



## **REQUEST FOR PROPOSALS**

## **COUNTY OF MONROE, MICHIGAN**

### **PUBLIC SAFETY WIRELESS COMMUNICATION ANALYSIS & RECOMMENDATION**

### **ENGINEERING CONSULTING SERVICES**

RFP ISSUED TO FIRMS: Monday, September 28, 2020  
PROPOSALS DUE: Friday, October 16, 2020 @ 5:00 P.M.



# MONROE COUNTY CENTRAL DISPATCH

987 S. Raisinville Rd. • Monroe Michigan 48161-2164

(734) 243-7070 • Fax (734) 241-5820

9-1-1 • Police • Fire / Rescue • EMS

September 28, 2020

## **Request for Proposals Consulting Services for Monroe County Fire Paging**

Dear Wireless Engineer/Consultant:

The County of Monroe is seeking proposals for an wireless engineering consultant/firm to evaluate and provide a side-by-side analysis between the Monroe County VHF Fire Paging System and the Michigan Public Safety Communication System (MPSCS) as it would operate with 800 MHz fire paging. Findings shall be presented to the Monroe County 911 District Authority Board including a recommendation on the solution for either enhancing the existing VHF system, implementing an 800MHz paging system or another alternative if available. The following shall be included in your analyses and become part of your work product:

- 1) Terrain. An analysis of the current topography of Monroe County shall be completed identifying potential problematic areas and how deficiencies, if any, would be overcome. This would compare and contrast operational performance of both primary alternatives, i.e., VHF and 800 MHz.
- 2) Tower sites. Review the sufficiency of the current simulcast towers and the signal coverage employing both primary alternatives and available licensed effective radiated power of the transmitters that would be employed.
- 3) Fire paging equipment. Provide an assessment of the need for immediate and future replacements. Recommend enhancements for fire paging equipment including pagers, transmitters, antennas, base stations, or any other equipment deemed necessary for optimal functionality.
- 4) Licenses. Review current VHF licensing for adequate transmission and assess the need for additional licenses. Identify any interference issues or challenges with neighboring/adjoining jurisdictions/agencies whether local or international. As part of any frequency coordination, a radio interference study would be required prior to proceeding and securing licenses and a new solution forward.
- 5) Redundancy – Provide, at minimum, two redundancy options.
- 6) Strengths/Weaknesses – Provide a side-by-side analysis identifying the pros and cons of each systems functionality, coverage, and penetration reliability including enhancements and deficiencies.



- 7) Costs– Provide an itemized review of costs required to upgrade the current VHF paging system to optimal performance or cost to transition to MPSCS 800 MHz paging. Long and short-term maintenance costs should also be included.
- 8) Schedule - Provide a timetable to implement your recommended solution including equipment availability, set-up/programming, testing and deployment.

Monroe County Central Dispatch (MCCD) is the single Public Safety Answering Point for Monroe County. MCCD staff includes 6 full-time supervisors and 16 full-time dispatchers who work 12 hour rotating shifts. In addition to law enforcement dispatching, MCCD dispatches to approximately 440 full and part time first responders over 18 separately operated fire departments. These first responders primarily utilize the Motorola Minitor series pagers to receive approximately 18,000 calls for service per year.

Monroe County currently uses the Michigan Public Safety Communications System. Monroe operates a simulcast system for land mobile radio communications and owns three (3) of the five (5) tower site configuration used in the County. The towers are linked via microwave communication. The current VHF paging system operates utilizing the simulcast system through a patch. It should be noted that while land mobile radio communications utilize all five (5) towers sites, tower site #2808 does not carry a VHF transmitter.

All firms/consultants shall provide a detailed proposal no later than Friday, October 16, 2020 at 5:00 p.m., to Michael Bosanac, Monroe County Finance Department, 125 East Second Street, 2<sup>nd</sup> floor, Monroe, Michigan 48161-2197. Your envelope must be sealed and clearly marked **“Communications Study Proposal”** so that no error in opening may occur. Alternatively, firms may submit proposals electronically by the same deadline via e-mail as a separate Microsoft Word document attachment to [michael\\_bosanac@monroemi.org](mailto:michael_bosanac@monroemi.org). Indicate in the subject matter line of the cover transmission a sealed proposal is attached. The total number of pages to be included in your proposal shall be limited to no more than 12 pages, 12 font, single spaced, single sided and 1” margins. This shall include all information requested as outlined in Section 1-Submittal Format of this request for proposals.

