <p>Next Quarter:</p> <p>(1) Change the original format APTA white papers to SamTrans RFP template. (2) Complete final review of the RFP and submit it to Legal and C&P.</p> | \$48,972,000 | \$48,972,000 | \$0 | \$48,972,000 | \$13,068 | \$48,958,932 | \$48,972,000 | \$0 | 0.03% | 8.0% | 02/04/17 / 02/04/17A | 12/31/19 / 12/31/19 |

SamTrans - Major Capital Project - Quarterly Report - Q3 FY2017 Jan 01, 2017 to Mar 31, 2017

| (a) | (b) | (c) | (d) | (e) | (f) | (g) = (e) + (f) | (h) | (i) = (i) - (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 | <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) Prepared agenda item for Board to authorize purchase of seven non-revenue trucks through the DGS (cab and chassis only).</p> <p>Next Quarter: (1) Board to authorize vehicle purchase. (2) Begin placing order for the trucks.</p> | \$428,111 | \$428,111 | \$0 | \$428,111 | \$0 | \$428,111 | \$428,111 | \$0 | 0.00% | 0.0% | 07/01/15 / 01/01/17A | 12/31/17 / 12/31/17 |
| 021505 | Replace & Upgrade Servers & Out of Warranty Equipment Project | <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. (2) Begin project close out.</p> | \$4,579,000 | \$995,000 | \$3,584,000 | \$4,579,000 | \$1,559,171 | \$3,019,829 | \$4,579,000 | \$0 | 34.1% | 65.0% | 07/01/14 / 07/01/14A | 06/30/17 / 06/30/17 |

INFORMATION TECHNOLOGY PROJECTS:

SamTrans - Major Capital Project - Quarterly Report - Q3 FY2017 Jan 01, 2017 to Mar 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) = (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 |
|-----------------|------------------------------|---|----------------------|---------------------|----------------------|--------------------------------|--------------------------------|--------------------------------------|----------------------------|--|-----------------------------------|------------------------------|--------------------------------------|---------------------------------------|
| 021111 | 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 preparation of specs for Contracts & Procurement (C&P).</p> <p>Key Activities This Quarter: (1) Developing new specs.</p> <p>Next Quarter: (1) Request for Proposal (RFP) for new specs 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 | 6.1% | 19.0% | 01/17/12 / 01/17/12A | 04/30/14 / TBD |

FACILITIES / CONSTRUCTION PROJECTS:

SamTrans - Major Capital Project - Quarterly Report - Q3 FY2017 Jan 01, 2017 to Mar 31, 2017

| (a) | (b) | (c) | (d) | (e) | (f) | (g) = (e) + (f) | (h) | (i) = (j) - (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 | <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: Need Caltrans permit to complete Cherry street improvements.</p> <p>Key Activities This Quarter: (1) Issued Notice To Proceed (NTP) to the contractor. (2) Received Caltrans encroachment permit. (3) Performed site demolition. (4) Installed curb and gutter at El Camino. (5) Continued utility relocation and installations. (6) Continued construction activities at the site.</p> <p>Next Quarter: (1) Continue utility relocation and installations. (2) Continue construction activities at the site. (3) Construct Retaining wall at bus turn around area. (4) Construct bus pad at El Camino Real. (5) Complete paving of lot.</p> | \$6,229,925 | \$4,984,463 | \$1,245,462 | \$6,229,925 | \$2,601,318 | \$3,628,607 | \$6,229,925 | \$0 | 41.8% | 46.0% | 10/30/12 / 10/30/12A | 10/31/17 / 10/31/17 |
| 100018 | Lighting Upgrade at North Base and South Base Project | <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: (1) Continued developing spec's for installation.</p> <p>Next Six Weeks: (1) Begin purchase of lighting fixtures. (2) Continue developing spec's for installation.</p> | \$1,428,000 | \$1,428,000 | \$0 | \$1,428,000 | \$0 | \$1,428,000 | \$1,428,000 | \$0 | 0.0% | 0.0% | 07/01/15 / 01/01/17A | 12/31/17 / 12/31/17 |

