CALTRAIN ELECTRIFICATION
CHANGE MANAGEMENT BOARD INFORMATION

November 24, 2021
CONTEXT
• Caltrain Electrification
• San Francisco to San Jose (Tamien Station)
• 51 miles
• Project Cost: $2.31B (Based on FTA risk refresh)
• Revenue Service: Sept. 2024
PROJECT REPORTING

• **JPB**
  - WPLP and JPB monthly meetings
  - Project update
  - Monthly project progress reports (issued since 2016)

• **FTA**
  - Project Management Oversight Committee (PMOC)
  - PMOC monthly project assessment and report issuance
  - FTA quarterly meetings (includes FRA, CHSRA, CPUC, funding partners)

• **Change Management Board (CMB)**
  - Monthly meetings
  - Project review
  - Actions on changes over $200,000
1. Scope and Cost change request /consideration
   - Independent cost estimate
   - Contractor submits cost proposal
   - Staff evaluates contractor proposal

2. Justification Memo preparation
   - Configuration Management consideration/approval
   - Staff presents to CMB for consideration/approval

3. Execute change
   - Staff negotiates Change with Contractor
   - Staff prepares Change Order
   - Staff executes with contractor according to Delegation of Authority (subject to JPB approval if additional authority is required)
CHANGE MANAGEMENT BOARD

(Luis Zurinaga, CMB Chair)
CMB MEMBERSHIP

- Established in 2016 per Seven-Party Funding Partners MOU
- Staff membership:
  - Metropolitan Transportation Commission
  - Santa Clara Valley Transportation Authority
  - San Mateo County Transportation Authority
  - City and County of San Francisco / San Francisco County Transportation Authority
  - California High Speed Rail Authority
  - PCEP
• Meets monthly to review:
  - Project status
  - Contingency drawdown status
  - Change order logs
  - Information items

• Action on changes over $200,000
  - Change orders
  - Increase in contract authority
  - Increase in work directive authority
EXAMPLE CHANGE CONSIDERATIONS

• Scope change examples
  - Additional reinforcement of foundation due to unexpected soil condition
  - Relocation of Paralleling Stations due to city considerations
  - Regulatory changes resulting in wiring changes

• Quantity change examples
  - Utility potholing
  - Tree pruning & removal
  - Contaminated soil off-haul

• Contract Authority / Work Directive change examples
  - Need for more inspection staff
  - Additional program management service to support project schedule updates
  - Increased use of TASI for track protection
CMB APPROVAL PROCESS

• CMB receives justification memo

• Justification memo includes:
  - Cost impact
  - Schedule impact
  - Configuration management concurrence
  - Environmental compliance
  - Independent cost estimate
  - Contractor cost estimate

• If approved by majority of CMB
  - Project team executes changes within JPB approved Contract Authority
  - If insufficient contract authority, change item presented to JPB for approval
  - CMB practice is approval by consensus
LOOKAHEAD
• Appreciate partner commitment and expertise

• CMB role critical
  - Project review
  - Project advancement
  - Accountability

• Civil to systems integration assessment
  - Process and procedures
  - Resources
  - Change management process evaluation
QUESTIONS