The County of Monroe reserves the right to reject any and all proposals, to waive any irregularities and make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,

Donna L. Kuti, Director  
Monroe County Central Dispatch  
987 S. Raisinville Rd.  
Monroe, MI 48161

### MISSION STATEMENT

“To coordinate Law-Enforcement, Fire, and EMS emergency service requests in Monroe County for the safety and protection of our citizens and public safety providers. Through our actions, we help save lives, protect property, assist the public in their time of need and proudly know that we made a difference.”

## **SECTION 1-SUBMITTAL FORMAT**

### A. General Instructions

In order to compare the competing proposals, please provide the County of Monroe with the following information in the sequence shown below. You should include only that information you consider to be essential to our understanding of your proposal and your ability to provide the services described in this solicitation. Do not provide marketing and sales information but rather concise, straightforward responses and information applicable to each section topic. Each section requiring a response must be clearly marked with a heading.

1. Management Summary. Provide, in summary form, an overview of the information contained in your proposal.
2. Your Company. Provide some background on your company. Include all the basic demographic information and also a statement regarding why your firm would like to be considered for this service. Indicate company capabilities and any unique qualities that make your company more qualified than others to perform the service(s).

Include also the name, title, address and telephone number of the contact person responsible for this proposal and who may be authorized to confirm information contained in the proposal and to bind the firm.

3. Statement of Need. Provide, in brief narrative form, a detailed statement of need relating the nature and scope of the service(s) to be provided to the County of Monroe. Include your perspective of your firm's ability to offer a practical, workable program to address this need.
4. Company Experience:
  - (a) Describe your expertise and experience in the areas of public safety communications analysis and design.
  - (b) Describe your company's prior experience in developing quality and cost effective solutions for clients. Provide a company history that includes the number of years your firm has been providing the subject services.
  - (c) Describe your organization's experience working in Michigan and specifically with the MPSCS.
5. Company Results. List five (5) current clients for whom you provide services related to the services under consideration. For each client, specify the type of

work performed, the size of the client's public safety/first responder stakeholder group and the period of time retained by the client. For each client, include the organization name, address, phone number and e-mail address of the representative whom may be contacted for reference verification.

6. Staff. Provide a brief resume of qualifications of the key personnel who would be responsible for the account. Include only the key personnel who would actively be responsible for the account and not support staff.
7. Proposed Program Schedule. Provide a brief summary outline of the steps/tasks to be undertaken as part of your service plan for the County of Monroe. The outline should include estimated dates or hours to complete and the significant events or milestones to be achieved.
8. Proposal Pricing. The County of Monroe will accept price/cost proposals to perform the requested services. Provide the estimated number of hours for the specific service with a breakdown for the major task categories and the hourly rate. If any other costs for travel, teleconferencing or other similar costs are to be charged outside of the hourly rate you must detail this cost.
9. Hourly Rate Proposal Pricing. Provide the County of Monroe with an hourly rate for services related to support of the actual solution installation, assuming the County is provided with a recommendation to procure new equipment, etc. This would include project management and coordination on behalf of the County.

## **SECTION 2 - GENERAL INFORMATION**

### **A. Receiving Office**

Sealed written proposals will be accepted until 5:00 P.M. on **Friday, October 16, 2020**. Your envelope must be sealed and clearly marked "**Communications Study Proposal**" so that no error in opening may occur. If delivered by U. S. Mail, parcel service or in person, the address is:

Monroe County Finance Office  
125 East Second Street, 2<sup>nd</sup> Floor  
Monroe, Michigan 48161-2197  
Attention: Michael Bosanac  
Administrator/Chief Financial Officer

Alternatively, consultants and firms may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [michael\\_bosanac@monroemi.org](mailto:michael_bosanac@monroemi.org). Indicate in the subject line that a sealed proposal for *Communications Study Proposal* is attached. Late proposals will be rejected and returned unopened. Proposals will be evaluated at a later time.

**B. Proposal Deadline**

The final date for submitting a proposal is **Friday, October 16, 2020 at 4:00 P.M. EST.**

**C. Return of RFP**

In the event that any Firm decides not to submit a proposal, the Firm should return the RFP to the County of Monroe office noted in Section 5, A. General Information-Receiving Office with a cover letter stating his/her disinterest prior to the closing date.

**D. Economy of Preparation**

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of each Firm's capabilities to perform the work or services requested.

**E. Time Period of Evaluation**

Selection of the Firm will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for sixty (60) days after the due date to allow for evaluation and award.

