

MARIN GENERAL SERVICES AUTHORITY
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MEMORANDUM

DATE: March 13, 2008
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM G: UPDATE ON COMPLETION OF PHASE 2, TASK1 AND CONSIDERATION OF MOVING FORWARD WITH TASK 2

Recommendation: Receive the report of Tom Robinson, CBG Communications on progress of Phase 2, Task 1 of the current contract and approve moving forward with Task 2.

Background:

Task 1 of the current contract for the Wireless Marin project has been completed and the consultant and staff are prepared to move forward with Task 2. Attached is a memorandum from Mr. Robinson dated February 4, 2008, which provides a summary of the work and conclusions of Task 1 and a description of the work and expectations for Task 2. Mr. Robinson will attend the March 13th Board meeting to discuss his work.

Funds have been appropriated for Task 2 in the amount of \$28,934. Attached to this memo are Exhibits A and B to the current professional services contract, outlining the scope of work and fees for this project.

EXHIBIT "A"

**MARIN GENERAL SERVICES AUTHORITY
PROFESSIONAL SERVICES CONTRACT**

SERVICES TO BE PROVIDED

BY CONTRACTOR
(*CBG COMMUNICATIONS, INC.*)

Wireless Broadband System Project

CONSULTING SERVICES TO THE MARIN GENERAL SERVICES AUTHORITY (“MGSA” OR “AUTHORITY”) CONCERNING ASSISTANCE IN THE IDENTIFICATION OF SPECIFIC COMMITMENTS FOR FUNDING AND UTILIZATION OF A WIRELESS BROADBAND SYSTEM PILOT PROJECT; DESIGN, IMPLEMENTATION AND EVALUATION OF THE PILOT PROJECT; DEVELOPMENT AND DISSEMINATION OF A RFP FOR WIRELESS BROADBAND SYSTEM IMPLEMENTATION; EVALUATION OF RFP RESPONSES; AND SYSTEM IMPLEMENTATION OVERSIGHT

Task 1 – Assistance in the Identification of Specific Commitments for Funding and Utilization of a Wireless Broadband System Pilot Project – The next step in the pursuit of viable wireless broadband in Marin is to identify specific commitments of Marin’s government agencies (who are potential anchor tenants) to help fund a pilot system demonstration project, and utilize it for needed applications. CBG will assist the MGSA in identifying and securing commitments from specific agencies to participate in a pilot such that the best location and size of, and applications for, the pilot could be determined based on agency commitments to provide available budgetary and grant funding, and help seek any necessary additional funding through participation in grant-seeking, vendor follow-up discussion and other funding development processes.

Anticipated Timeframe for Task 1 – 3 ½ Months from Task inception

Task 2 – Pilot Design, Implementation and Evaluation – Once commitments are secured to facilitate the type of pilot needed by the agencies, CBG will work with the MGSA and the participating agencies to design a pilot project that would demonstrate viability to facilitate needed applications at appropriate locations, within the funding level designated. Depending on the determination of the MGSA’s legal counsel, CBG will then work with a vendor or vendors who had responded to the RFI to develop and implement the pilot (it is possible that legal counsel may determine that vendor selection for a pilot would be subject to an additional RFP process. If so, this task can be combined with the next). Detailed technical and operational benchmarks will be established to demonstrate success and long-term viability for the participating agencies. CBG will assist the MGSA in evaluating the pilot’s operation versus the benchmarks established.

Anticipated Timeframe for Task 2 – 6 Months from Task inception

Task 3 – RFP Development, Dissemination and Evaluation – Based on the evaluation of the pilot, and its demonstrated level of viability, CBG will assist the MGSA in developing and disseminating a RFP that leverages the proven pilot concept to provide full-scale implementation of a wireless broadband system in Marin. CBG will then further assist the MGSA in the evaluation of the proposals made in accordance with the RFP and in the ultimate selection of a vendor(s).

Anticipated Timeframe for Task 3 – 4 ½ Months from Task inception

Task 4 – System Implementation Oversight Assistance – Once a vendor(s) is chosen and a timeframe is established for full system implementation, CBG will assist the MGSA in overseeing system implementation, monitoring compliance with technical parameters, operational standards, etc., over the course of system implementation.

Anticipated Timeframe for Task 4 – Depends upon agreement reached with the selected vendor(s) regarding the system implementation schedule.

There will be a “go/no go” decision point for the MGSA at the end of each Task above, before CBG proceeds to work on the next Task in the project.

EXHIBIT "B"

**MARIN GENERAL SERVICES AUTHORITY
PROFESSIONAL SERVICES CONTRACT**

COMPENSATION OR FEES TO BE PAID

TO CONTRACTOR
(*CBG COMMUNICATIONS, INC.*)

Wireless Broadband System Project

The total cost of this project for **Tasks 1 through 3** in Exhibit A shall not exceed \$84,065 including expenses. The anticipated breakdown per task is as follows:

Projected Task Hours and Cost for Task 1 – 126 Task hours x \$170 per hour = \$21,420, plus anticipated expenses (15%) \$3,213 = \$24,633

Projected Task Hours and Cost for Task 2 – 148 Task hours x \$170 per hour = \$25,160, plus anticipated expenses (15%) \$3,774 = \$28,934

Projected Task Hours and Cost for Task 3 – 156 Task hours x \$170 per hour = \$26,520, plus anticipated expenses (15%) \$3,978 = \$30,498

Regarding **Task 4**:

Projected Task Hours and Cost for Task 4 – \$4,000 per month (approximately 20 task hours plus anticipated expenses), to be used as needed and directed by the MGSA for the duration of system construction through activation.

The Contractor shall submit monthly invoices for direct services and expenses to the Authority's Executive Officer.
