

### Policy Board Members

Joe Lonergan, City of Tacoma Councilmember  
 Tim Curtis, City of Fife Councilmember  
 Doug Richardson, Pierce County Councilmember  
 Bruce Dammeier, Pierce County Executive  
 Paul Pastor, Pierce County Sheriff  
 Robert Thoms, City of Tacoma Councilmember  
 Michael Brandstetter, City of Lakewood Councilmember  
 Grant Erb, West Pierce Fire & Rescue Commissioner  
 Julie Door, City of Puyallup Councilmember  
 Dave Enslow, City of Sumner Mayor

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### Policy Board Meeting

**Meeting Date:** September 27, 2017  
**Meeting Time:** 9:00am  
**Meeting Place:** Lakewood City Hall, Council Chambers

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### Meeting Agenda is as follows:

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Consent Agenda
  1. Approval of Agenda
  2. Approval of Minutes of August 23, 2017 (page 2) and September 20, 2017 meetings (page 5)
  3. Motion 2017-26 to continue payment of the Hexagon (fka Intergraph) Computer-Aided Dispatch (CAD) Annual Maintenance in an amount not to exceed \$666,494 net applicable taxes (page 7)
  4. Motion 2017-27 to authorize executive director to amend the professional services contract with DELTAWRX in the amount of \$3,680 (page 11)
- V. Old Business
- VI. Staff Updates
  1. Executive Director Briefing – Andrew Neiditz
    - a. August 12<sup>th</sup> Law Enforcement Communications Center Evacuation After Action Report
- VII. Operations Board Briefing – Jim Sharp, Chair
- VIII. Presentation – CallisonRTKL/Architects Design Group
- IX. New Business
- X. Action Items
  1. Motion 2017-28 to enter into a phase 1 contract with CallisonRTKL to perform the programming and pre-design architectural and engineering services for the Public Safety Communications Center (PSCC) in an amount not to exceed \$155,700 net of any applicable sales tax (page 14)
  2. Motion 2017-29 to authorize executive director to enter into a memorandum of understanding (MOU) with the Combined Communications Network (CCN) for 2017 in an amount not to exceed \$560,000 (page 29)
- XI. Other Business / Announcements
- XII. Executive Session
- XIII. Adjournment



**Policy Board Meeting Minutes**

**Meeting Date:** August 23, 2017  
**Meeting Time:** 9:00am  
**Meeting Place:** Lakewood City Hall, Council Chambers

I. Chair Joe Lonergan called the meeting to order at 9:05am.

II. Roll Call -

- |   |         |
|---|---------|
| 1. Joe Lonergan, City of Tacoma Councilmember           | present |
| 2. Tim Curtis, City of Fife Councilmember               | present |
| 3. Doug Richardson, Pierce County Councilmember         | present |
| 4. Bruce Dammeier, Pierce County Executive              | present |
| 5. Paul Pastor, Pierce County Sheriff                   | present |
| 6. Robert Thoms, City of Tacoma Councilmember           | present |
| 7. Michael Brandstetter, City of Lakewood Councilmember | present |
| 8. Grant Erb, West Pierce Fire & Rescue Commissioner    | present |
| 9. Julie Door, City of Puyallup Councilmember           | present |
| 10. Dave Enslow, City of Sumner Mayor                   | present |

III. Public Comment

- Alex Wilsie, Local 31 Vice President. Addressed the Board that on August 5th [sic] South Sound 911 went down. Mr. Wilsie advised that the voters were promised two dispatch centers with full redundancy, and asked the Board to reevaluate the current facilities decision.
- Mark Lauzier, Assistant City Manager Tacoma. Mr. Lauzier thanked the Board for its work on 2018 budget. Tacoma supports budget and working together with Pierce County and the CCN in a fair and equitable way.

IV. Consent Agenda

1. A motion was made to approve the consent agenda as presented (Curtis); 2<sup>nd</sup> (Brandstetter), passed – unanimously.

VI. Old Business - None

VII. Staff Updates

1. Executive Director Briefing
  - Mr. Neiditz advised the Board of the August 12<sup>th</sup> power outage at the law enforcement communications center due to a malfunction. The center went to back up power, was evacuated and Tacoma Fire responded. Excellent response by acting manager Deann Baumann and staff. Staff currently evaluating issues identified during the outage and a meeting with Pierce County Facilities Management regarding back-up power is pending. A full action after report will be provided to the Board. Boardmember Door requested a better policy on notification to jurisdictions/agencies in the future.



- A memorandum of understanding is pending with the Pierce County Executive on the Pacific Avenue property.
- The DELTAWRX strategic study is underway, with most interviews completed. Executive Director Neiditz advised the Boardmembers that if an interview was missed or if a one-on-one conversation with the consultants is desired to contact his office to arrange.
- The IXP Fire Dispatch study, executive steering committee meeting next week. Report to be completed within approximately 30 days.
- There was an excellent response to the request for qualifications (RFQ) for the architectural services for the Public Safety Communications Center design. An evaluation team narrowed down to five firms who were interviewed which resulted in two finalists, and additional interviews/site visits with the finalists. The outcome is a recommendation to award contract to CallisonRTKL. Executive Director Neiditz provided background information on firm. Board agreed to a study session in mid-September to discuss the selection. Boardmember Door expressed concern that the owners group was not involved in the selection committee. Mr. Neiditz believes it is more appropriate to have the evaluation team comprised of individuals who have those managed a dispatch center or a major public sector construction project. Executive Director Neiditz assured the Board that all evaluation committee members were objective, from geographically diverse areas in the County and feels the group served the purpose well. Chair Lonergan reminded the Board that the purpose of Policy Board and Operations Board is to approve recommendations. If the Boards don't have confidence in the recommendations (or how they were made) then they shouldn't approve. Boardmember Dammeier welcomes study session. He also is strongly in support of public outreach during the design process. However, he expressed concern with making sure agency is not too far into design before resolving the implications of the strategic study.

VIII. Operations Board Briefing

- Operations Board Chair Jim Sharp advised the Policy Board that the Operations Board recommends the Policy Board amend vision statement and adopt the 2017 Budget.
- The evacuation of law enforcement communications center had not occurred prior to the Operations Board last meeting. The Board will review the after action report and any operational changes that may be needed.
- As member of the architect review panel, Chair Sharp feels confident that all firms were strong candidates, and is in support of the selection of CallisonRTKL to meet the needs of the agency.

IX. New Business - None

IX. Action Items



1. A motion was made (Door) to approve Motion 2017-25 to amend the South Sound 911 vision statement; 2<sup>nd</sup> (Dammeier) – passed unanimously.
  2. A motion was made (Curtis) to approve Resolution 2017-02 adopting the 2018 Budget; 2<sup>nd</sup> (Richardson).
    - Janet Caviezel, Assistant Director of Administration (Budget/Finance), presented the 2018 Budget to the Board. Boardmember Thoms requested the dollar amount associated with the 4% sales tax revenue increase. Ms. Caviezel will provide to the Board. Boardmember Enslow asked if the revenues support operations. Ms. Caviezel advised they do. Executive Director Neiditz advised that the interim plan for radio fees is to allow for the strategic study to be completed, which includes review of revenue sources. The Budget is balanced and covered by revenues. The 1/10th mostly covering capital (radio and facilities costs), and provides offset for operational costs. However, most of the operational costs are funded through allocations paid by the agencies. Sustainability is in question on the radio fees and there is a plan to find recommendations. The Boards will have make decisions based on the recommendations. Mr. Neiditz expects the strategic study to be finalized within the next 60-90 days. The study will set the stage for discussions, but it will take significant time to get to a resolution. The three year interim period through 2019 should allow enough time.
    - Chair Lonergan called for Public Comment on the 2018 Budget. No public comment.
    - Chair Lonergan called for a vote. Passed unanimously.
- IX. Other Business / Announcements
- A Boardmember inquired if South Sound 911 has any 9/11 commemoration activities planned. Executive Director Neiditz advised no separate events, but rather partners with police and fire agencies.
- X. A motion was made to adjourn the meeting at 10:16am; 2<sup>nd</sup>, passed – unanimously.

Respectfully Submitted  
Rebecca Hendricks



## Policy Board Meeting Minutes

**Meeting Date:** September 20, 2017  
**Meeting Time:** 11:00am  
**Meeting Place:** 955 Tacoma Ave S, #102, Admin Conference Room

Attending: Joe Lonergan, Tim Curtis, Doug Richardson, Bruce Dammeier, Paul Pastor, Michael Brandstetter, Grant Erb, Julie Door and Dave Enslow. Operations Board Co-Chairs: Jim Sharp and Pete Fisher. Staff: Andrew Neiditz, Mark Mears, Ken Sharp, Janet Caviezel and Rebecca Hendricks

- I. Chair Joe Lonergan called the meeting to order at 11:10am.
- II. Public Safety Communications Center
  - Executive Director Neiditz provided a presentation recapping the architect selection process, the proposed programming and pre-design contract and the next steps for the project. The proposed cost for the contact is approximately \$160,000.
  - Vice-Chair Curtis asked what considerations have been taken to make sure the emergency operations center can manage a disaster. Mr. Neiditz advised that the EOC is under consideration. Preliminary decision to include in facility was made by predecessors and is stated in the Interlocal Agreement. The facilities plan included square footage for an EOC. The space would be multi-purpose and be used for training, etc. The plan did not provide for equipping the EOC and decisions on who would manage the EOC have not been made. The strategic study is evaluating the EOC issue.
  - Boardmember Door asked if anyone on selection team has worked with firm before. Mr. Neiditz advised no. Boardmember Door asked what selection criteria was used to evaluate the firms. Executive Director Neiditz responded that the firms familiarity with the type of project, track record with project, successful builds, openness to working with public sector agency that governed by numerous agencies, understanding of how police, fire and local government operates were all part of the criteria. Mark Mears, Law Enforcement Deputy Director, included the firm's ability to help with transition/move, and the ability to effectively evaluate equipment. Boardmember Door asked if a project manager is assigned. Mr. Neiditz advised there is dedicated project management from the firm, as well as, within South Sound 911 in an owner's representative role. CallisonRTKL/ADG project managers will be at the Policy Board meeting on September 27, 2017.
  - Boardmember Brandstetter asked if staff has confidence that firms can stay on time. Mr. Mears advised that the firm has a good track record with meeting timelines. Operations Board Chair Jim Sharp commented the reference checks addressed timeline and ability to stay on budget. He is confident firm will meet timeline.
  - Boardmembers Dammeier and Door expressed concern with moving forward with design without resolving the issues in the strategic study. Chair Lonergan does not



believe the study recommendations will significantly affect the design of the building. Potentially may need additional administrative space, but the design already calls for space for growth. Mr. Lonergan does not believe there will be a desire to centralize radio shops so design wouldn't include. Mr. Dammeier stated radio operations could be centralized. Mr. Dammeier also stated concern that he has heard uncertainty if Tacoma Fire dispatch operations will be housed in the new building. Mr. Neiditz advised that there have been numerous meetings to discuss how Tacoma Fire dispatches, but at no time has Tacoma leadership ever envisioned its dispatch as not part of the building.

- Vice-Chair Curtis –believes the phased approach is a good approach to get the project rolling. Chair Lonergan also likes the phased approached with design options. The Tacoma Fire dispatch study should be released shortly as well as the strategic study and both should answer questions about future operations. There is room in phased approach to address concerns. Boardmember Erb commented that the project just keeps getting pushed further and further back. He does not feel that the pre-design/phase 1 contract has much risk and would like to move forward.
- Boardmember Richardson requested a copy of the fire study by next week's meeting. He doesn't see an issue with the preliminary design phase. The agency already has \$2M invested for demolition of the site.

III. A motion was made to adjourn the meeting at 12:28pm; 2<sup>nd</sup>, passed – unanimously.

Respectfully Submitted  
Rebecca Hendricks



# MAINTENANCE QUOTATION DETAIL



## South Sound 911

Account Nbr: MDC-5010

Quote: 1-154C6F7 South Sound 911 17-18

PO#:

Performance Period: 11/1/17 through 10/31/18

Currency: USD

Bill To:

South Sound 911  
 ATTN: Stella Ramirez  
 955 Tacoma Avenue S Suite 102  
 Tacoma, WA 98402  
 USA

Ship To:

South Sound 911  
 ATTN: Stella Ramirez  
 955 Tacoma Avenue S Suite 102  
 Tacoma, WA 98402  
 USA

Site Number: **50010449**

Ln	Base Part	Description	Serial	Begin	End	Service Level	Mths	Qty	Mth Cost	Total Cost
1	EFCUSTOM16	EF Interface to APCO		11/1/17	10/31/18	Premium	12	1	\$459.98	\$5,519.76
2	EFCUSTOM16	EF Interface to EMS RMS		11/1/17	10/31/18	Premium	12	1	\$230.03	\$2,760.36
3	EFCUSTOM16	EF Interface to Rural Metro		11/1/17	10/31/18	Premium	12	1	\$459.12	\$5,509.44
4	EFCUSTOM16RD	EF Interface to APCO RDT COPY		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
5	EFCUSTOM16RD	EF Interface to EMS RMS RDT		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
6	EFCUSTOM16RD	EF Interface to Rural Metro RDT		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
7	GSPX5005	GeoMedia Essentials CC	1JSQA7M50010449+1O GO	11/1/17	10/31/18	Premium	12	1	\$51.50	\$618.00
8	GSPX5006	GeoMedia Advantage CC	1JSQA7M50010449+1O GO	11/1/17	10/31/18	Premium	12	1	\$95.48	\$1,145.76
9	GSPX5007C	GeoMedia Professional CC - Component	1JSQA7M50010449+1O GO	11/1/17	10/31/18	Premium	12	1	\$198.38	\$2,380.56
10	IPS0001HA	I/Executive for High Availability NL		11/1/17	10/31/18	Premium	12	1	\$1,286.47	\$15,437.64
11	IPS0001HABCK	I/Executive for High Availability NL - Backup License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
12	IPS0001HATRNL	I/Executive for High Availability NL - Training License		11/1/17	10/31/18	Premium	12	1	\$1,286.47	\$15,437.64
13	IPS0001HATST	I/Executive for High Availability NL - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
14	IPS0002	I/Dispatcher		11/1/17	10/31/18	Premium	12	55	\$281.19	\$185,585.40
15	IPS0002TRN	I/Dispatcher - Training License		11/1/17	10/31/18	Premium	12	12	\$281.19	\$40,491.36
16	IPS0004	I/Informer		11/1/17	10/31/18	Premium	12	1	\$375.95	\$4,511.40
17	IPS0004RDT	I/Informer - Redundant License		11/1/17	10/31/18	Premium	12	1	\$255.44	\$3,065.28
18	IPS0008	I/Push To Talk		11/1/17	10/31/18	Premium	12	1	\$172.01	\$2,064.12
19	IPS0008RDT	I/Push To Talk - Redundant License		11/1/17	10/31/18	Premium	12	1	\$128.75	\$1,545.00
20	IPS0009	I/Mobile Data Terminal NL		11/1/17	10/31/18	Premium	12	2	\$751.90	\$18,045.60
21	IPS0009MRC	I/MDT for Intergraph Mobile Responder- Comp		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00

# MAINTENANCE QUOTATION DETAIL



## South Sound 911

Account Nbr: MDC-5010

Quote: 1-154C6F7 South Sound 911 17-18

PO#:

Performance Period: 11/1/17 through 10/31/18

Currency: USD

Ln	Base Part	Description	Serial	Begin	End	Service Level	Mths	Qty	Mth Cost	Total Cost
22	IPS0009RDT	I/Mobile Data Terminal NL - Redundant License		11/1/17	10/31/18	Premium	12	2	\$526.33	\$12,631.92
23	IPS0009TRN	I/Mobile Data Terminal NL - Training License		11/1/17	10/31/18	Premium	12	1	\$751.90	\$9,022.80
24	IPS0009TST	I/Mobile Data Terminal NL - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
25	IPS0012	I/Page		11/1/17	10/31/18	Premium	12	3	\$340.93	\$12,273.48
26	IPS0012RDT	I/Page - Redundant License		11/1/17	10/31/18	Premium	12	1	\$238.96	\$2,867.52
27	IPS0015	I/Tracker		11/1/17	10/31/18	Premium	12	2	\$425.39	\$10,209.36
28	IPS0015MRC	I/Tracker for Intergraph Mobile Responder- Comp		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
29	IPS0015RDT	I/Tracker - Redundant License		11/1/17	10/31/18	Premium	12	2	\$299.73	\$7,193.52
30	IPS0015TRN	I/Tracker - Training License		11/1/17	10/31/18	Premium	12	1	\$425.39	\$5,104.68
31	IPS0015TST	I/Tracker - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
32	IPS0035NC	I/Backup - (No Charge)		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
33	IPS0042BTRN	I/NetViewer - 50 users - Training License		11/1/17	10/31/18	Premium	12	1	\$855.93	\$10,271.16
34	IPS0042BTST	I/NetViewer - 50 users - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
35	IPS0042FBCK	I/NetViewer - 25 users - Backup License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
36	IPS0045	I/NetDispatcher - 5 users		11/1/17	10/31/18	Premium	12	1	\$425.39	\$5,104.68
37	IPS0045BCK	I/NetDispatcher - 5 users - Backup License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
38	IPS0045TRN	I/NetDispatcher - 5 users - Training License		11/1/17	10/31/18	Premium	12	1	\$425.39	\$5,104.68
39	IPS0045TST	I/NetDispatcher - 5 users - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
41	IPS0051	I/CADLink NL		11/1/17	10/31/18	Premium	12	1	\$172.01	\$2,064.12
42	IPS0051RDT	I/CADLink NL - Redundant License		11/1/17	10/31/18	Premium	12	1	\$120.51	\$1,446.12
43	IPS0052	I/Fire Station Alerting		11/1/17	10/31/18	Premium	12	1	\$172.01	\$2,064.12
44	IPS0053	I/Fire Station Printing NL		11/1/17	10/31/18	Premium	12	1	\$172.01	\$2,064.12
45	IPS0080	Mobile for Public Safety CC		11/1/17	10/31/18	Premium	12	400	\$19.57	\$93,936.00
46	IPS0082	Map Administration Utility NL		11/1/17	10/31/18	Premium	12	1	\$176.13	\$2,113.56
47	IPS1163C	I/Map Editor CC - Comp	1LT5DOV50010449UIC NP	11/1/17	10/31/18	Premium	12	1	\$74.16	\$889.92
48	IPS1168C	I/Incident Analyst CC - Comp	1JSQA7M50010449+1O GO	11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
49	IPS21179C	INGR Rep Artifacts for Direct CAD - Comp		11/1/17	10/31/18	Premium	12	1	\$82.50	\$990.00
50	IPS21180C	SAP BusOBJ Intl Plat for Direct - 5 CC - Comp		11/1/17	10/31/18	Premium	12	1	\$169.64	\$2,035.68
51	IPS21180TSTC	SAP BusOBJ Intl Plat for Direct - 5 CC - Test - Comp		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
52	IPS21181C	SAP BusObj Web Intelligence for		11/1/17	10/31/18	Premium	12	1	\$100.12	\$1,201.44

# MAINTENANCE QUOTATION DETAIL



## South Sound 911

Account Nbr: MDC-5010

Quote: 1-154C6F7 South Sound 911 17-18

PO#:

Performance Period: 11/1/17 through 10/31/18

Currency: USD

Ln	Base Part	Description	Serial	Begin	End	Service Level	Mths	Qty	Mth Cost	Total Cost
53	IPS3042	Direct - 5 CC - Comp EdgeFrontier Runtime Engine	1-JSQA7M50010449-1- JSR38I-6.4	11/1/17	10/31/18	Premium	12	1	\$276.04	\$3,312.48
54	IPS3042-RDT	EdgeFrontier Runtime Engine - Redundant License	1-JSQA7M50010449-1- JSR3C7-6.4	11/1/17	10/31/18	Premium	12	1	\$192.61	\$2,311.32
55	IPS3042DEV	EdgeFrontier Developer Engine	1-JSQA7M50010449-1- JSR3FB-6.4	11/1/17	10/31/18	Premium	12	1	\$276.04	\$3,312.48
56	IPS3204A	Intergraph Mobile Responder Client - 10 Tablet CALs		11/1/17	10/31/18	Premium	12	2	\$56.65	\$1,359.60
57	IPS3205A	Intergraph Mobile Responder Client - 10 Smartphone CALs		11/1/17	10/31/18	Premium	12	2	\$38.11	\$914.64
58	IPS3206C	Intergraph Mobile Responder Web Service (1-250 users)-Comp		11/1/17	10/31/18	Premium	12	1	\$364.31	\$4,371.72
59	IPSCUSTOM03	Custom Services for Informer to State NCIC-RDT copy (no cost)		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
60	IPSCUSTOM03	Custom Services for Informer to LESA RMS- RDT copy (no cost)		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
61	IPSCUSTOM03	Image Support		11/1/17	10/31/18	Premium	12	1	\$255.44	\$3,065.28
63	IPSCUSTOM03	Nested Queries		11/1/17	10/31/18	Premium	12	1	\$319.30	\$3,831.60
64	IPSCUSTOM03	Mobile Responder Transactions		11/1/17	10/31/18	Premium	12	1	\$213.21	\$2,558.52
65	IPSCUSTOM10	Custom Services for I/Informer to LESA RMS		11/1/17	10/31/18	Premium	12	1	\$575.00	\$6,900.00
66	IPSCUSTOM10	Custom Services for I/Informer to State NCIC		11/1/17	10/31/18	Premium	12	1	\$345.00	\$4,140.00
67	MaintSvc000L3	Maint Upgrade SVC L3 w/3 Pymt		11/1/17	10/31/18	Premium	12	1	\$8,333.33	\$100,000.00
68	IPS0042D	I/NetViewer - 200 users		11/1/17	10/31/18	Premium	12	1	\$3,142.53	\$37,710.36
69	IPS0002TST	I/Dispatcher - Test License		11/1/17	10/31/18	Premium	12	1	\$0.00	\$0.00
									<b>Subtotal for Site Number 50010449</b>	<b>\$666,494.20</b>

**Grand Total Excluding Tax \$666,494.20**

# REQUEST FOR POLICY BOARD ACTION

**Date action is requested:** 9/27/2017

**Title:** Motion 2017-27 to authorize executive director to amend the professional services contract with DELTAWRX in the amount of \$3,680.

**Attachments:** Amendment #1

**Type of action:** Motion

**SUBMITTED BY:** Andrew E. Neiditz, Executive Director

**RECOMMENDATION:** It is recommended the Policy Board authorize the executive director to amend the contract with DELTAWRX.

**BACKGROUND:** DELTAWRX originally planned for one onsite visit (August 1 – 3, 2017) to conduct interviews. Unfortunately, some stakeholders were unavailable at that time. In order to facilitate the additional site visit, a contract amendment is required. The project schedule will also be adjusted based on the interview date of October 3, 2017, and is as follows:

- Present current environment assessment and hold validation workshop: November 8 or 9
- Present strategic recommendations: December 6 or 7
- Provide Final Report: By January 5

**ALTERNATIVES:** Refer back to Executive Steering Committee for further review.

**FINANCIAL IMPACT:** \$3,680 included in 2017 Budget.

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Executive Director Review



**AMENDMENT #1 TO PROFESSIONAL SERVICES CONTRACT**

**THIS AMENDMENT** is made and entered into \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between **SOUTH SOUND 911**, an interlocal governmental agency in the State of Washington (hereinafter referred to as the "SS911"), and, **DELTAWRX, LLC** (hereinafter referred to as "CONTRACTOR");

**WHEREAS**, SS911 and CONTRACTOR entered into a Professional Services Contract dated June 28, 2017; and

**WHEREAS**, the Parties desire to amend the Contract to increase compensation;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. Exhibit B Method of Compensation is amended to increase the compensation amount by \$3,680 described in Exhibit A attached hereto and incorporated herein. The not to exceed amount shall increase from \$69,490 to \$73,170.
2. All other aspects of the original Contract remain in full force and effect except to the extent necessary to reflect the changes stated herein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first written above.

**SOUTH SOUND 911**

**DELTAWRX, LLC**

\_\_\_\_\_  
Andrew E. Neiditz  
SS911 Executive Director

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Title:

Approved as to Form:

Address:  
21700 Oxnard Street, Suite 530

\_\_\_\_\_  
Peter Beckwith  
SS911 Legal Advisor

\_\_\_\_\_  
Woodland Hills, CA 91367  
City/State/Zip

Approved as to Budget:

Tax ID:

\_\_\_\_\_  
Janet Caviezel  
SS911 Budget and Finance Manager

\_\_\_\_\_  
95-4818953

## EXHIBIT A



21700 Oxnard St.  
Suite 530  
Woodland Hills, CA 91367  
(818) 227-9300 📞  
(818) 227-9301 📠

# Memo

To: Andrew Neiditz  
From: Monica Lynn  
Date: September 19, 2017  
Re: Scope of Work to Conduct Additional Interviews

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DELTAWRX and the Executive Steering Committee for the South Sound 911 Strategic Operations Study concur that interviews with Pierce County (County) personnel are essential for understanding the full context of the radio and E911 environment and for developing the strategic recommendations in the areas DELTAWRX has been asked to assess.

DELTAWRX worked with South Sound 911 and scheduled interviews the first week of August 2017. County personnel were scheduled, but for various reasons were unable to attend their interviews. As such, the Executive Steering Committee has requested that DELTAWRX provide a cost for an additional trip to conduct the interviews on October 3.

DELTAWRX will honor the rate stated in our original proposal dated June 1, 2017. Donald Denning and Monica Lynn will travel to Tacoma on October 2 and conduct the interviews on October 3 for a fixed price of \$3,680. We based the cost on two days of time at a rate of \$230 per hour, inclusive of all administrative, travel, meals, lodging and related expenses.

Based on the extended time required to complete the interviews, we anticipate the following changes to the project schedule:

- Present current environment assessment and hold validation workshop: November 8 or 9
- Present strategic recommendations: December 6 or 7
- Provide Final Report: By January 5

This schedule takes into account known holidays and natural project lag times, but does not take into account scheduling challenges on the part of South Sound 911 or additional delays in acquiring information required to complete the assessment as requested in the Request for Proposal No. 2017-000-04.

# REQUEST FOR OPERATIONS BOARD ACTION

**Date action is requested:** 9/27/2017

**Title:** Motion 2017-28 to enter into a phase 1 contract with CallisonRTKL to perform the programming and pre-design architectural and engineering services for the Public Safety Communications Center (PSCC) in an amount not to exceed \$155,700m net of any applicable sales tax.