**F. Presentation**

Firms who submit proposals may be required to make presentations of their proposals. These presentations provide an opportunity for the submitter to clarify the proposals through mutual understanding.

**G. Acceptance of Proposal Contract**

The contents of the proposal of the successful Firm may become contractual obligations if acquisition action ensues. Failure of a successful bidder to accept these obligations in a purchase agreement, purchase order, contract or similar acquisition instrument may result in cancellation of the award.

**H. Contract Term**

This agreement for wage/compensation consulting services is for a fixed term mutually agreeable to the County and the selected consultant/firm for duration consistent with the Scope of Work and Deliverables. At the conclusion of the project and the final deliverable, the contract term will end. Either party may provide notice of termination of the consulting agreement by providing notice that will become contractual terms once an agreement is entered into. The contract may be amended by mutual agreement to include or delete tasks or modify the scope of work. Modifications shall be in writing along with the corresponding change in costs.

**I. Addenda and Supplements to RFP**

In the event of changes in the RFP, Firms will be notified in writing. Any questions regarding the RFP and submittal of proposals must be directed to either of the two (2) individuals listed below:

Michael Bosanac  
125 East Second Street  
Monroe, Michigan 48161  
(734)-240-7267  
[michael\\_bosanac@monroemi.org](mailto:michael_bosanac@monroemi.org)

Donna Kuti  
987 South Raisinville Road  
Monroe, Michigan 48161  
(734)-457-6702  
[donna\\_kuti@monroemi.org](mailto:donna_kuti@monroemi.org)

Any questions and the corresponding responses shall be provided to all prospective proposers so as to promote clarity and consistent direction and guidance concerning matters of mutual understanding to all interested parties concerning the RFP. Additionally, the questions and responses will be posted the County of Monroe web site under the RFP bulletin board. The County of Monroe web site is [www.co.monroe.mi.us](http://www.co.monroe.mi.us).

**J. Rejection of Proposals and Reservation of Rights**

The County reserves the right to accept or reject any or all proposals received as a result of this request. The County shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does they intend to, nor will they be obligated under any circumstance to pay for the information solicited or obtained. The County reserves and may, in their sole discretion, exercise the following rights with respect to this RFP and all proposals submitted pursuant to this RFP:

1. To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject any proposal if, in the County's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set forth in Section 2 herein or it is otherwise determined to be in the best interest of the Boards to reject the proposal.
3. To supplement, amend, substitute or otherwise modify this RFP at any time prior to the execution of a final contract.
4. Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the County determines, in its sole discretion that it is in the County's best interest to do so.
5. To reject the proposal of any proposer that, in the County's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable or is otherwise deemed to not be a responsible proposer.
6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the County's sole judgment, material to the proposal.

7. To permit or reject, at the County's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the proposers following proposal submission.
8. To request that one or more of the proposers modify their proposals or provide additional information.
9. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer.
10. To require that proposers appear for interviews and/or presentations of their proposals at offices of the County if so requested.
11. To require references from proposers' previous clients on contracts similar in type and scope to the services sought in this RFP.
12. To conduct such investigations as the County considers appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal as part of a due diligence task to ensure the best proposal is accepted.

**K. News Release**

News releases pertaining to this RFP or the services to be provided to which it relates shall not be made without the prior approval of the County.

**L. Proprietary Information**

With the exception of items or information specifically marked as proprietary by the offeror, after the closing date and evaluation process, all proposals submitted become a part of the County's records and as such available for public review.

**M. Insurance**

1. Certificates of Insurance for liability insurance coverage and workers' compensation acceptable to the County shall be filed prior to commencement of the services. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least fifteen (15) days prior written notice has been given to the County.
2. The Firm agrees that its insurance carriers waive subrogation against the County, its agents or employees with respect to any loss covered by the Firm's insurance.

**N. Law, Rules and Regulation**

The services provided under a contract shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications.



**O. Prime Consultant Responsibilities**

The selected consultant will be required to assume full responsibility for all services offered in his proposal. Further, the County will consider the selected Firm and its lead consultant to be the sole point of contact with regard to contractual matters, service provisions, reporting, resolution of all matters including payment of any and all charges resulting from the contract.

**P. Freedom Of Information Act**

Information submitted in proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in any Firm's proposal, which is company confidential must be clearly identified in the proposal itself.

