



City of La Crosse, Wisconsin

*Proposal to Provide
Communications Consulting Services*

*Detailed Design, RFP Development, Acquisition Process
Project Management/Contract Administration
plus Site Engineering*

December 10, 2012

Prepared by:

Dave Kaun



Elert & Associates
(651) 430-2772

www.elert.com

December 10, 2012

Ms. Jacky Greschner
City of La Crosse
400 La Crosse St.
La Crosse, WI 54601

Dear Jacky:

Elert & Associates is pleased to provide a proposal to provide communications professional consulting services to the City of La Crosse. We believe that we can offer services relative to your radio system detailed design, RFP development, system acquisition process, and project management services including the assistance of Edge Consulting for site engineering services. Together, we will meet the City of La Crosse's requirements to provide the technical, operational support, expertise, and experience for the successful completion of your initiative.

The proposed services include design through RFP, system acquisition and project management, engineering and contract administration utilizing the team of Elert & Associates and Edge Consulting. We believe we are well qualified and ready to support the project through commissioning and full system acceptance.

Please contact us if you have any questions or if we can be of assistance in any way.

Sincerely,



Dave Kaun, Chief Technology Officer
Elert & Associates

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SECTION I – Executive Summary

Elert & Associates (E&A) is offering to provide professional consulting services in support of the City of La Crosse's radio communications system replacement initiative as related to detailed design, RFP/acquisition process, project management, and contract administration. The City of La Crosse desires to upgrade its present public safety radio system through a competitive acquisition process, negotiation and awarding a contract to the best value vendor. The City recognized the need to have a professional consulting company oversee the process and installation while offering the following key services:

- Interact with the Radio Committee through the entire process of meeting all project goals via routine meetings that involve the committee and keep its members updated.
- Develop a detailed technical description of a potential subscriber units and radio system design to be inserted into a best value RFP that will in turn be used to acquire a replacement radio system to serve public safety communications needs.
- Develop a detailed set of specifications for bidding tower sites and site improvements at up to four sites (assuming one new and three existing sites).
- Working with the City of La Crosse Purchasing, craft a final radio system best value RFP to be advertised to potential responders and then assist in the pre-proposal conference, site visits, respond to proposer questions and evaluation of submitted proposals.
- Assist the City in the negotiation process by providing technical information to enable the City to reach a successful contract with the vendor who offers the best value proposal for the new radio system.
- Conduct the project kick-off meeting and take an active part in all construction meetings.
- Provide necessary continuing technical assistance during the project implementation process to include review of all vendor final design documents, system planning, and site work as developed.
- After award and in concert with Edge Consulting (subcontractor), provide necessary site engineering for site update at three sites and the development of one anticipated greenfield site.
- Review all Vendor submittals and drawings to insure the Vendor's design and associated products meet the requirements set forth in the RFP.
- Provide review and recommend sign-off on Vendor's detailed design prior to Owner authorization to proceed.
- Make periodic visits to sites to inspect work by Vendor and its subcontractors.
- Take part in routine Vendor project meetings onsite (and via conference calls).
- Develop periodic observation reports of work progress by Vendor.

- Take active part in Vendor's coverage testing, systems acceptance testing, commissioning, and review of detailed cutover plan.
- Witness all testing of the subsystems and final system operation.
- Review all vendor submitted final system documentation.
- Witness system operation and with Owner, accept the system.

The committee is approaching this project in a comprehensive manner and thus will need a consulting firm that offers demonstrated technical and operational expertise. The best consultants will offer technical knowledge plus a comprehensive understanding of public safety practices related to the installation of the latest trunked radio systems, wireless paging and mobile data. Beyond that, an understanding of technology-related issues, budgeting, procurement and best practices should all be applied to result in the best outcomes for the planned systems.

Due to the anticipated need for civil and structural design work to obtain bids for one new greenfield tower and equipment shelter plus validation of the ability existing towers to handle added load, E&A is offering to subcontract with Edge Consulting for this engineering support.

Elert & Associates proposes a blended team consisting of design, RFP processing, project management, and a site engineering subcontractor who will offer the needed expertise that is relevant and important to the success of your project.

