



December 18, 2015

Mr. Richard Avery  
Palm Beach County  
Facilities Development and Operations Department  
Capital Improvements Division  
2633 Vista Parkway  
West Palm Beach, Florida 33411

RE: Proposal for Project 14212 – Public Safety Radio System - P25 Upgrade Project - Implementation Support for the City of Delray Beach

Dear Mr. Avery:

Based upon your request, Omnicom Consulting Group, Inc. (OCG) submits this proposal to Palm Beach County to provide radio communications consulting services required to support the implementation of the proposed P25 Radio System for the City of Delray Beach. The services proposed herein reflect our understanding of the requirements for consulting services related to the implementation phase of the P25 Upgrade Project.

OCG's proposed work plan is as follows:

## **Work Plan**

### **Task 1: Attend Kick-off Meeting & Participate in Customer Design Review**

The kickoff meeting will formally initiate the implementation of the new radio system. OCG will participate in the project kickoff meeting with the City's project team and Motorola's representatives.

A Customer Design Review (CDR) will be conducted by Motorola to thoroughly discuss their proposed system configuration prior to the ordering and manufacturing of equipment and software. OCG will review all vendor equipment submittals and any request for substitute in this phase of the implementation.

The CDR document identifies all required equipment, equipment locations, software, system diagrams and any customization as required by the City. OCG will review Motorola's initial draft of the CDR documents, RF site plans, and dispatch center designs, and will participate in project meetings and discussions to finalize the document.

OCG will also assist in resolving other technical issues as well including the radio system coverage design and other design problems as they may arise.

### **Task 2: Review and Approve Factory Acceptance Test Plans and Attend P25 System Staging**

The City's P25 radio system will be staged together with the County's radio system in Motorola's facility in Schaumburg. OCG will attend the P25 radio system staging in Schaumburg. In advance of the system

staging, OCG will review and approve the factory acceptance test plans to ensure that the test plans are complete and that all systems are factory tested in accordance with the agreed in the contract.

At the conclusion of system staging, OCG will develop a punch list of items to be completed prior to shipment of the equipment to the field. Finally, OCG will monitor the vendor's reported progress on the punch list items to ensure they are completed; however, OCG's proposal includes attending the P25 System Factory Staging once and does not include additional trips to perform any on-site inspection to physically verify completion of punch list items.

### Task 3: Inventory Received Equipment

Based on the Motorola-provided equipment list OCG will inventory the received equipment to verify its completeness.

Punch list items from factory system acceptance that can be visually inspected will be verified during the inventory process.

### Task 4: Regulatory Compliance Reviews

OCG will review Motorola's prepared documentation for Federal Aviation Administration (FAA), Federal Communications Commission (FCC), local zoning and planning filings as required. OCG will also assist the City in ensuring that Motorola meets all regulatory requirements.

### Task 5: P25 System Inspection and Field Acceptance Testing

Throughout the duration of the project, OCG will perform progress inspections of the vendor's installations at the P25 sites. In addition, at a minimum of two weeks prior to the scheduled field acceptance testing, OCG will perform inspections of the P25 system. OCG will verify that all required equipment is properly installed as defined in the CDR document and the manufacturers' specifications. OCG will develop a punch list of deficiencies that must be corrected prior to field acceptance and prior to final acceptance.

As required, OCG will re-inspect the installations prior to field acceptance testing and upon notice from Motorola that all punch list items have been completed. If the required punch item deficiencies have been completed, OCG will schedule the field inspection testing with the City and Motorola.

OCG will participate in and document the field acceptance testing in accordance with the contract documents. It is Motorola's responsibility to perform the tests and provide all necessary test equipment. The field acceptance testing process may yield additional punch list items that must be corrected prior to cutover and prior to final acceptance by the City. OCG personnel will maintain and monitor the punch list for the City. Prior to recommending final acceptance, OCG will perform the necessary inspections to verify that all items required for final system acceptance are complete and in accordance with the contract.

OCG's proposal includes an initial inspection, a re-inspection and one field acceptance testing. If after the initial inspection there are no punch list items, OCG will credit back to the City the agreed upon cost associated with the re-inspection (\$1,395).

### Task 6: P25 Coverage Verification

OCG will manage and participate in the radio coverage verification testing of the P25 radio system to ensure that the level of radio coverage specified in the City's procurement document has been delivered.

For the coverage verification testing, OCG proposes two (2) test teams and a total of 80 hours (1 field team and 1 dispatch team). The quantity of test teams and length of time can vary insofar as a combined total of 80 hours are not exceeded.

Prior to beginning the coverage test, OCG will participate in a coverage acceptance test meeting with the City and Motorola to review the logistics necessary to ensure a successful testing process. During the meeting the roles and responsibilities of the City, Motorola and OCG will be reviewed, discussed and agreed upon.

Motorola will be responsible for providing the necessary test equipment. OCG will inspect the installation and calibration of the test equipment at the beginning and conclusion of each test day. OCG will collect the official written and electronic test records at the end of each day.

At the conclusion of the testing, OCG will review the test results and make a determination if the P25 system passed the coverage verification test. OCG will develop and provide a coverage acceptance testing report to the City. In the event that the P25 system fails the coverage verification test, OCG will review the test results with the City and Motorola and participate in meetings and discussions regarding correcting the system or testing deficiencies.

#### Task 7: P25 System 30-Day Performance Period

Upon successful completion of the coverage performance test, the 30-day Performance Period will commence. OCG will monitor the system alarms and case reports from Motorola to determine if a failure of the performance testing has occurred. During the 30-day Performance Period, the City will be responsible for exercising the P25 System. OCG will participate in meetings and discussions during the Performance Period to review the alarms and case reports. Should OCG determine that the P25 system has failed the Performance Period, OCG will immediately notify the City and participate in a meeting with Motorola to discuss a stop and or restart of the Performance Period.

#### Task 8: P25 System Cutover

OCG will work with the City and Motorola to refine and finalize the cutover plan. The primary objective of the cutover plan is to assure a smooth transition to the new P25 system, minimizing service interruptions during the transition to the new system. OCG will be present during the system cutover to provide guidance and assistance as required.

OCG's proposal includes performing one P25 system cutover.

#### Task 9: Project Management

OCG will monitor Motorola's work performance on a daily basis and will review monthly project status reports reflecting the progress and any issues that have arisen during the previous month.

OCG will participate in biweekly teleconference meetings with Motorola and the City throughout the entire duration of the project.

OCG will review and respond to items such as, but not limited to, shop drawings/submittals, requests for information (RFI), review requests for changes to contract time and/or costs and payment requisitions, monitor the project schedule, and attend pre-installation meetings for critical components, as necessary. OCG will monitor Motorola's master project schedule that incorporates Motorola, City and OCG tasks. OCG will also monitor a master action item list, risk register, and risk mitigation plan. The current

project schedule, action item list, risk register, and risk mitigation plan will be reviewed as part of the monthly project status reports.

OCG will provide recommendations for problem resolution on a case-by-case basis. OCG will work with the City' team and Motorola to monitor, track, and resolve integration issues that may arise during system implementation.

As part of the Project Close-out, OCG will review all as-built documentation provided by the vendor to ensure a complete record is available to the City. OCG will work with the City to ensure that all contractual closeout documentation is completed, final payments are made, insurance and bonds are released, warranties are transferred, liens are released, and issuance of the Certificate of Final Completion.

## **PROJECT SCHEDULE**

This proposal is based on a project duration of 17 months and a P25 Radio System Final System Acceptance date of no later than 06/01/2017. OCG will begin work on the P25 radio system project upon contract execution.

## **PAYMENT SCHEDULE**

OCG will invoice the County monthly based upon percent complete.

