



**REQUEST FOR PROPOSAL
FOR
EXECUTIVE OFFICER
FOR THE
MARIN EMERGENCY RADIO AUTHORITY**

The Marin Emergency Radio Authority (MERA) is seeking proposals from qualified firms and/or individuals for contract services as the Executive Officer of the Agency.

The Marin Emergency Radio Authority (MERA) is a joint powers agency made up of 25 public safety radio systems serving fire, police, and public works agencies within Marin County.

The MERA regional, public safety telecommunications system consists of a network of microwave dishes, radio antennas, and radio equipment located at various sites within Marin and Sonoma Counties. The MERA system will allow regional or wide area conversations between dispatchers and mobile or portable units throughout Marin County. Combined digital and analog microwave networks will link the complete system of 17 locations.

MERA member agencies are:

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| City of Belvedere | Bolinas Fire Protection District |
| Town of Corte Madera | Inverness Public Utility District |
| Town of Fairfax | Kentfield Fire Protection District |
| City of Larkspur | Marin Community College District |
| City of Mill Valley | Marin County Transit District |
| City of Novato | Marin Municipal Water District |
| Town of Ross | Marinwood C.S.D. |
| Town of San Anselmo | Novato Fire Protection District |
| City of San Rafael | Ross Valley Fire Department |
| County of Marin | Southern Marin Fire Protection District |
| City of Sausalito | Stinson Beach Fire District |
| Town of Tiburon | Tiburon Fire Protection District |
| | Twin Cities Police |

The Agencies' annual operating budget is approximately \$1.5 million and has annual debt services payments of approximately \$2.3 million.

QUALIFICATIONS OF EXECUTIVE OFFICER

The Executive Officer must be knowledgeable and experienced in local government administration, project management, financing, contract administration, agenda preparation, public governing board relations, and media relations. The Executive Officer must also be familiar with the principal operational needs of a public safety emergency radio network.

Specific duties for the Executive Officer include:

1. MERA Board and Executive Committee meetings:
 - a) Agenda and agenda reports preparation (consulting with the General Counsel as needed)
 - b) Member inquiries
 - c) Meeting logistics
 - d) Quorum issues
 - e) Attending meetings
 - f) Reviews and approval of meeting minutes
 - g) Follow-ups and implementation of Board actions
2. MERA Financial Administration:
 - a) Budget preparation (operations budget, debt services, project financing and sinking funds)
 - b) Budget review and management
 - c) Invoice payment
 - d) Annual audit
3. Project Management:
 - a) Motorola contract management
 - b) Project meetings with Motorola and Project Engineer
 - c) Assure compliance with zoning and CEQA requirements
 - d) Negotiate project change orders
 - e) Warranty enforcement
 - f) Oversee final project coverage testing
 - g) Project contract completion and document preservation
4. Contract Staff Supervisor – consult with and provide direction to:
 - a) Project Engineer
 - b) Land use Consultant
 - c) General Counsel
 - d) Other specialized consultants
5. Site management
 - a) Negotiate and prepare site leases
 - b) Enforce current leases
 - c) Collect shared costs amounts
 - d) Monitor energy costs
6. Administer County Maintenance Agreement
 - a) Review Monthly charges
 - b) Assure site maintenance work completion

7. Public Relations
 - a) Member agency inquiries
 - b) Media questions
 - c) Citizen inquiries and complaints

8. Maintain a MTA Office
 - a) Files (public records of agency business)
 - b) Office support
 - c) Postage and other office supplies
 - d) MERA phone number

9. Pending Major Projects
 - a) Permitting and construction of Bolinas Radio Site
 - b) Securing additional project financing
 - c) Implementing new system coverage equipment
 - d) Evaluation of increasing system capacity
 - e) Evaluation of new system logging and recording equipment
 - f) Installation of County Fire and Sheriff radios
 - g) Final system coverage testing

OTHER REQUIREMENTS

1. New County Finance System
 - a. MERA financial services are provided by the County of Marin's Auditor's Office. The County is installing a new financial system and requiring substantial training in order to be able to process payment, establish budgets, and make deposits.
 - b. The Executive Officer and staff will be required to complete the several required courses to obtain access to the new system.

2. Insurance and Indemnification
 - a. Contractor will be required to provide comprehensive business or commercial automobile liability coverage in the amount of Three hundred Thousand Dollars (\$300,000).
 - b. Contractor shall be required to provide workers' compensation coverage
 - c. Contractor will be required to indemnify and hold harmless MERA and its member agencies for losses that may result from contractor misconduct or negligence.

3. Independent Contractor
 - a. This is intended to be an independent contractor position and no offer of employment is anticipated.

PROPOSAL REQUIREMENTS

- A. The proposer must demonstrate knowledge and experience in the following areas.
1. Substantial documented experience, history, and past performance in working with public safety agencies (Police, Fire Departments, Ambulance, and 9-1-1) and other City/Town and County Departments.
 2. Demonstrated working knowledge and understanding of modern emergency communications systems.
 3. Demonstrated working knowledge of, and expertise with, the operation and organization concepts and issues relative to a public safety communications systems agency and the duties of its executive officer.
 4. Demonstrated working knowledge of, or ability to become familiar with, issues and challenges specific to the radio system issues in Marin County.
- B. The proposer must submit one (1) original and ten (10) copies of the complete proposal. Proposals must not exceed twenty (20) pages in length. The proposal will contain: 1) a cover letter; 2) an administrative/technical section; and 3) a fee proposal section, as follows:
1. Cover Letter: The cover letter will introduce the proposal and explain any exceptions taken, and be signed by an authorized person.
 2. Administrative/Technical Section, arranged in the following sequence to facilitate evaluation:
 - a) Name of firm.
 - b) Location of principal offices.
 - c) Overall experience of the firm. The proposer must provide a written summary of similar work performed for other government entities relevant to public safety systems.
 - d) General written resumes identifying the professional qualifications and experience of the personnel to be assigned to the project. The proposal must set forth the minimum qualifications of proposer's personnel.
 - e) MERA with information on the work performed.
 - f) Description of firm's qualifications to include the following information:
 - (1) Clear, appropriate, and comprehensive scope of services to be used in fulfilling the Agency's needs and requirements.
 - (2) Demonstrated ability to perform the duties of the Executive Officer.
 - (3) Previous experience in similar work.
 - (4) Adequate technical, financial, and staffing resources to perform the required work.
 - g) List of proposed subconsultants, if any, and a description of their proposed contribution.

3. **Fee Proposal Section:** The fee shall be an all-inclusive monthly fee, including proposer's staff time and expenses, overhead costs, and all other anticipated costs, and expense items. Hourly rates for each person scheduled to work on this project must be included. Expenses are not reimbursed, so the hourly rates must cover all overhead expenses. The maximum total monthly cost listed in the proposal is the price used during proposal evaluation

GENERAL INSTRUCTION FOR SUBMISSION OF PROPOSAL

- A. **Submittals:** All proposals must be submitted not later than _____, 2006 by 5:00 pm PST at the following address:

- B. **Contact Person:** Any questions arising during proposal preparation should be submitted in writing and faxed, emailed or addressed to:

- C. **Costs:** Any costs incurred in the preparation and submission of a proposal under this RFP process are the sole responsibility of the proposer. MERA will provide no reimbursement for such costs.