

RFP # 1807-14069

**Issue Date: December 18, 2014 Adams County Sheriffs New Tower Construction, New
or Used Shelter and Radio Equipment Movement**

REQUEST FOR PROPOSAL



TIME: 2:00PM

PROPOSAL DUE DATE: February 13, 2015

RFP TITLE: ADAMS COUNTY New Tower Construction and Equipment Transport – Site Name

CATEGORY: Public Safety Services

BUYER/SINGLE POINT OF CONTACT: John Hunt – 509-659-1122 – Office
509-660-7690 - Mobile

E-MAIL: johnh@co.adams.wa.us

Proposals must be submitted to the following address prior to the due date:

**ADAMS COUNTY SHERIFF'S OFFICE
210 West Broadway
Ritzville, Washington 99169
Atten: John Hunt – Sheriff**

**Cc: Jay Weise
ADAMS COUNTY EMERGENCY MANAGEMENT**

A map is provided at Agency's Web Page:

<http://www.co.adams.wa.us>

Adams County Sheriff's Office, 210 W Broadway, Ritzville WA, 99169
Adams County Emergency Management, 2069 W Hwy 26, Othello, WA 99344

<http://www.adamscountysheriffwashington.org>

Electronic Files Linked or Attached to RFP. This RFP document must be viewed electronically to access files, forms, provisions or other documents that are attached electronically (shown as icons) or provided via hyperlinks from the Internet in this RFP. All files, forms, provisions or other documents attached electronically or linked from the Internet are incorporated in this RFP with the same force and effect as though fully set forth in this RFP.

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Section 1.0 DEFINITION AND SUMMARY OVERVIEW

1.1.1 DEFINITIONS

For purposes of this RFP:

“BAFO” – Best and Final Offer

Days

- a) “Calendar Days” means any day appearing on the calendar, whether a weekday, weekend day, national holiday, State holiday or other day;
- b) “Days” means Calendar Days; and
- c) “Business Days” means Calendar Days, excluding Saturdays, Sundays and all State recognized holidays.

“WAC” means Washington Administrative Code

“RCW” means Revised Code of Washington

“Proposer” or “Offeror” - A firm submitting a Proposal or Offer is referred to as a Proposer in this document; after negotiations, an awarded Proposer will be designated as “Contractor”.

“RFP” means Request for Proposal.

“Scope of Work” means the general character and range of Services and supplies needed for the work’s purpose and objectives, and an overview of the performance outcomes expected by Agency.

“Services” means the services to be performed under the Contract.

“Statement of Work” means the specific provision in the final Contract which sets forth and defines in detail (within the identified Scope of Work) the agreed-upon objectives, expectations, performance standards, Services, deliverables, schedule for delivery and other obligations.

1.1.2 SUMMARY OVERVIEW

Adams County is planning to improve their public safety communications by constructing a new communications site and relocating radio equipment from the nearby existing site.

The work to be performed by CONTRACTOR shall consist of design and construction of a new or used public safety radio communications shelter, new antenna tower and re-location of existing radio equipment from existing tower site to the shelter and tower. It is the intention of the County to use a resulting contract as the basis for additional work on the communication system over the next 60 months.

Selected vendor is to design, procure, install, test and project manage implementation of the solution as described and provide one year of service and equipment warranty. Vendor will quote optional Four (4) additional years of service. Vendor will issue necessary liability insurance naming Adams County as insured. This project will be a prevailing wage job. Vendor will file Prevailing Wage intent and subsequent reports at their cost.

General Background Information: Agency has been tasked by the Adams County Sheriff's Office to construct a new 150' Antenna Tower Greenfield Build-out to include Civil tasks.

1. Prepare new site compound of approximate dimensions 75 x 75.
2. Grade in and gravel a new access road 16' wide, the length is to be determined with 6" of compacted 1 1/4" minus gravel with geotech fabric/ weed barrier below.
3. Install tower foundation per manufactures specifications based on contractor provided geotech survey/soil study.
4. Design and Construct foundation as appropriate for 150' self-support tower.

