

Request for Qualifications



RFQ

Public Safety Radio/Wireless Communications Consultant

Prepared by: County of Middlesex

Office of the County Administrator

PO Box 428

877 General Puller Hwy

Saluda, Va. 23175

REQUEST FOR QUALIFICATIONS

CONSULTANT SERVICES For The Review of Proposals submitted to Middlesex County under the PPEA for a Public Safety Radio Communication System

I. PURPOSE OF REQUEST

Sealed proposals will be received at County of Middlesex 877 General Puller Hwy, Saluda, Va. 23149 until Tuesday, October 28th, 2014, at 3:00pm for consulting services related to the review of proposals submitted to the County under the Public-Private Education Facilities and Infrastructure act of 2002 (PPEA). Services will include current Public Safety Radio System evaluation, proposal review, and potential implementation assistance for a Public Safety Radio/Wireless Communication System upgrade or replacement through the PPEA process and adopted County PPEA Policy.

County of Middlesex intends to retain a qualified consultant under a contract for services to assist with review and evaluation of its existing public safety radio system and review of proposals for potential upgrade or replacement of its system. Previous experience with the PPEA procurement requirements and processes are highly desired by the County during its review of qualified candidates.

Upon selection of the qualified consultant and award of contract, services shall be delivered on an as needed basis dependent upon number of PPEA proposals received.

II. TIME

Upon evaluation and qualification of the proposals, the County will negotiate a contract with a qualified consultant to act as the owner's representative during the PPEA process, including such services as proposal evaluation and review, implementation assistance and contract negotiation on an as-needed basis.

III. INSTRUCTIONS TO PROPOSERS

- A. All proposals and/ or questions should be directed to:

Middlesex County
Attention: Matt Walker, County Administrator
PO Box 428
877 General Puller Highway
Saluda, Virginia 23149
(804)-758 -4330

- B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFQ – Radio System PPEA Proposal Review and Consulting Services". All proposals must be received in the offices of the County by Tuesday, October 28, 2014 at 3 pm. One (1) original printed proposal and ten (10) copies of the RFQ must be presented, in addition to a PDF copy on flash drive or similar device. No faxed, e-mailed or telephone proposals will be accepted in lieu of paper copy. Late proposals shall be returned unopened.

- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content.

D. **Submission Content and Guidelines**

One (1) original printed proposal and ten (10) additional copies along with one (1) electronic copy (flash drive or disk) submitted within sealed envelope.

Each proposal must include the following:

- Official registered name (Corporate, D.B.A, Partnership, etc)
- Address.
- Direct Telephone Number
- Fax Number
- Email address
- Person(s) authorized to contractually bind the organization for any proposal against this request.
- Provide a brief history of the company, including year established and describe its experience with radio communication system implementation with emphasis on public safety applications on the County / Local Government level.
- Provide detailed history of successful projects involving the review, evaluation, design and deployment of a variety of different radio systems with a variety of different manufacturers of public safety radio systems. (ie, EADs, Motorola, Harris, Tait, etc)
- Provides resume(s) of person(s) that will be assigned to this project along with their role in previous projects addressed above. Please identify all relative experience with PPEA process.
- Describe the company's approach to completing the consultant's role in review evaluation and implementation of Project submitted under the PPEA. Provide examples of projects similar to this one that your company has participated in. Include the nature of the participation.
- Provide contact information for at least four (4) of the company's clients comparable to Middlesex which have implemented a public safety radio

communication system.

- Describe the company's expertise in the following services categories: Communication needs assessment, Strategic planning, Total communication network design, Dispatch center design, Coverage and capacity analysis, Spectrum planning and interference analyses, Site planning surveys and selection, Governance and program and implementation management, Interoperability analysis, Mobile data, PPEA/RFP development, Procurement support, FCC license applications, and Independent evaluation.
- In a separate sealed envelope supplied with your submission, please provide in a clearly marked format a non binding fee estimate of Hourly Rates and cost associated with your proposal including any itemized cost and total costs as deemed necessary by your company requisite to adequately perform successful PPEA proposal reviews for Middlesex County.

*It should be recognized and understood by those seeking to submit proposals under this RFQ that the primary source of funding for consultant services will be review fees received under the Middlesex County's PPEA Policy.

- E. Any organization that is hired as a consultant for this project will be prohibited from bidding or being hired to provide the radio system/hardware/software/construction. This includes any subsidiary owned by any organization owned in part or in whole by any company wishing to bid on the radio hardware/software/construction. The successful firm will have a documented and demonstrable knowledge and history of review, evaluation, design and deployment of a variety of radio systems inclusive of a variety of manufacturers.
- F. All proposals must be complete and include the following information signed and notarized as appropriate:
- Statement of Qualifications (Attachment A)
 - Non-Collusion Affidavit Certificate (Attachment B)
 - Authorization to submit proposal (Attachment C)
 - Statement of Availability. (Attachment D)
- G. The County reserves the right to reject any and all proposals or to accept the proposal evaluated to be in the best interest of the County.

IV. Background

The Middlesex County E911 Public Safety Radio System serves all of Middlesex County, which has a year round population of 10,959 according to census data. The County Sheriff's Office, four volunteer fire departments and two volunteer rescue squads utilize the services of the system. The infrastructure of the existing system was originally purchased through a Request for Proposal distributed in May of 2000. The RFP included a countywide communication and paging system. Respondents are encouraged to make an on-site visit to review the existing radio system prior to submission of RFQ.

The infrastructure has had some improvement since its purchase. The Computer Aided Dispatch system was upgraded in 2013, the Records Management system was upgraded in 2012. The recording system was replaced in 2013. Radio communications function through a system of three towers that are currently owned by American Tower that will become Middlesex County property within ten years at the conclusion of current lease agreements.

Middlesex County has received a proposal submitted under the PPEA and is interested in exploring alternatives for upgrading and/or replacing its current public safety radio communications system, as well as providing new services/coverage to the community.

V. Selection Criteria

The consultant retained pursuant to this RFQ will act as the owner's representative assisting in the evaluation of the current system's strengths and weaknesses, reviewing proposals submitted to the county under the PPEA for replacement, advising in the potential selection of proposing firms. Depending on the availability of funds, it is anticipated the consultant will also assist the county with project implementation. The scope of work will include the review of proposals and specifications; participation in competitive negotiation meetings, responding to questions from proposers, vetting of proposers, technical, contract and award recommendations, technical management of the system implementation and other technical assistance as needed. It will also include coordinating with the current agencies, exploration of grant and funding opportunities, and possible guidance with intergovernmental agreements.

The consultant must have experience in evaluating, planning, designing and implementing Public Safety Radio systems. The consultant must have understanding of the PPEA process and requirements. The consultant must provide documentation of such experience. The consultant must have experience in the review or creation of detailed projects plans, contractual language, performance criteria and specifications related to the design and implementation of the Public Safety Radio System. The consultant must demonstrate knowledge in the latest trends and directions of public safety radio networks.

The consultant will demonstrate ability to provide an overview and analysis of the current systems (identifying strengths and weaknesses of hardware/software, overall performance, expandability, coverage, etc), review and evaluate proposals receive under the PPEA and make recommendations on such proposals for upgrade/replacement, review and vet cost estimates and options available, performance requirements and descriptions of functional requirements.

Along with these recommendations, the consultant must demonstrate ability to clearly outline the advantages and disadvantages in each of the options proposed; provide assistance in proposal evaluation, and award recommendation in 2014 or early 2015.

The consultant must demonstrate their expertise in the following technical services: P25 Standards, Proprietary technologies, CDMA,FDMA,TDMA; Diverse systems such as analog and digital, conventional and trunked, DES and AES encryption, IMBE and AMBE vocoders, mobile of the air protocols, integrated voice and data. The consultant must demonstrate their expertise and knowledge in the following: Broadband and backhaul systems, microwave, optical fiber, T-Carrier,

Wideband wireless LTE, Wi-Fi, Wimax. The consultant should demonstrate their knowledge and history of successful deployment of a variety of manufacturers of systems and equipment; EADS, Harris, Motorola, Tait and other manufactures.

VI. Evaluation Process

The County of Middlesex reserves the right to reject any and/or all proposals or to accept the proposal evaluated to be in the best interest of the County of Middlesex.

The method of award will be the highest scoring evaluated proposals. The maximum points assigned to each criteria and method of scoring shall be as listed in the following table:

Criteria	Max. Points	Method of Scoring
Experience	40	Scores for experience calculated using 40 points for most experience with PPEA Process and procedures, and firm's use of and familiarity with variety of systems and manufacturers successfully evaluated and/or deployed
Resumes of assigned personnel	20	Total experience of each key person assigned to Middlesex project will be considered with 20 points going to the company appearing to have the most applicable experience.
Approach	20	20 points will be given to the firm which presents the approach which appears to best meet the end users needs. Each subsequent proposal will be ranked in accordance.
References	20	Up to 5 points will be assigned for each favorable reference provided for comparable review, evaluation and consultant services.

The initial evaluation will be conducted with respect to all submitted material with the exception of non binding fee estimates. After an initial evaluation is completed interviews with prospective consultants may be conducted. Non-binding fee estimates will be considered for negotiation with the firm receiving the highest total ranking based upon the established criteria. If negotiations are acceptable to both parties the firm will be recommended for award to the Middlesex Board of Supervisors for final authorization to develop and execute final contract. If negotiations fail with the top ranked candidate the County may begin negotiation with next highest ranked candidate.

*It should be recognized and understood by those seeking to submit proposals under this RFQ that the primary source of funding for consultant services will be review fees received under the Middlesex County's PPEA Policy.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Expressions of interest for consulting services, shall be made by submitting a statement of qualifications, including background and experience of staff members who would be assigned to the work, summary of members who would be assigned to the work and a summary listing of similar projects conducted by the firm. The Offeror should address the following criteria:

1. Specific training, knowledge and experience relating to the evaluating, planning, designing, implementing and construction of Public Safety Radio systems.
2. Demonstrate thorough understanding and use of a variety of public safety radio systems and facilities utilizing a variety of manufacturers with emphasis on public safety radio applications on the County / Local Government level. (please give specific examples)
3. Demonstrate thorough knowledge of public safety radio communication system proposal development and/or evaluation and implementation with emphasis on public safety radio applications on the County / Local Government level. (please give specific examples)
4. Demonstrate thorough knowledge of procurement standards and regulations relating to the PPEA process including Middlesex County's adopted PPEA Policy. Ability to act as owner's representative through the PPEA process during review, evaluation and consideration of the proposed public safety radio communication system development and/or implementation.
5. Demonstrated ability to provide an overview and analysis of the current systems (identifying strengths and weaknesses of hardware/software, overall performance, expandability, etc), review and evaluate proposals receive under the PPEA and make recommendations on such proposals for upgrade/replacement, review and vet cost estimates and options available, performance requirements and descriptions of functional requirements.
6. Demonstrate thorough knowledge of all relevant federal and state codes, regulations, standards and requirements relating to the proposed services.
7. Demonstrate knowledge in the latest trends, directions and innovations in public safety radio networks.
8. Demonstrate knowledge of the following technical services; P25 Standards, Proprietary technologies, CDMA,FDMA,TDMA. Diverse systems such as analog and digital, conventional and trunked, DES and AES encryption, IMBE and AMBE vocoders, mobile of the air protocols, integrated voice and data.
9. Demonstrate knowledge of the following; Broadband and backhaul systems, microwave, optical fiber, T-Carrier, Wideband wireless LTE, Wi-Fi, Wimax.
10. Demonstrate understanding of current design, technical, construction and operation practices, methods, and materials relating to public safety radio projects and systems, including knowledge of Federal P-25 standards and ability to review proposals for and implementation of compliant systems.

Each firm submitting a proposal for items included in this RFQ shall prepare and submit the following information, signed and notarized, in addition to addressing the qualifications stated above:

1. Name of Firm or Business
2. Business Address
3. Business Phone and Fax Number
4. E-mail address
5. How many years have you been in business in Virginia and under what names
6. General character of services provided by your firm
7. Commonwealth of Virginia Sales Tax registration No., if applicable
8. Federal I.R.S. Identification Number
9. List the places of operation
10. Provide a clear statement of your experience and qualifications relevant to services proposed to be provided
11. Execute and return this Statement of Qualifications, Attachment B, Attachment C and Attachment D.

I certify that I: (check box as applicable)

- am capable of providing the consulting services as outlined in this proposal, and
- am capable of acting as owner's representative for the review and evaluation of the proposal(s) submitted to the county under the PPEA, and
- am capable of providing non-biased judgment and guidance that will lead to the selection of a proposal that is in the best interest of Middlesex County.
- staff assigned to this project will pass the requisite background checks in order to work in or around the County's E911 Dispatch and Sherriff's Office, further, no employee will be assigned to the project that has been convicted of a felony or has pending felony charges

Printed Name: _____

Title: _____

Signature: _____

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing Statement of Qualifications was acknowledged before me this _____

day of _____, 2014, by _____

My Commission expires: _____

Notary Public # _____

NON COLLUSION CERTIFICATION

The following certifications are made:

1. The bid or offer (1) is made without prior participation, understanding, agreement, or connection with any corporation, firm or person submitting a bid/offer for the same materials, supplies, equipment, or services with respect to the allocation of the business afforded by or resulting from the acceptance of the bid or proposal, (2) is in all respects fair and without collusion or fraud, and (3) is or is intended to be competitive and free from any collusion with any person, firm or corporation.
2. The offeror has not offered or received any kickback from any other offeror or Contractor, supplier, manufacturer, or subcontractor in connection with the bid/offer on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
3. The offeror is not a party to nor has he participated in nor is obligated or otherwise bound by agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning bids, prices, terms or condition upon which the contract resulting from the acceptance of his bid or proposal is to be performed.
4. The offeror understands that collusive bidding is a violation of the Virginia Governmental Frauds Act and federal Law, and can result in fines, prison sentences, and civil damage awards and agrees to abide by all conditions of this proposal.
5. The offeror or subcontractor has not and will not confer on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Printed Name: _____

Title: _____

Signature: _____

COMMONWEALTH OF VIRGINIA,

CITY/COUNTY of _____, to-wit:

The foregoing Non Collusion Certification was acknowledged before me this _____ day of _____, 2014, by _____

My Commission expires: _____

Notary Public # _____

AUTHORIZATION TO SUBMIT PROPOSAL

The undersigned submits the following proposal desiring to perform consulting services for the County of Middlesex on as needed basis.

Authorization:

Firm Name

Date

Mailing Address

Phone #

State, Zip

Fax #

By (Printed Name)

Title

Signature

Contact Name (if different from above)

Contact Phone #

STATEMENT OF AVAILABILITY - KEY PERSONNEL

Proposer's Name: _____

Understanding the Owner's concern that the personnel resources specifically represented and listed in this Proposal actually be assigned to the Project and not also be committed to other projects, the Proposer commits that if awarded the Contract, to the extent within the Proposer's control, the named Key Personnel and other individuals named in the Proposal will be available for the periods necessary to fulfill their responsibilities as understood within this proposal.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY of _____, to-wit:

The foregoing Statement of Availability was acknowledged before me this _____ day
of _____, 2014, by _____

My Commission expires: _____

Notary Public # _____