Phase 2a – System Design, RFP and Acquisition Approach

Elert & Associates will expand upon the design recommendation as described in the assessment by providing additional detail, developing the RFP framework, and bidding out the work to possible vendors. This process is expected to require about 60-75 days plus a period of another 30-45 days for potential vendors to respond plus a time for evaluation and negotiation.

Phase 2b – Site Design and Specifications

After award and during the project implementation, a detailed design of the system will be expected of the selected Vendor. Once this final Vendor design is accepted and it is known what is required of the greenfield and other sites, then the site engineering company will be directed to develop a bid specifications document for the needed civil and structural work. Edge Consulting will be subcontracted for the site engineering for the three existing sites requiring a new equipment shelter plus one new greenfield site as per the design expectations. If actual Vendor design changes these requirements, then a change order will be submitted to match the needs. Bid documents will be developed for release by the City of La Crosse.

It is entirely possible that some portions of the work (such as NEPA and FAA authorization) may begin early, to ensure this effort does not hold up the construction phase of the project.

Phase 3 – Project Management/Contract Administration Approach

Elert & Associates believes a successful project is one that ...

- When completed, meets the client’s goals and objectives
- Is completed on schedule and within budget
- Communicates project progress to keep participants informed and engaged
- Engages the key project participants in the project, thus building project ownership that results in successful completion and long-term cooperation
- Avoids common pitfalls through careful planning and implementation
- Manages the unique dynamics of an organization, addressing the needs and concerns of all stakeholders, reaching out to inform and to gather input from participants to ensure that they are heard and understood
- Is open to unique and creative solutions to best meet client needs

Elert & Associates will act on behalf of the City of La Crosse to manage the project and to assist in the delivery of an updated radio system that meets the needs as outlined by the Vendor who is awarded the contract.

Technical and Operational Experience

Technical, operational, and management expertise is necessary to adequately accomplish each phase of the project. One without the other can result in gaps of understanding and missed opportunities. Our blend of technical and public safety practitioner experience within our consultant team ensures that we will look at the project strategically with a full understanding of the desired goals and objectives.

The practical, real world experience offered by consultants who have also served as administrators in public safety agencies and who have assisted and supported dozens of other public safety consortiums is very important to project success.

Tower Climb Inspections

Elert & Associates will subcontract with Edge Consulting to conduct a review of the physical site work including tower climb inspections.

SECTION II – Business Experience and Capabilities

Background Information

a. Elert & Associates’ Contact Information

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b. Firm Overview and Years in Business

Elert & Associates was established as a privately owned firm in March of 1984. In the past 28 years, we have served hundreds of government clients throughout the United States. Our 40 consultants and other staff work out of our headquarters in Stillwater, Minnesota and our multiple branch offices.

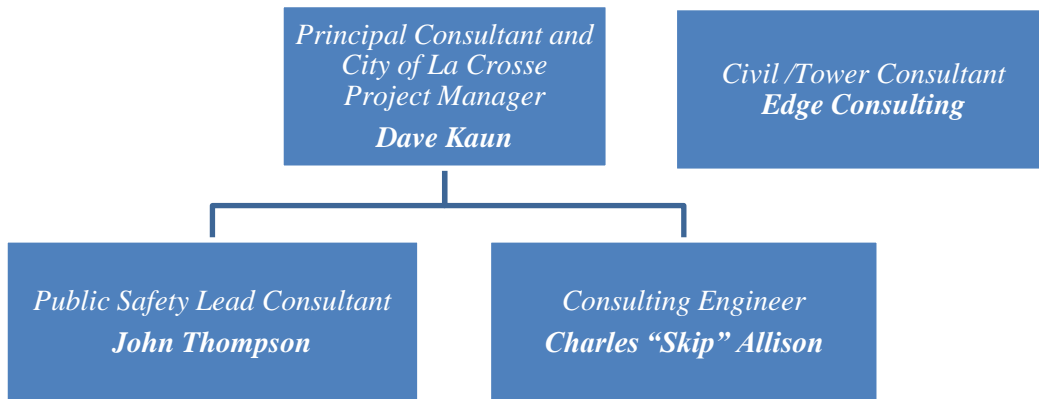
Public safety has been a focus of our organization from the beginning and has continued to grow. In the area of strategic planning for operational and staffing issues, we are fortunate to have several former public safety practitioners on staff as senior consultants. These individuals have had extensive exposure to and experience in all areas of public safety operations, agency administration, services planning, staffing, and budgeting and technology needs.

