

**TWIN COUNTY REGIONAL 911 COMMISSION
353 N MAIN ST
GALAX, VA 24333**

REQUEST FOR PROPOSAL

CONSULTING SERVICES FOR STRATEGIC PLAN FOR NEW RADIO
COMMUNICATION SYSTEMS FOR THE COUNTIES OF CARROLL,
GRAYSON, THE CITY OF GALAX, THE TOWNS OF
HILLSVILLE AND INDEPENDENCE

OCTOBER 26, 2020

PROPOSALS WILL BE RECEIVED UNTIL:
3:00 P.M. ON DECEMBER 10, 2020

OBTAIN A COPY OF THE REQUEST FOR PROPOSAL AT GALAXVA.COM OR BY CALLING 276-238-2550

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I. INTRODUCTION:

A. The intent and purpose of this Request for Proposal (RFP) and resulting contract(s) is to obtain consulting services from a qualified firm to audit the current radio system(s), develop recommendations for a new regional system design taking advantage of new technologies, and provide a phased plan for procurement and implementation of the new Radio Communication Systems for the counties of Carroll and Grayson, the City of Galax. The Towns of Hillsville and Independence will require limited services as noted below. The communication systems are hereinafter referred to as "the new regional radio system" and the jurisdictions named are hereinafter referred to as the "Participating Jurisdictions".

B. This procurement is conducted by the City of Galax pursuant to Virginia Code §2.2-4304 for Cooperative Procurement.

C. The Twin County 9-1-1 Regional Commission is issuing this RFP on behalf of the Participating Jurisdictions.

II. BACKGROUND:

A. The Participating Jurisdictions cover approximately 900 square miles of mountainous terrain in an economically challenged area of southwest Virginia.

B. The Participating Jurisdictions implemented a Regional Radio system in 2009 with grant funding. After implementation, it became individual jurisdictions' responsibility to maintain equipment located within their jurisdiction. Galax and Carroll Law Enforcement have subsequently updated their equipment to digital and Nexedge solutions, respectively. Much of the Fire and Rescue equipment is aging out. Individual agencies are beginning to pursue independent solutions.

C. The Participating Jurisdictions have formed a Regional Radio Interoperability Task Force (RRITF) in order to ensure continuous regional cooperation and interoperability of public safety communication systems among multiple jurisdictions.

D. The RRITF will serve as the Selection Committee, which will select one or the firms (the "Successful Offeror") as a result of this RFP. Following negotiations with the firm selected, the Selection Committee will recommend award of a contract by City of Galax.

III. SCOPE OF SERVICES:

A. The Successful Offeror shall provide all personnel, equipment and materials to perform all services necessary to complete the project in a professional manner. The Successful Offeror shall give the best possible consultation, advice and service to the Participating Jurisdictions during the performance of the project in accordance with the highest standards in the communications consulting industry.

B. The services listed below are intended to be examples of the minimum required tasks. Offerors shall address their ability to provide each of these services in their proposal response. Offerors are also encouraged to include any additional services necessary to complete the project.

1. Project Management

a) *Develop and maintain as the overall Project Manager both regional and individual jurisdictional detailed project plans from award of this consultant contract to the presentation of the system alternatives and strategic roadmap within agreed timeframe.*

b) *Provide quality assurance on all project deliverables and recommend corrective actions.*

2. Identify Gaps and Opportunities

a) *Visit tower sites to confirm and assess assets.*

b) *Meet with key stakeholders to confirm assets and to identify operational issues, technology concerns and future expectations.*

c) *Develop propagation based on current environment.*

3. Develop Strategic Architecture
 - a) *Based on jurisdictions' financial challenges, develop one or more proposed system detailed architectures for the replacement of the current communication systems. The architecture should include tower sites, equipment architecture by tower, agency/vehicle, and field units.*
 - b) *The solution should provide a single regional solution with three separate but interoperable systems which meet the needs of the Participating Jurisdictions while maintaining the existing or enhanced levels of interoperability.*
 - c) *The solution should interface with existing Dispatch consoles, voice recording systems, and COMLINC system.*
 - d) *Provide Federal Communications Commission (FCC) licensing impacts and any risks.*
 - e) *Provide regulatory issues tied to tower site development such as environmental and historic compliance and Federal Aviation Administration (FAA) compliance.*
 - f) *Provide and develop a sustainability strategy regarding the maintenance and decommissioning of existing systems currently supported by each jurisdiction.*
 - g) *Provide comparative propagation for the proposed architecture(s).*
 - h) *Provide reasonable order of magnitude pricing by jurisdiction and phase.*

4. Document System Specifications
 - a) *Begin Initial Regulatory Process*
 - b) *Prepare Technical Specifications*
 - c) *Develop Functional Requirements*
 - d) *Develop Performance Requirements*
 - e) *Develop Preliminary Purchase Documents and Forms*

IV. GENERAL QUALIFICATIONS OF THE OFFERORS:

A. Offerors must demonstrate their firms overall specific experience and capabilities in Regional Radio Network design, planning, estimating, solicitation development, vendor selection, negotiations and award, system installation, project management, etc. on projects of similar size, scope and complexity.

A. Offerors must demonstrate their firm's ability to finish projects within specified times, within a specified budget, and with minimal change orders.

- B. Offerors must identify the proposed project team members and qualifications including but not limited to their credentials, work experience and amount of time anticipated for commitment to each locality throughout the all phases of work concurrently.
- C. Offerors must demonstrate financial stability by providing the most recent audited financial statements.
- D. Offerors must provide an overview of the firm with an organizational chart of your proposed team to include any proposed sub-consultants.
- E. Offerors must address the firm's current work load and ability to undertake a project of this size and scope.
- F. Offeror shall disclose affiliations including 'reseller' designations with radio equipment suppliers.

V. CURRENT SYSTEM DESCRIPTIONS:

- A. It is the Participating Jurisdiction's intent to maintain or improve the current level of operability and interoperability.
- B. The region's law enforcement, public safety, emergency communications and public service personnel are currently utilizing VHF technologies further detailed below:

Carroll County

Carroll County operates a VHF Analog System with one Nexedge Special Operations Channel.

Carroll County has 2 transmit/receive tower sites and 7 receive sites.

- Beamer's Knob County Tower – transmitters and receivers for fire, rescue and law; voters for rescue and law; antennas and microwave links.
- Fisher's Peak - transmitters and receivers for fire, rescue and law; antennas and microwave links.
- Ward's Knob radio station tower – receivers, antennas and microwave links
- Route 100 Water Tower - receivers, antennas and microwave links
- Laurel Fork Fire Tower - receivers, antennas and microwave links

- Indian Ridge - receivers, antennas and microwave links
- Laurel Rescue (Exist 19) - receivers, antennas and microwave links
- Pops Peak – receiver for Sheriff's and EMS; antennas and microwave links
- County Complex – receiver for Law only

Carroll County has one secondary law enforcement dispatch center located at the Sherriff's Office at 605 Pine Street Hillsville VA. The dispatch center has 3 local operator positions and utilizes a Telex dispatch console. Each law enforcement car has a mobile repeater.

Carroll County frequencies/channels:

Law – Carroll has one (1) primary frequency. and one Special Operations Channel (6.25 channel spacing ultra narrow band)

Fire – Three (3) volunteer Fire Departments with individual frequencies/channels. In addition to the primary channel, each Fire Department has a non-repeated work channel.

EMS – One (1) paid and three (3) volunteer EMS agencies using one shared frequency/channel.

There are approximately 275 portable radios, 100 mobile radios, 45 mobile repeaters, 15 control stations et al affiliated with the system.

Hillsville Town

Hillsville has one site at Hillsville Police Department.

Carroll County dispatches for Hillsville, However, Hillsville PD houses a back-up dispatch console.

Independence Town

Independence has one site at Independence Police Department.

Grayson County dispatches for Independence Police Department.

