



Midpeninsula Regional
Open Space District

R-24-94
Meeting 24-20
July 24, 2024

AGENDA ITEM 3

AGENDA ITEM

Amendment to the Agreement with Santa Clara County for Communications Services

GENERAL MANAGER'S RECOMMENDATIONS

Authorize the General Manager to amend a contract with Santa Clara County to perform annual maintenance, assist with design consultation and review, install and verify a new digital simulcast radio communications system, and extend the term to June 30, 2027, in the amount of \$111,848, for a total contract amount not-to-exceed \$161,848.

SUMMARY

The Midpeninsula Regional Open Space District (District) entered into a contract with Santa Clara County (County) in 2021 for the amount of \$50,000 over five years for maintenance and repair of the District's radio system under the General Manager's authority. The General Manager recommends increasing the contract amount by \$111,848 to cover \$55,000 in increased costs for annual maintenance and \$56,848 for an expanded scope of work in support of the District's Radio System Assessment and Upgrade project, bringing the total not-to-exceed contract amount to \$161,848. The proposed amendment also would extend the contract term until June 30, 2027, and remove two additional 1-year contract extensions options.

DISCUSSION

Previous and Current Maintenance and Repair Costs

In June of 2011, the Board approved a contract with Santa Clara County Communications for the design and installation of a new radio system. At the time, the contract included a five-year maintenance and repair plan at a cost of \$25,000 per year ([R-11-57](#)). The agreement was renewed in 2016 and expired in 2021. When renewing the agreement in 2021 for the third time, staff completed a historical review of maintenance and repair costs and determined that the annual cost over the prior six years averaged \$6,500. The contract's maintenance and repair costs were reduced to an estimated \$10,000 per year. The District entered into a new agreement with the County in 2021 for 5 years for \$50,000 under the General Manager's authority. The contract is based on services provided, so any unused funds at contract expiration are retained by the District.

Since 2021, the annual maintenance and repair costs have exceeded that \$10,000 threshold. This is primarily due to the new occurrence of radio system power outages resulting from severe weather and PG&E Public Safety Power Shutoffs (PSPS). PSPSs require County technicians and

District staff to travel to downed towers to start and refill generators until power is restored. This can occur over the course of days and can be costly, especially when occurring after-hours.

In anticipation of continued or increased power outages and other unpredictable occurrences, the General Manager recommends reinstating the original annual maintenance and repair cost estimate of \$25,000 per year for the remainder of the amended term of the contract (through June 30, 2027), for a total repair and maintenance cost increase of \$55,000. Payments will be based on actual services provided each year through FY26-27 within the limit of \$25,000 per year. Any unused funds are retained by the District. This amendment would also cancel the two remaining optional one-year extensions on the contact.

Annual Maintenance Cost	Current Contract	Proposed Contract*	Increase
FY 21-22	\$10,000	\$10,000	0
FY 22-23	\$10,000	\$10,000	0
FY 23-24	\$10,000	\$10,000	0
FY 24-25	\$10,000	\$25K	\$15,000
FY 25-26	\$10,000	\$25K	\$15,000
FY 26-27	option	\$25K	\$25,000
Total	\$50,000	\$105K	\$55,000

* Payment is based on actual services provided with annual limits as shown per fiscal year; any unused funds are retained by the District.

Radio System Assessment and Upgrade Project Costs

Although the current radio system has served the District well, given its age, the equipment is beginning to reach end-of-life (EOL) and manufacturers are no longer fabricating replacement parts or providing support to ensure that the system remains functional and reliable into the future. Given these issues, the Board awarded a contract to an engineering consultant in July 2019 to assess radio system needs, deficiencies and gaps and to develop recommendations for system improvements ([R-19-92](#)). These recommendations were presented to and approved by the Board in November 2020 ([R-20-110](#)).

The current agreement with the County allows for the County to “assist DISTRICT with future Radio System design, upgrades and procurement of equipment and services compatible with other similar radio and microwave systems currently maintained and operated by the COUNTY.”

The District would like to amend the contract’s scope of work to include the County’s participation in the Radio System Assessment and Upgrade project for a total increase of \$56,848, per the County’s proposal.

The County's participation in this project is considered crucial as they will be responsible for the maintenance and repair of the new system. The County’s responsibilities would include the oversight of the District’s radio communications system implementation from staging to acceptance. County staff will also provide access to remote radio sites and provide guidance for installation best practices. In detail the County technical staff will:

1. Monitor staging of the District's new radio system and ensure the system is ready for deployment.
2. Provide access and escort the vendor to communication sites.
3. Monitor installation of the radio system and ensure that required standards are met.
4. Monitor antenna and microwave dish installations and testing of antenna systems.
5. Monitor radio system final testing, including coverage test.

In addition to the system expertise the County brings through their 13+ years of building, repairing and maintaining our current system, they also provide significant cost savings as a government agency by charging four- to five-times less than a traditional commercial vendor.

FISCAL IMPACT

There are insufficient funds in the FY25 operating budget to cover the anticipated annual maintenance and repair costs (approximately \$25,000). If approved, funds may be requested during the quarterly budget amendment process unless budget savings can be identified. Funds for future fiscal year operating budgets will be recommended as part of the annual Budget and Action Plan process.

The FY25 budget includes \$2.3 million for the 65407 Radio System Assessment and Upgrade project. There are sufficient funds in the project budget to cover the anticipated cost of the design consultation/review and the installation and verification of an upgraded digital simulcast radio communications system (approximately \$51,848).

Radio System Assessment and Upgrade 65407	Prior Year Actuals	FY25 Adopted	FY26 Projected	FY27 Projected	Estimated Future Years	TOTAL
District Funded (Fund 40):	\$170,362	\$2,236,075	\$200,000	\$0	\$0	\$2,606,437
Total Budget:	\$170,362	\$2,236,075	\$200,000	\$0	\$0	\$2,606,437
Spent-to-Date (as of 6/25/24):	(\$170,362)	\$0	\$0	\$0	\$0	(\$170,362)
Encumbrances:	\$0	\$0	\$0	\$0	\$0	\$0
County Contract:	\$0	(\$51,848)	(\$5,000)	\$0	\$0	(\$56,848)
Budget Remaining (Proposed):	\$0	\$2,184,227	\$195,000	\$0	\$0	\$2,379,227

Contract expenditures to date have been operational in nature and thus expensed using the Fund 10 General Fund.

The recommended actions are not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

- **June 8, 2011:** The original agreement with the County of Santa Clara was approved by the Board ([R-11-57, minutes](#)).
- **July 10, 2019:** The Board awarded a contract to FTE to assess radio system needs and deficiencies/gaps and develop recommendations for system improvements ([R-19-92, minutes](#)).
- **November 18, 2020:** The Board approved the General Manager's recommendations to upgrade the radio system ([R-20-110, minutes](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

If approved by the Board, the General Manager will execute an amendment to the Santa Clara County contract to perform annual maintenance, provide access to radio sites, and provide monitoring of staging, installations, and final system testing for the new radio communications system.

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