c. Management Approach

It is helpful at this point to explain the management approach that Elert & Associates follows when supporting a client who is undertaking a major technology project. E&A’s consultants have supported dozens of individual and consortium clients with a variety of complex public safety technology projects. As an indication of our knowledge and understanding of these activities, we want to share with you the criteria with which we measure a project’s success.

d. Project Team Information

The following chart illustrates the core team E&A will assign to this project.



Principal Consultant and City of La Crosse Project Manager – Dave Kaun

Dave Kaun has overall responsibility for all engineering, design, and related analysis within E&A. Dave has been with Elert & Associates for eighteen years and is currently E&A's Chief Technology Officer, a position involving ever increasing responsibility within the organization. Prior to his work at E&A, Dave spent many years in a successful career with the State of Wisconsin working in various technology management roles.

Dave has been involved with numerous multi-year technology projects involving wireless, multimedia, and networking. His careful planning and exercise of judgment on these projects has consistently resulted in successful completion on time and within budget. Dave will be responsible for managing Elert & Associates' engineering and design team assigned to this project and coordinating related activities with other E&A project staff and with client representatives. Dave has extensive experience managing the technical support for interoperability enhancement initiatives.

Public Safety Lead Consultant – John Thompson

John Thompson is a senior consultant with significant experience in public safety radio system design and implementation. He has worked previously as a systems design engineer and engineering manager with a major public safety radio system provider (EF Johnson) and Sprint. As a consulting engineer, John has supported numerous projects and dozens of counties and cities as they worked to develop short- and long-range plans for enhancing public safety radio communications and regional interoperability.

John handled most of the day to day engineering and project management and contract administration issues related to the Johnson County system and is well suited to provide the same level of direct leadership to the City of La Crosse project.

Consulting Engineer – Charles “Skip” Allison

Charles “Skip” Allison is a telecommunications engineer with experience in system new product design, project management, and field engineering. Prior to joining E&A’s public safety consulting team, Skip worked in numerous engineering roles with Motorola including supporting many projects including the design and implementation of similar systems.

Civil/Tower Consulting and Inspections – Edge Consulting

Included in the total work being offered is for a subcontract with Edge Consulting (Sauk-Prairie, WI) to develop engineered sites specifications for one new site, to review all site plans, conduct tower loading studies and to conduct follow up inspections of the related civil work, concrete testing validation, equipment shelter, generator, and tower systems. Edge will subcontract to do any necessary site coring, NEPA work, and structural analysis work for the sites.

SECTION III – Project Approach

RFP Acquisition Methodology

During this phase of the project, Elert & Associates will finalize the conceptual design assuming four sites with one being a greenfield site. The project is assumed to follow the study recommendations with an option of new radio consoles and some multiband radios. The acquisition process will then consist of RFP development and processing followed by pre-proposal meeting on site, answering vendor questions, review of proposals and recommendation for award. Assistance of a technical nature during negotiations will be provided.

RFP Development

Elert & Associates will expand upon the conceptual design and include a description in the best value RFP as it is developed. The RFP will focus on the anticipated Proposer work with all site civil and structure work to be completed with a separate contract. The conceptual design as offered in the RFP may be changed by the proposers with a different solution that better meets their system capabilities.

Acquisition Process

This technical section of the RFP will be provided to the City Purchasing Department to be added to the City's front end to be released for responses. Elert & Associates will conduct a pre-proposal meeting and site visit for potential system proposers, review and offer responses to questions, and then evaluate the received responses. A written evaluation of the received proposal will be presented.

Negotiation and Award

Once a decision has been made as to the best offering, then negotiation with the selected vendor will begin by the City representatives. During this period, E&A will assist by providing technical assistance relative to the offering and its value to the overall system.

Project Management Methodology

With the assessment, RFP, recommendation and award phases now complete, the project now moves to what is typically termed implementation and this means project management.