**Attachments:** Contract

**Type of action:** Motion

**SUBMITTED BY:** Andrew E. Neiditz, Executive Director

**RECOMMENDATION:** It is recommended the Policy Board approve the contract.

**BACKGROUND:** South Sound 911 issued a Request for Qualifications on June 6, 2017. Responses were received from six qualified firms. The evaluation committee (Jim Napolitano, Mike Dahlem, Jeff Jensen, Mark Mears and Jim Sharp) performed an initial screening and selected five of the six firms to be interviewed. Interviews were held on August 7, 2017 and the top two firms were selected by consensus of the evaluation team to move forward to a second interview process. On Friday, August 18, 2017, Executive Director Andrew Neiditz and Deputy Director Mark Mears interviewed CallisonRTKL/Architect Design Group (ADG) and Hewitt/RossDrulisCusenbery Architecture at their offices in Seattle. After the interviews, CallisonRTKL/ADG was selected as the apparent successful respondent.

Callison/RTKL has extensive private and public sector experience. ADG has extensive emergency communications center experience in numerous states. The selection was based on the following factors:

- Demonstrated strong familiarity with the South Sound 911 mission
- Emphasis on technology, including “mission critical” systems
- Understanding of complex transition process – “Move Management”
- Crucial understanding of redundancy on top of redundancy, as well as resiliency
- Positive reference checks

The Board met on September 20, 2017 and was briefed on the scope of work.

The Pre-Design (Phase 1) will include:

- Detailed spatial needs assessment

Executive Director Review



# REQUEST FOR OPERATIONS BOARD ACTION

- Site analysis and master planning
- Conceptual building design

Pre-design will be followed by additional architectural and engineering phases (schematic design, design development, construction documents) and the bidding and construction process, which will involve additional contracts.

**FINANCIAL IMPACT:** \$ 155,700, net of any applicable sales tax. Funding available in Facilities Capital Project Fund.

**ALTERNATIVES:** 1) Negotiate contract with second-ranked firm; 2) Reissue Request for Qualifications

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Executive Director Review



## PROFESSIONAL SERVICES CONTRACT

**THIS CONTRACT**, made and entered into effective this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between **SOUTH SOUND 911**, an interlocal governmental agency in the State of Washington (hereinafter referred to as the “SS911”), and **CALLISONRTKL, INC.**, with offices at 1420 Fifth Avenue, Suite 2400 Seattle, WA 98101, (hereinafter referred to as “CONTRACTOR”);

In consideration of the mutual promises and obligations hereinafter set forth, the Parties hereto agree as follows:

### 1. Scope of Services/Work

The CONTRACTOR agrees to diligently and completely perform the services and/or deliverables described in Exhibit A attached hereto and incorporated herein. SS911 agrees to provide the information as stated in Exhibit B attached hereto and incorporated herein prior to the completion of Phase I.

### 2. Term

This Contract shall be in full force and effect for a period commencing October 1, 2017 and ending October 1, 2018 unless sooner terminated under the provisions provided herein.

### 3. Compensation and Payment

- A. SS911 shall compensate the CONTRACTOR for the services and deliverables performed under this Contract in accordance with Exhibit C.
- B. Upon SS911’s request, CONTRACTOR shall submit necessary and appropriate documentation, as determined by SS911, for all invoiced services and deliverables.
- C. Payment shall be made through SS911’s ordinary payment process.
- D. SS911 may withhold payment to the CONTRACTOR for any services or deliverables not performed as required hereunder until such time as the CONTRACTOR modifies such services or deliverables to the reasonable satisfaction of SS911.
- E. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced.
- F. In the event the CONTRACTOR incurs cost in excess of the sum authorized for service under this Contract, the CONTRACTOR shall pay such excess from its own funds, and SS911 shall not be required to pay any part of such excess, and the CONTRACTOR shall have no claim against SS911 on account thereof.
- G. If sufficient funds are not appropriated or allocated for payment under this Contract for any future fiscal period, SS911 will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period and this Contract will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to SS911 in the event this provision applies.

### 4. Independent Contractor Status

The services and deliverables shall be furnished by the CONTRACTOR as an independent contractor, and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant. No payroll or employment taxes of any kind shall be withheld or paid by SS911 with respect to payments to CONTRACTOR. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal income tax, state personal income

tax, state disability insurance tax and state unemployment insurance tax. By reason of CONTRACTOR’s status as an independent contractor hereunder, no workers’ compensation insurance has been or will be obtained by SS911 on account of CONTRACTOR. CONTRACTOR may be required to provide SS911 proof of payment of these said taxes and benefits. If SS911 is assessed or deemed liable in any manner for those charges or taxes, the CONTRACTOR agrees to hold SS911 harmless from those costs, including attorneys’ fees.

**5. Qualifications**

CONTRACTOR declares that it is competent and qualified to provide the services under this Contract. In the performance of services under this Contract, the CONTRACTOR and its employees agree to exercise the degree of skill and care required by customarily accepted good practices and procedures followed by professionals/consultants rendering the same or similar type of service. All obligations and services of the CONTRACTOR hereunder shall be performed diligently and completely according to such professional standards.

**6. Contract Administration and Right to Audit**

- A. The Deputy Director of Law Enforcement Services for SS911 shall have primary responsibility for contract administration and approval of services to be performed by the CONTRACTOR, and shall coordinate all communications between the CONTRACTOR and SS911.
- B. The CONTRACTOR shall, at such times and in such form as SS911 may reasonably require, furnish SS911 with periodic status reports pertaining to the services undertaken pursuant to this Contract.
- C. Upon SS911’s request, the CONTRACTOR shall make available to SS911 all accounts, records, and documents related to the Scope of Work for SS911’s inspection, auditing, or evaluation during normal business hours as reasonably needed by SS911 to assess performance, compliance, and/or quality assurance under this Contract.

**7. Records Retention**

Records created pursuant to this Contract that are not turned over to SS911 shall be retained by the CONTRACTOR for a period of six years after receipt of the final payment under this Contract or termination of this Contract and the CONTRACTOR shall make them available to SS911 upon request.

**8. Notices**

Except for routine operational communications, which may be delivered personally or transmitted by electronic mail or facsimile, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

SS911	CONTRACTOR
South Sound 911 Budget & Finance Department 955 Tacoma Avenue South, Suite 102 Tacoma, WA 98402	CallisonRTKL Inc. Christopher E. Beza 1420 Fifth Avenue, Suite 2400 Seattle, WA 98101
Phone: (253)798-2347	Phone: (206)623-4646
Facsimile: (253)798-7874	Facsimile: (206)623-4625
Email: AccountsPayable@SouthSound911.org	Email: Chris.Beza@crtkl.com

## 9. Termination

SS911 may terminate this Contract at any time, with or without cause, by giving ten (10) business days' written notice to CONTRACTOR. In the event of termination, all finished and unfinished work prepared by the CONTRACTOR pursuant to this Contract shall be provided to SS911 upon payment for services rendered.

## 10. Taxes, Licenses and Permits

The CONTRACTOR acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Contract, and the CONTRACTOR agrees to comply with all applicable laws regarding the reporting of income, maintenance of records, and all other requirements and obligations imposed pursuant to applicable law. If SS911 is assessed, made liable, or responsible in any manner for such charges or taxes, the CONTRACTOR agrees to hold SS911 harmless from such costs, including attorneys' fees.

## 11. Indemnification

- A. The CONTRACTOR shall indemnify and hold harmless SS911, its officers, officials, employees, and volunteers harmless from any and all injuries, damages or losses including attorney fees, to the extent caused by the negligent acts, errors or omissions of the CONTRACTOR in performance of this Contract, except for injuries and damages caused by the sole negligence of SS911.
- B. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONTRACTOR and SS911, its officers, officials, employees, and volunteers, the CONTRACTOR's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONTRACTOR's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONTRACTOR's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

## 12. Insurance

During the course and performance of the services herein specified, CONTRACTOR will maintain the following insurance coverage:

- A. Workers' Compensation and employer's liability --statutory limits as required by the Industrial Insurance Laws of the State of Washington.
- B. Commercial General Liability --\$1,000,000 per occurrence and \$2,000,000 aggregate. The Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. SS911 shall be named as an additional insured under the CONTRACTOR's Commercial General Liability insurance policy and the additional insured endorsement shall be at least as broad as ISO CG 20 26. The CONTRACTOR's coverage shall be primary insurance with respect to the work performed for SS911 and any insurance, self-insurance, or self-insured pool coverage maintained by SS911 shall be excess over the CONTRACTOR's insurance and shall not contribute with it.

- C. Automobile Liability --\$1,000,000 combined single limit for bodily injury and property damage per accident.
- D. Professional Liability --\$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Certificates of the above insurance coverage and any applicable endorsement shall be provided to SS911. If any of the above insurance coverage is cancelled or materially changed, the CONTRACTOR shall give written notice to SS911 within 24 hours.

Failure on the part of the CONTRACTOR to maintain the insurance coverage as required shall constitute a material breach of contract, upon which South Sound 911 may, immediately terminate the Contract.

### **13. Nondiscrimination**

The CONTRACTOR agrees to comply with all federal and state and laws and policies regarding non-discrimination and equal employment opportunities. The CONTRACTOR shall not discriminate in any employment action because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. In the event of non-compliance by the CONTRACTOR with any of the non-discrimination provisions of this Contract, SS911 shall be deemed to have cause to terminate this Contract, in whole or in part.

### **14. Conflict of Interest**

No officer, employee or agent of SS911, nor any member of the immediate family of any such officer, employee or agent, shall have any personal financial interest, direct or indirect, in this Contract, either in fact or in appearance. The CONTRACTOR shall comply with all federal and state conflict of interest laws, statutes and regulations. The CONTRACTOR represents that the CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Contract pertains which would conflict in any manner or degree with the performance of the CONTRACTOR's services and obligations hereunder. The CONTRACTOR further covenants that, in performance of this Contract, no person having any such interest shall be employed.

### **15. Work Product**

All documents and materials developed under this Contract (the "Deliverables"), whether finished or not, are the property of SS911 upon payment in full and shall be forwarded to SS911 at its request and may be used by SS911 as it sees fit. Provided however SS911 shall release and hold harmless CONTRACTOR for any modifications to the Deliverables or use without CONTRACTOR's involvement. Provided further, for the avoidance of doubt, CONTRACTOR retains rights in all its preexisting works and standard details.

### **16. Public Disclosure**

This Contract and documents provided to SS911 by CONTRACTOR hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act).

## 17. Dispute Resolution

In the event of a dispute pertaining to this Contract, the parties agree to attempt to negotiate in good faith an acceptable resolution. If a resolution cannot be negotiated, then the parties agree to submit the dispute to voluntary non-binding mediation before pursuing other remedies. This provision does not limit SS911's right to terminate authorized by this Contract.

## 18. Miscellaneous Provisions

- A. Governing Law and Venue. Washington State law shall govern the interpretation of this Contract. Pierce County shall be the venue of any mediation, arbitration or litigation arising out of this Contract.
- B. Assignment. The CONTRACTOR shall not assign, subcontract, delegate, or transfer any obligation, interest or claim to or under this Contract or for any of the compensation due hereunder without the prior written consent of SS911.
- C. No Third Party Beneficiaries. This Contract shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.
- D. Waiver. A waiver or failure by either party to enforce any provision of this Contract shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Contract.
- E. Severability and Survival. If any term, condition or provision of this Contract is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Contract, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Contract, shall survive termination of this Contract.
- F. Entire Agreement. This Contract and the attached Exhibits, as modified herein, contain the entire Contract between the parties as to the services to be rendered hereunder. All previous and contemporaneous agreements, representations or promises and conditions relating to the subject matter of this Contract are superseded hereby. The Parties hereto mutually acknowledge, understand and agree that the terms and conditions set forth herein shall control and prevail over any conflicting terms and conditions stated in any attachments hereto.
- G. Modification. No modification or amendment of this Contract shall be effective unless set forth in writing and signed by the Parties.
- H. Authority to enter into this Contract. The undersigned CONTRACTOR representative, by his/her signature below, represents and warrants that he/she is duly authorized to execute this legally binding Contract for and on behalf of CONTRACTOR.
- I. Limitation of Liability. CONTRACTOR's total liability to SS911 for damages related to this Project shall not exceed CONTRACTOR's total fees for this Project. CONTRACTOR and SS911 mutually waive all consequential damages arising out of the Project. This mutual waiver includes, but is not limited to, (i) damages incurred by the Owner for rental expense, liquidated damages, and loss of use income, profit and business, and (ii) damages incurred by CONTRACTOR for overhead and compensation of employees, loss of business and reputation, and loss of profit.
- J. CONTRACTOR has no responsibility (1) for detection or removal of hazardous substances; (2) for construction site safety and means and methods of construction used by the general contractor, if applicable; (3) to provide any service not approved by CONTRACTOR and set forth in writing. CONTRACTOR shall be entitled to rely upon the accuracy and completeness of all information provided by SS911.

**19. Debarment and Suspension.**

The CONTRACTOR acknowledges that it is responsible to notify SS911 of any federal, state or local debarment or suspension regarding CONTRACTOR, CONTRACTOR's employee(s), or any subcontractor used in regard to this Contract, that exists at the time this Contract is made or that occurs during the life of this Contract up to the effective date of termination. Failure to notify SS911 is grounds for termination of the Contract. Debarment or suspension, if it affects the funding source for the project or impacts CONTRACTOR's ability to perform, is grounds for termination of the Contract.

