



# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

### Technology, Operations, Planning, and Safety (TOPS) Committee Meeting

July 26, 2023, 1:30 pm

Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Ave., San Carlos, CA

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

Members of the public may participate remotely or in-person, provided that they satisfy the safety protocols listed below.

Members of the public may participate remotely via Zoom at <https://us06web.zoom.us/j/81186731470?pwd=OUE3b0ZiY3ZoYzRCN280UG5Gbi9WZz09> or by entering Webinar ID: **811 8673 1470**, Passcode: **274739**, 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 Ave., San Carlos, CA, or any other noticed location provided they comply with the following safety protocols:

***Please Note the Following COVID-19 Protocols for In-person Attendance:***

Visitors who have been exposed to the COVID-19 virus, who have received a positive COVID-19 test results, or who are experiencing any of the following COVID-19 related symptoms should refrain from participating in person:

- Cough
- Fatigue
- Sore Throat
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Muscle or body aches
- Diarrhea
- Fever or Chills
- Loss of taste or smell
- Shortness of Breath

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

Public Comments: Public comments may be submitted to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com) prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and 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.

Each public comment is limited to two minutes. The Board 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.

**July 26, 2023 - 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 / Pledge of Allegiance
2. Roll Call
3. Public Comment on Items Not on the Agenda  
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff to reply.
4. Meeting Minutes of April 26, 2023 Motion
5. Quarterly Update on Caltrain Safety Performance Informational
6. Award of Contract for the Bike Parking Station Program\* Motion
7. Authorize the Execution of the Necessary Agreements and Amendments to Receive Funds to Support the Completion of Preliminary Design and CEQA/NEPA Environmental Clearance for the Bernardo Avenue Undercrossing Project\* Motion
8. Capital Improvement Plan Development Project Update Informational
9. Update on Ridership Growth Action Plan and Near-Term Marketing Strategy Informational
10. Committee Member Requests

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

11. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, August 28, 2023 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.

12. Adjourn

## **Information for the Public**

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board. If you have questions on the agenda, please contact the JPB Secretary at 650.508.6242. Agendas are available on the Caltrain website at [www.caltrain.com](http://www.caltrain.com). Communications to the Board of Directors can be e-mailed to [board@caltrain.com](mailto: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 Technology, Operations, Planning, and Safety (TOPS) Committee: Two Wednesdays before the Board meeting, 1:30pm. 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. Prior to the meeting's call to order, public comment may be sent to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com) so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and 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. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board 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 94070-1306; or email [titlevi@samtrans.com](mailto: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 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

**Peninsula Corridor Joint Powers Board  
Technology, Operations, Planning, and Safety (TOPS) Committee  
1250 San Carlos Avenue, San Carlos CA 94070**

**Minutes of April 26, 2023**

**MEMBERS PRESENT:** Rico Medina (Chair), Pat Burt (arrived at 9:21am), Shamann Walton

**MEMBERS ABSENT:** None

**STAFF PRESENT:** M. Bouchard, R. Barnard, J. Harrison, M. Meader, D. Seamans,  
N. Soultanov, M. Tseng

**1. Call to Order/Pledge of Allegiance**

Chair Rico Medina called the meeting to order at 9:00 am and led the Pledge of Allegiance.

**2. Roll Call**

District Secretary, Dora Seamans, called the roll and the presence of a Board quorum.

**3. Public Comment for Items Not on the Agenda**

There were no public comments.

**4. Meeting Minutes of February 22, 2023**

Motion/Second: Walton/Medina

Ayes: Walton, Medina

Noes: None

Absent: Burt

Michelle Bouchard, Executive Director, noted that item 9 was pulled and will be separated into two items and to be heard at the regular Board meeting.

**5. Award of Contract for Preliminary Engineering Design Services for the South Linden Avenue and Scott Street Grade Separation Project\***

Rob Barnard, Deputy Chief of Rail Development, provided the presentation, which included the following topics:

- Reviewed project scope and benefits

- Displayed renderings of preferred crossings on South Linden and Scott Streets
- Summarized project schedule and cost estimates and discussed staff recommendations
- For full disclosure on the record, Chair Medina noted his being Mayor of San Bruno and he is able to participate and vote on item

Motion/Second: Walton/Medina

Ayes: Walton, Medina

Noes: None

Absent: Burt

**6. Award of Contract for Construction Manager General Contractor Pre-Construction Services for the Mountain View Transit Center Grade Separation and Access Project\***

Rob Barnard, Deputy Chief of Rail Development, provided the presentation, which included the following information:

- Project details and overall schedule
- Reviewed procurement background with receipt of five proposals and determined Stacey and Witbeck/Myers (SWM) Joint Venture was the most qualified proposer
- Final design and CMGC (Contract for Construction Manager General Contractor) pre-construction budget breakdown
  - Proposal received from SWM came in under budget
  - Remaining funds have been transferred into contingency
  - No change to the total contract budget

Director Walton inquired whether a motion should wait for Director Burt. Ms. Bouchard stated he would be briefed later.

