

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	03/13/17	Open	Action	02/24/17

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

## ISSUE

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

## RECOMMENDED ACTION

Adopt Resolution No 17-03-\_\_\_\_\_, Approving the Fourth Amendment to the Personal Services Contract with Robin Haswell for Project Assistance.

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$20,000
Budget Source:	Capital	Next FY:	\$57,500
Funding Source:	FY11-12 , FY14-15, FY15-16	Annualized:	\$77,000
	Proposition 1B Transit Security		
Cost Cntr/GL Acct(s) or Capital Project #:	T006, T034, T036, M009, T038, T051	Total Amount:	\$77,000
Total Budget:	\$77,000		

## 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 capital project management and coordination, project logistical support, vendor management, and general project management assistance to the Director, Information Technology on multiple capital projects. Since inception of RT's Contract with Ms. Haswell, RT has had a continuing need for her assistance with several projects. Consequently, her contract has been amended 3 times as follows: On March 10, 2014, the Board approved the First Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$70,000, to \$120,000, increased the hourly rate by \$7/hour, from \$28/hour to \$35/hour, and extended the term of the Contract to March 31, 2015. On March 23, 2015, the Board approved the Second Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$70,000, from \$120,000 to \$190,000, and the term of the Contract to March 31, 2016. On March 14, 2016, the Board approved the Third Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$74,000, from \$190,000 to \$264,000, and the term of the Contract to March 31, 2017.

Approved:

Presented:

Final 03/08/17

General Manager/CEO

Director, Information Technology

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RT continues to need Ms. Haswell's continued support to ensure the projects she has been working on remain within budget and that the projects are delivered on time.

The project budgets, schedules and scope details of the projects Ms. Haswell is assisting with are as follows:

- Light Rail System Automated Vehicle Location Project (T006), Total Available Budget: \$70,026, Project must be completed by December 31, 2017. Project Scope: Light Rail system integration into Clever Devices Bus Time AVL System.
- Computer Aided Dispatching System Project (T034), Total Available Budget: \$36,553. Project must be completed by March 31, 2018. Project Scope: Computer aided route simulation for scheduling, computer aided dispatching of bus fleets.
- Facilities Safety, Security, and Communications Infrastructure Upgrades Project (T036), Total Available Budget: \$357,150. Project must be completed by March 31, 2018. Project Scope: Safety and security enhancements to RT facilities, upgraded communication systems between facilities.
- Radio Communications System Upgrade Project (M009) Total Budget \$1,108,066. Project must be completed by March 31, 2019. Project Scope: Fleetwide Radio Replacement and Upgrade of All Mobile, Portable, and Console Radio Equipment to Digital P25 Standard.
- Upgrades to Security Video and Data Systems Project (T038), Total Available Budget: \$90,489. Project must be completed by March 31, 2018 – Project Scope: Replacement of video cameras and video storage systems that are near end-of-life, upgrade of video storage capacity and reliability.
- Telephone System Replacement Project (T051), Total Budget: \$305,250. Project must be completed by March 31, 2019 Project Scope: Replacement of RT's obsolete Telephone system.

Full funding for Ms. Haswell's Contract has been budgeted and is included in the above referenced capital projects. This funding cannot be spent on management and administrative tasks and must only be spent on the capital projects identified herein.

Staff recommends that the Board approve the Fourth Amendment to the Contract which increases the total Contract consideration of Ms. Haswell's contract by \$77,000, from \$264,000 to \$341,000, increases the hourly rate by \$1/hour, from \$37/hour to \$38/hour, and extends the term of the Contract to March 31, 2018.

RESOLUTION NO. 17-03-\_\_\_\_\_

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

March 13, 2017

**APPROVING THE FOURTH 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 Fourth 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 \$74,000, from \$264,000 to \$341,000, the hourly rate is increased by \$1/hour, from \$37/hour to \$38/hour, and the term of the Contract is extended by one year to March 31, 2018, is hereby approved.

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

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ANDREW J. MORIN, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary