

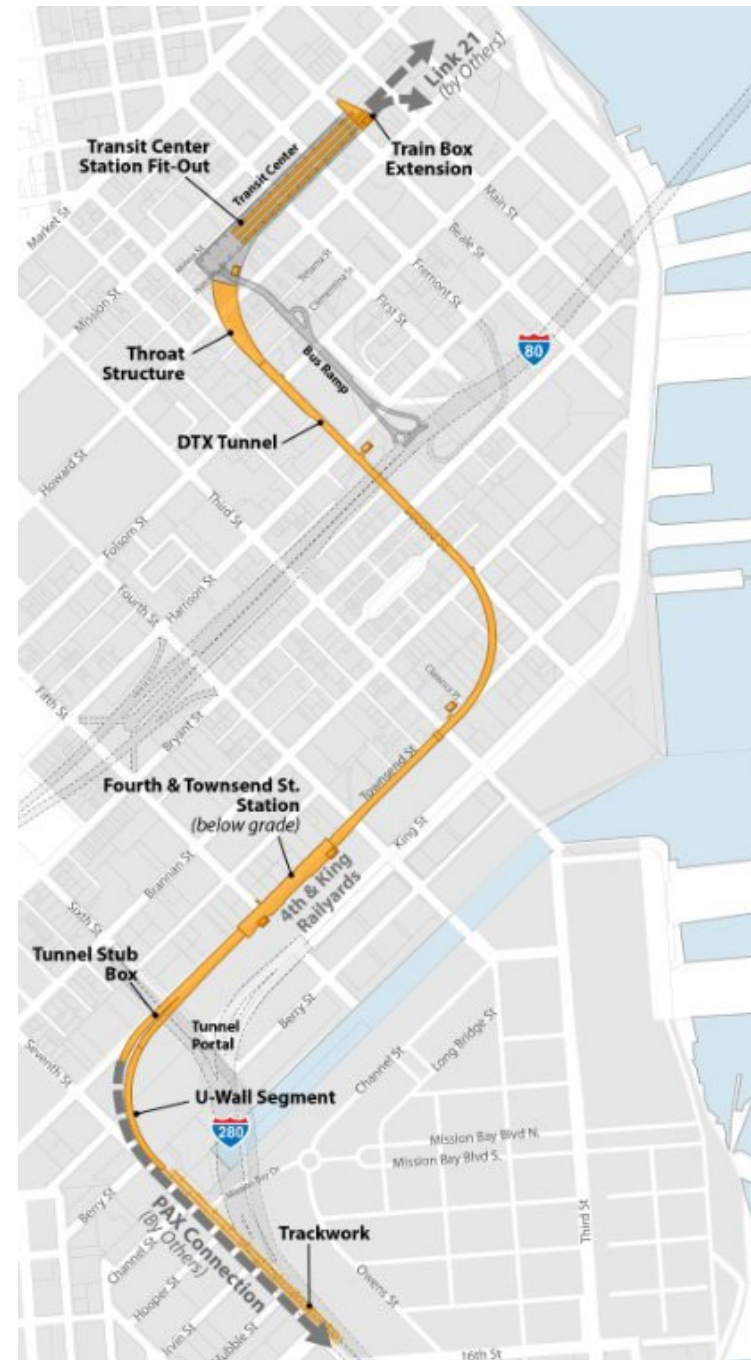
The Portal Project Implementation Memorandum of Understanding (MOU)

AMP COMMITTEE
DECEMBER 18, 2024



Agenda

- Proposed Board Action
- Overview of the Implementation MOU
- Recommendation and Next Steps



Proposed Board Action

Staff recommends that the Board:

1. Authorize the Executive Director or designee to execute the Portal Project Implementation Memorandum of Understanding (the “Implementation MOU”) among the Transbay Joint Powers Authority (TJPA); the Metropolitan Transportation Commission (MTC); the San Francisco County Transportation Authority (SFCTA); the Peninsula Corridor Joint Powers Board (Caltrain); the California High-Speed Rail Authority (CHSRA); and the City and County of San Francisco (CCSF) (collectively “the Partners”);
2. Authorize the Executive Director to take any other action needed to give effect to the Implementation MOU.

Reaching This Milestone

6-Party Approval of
San Francisco Peninsula Rail Program MOU

June 2020

TJPA Board Approval of
Initial Governance Study Recommendations

Sept 2022

TJPA Board Approval of
The Portal Governance Blueprint

Aug 2023

Preparation/Negotiation:

- Project Implementation MOU
- Administrative Management Agreement
- Inaugural 3-Year Work Program/Plan

Throughout 2024

Final Recommendations and Approvals:

- Integrated Program Management Team (IPMT)
- Executive Working Group (EWG)
- Partner Agencies

Nov 2024 – Jan 2025

Purpose of the Implementation MOU

- Establishes the multi-agency coordination, administrative organizational structure, and processes that will support the efforts of the TJPA in the delivery of The Project.
- It is consistent with the policy recommendations of The Portal Governance Blueprint.
- MOU describes the currently primary roles and responsibilities of each of the Partners.
- MOU does not establish funding contributions or payment between the parties.
- To succeed the Peninsula Rail MOU.

Other Relevant Agreements

Bilateral: Caltrain and TJPA

- Amended and Restated Interim Agreement (effective date of December 14, 2024).
- Master Cooperative Agreement (will succeed the Interim Agreement).

Among the Same Six Partners

- Management Agreement – describes the administrative structures implemented by the Partners; executed by executive staff of the Partners (effective date of November 27, 2024).

Implementation MOU Term

- The Implementation MOU also defines and describes five specific stage gates:
 1. Procurement and Enabling Program
 2. Pre-Construction
 3. Construction
 4. Testing and Commissioning
 5. Entry Into Service
- The TJPA Board will receive recommendations from the Executive Working Group and Integrated Management Team at the end of each stage gate, and will approve the project readiness to move to the next stage

Implementation MOU Term

The Implementation MOU remains in place through the date of completion of the latest following milestones:

- Substantial completion of the Major Contracts (as defined in those contracts).
- Completion of a project evaluation report, to be presented to the TJPA Board within 12 months after the start of Revenue Service.

Multi-Agency Coordination and Governance Structure Phase 1

Governing Bodies	Attendees	Meeting Cadence	Scope
Executive Working Group (EWG)	Chief Executives (or their designee)	Monthly	Policy review, advice and resolve issues needing escalation
Configuration Management Group (CMWG)	IPMT representative serves on CMWG	As-needed	Review and analyze proposed significant modifications to project configuration
Integrated Program Management Team (IPMT)	Senior management from each partner agency	Twice per month	Technical review and input of items advancing to EWG
Integrated Project Delivery Team (IPDT)	TJPA, Caltrain, and CHSRA staff and their contractors, as designated by the chief executives	As-needed	Day-to-day management and delivery of the project

Multi-Agency Coordination and Governance Structure Phase 2

Governing Bodies	Attendees	Meeting Cadence	Scope
Executive Working Group (EWG)	Chief Executives	Monthly	Policy review, advice and resolve issues needing escalation
Change Control Board (CCB) <i>(replaces CMWG)</i>	1 senior management representative from each partner agency	Monthly	Consider and recommend policy changes and significant changes, commences by start of Phase 2 once IPMT recommends CCB Charter
Integrated Management Team (IMT) <i>(replaces IPMT)</i>	Led by TJPA Project Director and includes EWG appointees	Twice per month	Support, coordinate, and integrate project activities across partner agencies
Integrated Project Delivery Team (IPDT)	TJPA, Caltrain, and CHSRA staff and their contractors, as designated by the chief executives, co-located in project office	As-needed	Day-to-day management and delivery of the project

Recommendation and Next Steps

Staff recommends that the Board:

1. Authorize the Executive Director or designee to execute the Portal Project Implementation Memorandum of Understanding (the “Implementation MOU”) among the Transbay Joint Powers Authority (TJPA); the Metropolitan Transportation Commission (MTC); the San Francisco County Transportation Authority (SFCTA); the Peninsula Corridor Joint Powers Board (Caltrain); the California High-Speed Rail Authority (CHSRA); and the City and County of San Francisco (CCSF) (collectively “the Partners”);
2. Authorize the Executive Director to take any other action needed to give effect to the Implementation MOU.

FOR MORE INFORMATION

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