Public comment

Adrian Brandt commented on starting the Zoom meeting on time to allow for more time for before the call for public comment. He spoke in favor of replacing the elevator with a ramp as better for everyone.

Motion/Second: Walton/Medina

Ayes: Walton, Medina

Noes: None

Absent: Burt

*The Committee recessed from 9:16 am – 9:23 am*

**7. Authorize Use of Construction Manager General Contractor (CMGC) Project Delivery Method Pursuant to Public Utilities Code Section for the Rengstorff Avenue Grade Separation Project**

Rob Barnard, Deputy Chief of Rail Development, provided the presentation, which included the following information:

- Project advanced through cooperation and partnership with the three agencies: City of Mountain View, VTA (Santa Clara Valley Transportation Authority), and Caltrain
- Reviewed project goals, elements, and overall project schedule
- Described use of CMGC alternative delivery methods, evaluated to determine which method would best address features, and complexities in risks of the project
- Summarized Design-Bid-Build and CMGC advantages and disadvantages
- Described project delivery workshop and results
- Discussed CMGC findings in reducing costs, expediting project completion, and features not achievable under design bid build method

The Committee had a robust discussion with staff regarding any specific benefits seen for the approach, any key elements that are substantiative, and noted the BART (Bay Area Rapid Transit) to San Jose project has taken similar approach with some significant value.

Motion/Second: Burt/Walton  
Ayes: Burt, Walton, Medina  
Noes: None  
Absent: None

**8. Authorize Amendment of Cooperative Agreement between JPB, VTA, and ACE to Accept Funds from ACE for Guadalupe River Bridge Replacement Project and to Extend Term of Agreement\***

James Harrison, Legal Counsel, noted that the agreement involves VTA and Director Burt, who is a VTA Board member, is permitted to participate under the Conflict-of-Interest law.

Rob Barnard, Deputy Chief of Rail Development, provided the presentation, which included the following information:

- Summarized ACE (Altamont Corridor Express) cost contribution to Guadalupe River Bridge Replacement Project
- Seek to amend the agreement for ACE's contribution and to extend the term until June 2028

Motion/Second: Walton/Burt  
Ayes: Burt, Walton, Medina  
Noes: None  
Absent: None

**9. Authorize the Executive Director to Execute a Service Agreement with the City of Menlo Park in Support of the Middle Avenue Undercrossing Project\***

Nicole Soultanov, Deputy Director of Capital Program Planning provided the presentation, which included the following information:

- Summarized project background
- Service agreement scope, timeline, and updated project budget

Public comment

Adrian Brandt noted a correction on the project description of the direction of the project on the staff report on page 27.

The Committee had a robust discussion with staff regarding process for funding gaps if project allowed to initiate construction before final refinements and costs are higher.

Motion/Second: Burt/Walton  
Ayes: Burt, Walton, Medina  
Noes: None  
Absent: None

**10. Capital Improvement Plan (CIP) Project Initiation**

Nicole Soultanov, Deputy Director of Capital Program Planning, provided the presentation, which included the following information:

- Overview and benefits of CIP, past efforts and ongoing initiatives, and deliverables
- Project timeline and milestones
- Engaging internal and external stakeholders and internal engagement roles
- Preliminary schedule of engagement and external engagement goals and audience

The Committee had a robust discussion with staff regarding the following:

- Timeline for updates
- Coordination with corridor crossing strategy team input for consideration in the CIP
- Operations planning process will drive service plan with commencement of electrification to determine ridership and used as basis to update business plan
- Importance of CIP as prioritization tool

Public comment

Adrian Brandt commented on supporting CIP, visibility on level boarding, and referenced Redwood City Station Project as a third-party project.



## 11. Update on Caltrain Safety Performance

Mike Meader, Chief Safety Officer, provided the presentation, which included the following information:

- Provided an overview with an emphasis on safety
- Reviewed definitions of accident/incident, reportable injury, Key Performance Indicators (KPIs), Lagging Indicator, and Leading Indicator
- Displayed sample dashboard of accidents/incidents, injuries, efficiency testing, employee engagements, and inspections

The Committee had a robust discussion with staff regarding the following:

- Frame of reference with historic approach and what we are doing today
- Safety culture assessment, recommendations, and milestones
- All safety functions reporting under the safety officer
- Described new programs, such as reporting safety concerns/hazards, risk register, and roadway worker track, time, issuance processes, and procedures

### Public comment

Adrian Brandt commented that dashboards should cover grade crossing vehicle code violations and proof of payment efficiency testing (i.e., mystery riders).

Chair Medina commented on the importance of safety for staff as well as passengers.

## 12. Committee Member Requests

There were none.

## 13. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, May 22, 2023 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.

