

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
300 Tamalpais Drive, Corte Madera, CA 94925  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

**DATE:** July 24, 2019  
**TO:** MERA Governing Board  
**FROM:** Ernest Klock, Operations Officer  
**SUBJECT:** AGENDA ITEM D-2: Project Management

Recommended Action: Accept the Report

The Next Gen Project is being implemented by the County of Marin under the MERA Next Gen System Implementation Agreement and generally includes overall project management, administering the Motorola contract, performing all activities required under CEQA, obtaining all permits for the project, and facilitation of lease acquisitions, among other various tasks. The Motorola contract generally provides MERA with the design of the Next Gen System, installation of the various system components at ready sites, equipment for MERA member agency users, and system upgrades through year 15 of its operation. The Motorola contract excludes CEQA activities, permitting for sites, and site construction. Site construction includes both the building out of “green” sites (sites new to MERA) and modifications to existing MERA sites (structural tower modifications, foundation reinforcement, etc) to ready all the proposed locations for new MERA equipment/facilities.

The administration of the Motorola contract and performance of duties under the Implementation Agreement are accomplished by a variety of staff employed by the County, as well as contracted firms for specialty work. County staff engaged on a weekly basis include the Operations Officer and select Communication Division staff, while other County staff engage as needed for support during various phases of the Next Gen project (Engineering Division for construction, Real Estate Division for leases, Accounting for Next Gen expenditure tracking and billings, Administrative Division for CEQA support, and any other staff necessary to accomplish work on the Next Gen project). Two new full-time employees (a Senior Civil Engineer and Capital Planning and Project Manager) have been approved by the County and recruitments are underway. These new staff members will assist with implementation activities associated with site construction and overall project implementation. The positions are expected to be filled by August 1, 2019.

Contracted firms currently include Federal Engineering for project management (whose staff engages daily on the Next Gen project), WRA Inc for CEQA document preparation, JRA for CEQA document review, and Zoon Engineering for construction document review. WRA’s and JRA’s efforts will conclude with the completion of the CEQA phase, while Zoon’s work will be complete upon receipt of final construction plans from Motorola. While future contracted firms may be needed to develop the construction bid packages and oversee the construction of sites, it is anticipated that the recently approved new dedicated staff members will perform these activities under the Next Gen Implementation agreement.