5. Procure and installation of required Ice-bridge.
6. Procure and erect 150' self-support tower in compliance with TIA/EIA-222-G based on system design plus 25% for future loading.
7. Procure and install a new or used 10x20x9 communication shelter with appropriate electrical and mechanical systems, similar to light weight purpose-built shelters available from Thermobond and DuPont. Minimum specifications include:
 - a. Dual, wall mounted HVAC units, 5T
 - b. 12 port coaxial cable entry
 - c. 100 AMP AC electrical service
 - d. 20 amp duplex receptacles
 - e. One 220 VAC circuit, sized for battery rectifier
 - f. Surge arrestors
 - g. Exterior GFI receptacle
 - h. HALO-utilizing stranded, green jacketed copper wire
 - i. Steel Insulated, locking Door
 - j. Painted, aggregate exterior
 - k. Of a commercial quality, generally accepted for Public Safety communications
8. Procure and install site security fencing and basic landscaping of gravel and grass.
 - a. Chain link fence to be with 3 top strands of barbed wire for a total of 8'.
9. The fence shall be equipped with a cantilevered entrance gate.
10. Design, Procure and install foundation pad for shelter.
11. Procure and install a commercial generator with the following requirements:
 - a. Liquid cooled engine
 - b. Propane fueled
 - c. Capable of powering the tower and shelter systems plus 30% additional reserve capacity for future use
 - d. Transfer switch
12. Coordinate with local utility for electrical service.
13. All construction shall be at minimum Motorola R56 Standards, including grounding.
14. The new tower and new/used shelter is to be constructed behind the Sheriff substation/Emergency management building at 2069 West Hwy 26 in Othello, Washington.
15. Procure and installation of DC power plant.
16. Decommissioning of existing Quantar repeaters:
 - a. Quantity 2 located in the Big Bend Electric Radar Site.
 - b. Quantity 1 located in the Hart Road location.
17. Procure and install quantity 3 APX Consolettes. (Purchase via MR contract #02702.)
18. Procure and install quantity 3 high power GTR repeaters (purchase via MR contract # 02702.)
19. Design and configure repeaters and Consolettes to function via fiber control linked to Ritzville Dispatch Center.
20. Design, procure and install foundation pad for generator and tank.
21. All equipment, hardware and electronics shall be new, except as noted.

Technical Tasks:

1. Create RF design for the relocated radio system.
2. Coordinate FCC licensing for relocated system.
3. Coordinate tower registration if required.
4. Provide and install two 7' equipment racks and DC battery systems in new/used shelter.
 - a. Minimum specifications- Racked, 4000 watt battery rectifier, 300 AH 48v battery backup, 1600 watt AC inverter.
5. Relocate existing radio equipment from current shelter with minimum system down time.
6. Provide and install engineered RF combining and filtering system.
7. Design and install antenna system for new tower, with new antenna feedlines and connectors.
 - a. Hi gain VHF 4 bay Omni antennas, 7/8 hardline, standoffs, ground system for feedline.
8. Configure radio system for operation with Adams County communication system.
9. Cutover from old to new system with minimal disruption to public safety operations.
10. Remove unused equipment from old shelter/tower and deliver to Adams County.
11. Implementation to R56 communications standard.

12. Provide overall project management.

Quantity of Contracts Awarded: Agency anticipates selecting one Proposer for Contract award from this solicitation. Agency, in its sole discretion, may not select any Proposer or may select more than one Proposer based on the Proposals submitted and the results of the evaluation.

Offer Period: A Proposer's Proposal is a firm offer, irrevocable, valid and binding on the Proposer for not less than 180 Days following the closing date for this RFP. Agency may request, orally or in writing that Proposer extends, in writing, the offer period.

Contract Payment: Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with Contract requirements and all applicable standards. The method of compensation will be determined by Agency and may be based on any of the following methods (may include more than 1 method – “Mixed”):

- Fixed Price for all Services; Fixed Price per Deliverable; Fixed Price per Milestone;
- Price per Unit.

1.1.3 PROCUREMENT AUTHORITY AND METHOD

Procurement Authority Agency is conducting this RFP according to its authority under Washington State Legislature Procurement of Goods and Services.

Procurement Method

Agency intends to conduct this RFP using Competitive Sealed Proposals; Solicitation method according to RCW 39.26.120. <http://app.leg.wa.gov/RCW/default.aspx?cite=39.26&full=true>

See RFP sections 1.4 and 1.5 for Proposal Pass/Fail and other Submittal Requirements.
See RFP section 2 for information regarding Proposal Evaluation and Contractor Selection process.

1.1.4 ANTICIPATED SOLICITATION SCHEDULE

Adams County Sheriff reserves the right to make schedule adjustments based upon Adams County Board of Commissioners County business.

Event	Time	Date
Issue Request for Proposal	TBD	12/18/14
Pre-bid Site Visit (Othello)	10:00 am	1/21/2015
Question and Clarification deadline	2:00 pm PST	2/3/2015
Proposal Due Date	2:00 pm PST	2/13/2015
RFP Closing	2:00 pm PST	2/13/2015
Presentations or Interviews (if held)	(approx.)	Week of 2/23/2015
Intent to Award Notification	(approx.)	3/16/2015
Award Protests Period Ends	2:00 pm PST	3/23/2015
Negotiations begin	(approx.)	3/30/2015
Contract execution/Notice to Proceed	(approx.)	4/13/2015

1.2 QUESTIONS AND CLARIFICATIONS

1.2.1 PROPOSER QUESTIONS

All inquiries, whether relating to the RFP process, administration, deadline or award, or to the intent or technical aspects of the Products or Services must be **submitted in writing to the Buyer/Single Point of Contact** (mail or email are acceptable). **All questions must be received not later than 10 Calendar Days prior to the Proposal submittal deadline.**

1.2.2 QUESTION AND ANSWER DOCUMENTS

Agency will respond to all questions within a reasonable time. Answers to questions Agency receives and that Agency, in its sole discretion, determines are substantive, will be issued as official addenda to this RFP (or as Question and Answer documents) to ensure that all Proposers base their Proposals on the same information.