**Q. Other Items**

Nothing herein contained in this RFP shall be deemed to create an employment relationship between either of the parties hereto with the other should a professional service agreement develop. The Firm hereby understands and acknowledges that an independent contractor contract would be created from the requirements of this RFP and, accordingly, the contract is subject to termination at the will and discretion of the County, without cause.

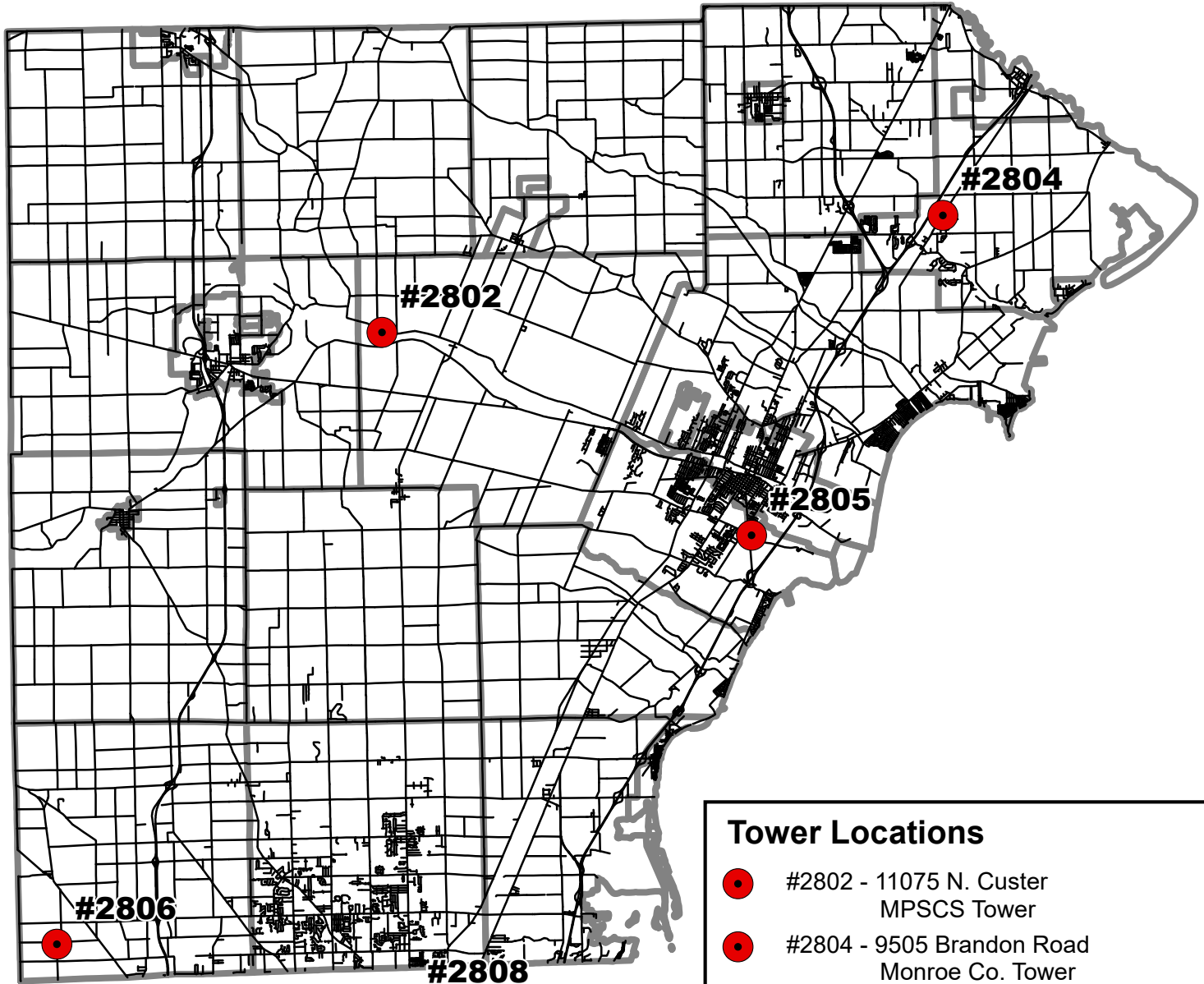
Should a service contract develop, the contract would be in the form of an independent contractor agreement. As such, any employee, agent or officer of the Firm specifically acknowledges the fact that the employees of the Firm are not employees of the County. Therefore, the Firm agrees and understands that the Firm is responsible for providing Michigan statutory worker's compensation coverage to its employees and the County shall not be responsible for any direct compensation to any employee, agent or officer of the Firm.

