



JPB Board of Directors  
Meeting of June 28, 2021

Correspondence as of June 28, 2021

# Subject

1 Caltrain Finance item 4.c On-call Transportation Planning and Consultant Support Services

**From:** [Roland Lebrun](#)  
**To:** [Board \(@caltrain.com\)](#)  
**Cc:** [MTC Info](#); [SFCTA Board Secretary](#); [Baltao, Elaine \[board.secretary@vta.org\]](#); [Donald Pollitt](#); [CHSRA Board](#)  
**Subject:** Caltrain Finance item 4.c On-call Transportation Planning and Consultant Support Services  
**Date:** Monday, June 28, 2021 5:17:59 AM  
**Attachments:** [ON-CALL TRANSPORTATION PLANNING AND CONSULTANT.pdf](#)

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**ATTENTION:** This email came from an external source. Do not open attachments or click on links from unknown senders.

Dear Chair Zmuda,

Thank you for asking staff to provide a list of on-call consultant projects that includes costs and descriptions (attached).

Here are my comments:

- **WD 10306 Kimley Horn**  
**Caltrain DTX Operations Analysis**  
**\$293,625 (X 6 including the other 5 partner agencies)**

**Comment:**

Further to my letter of June 9<sup>th</sup>

(<https://www.caltrain.com/Assets/Correspondence+as+of+06-11-2021.pdf> #4), **this**

**consultant was directly responsible for a fatally flawed DTX infrastructure**

**configuration that included HSR platforms at 4<sup>th</sup> & Townsend.** This flawed

configuration resulted in a fatally flawed DTX Operations Analysis which resulted in the requirement for a third set of tracks between 4<sup>th</sup> & Townsend and the Salesforce Transit Center.

**Recommendation:**

**Terminate contract immediately** and reassign responsibility for the project to one of the other consultant teams.

- **WD 10428 WSP**  
**Refinement of Capital Project Implementation**  
**\$99,909.25**

**Question through the Chair:**

Why do we need consultants for this? Shouldn't this activity be performed by SamTrans staff under the Caltrain Administration contract?

- **WD 10468 Kimley Horn**

**Capital Planning Support**  
**\$252,226**

**Question through the Chair:**

Why do we need consultants for this? Shouldn't this activity be performed by SamTrans staff under the Caltrain Administration contract?

- **WD 10305 Kimley Horn**  
**DISC Plan Technical support and Analysis**  
**\$386,447 (X 6 including the other 5 partner agencies).**

**Comment:**

This consultant does not have the required technical expertise to manage the multimodal integration required at Diridon and was responsible for approximately \$100M of impacts on Google properties earmarked for affordable housing.

**Recommendation:**

**Terminate contract immediately** and reassign responsibility for the project to one of the other consultant teams.

- **WD 10304 Kimley Horn**  
**DISC Plan PM & Outreach Support**  
**\$308,445( X 6 including the other 5 partner agencies).**

**Comment:**

This consultant does not have the required technical expertise to manage the multimodal integration required at Diridon and failed to provide any outreach during the pandemic.

**Recommendation:**

**Terminate contract immediately** and reassign responsibility for the project to one of the other consultant teams.

- **WD 10307 Fehr & Peers**  
**DSAP Development Support Services**  
**\$97,967.24**

**Recommendation:**

Terminate all "*planning, land use, economic, environmental and development strategy associated with the City of San Jose's preliminary review application*" activities and issue

a new Work Directive for the drafting of an MOU with Google LLC for the development of the Caltrain parcels and the preservation of the Southern Pacific Historic Depot.

- **WD 10308 Fehr & Peers**  
**Internal Support for Interim Executive Director Transition**  
**\$207,882.64**

**Question through the Chair:**

Why do we need consultants for this? Shouldn't this activity be performed by SamTrans staff under the Caltrain Administration contract?

- **WD 10446 Mott MacDonald**  
**Redwood City station area planning**  
**\$296,048.22**

**Comment:**

The JPB needs to focus on the development of a double-length station with passing tracks and a connection to the Dumbarton Corridor at Redwood Junction, not Downtown Redwood City.

**Recommendation**

The responsibility for funding the redevelopment of the Sequoia station should be transferred to SamTrans and the City of Redwood City

Respectfully submitted for your consideration.

Roland Lebrun

CC

MTC Commissioners  
SFCTA Commissioners  
VTA Board of Directors  
TJPA Board of Directors  
CHSRA Board of Directors

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Melissa Reggiardo                      Lawrence Leung  
Manager, Caltrain Planning      Manager, Rail Contracts & Budget

SUBJECT: **ACCEPT ON-CALL TRANSPORTATION PLANNING AND CONSULTANT  
SUPPORT SERVICES UPDATE**

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.

