



MENDOCINO COUNTY *MEMORANDUM*

EXECUTIVE OFFICE – INFORMATION TECHNOLOGY

DATE: March 15, 2022

TO: Honorable Board of Supervisors

FROM: Steve Dunncliff, Deputy CEO

RE: Tower Structural Analysis

Summary of Project Activity

On March 9, 2021 the Board of Supervisors received a presentation of the FY 2020-22 mid-year budget report which included an update regarding the Information Technology Master Plan (ITMP). This update indicated Information Technology staff and Facilities and Fleet Division staff identified the need to conduct structural analysis and inspection of the towers within the County's Public Safety Microwave Radio Communications System. Staff anticipated contingency funding would be utilized for this project if an alternate funding source could not be identified. Information Technology staff issued a Request for Proposal (RFP) for these services on May 5, 2021 which closed on June 4, 2021. The proposal submitted was determined unresponsive and rejected. Information Technology staff subsequently issued a Request for Proposal (RFP) to re-bid these services on September 17, 2021 which closed on October 18, 2021. An evaluation process was conducted on the submitted proposal. The submitted proposal was determined to be responsive and Information Technology staff finalized contract negotiations with the recommended vendor.

Information Technology staff with Facilities and Fleet staff provided the Board of Supervisors a presentation to identify recommended projects for use of one-time Pacific Gas and Electric (PG&E) disaster settlement funds. On November 16, 2021 the Board of Supervisors approved project allocations for one-time Pacific Gas and Electric (PG&E) disaster settlement funds including this project. Inspections are to be scheduled and budgeted on a three year cycle. Information Technology recommends the Board of Supervisors approve the contract with Tilson Technology Management, Inc. in the amount of \$54,800 for structural analysis services of public safety microwave radio communication towers for Mendocino County. It is unknown at this time if additional funds are needed for repair costs. Staff will report back to the Board once analysis is complete.

Previous Board Actions

On November 16, 2021, during the presentation of the FY 2021-22 first quarter budget report, the Board of Supervisors approved project allocations for one-time Pacific Gas and Electric (PG&E) disaster settlement funds.

Recommended Action/Motion:

Approve agreement with Tilson Technology Management, Inc. in the amount of \$54,800 for structural analysis services of public safety microwave radio communication towers for Mendocino County, effective upon full execution through June 30 2022; authorize the Chief Executive Officer or her/his designee to execute any and all documents in relation to the transaction; and authorize the Chief Executive Officer or her/his designee to sign any future amendments to the agreement that do not alter the fiscal aspect of the agreement; and authorize Chair to sign same.