**IN WITNESS WHEREOF** the parties hereto have accepted and executed this Contract as of the day and year first written above.

**SOUTH SOUND 911**

**CALLISONRTKL INC.**

\_\_\_\_\_  
Andrew E. Neiditz  
SS911 Executive Director

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

Approved as to Form:

Address:

\_\_\_\_\_  
Peter Beckwith  
SS911 General Counsel

\_\_\_\_\_

\_\_\_\_\_  
City/State/Zip

Approved as to Budget:

Tax ID:

\_\_\_\_\_  
Janet Caviezel  
SS911 Budget and Finance Manager

\_\_\_\_\_

## EXHIBIT “A”

### Scope of Work

CRTKL Project No. 006-170410.00  
(September 1, 2017)

#### **General Description:**

The project, and related Scope of Services, is generally described as the design and construction of a new Public Safety Communications Center (PSAP) to house 911 call taking and dispatch, records management and agency administration, as well as a municipal emergency operations center. This development may be two separate structures, or a single structure, depending upon the findings of the pre-design efforts.

South Sound 911 and CRTKL recognize the importance of stakeholder and community involvement in this high-profile project. Community outreach will be conducted to solicit input in a manner mutually agreed upon by the Consultant and South Sound 911.

The Phases of Services are herein identified as follows:

#### **1. Phase I-A: Detailed Spatial Needs Assessment:**

- 1.1 The Consultant shall participate in an initial meeting, with South Sound 911, and the Project Management Team to review the proposed project and to establish project schedules for specific tasks.
- 1.2 The Consultant shall review South Sound 911's prior completed facility planning studies and conduct an analysis of the routine operations of South Sound 911 to fully understand their function, operations, and the respective interaction, relationship, adjacency priorities, and potential of joint use facilities.
- 1.3 A detailed Spatial Needs Assessment shall then be conducted, providing documentation as to current and future needs; future need being defined as those anticipated for the years 2028 and 2038, and the current need being defined as the year 2018. The process for obtaining this information shall consist of a two-part effort; a detailed questionnaire and on-site interviews with South Sound 911 staff and Project Management Team.

The questionnaire shall relate to such information as:

- 1.3.1 Historical, Current and Projections for Future Staffing Levels.
- 1.3.2 A Detailed Mission Statement.
- 1.3.3 Departmental Organizational Charts.
- 1.3.4 An Assessment of Requested Spaces.
- 1.3.5 A Definition of Functional Inter-Relationships.
- 1.3.6 Documentation of Specialized Equipment.
- 1.3.7 Documentation as to relationship to other Departments.

- 1.4 The Consultant, as a part of this phase, shall consider and provide documentation to the extent possible, current and future staffing level projections and their spatial need impact upon future needs of facilities.
- 1.5 Based upon the recommendations related to facility size(s), the Consultant shall identify the land area needed for the building, associated parking and related site requirements, such as storm water retention, parking areas, landscape requirements, infrastructure improvements, and building setback requirements.
- 1.6 This phase shall result in a detailed report, which shall contain the following components:
  - 1.6.1 Communications, Emergency Management and Administration facilities.
  - 1.6.2 Exterior Facilities (If Requested).
  - 1.6.3 Joint-use / Shared Facility Opportunities.
  - 1.6.4 Development Options.
  - 1.6.5 Estimates of Probable Development Costs.
  - 1.6.6 Phasing Plan(s).
  - 1.6.7 Analysis and Identification of all pertinent regulatory requirements.
- 1.7 The final report shall contain recommendations relative to potential solutions, and shall include up to three (3) alternative development options as to the size and associated potential costs of each such alternative. This report shall be issued to the Project Management Team for review and consideration, and subsequently, upon direction, to the South Sound 911 board and project management team.

## **2. Phase I-B: Site Analysis and Master Planning:**

- 2.1 South Sound 911 shall submit to the consultant, any existing documentation relative to the site located on 3580 Pacific Avenue, Tacoma, Washington, that South Sound 911 has selected for this project.
- 2.2 The Consultant shall then conduct an evaluation of the parcel utilizing nationally recognized criteria. The Consultant shall prepare, and distribute to the appropriate personnel, a detailed form for evaluation by South Sound 911 as well as the Consultant.
- 2.3 Items to be considered will include:
  - 2.3.1 Ability of the site to accommodate appropriate public and staff parking.
  - 2.3.2 Identification of potential hazards.
  - 2.3.3 Appropriateness (capacity) of existing utilities, such as power, gas, water, sewer, fiber optics, etc.
  - 2.3.4 The ability of the site to accommodate identified future space needs as identified in Phase I-A.
- 2.4 Obtain, to the extent possible, historical and current aerial photographs of the properties, the purpose being to illustrate previous site utilization.
- 2.5 Based upon the information assembled and documented, the Consultant shall prepare a written report noting the information herein contained, and make a

specific recommendation as to the appropriateness of the property redevelopment. Eight (8) hard copies and one (1) electronic copy of this report shall be provided to the South Sound 911.

- 2.6 Based upon the information obtained during development of the Spatial Needs Assessment, the Consultant shall participate in a meeting(s) with representatives South Sound 911 to initiate the Master Planning effort. The premise of this meeting shall be to obtain consensus as to the appropriate land utilization of the designated property and the proposed facility, as well as future expansion requirements.
- 2.7 Based upon the adopted Development Alternative, the Consultant shall prepare a Master Plan Document of the selected site, illustrating:
  - 2.7.1 Proposed land utilization of the selected site.
  - 2.7.2 Location and general configuration of “current need” facilities.
  - 2.7.3 Areas of potential expansion for future need.
  - 2.7.4 Location of vehicles access and egress, both staff and public.
  - 2.7.5 Pedestrian areas and site circulation.
  - 2.7.6 Vehicle Parking Areas (Staff, Public, Press).
  - 2.7.7 Area(s) designated for storm water detention.
  - 2.7.8 Required Standoff Distances
- 2.8 The Consultant shall then prepare a final Master Planning Drawing illustrative of the proposed recommended solution and present same to the staff of South Sound 911.

### **3. Phase I-C: Conceptual Building Design:**

The Consultant will prepare conceptual design documents consisting of preliminary elevations and illustrating the following items:

- 3.1 Confirm the site development layout illustrating parking areas, vehicular/pedestrian circulation, public/private zones, site utility considerations, future expansion, etc.
- 3.2 Provide block diagram of major programmed spaces showing functional relationship.
- 3.3 Provide building size/shape configuration showing major entry points.
- 3.4 Provide graphic representation of proposed exterior building envelope components.
- 3.5 Provide list of proposed energy efficient systems/building components.
- 3.6 Provide optional solutions if necessary to address identified constraints.
- 3.7 Provide conceptual cost estimate for each option.

