

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: March 8, 2007 MGSA 2

TO: MGSA Board of Directors

FROM: Michael Garvey, Interim Executive Officer

SUBJECT: AGENDA ITEM B1: WIRELESS MARIN RFI PROJECT PLAN

Goal: Based on the strong interest in this Project from multiple organizations, determine the best course of action (organizational and technical approaches) to implementing a wireless broadband system in Marin.

Approach: MGSA would take lead responsibility for managing the RFI process. This includes building an active Advisory Committee of two members each from MTA, MERA and the JPA Oversight Committee, and managing the contract with CBG Communications, (Tom Robinson). The estimated expense would be \$20,000. The approved 2006-7 budget does not have funds for this specific purpose but the Contingency budget has funds available. There is a possibility the other participants on the Advisory Committee will contribute but there are no commitments at this point.

Resources:

Mike Garvey	MGSA project manager
Tom Robinson	RFI Development and Analysis
Advisory Committee	Policy review, decision support
Don Means	Telestructure event management

Timetable:

Task	Responsibility	Due Date
Request representatives be assigned to the advisory committee	Alex McIntyre	3/10/2007
Complete draft RFI for review.	Tom Robinson	3/19/2007
Deliver walkthrough briefing to Advisory Committee and receive comments and guidance	Tom Robinson	4/4/2007
Complete final RFI	Tom Robinson	4/16/2007
Release RFI to community, vendors	Mike Garvey	4/18/2007
Wireless Telestructure Event	Don Means	4/25/2007
RFI responses due	Tom Robinson	6/1/2007
RFI Staff review and analysis	Tom Robinson Mike Garvey	6/25/2007
RFI Analysis presentation to Advisory Committee	Tom Robinson	6/28/2007