



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

DATE: May 10, 2017

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DIRECTOR

TO: MERA Governing Board

FROM: Pat Echols, Operations Officer

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SUBJECT: AGENDA ITEM E-1: PROPOSED CHANGE ORDER
POLICY – MOTOROLA CONTRACT

Recommended Action: Adopt the proposed change order policy.

Background & Discussion:

- Accounting
- Airport
- Building Maintenance
- Capital Projects
- Certified Unified Program Agency (CUPA)
- Communications Maintenance
- County Garage
- Disability Access
- Engineering & Survey
- Flood Control & Water Resources
- Land Development
- Purchasing
- Real Estate
- Reprographic Services
- Road Maintenance
- Stormwater Program
- Transportation & Traffic Operations
- Waste Management

County contracting procedure typically includes a contract contingency as part of contract approval (typically between 10% and 20% of the contract amount). This provides County staff the ability to execute change orders (that do not cumulatively exceed the contingency amount) without subsequent Board approval. Given the nature of the contract work and the desire to avoid schedule delays, it would likely be problematic to route all change order requests through the MERA Governing Board for approval. To facilitate timely review and action on change orders associated with the Next Gen System vendor contract, the following protocol is recommended:

- All change order requests are to be reviewed by a subcommittee consisting of up to three members (two minimum) of the Next Gen Project Oversight Committee (NGPOC), MERA's Executive Officer, Deputy Executive Officer and Operations Officer. Current NGPOC members are listed below.

- Any change order request with a cost increase greater than \$100,000 or that is deemed by the NGPOC subcommittee to be significant with respect to MERA's Next Gen system functionality commitments or project schedule impact will be forwarded to the MERA Governing Board for a determination.

- Change orders that do not meet the above criteria will be approved by the County and will be reported to Executive and Governing Boards at their next regularly scheduled meetings as part of the Next Gen project report agenda item.

The Finance Committee will develop a recommended contract contingency amount at their next meeting and forward their recommendation to your Board at your next meeting.

Next Generation Project Oversight Committee (NGPOC)

Todd Cusimano, Chair
Town of Corte Madera, Town Manager
Alternate: Mike Norton
Police Chief – Central Marin Police Authority

Mark Brown, Vice Chair
County of Marin, Deputy Fire Chief
Alternate: Jeremy Pierce
Battalion Chief – County of Marin

Adam McGill
City of Novato, Police Chief
Alternate: Jamie Knox
Police Captain – City of Novato

Robert Doyle
County of Marin, Sheriff
Alternate: Mike Ridgway
Undersheriff – County of Marin

Gerald McCarthy
Novato Fire Protection District, Battalion Chief
Alternate: Open

Governing Board President
Richard Pearce
Tiburon Fire Protection District, Fire Chief

Executive Board
Matthew Hymel, Chair
County of Marin, County Administrator
Alternate: Dan Eilerman
Assistant County Administrator – County of Marin

Todd Cusimano, Vice Chair
Representative: Ross Valley Cities/Towns

Finance Committee
Tom Gaffney, Vice Chair
Governing Board Member: Town of Ross