Grayson County

The System is comprised of x simulcast transmit/receive sites. Tower locations are:

- Point Look-out – Antennas/repeaters and Microwave

- Mount Rogers – Antennas/repeaters
- Rugby – York Ridge (Sheriff's Office Wired Road site) (F&R standalone) Antennas/Repeaters
- Wards Knob – Antennas/Repeaters, Microwave
- Fries (U.S. Cellular site in Old Town) – Antennas/Repeaters, Microwave
- Independence – Wolf Knob - Microwave

Grayson County has one secondary law enforcement dispatch center. The dispatch center has 2 local operator positions, and utilizes a Moducom dispatch console.

Grayson County frequencies/channels:

Law – One (1) primary analog frequency, One (1) digital channel, One (1) Low band channel

Fire & EMS – One (1) paid and three (2) volunteer EMS agencies; two (2) Fire agencies, and four (4) volunteer fire/rescue agencies using one shared frequency/channel.

There are approximately 32 portable radios, 30 mobile radios/control stations et al affiliated with the Sheriff's office system. There approximately 250 portable radios, 60 mobiles for Fire and Rescue.

Galax City

The System is comprised of 1 primary tower site. Tower locations are:

- Wards Knob - Primary– Galax Police (P-25 and Analog) repeaters, Galax Fire (2 analog repeaters – moving to Nexedge), Galax-Grayson EMS repeater, and CityWide (P-25 and Analog) repeaters, 1 multi-channel radio with Interop channels controlled by dispatch. ALL radios for Regional dispatch are also located at site with microwave control from dispatch AVTEC console
- TCRH – Galax Public Works Repeater, 1 backup radio programmed with all Galax, Carroll, Grayson channels for dispatch use connected via microwave to AVTEC dispatch console
- Galax PD – Microwave connection to Wards Knob, Galax PD, Galax Fire and Galax-Grayson EMS radios connected to Sytech Rios COMLINC system.
- Fishers Peak – Galax Fire has a receiver which is connected via UHF link to Wards Knob voter

Galax has one dispatch center and dispatches for Galax PD, Fire and Rescue for all Participating Jurisdictions.. The dispatch center has 4 local operator positions, and utilizes a AVTEC dispatch console.

Galax City frequencies/channels:

Law – One (1) P-25 digital and one (1) analog VHF frequency pair, running in Mixed Mode.

CityWide – Backup/Event channel for city agencies. One (1) P-25 digital and one (1) analog VHF frequency pair, running in Mixed Mode.

Fire – One volunteer agency utilizing a VHF repeated channel (analog but moving to Nexedge). Additional VHF analog “Work” repeated channel.

EMS – One (1) paid EMS agency using one VHF Analog repeated channel.

There are approximately 100 portable radios, 65 mobile radios/control stations et al affiliated with the system.

VI. JURISDICTIONAL RIGHTS AND RESPONSIBILITIES:

A. Each participating jurisdiction will designate an individual(s) to act as the jurisdiction’s representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the jurisdiction’s policies and decisions with respect to the contract.

B. Each jurisdiction shall provide resources and information which relates to the jurisdiction's requirements for the project to the Successful Offeror upon request and as agreed in the project plan.

VII. ANTICIPATED SCHEDULE:

The following represents a tentative outline of the process currently anticipated by the RRITF:

Request for Proposals issued	Oct 23, 2020 5:00 p.m.
Pre-proposal conference (on-line)*	Nov 5, 2020, 1:30 p.m.
Questions no later than	Nov 13, 2020 5 p.m.
Addenda issued no later than	Nov 20, 2020 5 p.m.
Receive Written Proposals	Dec 10, 2020 3 p.m.
Oral Presentation	Week of Dec 14 - 18, 2020
Negotiations	Dec 18, 2020 – Jan 8, 2020
Contract begins	No later than Feb 1, 2020
Project Deliverables Complete	No later than April 2021
Future Phases	TBD

*REGISTER FOR PRE-CONFERENCE BY CALLING 276-238-2550 OR EMAILING JYOUNG@GALAXVA.COM

VIII. PROPOSAL SUBMISSION REQUIREMENTS:

- A. Proposals must be delivered to Jolena Young, 911 Regional Coordinator c/o Twin County 9-1-1 Regional Commission at 353 N Main Street, Galax, VA or by email at jyoung@galaxva.com before the date/time specified in the Anticipated Schedule.

