

ADCOMM Engineering LLC

Bridging The Gap Between Operations & Technology®

PROPOSAL FOR SERVICES

DATE: February 12, 2025

TO: Chief Deputy Scott Williams, Wasco County, Oregon, Sheriff's Office

FROM: Susan Ronning, P.E., PMP, ASEP, Principal, ADCOMM Engineering LLC

SUBJECT: **Wasco County CAD/MobileCAD/LERMS Implementation Services**

1. PURPOSE

Wasco County has requested that ADCOMM Engineering LLC (ADCOMM) continue to support the Wasco County Sheriff's Office, Wasco County Communications Center, The Dalles Police Department, and the Mid-Columbian Fire and Rescue public safety agencies with implementation of their critical CAD/MobileCAD/LERMS project following successful contract negotiations with the selected vendor, ProPhoenix, based on their Request for Proposal (RFP).

1.1 Background

Wasco County Communications Center (WCCC) provides dispatching services for the following agencies:

- WCSO
- The Dalles PD
- Mid-Columbia Fire and Rescue
- Mosier Volunteer Fire Department
- Dufur Volunteer Fire and Ambulance
- Wamic Fire and Ambulance
- Tygh Valley Rural Fire Protection District
- Maupin Fire and Ambulance Department
- Shaniko Fire Department
- Antelope Fire Department
- Juniper Flat Rural Fire Protection District

Wasco County is a long-time and valued ADCOMM client. ADCOMM has supported Wasco County on several critical communications projects. The most recent contract scope of work provided the following services:

- Development of LERMS requirements
- Modification of a CAD RFP to include LERMS requirements

- Procurement support for the release of the CAD RFP to include vendor selection, request for information (RFI) questions, scoring assistance, and contract negotiations to result in a signed contract with the selected vendor.

2. SCOPE OF WORK

ADCOMM will provide implementation support services for the ProPhoenix CAD/MobileCAD/LERMS system(s) to include supporting system implementation and project management oversight, and system testing, cutover and go-live, and acceptance.

2.1 Tasks

1. **Manage Project Schedule.** Integrate ProPhoenix project schedule with County-led tasks to ensure a complete understanding of the work to be performed, personnel resources, and skills needed to assist planning and performance for project implementation.
2. **Assist with Project Team Meetings.** Assist with ongoing project team meetings between County, ADCOMM, and the ProPhoenix Project Manager and ProPhoenix implementation team to ensure information is shared and decisions can be made in a timely fashion.
 - a. ADCOMM will provide follow-up notes and comments from meetings and discussions, assist with developing and managing meeting agendas and minutes.
 - b. Provide administrative support as needed, provide tracking of vendor and County roles and responsibilities to meet project timelines.
 - c. Assumes one to two remote meetings per week.
3. **Technical Oversight and Support.** Prepare data and system inputs to support County and ProPhoenix work efforts, lead design reviews on behalf of the County, assist with transition planning between the County and ProPhoenix, and assist on-site with system cutover and go-live support. ADCOMM anticipates performing the following vendor oversight functions:
 - a. Project schedule adherence
 - b. Contract requirements adherence
 - c. Testing plan development and performance
 - d. Training plan development and performance
 - e. Cutover and go-live plan development and performance
 - f. Post go-live and transition to maintenance and operations
 - g. System acceptance and documentation adherence
4. **On-Site Meetings.** A total of six mobilizations are expected to support on-site work efforts; they are assumed as:
 - a. A kick-off meeting (1 day)
 - b. A functional specifications proof demonstration (4 to 6 days)

- c. Up to three client data and operations transition planning meetings (2 to 3 days each mobilization)
- d. Cutover and go-live support (2 to 3 days)

2.2 Deliverables

1. **Monthly Status Report.** ADCOMM will supply a monthly report (export of Smartsheet® Project Status dashboard) identifying the work planned for the upcoming month and completed in the past month by the project team.
2. **Project Schedule.** ADCOMM will develop and manage a project schedule within the Smartsheet collaboration toolset.
3. **Project Documentation.** ADCOMM will collect and catalogue information and decisions within Smartsheet project management toolset to include:
 - Meeting agendas and minutes, system design, and as-built documentation
 - ProPhoenix milestone payment requests and project schedule
 - Project transmittal log, risk management log, task lists

3. TIMELINE

The work described in this letter proposal should take approximately 12 months.

3.1 Assumptions and Limitations

Optional/Additional Support. Additional support to assist with conversion or data review are optional and require Wasco County authorization and are provided at the current ADCOMM rates.

Client is responsible to provide the following:

- Provide meeting space and access to documentation and stakeholders as appropriate.
- Commitment of resources and staff to the data input required to prepare the system(s) within the project timeline.
- Allow ADCOMM access to the ProPhoenix contract and project documentation and County agencies' project documentation.
- Attend project meetings and system implementation meetings and activities.
- Have representation with decision making authority at key meetings during the project lifecycle.

4. COST

Consulting services are provided as time and material and are not to exceed \$98,500 or 500 hours for the services and deliverables as detailed herein.

TABLE 1: ADCOMM 2025-2026 RATE SCHEDULE

CATEGORY	RATE
Principal	\$225/hour
Chief Engineer	\$225/hour
Technical Specialist	\$200/hour
Senior Consultant	\$190/hour
Senior Project Manager	\$190/hour
Consultant	\$170/hour
Project Manager	\$160/hour
Site Manager	\$160/hour
Field Services Manager	\$160/hour
Technical Writer	\$120/hour
Office Manager	\$85/hour
Technical Assistant	\$80/hour
Project Coordinator	\$75/hour
Administrative Assistant	\$75/hour

4.1 Terms

- See Table 1 for a detail of ADCOMM services rate information.
- Time is billed in 15-minute increments; notes are provided for all billed time.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).
- Rate increases are subject to review every 2 years, on odd numbered years, not to exceed 3 percent each biennium.

5. AGREEMENT FOR SERVICES

If you have any questions, please contact Susan Ronning at s.ronning@adcomm911.com or 971-718-7574.

APPROVED FOR:

Wasco County



Name: Scott C. Hege, Commission Chair

APPROVED FOR:

ADCOMM Engineering LLC



Name: Ms. Susan Ronning, P.E., PMP, ASEP, Principal

March 5, 2025

Date

February 12, 2025

Date

A signed proposal constitutes agreement for services between both parties.

This proposal is valid for 90 days.

For technical questions or clarification, contact:

Susan E. Ronning, P.E., PMP

Owner and Principal Consultant

Voice/Text: 971-718-7574

Email: s.ronning@adcomm911.com

For invoice or billing questions, contact:

Sue Seefeld

Office Manager

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Voice/Text: 425-487-1361

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