

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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DRAFT: 7/21/15

NEXT GENERATION PROJECT OVERSIGHT COMMITTEE

MINUTES OF JUNE 24, 2015

A. Call to Order

The meeting was called to order by Chair Cusimano at 2:31 p.m. on June 24, 2015 in Novato Fire Protection District, Heritage Room, Novato, CA.

Committee Members Present:

Central Marin Police Authority
County of Marin Fire
City of Novato
Novato Fire Protection District
City of Sausalito
Tiburon Fire Protection District
City of Mill Valley
Town of Ross

Todd Cusimano (Chair)
Mark Brown (Vice-Chair)
Jim Berg
Gerald McCarthy
Jen Tejada
Richard Pearce
Jim McCann
Tom Gaffney

Committee Members Absent:

County of Marin
Marin County Sheriff

Matthew Hymel
Robert Doyle

Staff Present:

MERA Executive Officer
MERA Deputy Exec. Officer – Next Gen. Project
MERA Admin. Assistant – Next Gen. Project
MERA Operations Officer
Marin Department of Public Works
County Communications Engineer

Maureen Cassingham
Dave Jeffries
Alex Anderson
Craig Tackabery
Shelly Nelson
Richard Chuck

B. Approval of Minutes from March 18, 2015 Next Generation Project Oversight Committee Meeting

M/S/P Pearce/McCann to approve minutes from March 18, 2015 Next Generation Project Oversight Committee Meeting as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

C. Recommendation of Wireless Consultant Finalist List to MERA Executive Board

Jeffries explained that the Request for Proposal went out for vendor consultants for the Next Generation Project, and that six firms responded. The MERA NGPOC Subcommittee comprised of Doyle, Cusimano and Pearce and staff reviewed the proposals and chose three of the six firms – AECOM, Scientel and Federal Engineering - to be interviewed for the contract.

Jeffries said that on Tuesday, June 16, 2015 interviews of the three potential candidates were conducted at the Sheriff's Office. Each candidate had roughly an hour and half to give a presentation and respond to questions. At the end of the day, the Subcommittee ranked Federal Engineering as its first choice, Scientel as the second choice, and AECOM as the third choice.

Pearce explained that he believed that Federal Engineering was best suited to complete Phase One of the Project, which comprises completing the system Request for Proposal and vendor negotiations. He said that he believed Scientel may be better suited to complete the second phase of the Project, which comprises Project implementation. He noted that Scientel had some good ideas that we should incorporate in the project implementation phase of the Project.

Cusimano stated that he believed that each of the candidates was well qualified and could do a good job helping MERA with the Next Generation Project, but that when you looked at the totality of the circumstances, it appeared that Federal Engineering was best suited to complete the work.

Cassingham asked what Federal Engineering proposed as their fee for Phase One of the Project. Gaffney asked how the fees ranked among the three consultant firms. Jeffries responded that Federal Engineering proposed a fee of roughly \$212,000 for Phase One of the Project; AECOM proposed a fee of roughly \$307,000 for Phase One; Scientel proposed a fee of \$367,000 for Phase One.

Gaffney stated that MERA did not necessarily have to have the same firm for both Phase One and Phase Two, but that it might be to MERA's advantage to do so.

Cusimano noted that Federal Engineering has a strong track record with negotiating vendors contracts, especially dealing with P25 systems. He felt that their experience would provide opportunities for MERA to save funds when negotiating the system contract with the vendor.

McCann asked for clarification of Phase One and Phase Two of the Project. Jeffries responded that Phase One consisted of the development of a system Request for Proposal and vendor negotiations, and that Phase Two consisted mostly of project management during implementation. Jeffries noted that the contract that will be awarded will only be for Phase One of the Project.

M/S/P Gaffney/Berg to recommend to the MERA Executive Board to move forward with the MERA NGPOC Subcommittee's recommendation to open negotiations with Federal Engineering as Consultant on Phase One of the Next Generation Project.

AYES: All

NAYS: None

ABSTENTIONS: None

MOTION CARRIED

D. Discussion of future scheduling issues

Jeffries explained that he wanted to discuss scheduling future meetings for the Next Generation Project Oversight Committee (NGPOC), given the challenges MERA staff encountered in scheduling the meeting on June 24, 2015. Jeffries asked Tackabery when he thought MERA might have a contract finalized with vendor consultants in order for there to be new business for the NGPOC to discuss. Tackabery responded that his best estimate would be between late September and late October. Jeffries stated that MERA staff would look to schedule a meeting in early October.

Gaffney asked for clarification of the role of the NGPOC would be in project implementation given the pending agreement with the Marin County Department of Public Works and MERA. Jeffries responded that he believed there would be a role for the NGPOC in reviewing proposals from system vendors; much in the same way a subcommittee was established to review vendor consultant proposals. He also noted that the NGPOC had options on how it chose to review these proposals including the makeup of subcommittees, frequency of meetings, and role of staff.

Anderson asked if there was a particular day and time that worked well for the group. Cassingham responded that historically Wednesday afternoons have worked for the majority of the Project Oversight Committee and other MERA Boards and Committees.

E. Other Information Items

None

F. Next Meeting

The next meeting date, time and location is to be determined.

G. Open Time for Items Not on Agenda

None

H. Adjournment

Chair Cusimano adjourned the meeting at 2:55 pm.

Minutes prepared by:

A handwritten signature in black ink, appearing to read 'Alex Anderson', is written above the printed name.

Alex Anderson,
MERA Administrative Assistant – Next Gen Project