

**MARIN EMERGENCY RADIO AUTHORITY**

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[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

**DATE:** September 16, 2020  
**TO:** MERA Citizen Oversight Committee  
**FROM:** Dave Jeffries, Deputy Executive Officer for the Next Gen Project  
**SUBJECT:** AGENDA ITEM C: Update on Status of Next Gen System Project and Budget

Recommended Action: Review, discuss and accept report.

Background:

We are currently in Customer Design Review (CDR) with Motorola. MERA was represented in these discussions by our Federal Engineering Project Manager, David Mortimer, MERA Operations Officer Ernest Klock and me, supported by additional County and Federal Engineering staff, as needed. Effective 07/01/20, the Next Gen Project was transitioned from the County of Marin to MERA staff. Since that time, MERA has been represented by Mr. Mortimer and me, with support from AECOM.

- 1) Recent Project Meetings and Conference Calls:
  - a. MERA Project Calls: 06/22, 07/06, 07/20
  - b. MERA Implementation Team Calls: 08/04, 08/11, 08/18, 08/25, 09/11, 09/08
  - c. Motorola Project Team: 08/27
  - d. MCOE: 07/13/20
  
- 2) Contract Change Orders: No ‘Cost’ change orders under consideration. We are looking at one “no-cost” change order to update technical issues.
  
- 3) Next Gen Project Staffing Changes: With the transition from the County to MERA, a number of changes have taken place. Deputy Executive Officer Dave Jeffries now heads up the project. Under a contract between MERA and AECOM, Mr. Mark Chase will serve as the Program Manager overseeing three Project branches.
  - a. Radio System: Mr. David Mortimer, Federal Engineering. Primarily responsible for overseeing MERA’s contract with Motorola.
  - b. Construction: Mr. James Mckenzie and Jonathan Sprague, AECOM. Primarily responsible for overseeing development of the bid packages thru completion of site construction work.
  - c. Implementation: Mr. David Bettin, RGS. The newest member of our team, he will be serving as a liaison between MERA and the Member Agencies coordinating mobile and portable radio installation and delivery, Dispatch and Fire Station Alerting installations, assisting with training development amongst other tasks.

- 4) AECOM Customer Design Review Assessment: At their 02/26/2020 meeting the MERA Governing Board approved a contract with AECOM to conduct a review of the Customer Design Review package over 60 documents. The review has been completed and resulted in identifying 135 issues that we are following up with Motorola. As of 08/26/2020, all but 30 issues had been satisfactorily corrected and are still under discussion. Mr. Mortimer and I met with the Motorola team on 08/27/2020 and we recently received their responses which are currently under review. A verbal update will be provided at the Citizen Oversight Committee meeting.
  
- 5) Key Project Summary Details:
  - a. Assistance for Firefighters Grant: This Federal grant will allow us to upgrade all Fire Service radios to Tri-Band radios, and with some of the accessories acquired will result in a savings to MERA. Those radios have now been received and we are planning to install them at the end of this calendar year.
  - b. Construction Schedule: A key item for AECOM development and the completion of the Customer Design Review Process with Motorola. This is currently in progress and we are awaiting a second draft. A verbal update will be provided.
  - c. Construction Cost Estimates: A second key item for AECOM. We are expecting a completed review of the current construction cost estimates by the end of September 2020.
  - d. Construction Bid Packages: The third current priority for AECOM. This involves taking the draft bid documents prepared by County staff prior to the transition and preparing them to be released for bids by MERA. We are anticipating internal reviews in September 2020. These will likely be released in groupings, rather than all at once.
  - e. Tomales Site: MERA is working with AT&T to consider sharing AT&T's power trench at that site. The details are currently being worked on. This will eliminate the need for a second power trench in the same area and will require a minor update to the Subsequent Environmental Impact Report.
  
- 6) Budget Summary: An updated version of the Budget and Expenditure Summary, 09/08/2020 is attached.
  
- 7) Effective 07/01/20, questions and issues regarding the Next Gen System should be referred to Deputy Executive Officer for the Next Gen System Dave Jeffries.

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Project Summary Table:

<p style="text-align: center;"><b><u>Tasks Completed</u></b></p> <ol style="list-style-type: none"> <li>1. Completed AFG Grant Order (Fire) – All Radios have now arrived. Installation/Distribution TBD</li> <li>2. Completed Field Equipment / Wi-Fi Survey</li> <li>3. Recruit Implementation Coordinator</li> </ol>	<p style="text-align: center;"><b><u>Upcoming Tasks</u></b></p> <ol style="list-style-type: none"> <li>1. Complete CDR GB Approval</li> </ol>
<p style="text-align: center;"><b><u>Tasks in Progress</u></b></p> <ol style="list-style-type: none"> <li>1. Obtain MALT Easements</li> <li>2. Complete PG&amp;E Detailed Design</li> <li>3. Complete Site Lease Agreements</li> <li>4. Complete Bid Packages</li> <li>5. Complete CDR Issues Review</li> <li>6. Decide on Tomales AT&amp;T Power Trench</li> <li>7. Review Construction Cost Estimates</li> <li>8. Develop Construction Schedule</li> <li>9. Develop Talkgroup Templates and Radio Aliases</li> <li>10. Develop Project Plan with AECOM</li> </ol>	<p style="text-align: center;"><b><u>Next Six Months</u></b></p> <ol style="list-style-type: none"> <li>1. Issue/Award Bid Packages</li> <li>2. Follow Up Federal Engineering Contract</li> <li>3. Begin Site Work</li> <li>4. Schedule Member Briefing</li> <li>5. Mobile Installation / Portable Distribution from AFG Grant</li> </ol>

Attachment:

C-1 – MERA Project Budget and Expenditures Summary, 09/08/2020