Director Walton corrected date should be May 24, 2023

## 14. Adjourn

Meeting adjourned at 10:41 am.

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Mike Meader, Caltrain Safety  
Subject: Safety Performance Dashboard

Staff Coordinating Council Reviewed     Finance Committee Recommendation     Technology, Operations, Planning, and Safety Committee Recommendation     Advocacy and Major Projects Committee Recommendation

**Action**

This item is for information only.

**Significance**

This report and accompanying presentation are submitted to keep the Board advised as to the Safety Performance of Caltrain based upon measurement of Key Performance Indicators (KPIs or metrics). 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 KPIs. Regularly reviewing these metrics will enable staff to identify areas needing improvement and focus our activities to achieve improved safety performance.

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 #1 Core Value – **Safety** – First and Always and 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 impact on the budget associated with receiving this informational update. Caltrain’s ability to further enhance its safety program is contingent on the availability of funding dedicated to that purpose.

**Background**

Caltrain had provided some safety and security performance reports prior to the pandemic. The launch of a Safety Performance Dashboard will mark a renewed commitment of reporting on these organizational focus areas. Caltrain will use improved data capture and analysis to identify safety gaps and be more proactive in closing those gaps prior to an incident occurring.

Prepared By: Mike Meader

Caltrain Safety Chief

650.632.6821

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Award of Contract for the Bike Parking Station Program**

<input checked="" type="checkbox"/> Staff Coordinating Council Reviewed	<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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**Purpose and Recommended Action**

Award of this contract will provide the Peninsula Corridor Joint Powers (JPB) with a dedicated and qualified contractor to operate and maintain staffed and unstaffed bicycle rooms along the Caltrain corridor. This work, known as the “Bicycle Parking Station Program” or “The Program,” will include the continued operation of the existing bicycle valet parking facility at 4<sup>th</sup> and King Station and the establishment of up to eight unstaffed bicycle parking stations along the corridor. Staff will work with the vendor to determine which stations should receive a bicycle parking station.

Staff recommends that the Board of Directors (Board) of the JPB:

1. Award a contract to BikeHub, Inc. of Alameda, California (BikeHub) to provide start up services, and to manage and operate the Bike Parking Station Program for a total not-to-exceed amount of \$1,787,553 for a five-year base term, which amount is inclusive of \$270,000 for potential tenant improvements to the stations.
2. Authorize the Executive Director or designee to exercise up to five additional one-year option terms for BikeHub to perform additional related services in the amount of \$1,181,553, for a total not-to-exceed amount of \$2,969,106, if deemed in the best interest of the JPB.
3. Authorize the Executive Director or designee to execute a contract with BikeHub in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

**Discussion**

Approximately 20% of Caltrain customers access Caltrain by bicycle. To better serve these customers, the Board adopted the Caltrain Bicycle Parking Management Plan pursuant to Resolution 2017-56. The Board committed to spend at least \$3.5 million on bicycle wayside

improvements at stations as part of the agreement to cap electric multiple unit trainsets at 72 on-board bicycle spaces pursuant to Resolution 2019-22. Consequently, the JPB is working to expand secure bicycle parking options at its stations. Currently, the JPB contracts with BikeHub to manage and operate the existing bicycle valet parking facility at 4<sup>th</sup> and King Station in San Francisco. The facility has been in operation since 2005 and BikeHub has partnered with the JPB to provide a facility where customers can store and/or repair their bicycles. The current contract with BikeHub will expire on August 31, 2023.

Staff has been working to install the promised bicycle wayside improvements, installing hundreds of on-demand bicycle e-lockers along the corridor since early 2021 through a separate contract. In addition to the e-lockers, the Program seeks to continue the operation of the existing bicycle valet service at 4<sup>th</sup> and King, as well as allow for the establishment of up to eight unstaffed bicycle stations at other Caltrain facilities. Capital funding has been secured to make the related capital improvements.

On December 21, 2022, staff issued Request for Proposals (RFP) number 22-J-S-087 for the Bike Parking Station Program on the JPB's e-Procurement website. Staff included standard language setting forth the JPB's policy regarding small business enterprises (SBEs) in the solicitation. Staff held a pre-proposal meeting and mandatory site walk for proposers to view the locations where the bike parking stations will be located.

On February 17, 2023, the JPB received proposals from two firms: BikeHub, Inc. of Alameda, CA and eLock Technologies, LLC of Berkeley, CA.

A Selection Committee (Committee) composed of qualified staff representing Caltrain Planning, Rail Operations, Caltrain Real Estate, and San Francisco Municipal Transportation Agency Planning reviewed and scored the proposals in accordance with the following weighted criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Company Qualifications, Experience & References	15
Qualifications and Experience of Key Personnel	10
Project Understanding and Management Plans	55
Reasonableness of Cost	20
SBE Preference	5

The Committee interviewed both proposers to gain additional insight into their management plans, staffing capabilities and operational plans. Following the interviews, the Committee re-scored the proposals and reached the consensus that BikeHub is the highest ranked proposer and possesses the depth of experience and qualifications to successfully perform the services as required and detailed in the RFP. BikeHub is a qualified small business and applied for (and earned) the evaluation criteria's SBE preference.

BikeHub has been designing and operating secure bicycle parking stations since 2004 and has 18 locations throughout California. Its staff is uniquely qualified to design, develop and operate secure bicycle parking stations. BikeHub has operated the Program for the JPB since 2013 and has shown itself to be an innovative partner invested in the success of these facilities.

Staff negotiated an agreement with BikeHub that allows for the growth and development of the bicycle parking stations with incentives to decrease Caltrain’s costs over time and for services to be provided at fair and reasonable prices. The agreement's aggregate not-to-exceed amount is \$2,969,106, which consists of: \$1,181,553 to operate the 4<sup>th</sup> and King Street Station and up to eight unstaffed facilities for the five year base term, \$336,000 for Program start-up costs during the base term only, \$270,000 for potential tenant improvements, and \$1,181,553 to operate the 4<sup>th</sup> and King Street Station and up to eight unstaffed facilities for the five one-year option terms.

**Budget Impact**

The Wayside Bike Parking Improvement project was originally approved by the board in Fiscal Year (FY) 2019 for \$4,000,000, funded by Transit and Intercity Rail Capital Program (TIRCP) and State Rail Assistance Program (SRA). In FY 2021, \$1,389,322 was added to the project, funded by San Carlos Transit Village LLC and Bay Area Air Quality Management District (BAAQMD), thereby increasing the total project budget to \$5,389,322. This project has sufficient budget to fund the capital-related cost (i.e. installation of new bike parking stations) of the contract amounting to \$606,000, if necessary.

The operational cost for existing bike stations will be funded by the Caltrain’s operating budget. The adopted FY 2024 and FY 2025 Operating Budgets are sufficient to fund the contract’s year-one and year-two costs. Future funding required by this contract will be included in the future operating budgets.

Prepared By:	Danielle Sanderson	Contract Administrator	650.551.6130
	Dan Provence	Principal Planner	650.622.7840

**Resolution No. 2023-**

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

\* \* \*

**Awarding a Contract to BikeHub, Inc. for the Bike Parking Station Program for a Total Not-to-Exceed Amount of \$1,787,553 for a Five-Year Base Term, and Authorizing up to Five One-Year Option Terms to Perform Additional Services for a Total Not-To-Exceed Amount of \$2,969,106**

**Whereas**, on November 2, 2017, pursuant to Resolution 2017-56, the Peninsula Corridor Joint Powers Board (JPB) Board of Directors (Board) adopted the Caltrain Bicycle Parking Management Plan; and

**Whereas**, on June 6, 2019, pursuant to Resolution 2019-22, the Board committed to invest at least \$3.5 million towards bicycle wayside improvements at stations as part of the agreement to cap electric multiple unit (EMU) trainsets at 72 on-board bicycle spaces; and

**Whereas**, BikeHub, Inc. of Alameda, California (BikeHub) is the incumbent manager and operator of the existing bicycle valet parking facility at 4<sup>th</sup> and King Station in San Francisco, the contract for which is set to expire August 31, 2023; and

**Whereas**, on December 21, 2022, the JPB issued Request for Proposals (RFP) number 22-J-S-087 for the Bike Parking Station Program to expand the program to include the existing bicycle valet facility at 4<sup>th</sup> and King Station and up to eight additional unstaffed facilities along the Caltrain corridor; and

**Whereas**, the JPB received two proposals after posting the RFP on the JPB's e-procurement website; and

**Whereas**, the Selection Committee (Committee) scored, interviewed, and ranked these proposals in accordance with the evaluation criteria set forth in the RFP; and

**Whereas**, the Committee completed its evaluation process and determined BikeHub to be the highest ranked proposer, and which to possess the requisite depth of experience and ability to design, develop and operate secure bike parking stations; and

**Whereas**, staff completed price negotiations with BikeHub, conducted a price analysis for the base and option terms, and determined that Bikehub's prices are fair and reasonable; and

**Whereas**, staff has reviewed BikeHub's proposal and has determined that it complies with the requirements of the solicitation documents; and

**Whereas**, staff recommends that the Board award a contract to BikeHub for the Bike Parking Station Program for a total not-to-exceed amount of \$1,787,553 for a five-year base term, which amount is inclusive of \$270,000 for potential tenant improvements to the stations, and authorize the Executive Director or designee to exercise up to five one-year option terms for additional related services for a total not-to-exceed amount of \$2,969,106, if in the best interest of the JPB.

**Now, Therefore, Be It Resolved**, that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a contract to BikeHub, Inc. of Alameda, California to manage and operate the Bike Parking Station Program for a total not-to-exceed amount of \$1,787,553 for a five-year base term, which amount is inclusive of \$270,000 for potential tenant improvements to the stations; and

**Be It Further Resolved** that the Board authorizes the Executive Director or designee to exercise up to five additional one-year option terms for BikeHub to perform additional related



services in the amount of \$1,181,553, for a total not-to-exceed amount of \$2,969,106, if deemed in the best interest of the JPB; and

**Be It Further Resolved** that the Board authorizes the Executive Director or designee to execute a contract with BikeHub in full conformity with the terms and conditions of the RFP and negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 3rd day of August, 2023 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Deputy Chief, Planning  
Subject: **Authorize the Execution of the Necessary Agreements and Amendments to Receive Funds to Support the Completion of Preliminary Design and CEQA/NEPA Environmental Clearance for the Bernardo Avenue Undercrossing Project.**

<input checked="" type="checkbox"/> Staff Coordinating Council Reviewed	<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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**Purpose and Recommended Action**

The City of Sunnyvale and the City of Mountain View (Cities) are project sponsors for a proposed bicycle and pedestrian undercrossing within the JPB right-of-way (“ROW”), located on the border of these two cities. The project would be located at JPB (Joint Powers Board) milepost 37.5, at the intersection of South Bernardo Avenue and West Evelyn Avenue.

The Cities propose the installation of a pedestrian and bicycle undercrossing at Bernardo Avenue to facilitate access between the northern and southern sides of the JPB ROW, as well as the Central Expressway, which runs parallel to JPB tracks in the project area. Currently, there is no existing access between the northern and southern sides of the ROW.

The purpose of future Service Agreement is for JPB to provide technical input and expertise while the Cities manage completion of preliminary design and CEQA/NEPA (California Environmental Quality Act/National Environmental Policy Act) environmental clearance for the project’s Locally Preferred Alternative (LPA). This phase culminates in the Cities’ production of 35 percent design documents that reflect the community’s LPA, and the CEQA and NEPA Environmental Clearances required by Caltrans.

For this reason, Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (PCJPB or JPB):

1. Authorize the Executive Director, or designee, to execute agreements with the Cities and VTA (Santa Clara Valley Transportation Authority) for the JPB to receive funds to support the completion of preliminary design and CEQA/NEPA environmental clearance for the Bernardo Avenue Undercrossing Project; and
2. Authorize the Executive director, or designee, to file any required documentation and to take any additional actions necessary to give effect to deliver this action.

### **Discussion**

The Bernardo Avenue Undercrossing Project will fill a critical gap in both the local and regional bicycle networks by providing safe, convenient access between Sunnyvale neighborhoods and employment destinations to the north, and Sunnyvale west neighborhoods, schools, and employment locations south of the JPB tracks. Under a previous service agreement, JPB and the cities of Sunnyvale and Mountain View collaborated on the technical review and coordination efforts related to the conceptual design phase of the project (approximately up to 15 percent design), including review of five (5) conceptual design alternatives. The Cities narrowed the number of alternatives to two (2) design concepts — one eastern and one western. The cities presented the two design alternatives to the public, then to each city's Bicycle and Pedestrian Advisory Commission (BPAC), and finally their respective City Councils, resulting in the Eastern design alternative being selected as the LPA by both cities.

VTA awarded \$18 million towards final design and construction funding for the project, sourced from Measure B funds, and in January 2017 the VTA Board recommended the project be awarded a \$500,000 One Bay Area Grant (OBAG) grant for design and environmental review associated with the project. Due to an initial Measure B funding drawdown deadline of July 1, 2022, the City requested and received from VTA an 18-month Measure B Extension, extending the deadline from July 1, 2022, to December 31, 2023. It is understood by the parties that services performed by JPB under the next Service Agreement may qualify to meet the VTA funding drawdown deadline. Confirmation of this qualification will be provided by the Cities prior to execution of the next Service Agreement.

### **Budget Impact**

The Bernardo Avenue Undercrossing project was approved by the board in Fiscal Year (FY) 2023 for a budget of \$4,990,000 funded by Measure B from the City of Sunnyvale, City of Mountain View, and VTA.

Prepared By: Nicole Soultanov      Deputy Director, Capital Program      650-632-6867  
Planning

**Resolution No. 2023-**

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

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**Authorizing the Execution of the Necessary Agreements and Amendments to Receive Funds to Support the Completion of Preliminary Engineering and Design and CEQA/NEPA Environmental Clearance, for the Bernardo Avenue Undercrossing Project**

**Whereas**, the Peninsula Corridor Joint Powers Board (JPB) is a public agency existing under the laws of the State of California and operates commuter rail passenger service (“Caltrain”) along a seventy-seven (77) mile route between San Francisco and Gilroy, California; and

**Whereas**, the Santa Clara Valley Transportation Authority (VTA), is a public agency existing under the laws of the State of California and is a member agency of the JPB and is authorized to design, fund, and construct transportation improvements in and near the County of Santa Clara; and

**Whereas**, the City of Sunnyvale and the City of Mountain View, are California charter cities and municipal corporations (“Cities”), are the sponsors of the Bernardo Avenue Undercrossing Project; and

**Whereas**, on November 8, 2016, the voters of Santa Clara County enacted 2016 Measure B for 30 years to pay for nine transportation-related program categories (“2016 Measure B”); and

**Whereas**, on October 5, 2017, the VTA Board of Directors established the 2016 Measure B Program and adopted the 2016 Measure B Program Category Guidelines; and

**Whereas,** 2016 Measure B includes a “Caltrain Grade Separations” program category for the purpose of funding grade separation projects along the Caltrain corridor in the cities of Sunnyvale, Mountain View, and Palo Alto, separating the Caltrain tracks from roadways to provide increased safety benefits for drivers, bicyclists, and pedestrians and also reduce congestion at the intersections (“Grade Separation Program Projects”); and

**Whereas,** the implementation of the Grade Separation Program Projects will enable Caltrain to operate more frequent service without negatively impacting local traffic while also making rail operations safer by separating rail operations from local streets; and

**Whereas,** the JPB is responsible for the safe and reliable operation of its train service and the passengers who use it, and the JPB retains responsibility for the final design and construction of Grade Separation Program Projects occurring on its right of way; and

**Whereas,** VTA is responsible for the allocation and use of the 2016 Measure B funding for the Grade Separation Program Projects and will provide oversight, guidance, and support throughout all applicable phases of the Grade Separation Program Projects; and

**Whereas,** the City of Sunnyvale and the City of Mountain View are responsible for the provision of non-2016 Measure B Contribution Requirement to sponsor Grade Separation Program Projects within their respective Cities; and

**Whereas,** the JPB, the Cities and VTA desire to install a new pedestrian and bicycle undercrossing in the area between South and North Bernardo Avenue to facilitate access across the Caltrain ROW as well as the Central Expressway and East Evelyn Avenue, both of which run parallel to the Caltrain tracks in the project area. The Cities and the JPB staff believe that the

best approach is for the JPB to provide support during the Cities' completion of preliminary engineering and design and CEQA/NEPA environmental clearance, with VTA taking on the Funding and Oversight role and the Cities serving as the Project Sponsors, Funding Partners, and Community Outreach leads; and

**Whereas**, the Caltrain FY2023 Capital Budget includes \$4,990,000 for the Bernardo Avenue Undercrossing Project, and once the Cities' Councils accept the Service Agreement under preparation between the Cities and JPB, the Executive Director may execute the Service Agreement for the Cities to provide funding for JPB to provide support during the Cities' completion of preliminary engineering and design and CEQA/NEPA environmental clearance;

**Whereas**, the JPB, Cities and VTA desire to proceed with the next phase of the project including completion of preliminary engineering and design and CEQA/NEPA environmental clearance, which is estimated to be approximately \$0.85 million, costs covered solely by the Cities; VTA has budgeted \$3 million for the final design phase of the Project;

**Whereas**, the Staff Coordinating Council recommends the Board:

1. Authorize the Executive Director, or designee, to execute agreements with one or both Cities for the JPB to receive funds to support the completion of preliminary engineering and design and CEQA/NEPA environmental clearance, for the Bernardo Avenue Undercrossing project; and
2. Authorize the Executive director, or designee, to file any required documentation and to take any additional actions necessary to give effect to deliver this action.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorize the Executive Director, or designee, execute the necessary agreements to receive funds for reimbursable Caltrain expenses to support the completion of preliminary engineering and design and CEQA/NEPA environmental clearance, for the Bernardo Avenue Undercrossing project; and

**Be It Further Resolved** that the Board of Directors authorize the Executive director, or designee, to file any required documentation and to take any additional actions necessary to give effect to deliver this action.

Regularly passed and adopted this 3rd day of August, 2023 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

(00488531)

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Technology, Operations, Planning and Safety Committee  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Deputy Chief, Caltrain Planning  
Subject: **Capital Improvement Plan (CIP) Project Update**



Staff Coordinating  
Council Reviewed



Finance  
Committee  
Recommendation



Technology,  
Operations, Planning,  
and Safety Committee  
Recommendation



Advocacy and  
Major Projects  
Committee  
Recommendation

**Purpose and Recommended Action**

This item is for informational purposes only and does not require actions by the Board of Directors (Board) meeting of the Peninsula Corridor Joint Power Board (JPB or Caltrain).

Staff will provide an update on Caltrain's first long-term Capital Improvement Plan (CIP) Development Project. The presentation will introduce the first deliverable of the CIP Development Project.

**Discussion**

The **CIP Baseline Report** is the first deliverable of the CIP Development process and highlights the guiding principles of Caltrain's CIP along with the values and goals for Caltrain's capital investments. It is based on a thorough evaluation of Caltrain's Long-Range Service Vision, the Framework for Equity, Connectivity, Recovery, and Growth (and other commitments to customers and local communities), and the System Safety Program Plan (SSPP). It also reflects stakeholder interviews. The document consists of two parts:

1. **The Technical Memorandum** examines Caltrain's current capital investment practices. It identifies opportunities for improvement and explores how the CIP Development Project will dovetail with existing practices.
2. **The Narrative** expands the key findings of the Technical Memorandum into a comprehensive story that will help form the foundation of the CIP. It is developed to be a standalone document.

**The CIP Guiding Principles** – The guiding principles identified for the CIP Development are one of the major takeaways from the CIP Narrative. Set to be advanced by all the products delivered through the CIP Development Project, the guiding principles highlight the added value to Caltrain as the CIP is implemented. The following guiding principles are based on the review of industry best practices and input from stakeholders:



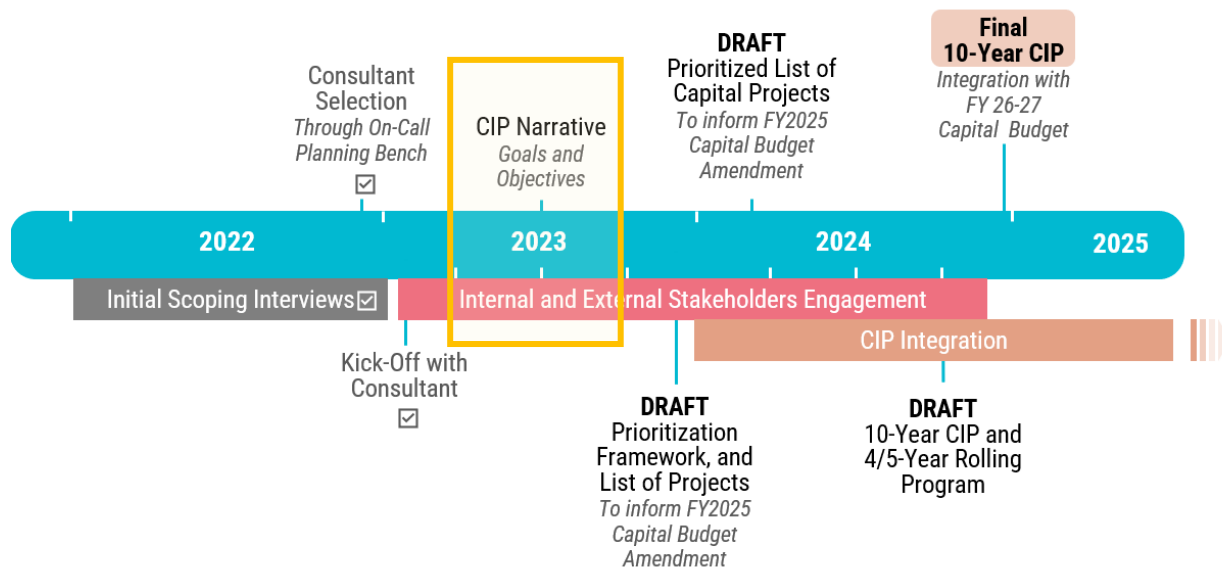
- **Stability** for Caltrain’s financial future during a period of scarce resources.
- **Ownership** through a **shared vision** amongst stakeholders on Caltrain’s priorities for capital investments.
- **Efficiency** through **streamlined processes** for the lifecycle of capital projects.
- **Transparency** through a **centralized actionable strategy** that allows for a robust evaluation of tradeoffs by Caltrain leadership.
- **Accountability** for the management of funds in alignment with Caltrain’s values and goals.
- **Capacity** building through a clear understanding of Caltrain's capital investments needed to serve the region.

**Caltrain’s Values and Goals** – The other major takeaway from the CIP Narrative is the list of 11 values for Caltrain’s capital investments to support: safety, equity, accessibility, growth, customer experience, resilience, reliability, sustainability, livability, economic vitality, and connectivity. These 11 values then translate into direct goals for capital investments to meet. The values and goals are rooted in Caltrain’s guiding plans adopted by the organization, the agency’s mission statement, themes heard when engaging stakeholders and regional planning documents. They will serve as the initial step in developing the prioritization framework for capital investments during the next phase of the Project.

### **Next Steps**

The Draft CIP Baseline Report is currently going through a robust review with key partner stakeholders. Comments received to-date and ongoing stakeholder engagement will inform the development of the Draft Prioritization Framework and Draft Unconstrained List of Projects to be completed by Winter 2023/2024. The Draft 10-Year CIP and 4-Year Rolling Program will be brought to the Board in late Fall 2024 so that it may be ready for publication in early 2025.

