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AGENDA

Peninsula Corridor Joint Powers Board Technology, Operations, Planning, and Safety (TOPS) Committee Meeting

February 25, 2026, 1:30 pm

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

Committee Members: Rico E. Medina (Chair), Pat Burt (Vice Chair), Shamann Walton

Members of the public may participate remotely via Zoom at <https://us02web.zoom.us/j/84462610112?pwd=YaW74NDN3spJtMYdJhf1BBuleQXkqA.1> or by entering Webinar ID: **844 6261 0112**, Passcode: **870725**, in the Zoom app for audio/visual capability or by calling 1-669-219-2599 (enter webinar ID and press # when prompted for participant ID) for audio only. The video live stream will be available after the meeting at <https://www.caltrain.com/video-board-directors>.

Members of the public also may participate in person at: San Mateo County Transit District, Bacciocco Auditorium - Second Floor, 1250 San Carlos Avenue, San Carlos, CA, or any other noticed location.

Public Comments: Written public comments may be emailed to publiccomment@caltrain.com or mailed to 1250 San Carlos Avenue, San Carlos, CA 94070, and will be compiled and posted weekly along with any TOPS Committee correspondence. Any written public comments received within two hours prior to the start of the meeting will be included in the weekly TOPS Committee correspondence reading file, posted online at: <https://www.caltrain.com/about-caltrain/meetings>.

Verbal public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak, and callers should dial *6 to unmute themselves when recognized to speak.

Note: All items appearing on the agenda are subject to action by the Committee. Staff recommendations are subject to change by the Committee.

Each public comment is limited to one minute. The Committee Chair has the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

February 25, 2026 - Wednesday

1:30 pm

All items to which [Government Code section 84308](#) applies have been marked with an asterisk.

A double asterisk indicates that one or more Directors of the JPB serve on the governing board of a public agency with which the JPB proposes to contract. Under Government code section 1091(a)(9), this relationship is considered to be a noninterest but it must be disclosed.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance / Safety Briefing
4. Public Comment on Items Not on the Agenda
Comments by each individual speaker shall be limited to one (1) minute. Items raised that require a response will be deferred for staff to reply.
5. Approval of Meeting Minutes for December 17, 2025 Motion
6. Award a Construction Contract for the San Francisquito Creek Bank Stabilization Project to Hanford Applied Restoration and Conservation for a Total Amount of \$2,379,910, Amend the Fiscal Year 2026 Capital Budget to Increase it by \$4,918,560, Approve a Revised Project Baseline Budget of \$13,985,882, and Adopt the Project Schedule and Funding Plan* Motion
7. Adopt the Peninsula Corridor Joint Powers Board’s 2025 Title VI Program and Updated Systemwide Service Standards and Policies Motion
8. Receive Quarterly Update on Caltrain's Construction Program and Capital Delivery Projects Informational
9. Receive Update on the Policy Regarding Conveyance of Property Interests Involving Property Owned by the Peninsula Corridor Joint Powers Board and Fee Schedule Informational
10. Receive Quarterly Safety Update and Adopt Caltrain Corridor Right of Way Safety Strategy Informational
11. Receive Results of the Caltrain Climate Vulnerability Study Informational
12. Committee Member Requests

JPB Technology, Operations, Planning, and Safety (TOPS) Committee Meeting
February 25, 2026

13. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, March 25, 2026 at 1:30 pm.
The meeting will be accessible via Zoom and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

14. Adjourn

Information for the Public

All items appearing on the agenda are subject to action by the Committee. Staff recommendations are subject to change by the Committee. If you have questions on the agenda, please contact the JPB Secretary at 650.551.6108. Agendas are available on the Caltrain website at <https://www.caltrain.com>. Communications to the Board of Directors can be e-mailed to board@caltrain.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电 1.800.660.4287

Date and Time of Board and Committee Meetings

JPB Board: First Thursday of the month, 9:00 am; JPB Finance Committee: Two Mondays before the Board Meeting, 2:30 pm; JPB Technology, Operations, Planning, and Safety (TOPS) Committee: Two Wednesdays before the Board meeting, 1:30 pm. JPB Advocacy and Major Projects (AMP) Committee: Two Wednesdays before the Board meeting, 3:30 pm. The date, time, and location of meetings may be changed as necessary. Meeting schedules for the Board and Committees are available on the website.

Location of Meeting

Members of the Public may attend this meeting in person or remotely via Zoom. Should Zoom not be operational, please check online at <https://www.caltrain.com/about-caltrain/meetings> for any updates or further instruction.

Public Comment

Members of the public are encouraged to participate remotely or in person. Public comments may be submitted by comment card in person and given to the JPB Secretary. Written public comments may be emailed to publiccomment@caltrain.com or mailed to 1250 San Carlos Avenue, San Carlos, CA 94070, and will be compiled and posted weekly along with any TOPS Committee correspondence. Any written public comments received within two hours prior to the start of the meeting will be included in the weekly TOPS Committee correspondence reading file, posted online at: <https://www.caltrain.com/about-caltrain/meetings>. Oral public comments will also be accepted during the meeting in person or through Zoom or the teleconference number listed above. Online commenters will be automatically notified when they are unmuted to speak. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Each public comment is limited to one minute. The Committee Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Upon request, the JPB will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that is distributed to a majority of the legislative body, will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070, at the same time that the public records are distributed or made available to the legislative body.

Peninsula Corridor Joint Powers Board
1250 San Carlos Avenue, San Carlos, CA 94070

Technology, Operations, Planning, and Safety (TOPS) Committee
DRAFT Minutes of December 17, 2025

Members Present: Shamann Walton, Pat Burt (Vice Chair), Rico E. Medina (Chair)

Staff Present: M. Bouchard, S. Bullock, R. Frigo, J. Harrison, L. Lumina-Hsu, B. Tietjen

1. Call to Order

Chair Medina called the meeting to order at 1:30 pm.

2. Roll Call

Loana Lumina-Hsu, JPB Deputy Secretary, called the roll and confirmed a quorum was present.

3. Pledge of Allegiance / Safety Briefing

Chair Medina led the Pledge of Allegiance and noted the safety briefing.

4. Public Comment on Items not on the Agenda

Roland commented on tenant occupancy at the Diridon and San Carlos station.

5. Approval of Meeting Minutes for October 29, 2025

Motion/Second: Burt/Walton

Ayes: Burt, Walton, Medina

Noes: None

6. Receive Update Regarding San Francisquito Creek Bank Stabilization Project Status and Next Steps

Sherry Bullock, Interim Chief, Design and Construction, and CalMod Program Director, provided the presentation that included the following:

- Project estimate updated to \$17.4 million based on updated scope, staffing, and mitigation work
- No additional members contribution needed for the project

Staff provided further clarification in response to the Committee comments and questions about embankments maintenance and funding sources.

Public Comment

Roland commented on bridge maintenance.

7. Receive Update on Caltrain Safety Performance for Fiscal Year 2026 Quarter 2

Ryan Frigo, Interim Chief Safety Officer, provided the presentation with updates on reportable injuries, accidents/incidents, efficiency testing for compliance with safety rules, employee engagement activities, and transit police calls.

8. Receive Update on Caltrain Trespasser and Suicide Prevention Safety Plan

Mr. Frigo provided the presentation that included the following:

- Education – continued partnerships, expanded mental health messaging, crisis lifeline signage, and public safety campaigns
- Engineering – restrict access to right-of-way, intrusion detection pilot projects, fencing, and closed-circuit television (CCTV)
- Enforcement – grade crossing enforcement blitzes, law enforcement partnerships, increased transit police officers, and license plate reader technology pilot

Staff provided further clarification in response to the Committee comments and questions, which included the following:

- Reputation impact to system and organization; definition by great successes
- Rail sentry program enhancements
- Anti-trespassing panels (ATPs) – high-priority locations for safety measure and RailSentry

9. Receive Update Regarding Caltrain's Preparations for Major Events in 2026

Brent Tietjen, Manager, External Affairs, provided the presentation that included the following:

- February Super Bowl LX events
- Fédération Internationale de Football Association (FIFA) World Cup 2026 games in June and FanFest in July; staff reviewing needs for additional service
- Mountain View station safety and logistics planning coordination with Santa Clara Valley Transportation Authority (VTA), Transit Police, and City of Mountain View
- Coordination with local transit agency partners for key station transfers and with federal and local law enforcement for safety and security of system, riders, and public
- Caltrain-VTA joint ticket fare
- Funding – Federal funding opportunity for FIFA safety/security; Bay Area expecting \$50 million for all safety/security; Caltrain will apply through host committee

Staff provided further clarification in response to the Committee comments and questions on transfer coordination with local transit agencies.

Public Comment

Roland commented on Clipper migration and non-functional open payment services with Bay Area Rapid Transit (BART) at the VTA stations in Milpitas.

10. Committee Member Requests - There were none.

11. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, January 28, 2026, at 1:30 pm.

12. Adjourn - The meeting adjourned at 2:14 pm.

DRAFT

Peninsula Corridor Joint Powers Board

Staff Report

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: David Santoro, Chief Administrative Officer
Sherry Bullock, Interim Chief, Design and Construction, and CalMod Program Director
For: March 2026 JPB Board of Directors Meeting
Subject: **Award a Construction Contract for the San Francisquito Creek Bank Stabilization Project to Hanford Applied Restoration and Conservation for a Total Amount of \$2,379,910, Amend the Fiscal Year 2026 Capital Budget to Increase it by \$4,918,560, Approve a Revised Project Baseline Budget of \$13,985,882, and Adopt the Project Schedule and Funding Plan***

Finance Committee Recommendation Technology, Operations, Planning, and Safety Committee Recommendation Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

The San Francisquito Creek Bank Stabilization Project (Project), a partnership between the Cities of Menlo Park and Palo Alto, will implement creek bank stabilization, drainage, and habitat restoration improvements to protect the Peninsula Corridor Joint Powers Board’s (JPB) San Francisquito Creek Bridge and adjacent public infrastructure, while maintaining safe and reliable rail operations.

Staff proposes that the Technology, Operations, Planning, and Safety (TOPS) Committee recommend that the Board of Directors (Board) of the JPB:

1. Award a construction contract to the lowest responsive and responsible bidder, Hanford Applied Restoration & Conservation of Petaluma, California (Hanford), in the base bid total lump sum amount of \$2,379,910.
2. Authorize the Executive Director or designee to execute a contract with Hanford in full conformity with the terms and conditions set forth in the solicitation documents, and in a form approved by legal counsel.
3. Authorize the Executive Director or designee to exercise contract contingency authority for amendments to the Handford contract totaling up to 25 percent of the Board-approved construction contract amount to enable completion in-channel construction within a single dry season.

4. Approve an amendment to the Fiscal Year (FY) 2026 Capital Budget in the amount of \$4,918,560 to complete the funding plan for the estimated total project cost of \$13,985,882.
5. Adopt a total Project baseline budget of \$13,985,882, a Project baseline schedule, and funding plan.

Background

Following severe erosion caused by the 2022-2023 winter storms, the JPB declared an emergency on March 29, 2023, authorizing immediate stabilization of the north channel embankment supporting the San Francisquito Creek Railroad Bridge. The emergency declaration was renewed monthly and ultimately terminated on August 1, 2024, after temporary measures mitigated the immediate risk to rail operations.

Building on the completed emergency work, the Project will deliver a long-term bank stabilization solution along approximately 130 linear feet of San Francisquito Creek near the railroad bridge and the City of Palo Alto pedestrian bridge. The Project will protect the creek embankment and bridge foundations from ongoing erosion, maintain safe and reliable rail service, and restore riparian habitat in accordance with environmental permit mitigation requirements.

Key Project elements include:

- North Bank Stabilization: Installation of boulder toe and vegetated revetments, wrapped soil lifts, and earthen fill slopes to reinforce and stabilize the eroded bank.
- South Embankment Protection: Construction of a boulder toe trench at the base of the existing concrete retaining wall to strengthen and protect the structure.
- Storm Drain Outfall Replacement: Removal and replacement of the Menlo Park storm drain outfall, including a new manhole, energy dissipation rock pad, and backflow prevention flap gate.
- Revegetation and Irrigation: Installation of temporary irrigation systems and native plantings to restore riparian habitat consistent with regulatory permit requirements.

Significance

The Project is critical to system safety and resiliency and will:

- Protect the structural integrity of the existing bridge supporting both Main Track 1 (MT-1) and Main Track 2 (MT-2).
- Reduce the risk of scour, flooding, and service disruptions.

- Enhance long-term resiliency of the JPB's core infrastructure and reduce exposure to future emergency repairs.
- Protect adjacent public assets, including the bicycle and pedestrian bridge linking Menlo Park and Palo Alto, and the El Palo Alto redwood tree, a historic landmark of the City of Palo Alto located adjacent to the bridge on the south bank of the creek.

Completion of the Project will provide long-term bank stability and support continued safe and reliable rail operations at this critical location.

Discussion

A. Adopt Project Baseline Schedule, Budget, and Funding Plan

Since termination of the emergency declaration, the Project has optimized and completed final design for construction within a single dry season work window. **The JPB received all required environmental permits in August 2025**, including approvals from the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB), California Department of Fish and Wildlife (CDFW), and United States Army Corps of Engineers (USACE). The National Marine Fisheries Service (NMFS) provides oversight to ensure compliance with the federal Endangered Species Act (ESA). These permits require JPB to implement measures to protect water quality, fish, and wildlife resources, and to mitigate impacts associated with both the upcoming construction activities and the emergency bank stabilization work performed in 2023.

Project Progress Since Emergency Bank Stabilization

Key project milestones include:

- Permitting: All required permits obtained from SFBRWQCB, CDFW, and USACE, with NMFS oversight ensuring ESA compliance.
- Final Design: Optimized and completed all design documents, including temporary shoring and river diversion plans, to protect active rail operations and maintain the structural integrity of the railroad and pedestrian bridges during construction.
- Additional In-Kind Mitigation: At the request of SFBRWQCB in early 2025, the Project incorporated additional riparian enhancement on the City of Palo Alto side of the creek, with approval from both the SFBRWQCB and the City of Palo Alto.
- Advance Tree Work: Tree trimming and removals completed in October 2025 to avoid nesting-bird restrictions that could delay the 2026 construction season.
- Risk and Constructability Reviews: Comprehensive risk workshops and constructability reviews conducted to identify and mitigate construction challenges.

- Funding Plan: Prepared a detailed bottom-up total project cost estimate and conducted a risk-based contingency analysis to support funding needs, resulting in the successful award of funding to cover the identified funding gap.

Project Baseline Schedule

Construction is planned for the 2026 dry season window, consistent with environmental permit requirements. Key anticipated milestones include:

- Board approval and contract award: March 2026
- Contractor mobilization: May 2026
- In-stream construction window: June 15 to October 15, 2026
- Substantial completion: November 2026
- Final completion and closeout: August 2027

Budget and Funding

The current total Project Estimate at Completion (EAC) of \$13,985,882 reflects a comprehensive staffing and delivery plan required to complete the Project. The EAC incorporates the construction contract bid price, Project Management Oversight including construction management, environmental compliance, TransitAmerica Services, Inc. (TASI) support, project contingency (including construction, management, and environmental support contract contingency), and actual costs associated with the emergency bank stabilization efforts.

The EAC is summarized in the table below:

<u>Description of Work</u>	<u>Estimate At Complete</u>
Hanford Construction Contract	\$2,379,910
Design (0-100%) and DSDC	\$1,449,082
Environmental Compliance and Support	\$1,403,372
Management Oversight and Construction Contract for Emergency Work	\$1,315,138
Management Oversight and Support (Including TASI) for Bank Stabilization	\$4,324,511
Capital Overhead Indirect Cost Allocation Plan (ICAP)	\$1,145,248
Contingency	\$1,968,621
Total Project Budget	\$13,985,882

The San Francisquito Creek Bank Stabilization Project previously had an approved budget of \$9,067,322, which was funded through a combination of San Mateo County Transportation Authority (SMCTA) funds, Measure RR Capital funds, Transit and Intercity Rail Capital Program (TIRCP) funds, project savings from completed projects, and contributions from the Cities of Palo Alto and Menlo Park. The Cities of Palo Alto and Menlo Park contributed funds in accordance with the previously executed Memorandum of Understanding and Funding Agreement dated August 15, 2023, prior to initiation of the emergency bank stabilization effort. Additional funding of \$4,918,560 has been identified to support the proposed project EAC, as detailed in the Budget Impact section below.

B. Approve Construction Contract Award to Hanford Applied Restoration and Conservation

On December 4, 2025, the JPB issued an Invitation for Bids (IFB) 26-J-C-041 for the Project. The solicitation was advertised in a newspaper of general circulation and posted on the JPB’s e-procurement website. Also, the JPB conducted targeted outreach to environmentally focused contractors, and hosted an optional in-person pre-bid meeting and one worksite visit on December 11, 2025, which were attended by four potential bidders. Staff also hosted a second optional virtual pre-bid meeting on December 16, 2025, which was attended by five potential bidders.

The IFB closed on January 15, 2026, and the JPB received five responsive bids as follows:

<u>Company</u>	<u>Grand Total Bid Price</u>
Hanford Applied Restoration and Conservation	\$2,379,910
Gordon N. Ball, Inc.	\$3,016,228
Marinship Development Interest, LLC	\$4,357,152
Odin Environmental LLC	\$4,993,180
Brannon Corporation	\$5,906,941
Engineer’s Estimate	\$6,442,551

Bid Evaluation

After bid opening and evaluation, staff determined, and legal counsel concurred, that the bid submitted by Hanford Applied Restoration and Conservation (Hanford) was the lowest responsive bid from a responsible bidder. The procurement was conducted under full and open competition and in accordance with applicable policies and procedures.

Given that Hanford’s Grand Total Bid Price was approximately 63 percent lower than the engineer’s estimate, staff performed additional due diligence to confirm bid validity and reasonableness. This included a review of the engineer’s estimate, solicitation of feedback from bidders, and an assessment of recent market conditions and comparable projects. Bidders

whose bids were 50 percent or more below the engineer's estimate cited similar and recently completed projects of comparable scope and complexity.

The responsibility review confirmed that Hanford has successfully delivered similar bank stabilization and habitat restoration projects and possesses the specialized expertise required to work in environmentally sensitive waterways. Hanford is an established contractor with more than 41 years of construction experience, and reference checks confirmed its extensive, directly relevant experience and demonstrated competency in stream restoration projects performed under strict environmental regulations. Hanford has also demonstrated the staffing resources and performance history necessary to successfully complete the work and protect the agency's interests.

Based on this feedback and analysis, staff determined that the engineer's estimate was conservative. Factors contributing to the difference include:

- Hanford's familiarity with the scope and construction methods contributed to its competitive pricing.
- The engineer's estimate referenced in the Notice of Upcoming Solicitation for IFB ranged from \$5 million to \$6 million; of the five bids received; two bids were within this range, while the remaining three were lower.
- Based on the number and pricing of bids received, market conditions for this type of specialized creek restoration work proved more competitive than initially anticipated.
- In response to bidder requests, the JPB approved a one-week bid due date extension, which allowed contractors additional time to refine quantities, construction approaches, and pricing, resulting in more competitive and well-developed bids.
- The engineer's estimate was prepared for funding application and budgetary purposes and therefore assumed conservative, worst-case market conditions.

Based on the results of the bid evaluation, market analysis, and responsibility determination, staff conclude that Hanford's bid is fair and reasonable and recommends award of the construction contract.

Due to the highly competitive construction contract value, staff recommends that the Board approve and delegate additional contract authority of 25 percent to the Executive Director or designee to allow staff to address potential unforeseen conditions during construction. Given the relatively low base contract amount for a project of this complexity, a higher percentage is appropriate to maintain sufficient flexibility to manage weather-related issues, environmental compliance requirements, and site-specific constraints.