**SIGNIFICANCE**

This informational item is presented quarterly to the Board and reports on the following:

- Total amount of work directives (WDs) issued to each firm since contract inception
- List of WDs and amendments issued since the last reporting period with the WD number, title, description, JPB project manager, vendor, issuance date, start date, end date, and value

The tables below provide an update of contract activities from March 10<sup>th</sup>, 2021 thru June 4<sup>th</sup>, 2021. Table 1 summarizes the contract capacity status. Table 2 updates the percentage of capacity used against the percent time elapsed. Table 3 shows the Board approved dates and amounts. Table 4 aggregates the WD amounts issued to each of the vendors. Table 5 describes each of the WDs issued since the last reporting period.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Pursuant to Resolution No. 2020-18, the Board of Directors (Board) awarded contracts to Fehr & Peers, HNTB Corporation, Kimley-Horn & Associates, Inc., Arup North America Ltd., Mott MacDonald Group Inc., and WSP USA, Inc., consisting of a five-year base term for an aggregate not-to-exceed amount of \$25,000,000 with two additional, one-year option terms in an aggregate not-to-exceed amount of \$5,000,000 for each option year.

Prepared By:

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**Table 1**

| <b>Contract Summary</b> | <b>Years</b> | <b>Amount</b> |
|-------------------------|--------------|---------------|
| Total Capacity:         | 7.0          | \$35,000,000  |
| Exercised:              | 5.0          | \$25,000,000  |
| Work Directives Issued: |              | \$4,568,665   |
| Remaining Capacity:     |              | \$20,431,335  |

**Table 2**

| <b>Contract Days</b> | <b>Days Elapsed</b> | <b>% Time Elapsed</b> | <b>Capacity Used</b> |
|----------------------|---------------------|-----------------------|----------------------|
| 1825                 | 338                 | 19%                   | 18%                  |

**Table 3**

| <b>Contract Information</b> | <b>Start</b> | <b>End</b> | <b>Years</b> | <b>Capacity</b>     | <b>Resolution/ Authorized</b> |
|-----------------------------|--------------|------------|--------------|---------------------|-------------------------------|
| Base                        | 7/1/2020     | 6/30/2025  | 5.0          | \$25,000,000        | 2020-18                       |
| Option #1                   | 7/1/2025     | 6/30/2026  | 1.0          | \$5,000,000         |                               |
| Option #2                   | 7/1/2026     | 6/30/2027  | 1.0          | \$5,000,000         |                               |
| Amendment                   |              |            | 0.0          |                     |                               |
| <b>Total:</b>               |              |            | <b>7.0</b>   | <b>\$35,000,000</b> |                               |

**Table 4**

| <b>Vendor</b>                    | <b>Fehr &amp; Peers</b> | <b>HNTB</b> | <b>Kimley-Horn</b> | <b>ARUP</b> | <b>Mott MacDonald</b> | <b>WSP</b>  |
|----------------------------------|-------------------------|-------------|--------------------|-------------|-----------------------|-------------|
| <b>Contract #</b>                | 20-J-P-006A             | 20-J-P-006B | 20-J-P-006C        | 20-J-P-006D | 20-J-P-006E           | 20-J-P-006F |
| <b>Total WDs Issued</b>          | \$1,427,247             | \$595,198   | \$1,240,743        | \$622,093   | \$583,474             | \$99,909    |
| <b>Previous Reporting Period</b> | \$879,666               | \$532,888   | \$600,720          | \$43,854    | \$-                   | \$-         |
| <b>Current Reporting Period</b>  | \$547,581               | \$62,310    | \$640,023          | \$578,239   | \$583,474             | \$99,909    |

