

Request for Proposal Participation Plan Development Services

The counties of Aitkin, Cass and Crow Wing, hereinafter the Counties, are accepting proposals for the provision of professional services to develop Participation Plans, hereinafter the Plan, for the migration of public safety communications to the Allied Radio Matrix Emergency Response (ARMER) network. The counties will each be individual contracting authorities for the provision of the requested services.

Proposals may be submitted in person, by mail, common carrier, facsimile or electronic transmission not later than **12:01 p.m. CST on August 17, 2009**. Proposals should be labeled “**Participation Plan Development Proposal For <insert county name> County**”. Respondents should submit a separate proposal for each county.

Please submit proposals to:

Crow Wing County Sheriff's Office
Attention: John Bowen, Emergency Management Director
304 Laurel Street
Brainerd, MN 56401

Contact Information:
Telephone: 218-825-3445
Fax: 218-829-9459
Email: john.bowen@co.crow-wing.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 August 12, 2009.

Background

Aitkin, Cass and Crow Wing counties have contracted with Geo-Comm, Inc. to conduct communications assessments. The assessments have been completed. The Aitkin, Cass and Crow Wing county assessments have been accepted by the respective county boards. The three county boards have determined that ARMER participation is the appropriate solution to meet their on-going public safety communications needs and have authorized their County Sheriffs to proceed with development of participation plans.

Both the Northeast Regional Advisory Committee and the Northeast Minnesota Regional Radio Board (NEMRRB) have accepted the assessments completed for the Counties.

Aitkin County is currently forming a county-wide stakeholder's group to assist with Plan development and migration issues including fleet mapping and training.

Cass County has formed a stakeholder's committee that has met several times. This group includes representatives of the major public safety agencies and tribal government within the county. This committee has been charged with assisting in Plan development.

Crow Wing County has formed a stakeholder's committee that has also met several times. The group is representative of public safety service providers throughout the county. The group has been active in engaging county leaders in planning for the ARMER migration and has been charged with assisting in Plan development.

The Counties are 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 Counties have determined that certain efficiencies can result from a coordinated approach to the development of Participation Plans. They have significant concerns regarding Plan development both within their region and with adjacent counties in neighboring regions. As a result they have determined that a single vendor providing Plan development services for the Counties represents their best option for Plan development services.

The Counties believe their mutual interests are best served by ensuring concurrent Plan development. The Counties desire that the Plan development process begin prior to September 15, 2009 with completion of the Plan and approvals prior to December 16, 2009.

The Counties will appoint a Joint RFP Evaluation Committee. The committee will be comprised of representatives of the Counties. 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 respective County Boards 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 each 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 Counties are interested in procuring the services of an independent contractor or contractors to develop Participation Plans. This contractor will work closely with each County Sheriff (or designee), each County's Radio User Group, the Joint Participation

Plan Development Committee and both the Northeast Minnesota Regional Advisory Committee and the NEMRRB. The Joint Participation Plan Development Committee will be made up of members representing each county's Radio User Group and shall include at a minimum the respective county's Emergency Management Directors and a member of each Sheriff's administrative staff. (See Appendix A) 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 NEMRRB. 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 each county's request for participation in the ARMER system
 - e. Provide required information to assess ARMER infrastructure impact, capacity and operational issues resulting from each county's participation
 - f. Provide a proposed budget for the integration of public safety agencies within the Counties 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 Joint Participation Plan Development Committee (refer to above note on introducing this committee) and the Counties to enable effective assessment of Plan development progress

- b. Prepare required documents to gain approval of the respective County Boards, the Northeast Regional Advisory Committee, the NEMRRB, the Minnesota Department of Transportation (MnDOT) technical review process, the Statewide Radio Board and its Operations and Technical Committee.
- c. Represent the Counties in the Plan approval process to ensure successful approval of the Plan and approval for the integration of the Counties into the ARMER network.

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

- A description of interoperability with adjacent jurisdictions;
- 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 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

It is the desire of the counties that fee pricing be submitted for each county separately within the response to this RFP. 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 counties reserve 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 counties reserve 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 individual counties 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 each participating county in a form approved by the county and the NEMRRB. That contract will include a requirement that the contractor indemnify the counties and the NEMRRB against claims brought or actions filed against the participating counties and the NEMRRB 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 NEMRRB will also be required with each county and the NEMRRB 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

- a. **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.
- b. **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. **Statement of Objectivity.** Proposals will be accepted only from independent consultants or firms not engaged in or associated with the business of selling, servicing, renting or leasing communication equipment. Responses must contain a clear statement attesting to the independence and objectivity of the firm and of the individuals proposed to provide services and recommendations under the terms of the contract. The provisions of this section do not apply to parties of the NEMRRB responding to this Request for Proposal.
- F. **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.
- G. **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.
- H. **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.
- I. **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.
- J. **Support.** All proposals should include a complete list of the equipment, tasks, support, facilities or other assistance required by the participating counties and the NEMRRB;
- K. **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.
- L. **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.
- M. **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 Joint Participation Plan Development Committee (see Appendix A) 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 August 24, 2009.
2. The Committee recommendation regarding contractor selection will be provided to the participating County Boards for final selection during the week of August 31, 2009. Selection and contract documents are expected to be completed by September 9, 2009.

Rejection of Proposal:

The participating counties reserve 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 participating counties.

The participating counties reserve the right to cancel in part, or in its entirety, this RFP.

The participating counties reserve the right to correct any obvious, unintentional error and/or to waive any obvious, unintentional irregularity in any proposal received.

The participating counties 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 participating counties and the NEMRRB.

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, August 7, 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”

Joint Participation Plan Development Committee

Representing Aitkin County:

Representing Cass County:

Representing Crow Wing County:

John Bowen, Emergency Management Director
Neal Gaalswyk, Captain, Crow Wing County Sheriff’s Office
Scott Heide, PSAP Supervisor
Jim Exsted, Baxter Police Chief (or representative)
Fred Underhill, Brainerd Fire Chief (or representative)

Appendix “B”

Minimum Insurance Requirements

Insurance Requirements:

Respondent further agrees that in order to protect itself as well as the participating counties and the NEMRRB 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 participating counties and the NEMRRB 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 participating counties and the NEMRRB.
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 Counties and the NEMRRB.