

Authorize Reimbursement Agreement for New Caltrain HQ Furnishing and Moving Costs

**JPB Finance Committee
May 19, 2025**



Context

- In December 2024, the JPB authorized the Executive Director to execute an agreement to sublease a portion of the Gateway at Millbrae Station from the San Mateo County Transit District to serve as Caltrain's new headquarters
- In May 2025, the District awarded a contract to KBM Office Equipment Inc to provide furniture, fixtures, equipment and services in connection with the new headquarters.
- The District has proposed a Reimbursement Agreement, pursuant to which Caltrain will reimburse the District for Caltrain's share of the costs of furnishing, IT, and moving.

Budget Impact

- Proposes to include \$3.6 million from savings from project closeout and general capital funds to cover the costs in the FY 26 & FY 27 Capital Budget. Costs beyond this estimate will be subject to future additional budget authorizations.

Scope of Work	Caltrain's Estimated Cost Share
Furniture, Fixtures & Equipment (FF&E)	\$ 1,968,272
Information, Communications & Technology (ICT)	\$ 1,328,316
Moving Services, Move Management, Equipment & Furniture Disposal	\$ 286,704
Total	\$ 3,583,292

Staff Recommendation

- Authorize the Executive Director to Execute Reimbursement Agreement with the San Mateo County Transit District for Caltrain's share of Furnishing and Moving Costs

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