

MARIN EMERGENCY RADIO AUTHORITY

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DATE: June 26, 2019
TO: MERA Governing Board
FROM: Ernest Klock, Operations Officer
SUBJECT: AGENDA ITEM D-4: Proposed Federal Engineering Phase Two Contract Amendment

Recommended Action: Recommend that the County Board of Supervisors Approve the Federal Engineering Phase Two Contract Amendment No. 1

On December 14, 2016, your Board recommended approval of the Federal Engineering’s (FE) Phase 2 contract which subsequently started in March of 2017 and includes services to oversee the design and implementation (not including construction oversight) of the Next Gen system. 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 May 2019 and remaining contract balance.

Total Billed to Date	\$923,300
<u>Total Remaining to Invoice</u>	<u>\$65,950</u>
Total Contract	\$989,250

FE’s Phase 2 contract was based on a fixed-price of \$989,250 for the contract term – two and one-half years - to provide a full-time project manager for the duration of the contract. County Staff has been working with the MERA President and Vice President along with FE for the past several months to agree on terms to amend their contract such that it aligns with the potential close of CEQA. This includes the following terms:

- 1) Extend the Phase 2 contract for 6 months to terminate on January 31, 2020.
- 2) Reduce the monthly billing rate by \$4,175 per month to \$28,800 from \$32,975, including 10 hours per month of FE technical support to address issues as needed at no additional charge.

Given the current contract had a fixed monthly rate of \$32,975, we utilized FE expertise to support implementation services while Next Gen services were on hold. Examples include but are not limited to; assistance with lease document preparation, construction document preparation, permitting for sites, and extensive review of the Draft SEIR documentation. Since most of the work will continue to be for implementation services, we recommend that the costs of the contract extension be charged to DPW implementation services. Federal Engineering efforts towards County Implementation tasks will be

documented on monthly invoice statements from Federal Engineering and in Next Gen Project billings to MERA.

The original implementation agreement included a \$2,000,000 budget for DPW staff services of which approximately \$500,000 has been expended to date. After including this amendment, the remaining balance of approximately \$1,300,000 is anticipated to be enough at this time to complete DPW staff services pending the outcome of activities outside the County's control – such as CEQA legal challenges, project permitting, or unforeseen conditions leading to delays during project construction.