## EXHIBIT "B"

### Information Requested

CRTKL Project No. 006-170410.00  
(September 1, 2017)

#### General Description:

The information that CallisonRTKL (CRTKL) and Architects Design Group (ADG) would need from South Sound 911 in order to complete this project include:

1. South Sound 911 shall submit to the consultant, any existing documentation relative to the proposed site and building that has been previously identified and investigated; including, but not limited to:
  - 1.1. Aerial maps
  - 1.2. Floodplain maps
  - 1.3. Topographic maps
  - 1.4. Bench mark data
  - 1.5. Up to date, thorough boundary and topographic survey of the property
2. South Sound 911 is to provide the Design Team with soil borings and a complete geotechnical report of the property (at the appropriate time).
3. South Sound 911 is to provide the Design Team a list of the key stakeholders that are to be copied on the project correspondence, and the preferred lines of communication to be used throughout the project's duration.

**EXHIBIT “C”**

**Fee Allocation & Hourly Rates**

CRTKL Project No. 006-017410.00  
(September 1, 2017)

**Fee Allocation:**

The following is the not to exceed amount for the various services defined in Exhibit “A”.

**1. Summary:**

1.1	Phase I-A: Detailed Spatial Needs Assessment:.....	\$ 48,300.00
1.2	Phase I-B: Site Analysis & Master Planning:.....	\$ 46,500.00
1.3	Phase I-C: Conceptual Design: .....	<u>\$ 47,900.00</u>
<b>1.4</b>	<b>Phase I Subtotal: .....</b>	<b><u>\$ 142,700.00</u></b>
1.5	Phase I Reimbursable Expenses: .....	<u>\$ 13,000.00</u>
<b>1.6</b>	<b>Phase I: Total:.....</b>	<b><u>\$ 155,700.00</u></b>

**CALLISON RTKL / ARCHITECTS DESIGN GROUP / ADG, INC.**  
**ADDITIONAL SERVICES HOURLY RATES**  
**Effective August 2017 through July 2018**

Per hour rates of the Architects, Interior Designers and other personnel are established as follows:

Jr. Staff / Project Admin.	\$95.00
Designer	\$130.00
Senior Designer	\$155.00
Associate	\$185.00
Senior Associate	\$210.00
Associate Vice President	\$235.00
Vice President	\$260.00
Senior Vice President	\$285.00
Executive Vice President	\$365.00

Note: The above rates may include temporary personnel hired by CallisonRTKL on a contractual as needed basis.

Rates subject to annual adjustment.

# REQUEST FOR POLICY BOARD ACTION

**Date action is requested:** 9/27/2017

**Title:** Motion 2017-29 to authorize executive director to enter into a memorandum of understanding (MOU) with the Combined Communications Network (CCN) for 2017 in an amount not to exceed \$560,000.

**Attachments:** updated CCN MOU

**Type of action:** Motion

**SUBMITTED BY:** Andrew E. Neiditz, Executive Director

**RECOMMENDATION:** It is recommended that the Policy Board approve execution of the MOU in substantially the same form at the attached agreement.

**BACKGROUND:** At the joint board retreat on July 27, 2016, both the Policy Board and Operations Board passed motions of financial support for public safety radio system access fee charges.

The CCN did approve a revised MOU at its April 12, 2017 meeting. However, South Sound 911 has since added additional language under the agreement terms as follows:

- The CCN agrees to continue its support of the strategic planning efforts currently underway with South Sound 911, Pierce County and City of Tacoma.
- The CCN agrees to notify its public safety customers of the amount of financial support provided by South Sound 911 to offset the agencies' radio access fee charges.

**ALTERNATIVES:** Reconsider cost-sharing arrangements.

**FINANCIAL IMPACT:** Financial Impact: \$560,000 for 2017; Budget included \$1,000,000 from Fund Balance to contribute to Radio Systems. \$440,000 is allocated for the 800 MHz System and \$560,000 has been allocated for the 700 MHz System based on budgetary need.

Executive Director Review \_\_\_\_\_



Memorandum of  
Understanding  
Radio System Access Fees for  
2017

This Memorandum of Understanding (“MOU”) is entered into between South Sound 911 (“SS911”), and Pierce County/Pierce Transit (Combined Communications Network – CCN) (“CCN”), collectively the “Parties”, to stabilized customer access fees at \$31.50 per unit, per month for a period of two years starting January 1, 2017 through December 31, 2018. This MOU addresses the funding specifically for 2017.

Whereas, Tacoma is the owner of the Tacoma 800 MHz radio system and assesses Fees for system use based on respective operating costs; and

Whereas, Puyallup and South Sound 911 are co-owners of the Puyallup sub-system; which is part of the Tacoma 800 MHz radio system; and

Whereas, the CCN is the owner of the 700 MHz/UHF/410 VHF System and assess fees for system use based on its operating costs; and

Whereas, the SS911 Policy Board and Operations Board has allocated up to \$1,000,000 (\$560,000 to CCN/\$440,000 Tacoma) from the 1/10<sup>th</sup> of 1% tax revenues, in 2017 for the purpose of partially offsetting each of the Radio System Owners operating costs. Additionally, Pierce County has allocated \$1,085,490 from the E-911 excise tax revenues for the purpose of partially offsetting the CCN System Owners operating costs, such that each Owner would directly bill and collect from each of its customer Agencies a uniform monthly Radio System Access Fee of \$31.50 per radio in year 2017; and

Whereas, the CCN presented South Sound 911 with a rate model for the South Sound 911 member and partner agencies, which identifies the per month radio access charge per radio. Details of the rate model disclosed all operational expenses, equipment purchases, overhead/administrative/internal services costs, and end user support be they provided internally or by external contract. The South Sound 911 Operations Board accepted the 2017 CCN budget.

Now, therefore, the Parties agree as follows:

- 1) On the first day of each quarter in 2017, SS911 will pay the CCN one-fourth, \$140,000, of the 1/10<sup>th</sup> of 1% annual amount of \$560,000 to offset its net annual operating costs of \$3,594,250. The CCN agrees to directly bill its public safety customer Agencies a monthly Radio System Access Fee of \$31.50 per radio from January 1 through December 31, 2017.

2) The CCN agrees to continue its support of the strategic planning efforts currently underway with South Sound 911, Pierce County and City of Tacoma.

3) The CCN agrees to notify its public safety customers of the amount of financial support provided by South Sound 911 to offset the agencies' radio access fee charges.

2)4) \_\_\_\_\_ Term

This MOU is effective the date of the last signature and will expire December 31, 2017;

**COMBINED COMMUNICATIONS NETWORK:**

**SOUTH SOUND 911:**

\_\_\_\_\_  
Gary Robinson  
CCN Executive Board Chair

\_\_\_\_\_  
Andrew E. Neiditz  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Rod P. Kaseguma  
Legal Advisor

\_\_\_\_\_  
Peter Beckwith  
Legal Advisor