- B. The 911 Coordinator will not accept oral proposals, nor proposals received by telephone or FAX machine.

- C. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.

- D. A Proposal Signature Sheet must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the 911 Coordinator requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

- E. The time proposals are received shall be determined by the time on the email, or the time on the 911 Coordinator's computer upon receipt by Offeror or courier.

- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.

- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.

H. Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment A)

I. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the 911 Coordinator in writing of its intentions.

J. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.

K. Modified and withdrawn proposals may be resubmitted to the 911 Coordinator up to the time and date set for the receipt of proposals.

L. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.

M. The Participating Jurisdictions welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved. Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall make a written request which shall reach the 911 Coordinator no later than November 13, 2020. Any changes to the proposal shall be in the form of a written addendum issued by the RRITF no later than November 20, 2020. Each Offeror is responsible for determining that it has received all addenda issued by the RRITF before submitting a proposal.

N. All proposals received in the 911 Coordinator's office on time shall be accepted. All late proposals received by the 911 Coordinator shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

IX. PROPOSAL RESPONSE FORMAT:

The Offeror should include in its proposal as a minimum the following:

- A. Table of Contents - each page of proposal must be numbered
- B. Introduction
 - 1. Cover Letter on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal.
 - 2. Proposal Signature Sheet
 - 3. Proprietary/Confidential Information - Attachment A
- C. Response to Specifications - Offerors shall address each section of the Scope of Services. The Offeror shall identify any exceptions, referenced to the paragraph number, in a subsection titled "Exceptions".
- D. References - Offerors shall provide a list of at least three (3) references with which you have completed projects of similar size and scope. Local government references are preferred. Use format below for references:
 - 1. Name Company Address
 - 2. Contact Name
 - 3. Contact Telephone Number
 - 4. Contact Email Address
 - 5. Contract Award Date
 - 6. Contract Value
- E. Project approach, implementation project plan and responsibilities of jurisdictions. Offerors shall provide a narrative that describes the firm's approach for providing the required services.
- F. Pricing - For initial evaluation purposes, Offerors shall provide not to exceed pricing for this phase of the project along with fully loaded and all-inclusive hourly rates for all proposed team members. The RFP shall specify the payment schedule not to exceed 3 payments with a minimum of 10% billed following acceptance of the final deliverable.
- G. Contract Terms – Offerors should provide a draft copy of the engagement contract.
- H. Appendices - Optional. Offerors may wish to submit additional materials that will clarify their response to the RFP.

X. PROPOSAL EVALUATION/SELECTION PROCESS:

A. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The selection criteria will include:

Evaluation Criteria	Weight
Functional Requirements • Demonstrated understanding of the services to be performed. • Completeness, relevance, thoroughness, and insights displayed in response to the Request for Proposal.	30
Experience and Qualifications • Past performance and general overall completion on time of projects of similar size and scope. • Relevant experience, technical capabilities, competence and qualifications of the Offeror and personnel assigned to project • Resumes of proposed staff. • Financial Stability of Firm. • References • Team organization and amount of experience as a team.	20
Pricing – • Proposed fees for this phase and hourly rate for future projects. • Completeness of Scope	30
Quality of proposal submission/oral presentations.	20
Total	100

B. The Participating Jurisdictions' established Selection Committee will select one Offeror deemed to be fully qualified and best suited among those submitting proposals. The Selection Committee shall then conduct negotiations with the Offeror. Price shall be considered, but need not be the sole determining factor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

ATTACHMENT A

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF FIRM/OFFEROR: _____

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE #(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE