



CALTRAIN ELECTRIFICATION

CHANGE MANAGEMENT BOARD INFORMATION

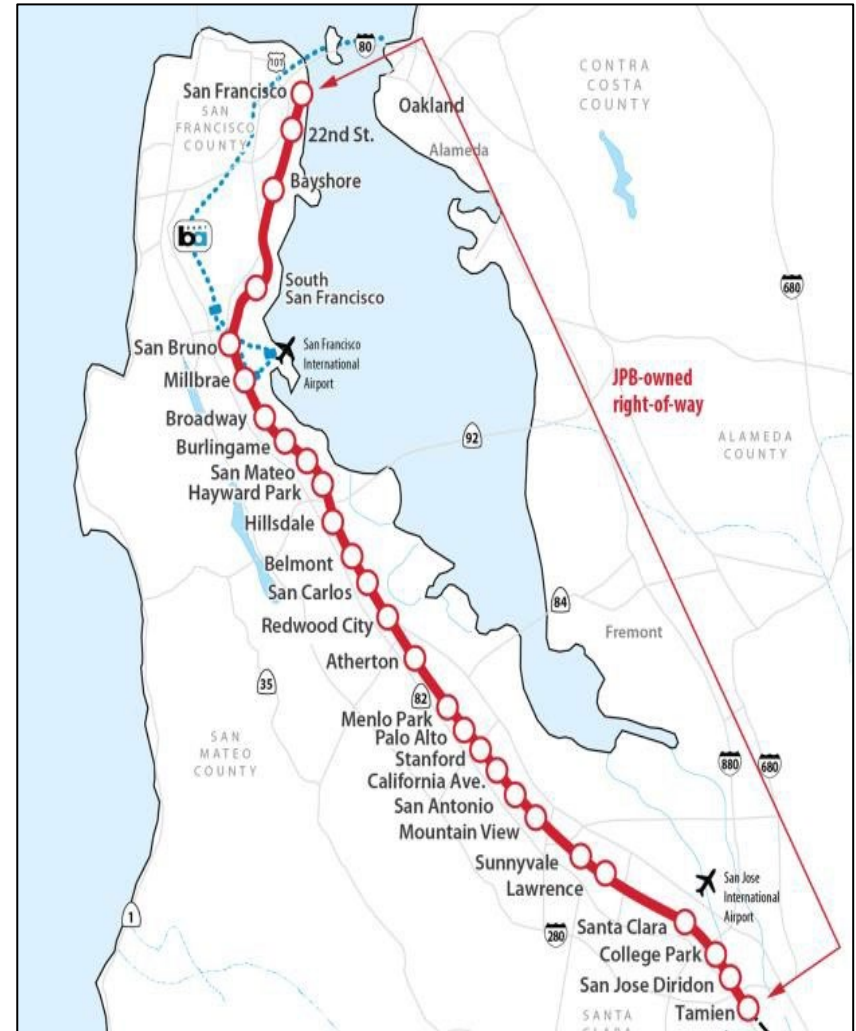
November 22, 2021



CONTEXT



- Caltrain Electrification
- San Francisco to San Jose (Tamien Station)
- 51 miles
- Project Cost: \$2.31B (Based on FTA risk refresh)
- Revenue Service: Sept. 2024



- JPB
 - WPLP and JPB monthly meetings
 - Project update
 - Monthly project progress reports (issued since 2016)
- FTA
 - Project Management Oversight Committee (PMOC)
 - PMOC monthly project assessment and report issuance
 - FTA quarterly meetings (includes FRA, CHSRA, CPUC, funding partners)
- **Change Management Board (CMB)**
 - Monthly meetings
 - Project review
 - Actions on changes over \$200,000

1. Scope and Cost change request /consideration
 - Independent cost estimate
 - Contractor submits cost proposal
 - Staff evaluates contractor proposal
2. Justification Memo preparation
 - Configuration Management consideration/approval
 - **Staff presents to CMB for consideration/approval**
3. Execute change
 - Staff negotiates Change with Contractor
 - Staff prepares Change Order
 - Staff executes with contractor according to Delegation of Authority (subject to JPB approval if additional authority is required)

CHANGE MANAGEMENT BOARD

(Luis Zurinaga, CMB Chair)



- Established in 2016 per Seven-Party Funding Partners MOU
- Staff membership:
 - Metropolitan Transportation Commission
 - Santa Clara Valley Transportation Authority
 - San Mateo County Transportation Authority
 - City and County of San Francisco / San Francisco County Transportation Authority
 - California High Speed Rail Authority
 - PCEP

- Meets monthly to review:
 - Project status
 - Contingency drawdown status
 - Change order logs
 - Information items
- Action on changes over \$200,000
 - Change orders
 - Increase in contract authority
 - Increase in work directive authority

- Scope change examples
 - Additional reinforcement of foundation due to unexpected soil condition
 - Relocation of Paralleling Stations due to city considerations
 - Regulatory changes resulting in wiring changes
- Quantity change examples
 - Utility potholing
 - Tree pruning & removal
 - Contaminated soil off-haul
- Contract Authority / Work Directive change examples
 - Need for more inspection staff
 - Additional program management service to support project schedule updates
 - Increased use of TASI for track protection

- CMB receives justification memo
- Justification memo includes:
 - Cost impact
 - Schedule impact
 - Configuration management concurrence
 - Environmental compliance
 - Independent cost estimate
 - Contractor cost estimate
- If approved by majority of CMB
 - Project team executes changes within JPB approved Contract Authority
 - If insufficient contract authority, change item presented to JPB for approval
 - CMB practice is approval by consensus

LOOKAHEAD



- Appreciate partner commitment and expertise
- CMB role critical
 - Project review
 - Project advancement
 - Accountability
- Civil to systems integration assessment
 - Process and procedures
 - Resources
 - Change management process evaluation

QUESTIONS

