

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: May 11, 2006
TO: MGSA Board of Directors
FROM: Martin J. Nichols, Executive Officer
SUBJECT: AGENDA ITEM G: RECOMMENDED WIRELESS NEEDS ASSESSMENT
CONSULTANT–AUTHORIZE CONTRACT WITH CBG COMMUNICATIONS

Recommended Action: Authorize the Executive Officer to execute an agreement with CBG Communications, Inc. for a wireless needs assessment.

Background:

At your March 9, 2006 Board meeting, you established a Committee (Directors Whitson and Nordhoff, Executive Officer, MERA Engineer, and County IST Director) to interview the four firms who responded to the MGSA's Request for Proposal to conduct a wireless needs assessment and develop a wireless RFP.

The following four firms were interviewed on April 20, 2006 at the Sausalito City Hall:

- a) CBG Communications, Inc., Philadelphia, PA
- b) Day Wireless System, Milwaukee, OR
- c) Municipal Partners, Lafayette, CA
- d) Kingston Cole & Assocs., San Rafael, CA

Based on the firm's understanding of the MGSA's objectives, expertise in assessing wireless issues, and costs, the Committee unanimously recommends CBG Communications, Inc., Paoli, PA., for this project.

The Committee further recommends the following Phase I project elements:

Category	Task Hours	CBG Cost
Assessment of community and public agency needs and potential uses of wireless broadband	85	\$14,450
Operational relationship with MERA and MIDAS	35	5,950
Assist the Board in determining goals for a wireless network (such as uses and potential income)	16	2,720
Preparation and issuance of an RFI to solicit wireless proposals from selected potential vendors	66	11,220
Evaluation of RFI responses	40	6,800
SUBTOTAL		\$41,140
Telephone survey		20,000
Expenses		6,200
TOTAL		\$67,340

The Committee believes that doing a request for information coupled with a statically valid phone survey will provide the Board, our elected officials, and the community with the most accurate report on:

- a) The Marin market place's need for broadband services and community concerns about the deployment wireless equipment.
- b) The market's interest in providing services and paying fees for access to our infrastructures.

By substituting a "request for information (RFI)" process for the "Request for Proposal," we obtain the best information to assist the Board in determining on whether or not to proceed to the RFP phase. The work on developing the RFI can be easily converted to a Request for Proposal, to the wireless market if, based on our market survey and the evaluation of the responses to the RFI, justify moving forward with Phase II (selecting vendor) of this project.

The Board should also advise me if you want to fund this project from agency reserves or as a budget expense in the FY 2006-07 MGSA budget. I recommend that it be funded in the upcoming budget.