

# STAFF REPORT

**SUBJECT:** Staff Augmentation Contract Amendment  
with San Joaquin Regional Rail Commission

**RECOMMENDED ACTION:** Authorize the Executive Director to Amend Contract C-17-082 with the San Joaquin Regional Rail Commission to increase the Not to Exceed amount by \$8,000 to \$64,000 and extend the term to June 30, 2019

## DISCUSSION:

SJCOG's Project Manager Kevin Sheridan left the agency June 2, 2017, to take a similar position at the San Joaquin Regional Rail Commission (SJRRRC). Several of the Project Manager's assignments had not been completed at the time. As a result, the SJCOG Board authorized entering into a contract with the SJRRRC for up to 20% of his time in an amount not to exceed \$56,000.

A remaining contract balance of \$18,000 is projected through the end of June. Mr. Sheridan is still working on several key projects including the State Route 99/120 Connector. SJCOG staff recommends amending the contract to increase the not to exceed the amount by \$8,000 and extending the term to June 30, 2019. This will allow Mr. Sheridan to continue working for SJCOG for approximately 10% of his time during the next fiscal year. The scope of services will include:

- Continue close-out of construction contracts on the Measure K State Highway Projects
- Continue efforts on State Route 99/120 Connector through the project delivery process
- Work with SJCOG staff to address issues that develop related to his past work assignments

## RECOMMENDATION:

SJCOG staff recommends the Board authorize the Executive Director to amend Contract C-17-082 with the San Joaquin Regional Rail Commission to increase the not to exceed the amount by \$8,000 to \$64,000 and extend the term to June 30, 2019.

## FISCAL IMPACT:

The proposed amendment would increase the current contract by \$8,000. Salary savings from the departure of the Project Manager will continue to be used for this contract. The SJCOG Executive Director does not anticipate a need for recruiting/filling the position during this period.

**BACKGROUND:**

The San Joaquin Council of Governments (SJCOG) employed Kevin Sheridan for almost ten years in a full-time Project Manager position. While many of the Project Manager's assignments have been transitioned to existing SJCOG staff, there are some critical assignments 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 that led to SJCOG approaching SJRRC on the concept of staff augmentation services for project delivery services.

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