Project Management Advisor/Advocate

While each primary vendor will have its own project manager for their portion of the project, Elert & Associates' consultants will be the La Crosse project management advisor and advocate during the implementation phase. Our primary role will be to serve as an interface with the various vendors, ensuring compliance to contract requirements and deliverables. We will also carefully monitor progress, watching for any issues or concerns that could negatively impact schedule or budget.

Another key role will be to assist you in managing project scope creep, ensuring that only necessary and authorized project scope changes occur.

We will facilitate the scheduling and format for regular project progress updates from all key vendors. We will also provide for periodic overall project updates, working with the City of La Crosse project team to ensure that the overall project remains on track for a successful completion.

As the project deliverables are completed, we will support project final acceptance testing and contract compliance verification.

Our role as project management advisors and advocates for the radio committee will also include involvement in the operational planning that may be required in transition to any new technologies. Preparation and implementation of adequate training programs and comprehensive transition/cutover plans will be critical activities that we will help coordinate and support.

Our role as contract administrator will be to oversee the Vendor, review of change orders and to work together in a team effort for a successful outcome, while continuing to be advocates for the City of La Crosse. All vendor requested change orders will be reviewed and recommendations forwarded to appropriate City staff for approval.

Our efforts in this phase will include implementation oversight, commissioning as an observer, and system acceptance testing.

Methodologies E&A will employ for this Project

Elert & Associates follows typical industry project management protocols, based on project management methodologies as promulgated by the Project Management Institute (PMI). Key components of our methodologies include but are not limited to the following:

- ◆ Project team roles – Defining the project manager/project sponsor/functional manager/team member roles and responsibilities and understanding the impact of different organizational structures.
- ◆ Project document relationships – Relating the needs analysis, RFP, statement of work (SOW), work breakdown structure (WBS), and specifications to each other while insuring this work is completed by the vendor using methods best suited to the requirements.
- ◆ Adequate scheduling processes – Identifying activities, establishing logical relationships, estimating durations, and determining critical path activities while holding the vendor responsible for reporting of the various events in a timely manner.
- ◆ Budget and estimating – Applying sound estimating methodologies and budgeting practices.

- ◆ Focus on quality – Distinguishing and apply quality planning, assurance, and control methods.
- ◆ Risk management – Identifying potential risk factors and developing response strategies and risk control techniques.
- ◆ Communications – Adequately gathering and disseminating project information and requiring vendor to provide written updates as follow-ups to verbal meetings.
- ◆ Procurement – Supporting the procurement process; understanding and managing its impact on completing projects successfully.
- ◆ Team structures/practices – Fostering effective communications and feedback among team members, customers, suppliers, and managers.
- ◆ Scope control – Understanding the need to establish variance and change thresholds for scope, time, and cost control (controlling scope creep).
- ◆ Scope of Work Oversight – Carefully providing routine oversight of the vendor’s work from site development through coverage testing, commissioning, and cutover.

Project Communications

- ◆ E&A will take part in regularly scheduled project meetings (majority to be teleconference and on-site as needed) with the Owner and Vendor which are anticipated to be held initially every two weeks and later every week throughout the project.
- ◆ Insure notes are created and published that represent the regular scheduled meetings.
- ◆ E&A routinely uses AIA G702/G703 forms (or other selected forms) for contractors’ payment applications. E&A compares each submitted application to the Schedule of Values agreed upon at the beginning of the project to check for adherence to contract costs. If the submitted forms are incorrect (e.g., the work is not completed to the percentage claimed by the contractor or amounts do not compute), we require the contractor to resubmit. Once the applications are correct, we forward them to the Client for payment.
- ◆ Track Budget/Change Orders to insure client is made aware of pending financial issues as the project proceeds.
- ◆ E&A uses standard AIA methodology for change control and management, using the agreed upon Schedule of Values and executed contract documents as the basis. The process for managing changes for Contractor work is as follows:
 - Every proposed change would require submission of a Change Proposal outlining the scope of work to be done and costs. At this point, no work has been authorized, and the Contractor would not be permitted to order materials or provide any labor.

