

Memorandum

From: Staff
To: Rail Expanded Community Advisory Panel (XCAP)
Date: April 16, 2020
Subject: Workplan and Estimated Timeline Updates in Light of COVID-19

XCAP MEETING
May 6, 2020
 Received Before Meeting **3**

The Expanded Community Advisory Panel (XCAP) last met on February 26, 2020. With concerns around COVID-19, the XCAP Chairperson, in discussion with staff, cancelled the meetings in March 2020. The April regular and special in-person meetings were all cancelled as well due to the County's Shelter-in-Place order. The April 22, 2020 virtual XCAP meeting is an update meeting to discuss the XCAP workplan and timeline.

As the XCAP slowly begins to restart conversations on the alternatives, staff has provided an overview of the analysis in progress as well as the remaining work of the XCAP based on the previous XCAP workplan. Right now, only a few additional XCAP meetings are shown (meetings on the first and third Wednesdays in May). More can be added as the group goes along.

While COVID-19 has impacted the timeline for the rail grade separation process, grade separation is still very important. Caltrain continues to electrify its train fleet and some poles were installed this week (see photos on next page of poles near Churchill). The City of Palo Alto needs to select preferred alternatives to be ready and better positioned to take advantage of existing, potential new, or modified funding opportunities and make Palo Alto more competitive for funds by having a 'shovel ready' project.

This agenda item is intended to update the XCAP on the analysis progress and to help the XCAP begin to map out its updated workplan.

Attachment A: Estimated Schedule / Workplan Related to XCAP

Photos of Caltrain Electrification Poles near Churchill:



Attachment A: Estimated Schedule / Workplan Related to XCAP - (DRAFT as of 4/15/2020)

| | | Week beginning | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------|----|----|----|-----|----|----|----|------|---|----|----|------|---|----|----|--------|---|----|----|----|----|
| | | April | | | | May | | | | June | | | | July | | | | August | | | | | |
| | | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 |
| ESTIMATED REMAINING WORK FOR THE XCAP | Information XCAP has asked for | | | | | | | | | | | | | | | | | | | | | | |
| | Review XCAP Question Answers and Criteria Answers (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Follow up from Caltrain (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Receive feedback on outreach (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Analysis and New Materials to Review | | | | | | | | | | | | | | | | | | | | | | |
| | Review New Ideas Information (AECOM Presentation) - 2 meetings | | | | | | | | | | | | | | | | | | | | | | |
| | Review noise analysis (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Review traffic analysis for Meadow/Charleston and new ideas (1 mtg) | | | | | | | | | | | | | | | | | | | | | | |
| | Deliberations and Final Report | | | | | | | | | | | | | | | | | | | | | | |
| | Deliberate on Churchill alternatives (1-2 meetings) | | | | | | | | | | | | | | | | | | | | | | |
| | Deliberate again on Meadow/Charleston alternatives (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Review report as a group (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Approve report as a group (1 meeting) | | | | | | | | | | | | | | | | | | | | | | |
| | Approve check in information/final report information for Council (1 mtg) | | | | | | | | | | | | | | | | | | | | | | |
| MEETINGS | New Ideas | | | | | | | | | | | | | | | | | | | | | | |
| | Meet with Elizabeth, Technical Working Group, AECOM, & City Staff (for Meadow/Charleston Underpass alternative) | | | | | | | | | | | | | | | | | | | | | | |
| | XCAP Meetings | | | | | | | | | | | | | | | | | | | | | | |
| | April 22- Virtual XCAP Check in Meeting; share updated documents | | | | | | | | | | | | | | | | | | | | | | |
| | May 6 & 20 XCAP Meetings (likely virtual) | | | | | | | | | | | | | | | | | | | | | | |
| | June XCAP Meetings - TBD | | | | | | | | | | | | | | | | | | | | | | |
| | Council Meetings | | | | | | | | | | | | | | | | | | | | | | |
| | Take Rail workplan to City Council--5/4/2020 | | | | | | | | | | | | | | | | | | | | | | |
| | Take AECOM Contract Amendment to Council--5/4/2020 | | | | | | | | | | | | | | | | | | | | | | |
| | XCAP Update to Council-May 18-date is flexible | | | | | | | | | | | | | | | | | | | | | | |
| | Council Discussion and Decision on Preferred Alternative-June or August tentative | | | | | | | | | | | | | | | | | | | | | | |
| | Outreach | | | | | | | | | | | | | | | | | | | | | | |
| | Virtual Town Hall; Project Update-Potentially May 2020 | | | | | | | | | | | | | | | | | | | | | | |
| | Expanded Community Engagement -late May, June, or early July | | | | | | | | | | | | | | | | | | | | | | |

Attachment A: Estimated Schedule / Workplan Related to XCAP - (DRAFT as of 4/15/2020)

| | | Week beginning | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|----------------|----|----|----|-----|----|----|----|------|---|----|----|------|---|----|----|--------|---|----|----|----|----|
| | | April | | | | May | | | | June | | | | July | | | | August | | | | | |
| | | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 |
| ANALYSIS (CITY AND AECOM) | Engineering | | | | | | | | | | | | | | | | | | | | | | |
| | Refine Layout, Typical Sections, & Renderings of Meadow Underpass (portion) | | | | | | | | | | | | | | | | | | | | | | |
| | Refine Layout, Typical Sections, & Renderings of Charleston Underpass (portion) | | | | | | | | | | | | | | | | | | | | | | |
| | AECOM prepared to publicly present noise memo | | | | | | | | | | | | | | | | | | | | | | |
| | Hexagon prepares Traffic Memo | | | | | | | | | | | | | | | | | | | | | | |
| | Animations prepared for Churchill Partial Underpass and Meadow/Charleston Underpass alternatives | | | | | | | | | | | | | | | | | | | | | | |
| | AECOM to Prepare Cost Estimate for Churchill Partial Underpass and Meadow/Charleston Underpass alternatives | | | | | | | | | | | | | | | | | | | | | | |
| | AECOM PSR and "post decision" work-dates TBD | | | | | | | | | | | | | | | | | | | | | | |
| | Outreach Materials | | | | | | | | | | | | | | | | | | | | | | |
| | Outline and set up for virtual XCAP Meetings | | | | | | | | | | | | | | | | | | | | | | |
| | Outline and organizing for outreach meetings | | | | | | | | | | | | | | | | | | | | | | |
| | Update fact sheets; create new fact sheets for new ideas-Timeframe TBD | | | | | | | | | | | | | | | | | | | | | | |
| | Other | | | | | | | | | | | | | | | | | | | | | | |
| | Estimated timeframe to hear something back from Caltrain | | | | | | | | | | | | | | | | | | | | | | |