**Table 5**

| WD#   | Title   | Description (Updates in Bold)   | Vendor       | Updated   | Start     | (Revised) End    | Current Value |
|-------|---|---|--------------|-----------|-----------|------------------|---------------|
| 10306 | <sup>1</sup> Caltrain DTX – Operations Analysis           | Rail operations technical analysis to support Caltrain and California High-Speed Rail Authority (CHSRA) to assess service and infrastructure configurations for the San Francisco Downtown Rail Extension. <b>Authorized additional \$133.6k--&gt;\$293.6k to fully fund WD and extended from 5/31/21 to 7/31/21.</b>   | Kimley-Horn  | 6/1/2021  | 9/1/2020  | <b>7/31/2021</b> | \$ 293,625.00 |
| 10428 | Refinement of Capital Project Implementation              | Consultant shall be responsible for refining the decision-making process to ensure that specific decisions are being made at the correct level of the organization, defining a reporting process that is aligned with the decision-making process and provides both the appropriate information for decision-making as well as an accurate documentation of decisions made, providing COO with a program and project reporting template at the level of detail that meets her needs, and aligning staff reports with each other as well as Board reports to better inform the Board and staff as well as reduce the need to produce multiple reports. | WSP          | 5/18/2021 | 1/11/2021 | 9/30/2021        | \$ 99,909.25  |
| 10335 | <sup>2</sup> 22nd St Station ADA Access Feasibility Study | Completion of the ADA Access Feasibility study for the 22nd Street Caltrain Station including background research; stakeholder engagement; conceptual designs; constructability and funding analysis; alternative screening; and final report. <b>Extended to 6/30/21.</b>  | HNTB         | 4/29/2021 | 9/1/2020  | <b>6/30/2021</b> | \$ 133,106.00 |
| 10468 | Capital Planning Support                                  | Support for potential capital projects that are currently being managed within the Planning Department or being transitioned from Planning to the Capital Projects/Development Department. Such projects require ongoing yet intermittent planning management and tracking, coordination with internal and external partners and stakeholders, development of agreements, technical reviews, etc. The goal is to acquire resources to support these projects up to a certain dollar value.  | Kimley-Horn  | 4/2/2021  | 4/2/2021  | 8/31/2021        | \$ 252,226.00 |
| 10305 | <sup>3</sup> DISC Plan – Technical Support & Analysis     | Technical management and support and organizational, governance and funding analysis and strategy for the remainder of Phase I of the Diridon Station Concept Plan. <b>Added \$59k for additional support.</b>  | Kimley-Horn  | 3/31/2021 | 9/3/2020  | 6/30/2021        | \$ 386,447.00 |
| 10304 | <sup>3</sup> DISC Plan – PM & Outreach Support            | Technical and outreach program management for the remainder of Phase I of the Diridon Station Concept Plan. <b>Added \$140k for additional support.</b>   | Kimley-Horn  | 3/30/2021 | 9/3/2020  | 6/30/2021        | \$ 308,445.00 |
| 10309 | Caltrain Governance Support                               | Support for Caltrain’s governance process including the following tasks: assisting with designing and structuring meetings, providing meeting facilitation services, developing and producing visual communications and graphics, and providing notetaking services during meetings.  | Fehr & Peers | 3/30/2021 | 2/22/2021 | 12/31/21         | \$ 103,890.15 |

<sup>1</sup> Multi-agency Endeavor - San Francisco

<sup>2</sup> Transferred from old contract #13-PCJPB-P-023

<sup>3</sup> Multi-agency Endeavor - San Francisco



| WD#   | Title  | Description (Updates in Bold)   | Vendor         | Updated   | Start     | (Revised) End    | Current Value |
|-------|--|---|----------------|-----------|-----------|------------------|---------------|
| 10334 | <sup>4</sup> Bike Parking and Micromobility Support        | Continuation of bike parking and micromobility support as Caltrain replaces and expands bike parking infrastructure throughout the Corridor; includes demand analysis, conceptual station plans and micromobility best practices. <b>Extended to 5/31/21.</b>   | HNTB           | 3/23/2021 | 9/1/2020  | <b>5/31/2021</b> | \$ 179,304.33 |
| 10307 | DSAP Development Support Services                          | Development support services associated with commercial development on the Caltrain-owned parcels within the Diridon Station Area Plan (DSAP) area in the City of San Jose. Specifically, the development team will be responsible for developing planning, land use, economic, environmental and development strategy associated with the City of San Jose's preliminary review application and formal planning application. <b>\$573k budget thru FY24 but \$98k authorized for FY21.</b>   | Fehr & Peers   | 3/17/2021 | 3/8/2021  | 6/30/2024        | \$ 97,967.24  |
| 10308 | Internal Support for Interim Executive Director Transition | Internal support for the Interim Executive Director transition for the JPB and includes the following tasks: Development of Internal Action Plan for Transition Period, Support for Implementation of Internal Action Plan, Manage Special Projects as Identified by COO/ED, and Support Recruitment of Chief of Staff including Transitioning Internal Action Plan Tasks as Needed.  | Fehr & Peers   | 3/17/2021 | 3/15/2021 | 9/30/2021        | \$ 207,882.64 |
| 10446 | Redwood City Station Area Planning                         | The main objective of the station area planning work is to provide inputs into Redwood City's Transit District planning process in the spring 2021 timeframe with consideration for the proposed redevelopment of Sequoia Station, the Whipple Avenue Grade Separation Study, Reimagine SamTrans and potential options related to the Dumbarton Rail Corridor Project. The scope of work will potentially produce street networks and a station area footprint to aid near-term land use development. It does not include public outreach, detailed design or cost estimates. | Mott MacDonald | 3/11/2021 | 3/11/2021 | 6/30/2021        | \$ 296,048.22 |

<sup>4</sup> Transferred from old contract #13-PCJPB-P-023