The project is located in a community and environmentally sensitive area, immediately adjacent to the historic El Palo Alto tree, park areas, and active pedestrian and bicycle connections between the Cities of Menlo Park and Palo Alto. In addition, the Project is subject to stringent regulatory oversight from multiple resource agencies, where unanticipated permit conditions or compliance requirements may arise during construction.

Maintaining adequate contract authority is critical to completing the work within a single dry season window and avoiding schedule delays that could result in increased environmental impacts and additional costs associated with extended construction duration. The recommended authority allows the Project to respond promptly to unforeseen conditions and maintain schedule certainty.

Budget Impact

The current total project cost of \$13,985,882 is fully funded and includes the following additional funds of \$4,918,560:

- \$543,770 adjustment related to the Cities’ contribution, consistent with the executed Funding Agreement dated August 15, 2023;
- \$3,842,000 in approved Local Partnership Program (LPP) funds; and
- \$532,790 in Capital Reserve funds.

The proposed project budget increase would result in a corresponding increase to the FY26 Capital Budget, as detailed in Attachment B.

Prepared By:	Sherry Bullock	Interim Chief, Design and Construction, and CalMod Program Director	02/10/2026
	Letitia Yeung	Senior Project Manager	02/10/2026
	Emely Balingit	Procurement Administrator II	01/30/2026

Resolution No. 2026-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Award a Construction Contract for the San Francisquito Creek Bank Stabilization Project to Hanford Applied Restoration and Conservation for a Total Amount of \$2,379,910, Amend the Fiscal Year 2026 Capital Budget to Increase it by \$4,918,560, Approve a Revised Project Baseline Budget of \$13,985,882, and Adopt the Project Schedule and Funding Plan

Whereas, 2022-2023 winter storms caused severe erosion at the San Francisquito Creek, resulting in the Peninsula Corridor Joint Powers Board (JPB) declaring an emergency on March 29, 2023, to authorize immediate stabilization of the north channel embankment supporting the San Francisquito Creek Railroad Bridge; and

Whereas, the emergency declaration was renewed monthly and terminated on August 1, 2024, after temporary measures mitigated the immediate risk to rail operations; and

Whereas, additional work is required to permanently stabilize the eroded northern embankment and protect the southern embankment from erosion; and

Whereas, on December 4, 2025, the JPB issued an Invitation for Bids (IFB) 26-J-C-041 for the San Francisquito Creek Bank Stabilization Project (Project); and

Whereas, the JPB conducted outreach to environmental-forward contractors, advertised in a newspaper of general circulation, posted the IFB on the JPB's e-procurement website, hosted two non-mandatory pre-bid meetings (one in-person and one virtual) and held one worksite visit; and

Whereas, in response to the IFB, the JPB received five bids, all of which were responsive to the IFB requirements; and

Whereas, staff and legal counsel reviewed the lowest bid, which was submitted by Hanford Applied Restoration and Conservation of Petaluma, California (Hanford), and determined that the bid was responsive and that Hansford is a responsible bidder; and

Whereas, staff conducted a price analysis and determined Hanford's price to be fair and reasonable based on the engineer's estimate, market analysis, and responsibility determination; and

Whereas, staff recommends that the Board of Directors (Board) award a contract to Hanford for the Project for the grand total bid amount of \$2,379,910; and

Whereas, construction is planned for the 2026 dry season window, consistent with environmental permit requirements, with construction beginning June 2026, substantial completion by November 2026, and final closeout by August 2027; and

Whereas, the current total Project Estimate at Completion of \$13,985,882 reflects a comprehensive staffing and delivery plan required to complete the Project, including construction management, environmental compliance, TransitAmerica Services, Inc. support, project contingency (including construction, management, and environmental support contract contingency), and actual costs associated with the emergency bank stabilization efforts; and

Whereas, the Project currently has an approved budget of \$9,067,322 and additional funding of \$4,918,560 has been identified to support the proposed Estimate at Completion, and consists of a \$543,770 adjustment related to the contributions from the Cities of Palo Alto and Menlo Park, \$3,842,000 in approved Local Partnership Program (LPP) funds, and \$532,790 in Capital Reserve funds; and

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a construction contract to the lowest responsive and responsible bidder, Hanford Applied Restoration and Conservation, in the base-bid total lump-sum amount of \$2,379,910; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute a contract on behalf of the JPB with Hanford in full conformity with the terms and conditions of the solicitation documents, and in a form approved by legal counsel; and

Be It Further Resolved that Board authorizes the Executive Director or designee to exercise contract contingency authority for amendments to the Hanford contract totaling up to 25 percent of the Board-approved construction contract amount to enable completion in-channel construction within a single dry season; and

Be It Further Resolved that Board approves an amendment to the Fiscal Year 2026 Capital Budget in the amount of \$4,918,560 to complete the funding plan for the estimated total Project cost of \$13,985,882; and

Be It Further Resolved that Board adopts a total Project baseline budget of \$13,985,882 and a Project baseline schedule and funding plan.

Regularly passed and adopted this 5th day of March, 2026, by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

Project Identification			FY26 Funding Source (In millions)											
Project #	CIP Priority	Project Name	FY2026 AMENDED CAPITAL BUDGET	Proposed Amendment 4 (March 2026)	FY2026 PROPOSED CAPITAL BUDGET	SFCTA	SMCTA	VTA	Federal	STA SGR	LPP	AB664	Other	Unfunded
I. Mandates and Compliance														
1	100912	Mandate Storm Water Management Program ^[9]	.401		.401	.000	.000	.000	.000	.000	.000	.000	.401	.000
Subtotal			.401	.000	.401									
II. Maintain Core Services														
Projects														
2	100762	High San Francisco Creek Bridge Bank Stabilization ^{[9][15]}	.400	4.919	5.319	.000	.000	.000	.000	.000	3.842	.000	1.477	.000
3	100696	High Fiber Optic Permanent Repair ^[1]	1.500		1.500	.000	.000	.000	.000	.000	.000	.000	1.500	.000
4	100913	High Tunnel 1, 2, 3 and 4 Weep Hole Rehabilitation and Drainage Improvements	1.500		1.500	.300	.000	.000	1.200	.000	.000	.000	.000	.000
5	100914	High Headquarters Relocation – Furnitures, Fixtures, IT and Moving Cost ^[2]	3.583		3.583	.000	.000	.000	.000	.000	.000	.000	3.583	.000
18	002113	High Guadalupe River Bridges Replacement ^{[11],[14]}	30.000		30.000	10.000	10.000	10.000	.000	.000	.000	.000	.000	.000
Recurring Programs														
6	100915	High SOGR Program - Stations	1.000		1.000	.000	.000	.000	.800	.200	.000	.000	.000	.000
7	100429	High SOGR Program - MOW Tracks ^[3]	6.252		6.252	1.000	.000	.000	5.000	.252	.000	.000	.000	.000
8	100435	High SOGR Program - CEMOF	2.000		2.000	.200	.000	.000	1.600	.000	.000	.200	.000	.000
9	100779	High SOGR Program - Track Equipment	1.800		1.800	1.000	.000	.000	.000	.548	.000	.000	.252	.000
10	100428	High SOGR Program - Bridges and Structures	1.715		1.715	.000	.000	.000	1.372	.343	.000	.000	.000	.000
11	100695	High SOGR Program - ROW and ROW Fencing	1.500		1.500	.000	.000	.000	1.000	.400	.000	.100	.000	.000
Subtotal			51.250	4.919	56.169									
III. Provide a Safe and Secure Railroad														
19	*NEW*	High Grade Crossing Safety Enhancement ^[12]	.950		.950	.000	.000	.000	.000	.000	.000	.000	.950	.000
Subtotal			.950	.000	.950									
IV. Enhance Service and Customer Experience														
12	100916	High Platform Improvements for Bike Loading (All Stations) ^[9]	.080		.080	.000	.000	.000	.000	.000	.000	.000	.080	.000
Subtotal			.080	.000	.080									
V. Deliver the Long-Range Service Vision														
13	100570	High Redwood City Four-Track Station and Grade Separation ^[4]	.250		.250	.000	.000	.000	.000	.000	.000	.000	.250	.000
Subtotal			.250	.000	.250									
VI. Contribute to the Region's Economic Vitality														
14	100568	n/a Diridon Station - Environmental Clearance ^{[5][10]}	33.660		33.660	.000	.000	.000	.000	.000	.000	.000	33.660	.000
15	100687	n/a DTX/The Portal - Caltrain Service Extension to Salesforce Transit Center ^[6]	5.531		5.531	.000	.000	.000	.000	.000	.000	.000	5.531	.000
Subtotal			39.190	.000	39.190									
VII. Partner with Local Jurisdictions														
16	100482	n/a Rengstorff Avenue Grade Separation ^[7]	4.000		4.000	.000	.000	.000	.000	.000	.000	.000	4.000	.000
Subtotal			4.000	.000	4.000									
VIII. Capital Contingency Funds														
17	002121 002122 002124	n/a Capital Contingency Funds ^[8]	1.320		1.320	.000	.000	.000	.000	.000	.000	.000	.000	1.320
Subtotal			1.320	.000	1.320									
IX. Recollectible														
20	100928	n/a Disposal of Legacy Diesel Fleet ^[13]	5.200		5.200	.000	.000	.000	.000	.000	.000	.000	5.200	.000
Subtotal			5.200	.000	5.200									
Total			102.642	4.919	107.560	12.500	10.000	10.000	10.972	1.743	3.842	.300	56.883	1.320

Project Identification			FY26 Funding Source (In millions)											
Project #	CIP Priority	Project Name	FY2026 AMENDED CAPITAL BUDGET	Proposed Amendment 4 (March 2026)	FY2026 PROPOSED CAPITAL BUDGET	SFCTA	SMCTA	VTA	Federal	STA SGR	LPP	AB664	Other	Unfunded

- Notes:
- [1] Funded by settlement agreement for the repair of the Fiber Optic.
 - [2] Other sources of funding includes \$1,109,710 of project saving from project 100565 funded by the General Capital Funds and \$2,473,581 of project cost saving in the Contingency Fund.
 - [3] Funding for \$252,000 is project savings from prior years' San Francisco County Transportation Authority (SFCTA) allocation
 - [4] Funded by an agreement with the City of Redwood City
 - [5] Funded by an agreement with the Valley Transportation Authority (VTA) Measure B
 - [6] Funded by an agreement with the Transbay Joint Power Authority (TJPA)
 - [7] Funded by an agreement with the City of Mountain View.
 - [8] Funding for the Contingency funds have yet to be finalized.
 - [9] Funding is from prior years' San Mateo Country Transportation Authority (SMCTA) allocation released during the TIRCP bond proceeds fund swap
 - [10] Increased by \$31,659,616, \$4 million from Measure B agreement with VTA and \$27,659,616 from Regional Measure 3 agreement with VTA
 - [11] The SMCTA and VTA contributions represent two years of member funding.
 - [12] Funded by an agreement with VTA Measure B
 - [13] Funded by the Municipality of Lima, Peru.
 - [14] The SFCTA contributions reflects four years of 50% of their annual contribution.
 - [15] Increased by \$4,918,560: \$3,842,000 in Local Partnership Program funds, \$543,770 adjustment related to the Cities of Palo Alto and Menlo Park contribution to the project, consistent with the executed Funding Agreement dated August 15, 2023, and \$532,790 in Capital Reserve funds.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Nathaniel Kramer, Chief, People and Culture Group
For: March 2026 JPB Board of Directors Meeting
Subject: **Adopt the Peninsula Corridor Joint Powers Board's 2025 Title VI Program and Updated Systemwide Service Standards and Policies**

Finance Committee
Recommendation

Technology, Operations, Planning,
and Safety Committee
Recommendation

Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB):

1. Approve the 2025 Title VI Program provided to the Board via online link, which demonstrates the Peninsula Corridor Joint Powers Board's (JPB) compliance with Title VI of the Civil Rights Act of 1964 and the Federal Transit Administration's (FTA) implementing guidance.
2. Approve the attached (Attachment A) updated Systemwide Service Standards and Policies that reflect changes from implementing Caltrain Electrification in September 2024.

Discussion

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), issued in 1994, mandates that Federal agencies take steps to address disproportionately high and adverse human health or environmental effects of their programs and activities on minority and low-income populations. Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), issued in 2000, requires recipients of Federal financial assistance to provide meaningful access to persons with limited proficiency in English.

Pursuant to Federal guidelines issued in October 2012 (the FTA-issued Circular FTA C 4702.1B), the FTA requires the governing body of each Federal funding recipient to adopt a Title VI Program every three years. The JPB's last program update was submitted in December 2022.

Caltrain's 2025 Title VI Program, the JPB's fifth program under these guidelines, was due November 30, 2025. However, the FTA granted the JPB an extension for the 2025 Title VI Program, which is now due on March 6, 2026. A link to the 2025 Title VI program can be found at <https://www.caltrain.com/rider-information/title-vi>.

The JPB's 2025 Title VI Program includes the following updated components evidencing the JPB's compliance with Title VI over the past three years:

- Contents and placement of public notices regarding the public's rights under Title VI of the Civil Rights Act of 1964
- Title VI complaint form and procedures
- List of transit-related Title VI investigations, complaints, and lawsuits pending within the last three years
- Public Participation Plan (PPP) and summary of public engagement processes undertaken in the past three years and future strategies to engage diverse stakeholders
- Language Access Plan (LAP), which identifies the fifteen most frequently-encountered languages in the Caltrain service area, including: Spanish, Chinese (Mandarin and Cantonese), Hindi, Tagalog, Vietnamese, Korean, French, Japanese, German, Tamil, Russian, Portuguese, Telugu, Arabic, and Farsi; these languages will be utilized for outreach material and other federally-required materials
- Demographic information on membership of non-elected committees, such as the Citizens Advisory Committee, and discussion of encouragement of minority involvement
- Results of equity analyses for any facilities constructed over the last three years
- Service area description and demographic profile, including ridership survey results to identify minority and low-income communities along the JPB corridor
- Title VI Service Standards and Policies, and results of service monitoring under these standards and policies
- Results of equity analyses for fare and service changes made in the past three years, based upon the JPB's Major Service Change, Disparate Impact, and Disproportionate Burden policies adopted in 2013
- Record of Board consideration and adoption of the Title VI Program

Under the Circular, Caltrain is required to adopt Systemwide Service Standards and Policies to guide the equitable distribution of Caltrain services and amenities to minority and low-income stations and facilities. Caltrain adopted standards and policies on April 4, 2013, based on the former diesel service. These standards and policies are subsequently used to conduct service monitoring every three years for the Title VI Program. After the launch of Caltrain Electrification in September 2024, staff began developing new Systemwide Service Standards and Policies to reflect Caltrain’s Electrified Service Plan, electric train fleet, and diesel fleet that is used for South Santa Clara County Connector service. The proposed updated Systemwide Service Standards and Policies were used to conduct service monitoring for this 2025 Title VI Program.

Staff recommend the Board adopt the 2025 Title VI Program, approve the updated Systemwide Service Standards and Policies, and authorize staff to (a) include evidence of Board approval, (b) submit it to the FTA for review and acceptance within the extension period, and (c) take any other steps necessary to obtain FTA acceptance of the program.

Budget Impact

The Title VI Program updates will have no impact on the budget.

Prepared By: Wendy Lau	Office of Civil Rights, Deputy Director	02/05/2026
Michelle Louie	Title VI and Social Equity Administrator	02/05/2026

Resolution No. 2026-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Adopt the Peninsula Corridor Joint Powers Board's 2025 Title VI Program and Updated
Systemwide Service Standards and Policies**

Whereas, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, (Title VI) prohibits recipients of federal financial assistance from subjecting any person to discrimination based on race, color, or national origin under any programs and activities receiving federal financial assistance; and

Whereas, the Peninsula Corridor Joint Powers Board (JPB) receives a variety of grants and other forms of federal financial assistance from the Federal Transit Administration (FTA); and

Whereas, the FTA issued Circular FTA C 4702.1B (Circular), effective October 1, 2012, setting forth requirements and guidelines for Title VI compliance; and

Whereas, the Circular details required elements of a Title VI Program, which each recipient of FTA financial assistance must submit to the FTA every three years to demonstrate compliance with Title VI; and

Whereas, the JPB received an extension from the FTA Region IX Title VI Officer to submit the JPB's 2025 Title VI Program by March 6, 2026; and

Whereas, the JPB's Title VI Program must include numerous elements, including but not limited to:

1. Information on numerous agency Title VI policies, procedures, and activities undertaken over the last three years;
2. A public participation plan;
3. Information on public outreach undertaken by the JPB over the last three years;
4. A language assistance plan for engaging populations with limited English proficiency;
5. Major Service Change, Disparate Impact, and Disproportionate Burden Policies, and Systemwide Service Standards and Policies;
6. Results of service monitoring analysis; and
7. Results of fare and service change equity analyses conducted over the last three years; and

Whereas, staff has developed a proposed Title VI Program (provided to the Board of Directors via online link), including the above-referenced items and demonstrating the JPB's compliance with Title VI, for Board consideration and approval; and

Whereas, staff has updated the JPB's Systemwide Service Standards and Policies with this 2025 Title VI Program to reflect changes from implementing Caltrain Electrification in September 2024;

Whereas, the JPB Technology, Operations, Planning, and Safety (TOPS) Committee recommends the Board approve the 2025 Title VI Program and attached updated Systemwide Service Standards and Policies for submittal to the FTA.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby adopts the JPB’s 2025 Title VI Program and approves the attached updated Systemwide Service Standards and Policies; and

Be It Further Resolved the Board of Directors authorizes the Executive Director to:

1. Include evidence of the Board’s consideration and approval of the final JPB 2025 Title VI Program and updated Systemwide Service Standards and Policies;
2. Submit the final JPB 2025 Title VI Program to the FTA; and
3. Take any other steps necessary to give effect to this Resolution, including responding to any follow-up inquiries from the FTA.

Regularly passed and adopted this 5th day of March, 2026 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

H. SYSTEMWIDE SERVICE STANDARDS AND POLICIES

FTA requirements of Title VI of the Civil Rights Act of 1964 require each large public transportation provider's governing board to approve five standards and policies:

- Major Service Change Policy
- Disparate Impact Policy
- Disproportionate Burden Policy
- Systemwide Service Standards
- Systemwide Service Policies

The first policy defines “major service change” as a threshold for when an agency will conduct a thorough analysis of the potential effects of service changes on protected populations. For the second and third policies, agencies are required to define thresholds for when they will find that a fare change or major service change will result in a “disparate impact” on the minority population or a “disproportionate burden” on the low-income population. The last two policies define service standards and policies to be used when determining whether service and amenities are distributed equitably to minority and non- minority routes and facilities.

The JPB's Major Service Change Policy, Disparate Impact Policy and Disproportionate Burden Policy were adopted by the Board on April 4, 2013 pursuant to JPB Resolution 2013-21. No changes are being made to these three policies.

The JPB's Systemwide Service Standards and Systemwide Service Policies are being updated with this 2025 Title VI Program to reflect changes from implementing Caltrain Electrification in September 2024.

ATTACHMENT A

PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

MAJOR SERVICE CHANGE POLICY

SERVICE CHANGES

All major increases or decreases in transit service are subject to a Title VI Equity Analysis prior to Board approval of the service change. A Title VI Equity Analysis completed for a major service change must be presented to the Caltrain Board for its consideration and included in the Caltrain Title VI Program with a record of the action taken by the Board.

Caltrain defines a major service change as any service change meeting at least one or both of the following criteria:

- A. An adjustment of service that equates to a reduction of or addition of 25 percent or more in total revenue train miles per day for the service day of the week (weekday, Saturday or Sunday) for which the change is made.
- B. A greater than 50 percent reduction or increase in the number of stops at a station per day for the service day of the week (weekday, Saturday or Sunday) for which the change is made.

Note: Any change that is a temporary or interim change due to construction or maintenance projects is exempted from the definition and is not considered a “major service change.”

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

DISPARATE IMPACT POLICY

This policy establishes a threshold for determining whether a given action has a disparate impact on minority populations versus non-minority populations. Per FTA Circular 4702.1B:

Disparate impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin....

The policy shall establish a threshold for determining when adverse effects of [fare/]service changes are borne disproportionately by minority populations. The disparate impact threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by minority populations compared to impacts borne by non-minority populations. The disparate impact threshold must be applied uniformly...and cannot be altered until the next Title VI Program submission.

In the course of performing a Title VI Equity Analysis, Caltrain must analyze how the proposed action would impact minority as compared to non-minority populations. In the event the proposed action has a negative impact that affects minorities more than non-minorities with a disparity that exceeds the adopted Disparate Impact Threshold or that benefits non-minorities more than minorities with a disparity that exceeds the adopted Disparate Impact Threshold, Caltrain must evaluate whether there is an alternative that has a more equitable impact. Otherwise, Caltrain must take measures to mitigate the impact of the proposed action on the affected minority population and demonstrate that a legitimate business purpose cannot otherwise be accomplished and that the proposed change is the least discriminatory alternative.

The Caltrain Disparate Impact Threshold to determine if the adverse impacts of a major service change (as defined in the first part of this document) or a fare adjustment is established at 10 percent based on the cumulative impact of the proposed service and/or fare changes. This threshold applies to the difference of the impacts borne by minority populations compared to the same impacts borne by non-minority populations.

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

DISPROPORTIONATE BURDEN POLICY

This policy establishes a threshold for determining whether a given action has a disproportionate burden on low-income populations versus non-low-income populations. The Disproportionate Burden Policy applies only to low-income populations that are not also minority populations. Per FTA Circular 4702.1B:

The policy shall establish a threshold for determining when adverse effects of [fare/]service changes are borne disproportionately by low-income populations. The disproportionate burden threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by low-income populations as compared to impacts borne by non-low-income populations.... The disproportionate burden threshold must be applied uniformly...and cannot be altered until the next [Title VI] program submission.

At the conclusion of the analysis, if the transit provider finds that low-income populations will bear a disproportionate burden of the proposed [fare/]service change, the transit provider should take steps to avoid, minimize or mitigate impacts where practicable. The provider should describe alternatives available to low-income populations affected by the [fare/]service changes.

The Caltrain Disproportionate Burden Threshold to determine if the adverse impacts of a major service change (as defined in the first part of this document) or a fare adjustment is established at 10 percent based on the cumulative impact of the proposed service and/or fare changes. This threshold applies to the difference of the impacts borne by low-income populations compared to the same impacts borne by non-low-income populations.

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

SYSTEMWIDE SERVICE STANDARDS

Pursuant to requirements set forth in Federal Transit Administration (FTA) Circular 4702.1B Caltrain must establish and monitor its performance under quantifiable Service Standards and qualitative Service Policies. The Service Standards contained herein are used to develop and maintain efficient and effective commuter rail service. In some cases, these standards differ from standards used by Caltrain for other purposes.

The FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry:

- A. Vehicle Load
- B. Vehicle Headways
- C. On-time Performance
- D. Service Availability

STATION HIERARCHY

For purposes of determining weekday service and facility levels at stations, a hierarchy has been established that classifies each station into one of five types. The hierarchy is related to the level of service, ridership, ridership growth potential, and presence of traditionally-underserved communities near each station.

The following chart shows the station type names and general service description of each station type:

Station Type	Service Description
A	Express, Limited and Local
B	Limited and Local
C	Local
South County	South County Connector (Peak direction service only)
Special	Limited use station

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

The following chart shows the station type and service provided for each station:

Station	Station Type	Service Provided	Notes
San Francisco	A	Express, Limited, Local	
22 nd Street	A	Express, Limited, Local	
Bayshore	C	Local	
South San Francisco	A	Express, Limited, Local	
San Bruno	A	Local	
Millbrae	A	Express, Limited, Local	
Broadway	Special	Special	Weekend & Holidays Only
Burlingame	C	Local	
San Mateo	A	Express, Limited, Local	
Hayward Park	C	Local	
Hillsdale	A	Express, Limited, Local	
Belmont	C	Local	
San Carlos	C	Local	
Redwood City	A	Express, Limited, Local	
Menlo Park	Intermediate	Limited, Local	
Palo Alto	Major	Express, Limited, Local	
Stanford	Special	Special	Special Event Service
California Avenue	B	Limited, Local	

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

San Antonio	B	Limited, Local	
Mountain View	A	Express, Limited, Local	
Sunnyvale	A	Express, Limited, Local	
Lawrence	B	Limited, Local	
College Park	Special	Special	Weekday Only, 1 train in each direction during the AM & PM Peak
Santa Clara	B	Limited, Local	
San José Diridon	A	Express, Limited, Local, South County Connector	Timed Connections during Weekday Peak Hours
Tamien	C	Local, South County Connector	Hourly Local Service
Capitol	South County	South County Connector	Weekday Peak Hours Only
Blossom Hill	South County	South County Connector	Weekday Peak Hours Only
Morgan Hill	South County	South County Connector	Weekday Peak Hours Only
San Martin	South County	South County Connector	Weekday Peak Hours Only
Gilroy	South County	South County Connector	Weekday Peak Hours Only

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

A. VEHICLE LOAD

Vehicle load factor is described by the October 2012 FTA Circular 4702.1B:

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standards for peak and off-peak times for each mode of fixed route transit service (i.e., bus, express bus, bus rapid transit, light rail, heavy rail, commuter rail, passenger ferry, etc., as applicable), as the standard may differ by mode.

Providing sufficient seating capacity to meet demand is a priority for Caltrain. During non-peak hours, the Caltrain standard is not to exceed one passenger per seat. However, because of high passenger loads and limited capacity during the peak hours, it is not always possible to provide a seat for each passenger.

During peak hours Caltrain’s standard is to not exceed a load factor of 1.2, which complies with the standard set by the Transit Cooperative Research Program’s (TCRP) “Transit Capacity and Quality of Service Manual”.

“5.4 square feet per standee represents a comfortable level without body contact, reasonably easy circulation, and similar space allocation as seated passengers.”

Caltrain’s fixed 7-car Electric Multiple Units (EMUs) have a seated capacity of 675 (557 seats, 118 tip up seats) and can hold 72 bicycles. With Caltrain’s applied passenger load factor of 1.2 to these trains during the peak hour, this equates to 810 passengers.

Caltrain’s Bombardier 2-5 car Diesel consists serving the South County Connector have a seated capacity range of 254 – 690 depending on the passenger cars in use. Consist vehicles and consist lengths may change to meet future demand for either passenger or bicycle capacity. Caltrain has historically applied a passenger load factor of 1.2 to these trains during peak hours, which equates to a target capacity range between 304 – 828 passengers. Given the South County Connector only runs during weekday peak hours, Caltrain will continue to use this standard to maximize passenger comfort.

Staff monitors vehicle loads from train crew reports, conductor counts, passenger comments, passenger counts of special event trains and fare media sales based ridership.

Vehicle Load Service Standard

Service Type	Peak Load Factor	Off-Peak Load Factor
All	1.2	1.0

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

B. VEHICLE HEADWAY

Vehicle headway is described by the October 2012 FTA Circular 4702.1B:

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., 4 buses per hour). Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination. A vehicle headway standard is generally expressed for peak and off-peak service as an increment of time (e.g., peak: every 15 minutes; and off peak: every 30 minutes). Transit providers may set different vehicle headway standards for different modes of transit service. A vehicle headway standard might establish a minimum frequency of service by area based on population density. For example, service at 15-minute peak headways and 30-minute off-peak headways might be the standard for routes serving the most densely populated portions of the service area, whereas 30-minute peak headways and 45-minute off-peak headways might be the standard in less densely populated areas. Headway standards are also typically related to vehicle load. For example, a service standard might state that vehicle headways will be improved first on routes that exceed the load factor standard or on routes that have the highest load factors.

Caltrain serves stations based on demand, ridership growth potential, service constraints, and presence of traditionally underserved communities. Peak service frequencies are typically greater than off-peak and weekend service frequencies. Supplemental service is provided for special events if estimated ridership demands exceed load factor targets.

Service Frequency corresponds with the station hierarchy designations listed in the introduction to the systemwide service standards.

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Service Frequency

Station Type	AM Peak	PM Peak	Midday	Early Morning, Evenings, Weekends	Frequency Type
	0600-0900	1500-1900			
A	4	4	2	2	Trains Per Hour
B	3	3	2	2	
C	2	2	2	2	
South County	4	4			Total Trains (Weekdays)
Special (Broadway)				2	Trains Per Hour (Weekends)
Special (College Park)	2	2			Total Trains (Weekdays)
Special (Stanford)					Special Event Service

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PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

C. ON-TIME PERFORMANCE

On-time performance is described by the October 2012 FTA Circular 4702.1B:

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” For example, a transit provider may consider it acceptable if a vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as a percentage). The percentage of runs completed system-wide or on a particular route or line within the standard must be calculated and measured against the level of performance for the system. For example, a transit provider might define on-time performance as 95 percent of all runs system-wide or on a particular route or line completed within the allowed “on-time” window.

On-Time Performance Service Standard

A train is determined to be on-time if it reaches its final destination within five minutes and 59 seconds of the published station arrival time. Caltrain does not permit its trains to depart early, before the published station departure time. It is Caltrain’s goal to have 95 percent of trains meet this on-time criteria. Monthly on-time performance is tracked and published as part of the monthly Caltrain Executive Director’s Report to the Caltrain Board of Directors.

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D. SERVICE AVAILABILITY

Service availability is described by the October 2012 FTA Circular 4702.1B:

Service availability is a general measure of the distribution of routes within a transit provider's service area...A standard might also indicate the maximum distance between stops or stations...Commuter rail service or passenger ferry service availability standards might include a threshold of residents within a certain driving distance as well as within walking distance of the stations or access to the terminal.

Caltrain station locations were inherited from the previous owner (the Southern Pacific Railroad) before the Peninsula Joint Powers Board (consisting of representatives from San Francisco, San Mateo, and Santa Clara counties) took over ownership and operations in 1992. The system has 31 stations: 20 stations are served daily, the South County stations (Capitol, Blossom Hill, Morgan Hill, San Martin, Gilroy) and College Park are served on weekdays only, one (Broadway) is served on weekends and holidays only, and one (Stanford) is used for Special Event Service.

Caltrain stations' driveshed, bikeshed, and walkshed will be reviewed and monitored. Future station improvements will take into consideration Caltrain's Station Access Policy to ensure stations are accessible to everyone regardless of travel mode.

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SYSTEMWIDE SERVICE POLICIES

FTA requires fixed-route transit providers to develop a policy for each of the following service indicators. Transit providers also may opt to set policies for additional indicators as appropriate. The following systemwide policies differ from service standards in that they are not necessary based on meeting quantitative thresholds, but rather qualitative evaluation results:

- A. Vehicle Assignment
- B. Transit Amenities

A. VEHICLE ASSIGNMENT

According to the October 2012 FTA Circular 4702.1B:

Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods. The policy could also be based on the type of service offered. For example, a transit provider may set a policy to assign specific types of vehicles to express or commuter service. Transit providers deploying vehicles equipped with technology designed to reduce emissions could choose to set a policy for how these vehicles will be deployed throughout the service area.

The Caltrain revenue fleet currently consists of 19 Stadler Kiss Electric Multiple Units (EMUs); 6 MPI MP36PH-3C diesel locomotives; 3 EMD F40 diesel locomotives; and 41 Bombardier passenger cars. All EMUs are comprised of seven ADA-accessible, fixed passenger cars, two of which are bicycle cars that accommodate 72 bikes total, and one of which is a bathroom car. All diesel consists include ADA-accessible train cars, of which, at least one is a bathroom car and one is a bicycle car that accommodates 24 bicycles.

Caltrain EMUs are all the same make, model, and relative age with identical features and onboard amenities. EMUs are used to service the electrified portion of the railroad that Caltrain owns from Tamien Station northward to San Francisco Station. On the portion of the railroad owned by Union Pacific (south of Tamien Station), Caltrain utilizes its diesel fleet to service the segment south of Tamien Station on the Union Pacific-owned corridor. The diesel passenger cars were built between 1997-2008 and are maintained to the same safety and State of Good Repair (SGR) standards in the same facility as the EMUs.

PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

B. TRANSIT AMENITIES

According to the October 2012 FTA Circular 4702.1B:

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Transit providers may have different policies for the different modes of service that they provide. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This subparagraph is not intended to impact funding decisions for transit amenities. Rather, this subparagraph applies after a transit provider has decided to fund an amenity.

Caltrain provides a variety of amenities at stations to attract and retain customers. The amenities distributed correspond with the station hierarchy designations listed in the introduction to the systemwide service standards.

The “Core” set of amenities include bike e-lockers, bike racks, shelters/canopies, benches, trash cans, station signage, regional smart card fare validation equipment, and ticket vending machines (TVMS). It is standard for each station to have a posted system map and schedule, visual message signs (VMS), and public announcement systems (PA). Station Types A, B, and C have core amenities. South County stations (Capitol, Blossom Hill, Morgan Hill, San Martin and Gilroy) have legacy infrastructure constraints and were not designed and constructed with VMS and PA. These stations have core amenities without VMS and PA.

Only a few stations with unique access situations have elevators or escalators. The placement of elevators is often at the choice and cost of others when a station is constructed or reconstructed.

Other amenities that are provided at some stations include customer service agents, restrooms, parking lots, bike facilities and pay phones.

Broadway, College Park and Stanford are limited use stations. Broadway station is only used on weekends and holidays. College Park is only used on weekdays. Stanford is used for Special Event service and is closed to the public when not in use. Broadway and College Park stations have core amenities without bike e-lockers, bike racks, VMS and PA. Stanford station does not require any amenities.

PENINSULA CORRIDOR JOINT POWERS BOARD | TITLE VI PROGRAM 2025

Amenities Policy

Station Type	Station(s)	Amenities
A, B, C	San Francisco - Tamien stations (Except: Broadway, Stanford, and College Park)	Core Amenities
South County	South County stations (Capitol, Blossom Hill, Morgan Hill, San Martin, and Gilroy)	Core Amenities without VMS and PA
Special	Broadway, College Park	Core Amenities without bike e-lockers, bike racks, VMS, and PA
Special	Stanford	No Amenities Required

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Sherry Bullock, Interim Chief, Design and Construction, and CalMod Program Director
For: March 2026 Board of Directors Meeting
Subject: **Receive Quarterly Update on Caltrain's Construction Program and Capital Delivery Projects**

Finance Committee Recommendation

Technology, Operations, Planning, and Safety Committee Recommendation

Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

This report includes an informational update that requires no action by the Board of Directors (“Board”) of the Peninsula Corridor Joint Powers Board (“JPB” or “Caltrain”).

Staff will provide quarterly updates covering Design Construction Capital Projects-related activities during the reporting quarter and a preview of activities anticipated to take place during the next Quarter.

Discussion

Staff resumed issuance of the Capital Project Quarterly Progress Report last fall after updating the previous reporting format. The newly published report addresses project scope, schedule, budget, and funding. A one-page summary for each project highlights major delivery activities completed in the past quarter and key activities planned for the current quarter.

Staff are also committed to providing quarterly updates to the Technology, Operations, Planning, and Safety (TOPS) Committee through this progress report to ensure full transparency on key aspects of the projects. The Capital Project Quarterly Progress Report will be included in the JPB Board packet, making it accessible to all Board members and the public.

Monthly Update

See attached Quarterly Progress Report for Fiscal Year 2026 Quarter 2.

Budget Impact

There is no impact to the budget impact from receiving this status report.

Prepared by Sherry L. Bullock Interim Chief, Design and Construction, and 02/17/2026
CalMod Program Director



October-December 2025 Quarterly Capital Project Report





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Caltrain | Quarterly Capital Project Report

October – December 2025

Project: San Francisquito Creek Bank Stabilization

Project Phase: Construction/Testing

Estimated Current Phase Completion Date: 02/19/2027

Estimated Project Completion Date: 08/25/2027

PROJECT SCOPE

Stabilize and protect the northern bank of the San Francisquito Creek to prevent erosion from undermining the northern abutment of Caltrain's existing San Francisquito Creek Bridge, the northern foundations of the Alma Street Bicycle/Pedestrian Bridge owned by the City of Palo Alto and reconstruct a drainage outfall owned by the City of Menlo Park.

PROJECT STATUS

Following completion of 2023 emergency bank stabilization, the project team finalized design, completed field investigations to support temporary shoring and protect critical infrastructure during construction, and prepared required environmental permit reapplications and amendments. To address schedule and constructability risks, temporary shoring and river diversion plans have been finalized. Project costs have increased due to construction delays, additional soft costs, escalation, and expanded environmental mitigation requirements. A comprehensive total cost estimate for a single dry-season construction has been developed to support the requested budget increase and funding needs. All environmental permits have been secured, and construction contract award is anticipated in March 2026.

KEY ACTIVITIES - CURRENT QUARTER

Issued the Invitation for Bids (IFB) documents. Hosted on-site and virtual pre-bid conferences. Responded to bidder inquiries and issued addenda, including revised drawings. Procured plant and seed materials in advance of construction due to long lead times. Continued coordination with the Cities of Menlo Park and Palo Alto and the San Francisquito Creek Joint Powers Authority (SFCJPA), including sharing IFB design documents. Provided project status and funding plan updates at the December JPB Technology, Operations, Planning, and Safety (TOPS) Committee meeting.

KEY ACTIVITIES - NEXT QUARTER

Receive construction bids and conduct responsiveness and responsibility reviews. Update the project cost estimate and funding plan based on bid results and current market conditions. Finalize the construction management staffing plan. Conduct a community outreach planning meeting with the Cities of Palo Alto and Menlo Park to prepare advance notification to nearby residents. Prepare budget and schedule updates and contract award recommendation materials for consideration at the February JPB TOPS Committee meeting, followed by JPB Board approval in March. Adopt project baseline budget, schedule and funding.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
35% Development Complete	05/19/23	05/19/23 A
65% Development Complete	07/05/23	07/05/23 A
Environmental Permits Complete	08/29/25	08/29/25 A
Modified 100% Development Complete/IFB	09/15/25	09/15/25 A
Substantial Completion	11/27/26	11/27/26

FUNDING (in thousands of \$)

Funding Status & Sources	
	Total
Local Funding (Activated Funding)	6,996
Local Funding (Programmed Funding)	2,615
State Funding (Planned Funding)	7,826
TOTAL PROJECT FUNDING	17,437

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	1,585	1,301	1,575	2,876
Construction	3,721	308	6,443	6,751
Project Management Oversight and Support	2,934	1,920	3,403	5,323
Contingency	910	0	1,651	1,651
ICAP	462	112	725	836
Total	9,611	3,641	13,796	17,437





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: San Francisquito Creek Bridge Conceptual Design & Community Engagement

Project Phase: Planning (15% design)

Estimated Current Phase Completion Date: 11/30/2026

Estimated Project Completion Date: 05/16/2035

PROJECT SCOPE

The Project will advance the 15% conceptual design to replace the existing 1902 bridge carrying both Caltrain mainline tracks with a modern structure that meets current safety, operational, and clearance standards. This phase will develop preliminary engineering plans and a Design Basis Memorandum, assess constructability, environmental, and right-of-way constraints, and coordinate with the Cities of Palo Alto and Menlo Park and regulatory agencies. Deliverables will include 15% design drawings that provide sufficient details to confirm the preferred replacement alternative and initiate environmental clearance.

