



Peninsula Corridor Electrification Project Oversight

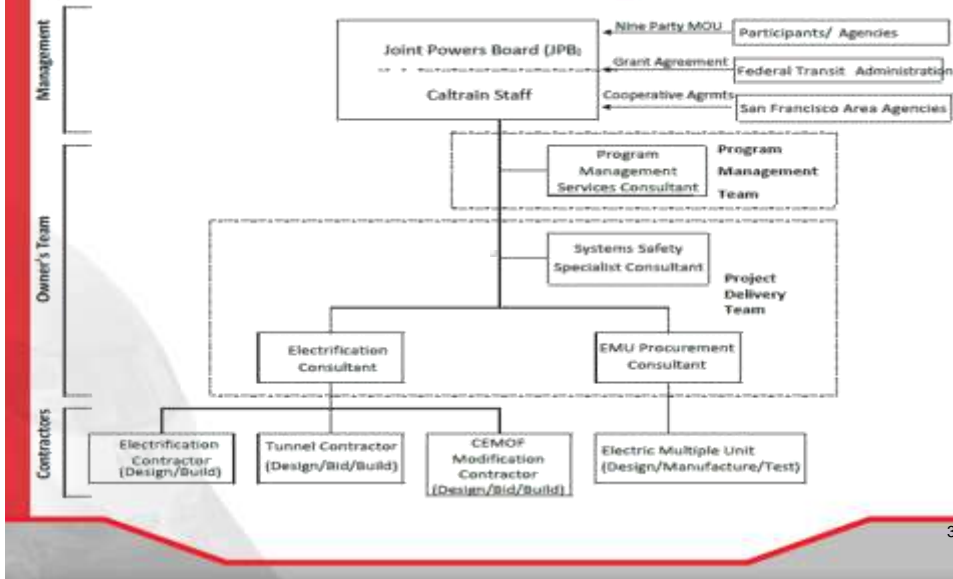
Board of Directors
September 1, 2016
Agenda Item 7b



Overview

- PCEP Organization
- PCEP Oversight Levels
 - JPB
 - Project Team
 - Funding Partners
 - FTA

PCEP Organization



JPB Oversight

- Monthly Progress Reports
 - Posted online (started Sept 2016)
- Quarterly Progress Reports
 - JPB Presentation
 - Posted online (started Feb 2016)
- Ad-Hoc Committee
 - Monthly Meetings

Project Oversight

5

Project Oversight

- Executive Team
 - Weekly meeting
- Contractor Progress Meetings
 - DB Contractor, Monthly meetings & Weekly coordination
 - EMU Contractor, Monthly meetings & Weekly conference calls

6



Project Oversight Continued

Key Element	Meetings
Safety & Security	Safety & Security Certification Committee – Monthly
Quality	Quality Audits – Monthly
Cost Control	Actual Cost vs. Budget Review – Monthly
Schedule Control	Schedule Review – Monthly
Change Order Process	Change Control Board Meetings, includes: <ul style="list-style-type: none">• Project Delivery Director• Program Management Director• Senior Contract Officer• Director of Safety• Director of Rail Operations• Director of Engineering• Funding Partners
Contingency Management	Monthly Evaluation

7



Project Oversight Continued

Key Element	Meetings
Risk Management and Mitigation	Risk Assessment – Monthly
Configuration Management	System Modification Review Committee – Monthly
System Integration	Biweekly
Caltrain Service Impacts	Caltrain Track Access Committee - Weekly
Community Impacts	Contractor's Public Involvement Manager & JPB External Affairs Manager - Weekly

8



Change Order Authority

- Executive Director's change order authority 5 percent of DB and EMU contract amounts
- JPB notified by email about change orders greater than \$2.5M
- Monthly progress reports and quarterly Board briefings & reports will include change order summary

9



Funding Partners Oversight (PCEP and CBOSS PTC)

10

Oversight Protocol

- Part of Supplemental Funding Agreement
- 7-Party Funding Partners
 - City / County of SF
 - SF County Transportation Authority
 - San Mateo County Transportation Authority
 - Santa Clara Valley Transportation Authority
 - Metropolitan Transportation Commission
 - California High Speed Rail Authority
 - Peninsula Corridor Joint Powers Board

11

Oversight Protocol

1. Open door policy w/ partners
2. Partners may attend any progress meetings
3. Partners may attend meetings w/ FTA & PMO
4. Project deliverables, reports, plans and procedures available for partners review
5. Partners may review progress and cost reports
6. Partners provided w/ quarterly progress report
7. Partners may participate in consultant selection panels and proposal/bid reviews
8. Partners may monitor quality through discussions with QA Manager

12

Oversight Protocol Continued

9. Partners will be members of the Risk Management Team
10. Configuration Management Board will include Reps from SF, CHSRA and VTA
11. Partners will provide support on funding and financing issues
12. Appropriate documentation provided to partners to assure invoices processed in a timely manner
13. Partners will assist with the development of grant amendments and funding requests

13

Oversight Protocol Continued

14. Caltrain Executive Director will present the Project status twice a year at the SF Board of Supervisors
 15. Partners can request a meeting to receive additional information
 16. Partners can request an audit and review of Project information
- Full Copy of the Protocol Available on Website
 - <http://www.caltrain.com/projectsplans/CaltrainModernization/Documents.html>

14

FTA Oversight

15

FTA Oversight

- Quarterly Meeting
 - FTA Washington DC and Region 9 Staff
 - Caltrain Executives & Project Team, Partner Agencies
- Program Management Oversight Consultant (PMOC)
 - Started August 2015
 - Monthly visits from PMOC since October 2015

16



FTA Oversight Continued

- Program Management Plan
 - Framework for management of program, in accordance with FTA requirements
 - Specifies PCEP org structure and roles / responsibilities
 - Outlines procedures for effective management and administration
 - Approved on August 12, 2016
- Risk Assessment in August 2016

17



Questions

More information / leave comments:

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18