- If the change is initiated by the Client, the scope statement would be sent to the Contractor for pricing.
- Once pricing has been applied by the Contractor, E&A would review for appropriateness taking into account current market conditions.
- If costs are determined to be excessive, E&A would request re-pricing from the Contractor.
- Once the scope and pricing have been established, E&A would recommend to the Client whether to approve.
- If authorized by the Client, E&A would then issue a Change Request to the Contractor, who would then be authorized to order materials and begin work.
- E&A would revise the Schedule of Values to include any additional costs or time. The revised Schedule of Values would be used when reviewing Contractors' applications for payment.
- E&A would review/inspect work authorized by Change Requests along with work that was in the original scope.

Schedule

- ◆ We (E&A) will monitor our progress against milestones in our contract with the client. We conduct periodic progress meetings via teleconference with the client to report on the status of scheduled work. Depending on the anticipated project length and phase of work, these progress meetings may be held every week, every other week, or once a month.
- ◆ We will keep the client informed throughout the project via email messages and conference calls as needed.
- ◆ For work by technology contractors, progress meetings and site inspections are our tools to determine the status of work in comparison to established milestones. The assigned E&A project manager would also provide written meeting minutes.
- ◆ Whenever possible, we attempt to remind the contractor of its deadlines ahead of time. However, when contractors fail to meet these deadlines, we will work with the client to enforce applicable penalties, which would have been clearly identified in the contractor's contract.

Project Construction Plan

a. Project Design/Development

- ◆ Share information with the Vendor relative to previously collected information in an effort to reach the best possible design outcome.
- ◆ Identify key timelines as related to the Vendor's timeline to allow necessary consultant hours to be estimated for the various phases and to offer a realistic schedule for the Owner.
- ◆ Define the roles of overall project management by the Owner's representative, E&A consultants, and the Vendor's assigned project manager.
- ◆ Conduct FAA, NEPA and SHPO reviews (Edge Consulting). This work will be completed after initial site selection and prior to finalization of the sites thus allowing selected vendor to do needed engineering followed by Edge developing tower/site engineering documents for bidding by the City. (This assumes only one new site.)
- ◆ Assist client in the development of new site which will include civil engineering drawings, acquiring test core sampling and structural analysis of existing towers for the intended load (work by Edge Consulting).
- ◆ Review the submitted technical design information as offered by the Vendor and share information as needed to create the strongest and best final design.
- ◆ Take part in design renditions of the Vendor in an attempt to reach a final design:
 - Detailed site inspections of proposed sites with Vendor to gain understanding of all related issues both known and yet to be discovered.
 - Review conceptual plan of site and detailed coverage planning with Vendor to provide a second look as directions being taken.
 - Review the planned network design, power system, grounding plan and site management scheme as developed by Vendor design team.
 - Review the frequency licensing plan of Vendor which owner will be expected to submit to FCC once engineering by Vendor has been completed.
- ◆ Edge Consulting to develop site bid specifications for the four defined sites and present to City for bidding and award. Outlined work includes one new greenfield site and three existing tower sites that may require a new equipment building with generator.
- ◆ Work with Vendor and Frequency Coordinator relative to FCC licensing for submission by client. (All fees by frequency coordinator can either be a pass through to City or can be invoiced directly to City by the coordinator.)

- ◆ Oversee the project final detailed design review and compare the expected outcome by measuring the projections against other models using E&A tools including anticipated site selection and resulting coverage performance, anticipated reliability and overall system quality of performance.
 - This will include the microwave system, voice system, plus all site support systems.
 - As the microwave and network for the interconnection of the various system components, this system will receive an extra level of review to insure it meets the outlined needs and future demands that may be placed on the interconnect.
- ◆ As base station sites are proposed and then designed, E&A will review the detailed documents created by the Vendor to provide expert feedback to Edge Consulting, Vendor and the client.
- ◆ Track the process of site development and system licensing to insure these elements are taken care of prior to ground-breaking and acceptance of final design.