PROJECT STATUS

The project has secured funding through the 15% conceptual design phase. It has been on a programmatic pause following the transmittal of the San Francisquito Bridge Replacement Alternative Analysis Memo by Caltrain’s Executive Director in December 2022, followed by the letter from the Chief of Design & Construction to the City of Palo Alto regarding the Bridge Inspection and Load Rating Report in May 2023. The next step will be to re-engage the Cities of Palo Alto and Menlo Park to resume coordination on the bridge replacement effort and ensure alignment with Caltrain’s path forward to achieve the project objectives.

KEY ACTIVITIES - CURRENT QUARTER

- After a programmatic pause, the project team resumed the bridge replacement effort as outlined in 2022 Alternative Analysis Memo.
- The team revisited the project’s programmatic needs to reconfirm the scope, schedule, budget, and required resources.
- Staff also began preparing a Work Directive Proposal Request to onboard a General Engineering Consultant to advance the project to the 15% conceptual design level.

KEY ACTIVITIES - NEXT QUARTER

- Caltrain will re-engage key local stakeholders, including the Cities of Palo Alto and Menlo Park, to share project updates and ensure continued collaboration supporting long-term bridge safety, resilience, and community benefits.
- The team will also finalize the Work Directive Proposal Request to select the most qualified engineering consultant to complete the 15% conceptual design.

SCHEDULE MILESTONES

FUNDING (in thousands of \$)

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	09/16/19	09/16/19 A
15% Development Complete	11/30/26	11/30/26

Funding Status & Sources	
Activated Funding	Total
Federal Funding	1,728
Local Funding	1,588
TOTAL PROJECT FUNDING	3,316

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	1,469	507	1,006	1,513
Project Management Oversight and Support	1,503	951	597	1,548
Contingency	209	0	215	215
ICAP	135	36	104	139
Total	3,316	1,494	1,922	3,415





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Rengstorff Ave. Grade Separation Project **Project Phase:** Final Design

Estimated Current Phase Completion Date: 03/25/2027

Estimated Project Completion Date: 11/02/2030

PROJECT SCOPE

The project proposes to replace the existing at-grade rail train crossing at Rengstorff Avenue with a grade separated crossing in the City of Mountain View. In 2014, the City of Mountain View completed a Rengstorff Avenue Grade Separation Design Concepts – Final Report. Out of the three design concepts that were presented in the Final Report, the City was in favor of the Complete Street Concept which includes a Rengstorff Avenue Underpass and the construction of a new elevated pedestrian walkway parallel to the Caltrain tracks connecting Crisanto Avenue to the commercial area east of Rengstorff Avenue. The grade separation will require the lowering of approximately 1,200 feet of Rengstorff Avenue and connecting roadways, including Central Expressway. The City has elected to advance the Leland Connector portion of the project as the initial construction phase.

PROJECT STATUS

The project continues to advance toward the 65% Plans, Specifications, and Estimates (PS&E). Enabling studies, including geotechnical investigations, are underway to support development of the 65% plans. Coordination with PG&E on utility relocations is ongoing, as is collaboration with the City of Mountain View and VTA on final design efforts.

KEY ACTIVITIES - CURRENT QUARTER

- Completed Geotechnical Investigations and continued with the foundation design and cut-off wall design.
- Continued with the overall 65% design development
- Conducted a utility coordination workshop with PG&E to address outstanding items.
- The City of Mountain View staff presented the "Cost Reduction Measures" to the City Council on Dec. 18, 2025.
- Held a workshop on "Work Window Coordination" with Caltrain's Operations planning and Safety groups. The Operations planning work will continue as we move forward towards construction.

KEY ACTIVITIES - NEXT QUARTER

- Continue coordinating with the City on Right-of-Way tasks and final design enabling studies and maintain collaboration with PG&E to develop undergrounding strategies for overhead electric lines consistent with Caltrain's design criteria.
- Continue refining construction staging to optimize the schedule, begin quantity take-offs, and prepare specifications.
- Advance civil design, continue progressing the 65% design plans, coordinate with PG&E, AT&T, and UPRR on utility and project interface items, and with the city on the sewer and water modeling activities.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
15% Development Complete	03/04/19	03/04/19 A
35% Development Complete	10/31/22	10/31/22 A
65% Development Complete	02/06/24	05/15/26
100% Development Complete	03/30/26	03/25/27

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	26,000
TOTAL PROJECT FUNDING	26,000

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	17,694	7,135	10,558	17,694
Project Management Oversight and Support	3,816	1,865	1,952	3,816
Other Costs	1	1	0	1
Contingency	2,000	0	2,000	2,000
ICAP	2,050	620	1,430	2,050
Total	25,562	9,622	15,940	25,562





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Mountain View Transit Center Grade Separation & Access Project

Project Phase: Design - 65%

Estimated Current Phase Completion Date: 10/02/2026

Estimated Project Completion Date: 12/25/2028

PROJECT SCOPE

In May 2017, Mountain View City Council adopted the Transit Center Master Plan as the first step in a multi-year process to plan, design and construct the new station area and improve Castro Street. The master planning process considered interrelated options for station access, expressway crossing, grade separation, platform extension, bus/shuttle circulation, vehicle parking and joint development with a view to supporting future Downtown vitality, station access, and multimodal Circulation. In January 2025, the City of Mountain View issued a Suspension of Work for the original scope design and adopted "Design Package 2" which closes the grade crossing to vehicles but keeping the existing pedestrian crossings active.

PROJECT STATUS

The design consultant is working on the 65% design package which is due at the end of January 2026. The City of Mountain View went to their Bicycle & Pedestrian Advisory Committee and their Council Transportation Committee and presented the 35% design plans. The city plans to go to their City Council on February 10, 2026 for approval of the design.

KEY ACTIVITIES - CURRENT QUARTER

- The designer HNTB continued to complete the 65% plans and specifications which is due by the end of Jan 2026.
- The Caltrain System Modification Review Committee approved the elimination of the northern pedestrian crossing and widening the existing southern pedestrian crossing for the Castro St grade crossing.
- A memo was sent to the City of Mountain View's Public Works Director stating justification for having just one pedestrian crossing at Castro St., and a Change Order to the HNTB design contract was developed for the additional tasks requested by the City of Mountain View for the 65% Design and awaiting final signatures for execution.

KEY ACTIVITIES - NEXT QUARTER

- HNTB will submit the 65% design plans and specifications.
- Execute the Change Order to HNTB's design contract for the additional tasks requested by the City.
- Work on the Invitation For Bid Special Provisions.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	04/27/20	04/27/20A
NTP- Final Design Contract	04/10/25	04/10/25A
65% Development Complete	10/13/25	01/30/26
100% Development/IFB Complete	04/06/26	10/02/26

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	17,000
TOTAL PROJECT FUNDING	17,000

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Design Package 1	9,378	9,378	0	9,378
Major Contractors	1,110	457	824	1,281
Construction	1,341	0	2,542	2,542
Project Management Oversight and Support	1,420	120	1,326	1,447
Contingency	981	0	1,444	1,444
ICAP-Non Agency Labor	172	21	228	249
Total	14,401	9,976	6,364	16,340





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Broadway Burlingame Grade Separation

Project Phase: Design - 65%

Estimated Current Phase Completion Date: 07/09/2026

Estimated Project Completion Date: 07/13/2033

PROJECT SCOPE

The Project will improve traffic safety and circulation at the Broadway grade crossing in Burlingame by elevating the tracks over the existing roadway and eliminating the existing grade crossing. To accommodate this change, Broadway Station will also be elevated. The Project is being implemented using a Construction Manager/General Contractor (CMGC) delivery method and is currently between 35% and 65% design.

PROJECT STATUS

In May 2025, the City Council approved a Value Engineering (VE) solution for the Broadway Grade Separation Project. A second MOU amendment with the City and TA initiated a major redesign to incorporate VE concepts and develop new 65% design documents. The redesign aims to cut construction costs by removing the station and shifting the track east. In September 2025, the JPB approved extending the CMGC and Designer contracts to include the new 65% design.

KEY ACTIVITIES - CURRENT QUARTER

- Executed contract amendments for both the CMGC and the designer
- Continued 65% Design Development and updating Basis of Design (BOD)
- Roadway Bike/Ped Options presented to TSPC (by City) and completed geotechnical investigation along Carolan
- Rerouting Sanchez Creek hydraulics evaluation and presentation to JPB and City
- Retaining wall alternatives - sheet pile & wire wall scenarios Broadway closure staging and strategy evaluation and presentation to JPB and City

KEY ACTIVITIES - NEXT QUARTER

- Geotechnical Field investigation to be conducted and continue Environmental review and coordination
- Hold work window and access workshop with Designer, Builder, Caltrain Safety and Operations planning.
- Continue 65% Design Development and proceed with the option for a passageway at Cadillac and Sanchez Creek for Roadway Bike/Ped circulation and operational analysis for Carolan and Cadillac crossings as well as detour analysis
- Continue Broadway closure staging and strategy evaluation and OCS layout and strategies for operations

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	12/18/17	12/18/17 A
35% Development Complete	01/07/22	01/07/22 A
65% Redesign Development Complete	04/04/25	07/09/26

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	43,124
TOTAL PROJECT FUNDING	43,124

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C=A+B)
Planning & Prel. Design	4,461	4,461	0	4,461
Major Contractors	30,009	20,331	9,678	30,009
Real Estate (incl. Enabling ROW)	2,102	13	2,089	2,102
Project Management Oversight and Support	2,499	1,715	783	2,499
Other Costs	1,353	1,353	0	1,353
Contingency	610	0	610	610
ICAP	2,091	1,069	1,022	2,091
Total	43,124	28,943	14,182	43,124





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Middle Ave Pedestrian and Bicycle Undercrossing **Project Phase:** Preliminary Design - 35%

Estimated Current Phase Completion Date: 01/30/26
Estimated Project Completion Date: 07/23/2029

PROJECT SCOPE

The Middle Avenue Undercrossing (Project) is a proposed bicycle and pedestrian undercrossing that would improve safety and connectivity in the area around Middle Avenue in Menlo Park, including the newly completed Stanford development and nearby schools. The City’s modified design and location were approved by the Menlo Park City Council on July 11, 2023. An MOU was fully executed on July 2, 2024, between Caltrain and the City to support development of an Alternative Contract Delivery Analysis, design, and RFPs in accordance with the selected Construction Manager/General Contractor (CM/GC) delivery method. The current MOU covers only Phase One, which includes work through completion of the 35% design milestone, with the option for additional phases to advance the design to 65% and final design in the future.

PROJECT STATUS

The project continues to progress, with Myers completing the 35 percent Opinion of Probable Construction Cost (OPCC). The 35 percent design milestone, which includes the CMGC contractor’s constructability review, cost estimate, and schedule development, was completed in December 2025. The City of Menlo Park is expected to make a decision in January 2026 on whether to advance the project beyond 35 percent design and proceed to 100 percent design. If the City authorizes full design development, the 65 percent design milestone is scheduled for August 2026, followed by the 100 percent design milestone in March 2027.

KEY ACTIVITIES - CURRENT QUARTER

- The team continued supporting advancement of the 35 percent design, including ongoing constructability, cost, and value engineering analyses by Meyers and Sons and KMC.
- TYLin coordinated potholing efforts within the Caltrain right-of-way, which are now limited to fiber.
- Potholing for fiber was scheduled for December but was delayed due to rain and deferred to January 2026.
- Meyers and Sons and KMC complete the 35 percent OPCC, which includes their constructability, cost, and value engineering assessments, and this will be used to develop the updated total project cost.

KEY ACTIVITIES - NEXT QUARTER

- Potholing for fiber within the Caltrain right-of-way will be performed in January 2026. Potholing for other utilities will occur between the 35% and 65% design.
- The 35 percent OPCC and supporting CMGC documentation will be finalized and used to develop the updated total project cost.
- Materials incorporating the 35 percent design findings, including cost and constructability information, will be prepared for City of Menlo Park committee and study sessions in January 2026 to support the City’s decision on whether to advance the project beyond the 35 percent design milestone.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	02/01/22	02/01/22 A
35% Development Complete	10/28/25	01/30/26
Environmental Clearance Complete	10/06/25	05/08/26
65% Development Complete	04/02/26	08/31/26

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	2,572
TOTAL PROJECT FUNDING	2,572

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C = A+B)
Major Contractors	1,087	1,139	0	1,139
Construction	4	0	0	0
Project Management Oversight and Support	1,303	1,245	11	1,256
Other Costs	178	199	3	202
Total	2,572	2,583	15	2,598





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: South Linden Avenue and Scott Street Grade Separation

Project Phase: Preliminary Design - 35%

Estimated Current Phase Completion Date: 02/05/2027

Estimated Project Completion Date: 05/18/2034

PROJECT SCOPE

The South Linden Avenue and Scott Street Grade Separation Project is proposed to improve safety and decrease expected future traffic delays due to growth in vehicle traffic, greater frequency of Caltrain service, and the eventual addition of high-speed rail. South Linden Avenue is located in South San Francisco; Scott Street is in San Bruno. Although located in different cities, the two grade separations are proposed to be undertaken as a combined effort. Since the two crossing locations are located only 1,850 feet apart, the grade separation of one crossing could affect the other. The Cities of South San Francisco and San Bruno are co-sponsors of the Project.

PROJECT STATUS

The project began preliminary design in 2016 and has since advanced into environmental clearance while progressing toward the 35% design milestone. In early 2025, stakeholders selected a more cost-effective alternative, requiring scope, schedule, and budget realignment. Design development for this alternative is underway, targeting completion by late 2026. To support delivery, an MOU among cities and the Transportation Authority is nearing execution, with cost-sharing agreements expected by spring 2026. RSE is advancing design basis elements, surveys, property investigations, and coordination with adjacent developments.

KEY ACTIVITIES - CURRENT QUARTER

RSE (Designer) activities: Restructured scope to reflect adopted alternative; Advanced Preliminary Design Variance Memorandum (DVM) and Basis for Design (BFD); Resurveyed and mapped project site; Investigated subsurface foundations near South Line development. Caltrain activities: Investigating PG&E franchise rights in SSF; Reviewing AT&T property near Scott Street for underground box placement; Holding monthly stakeholder meetings on schedule, budget, and risks; Preparing targeted financial reports for cities and TA; Supporting funding-sharing agreement preparations; Evaluating RSE’s scope and 35% design submittals.

KEY ACTIVITIES - NEXT QUARTER

Advance the Preliminary Design Variance Memorandum (DVM) and Preliminary Basis for Design (BFD); Continue reviewing and investigating South Line subsurface foundations adjacent to the project in early 2026; Assess AT&T impacts on the Scott Street underground “box” location. Coordinate and finalize investigation of PG&E franchise rights in SSF; Investigate AT&T property related to underground box placement; Advance and execute the MOU amendment; Perform Alternative Delivery Methodology analysis by June 2026; Finalize independent cost estimate for RSE’s proposal and cost submission;

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	01/01/18	01/01/18 A
15% Development Complete	05/31/22	05/31/22 A
Award - Preliminary Design Contract	05/04/23	05/04/23 A
35% Development Complete	06/08/26	02/05/27

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	6,281
TOTAL PROJECT FUNDING	6,281

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	4,962	2,581	4,184	6,765
Project Management Oversight and Support	900	1,600	653	2,253
Other Costs	10	15	0	15
Contingency	129	0	200	200
ICAP	341	146	384	530
Total	6,341	4,342	5,421	9,764





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Connecting Palo Alto / City of Palo Alto
Grade Separation Project

Project Phase: Preliminary Design – 35%

Estimated Current Phase Completion Date: 12/31/2027

Estimated Project Completion Date: 10/05/2035

PROJECT SCOPE

The City of Palo Alto initiated the plan to consider grade separation at all four of the existing at-grade crossings in Palo Alto a decade ago. Since 2017, the City's focus has been on the three (3) grade crossings of Churchill Avenue, Meadow Drive, and Charleston Road as part of the Railroad Grade Separation and Safety Improvements Capital Improvement Project, also referred as Connecting Palo Alto. The crossing at Palo Alto Avenue was separated to be integrated with other City planning efforts and to prioritize the other crossings. In January 2025, Caltrain entered into a Cooperative Agreement with the City of Palo Alto and Santa Clara Valley Transportation Authority (VTA) to refine the Churchill Avenue, Meadow Drive, and Charleston Road concepts through preliminary engineering and environmental documentation with robust engagement with the community, Rail Committee, and City Council.

PROJECT STATUS

The project team is currently developing the work directive scopes for the contractor style cost estimates and construction schedules to be completed as part of the 15% and 35% design. On 12/15/2025, the City Council motioned to proceed with the following alternatives through 15% design: 1) Churchill Ave. Partial Underpass without landscape strip and Seale Ave. Bicycle and Pedestrian Crossing at Alma St. Ramp 2) Meadow Drive Hybrid with options for earthen berm or podium and 3) Charleston Rd. Underpass with Direct Access Ramp.

KEY ACTIVITIES - CURRENT QUARTER

- Presented at Rail Committee (Nov 18), Palo Alto Pedestrian and Bicycle Advisory Committee (PABAC) (Dec 2), and City Council (Dec 10 and 15) meetings
- Updated the community feedback matrix with Community, Rail Committee and City Council comments
- Developed preliminary basis of design and stormwater drainage reports (under Caltrain review)
- Completed geotechnical borings

KEY ACTIVITIES - NEXT QUARTER

- Verify property info via title reports and address comments on basis of design and stormwater reports
- Develop work directive for independent cost estimates and schedules for 15% and 35% design
- Hold design workshop to kick off 15% design and confirm key assumptions
- Finalize draft staffing plan, contract tracker, org chart, and 15% design schedule for City (late Jan/early Feb)
- Conduct PDT, Design, Engagement, and Controls team meetings

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	10/26/23	10/26/23 A
15% Development Complete	06/30/26	06/30/26
35% Development Complete	12/31/27	12/31/27

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	17,107
TOTAL PROJECT FUNDING	17,107

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C = A+B)
Conceptual Design Phase (Complete)	107	107	0	107
Major Contractors	8,942	826	8,116	8,942
Project Management Oversight and Support	4,778	1,773	3,361	5,134
Contingency	3,280	0	1,812	1,812
ICAP	0	158	954	1,112
Total	17,107	2,864	14,243	17,107





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Charleston Road Grade Crossing

Project Phase: Design - 100%

Estimated Current Phase Completion Date: 01/06/2026

Estimated Project Completion Date: 03/01/2028

PROJECT SCOPE

The scope of work for this project is to:

- Replace two CPUC Standard 9 warning devices for pedestrian gates.
- Install 25 seconds of advance signal preemption.
- Install solar LED pavement markers and pavement striping for the crossing.

PROJECT STATUS

The project is at the Final Design Phase. The design consultant submitted the 100% design package which is under review.

KEY ACTIVITIES - CURRENT QUARTER

- The design consultant RSE submitted the 100% design package which included the plans, specs and construction cost estimate. The design package was sent out to all the stakeholders for review.
- Staff met with the city of Palo Alto to coordinate with their design work for the improvements outside the Caltrain Right of Way(ROW). Palo Alto is at 50% design and is scheduled to complete their final design at the end of February 2026.

