



## STAFF REPORT

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**DATE:** March 22, 2021

**TO:** Sacramento Regional Transit Board of Directors

**FROM:** Shelly Valenton, VP, Integrated Services and Strategic Initiatives/Chief of Staff

**SUBJ:** APPROVING THE NINTH AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH ROBIN HASWELL FOR CAPITAL PROJECT MANAGEMENT AND COORDINATION SERVICES

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

The Ninth Amendment to the Contract will provide Information Technology the ability to continue to perform project coordination, logistical support and vendor management for Sacramento Regional Transit District (SacRT) technology and security projects through June 30, 2021.

### FISCAL IMPACT

Full funding for the PSC Contract extension is budgeted and included in the Information Technology operations budget at \$38.00 per hour, or \$79,040 annually. This amendment to the contract will increase total Contract consideration by \$20,960 from \$567,040 to \$588,000.

### DISCUSSION

Under the General Manager/CEO's authority, SacRT entered into a Contract with Robin Haswell on March 29, 2013 for capital improvement project coordination and assistance with SacRT's California Proposition 1B Transit Security (P1B-TSGP) grant projects and initiatives.

SacRT has benefitted dramatically from the P1B-TSGP program since its inception in 2006. The Prop 1 B program has funded over two dozen vital technology, security, and communications projects for the District. These projects include digital security cameras and video recorders installed on SacRT bus and light rail vehicles, station improvement consisting of passenger information systems such as light rail station digital messaging signs, and a public address system providing public announcement capabilities, computer aided dispatching and automated vehicle location (CAD-AVL) systems for bus which has enhanced SacRT's Operations and upgrades to SacRT desktop and server environments.

The P1B-TSGP program is expected to expire March 29, 2021 and SacRT currently has four active P1B-TSGP technology and security projects in progress scheduled to be completed prior to this expiration including:

- ) Replacement/ Upgrade IT Desktop/ Server environment (H021 & T025)
- ) Handheld Devices – Smart Card (T022)
- ) Millennium Door Access Upgrade (T018)

Projects where funding expires on March 31, 2021 requires that the projects be fully closed in their entirety by June 30, 2021. Ms. Haswell will be working on a reduced schedule to complete the close out of the P1B-TSGP projects and transition additional support duties to other staff within the IT department. Therefore, SacRT continues to need assistance from Ms. Haswell to maintain continuity and ensure these projects are appropriately managed, completed and timely closed out successfully. The Ninth Amendment also modifies the scope of work to focus Ms. Haswell's responsibilities to those related to the close out of the P1B-TSGP projects.

Staff recommends that the Board approve the Ninth Amendment to the PSC contract increasing the total Contract consideration by \$20,960, from \$567,040 to \$588,000, the scope of work is modified, and extending the term of the Contract to June 30, 2021.

RESOLUTION NO. 21-03-0018

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

March 22, 2021

**APPROVING THE NINTH AMENDMENT TO THE PERSONAL SERVICES  
CONTRACT WITH ROBIN HASWELL FOR CAPITAL PROJECT MANAGEMENT  
AND COORDINATION SERVICES**

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

THAT, the Ninth Amendment to the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "RT," and Robin Haswell, therein referred to as "Temporary Employee," whereby the not-to-exceed amount of the Contract is increased by \$20,960 from \$567,040 to \$588,000, the scope of work is modified, and the term of the Contract is extended to June 30, 2021, is hereby approved.

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

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

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