



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas

DIRECTOR

Administration  
PO Box 4186  
San Rafael, CA 94913-4186  
415 473 6528 T  
415 473 3799 F  
415 473 3232 TTY  
CRS Dial 711  
www.marincounty.org/pw

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**DATE:** February 4, 2015

**TO:** MERA Executive Board

**FROM:** Craig Tackabery, Operations Officer

**SUBJECT:** AGENDA ITEM **B-1**: REVIEW OF REVISED REQUEST FOR PROPOSAL FOR WIRELESS COMMUNICATION CONSULTANT SERVICES FOR NEXT GENERATION COMMUNICATIONS SYSTEM, AND AUTHORIZE RELEASE

**Recommended Action:** Review the Request for Proposal (RFP) for Wireless Communications Consulting and Authorize Release

**Background:** At your January 14, 2015 meeting, your Board reviewed a draft RFP for Consultant Services and a summary of comments received on the draft. Your Board requested that additional review time be provided in advance of today's meeting.

The RFP was revised to reflect the comments received and distributed on January 16, 2015 to the MERA Governing Board, Executive Board, and MERA staff for review and comment by January 23, 2015.

The attached RFP Version 3 has been revised to reflect comments. Also attached is a summary of comments and responses received since January 16, 2015.

We recommend that the project be implemented with two major procurements, a Consulting Services contract and a System Vendor contract.

**Consulting Services contract:** obtain consulting services from a qualified firm to provide project management, procurement management, implementation oversight, quality assurance, coordination, performance testing oversight, system cutover and acceptance oversight, and to provide regular status reports to the MERA Next Generation System Project Oversight Committee.

**System Vendor contract:** vendor shall be responsible for providing the following project components: engineering and system design; furnishing and installing system equipment and ancillary facilities; project management; software installation and programming; mobile, portable and base station programming and installation; training; acceptance testing, including coverage testing; cutover plan and execution; warranty and maintenance.

Next steps for this procurement:

- The Next Generation System Project Oversight Committee designate Committee and staff members who will serve on the Wireless Communications Consultant selection committee.
- The County of Marin award the Wireless Communications Consultant contract for a first phase of work, through the System Vendor procurement, based on a Consultant recommendation from the Next Generation System Project Oversight Committee and the Executive Board.

Attachments:

*DRAFT*, County of Marin Request for Proposals for Wireless Communications Consulting Services for Marin Emergency Radio Authority Next Generation Communications System, Version 3, dated February 4, 2015

Comment Review and Response dated February 4, 2015