

**Date action is requested:** 4/27/2022

**Title:** M2022-15 to authorize the Executive Director to enter into a professional services contract with ADCOMM Engineering LLC in an amount not to exceed \$54,769 for independent radio consultation services.

**Attachments:** Proposal for Services

**Type of action:** Motion

**SUBMITTED BY:** Deborah Grady, Executive Director

**RECOMMENDATION:** It is recommended the Board of Directors authorize the Executive Director to execute the contract with ADCOMM Engineering LLC for independent radio consultation services.

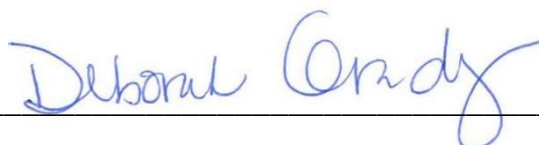
**BACKGROUND:** ADCOMM Engineering LLC is an independent consultant with expertise in design and deployment of radio networks to 911 centers and public safety field users. South Sound 911 will be hosting a strategic retreat on June 8, 2022 to begin the process of long term financial planning and understanding future public safety/emergency communication needs. South Sound 911 is requesting ADCOMM's assistance to evaluate the radio systems and operations within Pierce County to identify decision points, provide options and make recommendations based on best practices and cost effective measures to the South Sound 911 Board of Directors.

**ALTERNATIVES:** Do not authorize the Executive Director to enter into a contract and provide direction to staff.

**FINANCIAL IMPACT:** \$54,769 (contract of \$49,790 plus contingency of \$4,979); included in 2022 budget for professional services.

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Executive Director Review



## **PROPOSAL FOR SERVICES**

**DATE:** April 18, 2022

**TO:** Deborah Grady, Executive Director, South Sound 911

**FROM:** Susan Ronning, P.E., PMP, Principal, ADCOMM Engineering LLC ("ADCOMM")

**SUBJECT:** **Independent Consultant Services - Radio System Expertise**

### **1. Purpose**

South Sound 911 requests ADCOMM's assistance to understand the upcoming cost impacts and to determine any opportunities for improvement in dispatch and field user operations between the City of Puyallup, the City of Tacoma, and Pierce County land mobile radio systems.

#### **1.1 Background**

ADCOMM is an independent consultant with expertise in land mobile radio systems and their application to public safety and public service agencies, and 9-1-1 centers.

The City of Puyallup, the City of Tacoma, and Pierce County each own and manage independent radio systems or subsystems. Although South Sound 911 has no ownership or control over any of these systems, they have provided funds to update and maintain them. These systems are impacted by End of Life (EOL) equipment, necessary equipment upgrades, and on-going manufacturer service agreements that are expected to exceed \$70M in the next 10+ years.

### **2. Scope of Work**

ADCOMM will perform preliminary engineering assessment services to understand the existing systems, their architecture, their interfaces, and capture personnel perspectives who manage and maintain the systems. The outcome of this work is to understand impending expenditures to support the technology systems while also identifying areas to improve operations within the dispatch center and among the field users.

