

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DATE:** December 12, 2018  
**TO:** MERA Governing Board  
**FROM:** Dave Jeffries, Deputy Executive Officer for the Next Gen Project  
**SUBJECT:** AGENDA ITEM D-1: Update of Next Gen System Project Budget – **Report Revision**

**Recommended Action:** Review and discuss impacts of Contract Change Orders on Next Gen Project budget. Consider approval of a revised project contingency as recommended by the Finance Committee.

**Introduction:**

On 09/26/18, the MERA Governing Board approved an updated project budget. At the Governing Board meeting on 10/24/18, the Governing Board approved Contract Change Orders # 5, #6 and #9 and postponed consideration of Contract Change Orders #7 (Radio Management/Wi-Fi/OTAP) and #8 (MPLS). Since that meeting, we have received quotes for Change Order #10 (Radio Accessories) and #11 (Early Mobile Radio Order). CCO #7, #8, #10 and #11 were discussed in prior meetings.

At the Finance Committee meeting on 11/14/18, the Finance Committee recommended that the Governing Board postpone action on the pending change orders until their 12/12/18 meeting. While the budget and pending Contract Change Orders were discussed at the Governing Board meeting on 11/28/18, there were no additional approvals at that time.

The attached budget summary reflects the Contract Change Orders (#5, #6 and #9) approved by the Governing Board on 10/24/2018 and does not include the four pending Contract Change Orders (#7, #8, #10, and #11). In this summary, the cost of the approved Contract Change Orders was deducted from the “Budgeted Vendor Contingency” line.

Discussion of the pending Contract Change Orders should consider the impact of each item against this budget as well as the impacts on cash flow timing as described at your most recent meeting as item #C-5 (11/28/2018) and recommendations to update contingency amounts.

The MERA Finance Committee met on 12/06/18 and determined that there are sufficient funds available to approve Contract Change Orders #7 (Radio Management, Wi-Fi and OTAP), #10 (Accessories and Chargers) and #11 (Early Order Mobile Radios) in addition to revising the Project Contingency to \$4,000,000.

A verbal report of the recommendations from the MERA Finance Committee meeting on 12/06/18 will be provided.

ATTACHMENTS:

D-1a MERA Next Gen Project Budget (Over 20 years) – Revision Date 11/29/2018

D-1b Proposed MERA Next Gen Project Budget (Over 20 years) –  
Revision Update 12-7-18