b. Project Implementation

- ◆ As various portions of the detailed design are expanded into detailed technical expectations, Elert & Associates and Edge Consulting to review the submittals by the vendor for approval to proceed with work.
 - Site improvements (equipment shelters, grounding and generators)
 - Site development (shelters, generators, grounding, fencing, etc.)
 - Internal building modifications to meet radio system requirements
 - External microwave antenna mounting
 - Backup power system for each site
 - Work with City and Vendor to develop Fleet Map for system
- ◆ Accept any requests for change orders by vendors, compare against previously approved work and budget and then submit to owner for disposition.
 - Validate need for change
 - Review pricing for change
- ◆ Track project costs and maintain information flow to owners
 - Original project cost divided by individual owners
 - Update cost information relative to change orders

- ◆ Take active role in weekly project management meetings with vendor(s) and owner to track project.
 - When problems develop, take an active role in discovering a solution and offer expert option as to acceptance of the offered methods.
 - Utilize past experiences and knowledge of the latest in trunking technology to review and insure design is being implemented per proposed specifications.
 - Track issues occurring in the design and implementation to insure solutions are found and project delays are minimal.
- ◆ Conduct up to three inspection visits per site to be conducted by Elert & Associates and Edge Consulting to validate compliance with agreed upon specifications as related to civil work, RF systems, grounding and in-shelter power distribution.
 - Detailed review of site and tower work including tower climb to validate work. Arrangements made to include Edge Consulting to conduct detailed site review of shelter, generator, tower and any required landscaping.
 - Comparison of RF systems work to approved design documents with development of punch lists for Vendor after physical site work is complete.
- ◆ Review pre-punch lists to insure completeness of work by various contractors and subcontractors at this early stage.
- ◆ During construction of the base station sites including microwave, network, dispatch consoles and RF subsystems, E&A would observe the site development process and conduct periodic inspections during the various steps in the development process.
 - Observe installation of all systems, grounding, power distribution, entrance panels, and general site conditions
 - Visits would be coordinated with vendor project manager
 - Written reports with photos would be submitted to offer a record of problems
 - Identify owner of defined problems found
 - Comparison of ground level work to approved design documents with development of punch lists for Vendor after physical site work is complete.
 - Review pre-punch lists to insure completeness of work by various contractors and subcontractors at this early stage.
- ◆ Request and review the various vendor proposed acceptance test plans:
 - Radio ATP
 - Microwave ATP
 - Alarm System ATP
 - Systems Management ATP
 - Network ATP

- ◆ Request and review the various vendor proposed commission plans:
 - Radio commission plan
 - Microwave commissioning plan
 - Alarm system commissioning plan
 - Systems management commissioning plan
 - Network commissioning plan
- ◆ Request and review the various vendor developed training plans:
 - Dispatchers – Train the trainer
 - Subscriber units – Programming and operation
 - Technicians – Infrastructure system and subscriber radios

c. Final Inspection Visits and Punch Lists

- ◆ As each portion of the project is totally completed, conduct a final inspection and develop a final punch list of items found to not be in compliance for each site:
 - Physical site (shelter, tower, generator, fencing, etc.)
 - Power distribution
 - Grounding
 - Microwave system
 - Network system
 - Radio console system
 - Radio system
 - Alarm system
 - Management system
- ◆ Develop a combined punch list and agreement as to how and when these items are to be completed.
- ◆ A second review of the sites to insure all punch list items are completed to the satisfaction of the owner, the consultant and the vendor.
- ◆ At times, there may be remaining punch list items to be completed even after substantial completion the vendor will be expected to do. This will be a contract item relative to payment schedule. Another site visit may be necessary.

d. Coverage Testing and System Commissioning/Cutover

- ◆ The project concludes with coverage testing, review of testing and commissioning, and final inspection. These elements will be completed by the Vendor with oversight by the Owner, Owner's consultant, and vendor project team.
 - Coverage Testing is the responsibility of the Vendor, though it is actively observed by the consultant and owner along with test result review to insure accuracy of collected data.
 - System Commissioning is the responsibility of the Vendor with active oversight by the consultant to insure completeness and the system meets expected specifications. Four separate systems will be commissioned:
 - Back-up power system
 - Microwave and network
 - Trunked radio and associated consoles
 - Alarm system
 - Management system
 - System Cutover marks the acceptance of the systems by the owner that testing and commissioning has been completed successfully.
 - Consultant continues to review the system operation until the owner is satisfied and the system has met all requirements of the contract.
- ◆ Systematic, interactive, and documented quality control procedure provides project closeout by ensuring that the system has been installed, functionally tested, and proper documentation has been provided.
- ◆ The final step offers assurance to the Client that the system is ready for daily use and all specifications have been met.

e. Documentation Review

- ◆ Review all vendor supplied end of project documentation for completeness and accuracy.
- ◆ Notify contractor of any needed corrections and additions.
- ◆ Follow up to insure completion.

f. Project Closeout

- ◆ Once all work by the vendor has been completed, including punch list items and full documentation has been turned over to the Owner, the vendor will be expected to so state in writing to the Owner.
- ◆ Elert & Associates will be expected to review and recommend project acceptance.

Expectations of City of La Crosse

The responsibilities of City of La Crosse staff include making necessary personnel and facilities available when requested and helping to collect and validate the required information and data in support of this project. Each entity will need to name a representative/point of contact (POC) to assist the consulting team in scheduling and coordination of efforts.

The respective agencies would also need to make available documentation on existing systems, other past studies, or other information or documentation that will assist in this project. The consulting team will work closely with agency representatives and committee(s) to plan all tasks and meetings well in advance, to facilitate efficiency and expediency. Required assistance with coordination would include the following:

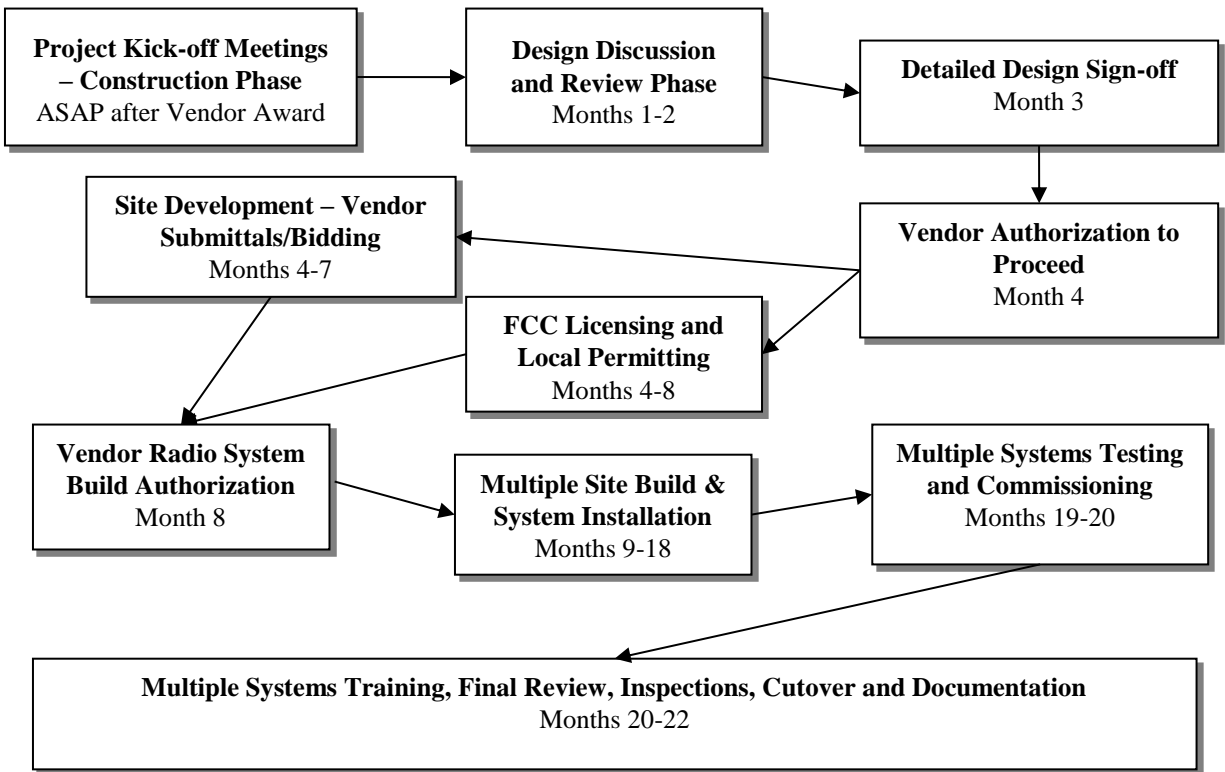
- Appoint a direct contact point person to whom Elert & Associates will be responsible.
- Radio maintenance staff would be expected to host the consultant while making trips to the various radio system sites and to make available any maintenance/trouble records.
- Make available necessary project documents, such as FCC licenses (copies), agency staffing and activity levels, frequencies, vendor names, and maintenance agreements.
- Assist our team in preparing a comprehensive stakeholder list and contact information.
- Assist our team in scheduling stakeholder interviews and site visits.
- Assist our team in scheduling site inspections.
- Assist our team in securing meeting/workshop/presentation sites that are available, whenever possible, at no cost to the project.
- Be available for mutually agreed upon project meetings (held via telephone or in person).
- Allow access to Stakeholder Communication Center(s) and other related facilities.
- Provide drawings of regional or local communication infrastructure, where available.
- Allow our team to compare our inventory and audit information with current or existing stakeholder audit and inventory information for accuracy or updating.
- Actively participate in new equipment delivery tracking.
- Assist with all of the required licensee actions as related to the application for any new FCC frequencies.
- Assist with zoning approval requirements and building construction permitting as required in the site selection and site development process.
- Assist with final system testing, specifically with coverage testing, by providing City of La Crosse staff to participate in any approved testing plan.
- Acquire necessary land via purchase lease to meet radio system requirements.
- Other appropriate activities as mutually agreed upon.