## 2.1 Tasks

1. **System Assessment.** Perform a technical review to sufficiently understand the existing radio system architectures and configurations, including past and future proposed changes and their impacts to user operations.
  - a. **Assess technical information.** Includes, but is not limited to, FCC licences and channel/ talk group allocations, dispatch user radio resource configuration, system fleetmaps, subscriber channel configuration, site and network equipment, RF coverage, subsystem interface equipment and connections, proposed/ required equipment updates, radio vendor documentation, radio shop documentation. Consider interoperation and interconnectivity to adjacent systems, i.e., TCERN.
  - b. **Assess non-technical information.** Includes, but is not limited to, inter- and intra-agency agreements, past and future proposed budgets, past and future vendor quotes and billings, service level agreements (SLAs), and maintenance agreements.
2. **Stakeholder Assessment.** Perform end user interviews, in group or one-on-one format, to understand agency and personnel perspectives from each key user group. Perform one trip (on-site, for up to 2 days), plus up to four one-hour remote sessions, for two ADCOMM personnel. Stakeholders include:
  - a. **Operational end users:** Dispatch operators and field users, e.g., fire services, law enforcement, EMS personnel, others as requested.
  - b. **Business leaders:** personnel fiscally responsible for operations, management, and maintenance
  - c. **Supervisors, system managers, and maintenance technicians:** City of Tacoma and Pierce County radio shops
3. **Board Meetings.** Attend and participate in the Law enforcement, Fire services, South Sound 911, and other board meetings to gain an understanding of the users, their interactions, and personnel perspectives. Includes two one-day trips and two remote 2-hour sessions for two ADCOMM personnel.
4. **Board Presentation.** Attend and participate in the South Sound 911 Board Retreat, to be held morning of June 8, 2022, in or near the City of Tacoma and provide a follow up presentation based on discussion and findings.

## 2.2 Deliverables

1. **Attend Board Retreat to Collect Radio Systems Concerns and Present Findings-to-date.**
  - Listen to, and capture, system manager issues and concerns during the June 8<sup>th</sup> board retreat. Capture meeting notes and comments for incorporation within Findings Memo.

- Be prepared to present a slide deck, with visuals, to succinctly explain findings-to-date of South Sound 911's current systems architectures, impacts to operations, and expected future fiscal impacts.
2. **Findings and Recommendations Memo for Board Action.**
- Generate a findings and recommendations memo that clearly defines issues of concern, optional solutions for Board decision, and ADCOMM's recommendations based on findings and expertise. Memo to also provide background information of South Sound 911's current systems architectures, impacts to operations, and expected future fiscal impacts.
3. **Present Findings and Recommendations for Board Action.**
- At a follow up Board meeting, ADCOMM will present a slide deck, with visuals, to succinctly describe the major issues of concern, options for Board decisions to be made, and recommendations based on ADCOMM's findings and expertise.

### 3. Timeline

The work described in this proposal should take 3-4 months.

#### 3.1 Client is responsible to provide the following:

- South Sound 911 personnel to provide introductions to appropriate agencies and personnel to capture existing radio system information.
- South Sound 911 to aid in information transfer, and transparency, from radio system manufacturer and supporting maintenance teams.

### 4. Cost

Consulting services are estimated Not to Exceed to \$49,790 or 245 hours for the services, deliverables, and expenses as detailed herein.

#### 4.1 Terms

- See Table 1 for a detail of ADCOMM services rate information.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).

**TABLE 1: ADCOMM 2021-2022 RATE SCHEDULE**

CATEGORY	RATE
Principal	\$205/hour
Chief Engineer	\$205/hour
Technical Specialist	\$185/hour
Senior Consultant	\$175/hour
Consultant	\$155/hour
Project Manager	\$145/hour
Engineer	\$135/hour
Site Manager	\$135/hour
Technical Writer	\$110/hour
Office Manager	\$75/hour
Technical Assistant	\$70/hour

## 5. Agreement for Services

**APPROVED FOR:**

South Sound 911

**APPROVED FOR:**

ADCOMM Engineering LLC




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**Name:** Deborah Grady, Executive Director

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Ms. Susan Ronning, P.E., PMP, Principal

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**Date**

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April 18, 2022

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**Date**

A signed proposal constitutes agreement for services between both parties.

This proposal is valid for 90 days.

**For technical questions or clarification, contact:**

**Susan E. Ronning, P.E., PMP**  
Owner and Principal Consultant

**Voice/Text:** 971-718-7574  
**Email:** [s.ronning@adcomm911.com](mailto:s.ronning@adcomm911.com)

**For invoice or billing questions, contact:**

**Sue Seefeld**  
Office Manager

**Mailing Address:** P.O. Box 308, Woodinville, WA 98072-0308  
**Voice/Text:** 425-487-1361  
**Fax:** 206-374-2834  
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