

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

DATE: March 9, 2016
TO: MERA Executive Board
FROM: Dave Jeffries, Deputy Executive Officer for the Next Gen Project
SUBJECT: AGENDA ITEM A-5: Summary of Cost Changes for the Federal Engineering Contract

Recommended Action: Receive and file report on the Summary of Cost Changes for the Federal Engineering Contract

Background:

During the process of awarding the Wireless Consultant Contract, there were questions about the contract price increase over the original Federal Engineering proposal. The then MERA Operations Officer, Craig Tackabery, developed a summary of changes. Mr. Tackabery and I have discussed his summary and the attached document was developed by Mr. Tackabery with my added comments in yellow highlight.

The summary describes two areas that changed without cost impact to MERA and one area, FCC Frequency Review, that resulted in a cost decrease by postponing some of that work to Phase II of the project.

The remaining eight items total an increase of \$109,244. In reviewing these additional costs, I have categorized them into three groups:

- 1) Items that were identified in the MERA RFP and through contract negotiations, MERA's expectations were more thoroughly discussed and Federal Engineering's detailed tasks increased to meet those needs.

Those items include: Tasks 1.2, 1.4.1, 1.4.4, 1.5, 1.3.2 totaling \$61,824.

- 2) Items that were proposed by Federal Engineering and agreed to by MERA and important. This includes the Coverage Workshop, task 1.4.2, totaling \$10,060.

- 3) Items that were driven by MERA needs and became additional tasks.

Those items include: Tasks 1.4.4.2 and 1.4.3 totaling \$37,360

I would suggest that in any process like this, it is likely that there can be some gap between the RFP and the proposals that will need to be addressed and fine-tuned during contract negotiations.

I would also suggest that the suggestion by Federal Engineering to hold a Coverage Workshop was well received during negotiations as well as during the workshop itself and was an investment in building a better Request for Proposal.

The third category included requests for an updated budget proposal as we had been working from estimates developed prior to the Parcel Tax being approved and a desire to conduct some of the environmental review earlier in the process as an investment to avoid change orders and additional costs later in the process.

I would also suggest that this process and this review are a good opportunity to create expectations for the upcoming System Vendor Proposal process. This upcoming process involves the most expensive part of this project, will involve a number of options and decisions that MERA will need to make, all of which will likely impact the overall cost of the project and some of those decisions may be very difficult decisions balancing costs with user needs.

Attachments:

Summary of changes between April 28, 2015 proposal from FE and August 26, 2015 contract recommended by MERA GB