

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

**DATE:** December 12, 2018  
**TO:** MERA Governing Board  
**FROM:** Ernest Klock, Operations Officer  
**SUBJECT:** AGENDA ITEM D-6: Federal Engineering Contract Update - Review

Recommended Action: Review the Federal Engineering Contract Update.

Federal Engineering's (FE) Phase 2 contract started in March of 2017. The Phase 1 contract included preparation of the request for proposals that led to the Motorola contract and Phase 2 includes services to oversee the design and implementation (not including construction oversight) of the Next Gen system. In general, FE acts as a day to day manager of the Motorola Contract and are in regular contact with both Motorola and County staff. The primary functions of FE staff have been to coordinate project meetings, review and monitor the Motorola project action log, maintain a punch list of Motorola implementation activities, and prepare correspondence and review of project submittals up to the current level approaching 75%. FE staff also participates in weekly conference calls with County staff and FE senior management, as well as participation on the bi-weekly MERA call regarding the project status. FE has been very active in assisting County staff with CEQA related tasks and lease document support.

FE's Phase 2 contract includes six main tasks and had an assumed duration of two and one-half years from inception, that results in FE's Phase 2 contract expiring in the end of July 2019. The tasks are: 1) Implementation Project Management; 2) Preliminary Design Review and Final Design Review; 3) Factory Testing, Equipment Delivery, and Installation Verification; 4) Coverage and System Testing; 5) System Acceptance and Cutover; and 6) Documentation. Task 1 is ongoing, and Task 2 is anticipated to be complete upon the acceptance of the final system design which will occur following CEQA approval. The following is a summary of FE's expenditures through November and remaining contract balance.

Total Billed to Date	\$692,475.00
<u>Total Remaining to Invoice</u>	<u>\$296,775.00</u>
Total Contract	\$989,250.00

County Staff will be working with FE over the next several months to amend their contract such that it aligns with the overall project schedule. This may result in additional costs as the assumed duration is no longer valid and FE has performed work on the Next Gen project that is not in their current Phase 2 scope. Examples include but are not limited to: additional review of Next Gen system design documents (going on 9 months to get to 75%), extensive assistance with lease document preparation, participation in interoperability meetings/discussions, and participation/creation of radio control features documents "knobology".