## **RATE SCHEDULE**

OCG's standard rates are shown in the table below.

<b>Billing Category</b>	<b>Rate/Hour</b>
President	\$160.00
Vice President	\$160.00
Senior Consultant	\$160.00

## **FEES**

Except where noted, all labor and expenses for the Work Plan above are proposed as firm fixed price.

Any additional trips required, in excess of the contracted amount, due to failed acceptance test by Motorola will be billed on a time and material basis for determining actual damages to be charged back to the contractor if required by the County.

The total fee for the project is \$53,990.00. See attached breakdown; summary below:

OCG	\$49,520.00
<u>JLRD, Inc.</u>	<u>\$4,470.00 (SBE Participation 8.3%)</u>
	\$53,990.00

Please call me at my office at (850) 792-4724 or my cell phone (850) 321-0334 with any questions.

Sincerely,



Kenny Chen, P.E., PMP  
Senior Consultant

Attachments: Fee Breakdown  
JLRD Rate Schedule

Fee Breakdown

<b>Date</b>	12/18/2015									
<b>Project</b>	14212 - P25 Migration Project									
<b>Client</b>	Palm Beach County - Delray Beach									
<b>Phase/Cont</b>	Implementation Phase									
TASK	DESCRIPTION	TITLE	Senior Consultant		Senior Consultant		JLRD Engineer		JLRD Clerical	
		NAME/INITIALS								
		HOURLY RATE	\$140.00		\$140.00		\$110.00		\$45.00	
		TOTAL HOURS	Field	Office	Field	Office	Field	Office	Field	Office
1*	Attend Kick-off Meeting & Participate in Detailed Design Review	14	8	6						
2*	Review and Approve Factory Acceptance Test Plans and Attend P25 System Staging	48	40	8						
3*	Inventory Received Equipment	8	8							
4	Regulatory Compliance Reviews	2		2						
5	P25 System Inspection and Field Acceptance Testing	0								
5.1	Progress Inspections at 2 RF Sites throughout the duration of the Project	20					16			4
5.2*	Pre-Field Acceptance Testing Site Inspections (2 RF sites and Dispatch Center)	12	8	4						
5.3*	Field Acceptance Testing (2 RF sites and Dispatch Center)	16	12	4						
5.4*	Punch List Items Re-inspection	8	8							
6*	P25 Coverage Verification (2 Persons for 1 week = 80 + 24 hours for CATP Review and Completion Report)	104	40	24		40				
7	P25 System 30-Day Performance Period	4		4						
8*	P25 System Cutover	12	8	4						
9	Project Management	0								
9.1	Bi-Weekly Teleconferences (OCG = 36 weeks x 1 hours per week = 36, JLRD = 5 hours by invitation)	41		36				5		
9.2	Miscellaneous PM Activities (RFIs, Document Reviews, Manage Issues and Risks, etc) (OCG = 72 weeks x .5 hours per week = 36, JLRD = 72 weeks x .25 hours per week = 18)	54		36				18		
9.3	Project Close-out	8		8						
<b>TOTALS</b>		351	132	136	0	40	16	23	0	4

