

CLINTON COUNTY, IOWA

REQUEST FOR PROPOSALS

PUBLIC SAFETY RADIO SYSTEM ANALYSIS PROPOSAL

THE CLINTON COUNTY COMMUNICATIONS
COMMISSION
&
THE CLINTON COUNTY E-9-1-1 BOARD

Contact:

Eric Dau

Communications Manager
Clinton County Communications
P.O. Box 2957
241 7th Ave. North
Clinton, IA 52732
Phone: 563-242-9211 ext. 4534
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Email: ericdau@gapa911.us

Proposal Due Date: November 24, 2014

CLINTON COUNTY, IOWA

October 21, 2014

(Consultant Name)
(Consultant Address 1)
(Consultant Address 2)

Dear (Consultant Name)

The Clinton County E-9-1-1 Board in cooperation with the Clinton County Communications invites the submission of proposals for the analysis and possible implementation of a new radio system for Clinton County

The Clinton County E-9-1-1 Board seeks to develop a long range plan to replace and simultaneously modernize its existing communications system. This system will be required to support communications with law enforcement, fire and emergency medical services throughout Clinton County. It is a vital component of Clinton County's public safety efforts and therefore must be efficient, reliable and expandable.

It is the goal of the Board to develop a phased plan which will include the identification of the primary components of the communications system, the identification of the weaknesses within the existing system, a prioritization for the replacement of the weak components and a proposal for the specific components to be replaced.

A more complete description of the scope of services will be outlined in the accompanying document.

The selected consultant will contract with the Clinton County E-9-1-1 Board under the direct supervision of the Clinton County Communications Commission Technical Oversight Board.

Proposals are to be submitted by November 24, 2014. All correspondence pertaining to the proposal are to be sent to my attention at P.O. Box 2957 Clinton, IA 52732. I can also be contacted at 563-242-9211 ext. 4534 or by email at ericdau@gapa911.us.

Sincerely,

Eric Dau
Clinton County Communications Manager

CLINTON COUNTY, IA

REQUEST FOR PROPOSALS

PUBLIC SAFETY RADIO SYSTEM ANALYSIS AND DESIGN PROJECT

INTRODUCTION

The Clinton County E-9-1-1 Board (Clinton County 911) in cooperation with the Clinton County Communications Commission (Communications Commission) is seeking proposals for professional services from qualified firms, or individuals; to complete a review of the County's existing Public Safety Radio System infrastructure, perform an analysis of the existing system, and develop recommendations for the design and installation of a replacement system. The goal of this project is to have reliable radio coverage throughout Clinton County and adjoining areas where Clinton County emergency response agencies either provide coverage or provide mutual aid.

BACKGROUND

Clinton County, Iowa is located in the extreme eastern tip of the state. The terrain of the county varies from river bluffs in the eastern most portion of the county to deep valleys in the southern and western portions of the county, making communications difficult. Encompassing 710 square miles, the county has an approximate population of 49,116 people.

The Clinton County Communications Commission operates the Public Safety Access Point (PSAP) for the county. The PSAP is the primary dispatch center for all of the law enforcement, fire and emergency medical service agencies in the county, which includes 4 law enforcement agencies, 8 ambulance services, and 16 fire departments (1 full time, 1 combination, 14 volunteer).

Currently the PSAP primarily operates on 13 frequencies. The main repeaters are located at locations in Clinton, Iowa and DeWitt Iowa. There are store and forward repeaters located in Andover, Charlotte, Delmar, and Toronto all of which are located in Clinton County, Iowa.

The frequencies for the Clinton Police, Clinton Fire Department, Clinton County Jail, LEA, VLAW 31, and Point to Point are all either non-repeated or single site repeater systems. The frequencies for Clinton County OPS (which provides radio coverage for the Clinton County Sheriff's Office, the Camanche Police Department, and the DeWitt Police Department), Clinton County Fire (which provides radio coverage for all fire and ems services with the exception of the Clinton Fire Department), and EMA (which provides radio coverage for Clinton County Emergency Management, outdoor warning siren activation, and back up coverage for the other frequencies) are two non-voting repeater site systems.

SCOPE OF WORK

This will be a multi-phase project encompassing the following phases.

