

**SECOND AMENDMENT TO COUNTY OF MENDOCINO
PURCHASING AGENT AGREEMENT NO. PA # 21-243**

This Amendment to Agreement No. PA #21-243 is entered into this 25th day of April, 2023, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and CLIENTFIRST CONSULTING GROUP, LLC. CLIENTFIRST TECHNOLOGY CONSULTING, hereinafter referred to as "CONTRACTOR".

WHEREAS, Agreement No. PA # 21-243 was entered into on 09/17/2021; and

WHEREAS, Agreement No. PA #21-143 was amended for the first time on 06/28/2022 with Agreement No. PA #21-243-A1; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and Contractor, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to extend the termination date set out in the original Agreement No. PA# 21-243, from June 30, 2023, to June 30, 2024; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the total contract amount set out in the original Agreement No. PA #21-243 by \$39,570 for the continued need for services and addition of services defined and attached to this amendment as Exhibit A-2, for a new total contract amount of \$87,680.

NOW, THEREFORE, we agree as follows:

1. The termination date set out in the original Agreement No. PA# 21-243 will be extended from June 30, 2023, to June 30, 2024.
2. The total contract amount set out in Agreement No. PA #21-243 will be increased by \$39,570 for a new total contract amount of \$87,680.
3. Exhibit A, Definition of Services, in Agreement No. PA #21-243 is hereby amended to include the services stated on Exhibit A-2 attached to this amendment and incorporated herein by this reference.

All other terms and conditions of Agreement No. PA #21-243 shall remain in full force and effect.

**IN WITNESS WHEREOF
DEPARTMENT FISCAL REVIEW:**

[Signature] 03/03/2023

DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 0717

Line Item: 862239-IT047

Grant: Yes No

Grant No.: N/A

COUNTY OF MENDOCINO

By: [Signature]
GLENN MCGOURTY, Chair
BOARD OF SUPERVISORS 04/25/2023

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 04/25/2023

I hereby certify that according to the provisions of Government Code section 25103; delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 04/25/2023

INSURANCE REVIEW:

By: [Signature] 03/03/2023
Risk Management

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: [Signature] 03/03/2023
Deputy CEO

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed _____
Mendocino County Business License: Valid _____
Exempt Pursuant to MCC Section: _____

CONTRACTOR/COMPANY NAME:

By: [Signature]

NAME AND ADDRESS OF CONTRACTOR:

ClientFirst Consulting Group, LLC

980 Montecito Drive, Suite 209

Corona, CA 92879

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she, or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: [Signature]
Deputy

03/03/2023

EXHIBIT A-2

DEFINITION OF SERVICES

PROJECT BACKGROUND

COUNTY is in the process of upgrading the County-wide Public Safety Microwave Radio system. The initial phase of adding a resilient network in the southwest sector of the COUNTY and a microwave/radio tower at the Point Arena Air Force Base to improve radio reception has been completed. COUNTY staff and contractors have completed the initial phase of the MPLS project and Phase 1a repeater improvements. Phase II MPLS upgrade is also complete as is an expansion of frequency and repeater capacity to improve signal quality and reduce radio traffic congestion.

The COUNTY is reviewing final quotes for replacement of the point-to-point microwave system that links the radio sites together. This project is known as "Phase 3 Microwave Upgrade". Work is underway on a new E-911 "bunker" that will serve as a central hub for County Public Safety Radio equipment and communications.

COUNTY Facilities continues to investigate potential options for improvements at Sanhedrin while ongoing maintenance is required to keep the computer/radio environment clean. A tower inspection process has begun for the county owned towers, which may result in additional public project work efforts.

CONTRACTOR will work with COUNTY Facilities, COUNTY IT Communications, and contracted vendors as the COUNTY's project manager to coordinate and schedule design and implementation activities related to the Public Safety Microwave Radio system.

PROJECT SCOPE AND WORK STEPS

These projects require coordinated, detailed effort by the County's project team and coordination of the implementation of the. Following are the work steps for the project:

Facilities and Radio Project Management

Project team meetings continue, with CONTRACTOR tracking various tasks and assisting with coordination, as necessary.

- **Project planning meetings** – CONTRACTOR will work with the COUNTY project team and appropriate third parties to customize this plan to meet the County requirements. The process will require discussions and planning meetings on the best method to implement the necessary improvements.
 - ♦ CONTRACTOR will routinely keep meeting notes and status meeting documentation regarding timing and project activities.

- **Routine project meetings and calls** – CONTRACTOR will conduct meetings with the equipment and telecom service vendors and maintain ongoing communications to ensure the implementation of the system goes as smoothly as possible.
- **Implementation status** – CONTRACTOR will monitor the status of the equipment installation at various points during the project. CONTRACTOR anticipates at least weekly meetings/conference calls throughout the implementation.
- **Procurement status** – CONTRACTOR will work with staff to follow COUNTY procurement guidelines for the acquisition and implementation of radio repeater technology for all County radio sites.
- **Change order monitoring** – Part of this process will be to monitor any change orders, proposed upgrades, or modifications to the system design and configuration. Our work will also include routine meetings with the COUNTY regarding the status of the project and budget.