Date	12/18/2015					Daily Rental			\$100.00		
Project	14212 - P25 Migration Project					Per Diem			\$175.00		
Client	Palm Beach County - Delray Beach										
Phase/Cont	Implementation Phase										
TASK	DESCRIPTION	TITLE	Senior Consultant			Senior Consultant			Senior Consultant		
		NAME/INITIALS									
		AIRFARE RATE	\$850.00								
			Trips	Rental	Per Diem	Trips	Rental	Per Diem	Trips	Rental	Per Diem
1*	Attend Kick-off Meeting & Participate in Detailed Design Review			1	1						
2*	Review and Approve Factory Acceptance Test Plans and Attend P25 System Staging		1	5	5						
3*	Inventory Received Equipment			1	1						
4	Regulatory Compliance Reviews										
5	P25 System Inspection and Field Acceptance Testing										
5.1	Progress Inspections at 2 RF Sites throughout the duration of the Project										
5.2*	Pre-Field Acceptance Testing Site Inspections (2 RF sites and Dispatch Center)			1	1						
5.3*	Field Acceptance Testing (2 RF sites and Dispatch Center)			2	2						
5.4*	Punch List Items Re-inspection			1	1						
6*	P25 Coverage Verification (2 Persons for 1 week = 80 + 24 hours for CATP Review and Completion Report)			5	5			5			
7	P25 System 30-Day Performance Period										
8*	P25 System Cutover			1	1						
9	Project Management										
9.1	Bi-Weekly Teleconferences (OCG = 36 weeks x 1 hours per week = 36, JLRD = 5 hours by invitation)										
9.2	Miscellaneous PM Activities (RFIs, Document Reviews, Manage Issues and Risks, etc) (OCG = 72 weeks x .5 hours per week = 36, JLRD = 72 weeks x .25 hours per week = 18)										
9.3	Project Close-out										
	TOTALS		1	17	17	0	0	5	0	0	0

OMNICOM CONSULTING GROUP, INC. TECHNICAL SERVICES CONTRACT 14212 - P25 Migration Project Palm Beach County - Delray Beach Implementation Phase					December 18, 2015
TASK	DESCRIPTION	HOURS	LABOR	TRAVEL	TOTAL
1*	Attend Kick-off Meeting & Participate in Detailed Design Review	14	\$ 1,960.00	\$ 275.00	\$ 2,235.00
2*	Review and Approve Factory Acceptance Test Plans and Attend P25 System Staging	48	\$ 6,720.00	\$ 2,225.00	\$ 8,945.00
3*	Inventory Received Equipment	8	\$ 1,120.00	\$ 275.00	\$ 1,395.00
4	Regulatory Compliance Reviews	2	\$ 280.00	\$ -	\$ 280.00
5	P25 System Inspection and Field Acceptance Testing		\$ -	\$ -	\$ -
5.1	Progress Inspections at 2 RF Sites throughout the duration of the Project	20	\$ 1,940.00	\$ -	\$ 1,940.00
5.2*	Pre-Field Acceptance Testing Site Inspections (2 RF sites and Dispatch Center)	12	\$ 1,680.00	\$ 275.00	\$ 1,955.00
5.3*	Field Acceptance Testing (2 RF sites and Dispatch Center)	16	\$ 2,240.00	\$ 550.00	\$ 2,790.00
5.4*	Punch List Items Re-inspection	8	\$ 1,120.00	\$ 275.00	\$ 1,395.00
6*	P25 Coverage Verification (2 Persons for 1 week = 80 + 24 hours for CATP Review and Completion Report)	104	\$ 14,560.00	\$ 2,250.00	\$ 16,810.00
7	P25 System 30-Day Performance Period	4	\$ 560.00	\$ -	\$ 560.00
8*	P25 System Cutover	12	\$ 1,680.00	\$ 275.00	\$ 1,955.00
9	Project Management		\$ -	\$ -	\$ -
9.1	Bi-Weekly Teleconferences (OCG = 36 weeks x 1 hours per week = 36, JLRD = 5 hours by invitation)	41	\$ 5,590.00	\$ -	\$ 5,590.00
9.2	Miscellaneous PM Activities (RFIs, Document Reviews, Manage Issues and Risks, etc) (OCG = 72 weeks x .5 hours per week = 36, JLRD = 72 weeks x .25 hours per week = 18)	54	\$ 7,020.00	\$ -	\$ 7,020.00
9.3	Project Close-out	8	\$ 1,120.00	\$ -	\$ 1,120.00
*ON-SITE TASKS	TOTAL	351	\$ 47,590.00	\$ 6,400.00	\$ 53,990.00