

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
2	03/10/14	Open	Action	03/05/14

Subject: Approving the First Amendment to the Personal Services Contract with Robin Haswell for Project Assistance

ISSUE

Whether or not to approve the First Amendment to the Temporary Employment Contract with Robin Haswell for Project Assistance.

RECOMMENDED ACTION

Adopt Resolution No 14-03-_____, Approving the First Amendment to the Personal Services Contract with Robin Haswell for Project Assistance.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	18,250
Budget Source:	Capital	Next FY:	\$	51,750
Funding Source:	FY11-12 and FY 12 Proposition 1B Transit Security	Annualized:	\$	
Cost Cntr/GL Acct(s) or Capital Project #:	T007, T008, T019, T020	Total Amount:	\$	70,000
Total Budget:	\$ 1,084,900			

DISCUSSION

Under the General Manager/CEO's authority, RT entered into a Contract with Robin Haswell on March 29, 2013 for capital project support.

Ms. Haswell is performing project coordination and logistical support, vendor management, grant reporting, and general project management assistance to the Project Manager and IT Director on multiple capital projects. Ms. Haswell's continued support is necessary to ensure budget adherence and timely delivery of these projects.

Project budget, schedule and scope details regarding the above referenced projects are as follows:

- Project T007 (Rail Infrastructure Hardening II), Total budget: \$317,000, Schedule: Project completion by: 3/31/2015, Scope: Installation of fiber optic laterals, to light rail wayside facilities (Instrumentation Houses, Traction Power Substations, and Relay Cases) for system communications, security, surveillance and operations. This project is being

Approved:

Presented:

Final 03/05/14

General Manager/CEO

Director of Information Technology

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executed exclusively by RT staff and Personal Services contractors (Robin Haswell and James Busby).

- Project T008 (Completion of Fiber Optics Communications Backbone), Total Budget: \$417,900, Project Completion by: 3/31/2015, Scope: Installation of aerial and subterranean conduit infrastructure and fiber optics communications lines between RT’s Academy Way facility and the Alkali Flat/La Valentina light rail station
- Project T019 (Video Surveillance System Enhancements), Total Budget: \$145,000, Project completion by: 3/31/2016, Scope: Installation of additional video security and storage systems for light rail station surveillance and security.
- Project T020 (Operational Computer Systems Upgrades), Total Budget: \$205,000, Project completion by: 3/31/2016, Scope: This project is to replace approximately 250 obsolete personal computers within RT’s administrative and maintenance offices. Ms. Haswell is serving as the Project Manager responsible for the execution of this project.

Full funding for this contract has been budgeted and is included in the above referenced funded capital projects.

Staff recommends that the Board approve the First Amendment to the Contract which increases the total Contract consideration by \$70,000, from \$50,000 to \$120,000, extends the term of the Contract to March 31, 2015, and increases her hourly rate from \$28/hr to \$35/hr beginning April 1, 2014. The increase in hourly rate is attributed to broader project and vendor management responsibilities assigned to the contractor. The new hourly rate is appropriate for the duties assigned and level of project responsibilities assumed by the contractor.

RESOLUTION NO. 14-03-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 10, 2014

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES
CONTRACT WITH ROBIN HASWELL FOR PROJECT ASSISTANCE.**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the First Amendment to the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "RT," and Robin Haswell, therein referred to as "Contractor," whereby the not-to-exceed amount of the Contract is increased by \$70,000, from \$50,000 to \$120,000, the hourly rate is increased to \$35/hr., and the term of the Contract is extended to March 31, 2015, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said First Amendment.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary