

Request for Proposal Participation Plan Development Services

The County of Martin, hereinafter the County, is accepting proposals for the provision of professional services to develop a Participation Plan, hereinafter the Plan, for the migration of public safety communications to the Allied Radio Matrix Emergency Response (ARMER) network.

Proposals may be submitted in person, by mail, common carrier, facsimile or electronic transmission not later than **12:01 p.m. CST on December 3rd, 2009**. Proposals should be labeled **“Participation Plan Development Proposal For Martin County.”**

Please submit proposals to:

Martin County Sheriff’s Office
201 Lake Avenue
Fairmont, MN 56031
Attention: Sergeant Matt Klages

Contact Information:

Telephone: 507-238-4481
Fax: 507-238-1093
Email: matt.klages@co.martin.mn.us

Questions, requests for clarification, comment or additional information regarding this Request for Proposal (RFP) should be directed to the contact listed above by fax or email not later than 12:01 p.m. CST on November 25th, 2009.

Background

Martin County has contracted with Federal Engineering, Inc. to conduct a communications assessment. The assessment has been completed. The Martin County assessment has been accepted by the county board. The county board has determined that ARMER participation is the appropriate solution to meet their on-going public safety communications needs and have passed a resolution directing the Sheriff to proceed with development of participation plans.

Both the South Central Regional Advisory Committee (SCMRAC) and the South Central Minnesota Regional Radio Board (SCMRRB) have accepted the assessments completed for the County.

Martin County has formed a county-wide User’s group to assist with Plan development and migration issues including fleet mapping and training.

This committee has met several times in conjunction with monthly RAC meetings. This committee has been charged with assisting in Plan development.

The County is actively seeking grant opportunities. They are also developing training opportunities for their respective committees to enhance their understanding of the ARMER network, their responsibilities and their opportunities. They also are currently seeking joint training to assist them in the fleet mapping and layout process.

The County believes its interests are best served by ensuring Plan development. The County desires that the Plan development process begin prior to **January 1st, 2010** with completion of the Plan and approvals prior to **April 1st, 2010**.

The County will appoint a RFP Evaluation Committee. The committee will be comprised of representatives of the County and other participants in the radio transition process. This committee will review all submitted proposals resulting from this RFP, conduct vendor interviews where appropriate, evaluate the submitted plan and vendor proposals, and make a recommendation to the County Board as to a preferred course of action.

Scope

Each proposal must contain a complete list and description of the scope of work intended to be included and of optional services available. The proposal must include a timeline and a complete description of the resources the county must make available to complete the proposed work within the defined timeline.

The actual scope of work to be performed and the timeline for completion will be determined upon selection of the preferred proposal and shall be mutually agreed to by the parties.

The County is interested in procuring the services of an independent contractor or contractors to develop a Participation Plan. This contractor will work closely with the Martin County Sheriff (or designee), the county Radio User Group, the Participation Plan Development Committee and both the South Central Minnesota Regional Advisory Committee and the South Central Minnesota Regional Radio Board. The Participation Plan Development Committee will be made up of members representing the county's Radio User Group and shall include at a minimum a member of the Sheriff's administrative staff. The Plan must meet all the requirements of the Statewide Radio Board Standards governing the submission of both full and limited participation plans. In addition, the vendor must meet all of the requirements of the SCMRRB. The assessments may require verification of data available in the current accepted communication assessment report. At a minimum the proposed scope of work should contain:

1. Technical Design Elements
 - a. Technical design for ARMER sub-system enhancements as required, including:
 - i. A Radio Frequency coverage predictions and mapping

- ii. A connectivity plan
 - iii. Tower site selection, as required
 - iv. Communication activity logging provisions
 - v. A plan for VHF/UHF interoperability as required
 - vi. Subscriber equipment detail
 - b. System capacity needs and loading
 - c. Integration and interface capability with ARMER
 - d. Compatibility with State and Regional Plans
 - e. County communication center requirements, including equipment upgrades and training needs.
- 2. Planning and Licensing
 - a. Develop county radio frequency plan
 - b. Complete required FCC license applications and assist with license application submittals through the approval process.
- 3. ARMER Participation Plan Development
 - a. Prepare a Participation Plan conforming to required State of Minnesota and local standards
 - b. Incorporate the results from technical design, planning and licensing in the completed Plan
 - c. Assist, as needed, with the development of fleet maps and layouts
 - d. Assist with development of the county's request for participation in the ARMER system
 - e. Provide required information to assess ARMER infrastructure impact, capacity and operational issues resulting from the county's participation
 - f. Provide a proposed budget for the integration of public safety agencies within the County to the ARMER public safety communication system. Compile all other required information for Plan completion and approval.
- 4. Reporting and Approvals
 - a. Provide on-going reports to the Participation Plan Development Committee (refer to above note on introducing this committee) and the County to enable effective assessment of Plan development progress
 - b. Prepare required documents to gain approval of the County Board, the South Central Regional Advisory Committee, the SCMRRB, the Minnesota Department of Transportation (MnDOT) technical review process, the Statewide Radio Board and its Operations and Technical Committee.
 - c. Represent the County in the Plan approval process to ensure successful approval of the Plan and approval for the integration of the County into the ARMER network.

In addition to the above and the requirements contained in the Statewide Radio Board and the SCMRRB standards, it is the desire of the County that the following additional factors be integrated into the Participation Plan process:

- A description of interoperability with adjacent jurisdictions, including Emmet and Kossuth counties in Iowa.

- A description of service providers from neighboring jurisdictions providing both first response and mutual aid;
- A description of primary service area response providers, both governmental and non-governmental, such as EMS service providers, transportation service providers, public works, utilities, both public and private, and other agencies and businesses integral to existing emergency response plans for member agencies;
- For entities bordering other regions, the plan should include a description of issues resulting from multi regional responses;
- For the neighboring counties that have a tribal entity within or adjacent to their borders, the plan should include description of issues resulting from interoperability with tribal response agencies;
- For those entities requiring full participation plans resulting from transition to ARMER that border entities requiring only limited participation plans due to a non-ARMER transition, the plan should address interoperability, coverage and capacity issues relative to responders from adjacent limited participation plan entities.

Fee

The proposal should provide a fixed price hourly rate and an estimated quantity of anticipated hours per defined task, plus a fee schedule for usual and customary expenses, for the completion of the proposed work for each of the counties. The hourly rate and quantity of hours quoted in the proposal may be adjusted upward or downward in accordance with the final determination of the scope of work to be performed upon mutual agreement of the parties.

The vendor may also include as an option a fixed price proposal. If the vendor proposes a fixed price sum, the individual county reserves the right to adjust the amount upward or downward in accordance with the final determination of the scope of work to be performed upon mutual agreement of the parties. The proposal should also include a standard hourly rate to be used to determine costs of additional work to be performed not provided for in the fixed sum amount. The individual county reserves the right to accept or reject portions or sections of the selected proposal as they individually deem appropriate to its needs.

The proposal should identify fee components separately.

There is the possibility that this could be a grant-funded, limited term project. The county may require a "not to exceed amount" in any final agreement for services to ensure this effort is within the spending limits provided by grant availability.

Minimum Requirements

Due to the cooperative and comprehensive nature of this effort, it is essential that the successful Participation Plan contractor have a working knowledge of the current Statewide Radio Plan, its implementation objectives and schedules, and the technology required for its operation and planning. The contractor must have demonstrated experience in Participation Plan Development, public safety communications, end user training and project management. Familiarity with interoperability planning, 700 and 800 MHz trunked radio communications systems, the Minnesota ARMER system, existing VHF and UHF communication systems and approved Participation Plans is preferred.

The successful contractor will be required to enter into a contract with the county in a form approved by the county and the SCMRRB. That contract will include a requirement that the contractor indemnify the counties and the SCMRRB against claims brought or actions filed against the participating counties and the SCMRRB or any of its partners, officers, employees or agents arising out of or relating to the contractor's work performed under the contract. Liability insurance in limits acceptable to the counties and the SCMRRB will also be required with each county and the SCMRRB named as an additional insured.

To be considered, each proposal must contain, at a minimum, the following information.

A. Letter of interest

B. Executive Summary

C. Firm's Organization

1. **Organization.** State the full name and address of your organization including the name, address, telephone number and email address of the person within your organization who has the primary responsibility for developing the proposal and to whom technical questions may be addressed. Include a web site address where appropriate.
2. **Experience.** Proposals must include a description of the contractor's overall experience in handling projects similar in character or scope to this project. The description must be inclusive of both the firm's experience and the experience of the individual(s) proposed to provide the services required under the contract.

D. Statement of Work. Each proposal must contain a clear and concise statement of work defining the work proposed to be completed.

E. Experience. Past experience in Participation Plan development, public safety communications and communications planning or emergency management. Include a description inclusive of the firm's experience and qualifications and of the individual(s) proposed to provide services under the contract.

F. References. Include at least three different references, complete with contact information, for entities for which you or your firm have performed similar work. Provide a brief description of the referenced project's scope. References relevant to projects of similar scope and nature are preferred.

- G. **Potential Conflicts.** List all potential real or perceived conflicts of interest that may exist between your firm, officers or employees of your firm, subcontractors or other vendors or any other persons engaged in the delivery of services under this contract and the parties to this contract.
- H. **Insurance.** Proof of insurance for all coverage maintained by the firm must be included. Insurance coverage and terms shall comply with the provision of Appendix “B” attached hereto.
- I. **Support.** All proposals should include a complete list of the equipment, tasks, support, facilities or other assistance required by the participating counties and the SCMRRB;
- J. **Exceptions.** Provide a complete listing of exceptions to the requirements of the Request for Proposal contained within the response. The response must contain a detailed explanation of any exceptions.
- K. **Federal Requirements.** The selected Contractor will be required to comply with all Federal requirements imposed upon the Federal funds used to fund this project and the Contractor will be required to accept full responsibility for any requirements imposed by the Contractor’s failure to comply with Federal requirements.
- L. **Fees.** Proposed fee schedule. It is the desire of the three counties that pricing be listed separately for each county. Where component tasks may be combined to reduce costs they should be identified and listed along with potential cost reductions resulting from combining tasks among the three counties.

Selection Process:

1. Proposals shall be reviewed by the Participation Plan Development Committee for completeness and contractor qualification. A list of finalists will be developed by the Committee. The preferred contractor will have a Minnesota presence and will have a comprehensive understanding of the nature of the counties and regions participating in this effort. Applicants should be available for interviews during the week of **December 10th, 2009**.
2. The Committee recommendation regarding contractor selection will be provided to the participating County Board for final selection during the week of **December 15th, 2009**. Selection and contract documents are expected to be completed on **December 15th, 2009**.

Rejection of Proposal:

The county reserves the right to reject any or all proposals, modify the requirements, terms or conditions of the request for proposal without notice and award the work based on their understanding of the best interests of the needs of the county.

The county reserves the right to cancel in part, or in its entirety, this RFP.

The County reserves the right to correct any obvious, unintentional error and/or to waive any obvious, unintentional irregularity in any proposal received.

The County's decision regarding its choice of contractor is final, and not subject to any dispute process.

Property Rights:

All proposals submitted are the property of the County and the SCMRRB.

Addendums, Modifications and Responses to Questions:

Addendums and modifications to this RFP and responses to questions, requests for clarification, comments, or additional information shall be provided by email to all firms providing email contact information.

All addendums or modifications will be provided prior to noon, **November 30th, 2009**. No addendums or modifications will be released after that date except those addendums or modifications that have the effect of withdrawing this RFP or extending or modifying the due date for responses to this RFP.

Appendix “A”

Minimum Insurance Requirements

Insurance Requirements:

Respondent further agrees that in order to protect itself as well as the county and the SCMRRB under the indemnity provisions set forth herein, it will at all times during the term of any contract or agreement keep in force the following insurance protection in the limits specified.

1. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$500,000.00 per claim and \$1,500,000.00 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount of not less than \$1,000,000.00 per claim and \$3,000,000.00 for any number of claims arising out of a single occurrence. The county and the SCMRRB will be named as an additional insured under the policy.
2. A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract of an amount of not less than \$500,000.00 per accident for property damage, \$500,000.00 for bodily injury and/or damage to any one person, and \$1,500,000.00 for total bodily injuries and/or damages arising out of a single occurrence.
3. Limits as set forth herein will automatically increase with amendments to Minnesota Statute § 466.04 and respondent will be required to maintain, as a minimum, policies with limits matching the municipal liability limits as provided for in that statute as amended.
4. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior written notice thereof to the county and the SCMRRB.
5. Worker’s Compensation Insurance as required by Minnesota State law.
6. Prior to the effective date of any contract of agreement for services resulting from responses to this RFP, the contractor shall furnish certificates of insurance to both the County and the SCMRRB.