

STAFF REPORT

SUBJECT: Staff Augmentation Contract with San Joaquin Regional Rail Commission for Project Delivery Services

RECOMMENDED ACTION: Authorize the Executive Director to Contract with the San Joaquin Regional Rail Commission for Staff Augmentation in an Amount Not to Exceed \$56,000

DISCUSSION:

SJCOG's Program Manager, Kevin Sheridan, will be leaving the agency June 2, 2017 to take a similar position at the San Joaquin Regional Rail Commission (SJRRRC). Because several of the Program Manager's projects have not been completed, staff is recommending contracting with the SJRRRC for up to 20% of his time in an amount not to exceed \$56,000.

BACKGROUND:

The San Joaquin Council of Governments (SJCOG) has a full-time Project Manager position currently held by Kevin Sheridan. For almost ten years, Kevin has been working at SJCOG to deliver transportation projects that advance our Measure K mission. The effort has been a great success and Kevin has been an asset for this organization-- instrumental in the delivery of the Measure K Early Action Program. In the past year, the ribbon cuttings for improvements on Highway 99, Interstate-5, and State Route 4 were the culmination of his many years of dedicated service and showcase his collaborative work with Caltrans, other SJCOG's partner agencies, and communities.

The Board has been previously briefed on Senate Bill 1 (SB1). SB 1 identifies \$400 million to the San Joaquin Regional Rail Commission (SJRRRC) to deliver capital projects that extend the Altamont Commuter Express service from San Joaquin County to Modesto and then to Merced. Thus, an opportunity with SJRRRC has become available that keeps Kevin in the area and allows him to continue to deliver needed transportation projects in the San Joaquin region (and San Joaquin Valley). He will be joining the Rail Commission staff June 5, 2018 to work for the SJRRRC's Executive Director in delivery of the \$400 million commitment from the state for extending ACE to Merced.

While many of the Project Manager's assignments are being transitioned to existing SJCOG staff, there are some critical pieces in his work with the San Joaquin Council of Governments that are in the agency's best interest for him to complete. The time, cost to secure expertise, and loss of

institutional knowledge were key factors in SJCOG approaching SJRRC on the concept of staff augmentation services for project delivery services.

The proposal would be 20 percent (eight hours per week) of Mr. Sheridan's time (from June 5, 2017 to June 30, 2018) to finish out this work. Of course, this is an approximate time per week due to fluctuations in work---some weeks may require fewer hours and other weeks may require more hours. For the contract period, however, it would not exceed 20 percent of the hours of a full-time employee which is 448 hours.

The scope of services would include:

- Close-out of construction contracts on the Measure K State Highway Projects.
- Continue efforts on Route 99/120 Project Development and related community outreach/engagement.
- Available to SJCOG staff to address any issues/questions that develop related to his past work assignments because his institutional knowledge will be essential for a seamless transition.
- Initiate agreements with Caltrans on Right-of-Way close-out process for Measure K State Highway Projects and transition assignment to SJCOG staff for management.

SJCOG's Executive Director has discussed this conceptually with the SJRRC CEO and both agree with this recommendation to our respective Boards.

RECOMMENDATION:

SJCOG staff recommends the Board authorize the Executive Director to approve a contract for staff augmentation with SJRRC, in an amount not to exceed \$56,000.

FISCAL IMPACT:

The fiscal impact will be \$56,000. The current and FY 2017-18 Annual Financial Plan include the full funding of the Program Manager position. Salary savings from the departure of the Program Manager will be used for this contract. SJCOG Executive Director does not anticipate a need for recruiting/filling the position during this period.

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