KEY ACTIVITIES - NEXT QUARTER

- Complete the review of the 100% design and provide the design consultant the comments.
- Meet with the City of Palo Alto and decide whether to keep the existing preemption cable or replace it with a new cable.
- Staff will continue to have monthly meetings with the city, Caltrans and CPUC to coordinate the design and provide status updates to all the stakeholders.
- The City will submit a draft GO 88-B form to the CPUC for review.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	08/24/23	08/24/23 A
65% Development Complete	09/01/25	10/01/25 A
100% Development	12/01/25	01/06/26
Substantial Completion	10/01/27	10/01/27
Project Closeout Complete	03/01/28	03/01/28

FUNDING (in thousands of \$)

Funding Status & Sources	
	Total
Federal Funding (Activated Funding)	750
TOTAL PROJECT FUNDING	750

CURRENT PHASE PROJECT COST(in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	355	250	5	255
Project Management Oversight and Support	231	58	717	775
Other Costs	165	54	630	684
Total	750	362	2,488	2,849





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Bernardo Avenue Undercrossing

Project Phase: Preliminary Design – 35%

Estimated Current Scope Completion: March 2026

Project Partners: Cities of Sunnyvale and Mountain View

Lead Agency: City of Sunnyvale

PROJECT SCOPE

The Cities of Sunnyvale and Mountain View are the project sponsors for a proposed new bicycle and pedestrian undercrossing of the Caltrain right-of-way (ROW) at Bernardo Avenue (Project), on the border of the two cities. The proposed undercrossing would provide key access across/under the ROW as well as the Central Expressway.

The current service agreement between Caltrain and the City of Sunnyvale covers tasks that will help to complete the 35% Preliminary Design/Environmental Clearance phase (Led and performed by the City) and prepare to launch the next phase of design. These tasks include a technical review of available deliverables of 35% design documents as designed by the City of Sunnyvale, completing a CEQA Notice of Determination (NOD) and performing a NEPA clearance through the FTA.

PROJECT STATUS

Caltrain has provided comments on the 35% design documents provided by the City, which will need to be incorporated when a Designer is selected to advance next phase of the project. Caltrain has filed a Notice of Exemption with Santa Clara County and the State Clearinghouse, confirming the work that the City has completed. The remaining task is to advance the NEPA clearance through FTA and is endeavoring to do this through adopting the Categorical Exclusion (CE) the City has obtained from Caltrans/FHWA.

Caltrain and the City are discussing the scope of the ensuing agreement that would advance the project to the next phase. Caltrain has proposed beginning the alternative delivery analysis with funds in the current agreement while developing the scope that would launch the next phase of design.

Through the end of December, 29% of the total budget of \$373,276 (contingency included) of the agreement has been spent. The activities in the current agreement are expected to be completed in Spring 2026.

KEY ACTIVITIES - CURRENT QUARTER

- The Caltrain Environmental team met with the FTA in December to discuss Caltrain projects with the agency, including this project.
- Once future FTA funds are identified for the project, FTA would review and accept transferring the project's NEPA clearance. A new NEPA clearance with the FTA would not need to be undertaken.
- Caltrain staff met with the City Staff to review design scope beyond 35% design led by the City.

KEY ACTIVITIES - NEXT QUARTER

- With the resolution with the FTA determined, the key activity for this month will be to coordinate with the City on next steps for the project based on shared project goals.
- Perform Alternative Delivery Method Analysis with the City and provide recommendation.





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Redwood City 4-Track Station

Project Phase: Conceptual Planning – 15%

Estimated Current Scope Completion: March 2026

Project Partners: Redwood City

Lead Agency: Redwood City and Caltrain

PROJECT SCOPE

Caltrain and the City of Redwood City are jointly funding and managing the Redwood City Four-Track Station Planning Project (Project). The Project is a technical study of the proposed elevated four-track station in downtown Redwood City, which will replace the existing at-grade two-track station. A four-track station in Redwood City is required for Caltrain to implement its Service Vision of 8 trains per peak hour per direction. In 2023, Redwood City Council adopted a preferred alternative for the four-track station that includes grade separating six existing at-grade railroad crossings: Whipple Avenue, Brewster Avenue, Broadway, Maple Street, Main Street, and Chestnut Street. All the grade separations would include vehicles, except at Maple Street which is a proposed undercrossing for bikes and pedestrians only.

The current Project is advancing the technical analysis with investigations into environmental requirements, construction methods and phasing, and conceptual engineering to support future next steps for the program. Mott MacDonald is the primary firm delivering this work.

PROJECT STATUS

In December, Caltrain and Redwood City agreed on a track alignment that minimizes cost and right-of-way impacts. Mott MacDonald is advancing the track design, constructability analysis, environmental approach assessment, and cost estimate for this alignment, which will help inform decisions about the next phase of work. The environmental phase for this project is partially funded through an RTC grant (\$13.5 million) that was recently awarded.

The project budget for this phase includes \$500,000 for consultant work, and \$150,000 for Caltrain staff time. Through the end of December 2025, Mott MacDonald has spent 58% of the total consultant budget. Current phase activities are expected to be completed in Spring 2026.

KEY ACTIVITIES - CURRENT QUARTER

- Met with Redwood City staff, provided project update, and decided on track alignment option
- Advanced design of the track plan and profile, shoofly plan and profile, structural plan, and staging concepts on the recommended alignment option.

KEY ACTIVITIES - NEXT QUARTER

- Continue to advance design of the track plan and profile, shoofly plan and profile, structural plan, and staging concepts. Draft deliverable will be submitted in February 2026, and Caltrain will provide comments by mid-March.
- Compile list of design deviations and share updated CAD file and profiles, profile roll plots, and vertical alignments with Caltrain Engineering for review.





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Enterprise Asset Management (EAM)
Software System - Initial Build-Out

Project Phase: Planning (15% design)

Estimated Current Phase Completion Date: 07/01/2027

Estimated Project Completion Date: 06/29/2030

PROJECT SCOPE

Caltrain is implementing a new Enterprise Asset Management (EAM) system in phases to improve asset tracking, maintenance, and operational efficiency. This phased approach supports safety, reliability, and sustainable asset management.

- Phase 1: Establishes a centralized system for infrastructure assets (excluding EMUs), with core features like asset registry, work orders, maintenance planning, and integration with GIS and PeopleSoft.
- Phase 2: Adds real-time condition monitoring and predictive maintenance using sensors, Lidar, and AI tools, along with continuous system improvements.
- Phase 3: Introduces dashboards for data-driven decisions and regulatory compliance, with potential ERP integration and long-term enhancements.

PROJECT STATUS

Caltrain is advancing a solicitation strategy for an Enterprise Asset Management System (EAMS) that aligns with funding, technical and operational needs, total cost of ownership, and schedule constraints.

After demonstrations and market analysis, four vendors were shortlisted. Following a thorough evaluation, IT, O&M, and D&C unanimously selected the top vendor, reflecting strong alignment with Caltrain’s requirements.

KEY ACTIVITIES - CURRENT QUARTER

- Caltrain departments and EAM vendors are assigned structured roles and responsibilities to ensure clarity and accountability.
- Stakeholder Alignment: Efforts are focused on clarifying the Caltrain application environment, FRA requirements, and CPUC audits to support the system information strategy.
- Executive Briefing: On December 19, an executive-level debriefing on the FTA Transit Economic Requirements Model was presented to the Caltrain Chiefs. The model forecasts future financial needs to guide strategic planning and maintain financial health. It will be integrated with future EAM systems to meet federal requirements and streamline reporting efforts.

KEY ACTIVITIES - NEXT QUARTER

- Contracts & Procurement (C&P): continues their efforts reviewing cooperative agreements through multiple procurement platforms and cooperative purchasing organizations
- Legal: Reviewing terms and conditions in cooperative contracts.
- Project Team: Developing EAM scope of work to ensure the agreement meets all stakeholder needs. Continue to align EAM functionality with data from all departments in Caltrain.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	11/06/23	11/6/23 A
100% Development Complete	10/01/25	04/28/28
Main Contract Award Board Approval	01/15/26	01/15/26
Substantial Completion	06/30/27	06/30/29
Start-up/Turnover Complete	07/01/28	07/02/29
Project Closeout Complete	07/03/29	06/29/30

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	1,398
TOTAL PROJECT FUNDING	1,398

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	273	0	586	586
Construction	387	0	831	831
Project Management Oversight and Support	679	101	1,356	1,457
ICAP	59	1	125	126
Total	1,398	102	2,898	3,000





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Update and Upgrade GIS System

Project Phase: System Implementation

Estimated Current Phase Completion Date: 02/27/2026

Estimated Project Completion Date: 12/27/2026

PROJECT SCOPE

The GIS project is designed to enhance Caltrain’s operational efficiency by leveraging geospatial data to support staff and streamline processes. The initiative focuses on identifying critical datasets, conducting field data collection, and developing standardized GIS layers. FY25 priorities include mapping and documenting Electrification Project’s the Overhead Catenary System (OCS), including wire runs, poles, cantilevers, and support structures; cataloging Traction Power Substations and related equipment; and integrating Positive Train Control (PTC) components such as wayside interface units and base station upgrades, focusing on optimizing signal systems in at-grade crossings. FY26 priorities will expand to include GIS layers for fiber infrastructure, signal and communication assets and the Underground Service Alert boundary. The team will also launch engineering-specific GIS layers by February 2026 inside an engineering viewer. The Engineering Asset Viewer will enhance user testing to guide future development.

PROJECT STATUS

Feature layer (OCS, Signal & Communication, and Grade Crossings) are near completion, an amendment adds following tasks for non-fare revenue and strategic planning: • Engineering Asset Development Viewer– Adds geospatial data from engineering workflows. • USA Boundary & Viewer – Protects fiber infrastructure; under SME review. • Non-Fare Revenue Maps – Updated building footprints to support 5G and site monetization. • Title VI Maps – Updated with Census 2020 data to support equitable planning.

KEY ACTIVITIES - CURRENT QUARTER

- Fiber Feature Layer is currently under Subject Matter Expert (SME) review to ensure accuracy and completeness prior to integration into the production environment.
- Comprehensive Signal & Communication Feature Layer has been finalized. It extends from fiber nodes to connected assets essential for operational reliability. The assets are Signal enclosures include hand-throw switches, AFTAC house. Interlocking systems, repeaters ,Impedance bonds, New at-grade crossings (89 units, with 52 equipped with signal equipment)
- These locations are critical for ensuring safe operations across the network.

KEY ACTIVITIES - NEXT QUARTER

- Engineering Viewer work is underway to develop a prototype that integrates geospatial data from engineering workflows (as-built, in-service plans). This effort streamlines QA/QC of new feature layers and improve team communication.
- New layers: OCS, signal, fiber, communication base stations/antenna, station buildings, platforms, fare collection parking lots, new access gates, fences, at-grade crossings, new storm drains, culverts, three county waterways, and outfalls.
- This development will enable faster, more accurate asset visualization and support better decision-making across projects.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	02/10/22	02/10/22 A
Substantial Completion	08/28/25	02/27/26
Startup/Turnover Complete	11/28/25	05/27/26
Closeout	02/28/26	12/27/26

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
State Funding	316
Local Funding	3,183
TOTAL PROJECT FUNDING	3,499

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	29	17	0	17
Construction	94	55	0	55
Project Management Oversight and Support	3,291	1,701	213	1,914
ICAP	85	37	12	49
Total	3,499	1,809	225	2,035





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Predictive Arrival/Departure System (PADS) Gap Coverage

Project Phase: Construction/Testing

Estimated Current Phase Completion Date: 01/15/2027

Estimated Project Completion Date: 09/13/2027

PROJECT SCOPE

The Predictive Arrival/Departure System (PADS) Gap Coverage & Improvement will include below scope:

1. Adding new Electric Multiple Unit (EMU) into existing PADS to process EMU location with timetable, and display train information on Visual Messaging Sign (VMS).
2. Virtually add server to provide redundancy for PADS operation, which will increase system liability and availability.
3. Develop technical requirement for future PADS Modernization Program.
4. PADS Improvement: Enhance the Predictive Arrival Departure System (PADS) by improving arrival prediction accuracy, integrating additional data sources for both ROCS and PADS, enhancing train arrival and departure messaging, improving single tracking messaging, deploy industry-compliant GTFS real-time feed, and increasing system responsiveness.

PROJECT STATUS

The project is in procurement phase for PADS improvement. The Wabtec Contract Award is subject to approval at the JPB board meeting on March 5, 2026. PADS improvement Technical Specification was sent to Wabtec for proposal. Proposal revision was received from Wabtec and is under engineer evaluation. Wayside application logic development (RSE) as an input to ROCS/PADS, is in a pause due to a change request from supplier RSE. WDPR for RSE was prepared and is in process for internal approval to send out.

KEY ACTIVITIES - CURRENT QUARTER

- Review Wabtec technical and cost proposal, Caltrain review and formal comments were prepared with various coordination meetings and conceptual design discussions with Wabtec.
- Preparing staff report and presentation for February Finance Committee In February and JPB board meeting in March.
- Issuing WDPR to RSE for proposal, which is for wayside application logic development.

KEY ACTIVITIES - NEXT QUARTER

- Request JPB board approval of Wabtec Contract award.
- Negotiate WDP with RSE, issue WD to RSE and restart field activities

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	03/24/22	03/24/22 A
NTP - Implementation Contract	04/25/25	04/25/25 A
Award Wabtec Contract	08/07/25	03/05/26
Substantial Completion	10/27/26	01/15/27

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	6,636
TOTAL PROJECT FUNDING	6,636

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Major Contractors	2,414	607	1,510	2,117
Construction	1,508	264	944	1,208
Project Management Oversight and Support	1,636	819	780	1,600
Other Costs	1,078	109	1,325	1,435
Total	6,636	1,799	4,560	6,359





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: VoIP (Digital Dispatch System)

Project Phase: System Implementation

Estimated Current Phase Completion Date: 06/03/2026

Estimated Project Completion Date: 03/22/2027

PROJECT SCOPE

The scope is to perform a technology refresh of the obsolete RDS (Radio Dispatch System) with digital components to utilize the JPB fiber network and the digital VoIP phones. The current RDS hardware and software are obsolete and no longer supported by the manufacturer. AT&T T1 analog leased lines are obsolete, and AT&T will no longer support them.

PROJECT STATUS

The Final Design Report (FDR) package has been submitted, reviewed and been approve. Supplier has started the procurement for equipment.

Cut-over plan is in discussion. TASI revised WDP is approved, the cost is 31% reduced compare with previous version. To provide justification for the gap between ICE and WDP price.

KEY ACTIVITIES - CURRENT QUARTER

- Pushing TASI to submit WDP.
- Partial equipment delivery to start testing preparation.

KEY ACTIVITIES - NEXT QUARTER

- Receive TASI WDP, and issue TASI WD.
- Preparing test plan and test form
- Receive SAT document from PENTA

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	02/27/25	02/27/25 A
100% Development	06/26/25	06/26/25 A
Substantial Completion	06/03/26	06/03/26
Start-Up / Turnover Complete	09/01/26	09/01/26
Closeout Complete	03/22/27	03/22/27

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Local Funding	1,713
TOTAL PROJECT FUNDING	1,713

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C =A+B)
Construction	522	169	353	522
Project Management Oversight and Support	760	99	661	767
Other Costs	148	141	6	148
Contingency	214	0	214	214
ICAP	69	18	50	69
Total	1,713	428	1,285	1,713





Caltrain | Quarterly Capital Project Report

October – December 2025

Project: Mini-High Platforms

Project Phase: Construction/Testing

Estimated Current Phase Completion Date: 06/30/2026

Estimated Project Completion Date: 12/02/2026

PROJECT SCOPE

The project scope will include installation of the precast platforms and modifications as needed to the existing infrastructure as needed to accommodate the installation. Grounding and bonding will be required at all the stations within the areas that will be electrified. Project will allow for more efficient ADA access to passenger vehicles for patrons decreasing dwell time thus improving service for all passengers and reducing operating costs.

PROJECT STATUS

The project continues to progress, with ongoing efforts to advance construction activities under active TASI Work Directives. Current priorities include completing the remaining base bid work within the EMU section under TASI WD Amendment #2. Tamien Station reached substantial completion in November 2025, and Belmont Station reached substantial completion in December 2025. Additional efforts include addressing outstanding punchlist items from the former Angotti & Reilly (A&R) contract and continuing wheel stop installation at Hillsdale under TASI WD Amendment #3. Staff and legal continue to coordinate on the Angotti & Reilly (A&R) claim, with negotiations anticipated in January 2026. Once this work is complete, a Work Directive Proposal Request will be issued to TASI for Option 1 stations south of Tamien, including Capitol, Blossom Hill, Morgan Hill, San Martin, and Gilroy stations.

KEY ACTIVITIES - CURRENT QUARTER

- TASI continued construction activities under WD Amendment #2, with Tamien Station remaining substantially complete following November completion and Belmont Station reaching substantial completion in December 2025.
- Work under WD Amendment #3 also continued during the reporting period, including wheel stop installation at Hillsdale and associated supporting activities, with base bid completion within the EMU section targeted for February 2026.
- Finalized and settled dispute with Angotti & Reilly, prepared final change order.
- Continue project close out remaining punchlist items.

KEY ACTIVITIES - NEXT QUARTER

- Final walkthroughs are scheduled at both Tamien and Belmont Stations under WD Amendment #2.
- Work under WD Amendment #3 will continue, including wheel stop installation at Hillsdale and completion of remaining punchlist items, supporting base bid completion within the EMU section by February 2026.
- The project team anticipates negotiating the Angotti & Reilly (A&R) claim in January 2026.
- A WDPR is anticipated to be initiated with TASI to advance Option 1 stations south of Tamien.

SCHEDULE MILESTONES

Milestones	Planned Completion	Forecast (A: actual)
Project Initiation	02/22/22	02/22/22 A
100% Development Complete/IFB	08/24/23	08/24/23 A
NTP - Construction Contract	02/20/24	02/20/24 A
Substantial Completion	07/19/25	06/23/26
Start-up/Turnover Complete	09/17/25	08/31/26

FUNDING (in thousands of \$)

Funding Status & Sources	
Activated Funding	Total
Federal Funding	460
Local Funding	6,811
TOTAL PROJECT FUNDING	7,271

CURRENT PHASE PROJECT COST (in thousands \$)

Category	Current Budget	Expended + Accrual	Estimate to Complete	Estimate at Completion
		(A)	(B)	(C = A+B)
Major Contractors	215	215		215
Construction	2,561	2,539	23	2,561
Project Management Oversight and Support	4,104	2,817	1,529	4,346
Contingency	100	0	100	100
ICAP	291	322	99	421
Total	7,271	5,893	1,751	7,644



**Peninsula Corridor Joint Powers Board
Staff Report**

To: Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Dahlia Chazan, Chief of Caltrain Planning
For: March 2026 Board of Directors Meeting
Subject: **Receive Update on the Policy Regarding Conveyance of Property Interests Involving Property Owned by the Peninsula Corridor Joint Powers Board and Fee Schedule**

Finance Committee Recommendation

Technology, Operations, Planning, and Safety Committee Recommendation

Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff is providing the Peninsula Corridors Joint Powers Board (JPB) Board of Directors (Board) with an informational update on proposed updates to the Policy Regarding Conveyance of Property Interests Involving Property Owned by the Peninsula Corridor Joint Powers Board (Policy) and Fee Schedule. Staff anticipate returning to the Committee next month with a revised policy that incorporates feedback, if any, for recommended approval.

Discussion

JPB routinely receives third-party requests from utility companies, public agencies, and private entities seeking to access or occupy JPB property for non-rail purposes. These activities are governed by the Property Conveyance Policy, first adopted in 2010 and updated in 2021.

The Policy guides third-party use of JPB property, including applicable agreements, review processes, and fees. It ensures that third-party uses protect JPB property interests, remain compatible with rail operations and future needs, and are reviewed through a consistent and transparent process. Requests may be processed under this Policy *only after* they are determined to be compatible with the JPB's current and future railroad needs, as defined in the Adopted Service Vision and documented in the Rail Corridor Use Policy (RCUP).

Proposed updates are intended to:

- Support effective and efficient leasing and property management;
- Improve cost recovery and revenue alignment; and
- Enhance policy clarity and usability.

Summary of Recommended Updates

Addition of Guiding Principles

Incorporating new Guiding Principles into the Policy would provide a clear framework aligned with JPB priorities for decision-making regarding use of property. Staff recommend incorporating the following:

- **Principle #1: Safety**
Safety on JPB property takes precedence over all other considerations. No third-party use may introduce operational risk, impair safe rail access, or conflict with governing safety rules, construction requirements, or regulatory standards.
- **Principle #2: Preservation of Current and Future Rail Needs**
JPB property is primarily used for transportation and rail purposes. Third-party uses must be consistent with railroad priorities and will only be considered if determined compatible with current or future rail needs. No use may interfere with rail operations, limit future transportation projects, or increase the cost or complexity of planned rail facilities.
- **Principle #3: Revenue Generation and Cost Recovery**
JPB property may be used to generate revenue to support the railroad when it is not needed for safety and/or rail purposes. Any such use must provide Fair Market Rent and cover the costs of processing the request, unless an exception is approved by the appropriate authority.
- **Principle #4: Station Activation and Ridership**
Uses near Caltrain stations that enhance station activity, provide customer amenities, improve multimodal access, or support ridership are encouraged. When such uses are projected to generate revenue comparable to other proposed uses, they may be prioritized over alternatives that provide fewer station- or ridership-related benefits.
- **Principle #5: Stewardship of Public JPB Property**
The JPB will protect public transportation assets and will not convey property rights without appropriate value or public benefit. Property rights shall only be granted to the extent necessary for the approved use and must not reduce the JPB's control of access to or use of the Corridor.

Fee Schedule Updates

The Fee Schedule establishes charges for third parties seeking to access JPB property and is intended to recover administrative costs associated with reviewing and approving requests and overseeing activities on JPB property. The Fee Schedule was last updated in 2021 and is due for review.

Key elements of the proposed updates include:

- **Cost Recovery:** Adjusting processing and review fees to more accurately recover staff time and administrative costs associated with reviewing and managing third-party requests, including:
 - Right of Entry/ License agreements;
 - Special Use Permit (formerly Encroachment Permit); and
 - Rail Corridor Use Policy (RCUP) Variances.

Additionally, the Fee Schedule would incorporate a standard annual fee escalation of three (3) percent over the next five (5) years to account for inflation and administrative cost growth, with authority for the Executive Director to suspend the adjustment if not warranted.

- **Revenue Alignment:** Updating fees to better support revenue generation where use of JPB property is appropriate and consistent with policy objectives, including:
 - Addition of a longitudinal fiber fee to generate revenue from telecommunications fiber lines installed along the rail corridor, and
 - Decreasing minimum rent for leases to enable additional flexibility.
- **Fee Schedule Clarity:** Update fee categories to better reflect purpose and provide clarity, including:
 - Renaming the current Encroachment Permit as a Special Use Permit to better reflect its purpose, and
 - Removal of easement fees from the Fee Schedule, as easements are addressed separately through negotiated agreements and are infrequent.

Executive Director Authority Expansion and Clarity

Property Agreements: Under the current Policy, Executive Director approval authority is limited to property agreements with terms of five years or less. In practice, this limitation can reduce flexibility and result in delays. For example, many of the historic station properties require significant up-front investment by tenants, and in return for bearing these costs, the tenants require a longer lease term. Requiring Board approval of the terms once they are agreed to creates uncertainty for potential tenants and adds additional time to the leasing process, making JPB-owned properties less market competitive.

The recommended update would expand this authority to allow approval of leases and renewals to up to ten years. This change is intended to improve flexibility and responsiveness to be market competitive while continuing to protect JPB interests through the Rail Corridor Use Policy and existing review processes.

Fee Waivers: Under the Board’s Policy Regarding Waiver of Fees Associated with Requests for Conveyance of Property Interests, which were adopted separately from the 2021 Policy Update, the Executive Director has discretion to waive fees for public agencies or nonprofit organizations under certain circumstances.

Staff recommends (1) incorporating these Guiding Principles directly into the Policy to provide clarity for Executive Director waiver authority and (2) broadening eligibility to allow qualifying partnerships with private entities that support ridership and exposure.

Policy Clarity and Organization

Additional recommended updates focus on improving policy clarity and usability. These revisions will include streamlining policy language, reorganizing the Policy structure, adding definitions, and removing details about staff-managed procedures

Budget Impact

There is no impact on the budget.

Prepared By:	Nadine Fogarty	Director, Caltrain Real Estate and Transit-Oriented Development	02/09/2026
	Jenny Lin	Manager, Caltrain Real Estate and Transit-Oriented Development	02/09/2026

Appendix Attachments

- Exhibit A: *Resolution No. 2021-18 Adopting an Updated Policy Regarding the Processing of Requests for Conveyance of Property Interests and Associated Fee Schedule*
- Exhibit B: *Policy Regarding Waiver of Fees Associated with Requests for Conveyance of Property Interests*
- Exhibit C: *Proposed Policy Regarding Conveyance of Property Interests Involving Property Owned by the Peninsula Corridor Joint Powers Board and Fee Schedule*

EXHIBIT A

RESOLUTION NO. 2021- 18

**PENINSULA CORRIDOR JOINT POWERS BOARD
STATE OF CALIFORNIA**

* * *

**ADOPTING AN UPDATED POLICY REGARDING THE PROCESSING OF REQUESTS FOR
CONVEYANCE OF PROPERTY INTERESTS AND ASSOCIATED FEE SCHEDULE**

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB), owns various properties, including the Caltrain right of way, which are the subject of numerous requests for use by various public and private parties; and

WHEREAS, in order to respond to third-party requests to enter or use JPB property, on October 7, 2010, pursuant to Resolution 2010-45, the Board of Directors (Board) adopted a Policy Regarding Processing of Requests for Conveyance of Property Interests Involving the Property Owned by JPB (Policy); and

WHEREAS, the Policy includes a Fee Schedule to allow the JPB to recoup costs associated with handling such requests and to generate revenue from the use of JPB property by third parties; and

WHEREAS, on February 6, 2020, pursuant to Resolution 2020-05, the Board adopted the Caltrain Rail Corridor Use Policy (RCUP) to facilitate agency review of potential uses of JPB property to ensure they are compatible with the railroad's current and future needs; and

WHEREAS, staff has updated the Policy to describe the JPB's current process and terms for issuing Property Access Agreements to third parties to access and/or use JPB property; be consistent with the RCUP; and update terms and procedures for other aspects of the process for reviewing proposed third-party uses of JPB property; and

WHEREAS, staff also has updated the associated Fee Schedule to reflect current costs of processing requests to access and/or use JPB property, and to reflect current market values; and

WHEREAS, on April 1, 2021, the Board held a public hearing to seek and consider input on the revised Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby approves the updated "Policy Regarding Process of Requests for Conveyance of Property interests Involving Property Owned by the Peninsula Corridor Joint Powers Board" and associated Fee Schedule, attached hereto with the understanding that: (1) the policy will specifically require the accurate recording of all physical right of way for utilities approved through the process and the maintenance of records that reflect the nature and location of such facilities and (2) the policy will permit staff to consider the waiver of encroachment and other fees for qualified non-profit and governmental entities in accordance with a Guiding Principal Statement that staff will prepare for review by the WPLP Committee; and

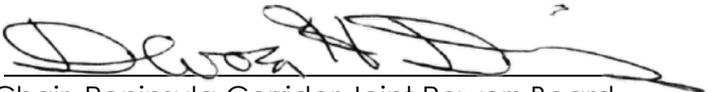
BE IT FURTHER RESOLVED that the Executive Director is authorized to approve or deny requests for access to, or use of, JPB property in accordance with the attached policy.

Regularly passed and adopted this 1st day of April, 2021 by the following vote:

AYES: Chavez, Gee, Hendricks, Pine, Stone, Walton, Zmuda, Heminger, Davis

NOES: None

ABSENT: None


Chair, Peninsula Corridor Joint Powers Board

ATTEST:


JPB Secretary

PENINSULA CORRIDOR JOINT POWERS BOARD

POLICY REGARDING THIRD PARTY REQUESTS TO USE PROPERTY OWNED BY THE PENINSULA CORRIDOR JOINT POWERS BOARD

Overview, Background, and Purpose

The Peninsula Corridor Joint Powers Board (“PCJPB”) owns a railroad right-of-way running from San Francisco down through San Jose, the Caltrain Rail Corridor (“Corridor”) for the purposes of operating the Caltrain passenger rail service. Within San Mateo County, Corridor ownership is shared with the San Mateo County Transit District. Additionally, PCJPB separately owns property near 26 Caltrain stations, as well as other property purchased in support of various capital projects. It is intended that, as additional property is purchased by PCJPB, third party use of that property shall be governed by this Policy. As of 2021, the PCJPB’s property holdings (“PCJPB property”) total approximately 690 acres, a substantial portion of which is dedicated to transportation uses.

Due to the Corridor's location along the Peninsula, and the historic economic development that it triggered, the Corridor runs through the middle of many communities between San Francisco and San Jose. As a result, the PCJPB receives numerous requests from utilities to cross, or otherwise occupy, portions of the Corridor, as well as various other third party requests to use PCJPB property for uses unrelated to railroad operations. In addition, properties that are not currently required to support Caltrain operations may be leased to generate revenue to offset the cost of operating Caltrain.

PCJPB, and its predecessor Southern Pacific Railroad, have had a long history of allowing third-party utilities to operate within the Corridor and has entered into numerous revenue-generating leases of PCJPB Property. The process for reviewing and approving both types of requests is currently governed by the “Policy Regarding Processing of Requests For Conveyance of Property Interests Involving Property Owned by the PCJPB” which was adopted in 2010 via Resolution 2010-45. Following Board adoption, this updated policy will supersede that previous policy.

PCJPB recognized a need to update its property use process in response to the PCJPB Board of Directors’ adoption of an ambitious Long-Range Service Vision for the railroad on October 3, 2019. As such, the PCJPB Board of Directors adopted the Caltrain Rail Corridor Use Policy on February 6, 2020 via Resolution 2020-05 (“RCUP”) to guide the use of the agency’s property and support delivery of Caltrain’s Long-Term Service Vision

The RCUP is intended to provide a process to facilitate agency review of requested uses of PCJPB property to ensure they are compatible with the railroad’s current and future needs. Following approval through the RCUP compatibility review process, a proposed use is required to undergo additional review for engineering, operational, and regulatory compliance before the agency will issue an agreement to allow a third party the right to use PCJPB property. The types of agreement issued by PCJPB are listed below and are hereafter referred to as “Property Access Agreements.”

This updated policy describes the agency's process and terms for granting Property Access Agreements to third parties to access and/or use PCJPB property. It has been updated to include and clarify the role of the RCUP in the process, as well as update terms and procedures for other aspects of the review process for proposed uses.

The contents of this updated policy are as follows:

- Summary of Property Access Agreements
- Staff review process and terms for non-lease agreements
- Staff review process and terms for lease agreements
- Final approval process for all agreements

Summary of Property Access Agreements

Below is a list of the types of agreements most frequently issued by the PCJPB and a brief description of each, including required conditions.

Service Agreement

Purpose: Sets forth the terms and conditions under which the applicant will reimburse the PCJPB for all actual costs incurred in providing the services and materials required to review the applicant's proposed use (including applicable general and administrative overhead costs), for costs associated with processing the Property Access Agreement, and for costs required to support the implementation of the use of agency property, as appropriate. A Service Agreement does not convey any rights to use property.

Right of Entry Permit Agreement

Purpose: Allows third party access to PCJPB Property for a specified period to accomplish a specific activity, which generally involves construction work on an existing facility. No facilities may be constructed on PCJPB Property.

Other Conditions: Permittee (or agency contracting with Permittee) shall sign a Service Agreement to reimburse PCJPB for its costs and expenses, as necessary.

License Agreement

Purpose: Allows third party access to PCJPB Property for a specified period to accomplish a specific activity, which generally involves construction work and allows an applicant's semi-permanent facility to remain on PCJPB Property.

Other Conditions: Licensee shall sign a Service Agreement to reimburse PCJPB for its costs and expenses, as necessary.

Encroachment Permit

Purpose: Allows third parties access to PCJPB Property for a specific purpose and a limited duration when a Right of Entry Permit, License Agreement or Lease is not appropriate, when no construction is to occur on the property and when the property is outside of the Operating Use Zone as defined in RCUP.

Lease Agreement

Purpose: Allows a third party to use PCJPB Property not currently required for rail operations for a defined period. This agreement is typically used when the third party is a commercial business leasing PCJPB property for Fair Market Rent.

Easement Agreement

Purpose: Provides permanent property rights to the grantee for a specific purpose.

Other Conditions: Licensee shall sign a Service Agreement to reimburse PCJPB for its costs and expenses, as necessary. Requires Board approval.

Staff Review Process and Terms for Non-Lease Agreements

This section describes the review process and terms for all agreements that are not leases. Non-lease agreements are typically issued for utility crossings, but may be used in other circumstances when a lease agreement is not appropriate.

After receipt of an application form, staff will analyze each request in accordance with this Policy and, if the request warrants further review, will present the applicant with an estimate of PCJPB's processing and oversight costs ("Processing Costs"), as applicable. Only after the applicant has paid a non-refundable processing fee (the "Real Estate Processing Fee") and, if required, signed a Service Agreement to reimburse PCJPB for its actual cost of reviewing the request, will staff analyze the request to ensure the following, which shall be hereafter referred to as "Baseline Conditions":

- The request is determined to be compatible with current and anticipated future operational requirements and potential railroad uses of the property, and is consistent with RCUP; and
- The applicant's improvements are designed to be compatible with the broadest range of possible transportation alternatives for the entire width of the right-of-way, to minimize disruption of current service and the necessity for later relocation; and
- All facilities constructed on PCJPB Property are constructed in a manner consistent with all applicable general engineering standards, Caltrain standards and California Public Utilities Commission regulations; and
- The request is in full compliance with the requirements of applicable federal and state laws including any conditions embodied in grants and conditions of financing for the property acquisition by the PCJPB or its predecessors in interest.

Once the review is completed, staff will process the appropriate Property Access Agreement, typically based upon PCJPB's standard forms, and will forward the agreement and a staff recommendation to the Executive Director of the PCJPB (or his/her designee) for consideration. The Property Access Agreement will require the applicant to agree, at the minimum, to the following conditions ("Required Conditions"):

- The Applicant must agree to relocate applicant's facilities (at applicant's expense) if necessary to accommodate the use of the Property for public transportation purposes or real estate development, as determined by PCJPB, its successors or assigns; and
- The applicant must maintain and repair its improvements at its sole expense; and

- The applicant must indemnify the PCJPB against liability (including for the release of hazardous materials) arising out of permittee's use of the property; and
- The agreement will include a reservation of a right in favor of PCJPB to terminate for breach; and
- The agreement will require that the applicant (and/or its contractor) provide adequate insurance for the benefit of PCJPB, its successors and assigns, including, when necessary Railroad Protective Liability Insurance (RPLI).
 - PCJPB shall obtain RPLI in its own name, at the sole cost and expense of the applicant. An applicant may provide its own RPLI by demonstrating that it can provide coverage that is equivalent to, or better than, the RPLI available to PCJPB.

Staff will record the location and nature of any utility or similar agreement approved through this process and will require the applicant to provide the PCJPB with current and accurate "as built" drawings of any facility constructed. Staff will maintain accurate records of each such Non-Lease Agreement to support and facilitate future Caltrain capital and other projects.

Staff Review Process and Terms for Lease Agreements

This section describes the review process and terms for all lease agreements, for which there are two general types of sites:

- **Independently Usable Sites:** In certain locations, especially along commercial corridors, commercial demand exists for use of PCJPB Property that is not currently required to support Caltrain operations. Such properties are typically accessible from the public street system and can be used independently, without reliance upon use of property owned by entities than other the PCJPB ("Independently Usable Sites").
- **Landlocked Sites:** In other instances, property not currently required to support Caltrain operations is landlocked, meaning it has no means of access other than from the Caltrain corridor or though the contiguous site, but may have commercial value to the contiguous property owners ("Landlocked Sites").

In both such cases, PCJPB may seek to lease property to generate revenue, and all potential leases must be analyzed and approved in accordance with the terms and process described below.

Requirement for Fair Market Rent: All property shall be leased at market value unless otherwise approved by the Board in its sole and complete discretion. Market value will be evaluated in consideration of current market conditions, the proposed use, the site's physical characteristics (including location, size, access and shape of the property), and taking into account all rights and limitations created by the lease agreement, and shall be referred to throughout as "Fair Market Rent."

RCUP Compatibility and Determination of the Lease Term: Before any site is made available for lease, staff shall ensure that use of the site by a third party is compatible with the

railroad's current and future needs for its property and is compliant with RCUP. Real Estate staff shall also review the site with other departments, including Planning and Engineering, to determine if and when the site will be needed to support future rail activities or capital projects. For revenue-generating commercial leases, staff shall seek to make the site available for the longest possible duration that does not conflict with potential PCJPB uses of the property, it being understood that longer lease terms generally lead to more lucrative financial return.

The review and approval process and terms for leases are different for independently usable sites and landlocked sites, as described below.

Independently Usable Sites: When property with independent commercial potential is identified as available for lease, and the proposed use will be for more than five years, staff shall seek to competitively market the site, either through a commercial broker or directly by staff, to attract a pool of qualified potential tenants. Leases of less than five years are not required to be marketed but may be if staff feels it would be appropriate to do so.

Proposals will be evaluated using criteria, developed by staff to reflect the specific site, and will typically include the maximization of rent paid, compliance with the Baseline Conditions, and other conditions specific to the property itself. In no case shall rent be for less than Fair Market Rent, unless approved by the Board.

Once the review is completed and a potential tenant has been selected, staff will process the lease agreement, which will be based upon PCJPB's standard form, and will forward the agreement and a staff recommendation to the Executive Director of the PCJPB (or his/her designee) for consideration. The lease will require the applicant to agree, at a minimum, to the Required Conditions.

Landlocked Sites: Staff may negotiate directly with the contiguous property owner, unless other potential lessees have expressed interest in the site or staff otherwise believes that marketing the site will attract a larger pool of qualified tenants, in which case staff shall follow the procedures for marketing a non-landlocked site. When leases for landlocked property come due, staff may choose to negotiate directly with the existing tenant if the tenant has been a tenant of good standing throughout previous lease term. The lessee must comply with the Baseline Conditions and the rent must be no less than Fair Market Rent unless otherwise approved by the Board.

Once the review is completed and a potential tenant has been selected, staff will process the lease agreement, typically based upon PCJPB's standard form, and will forward the agreement and a staff recommendation to the Executive Director of the PCJPB (or his/her designee) for consideration. The lease will require the applicant to agree, at a minimum, to the Required Conditions.

Final Approval of Property Access Agreements

This section describes the final approvals that are needed to issue a Property Access Agreement to a third party after staff has reviewed and recommended the request for approval.

If the Property Access Agreement is within the authority of the Executive Director, as described below, the Executive Director or his/her designee may execute the agreement. If the request falls within the Board's authority, as described below, the Executive Director may sign the agreement only being delegated authority by the Board.

AUTHORITY OF EXECUTIVE DIRECTOR

The Executive Director (or his/her designee) may approve Property Access Agreements without the prior approval of the Board, provided that the request will not have an adverse impact on the use or potential future development of PCJPB-owned Property for PCJPB purposes and that the following conditions are met:

- The Property Access Agreement is for a term not more than five years
 - Exception: if the lease is an extension of a lease to an existing tenant and is for an Independently Usable Site, the new term will extend the occupancy of the same tenant for more than 5 consecutive years, the lease will require board approval; and
- The applicant has paid the appropriate amount of compensation as described in the PCJPB's Fee Schedule (unless such fees are waived by the Executive Director or his/her designee for public agencies or certain nonprofits, whose qualifications meet and satisfy the Guiding Principles to be developed by staff and provided to the Work Program-Legislative-Planning Committee), or for leases, the rent is set at Fair Market Rent; and
- The Property Access Agreement includes all of the Required Conditions and staff has determined that such use is consistent with the Baseline Conditions.

PCJPB BOARD REVIEW

The Board of Directors shall review and approve all conveyances of permanent property rights as well as any other requests that do not fall into the authority of the Executive Director, as outlined above. The Property Access Agreements may be issued only after the applicant pays appropriate compensation as set forth in the PCJPB's Fee Schedule or, for leases has paid the first month's rent and any security deposit.

PENINSULA CORRIDOR JOINT POWERS BOARD

FEE SCHEDULE

FEES BY REAL ESTATE AGREEMENT TYPE

Note: The below agreement types are defined in the Peninsula Corridor Joint Powers Board's (PCJPB) "Policy Regarding Third Party Requests to Use Property Owned by the Peninsula Corridor Joint Powers Board"

Right of Entry Permit Agreement

Real Estate Processing Fee: \$2,100

Annual Permit Payment: \$5,000, if the total area is 2,000 or less

Annual Permit Payment: fair market value (not less than \$5000) if the area is greater than 2,000 sq. ft.

License Agreement

Real Estate Processing Fee: \$2,100

Annual Permit Payment: \$5,000, if the total area is 2,000 or less

Annual Permit Payment: fair market value (not less than \$5000) if the area is greater than 2,000 sq. ft.

Encroachment Permit

Real Estate Processing Fee: \$1,000

Lease Agreement

Real Estate Processing Fee: None

Monthly Rent: fair market value (as determined by staff), but not less than \$800/mo.

Easement Agreement

Real Estate Processing Fee: \$2,100

Payment of lump sum fair market value of the easement as determined by staff

SERVICE AGREEMENTS AND ASSOCIATED FEES

Purpose

If staff determines that staff review of a request to access property will require more than 8 hours of staff time and/or more than 3 hours of the Attorney's time, which costs are covered by the various Real Estate Processing Fees above, the applicant shall enter into a Service Agreement with PCJPB. The Service Agreement sets forth the terms and conditions under which the applicant will reimburse PCJPB for all actual costs of providing the services and materials required to support the applicant's proposed project (including applicable general and administrative overhead costs) and for costs associated with processing the Property Access Agreement. A Service Agreement conveys neither property rights nor right to use property.

Payment Policy

Service Agreements Valued under \$50,000:

Service Agreements with an estimated cost of less than \$50,000 or Service Agreements that will be completed in 120 days or less require full prepayment.

Service Agreements Valued over \$50,000:

If the Service Agreement has an estimated total project cost of more than \$50,000 or will last more than 120 days, a payment option may be pre-arranged on a case-by-case basis. A minimum 10% deposit with monthly progress billings or a deposit based on a cash flow analysis with monthly progress billings (whichever is greater) may be arranged and approved at the discretion of staff. Payments under a progress billing are due 30

days following the date of invoice. All overdue balances due to PCJPB not contested in writing, shall bear interest at the rate of 1.5% per month, compounded monthly, from the due date. Additionally, PCJPB may require that all work cease until all payments are received in full.

RAIL CORRIDOR USE POLICY – USE VARIANCE FEE

All proposed non-railroad uses of JPB property must be determined to be compatible with the railroad’s current and future uses, as demonstrated through compliance with the Board-adopted Rail Corridor Use Policy, or the “RCUP” (adopted February 6, 2020 as Resolution 2020-05).

The RCUP review process does not charge a fee for the initial compatibility review(s) of proposed uses.

For uses that are determined to be not compatible with the railroad’s current and future needs after the initial compatibility review, third parties may opt to request an RCUP Use Variance. A Base Fee of \$2500 is charged for all proposed uses of PCJPB property that enter into the RCUP Use Variance process. This nonrefundable Base Fee must be fully paid by the applicant at the time of submitting the RCUP Use Variance application. The Base Fee is charged to cover PCJPB costs for reviewing and processing the RCUP Use Variance application, inclusive of up to 12 hours of staff time and up to 3 hours of the Attorney’s time.

The RCUP Use Variance Review Base Fee is likely to cover PCJPB costs for reviewing *most* Use Variance applications; however, there may be some instances in which the complex nature of the proposed use or its location on the corridor requires a more extensive review of the Use Variance application. In these instances, the Base Fee may not be adequate for covering PCJPB costs for processing and reviewing, and additional staff and/or Attorney time may be required. Therefore, on a case-by-case basis, the PCJPB may charge an Additional Fee (on top of the Base Fee) to seek reimbursement for PCJPB costs for Use Variance applications requiring extensive review. Staff will determine if an Additional Fee is required to cover PCJPB costs for processing a complex Use Variance application after receipt of the application, and as soon as a determination is made, staff will notify the applicant of any Additional Fee as soon as possible. The Additional Fee to process complex Use Variance applications is to be issued and paid using a Service Agreement, under the terms and conditions described for Service Agreements above. The Additional Fee is nonrefundable and must be fully prepaid by the applicant before staff may process a complex Use Variance application.

Notes:

- Payment of the RCUP Use Variance Fee neither conveys PCJPB’s approval of the compatibility of the proposed use, nor provides authorization to use property.
- Additional information about the RCUP review process, including the Use Variance process, can be found in the adopted Rail Corridor Use Policy, available on Caltrain’s website.

REASON FOR FEES

The Purpose of the Real Estate Processing Fee and the RCUP Use Variance Fee is to recoup costs associated with staff time to negotiate and draft the real estate document or review the Use Variance, legal time for review of documents and staff time to set up and monitor the project, as necessary. The Annual License Payment and Annual Permit Payment represent the value of the encumbrance to the property created by the agreement.

REGULAR REVIEW OF FEES

All fees shall be reviewed regularly by staff and updated as PCJPB’s cost of processing permits increases. Annual License Payments and Annual Permit Payments shall be reviewed regularly by staff and updated to reflect current property values.

EXHIBIT B

AGENDA ITEM #8 AUGUST 25, 2021

PENINSULA CORRIDOR JOINT POWERS BOARD STAFF REPORT

TO: JPB Work – Program – Legislative – Planning Committee

THROUGH: Michelle Bouchard
Acting Executive Director

FROM: April Chan
Chief Officer, Planning/Grants/TA

SUBJECT: **POLICY REGARDING WAIVER OF FEES ASSOCIATED WITH REQUESTS FOR
CONVEYANCE OF PROPERTY INTERESTS**



Finance Committee
Recommendation



Work Program-Legislative-
Planning Committee
Recommendation



Staff Coordinating
Council Reviewed



Staff Coordinating Council
Recommendation

ACTION

This report is for information only. No Board action is required at this time.

SIGNIFICANCE

At its April, 1, 2021 meeting, the Board of Directors adopted Resolution No. 2021-18 which updated the JPB's "Policy Regarding the Processing of Requests for Conveyance of Property Interests" and approved an accompanying Fee Schedule.

As part of the approval, the Board directed staff to prepare for review by the WPLP Committee at a subsequent meeting "guiding principles" with regards the waiver of encroachment and other fees for certain qualified non-profit organizations or governmental entities. These principles would be applied at the Executive Director's discretion.

The Guiding Principles listed below outline when it may be appropriate for the Executive Director (or his/her designee) to waive such fees, which would be at the Executive Director's sole and complete discretion:

- When the permittee provides JPB with goods and services of generally equivalent (or greater) value than the permit fees; or

- When the permit covers an event for which JPB is a co-sponsor, in which case a permit is not required; or
- The event is sponsored by a governmental agency and will bring ridership or exposure to Caltrain, such as Bike to Work Day; or
- Where the permittee is a community-service-oriented, non-profit entity.

After considering any comments from the Committee, staff and the Executive Director will follow these guiding principles when considering the possible waiver of fees for a property conveyance. The ultimate decision of waiver request will be at the Executive Director's sole and complete discretion.

Final Note: All users of JPB property must provide evidence of insurance, even if a permit is not issued

BUDGET IMPACT

While the Guiding Principles allow the Executive Director to waive fees for certain permits, historically the number of such permits made up a small percentage of the total number of property access agreements issued by JPB. Staff anticipates the budget impact to be minor, likely in the range of no more than several thousand dollars a year

Prepared by: Brian W. Fitzpatrick, Director, Real Estate and Property Development
650.508.7781

POLICY REGARDING PROCESSING OF REQUESTS FOR CONVEYANCE OF PROPERTY FOR PROPERTY INTEREST INVOLVING PROPERTY OWNED BY THE PENINSULA JOINT POWERS BOARD

1. Background, Purpose, & Applicability

The Peninsula Corridor Joint Powers Board (“JPB”) owns a railroad right-of-way running from San Francisco to San Jose, known as the Caltrain Rail Corridor (“Corridor”), for the purposes of operating the Caltrain passenger rail service. JPB also owns property adjacent to 26 Caltrain stations as well as property purchased in support of various capital projects. As of 2026, the JPB’s property holdings (“JPB property”) total approximately 690 acres, a majority of which are dedicated to transportation uses and include many sites that are not accessible from the public right of way.

Because the Corridor passes through established cities along the Peninsula, JPB routinely receives requests from utility companies, public agencies, and private entities seeking to access or occupy JPB property for non-rail purposes. In addition, property not currently required to support Caltrain operations may be leased to generate revenue that helps offset the cost of operating the rail service, including areas within station buildings or station parking lots. These activities are currently governed by the Policy Regarding Processing of Requests for Conveyance of Property Interests Involving Property Owned by the JPB, first adopted in 2010 and updated in 2021. Upon adoption, this updated Policy, which enhances clarity and supports revenue generation, will supersede all prior versions.

This Policy updates and establishes guiding principles, general requirements, and terms under which the JPB authorizes third-party use of JPB property through various forms of Property Access Agreements. It also updates the associated Fee Schedule to reflect current costs of processing requests to access and/or use JPB property and market values. Third-party uses may only be processed under this Policy after they are determined to be compatible with JPB’s current and future railroad needs, as defined by the Adopted Service Vision and documented in the Rail Corridor Use Policy (“RCUP”).

This Policy applies to all third-party uses on all JPB property, including non-rail activities such as utility installations, construction access, temporary uses, permanent facilities, commercial uses, and similar requests.¹ Uses may only be exempted from this Policy if specifically authorized by the JPB Board of Directors.

2. Definitions

- **Fair Market Value (FMV):** Fair market value is the price or compensation a property would reasonably command on the open market under typical market conditions. This value is determined by the JPB staff based on market data, the proposed use, the site’s physical

¹ Properties planned and used for transit-oriented development are governed by the Transit Oriented Development (TOD) policy.

characteristics (including location, size, access and shape of the property), and considering all rights and limitations created by the applicable Property Access Agreement.

- **Fair Market Rent (FMR):** Fair market rent is an expression of the Fair Market Value for lease agreements.
- **Property Access Agreements:** Agreements used by the JPB to authorize third-party access to, or use of, JPB property. These may include Special Use Permits, Right of Entry Permits, License Agreements, and Lease Agreements as further described in *Section 4*.
- **Rail Corridor Use Policy (RCUP):** The Rail Corridor Use Policy (RCUP), adopted by the JPB in February 2020, is used to assess whether a proposed third-party use of JPB property is fundamentally compatible with the railroad's current and future property needs, as defined by the Service Vision and other adopted plans and policies. This policy is updated periodically.
- **RCUP Use Variance:** A request to approve a third-party use that is not initially determined to be compatible under the RCUP review process.
- **Service Agreement:** An agreement under which an applicant reimburses the JPB for staff, legal, engineering, and administrative costs associated with evaluating, reviewing, or supporting proposed third-party use of JPB property. A Service Agreement does not grant access to, or any property rights on, JPB property, and does not oblige the JPB to approve the proposed use or issue a Property Access Agreement.

3. Guiding Principles

The following guiding principles apply to all third-party use of JPB property and establish the ordered priorities that guide evaluation and approval of such requests.

- **Principle #1: Safety**
Safety on JPB property takes precedence over all other considerations. No third-party use may introduce operational risk, impair safe rail access, or conflict with governing safety rules, construction requirements, or regulatory standards.
- **Principle #2: Preservation of Current and Future Rail Needs**
JPB property is primarily used for transportation and rail purposes. Third-party uses must be consistent with railroad priorities and will only be considered if determined compatible with current or future rail needs. No use may interfere with rail operations, limit future transportation projects, or increase the cost or complexity of planned rail facilities.
- **Principle #3: Revenue Generation and Cost Recovery**
JPB property may be used to generate revenue to support the railroad when it is not needed for safety and/or rail purposes. Any such use must provide Fair Market Rent or Value and cover the costs of processing the request, unless an exception is approved by the appropriate authority.

- **Principle #4: Station Activation and Ridership**
Uses near Caltrain stations that enhance station activity, provide customer amenities, improve multimodal access, or support ridership are encouraged. When such uses are projected to generate revenue comparable to other proposed uses, they may be prioritized over alternatives that provide fewer station- or ridership-related benefits.
- **Principle #5: Stewardship of Public JPB Property**
The JPB will protect public transportation assets and will not convey property rights without appropriate value or public benefit. Property rights shall only be granted to the extent necessary for the approved use and must not reduce the JPB's control of access to or use of the Corridor.

4. Property Access Agreement Types

Below are the types of agreement commonly used by the JPB to authorize third-party access to or use of JPB property. The appropriate agreement depends on the nature, duration, and permanency of the proposed use.

- **Special Use Permit:** Authorizes short-term, non-construction use of JPB property. Facilities or equipment may not be installed or left on the property at the end of the use.
- **Right of Entry (ROE):** Authorizes temporary access to JPB property for work activities including inspection, surveying, or maintenance work. No facility or improvements may remain on the property following completion.
- **License Agreement:** Authorizes a third party to installation, operation, and maintenance of semi-permanent facilities on JPB property or equipment to support ongoing work activities, subject to relocation or removal conditions. It may be used in conjunction with a Right of Entry agreement for access to maintain licensed improvements.
- **Lease Agreement:** Authorizes longer-term, revenue-generating use of JPB property, which may or may not include improvements. A lease agreement provides ongoing occupancy rights for a defined term and requires Fair Market Rent consistent with *Section 6*.

This table summarizes the common Property Access Agreement types:

Property Access Agreement	Facility Left on Property	Typical Duration ²	Typical or Example Uses
Special Use Permit	No	1 day	Non-recurring or occasional special events, community activities
Right of Entry (ROE)	No	1 day to 3 months	Third-party utility inspections and service, surveys, construction access, maintenance, vegetation control
License Agreement	Yes (Semi-Permanent)	1 year to 5 years	Construction of third-party infrastructure such as utilities, pipelines, electrical, fiber optic cables and telecom
Lease Agreement	Yes (During Term)	1 year to 10 years	Commercial uses including recurring commercial activities (e.g., farmers’ markets), non-rail parking, storage, kiosks

Property Access Agreements are issued for a defined period and do not convey permanent property rights. Permanent or longer-term property conveyances, including easements, are uncommon, require approval by the Board of Directors, and must align with the Guiding Principles established in this Policy.

4.1. Service Agreement Requirement

The JPB may require an applicant to execute a Service Agreement to reimburse the JPB for costs associated with reviewing, processing, and supporting a proposed use of JPB property when the request exceeds the estimated staff and attorney time reflected in the fee schedule. The Service Agreement sets forth the terms under which the applicant will reimburse the JPB for staff time, legal services, engineering reviews, administrative costs, and other related expenses.

5. Conditions of Use:

All third-party uses of JPB property must meet two sets of requirements. First, a use must satisfy Baseline Conditions before it may be considered for approval. Second, any approved use must include Required Conditions in the final Property Access Agreement. A request that does not satisfy all Baseline Conditions shall not be advanced for approval and will not be issued a Property Access Agreement.

² Durations are illustrative and may vary for agreements.

5.1. Baseline Conditions

A proposed third-party use may only be considered for approval when all the following conditions are satisfied:

- **Compliance with Engineering and Safety Standards**

All facilities constructed on JPB property must be designed, constructed, and maintained in a manner that ensures the safety of railroad operations and the public, and complies with all applicable federal, state, and local safety and engineering requirements, including standards and regulations of the Federal Railroad Administration (FRA), Caltrain, and California Public Utilities Commission.

- **Compatibility with Current and Future Railroad Needs**

The request must be determined to be compatible with current and anticipated future operational requirements and potential railroad uses of the property and must be consistent with the Rail Corridor Use Policy (RCUP) or includes a request for an RCUP variance that is recommended for approval.

- **Design Consistent with Corridor Flexibility**

The applicant's improvements must be designed to be compatible with the broadest range of possible transportation alternatives for the entire width of the right-of-way, to minimize disruption of current and future service and avoid the necessity for later relocation.

- **Compliance with Laws and Property Funding Requirements**

The request must be in full compliance with all applicable federal and state laws, including any conditions embodied in grants or financing related to the acquisition or improvement of JPB property by the JPB or its predecessors in interest.

- **Alignment with JPB Adopted Policies**

The proposed use will be reviewed for alignment with applicable JPB adopted policies and plans, including but not limited to the Station Access Policy, the Rail Corridor Use Policy, and other adopted policies, as relevant.

5.2. Required Conditions

If a proposed use satisfies all Baseline Conditions, the Property Access Agreement must include, at minimum, the following terms:

- **Relocation at Applicant's Expense**

In general, the applicant must agree to relocate the applicant's facilities, at the applicant's sole cost and expense, if necessary, to accommodate the use of the property for public transportation purposes or rail-related development, as determined by the JPB, its successors or assigns. In certain cases where the tenant will invest significantly in the property (e.g., tenant improvements to station buildings) and no capital projects are expected to occur, staff may waive this requirement.

- **Maintenance and Repair**

The applicant must maintain and repair its improvements at its sole expense.

- **Indemnification**

The applicant must indemnify and hold harmless the JPB against liability, including for the release of hazardous materials, arising out of the applicant's use of the property.

- **Termination**

The agreement must include a reservation of a right in favor of the JPB to terminate the agreement for breach.

- **Insurance Requirements**

The agreement must require that the applicant (and/or its contractor) provide adequate insurance for the benefit of the JPB, its successors and assigns, including, when necessary, Railroad Protective Liability Insurance (RPLI). The JPB shall obtain RPLI in its own name, at the sole cost and expense of the applicant. An applicant may provide its own RPLI only by demonstrating coverage equivalent to, or better than, the RPLI available to the JPB.

6. Leasing Guidelines

This section establishes the guidelines by which the JPB leases JPB property not required for rail purposes.

6.1. Marketing Sites

The JPB will market leasing opportunities in a fair and transparent manner to attract qualified tenants. Marketing may be conducted by staff or through a commercial broker. Landlocked sites or sites that cannot be accessed by public streets may be negotiated directly with the adjoining property owner.

6.2. Fair Market Rent Requirement

All leases must provide Fair Market Rent (FMR) as determined by the JPB staff, unless an exception is approved by the JPB Board of Directors. FMR shall be evaluated based on current market conditions, the proposed use, the site's physical characteristics (including location, size, access, and shape), and all rights and limitations established in the lease.

6.3. Lease Terms and Extensions

Lease terms must be compatible with current rail needs and future transportation uses, as determined through RCUP review and other applicable agency standards. Significant tenant investment in improvements that supports the use of the property may justify more flexible lease terms, subject to consistency with the Rail Corridor Use Policy or approval of a Rail Corridor Use Policy variance.

Lease extensions may be considered on the same basis and must be reviewed by staff and evaluated using the same Review Criteria as a new lease.

6.4. Review Criteria

New lease proposals and extensions will be evaluated based on the Guiding Principles and include the following considerations:

- **Revenue and Value to the Agency:** Preference may be given to proposals that provide the highest economic return or overall value to the JPB.
- **Station Activation and Ridership:** Uses that enhance station activity or ridership may be prioritized when revenue is comparable to another proposed use at the station.
- **Tenant Reliability and Financial Capacity:** Preference may be given to tenants who demonstrate strong financial solvency and the ability to meet lease obligations. Demonstration of financial capacity may include, as determined by Staff, the submission of financial information such as profit and loss statements, balance sheets, and/or bank statements.

7. Approval Authority

This section describes the final approvals required to issue a Property Access Agreement after staff completes its review and recommends the request for approval.

If the Property Access Agreement is within the authority of the Executive Director, as described below, the Executive Director or her/his designee may execute the agreement. If the request falls within the Board's authority, the Executive Director may sign the agreement only after being delegated authority by the Board.

7.1. Authority of the Executive Director

The Executive Director (or her/his designee) may approve new Property Access Agreements without the prior approval of the Board, provided that the request will not have an adverse impact on the use or potential future development of JPB-owned Property for JPB purposes and that the following conditions are met:

- The Property Access Agreement is for a total term, including option(s), of ten (10) years or less;
- Required fees have been paid and/or lease terms provide Fair Market Rent; and
- The agreement has been determined by staff to meet Baseline conditions and contains all Required Conditions.

Extensions of existing and executed lease agreements may be reviewed and approved by the Executive Director or his/her designee on the same basis, for up to an additional 10 years, provided the extension complies with the Guiding Principles and applicable review criteria.

7.2. JPB Review

The Board of Directors shall review and approve all conveyances of permanent property rights as well as any other requests that do not fall into the authority of the Executive Director. The Property Access Agreement may be issued only after the applicant pays appropriate compensation as set

forth in the JPB's Fee Schedule. For lease agreements, issuance is conditioned upon payment of any required security deposit or any other upfront payments as determined through lease negotiations.

PENINSULA CORRIDOR JOINT POWERS BOARD
FEE SCHEDULE FISCAL YEAR 2026-2030

REASON FOR FEES

The Purpose of the Real Estate Processing Fee and the RCUP Use Variance Fee is to recoup costs associated with staff time to negotiate and draft the real estate document or review the Use Variance, legal time for review of documents and staff time to set up and monitor the project, as necessary. Annual License and Permit Fees represent the value of the encumbrance to the property created by the agreement.

PERIODIC REVIEW OF FEES

Fees shall be reviewed periodically and updated to reflect the JPB’s costs of processing permits and administrating agreements. The Fee Schedule incorporates a standard annual escalation of three (3) percent per year to account for inflation and administrative cost growth. The Executive Director may suspend the annual escalation, if warranted.

PROPERTY ACCESS AGREEMENTS AND ASSOCIATED FEES

Property Access Agreement types are defined in the Peninsula Corridor Joint Powers Board’s (JPB) “Policy Regarding Processing of Requests for Conveyance of Property Interests Involving Property Owned by the JPB.” Fees for Fiscal Years 2026–2030 are set forth below for reference.

Fee	FY2026	FY2027	FY2028	FY2029	FY2030
Right of Entry Permit and License Agreement					
Processing Fee	\$2,700	\$2,781	\$2,864	\$2,950	\$3,039
Annual Fee (<2,000 SF)	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190
Annual Fee (>2,000 SF)	Fair market value (not less than \$5,500)				
Special Licenses					
Longitudinal Fiber Fees	Fair market value per strand per lineal foot				
Special Use Permit					
Processing Fee	\$1,600	\$1,648	\$1,697	\$1,748	\$1,801
Lease Agreement					
Monthly Rent	Fair market rent, but not less than \$500 per Month				
*Fair Market Values and rents are determined by staff at the time of agreement.					

SERVICE AGREEMENTS AND ASSOCIATED FEES

If staff determines that review of a request to access property will exceed the estimated staff and attorney time reflected by the fees in the adopted fee schedule, the applicant shall enter into a Service Agreement with the JPB. The Service Agreement sets forth the terms and conditions under which the applicant will reimburse the JPB for all actual costs of providing the services and materials required to support the applicant's proposed project (including applicable general and administrative overhead costs) and for costs associated with processing the Property Access Agreement. A Service Agreement conveys neither property rights nor right to use property.

Payment Policy**Service Agreements Valued under \$50,000:**

Service Agreements with an estimated cost of less than \$50,000 or Service Agreements that will be completed in 120 days or less require full prepayment.

Service Agreements Valued over \$50,000:

If the Service Agreement has an estimated total project cost of more than \$50,000 or will last more than 120 days, a payment option may be pre-arranged on a case-by-case basis. A minimum 10% deposit with monthly progress billings or a deposit based on a cash flow analysis with monthly progress billings (whichever is greater) may be arranged and approved at the discretion of staff. Payments under a progress billing are due 30 days following the date of invoice. All overdue balances due to the JPB not contested in writing by the due date shall bear interest at the rate of 1.5% per month, compounded monthly, from the due date. Additionally, the JPB may require that all work cease until all overdue payments are received in full.

RAIL CORRIDOR USE POLICY USE VARIANCE FEE

All proposed non-railroad uses of JPB property that are six months or longer in duration must be determined to be compatible with the railroad's current and future uses, as demonstrated through compliance with the Board-adopted Rail Corridor Use Policy (RCUP).

The RCUP review process does not charge a fee for the initial compatibility review(s) of proposed uses. However, if a proposed use is determined to be incompatible with the railroad's current and future needs after the initial compatibility review, the third-party applicant may request an RCUP Use Variance. A non-refundable Base Fee must be fully paid by the applicant at the time of submitting the RCUP Use Variance application. The RCUP Use Variance Review Base Fee is intended to cover JPB costs for reviewing most Use Variance applications and reflects staff and attorney time; however, in cases where a more extensive review is required, the JPB may charge an additional fee to cover costs (on top of the Base Fee). Information about the RCUP review process, including the Use Variance process and fees, can be found in the adopted Rail Corridor Use Policy, available on Caltrain's website.

Fees for Fiscal Years 2026–2030 are set forth below for reference.

EXHIBIT C

Item #9.
2/25/2026

Fee	FY2026	FY2027	FY2028	FY2029	FY2030
RCUP Variance Base Fee	\$2,600	\$2,678	\$2,758	\$2,841	\$2,926

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Jerry Guaracino, Chief Safety Officer
For: March 2026 JPB Board of Directors Meeting
Subject: **Receive Quarterly Safety Update and Adopt Caltrain Corridor Right-of-Way Safety Strategy**

Finance Committee Recommendation

Technology, Operations, Planning, and Safety Committee Recommendation

Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff provides the informational safety report to keep the Board apprised of progress; it is provided for informational purposes only.

Staff proposes the TOPS Committee recommend that the Board adopt the Caltrain Corridor Right-of-Way Safety (CROWS) Strategy based on prior feedback and direction from the Peninsula Corridor Joint Powers Board (JPB). This strategy provides a framework and plan for ongoing safety enhancements on the JPB-owned right-of-way (ROW) to improve community awareness of railroad safety, reduce trespassers and vehicle track incursions onto the ROW, prevent suicides, and implement the latest safety technology as recommended by the Board.

Discussion

This report and accompanying presentation are submitted to keep the Board updated on the Safety Performance of Caltrain based upon measurement of Key Performance Indicators (KPIs) and to provide the Caltrain Corridor Right-of-Way Safety Strategy (Attachment A) for consideration of adoption. Staff will brief the Board on the status of this work and outline recent progress as part of Caltrain’s commitment to maintaining a safe rail corridor for employees, passengers, and the communities we serve. This update will help to ensure transparency in our work to prevent trespassing incidents and suicides on the ROW.

Over the years, Caltrain and its partners have advanced a range of ROW safety improvements at specific locations throughout the corridor in response to known risk conditions and operational needs. These efforts, emerged to address known issues and as funding became available, have included targeted treatments intended to deter trespassing, reduce opportunities for vehicle incursions, and improve overall corridor security and incident response. While these location-specific investments have delivered meaningful benefits, the corridor continues to experience serious safety challenges, including repeated instances of

trespassing, vehicle intrusions onto the ROW, and a history of suicide-related incidents that have resulted in loss of life, trauma to employees and the public, and significant service disruptions.

The CROWS Strategy is intended to build on that foundation by establishing a more consistent, corridor-wide approach to prioritizing and delivering safety measures. Staff is seeking increased and more stable funding to expand effective treatments beyond the limited set of locations addressed to date, accelerate deployment at identified high-risk areas, and strengthen ongoing maintenance and monitoring so improvements remain effective over time. By scaling and standardizing ROW safety enhancements and treatments through the CROWS Strategy, Caltrain aims to reduce the frequency and severity of trespass and intrusion events, mitigate suicide risk where feasible through environmental and operational measures, and improve the safety and reliability of rail operations for passengers, employees, and the communities served along the corridor.

Caltrain is committed to providing a safe work environment for our employees and contractors, and safe and efficient train service for our customers. Caltrain is also committed to continuous improvement through the capture and analysis of key safety data and management of associated risk. Regularly reviewing this data will enable staff to identify areas needing improvement and focus our activities to achieve improved safety performance for our employees, passengers and the communities we serve.

Caltrain will provide quarterly safety reports to the board and will be sharing this same information with employees as we work to build a stronger Safety Culture consistent with our Number One Core Value – **Safety** – First and Always as well as our System Safety Program Plan (SSPP). These reports will include both lagging safety performance indicators reported to the Federal Railroad Administration (FRA) and leading safety performance indicators. While lagging indicators can alert you to a failure in your safety program or to the existence of a hazard, leading indicators allow an organization to take preventive action to address that failure or hazard before it turns into an incident.

Budget Impact

There is no direct impact on the budget associated with receiving these update or adopting the proposed Safety Strategy. Caltrain's ability to further enhance its safety program is contingent on the availability of funding dedicated to that purpose.

Prepared By: Jerry Guaracino

Chief Safety Officer

02/10/2026



Caltrain Corridor Right-of-Way Safety (CROWS) Strategy

Updated 2.20.2026

Caltrain Corridor Right-of-Way Safety (CROWS) Strategy is a comprehensive initiative dedicated to fostering a safe, secure, and reliable environment for passengers, employees, and the communities served. By combining education, outreach, enforcement, and engineering improvements, this strategy promotes shared responsibility for safety across the right-of-way, at grade crossings, stations, trains, and surrounding neighborhoods. Through collaboration with local agencies, community organizations, and riders, Caltrain aims to prevent incidents, improve emergency responsiveness, and strengthen public trust in the peninsula's rail system.

In this strategy, safety improvements are organized into an integrated, multiyear strategic program, built around data-driven risk analysis and national best practices for trespasser and suicide prevention.

Hazard / Risk Assessments: These workstreams establish the corridor's baseline safety risk profile and provide the data-driven foundation for prioritizing near, mid, and long-term investments.

- **Update Threat and Vulnerability Assessment (TVA):** Develop an updated corridor-wide TVA that explicitly covers trespass, suicide risk, and grade crossing hazards, incorporating FRA tools and Caltrain data.
- **Update Grade Crossing Hazard Assessment:** Update Hazard Assessment using FRA accident prediction data and local crash/trespass history to rank crossings for separation, closure, or enhancement.

Enforcement: These workstreams will strengthen deterrence and improve on-the-ground safety outcomes by coordinating targeted, visible enforcement.

- **Blitz at high-risk crossings:** Implement recurring, data-driven enforcement "blitzes" at high-risk crossings and trespass locations, focusing on education plus citations for egregious behavior.
- **Coordinate w/ Cities:** Coordinate with municipal services, including local police, to increase presence near the corridor at peak trespass times, e.g. school hours, evening commute.
- **Collaborate with law enforcement:** Train law enforcement in crisis intervention and rail specific trespass hazards; integrate 988 referrals into their protocols.

ATTACHMENT A

- **Utilize data collection:** Use CCTV analytics and incident data to deploy enforcement resources where behavior is worst and measure the impact of each campaign. Create a heat map for incidents, locations, time and days. Develop KPIs to drive enforcement.
- **License Plate Recognition Technology:** Pilot program for education and enforcement actions. By deploying automated license plate recognition technology, Caltrain will be able to identify unauthorized vehicles and right-of-way unauthorized persons, deter grade crossing violations, and provide local law enforcement partners with actionable data to support rapid response and enforcement efforts. The program will also establish a data collection and analytics framework to track trends, measure effectiveness, and inform future safety investments.

Education: These workstreams would seek to reduce risk by shaping safer behavior and improving help-seeking pathways through consistent, corridor-wide public messaging and targeted community partnerships—paired with employee and responder training that supports both trespass prevention and suicide prevention.

- **External safety communications:** Develop a corridor-wide Safety Communications Strategy that aligns with the elements in the Caltrain Corridor Right-of-Way Safety Strategy and national suicide prevention messaging. Key initiatives:
 - Targeted outreach in communities near high-risk crossings and stations, e.g. schools, senior centers, mental health facilities, homeless services, businesses.
 - Consistent messaging on “stay off the tracks,” grade crossing rules, and the 988 Suicide & Crisis Lifeline on signs, posters, and digital content.
 - Seasonal and event-based campaigns (back to school, sports events, holidays) using social media, station announcements, and earned media.
 - Partner with Operation Lifesaver and local jurisdictions to deliver on-going joint education and enforcement events at stations and grade crossings.
- **Mental health outreach and suicide prevention:** Embed suicide prevention in all safety planning, using guidance from the FRA Trespass & Suicide Prevention Toolkit and local mental health partners. Show integration throughout the Caltrain planning and capital construction process, requiring development of and changes to existing design criteria. Key initiatives:
 - Provide recurring suicide awareness and deescalation training for operators, frontline employees, conductors, and security, including how to safely engage and call for specialized help.
 - Install clear, visible 988 and crisis line signage at stations, pedestrian crossings, and known hotspots, with multilingual messaging.
 - Partner with county mental health departments, Psychiatric Emergency Response Team (PERT) style teams, and nonprofits to:

ATTACHMENT A

- i. Develop referral pathways when Caltrain staff or police encounter at risk individuals.
- ii. Provide proactive trauma counseling for employees exposed to critical incidents.
- iii. Explore deploying social workers or clinicians alongside transit police teams in high-risk areas, at least on a pilot basis.

Engineering: These workstreams will deliver physical and technology-based risk reduction strategies that limit unauthorized access, improve visibility and detection, harden critical infrastructure, and support faster, more coordinated responses to safety and security incidents.

- **Means Restriction (barriers, fencing, etc.):** Develop a corridor-wide Means Restriction Plan that maps: existing fencing condition, barrier gaps, platform ends, pedestrian paths, and known trespass hot spots. Key initiatives:
 - New or upgraded fencing in high-risk segments (near schools, trails, encampments, prior incidents).
 - Barriers and channelization at station ends and pedestrian crossings to funnel users to legal crossings.
 - Pilot and then standardize anti-trespasser panels (rubber/concrete panels with raised elements) at high-risk crossings and access points, integrating them into design standards.
 - Include means-restriction concepts in all new grade separations, station rebuilds, and third-party projects via design review checklists.
 - EMU-based camera system with AI integration
- **Copper Theft Mitigation:** Caltrain experiences a high number of copper theft events along the right-of-way that impact operations, signals, and grade crossings.
 - Caltrain Dance Floors – TASI constructed theft deterrent panels that obscure and protect copper cable locations.
 - Anti-trespass panels
 - Lower value materials (formerly referred to as anti-theft) – utilize cabling that includes less valuable material.
- **Vegetation control:** Adopt a rail specific Integrated Vegetation Management (IVM) plan modeled on Caltrans guidance, focusing on safety sightlines, tree and limb failure into the right-of-way, fire risk, and access control. Prioritize:
 - Clearing vegetation that obscures sightlines to crossings, signage, or people near the ROW.
 - Removing trees and brush that create hiding places or informal paths into the ROW at stations and hot spots. Offer incentives and rebates when necessary.
 - Maintaining low growth, low maintenance groundcover where appropriate to reduce future trimming and fire risk.

ATTACHMENT A

- Coordinate vegetation windows with construction, fencing work, and CCTV deployment so cameras have clear views, and work can be completed efficiently (less outages and risk exposure to complete work, requires implementation strategy)
- **CCTV:** Design a Corridor CCTV Master Plan integrating grade crossings, stations, yards, and sensitive or high-risk locations into one unified, monitored system. Will require an updated TVA. Program components:
 - Standard camera and storage specifications, prioritizing coverage of crossing approaches, platforms, platform ends, and ROW access points.
 - Use of analytics (e.g., intrusion detection, Rail Sentry type AI for stopped vehicles/obstructions) at key crossings and platforms, tied to dispatch alerts.
 - Defined monitoring and response protocols: which alarms go to Dispatch, Security Operations Center, how quickly field staff or police are notified, and how false alarms are handled.
 - Integrate CCTV planning with vegetation control and lighting upgrades so image quality and detection performance are maximized.

Standard / Procedure Updates

- **Grade Crossing Design Standard:** Create Grade Crossing Design Standard that “hardcodes” current best practices: barriers, anti-trespasser panels (currently a pilot program), solar markers, channelization, signage, lighting, sight distance triangles, and CCTV expectations.
- **Update internal control documents:** Require use of the updated TVA, Grade Crossing Hazard Assessment and Design Standard during scoping of all capital and third-party projects touching the corridor.
- **Enhanced ROW Access Procedures:** Creation of ROW access policy, e.g. ALL employees (JPB, TASI) to contact CCF when accessing ROW, location, number of employees, vehicles or equipment used, etc.
- **Updated Unusual Occurrence Reporting System:** Develop forms and training for train crews and field personnel, dispatch. Develop Dispatcher log and tracking system.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Dahlia Chazan, Chief of Planning
For: March 2026 JPB Board of Directors Meeting
Subject: **Receive Results of the Caltrain Climate Vulnerability Study**

Finance Committee Recommendation Technology, Operations, Planning, and Safety Committee Recommendation Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff are providing the Peninsula Corridor Joint Powers Board (Board) with the results from the Caltrain Climate Vulnerability Study. The Caltrain Climate Vulnerability Study is a comprehensive assessment of the risks and impacts represented by climate hazards to the Caltrain system. This report is for informational purposes only.

Discussion

This report and accompanying presentation are submitted to keep the Board apprised of ongoing sustainability and resilience activities and as a follow-up to the project update provided in Spring 2025.

The Caltrain Climate Vulnerability Study represents the most complete assessment of Caltrain’s system to date, reviewing the risks posed by present and future climate hazards. Previous projects examined limited hazard impacts to specific asset groups, such as sea level rise impacts to the Peninsula Corridor Electrification Project (PCEP). This project reviewed all system aspects including the vulnerability of Caltrain’s service, infrastructure, right-of-way, operations, riders, and employees to climate impacts. Hazards studied include extreme heat, flooding, wildfire, and wind.

Combining the best available climate science to understand present and potential future conditions along with the lived experiences of Caltrain staff and riders, the study identified the hazards of greatest concern and the most vulnerable assets. Both extreme heat and flooding were identified as the hazards posing the greatest threat to Caltrain’s system; numerous assets were highlighted as vulnerable.

The study findings will inform future adaptation strategies, identifying which assets or areas of the corridor need to be prioritized based on threat likelihood and overall system impact(s). Study results will also unlock future resilience grant applications and adaptation studies that will support capital improvement implementation to harden the system to climate threats, ensuring long term service continuity.

Budget Impact

This project has no impact on the budget.

Prepared By: Bo Baney

Manager, Environmental and
Sustainability Planning

12/03/2025