Phase I

- A. Evaluate and quantify the existing radio communications infrastructure.
- B. Identify the strengths of the existing system to include areas in the adjoining counties that Clinton County emergency response services either provide coverage or mutual aid to and determine what components should, or could be retained.

- C. Evaluate the weaknesses in the existing system to include areas in the adjoining counties that Clinton County emergency response services either provide coverage or mutual aid to and determine what components must be replaced.
 - 1. Provide a detailed map showing radio coverage with the current system.
- D. Provide a detailed proposal for the replacement of or modification to the communications system.
 - 1. Provide a cost analysis for any recommended improvements.
 - 2. Break improvements down into what needs to be changed immediately and what needs to be changed in 5 and 10 year increments.
 - 3. Provide an analysis of the current frequency use including but not limited to the future impact of any additional federally mandated narrow-banding, the addition of IFERN as mandated by MABAS and other recommendations for improvements and additions.
 - 4. Provide site recommendations for equipment placement.
 - 5. Provide connectivity recommendations for the proposed sites.
 - 6. Provide any additional information which may be helpful for the understanding of the existing and proposed radio system.
 - 7. Recommendation for funding options and grant resources.
 - 8. Provide an oral and written presentation of this phase to the Clinton County Communications Commission, the Clinton County E-9-1-1 Board, The Clinton County Communications Commission Technical Oversight Board, and any other parties deemed appropriate.
 - 9. Provide site visits as needed or requested. The cost of site visits is to be specified as a part of the bid package.
 - 10. Provide an estimate of the yearly maintenance costs for all of the recommendations.

Phase II

- A. The second phase is an option for Clinton County 911. This phase will focus on the development of a design for the communications system based on the proposals in Phase I:
 - 1. Detailed technical specifications ready for competitive bidding.
 - 2. Final design proposals for potential site locations and connectivity recommendations.
 - 3. Budget costing for proposed system.
 - 4. Potential phased approach for the installation including prioritization of key equipment and cost analysis of phased versus simultaneous installation.
 - 5. Documents ready for frequency coordination and licensing if required.
 - 6. Provide an oral and written presentation of this phase to the Clinton County E-9-1-1 Board, the Clinton County Communications Commission, The Clinton County Communications Commission Technical Oversight Board, and any other parties deemed appropriate.
 - 7. Provide site visits as needed or requested. The cost of site visits is to be specified as a part of the bid package.

Phase III

- A. The third phase is also an option for Clinton County 911. This phase will focus on oversight of the following:

1. Bidding process for the specified equipment
2. Competitive selection following the bidding process
3. Oversight of delivery, installation and testing of the new system.
4. Provide an oral and written presentation of this phase to the Clinton County E-9-1-1 Board, the Clinton County Communications Commission, and any other parties deemed appropriate.
5. Provide site visits as needed or requested. The cost of site visits is to be specified as a part of the bid package.

Phase IV

- A. The fourth phase is also an option for Clinton County 911. This phase will focus on follow up and implementation including the following:
1. Review of the final installation to determine if goals have been met.
 2. Review of required training of personnel.
 3. Provide a final oral and written presentation outlining all phases of the project to the Clinton County E-9-1-1 Board, the Clinton County Communications Commission and any other parties deemed appropriate.
 4. Provide site visits as needed or requested. The cost of site visits is to be specified as a part of the bid package.

PROPOSAL FORMAT

The Proposal should include the minimum information requested below in the order listed. In addition, each respondent should complete and submit with their proposal the General Information document attached to this RFP.

- A. Cover letter on company's letterhead summarizing the proposal and signed by an individual authorized to execute legal documents on behalf of the consulting firm including:
1. A summary of the qualifications of the firm to perform the services described herein, including, but not necessarily limited to:
 - a) The firm's previous experience in performing similar services for other counties and/or municipalities and 2) The firm's ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
- B. Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff and subcontractors who will be conducting the work on this assignment, including their experience and projects in which they had "hands on" responsibility and length of time with the firm.
- C. Scope of work for the project (a description of the work program including a description of deliverables and activities).
- D. Description of the extent to which Clinton County 911 staff and response agency staff will be required to provide support.

- E. Project Budget for Phase I – a description of the project budget itemized according to individual tasks. Project budget for Phase I should include:
 - 1. A project schedule for the study with activities, milestones, and deliverables;
 - 2. A project budget defined, at minimum, as follows:
 - a. By task and deliverable with a collective total.
 - b. Labor rates for all project team members.
 - c. General overhead rates.
 - d. Costs for expenses such as printing, travel, and attendance at meetings.
- F. The consultant shall present a specific “**not to exceed**” fixed fee for Phase I, including associated fees (i.e., printing costs, attendance at meetings, travel). A requested payment schedule should accompany the work schedule.
- G. The consultant shall present an estimated cost for budgeting purposes for Phase II, Phase III, and Phase IV.
- H. Proposed services to be sub-consulted, anticipated subcontractors (if any) and anticipated cost for these services.

ANY PROPOSAL NOT CONTAINING FULL AND COMPLETE RESPONSES TO THE ABOVE MINIMUM ELEMENTS WILL BE DEEMED UNRESPONSIVE TO THIS RFP. ALL LATE AND UNRESPONSIVE PROPOSALS WILL BE SET ASIDE BY THE COUNTY AND ELIMINATED FROM FURTHER CONSIDERATION. ONLY THOSE SUBMISSIONS RESPONSIVE TO THIS RFP AND SUBMITTED BY THE DEADLINE NOTED BELOW, WILL BE EVALUATED BY THE COUNTY.

INTERPRETATIONS

No oral interpretations made to any bidder will be binding. Any questions or requests for interpretation must be made in writing at least seven (7) days prior to the bid opening. If required, addenda will be faxed to each known bidder who was issued a bid document. Any addenda will be placed on file and made available for review upon request.

TENTATIVE PHASE I TIMELINE

The following is a **tentative** schedule of events and timeline for Phase I:

RFP’s available for vendors	October 22, 2014
Schedule site visits for vendors	Late October to Mid November
RFP’s due	November 24, 2014
County completes analysis of submitted proposals	December 5, 2014
County - Interviews final candidate(s)	January 6, 2015
Clinton County E-9-1-1 Board awards Phase I contract	January 14, 2015
Phase I begins	February 1, 2015
Complete Phase I project work	To Be Decided at a Later Date
Presentation of draft report to Committee	To Be Decided at a Later Date
Presentation of final report to Clinton County E-9-1-1 Board	

SELECTION CRITERIA

Generally, proposals will be evaluated based on the following criteria:

- A. Thoroughness and understanding of the tasks to be completed.
- B. Background and experience in public safety radio systems.
- C. Staff expertise and overall experience of personnel assigned to the work.
- D. Time required to accomplish, the requested services.
- E. Responsiveness to requirements of the project.
- F. Recent public sector experience, preferably in a county or municipal setting.
- G. Cost

The selection committee will be the Clinton County Radio Workgroup consisting of representatives of Clinton County Communications, the Clinton County Sheriff's Office, Clinton County Emergency Management, the Clinton Fire Department, the DeWitt Fire Department, the Grand Mound Fire Department, and the Lost Nation Fire Department.

The proposals will be scored in the following manner:

-The responsiveness of the proposal to criterion A will be scored on a 0-10 scale and then multiplied by a weight of 20 to obtain a weighted score with the maximum possible points awarded being 200.

-The responsiveness of the proposal to criterion B will be scored on a 0-10 scale and then multiplied by a weight of 20 to obtain a weighted score with the maximum possible points awarded being 200.

-The responsiveness of the proposal to the combined criteria of C and F will be scored on a 0-10 scale and then multiplied by a weight of 20 to obtain a weighted score with the maximum possible points awarded being 200.

-The responsiveness of the proposal to the combined criteria of D and E will be scored on a 0-10 scale and then multiplied by a weight of 20 to obtain a weighted score with the maximum possible points awarded being 200.

-The responsiveness of the proposal to criterion G will be scored on a 0-10 scale and then multiplied by a weight of 20 to obtain a weighted score with the maximum possible points awarded being 200.

The six highest scoring proposals will move on to interview portion of the selection process.

The Clinton County Radio Workgroup will also serve as the project management team for this project.

The successful consultant will be required to enter into a Professional Service Agreement with the Clinton County 911 Board.

CONTRACT AGREEMENT

The Clinton County 911 Board wishes to negotiate a fixed price contract for Phase I of the project, with a “not to exceed” dollar total amount based on a clearly defined scope of work. It should be noted that the selected consultant(s) shall be required to carry both Worker’s Compensation and General Liability Insurance. Selected prospective consultant shall be required to participate in negotiations with the Clinton County 911 Board and execute a contract for professional services.

DISCRETION AND LIABILITY WAIVER

Clinton County 911 reserves the right to exercise discretion and apply its judgment with respect to any proposals submitted.

Clinton County 911 reserves the right to reject all proposals, either in part or in its entirety, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Clinton County 911.

Clinton County 911 reserves the right to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for the County to analyze the proposals pursuant to the consultant selection criteria contained herein.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although, it is the Clinton County 911’s intent to choose only a small number of the most qualified consulting teams to interview with the Clinton County 911, Clinton County 911 reserves the right to choose any number of qualified finalists.

This RFP does not commit Clinton County 911 to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure, or contract for work.

All proposals submitted in response to this RFP become the property of Clinton County 911 and public records and, as such, may be subject to public review.

Clinton County 911 reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If Clinton County 911 cancels or revises the RFP, all proposers will be notified by fax and/or e-mail.

Clinton County 911 reserves the right to request and conduct, from one or more of the consulting firms submitting proposals, a back ground and reference check. Clinton County 911 also reserves the right, prior to signing any agreements, to request and conduct background and reference checks on individuals who are or will be assigned, by the selected consulting firm, to conduct work on this project.

DIRECTIONS FOR DELIVERY OF THE PROPOSAL

Proposals shall be clearly identified as: “Public Safety Radio System Proposal”.

One (1) original paper version, seven (7) paper copies, and one (1) electronic copy in either PDF or Microsoft Word Format on either a CD or flash drive of the proposal must be submitted in a sealed envelope or package marked "Public Safety Radio System Proposal".

Proposals must be received at the Clinton County Auditor's Office 1900 North 3rd Street, Clinton, Iowa, 52732 no later than 4:00 p.m. (local time) on Monday, November 24, 2014.

Proposals received after the above time and date will be rejected and returned to the vendor unopened.

It is the responsibility of the vendor to insure that proposals are received in the appropriate place and the designated time.

Proposals will be publicly opened at 4:30 p.m. (local time) on Monday November 24, 2014, in the Sheriff's Conference Room located at the Clinton County Sheriff's Office 241 7th Ave. North, Clinton, Iowa 52732.

CONTACTS

All questions regarding this proposal must be in writing (email, letter, or fax) and directed to:

Eric Dau
Communications Manager
P.O. Box 2957
241 7th Ave. North
Clinton, IA 52732
Phone: 563-242-9211 ext. 4534 Fax:563-242-5869
Email: ericdau@gapa911.us

Any questions received later than **November 17, 2014**; cannot and will not be answered before the proposals are opened.

Any expenses for proposal development are entirely the responsibility of the vendor and will not be reimbursed in any manner

RFP ATTACHMENT

GENERAL INFORMATION

To be submitted with Respondent's Proposal

- 1. Respondent Information:** Provide the following information regarding the Respondent.
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any:

 Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each: _____

Provide address of office from which this project would be managed: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____ Annual Revenue: \$ _____

Total Number of Employees: _____ Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with: _____

List Related Companies: _____

2. **Contact Information:** List the one person who Clinton County 911 may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email:

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

4. Is Respondent authorized and/or licensed to do business in Iowa?

Yes No If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

7. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes No If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. **Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes No

If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

- a. Has the Respondent ever failed to complete any contract awarded?

Yes No If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

- b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

- c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

RFP ATTACHMENT

REFERENCES

To be submitted with Respondent's Proposal

Using the format below, provide a list of client references. The contact person named should be familiar with the day-to-day management of the contract and **be willing to respond to questions** regarding the type, level, and quality of service provided. **In addition to detailed references listed below, please provide a list of all of your clients names, addresses, and phone numbers that you have completed work for in the past two (2) years.**

Reference No. 1:

Firm/Company Name: _____

Contact

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and type of service(s) Provided:

Reference No. 2:

Firm/Company Name: _____

Contact

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided:

Reference No. 3:

Firm/Company Name: _____

Contact

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided:

LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a simple traffic offense in the last five (5) years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for any Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with any Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

SIGNATURE PAGE

The undersigned certifies that (s)he is authorized to submit this proposal on behalf of the entity named below:

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Respondent(s) agrees to the following:

1. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
2. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits.
3. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.
4. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
5. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.