### Key Milestones of Caltrain CIP Development Project



Source: Caltrain, April 2023

The TOPS committee will review, make recommendations, and serve as the primary committee for project presentations before engaging with the JPB. Following are the anticipated engagements with TOPS committee on the CIP:

Meeting Date	Engagement Topic
April 26, 2023 (Complete)	Kick-off/Introduction to CIP Development Process and Timeline
July 26, 2023 (Today)	Presentation of the CIP Narrative
Winter 2023/2024	Presentation of DRAFT Prioritization Framework and List of Unconstrained Projects
Summer 2024	Project Update Presentation of Prioritized List of Projects
Fall 2024	Presentation of Draft 10-Year CIP and Rolling Program
Fall 2024	Presentation of Final CIP and Rolling Program

### Budget Impact

There is no budget impact associated with this informational item.

The CIP Development Project will enable Caltrain to make well-informed investment decisions and support efficient resource planning, delivery, and prioritization of its capital investments.

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Planning

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Technology, Operations, Planning and Safety Committee  
Through: Michelle Bouchard, Executive Director  
From: Taylor Huckaby, Deputy Chief Communications Officer  
Subject: **Update on Ridership Growth Action Plan and Near-Term Marketing Strategy**

Staff Coordinating Council Reviewed     Finance Committee Recommendation     Technology, Operations, Planning, and Safety Committee Recommendation     Advocacy and Major Projects Committee Recommendation

**Purpose and Recommended Action**

This item is for informational purposes only. Caltrain, through its Ridership Growth Task Force, has been focused on developing strategies to retain existing riders, reclaim previous riders, and recruit new customers to the system. This report provides an overview of Caltrain’s planned Customer Acquisition Strategy for the next six to twelve months.

**Discussion**

This report and accompanying presentation are provided to inform the Board of Caltrain’s ongoing ridership growth efforts including implementation of a preliminary action plan building on prior initiatives. The execution of these strategies will advance coordination with community partners, improve the value proposition for current and potential customers considering using Caltrain’s service, and offer exciting new ways to engage with the agency and fellow riders.

**Action Plan Development**

Caltrain’s ridership growth action plan has been informed by the following activities:

1. A peer analysis which identified the effectiveness of various ridership growth strategies and lessons learned;
2. Market research via surveys and focus groups to identify perceptions surrounding public transit including barriers to riding and customer experience improvement priorities;
3. Data analysis related to Caltrain service levels, special events, and marketing efforts to identify the most significant drivers of ridership historically; and
4. Recommendations provided by the Board, Citizens Advisory Committee, and other key stakeholders.

**Customer Acquisition Strategy**

As further outlined in the accompanying presentation, Caltrain is recommending a combination of near- and longer-term customer acquisition strategies to help encourage ridership growth. These strategies can be grouped into the following categories:

- Affiliations: Ridership growth through partnerships with employers and organizations along the Caltrain Corridor, including promotion of specific fare products to affiliates.
- Atmosphere: Ridership growth through brand campaigns that situate Caltrain competitively and generate excitement about improved service and amenities.
- Activations: Ridership growth through the use of Caltrain property, assets, and events in innovative ways to engage with communities more meaningfully.

Staff continue to gather data on rider preferences and priorities from a variety of sources. This information will be used to adjust the action plan over time. Staff also plan to closely evaluate the impacts of the selected strategies in order to refine them as needed and more effectively deploy limited resources.

#### Additional Background

Caltrain, like other transit services in the region, experienced a large decrease in ridership during the pandemic. Prior to the pandemic, in FY 2019, Caltrain served between 1.4 and 1.6 million riders in an average month. In FY 2023, Caltrain is averaging approximately 421,000 rides per month, which is approximately 30% of pre-pandemic ridership levels.

Caltrain launched a Ridership Recovery Task Force in 2022 to focus on near-term ridership growth opportunities such as targeted marketing efforts, innovative ticket offerings, and enhanced partnerships with communities and transit properties throughout the corridor. Caltrain has since renamed this working group the “Ridership Growth Task Force” to emphasize the goal of building ridership beyond current levels rather than continuing to use a pre-COVID baseline to track progress and measure success.

Caltrain has made several fare changes aimed at increasing ridership during the pandemic, including postponing two planned fare increases as well as providing a 50 percent fare discount in April 2022 to capitalize on return-to-office momentum. Additionally, Caltrain expanded its participation in Clipper START, a regional means-based fare pilot program that allows eligible, low-income adult Caltrain riders to receive a 50 percent fare discount off the adult single ride fare. Caltrain also created a program for employers to donate unused Go Passes to a network of qualified community-serving organizations.

#### **Budget Impact**

There is no budget impact associated with receiving this informational update. Caltrain will use its existing marketing budget to fund upcoming advertising campaigns and community engagement activities along the corridor. Anticipated revenue impacts from short-term fare promotions such as new ticket types or discounts are expected to be minimal.

Prepared By: Taylor Huckaby                      Deputy Chief Communications Officer  
                    Graham Rogers                                  Business Operations Project Manager