**R. Service Agreement Modifications**

Nothing contained in the RFP shall limit the ability of the parties to modify the services provided or the compensation or fees paid for said services. The County may at any time after commencement of the services request a modification to the services provided by either adding to the menu of services or reducing what the Firm is providing. Should modifications be made, the modifications shall be reduced to writing and the commensurate compensation and fees be memorialized by way of an amendment to the service agreement or contract.

Attachments: Tower Location Map  
VHF Licensing Summary

# Monroe County Communication Tower Locations



## Tower Locations

- #2802 - 11075 N. Custer  
MPSCS Tower
- #2804 - 9505 Brandon Road  
Monroe Co. Tower
- #2805 - 6998 E. Dunbar Road  
Prime Site - Monroe Co. Tower
- #2806 - 6765 Clark Road  
Monroe Co. Tower
- #2808 - Toledo Fire Station 18  
5221 Lewis Ave.  
Toledo, OH  
Shared site with Lucas Co.

<u>Call Sign</u>	<u>Radio Service</u>	<u>Expiration</u>	<u>Location</u>	<u>Transmitter Address</u>	<u>Freq./Path</u>	<u>Station Class</u>
KSL308	PW	2/2/2022	1 - Fixed	911 S. Raisinville Rd, Monroe	158.955	FB
			2 - Fixed	11073 N Custer Rd, Dundee	159.090	FB
			3 - Fixed	9505 Brandon Rd., Newport	159.090	FB
			4 - Fixed	7000 Dunbar, Monroe	159.090	FB
			5 - Fixed	6765 Clark Rd., Ottawa Lake	159.090	FB
			6 - Mobile	35km around loc. 2	158.955	MO
					159.090	MO
WQGF410	PW	1/3/2027	1 - Fixed	3434 Dean Rd., Lambertville	159.090	FBS
			2 - Fixed	8440 Brown St., Ottawa Lake	159.090	FBS
			3 - Fixed	4521 Syl-Petersburg, Petersburg	159.090	FBS
			4 - Fixed	9244 Whiteford Ctr., Ottaka Lk.	159.090	FBS
WQGF418	PW	1/3/2027	1 - Fixed	1677 Ready Rd., Carleton	159.090	FBS
			2 - Fixed	12725 Mill St., Carleton	159.090	FBS
			3 - Fixed	3434 Dean Rd., Lambertville	159.090	FBS
			4 - Fixed	7075 Lewis Rd., Temperance	159.090	FBS
			5 - Fixed	12226 Dixie Hwy., S. Rockwood	159.090	FBS
			6 - Fixed	8473 Swan Creek, Newport	159.090	FBS
WQGF420	PW	1/3/2027	1 - Fixed	154 Main Street, Dundee	159.090	FBS
			2 - Fixed	2048 Manhattan Rd, Erie	159.090	FBS
			3 - Fixed	12075 W. Telegraph, Erie	159.090	FBS
			4 - Fixed	7325 Lakeview Blvd., Estral Beach	159.090	FBS
			5 - Fixed	6158 Scofield Rd., Maybee	159.090	FBS
			6 - Fixed	2979 Nadeau, Monroe	159.090	FBS
WQGF421	PW	1/3/2027	1 - Fixed	3016 Lewis Rd., Ida	159.090	FBS
			2 - Fixed	Corner US25&LaPlasiance	159.090	FBS
			3 - Fixed	8755 Baldwin, Maybee	159.090	FBS
			4 - Fixed	Corner Luna Pier/Valley Wood	159.090	FBS
			5 - Fixed	75 Scott St., Monroe	159.090	FBS
WQGF422	PW	1/3/2027	1 - Fixed	14795 LaPlaisance, Monroe	159.090	FBS
			2 - Fixed	15331 S Monroe St., Monroe	159.090	FBS
WQAN979	MW		Fixed	6765 Clark Rd, Ottawa Lake		
WQBE937	MW		Fixed	9505 Brandon, Newport		
WQBE938	MW		Fixed	7000 Dunbar, Monroe		
WQBE939	MW		Fixed	11073 N Custer, Dundee		
WQMJ942	MW	8/29/1930	Air Mobile TX		6430.000	
					6438.000	
					6446.000	
					6455.000	
					6463.000	
					6471.000	
					6480.000	
					6488.000	
					6496.000	
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					6513.000	
					6521.000	