



Midpeninsula Regional
Open Space District

R-22-103
Meeting 22-22
September 14, 2022

AGENDA ITEM 5

AGENDA ITEM

Consultant Contract Amendment for the Radio System Assessment and Upgrade Project

GENERAL MANAGER'S RECOMMENDATIONS *dear*

1. Authorize the General Manager to amend a contract with Forrest Telecom Engineering, Inc., in the amount of \$90,660 for expanded systems engineering services and to shift a portion of the scope and tasks associated with the Radio System Assessment and Upgrade Project from Santa Clara County Communications to the project consultant, bringing the total not-to-exceed contract amount to \$201,660.
2. Authorize a 15% contingency of \$30,249 to cover unforeseen tasks to complete the Project beyond the revised scope for an aggregate not-to-exceed contract amount of \$231,909.

SUMMARY

In July 2019, the Midpeninsula Regional Open Space District (District) entered into a Board-approved consultant agreement with Forrest Telecom Engineering, Inc., (FTE) to support the Radio System Assessment and Upgrade Project (R-19-92). FTE has provided expertise to assess the current system and design a new upgraded system that meets current and future District needs, including replacing end-of-life equipment and resolving coverage issues. The General Manager recommends amending the Agreement with FTE to address the need for expanded systems engineering services and to revise the project roles between FTE and Santa Clara County Communications (County). The General Manager recommends a contract amendment in the amount of \$90,660 for a not-to-exceed new contract amount of \$201,660 to support the Radio System Assessment Project. The General Manager also recommends a 15% contingency of \$30,249 for unforeseen tasks beyond the current scope that may be needed to complete the Project, bringing the total not-to-exceed contract amount to \$231,909. The FY23 budget includes sufficient funds for the recommendation.

DISCUSSION

In July 2019, the Board authorized the General Manager to enter into a consultant agreement with FTE (Agreement) to provide system assessment and master plan services in support of the Radio System Assessment and Upgrade Project. The Agreement had an initial term ending June 30, 2022, with three optional one-year extensions. On July 18, 2019, the District and FTE executed the Agreement. FTE has since developed recommendations that were approved by the Board in November 2020 for upgrading the District's radio system to address end-of-life equipment and coverage issues (R-20-110).

As of the time the scope of the Agreement with FTE was first established in 2019, various additional system improvements have been identified that were reviewed and approved by the Board in November 2020. The proposed contract amendment accounts for these additions, which encompass the following:

1. Adding or replacing radio towers to enable coverage improvements in numerous existing and new areas (e.g., coastal San Mateo County);
2. Upgrading to digital technology to improve ongoing systems support; and
3. Optimizing operation and coverage of the administrative channel.

Moreover, the contract amendment also shifts work tasks from Santa Clara County Communications (County) to FTE based on recent communications with the County to ensure that all project components are completed. Originally, it was assumed that the County would be willing to continue performing similar responsibilities as those previously provided during the 2011 radio system upgrade. However, the County now prefers a more limited role moving forward. Therefore, portions of the project scope that were initially anticipated to be and budgeted for as part of the County's responsibility would now be performed by FTE under the proposed amendment. These tasks include:

1. Develop separate statements of work and Request for Proposals for the following:
 - a. Antenna installation contractor (nine radio tower sites);
 - b. Microwave radio equipment and services (two microwave paths);
 - c. Backup power systems (five tower sites);
 - d. Antenna filter systems (seven sites).
2. Separate onsite trips to oversee final antenna system testing (by antenna installation vendor) at nine sites.
3. Additional weekly project status meetings (due to significant vendor and lease approval delays).
4. File special engineering showings for licensing at McQueen Ridge and Allen Peak towers.

Even with the proposed contract amendment, the total budget for the Radio System Assessment and Upgrade Project as reviewed by the Board in November 2020 remains unchanged.

FISCAL IMPACT

The FY23 adopted budget includes \$1,445,000 for the Radio System Assessment and Upgrade Project #65407. There are sufficient funds in the project budget to cover the recommended action and expenditures through the end of the fiscal year. Funds for future years will be recommended in future fiscal year budgets as a part of the annual Budget and Action Plan process.

Radio System Assessment and Upgrade 65407	Prior Year Actuals	FY23 Adopted	FY24 Projected	FY25 Projected	Estimated Future Years	TOTAL
Total Budget:	\$122,865	\$1,445,000	\$20,000	\$7,000	\$0	\$1,594,865
Spent-to-Date (as of 8/16/2022):	(\$122,865)	\$0	\$0	\$0	\$0	(\$122,865)
Encumbrances:	\$0	\$0	\$0	\$0	\$0	\$0

Forest Telecom Engineering, Inc. Contract Amendment:	\$0	(\$80,115)	(\$20,000)	(\$7,000)	\$0	(\$107,115)
15% Contingency:	\$0	(\$30,249)	\$0	\$0	\$0	(\$30,249)
Budget Remaining (Proposed):	\$0	\$1,334,636	\$0	\$0	\$0	\$1,334,636

The recommended action is not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

- The original award of Agreement with FTE was authorized by the Board on July 10, 2019 ([R-19-92, minutes](#)).
- The Board approved the General Manager's recommendations to upgrade the District's radio system on November 18, 2020 ([R-20-110, minutes](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

No environmental review is required as the recommended action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved, the General Manager will execute an amendment to the Agreement to support expanded scope and additional tasks associated with the Radio System Assessment and Upgrade Project.

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