1. Radio Repeater Project Management – Phase 1b

CONTRACTOR will work with the COUNTY to procure and oversee implementation of microwave/radio repeater equipment for nine sites. CONTRACTOR will assist in developing an overall milestone project schedule and more detailed schedules for key components of the project.

- Schedule meetings/calls for the project
- Implementation progress monitoring
- Status reports and progress updates to the designated COUNTY lead
- Site reviews and punch list tracking
- Site specific communications plans
- Post implementation documentation
- Project close-out

2. MPLS Project Management – Network Upgrades

Additional network upgrades are nearly completed to expand frequency carrying capacity. Additional components are necessary to improve network management and reporting. Quotes are in process for improved network management and project team meetings are continuing.

- **Project planning meetings** – CONTRACTOR will work with the COUNTY project team and appropriate third parties to customize this plan to meet the COUNTY requirements. The process will require discussions and planning meetings on the best method to implement the necessary improvements.
 - CONTRACTOR will routinely keep meeting notes and status meeting documentation regarding timing and project activities.
- **Routine project meetings and calls** – CONTRACTOR will conduct meetings with the equipment and telecom service vendors and maintain ongoing communications to ensure the implementation of the system goes as smoothly as possible.

- **Implementation status** – CONTRACTOR will monitor the status of the equipment installation at various points during the project. CONTRACTOR anticipates at least weekly meetings/conference calls throughout the implementation.
- **Procurement status** – CONTRACTOR will work with staff to follow COUNTY procurement guidelines for the acquisition and implementation of radio repeater technology for all County radio sites.
- **Change order monitoring** – Part of this process will be to monitor any change orders, proposed upgrades, or modifications to the system design and configuration. Our work will also include routine meetings with the COUNTY regarding the status of the project and budget.
- **Detailed communications plans** – Work with COUNTY staff to develop communication plans outlining outages and upgrade schedules to agencies using the county network for transport.
- **Post-implementation documentation** – Assist COUNTY staff in review and acceptance of post-implementation documentation from the vendor.

3. Microwave Project Management – Radio Upgrades Phase III

The COUNTY is working to finalize a contract with Nokia to replace the microwave units with current generation technology, replacing equipment that has reached the end of its effective life and is no longer supported. Project scheduling and equipment staging will commence in Winter 2023. Mobilization and radio upgrades will be scheduled over the summer of 2023 and into the fall of the year.

CONTRACTOR work steps are the same as above. As implementation for the above projects begins, project meetings may move to weekly from their current bi-weekly schedule. Project meeting schedules will be determined by the IT Division Manager. CONTRACTOR proposes to provide regular status reports and project updates to the COUNTY's project lead.

PROJECT STAFFING

Tom Jakobsen, Partner and IT Infrastructure and Operations Consulting Practice Leader will be the project manager for the engagement. He will be assisted by Aaron Ayala, Senior Infrastructure Consultant. All Are involved with the COUNTY's IT systems and are familiar with the COUNTY, the network design, and needed services.

PROJECT FEES

Step	Radio Improvement Project Management	Weeks	Total Hours	Ayala	Jakobsen
1	Project Management and Planning Meetings				
	Weekly project team meetings & meeting minutes	48	96	2	
	Meeting minutes and follow up	48	48	1	
2	Project Definition and Schedule Creation				
	Work with team to establish milestone schedules		4	2	2
	Work with team to establish detailed installation schedules		8	8	
	Work with team to establish detailed electrical implementation schedule		8	8	
	Work with team to establish turn-up assignments and schedule		4	4	
3	Monitor/Coordinate Contracts				
	Coordinate vendor scope(s) of work and escalation		32	24	8
		Hours	200	190	10
		Rates		\$ 195	\$ 225
		Total Fees	\$ 39,300		
		Expenses	N/A		
		Total Expenditure	\$ 39,300		

FEE SUMMARY

CONTRACTOR professional fees are based on the scope and approach outlined in this proposal, plus expenses. CONTRACTOR billing rates for this project are based on Mendocino County Information Technology PM and On Call Technical Assistance contract fully executed on 6/29/2022. The services reflect the levels and skill sets of the consultant(s) assigned to specific aspects of the project.

- Partner – \$225/per hour
- Project Manager – \$195 per hour

Project Manager hours vary by week, but currently average approximately five hours each week. Partner hours vary by week, but average approximately two per week.

MAXIMUM COST

This project will logistically span many months. The consulting fees payable based on this amendment shall not exceed \$39,570 and contract total of \$87,670 without COUNTY approval and written authorization. All invoiced hours are subject to approval by the IT Division Manager.

SCOPE CHANGES AND MANAGEMENT

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in CONTRACTOR fees. If the nature or scope of CONTRACTOR work should change significantly during the project, CONTRACTOR will discuss such matters and their effect on CONTRACTOR fees and obtain written approval before proceeding.