Expectations of La Crosse County

Since the new radio system for the City of La Crosse will connect to and become a closely integrated part of the La Crosse County dispatch center, a close working relationship will be required. It is possible that a radio system proposer will offer replacement radio consoles; therefore, it is important that the City and County take this option into consideration as the conceptual design and RFP are developed.

Flow Chart of Main Tasks and High Level Master Schedule

Note: The preliminary schedule noted is for illustrative purposes; the actual schedule could be compressed or extended based on availability of key project stakeholders and the scope of the final project. Elert & Associates will be involved throughout this process for a period expecting to extend multiple months (optimistic schedule).



Special Note: When new infrastructure sites require development, numerous issues such as permitting, frequency licensing, State Historical Preservation Organization, National Environmental Protection Agency, Federal Aviation Administration, local codes and other issues such as access roads, power, and land acquisition can all extend the projected build-out period.

SECTION IV – Professional Services Fees

Elert & Associates Design, RFP Development & Acquisition Process	\$ 24,500
Elert & Associates Project Management and Oversight Consulting	263,000
(Technology Consulting)	
Edge Consulting (subcontractor to E&A)	<u>82,500</u>
(Tower and Site Consulting)	
Total (not to exceed fee for professional services).....	<u>\$370,000</u>

Primary Tasks

- Project Design Development Tasks including Site Research and Analysis
- Develop RFP, Process RFP, Evaluation of Responses and Negotiation Assistance
- Oversight of Awarded Vendors and Tower/Site Implementation
- Final Inspection Visits and Punch Lists
- Oversight of Coverage Testing and System Commissioning/Cutover
- Review of Final Documentation Package provided by Vendor
- Project Closeout

◆ **Travel & Living:** The above-listed tasks involve travel and living expenses as based on the described work which has not been included in the above fees and will be invoiced as they occur.

Notes:

1. The above price estimates are based on the envisioned scope of work as described. Any changes in scope should be discussed by the Client and Elert & Associates to determine if a change order should be initiated.
2. Any required site prep work such as core drilling or road construction is not included in the above fees.
3. Work by Frequency Advisors to obtain necessary coordination is not included in the above fees.

SECTION V – Signature Page

This agreement and the schedules/attachments form an extension of the existing agreement between Elert & Associates and the City of La Crosse, WI. Any changes, additions, or modifications must be in writing and be signed by authorized representatives of both parties.

ELERT & ASSOCIATES:

Signature

Gary Elert
Printed Name

Date

President
Title

Elert & Associates
140 Third Street South
Stillwater, MN 55082

CITY OF LA CROSSE:

Signature

Printed Name

Date

Title

City of La Crosse
400 La Crosse St.
La Crosse, WI 54601