SamTrans - Major Capital Project - Quarterly Report - Q3 FY2017 Jan 01, 2017 to Mar 31, 2017

| (a) | (b) | (c) | (d) | (e) | (f) | (g) = (e) + (f) | (h) | (i) = (j) - (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 |
| 021411 | Install CCTV to enhance safety at Central Project | <p>Scope: This project would add Closed Circuit Television (CCTV) cameras and support equipment (recorders, wiring, etc.) to the Central Office in San Carlos. This location will need approximately 20 cameras added (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:</p> <p>(1) Issue related to improved camera resolution has been resolved with Risk Management by selecting camera models which will work well in the low light areas of the Central Office.</p> <p>(2) Project EAC has been reduced by 194K this quarter as construction is completed.</p> <p>Key Activities This Quarter: (1) Completed construction activities. . (2) Performed final system testing. (3) Completed project close-out activities.</p> <p>Next Quarter: None.</p> <p>This will be the last quarterly report for this project.</p> | \$1,000,000 | \$1,000,000 | \$0 | \$1,000,000 | \$725,000 | \$81,000 | \$806,000 | \$194,000 | 90.0% | 100.0% | 07/01/13 / 01/06/14A | 03/31/16 / 03/31/17A |
| Total SamTrans - Major Capital Projects | | | \$95,706,120 | \$90,876,658 | \$4,829,462 | \$95,706,120 | \$4,923,088 | \$90,589,032 | \$95,512,120 | \$194,000 | 5.2% | 21.6% | | |

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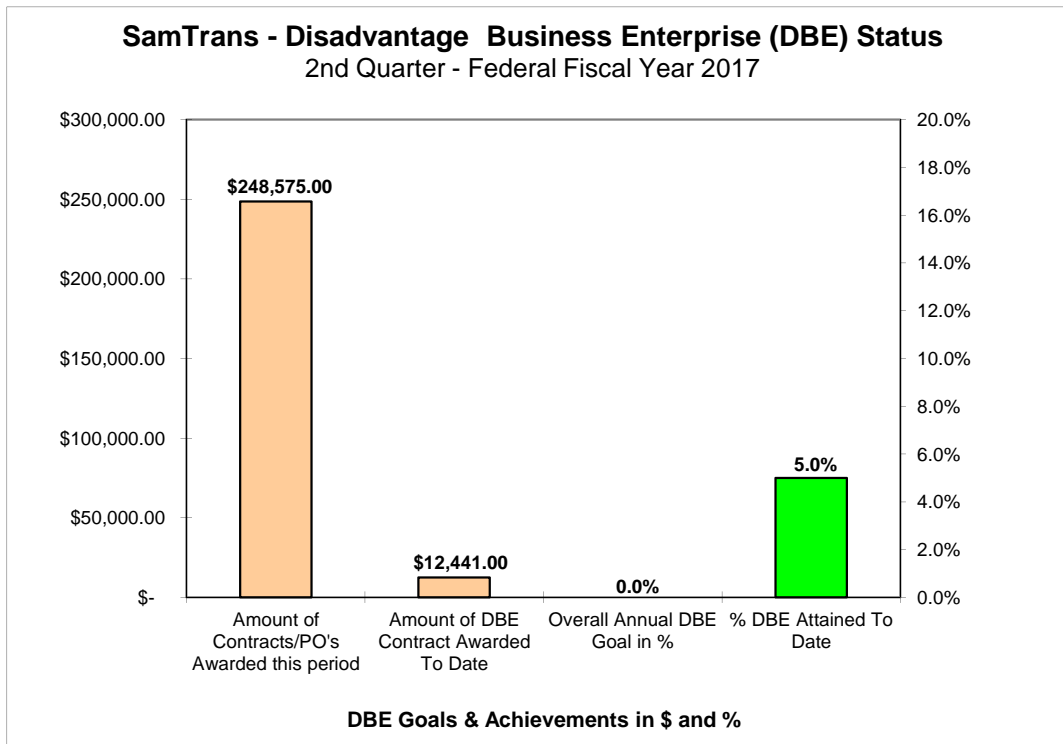
San Mateo County Transit District

Disadvantaged Business Enterprise (DBE) Status Report

Contracts through Q2 Federal Fiscal Year (FFY) 2017
(From October 1, 2016 to March 31, 2017)

The following is a summary of SamTrans DBE Status:

| <u>Status</u> | <u>Federalized Projects FFY2017</u> |
|--------------------------------------|---|
| Amount of Contracts Awarded | \$248,575 |
| Amount of Contracts Awarded to DBEs* | \$12,441 |
| Overall Annual Goal in % | 0.0% |
| % DBE Attainment | 5.0% |
| % Over/(Under) Goal | 5.0% |



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.