1.2.3 ADDENDA

When appropriate, as determined by Agency in its sole discretion, revisions, substitutions, or clarifications of the RFP or attached terms and conditions will be issued as official addenda to this RFP. Changes or modifications to this RFP shall be binding on Agency only if in the form of written addenda issued by Agency.

1.3 PROTESTS

1.3.1 SOLICITATION (RFP) PROTEST REQUIREMENTS

Potential Proposers may submit a written protest of anything contained in the RFP and may request a change to any provision, specification or Contract term contained in the RFP. Potential Proposers must submit protests concerning the RFP and requests for change to any particular provisions, specifications, or Contract terms contained in the RFP, to the Buyer/Single Point of Contact. Protests and requests for change must be submitted **in writing not later than 10 Calendar Days prior to the Proposal submittal deadline**. Agency will not consider any protest to the RFP or request for change submitted after this deadline. Each protest and request for change must include the reasons for the protest or request (supported by factual documentation) and any proposed changes to the RFP provisions, specifications or Contract terms.

Agency will resolve all timely submitted protests in accordance with applicable Washington State Administrative Codes. Agency will address all timely submitted requests for change within a reasonable time following Agency's receipt of the request and once addressed, will promptly issue a written decision on the request to the Proposer who submitted the request. The foregoing procedures and deadline shall also apply to protests and requests for change respecting the contents of addenda to the RFP, unless the addenda specify a different deadline.

1.3.2 AWARD PROTEST REQUIREMENTS

Every Proposer who submits a Proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of (the highest ranked/the higher ranked) Proposer(s) must submit a written protest of the selection to the Buyer/Single Point of Contact within **7 Calendar Days after the date of the selection notice**. Agency will not consider any protest submitted after this submittal deadline. Agency will not consider award protests based on anything contained in the RFP. Protests regarding content of the RFP must be submitted during the solicitation protest period described in RFP section 1.3.1. The award protest must clearly be based on at least one of the protest criteria provided in Policy # DES-170-00, including that the protesting Proposer claims it is the highest ranked Proposer or is within the class of higher ranked Proposers with whom Agency will negotiate Contracts because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Services. Agency will resolve all timely submitted protests in accordance with applicable Washington Administrative Code. Proposers who have been notified that they are not selected may contact the Buyer/Single Point of Contact for this RFP to submit a public records request and/or to make an appointment for a debriefing.

1.3.3 COSTS AND DAMAGES

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. The County shall not be liable for Proposer's damages or costs for filing the protest or to any participant in the protest, on any basis, express or implied.

1.4 "PASS/FAIL" PROPOSAL SUBMITTAL CRITERIA

Each Proposal must comply with the following **Pass/Fail** criteria. Proposals not meeting ALL **Pass/Fail** criteria will be rejected.

1.4.1 PROPOSAL SUBMITTAL DEADLINE (PASS/FAIL)

Proposals must be received by the submittal deadline (per official clock of Issuing Office) and at the address of the Issuing Office indicated on page 1 of this RFP. Agency will not accept Proposals submitted by facsimile or electronic mail, nor will Agency accept Proposals submitted after the Proposal submittal deadline. Agency is not responsible for and will not accept late or mis-delivered Proposals. Agency will not read offers aloud when opened. There is no public opening of unpriced Proposals.

1.4.2 TERMS AND CONDITIONS (PASS/FAIL)

By submitting a Proposal, Proposer agrees to abide by the requirements of the RFP including the terms of the Information Technology Products and Services Contract attached hereto as Attachment #. Proposer shall review the attached Information Technology Products and Services Contract and note exceptions in its Proposal. It may be possible to negotiate some of the wording in the final contract; however, there are many provisions which cannot be changed. Proposer is cautioned that Adams County and the Evaluation Committee believe modifications to the standard provisions or terms and conditions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of proposals.

Any Proposal that is received conditioned on Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of Adams County Legal Counsel.

1.4.3 MANDATORY REQUIREMENTS (PASS/FAIL)

Proposer shall submit an attachment indicating that its solution meets the mandatory requirements for the New Tower Construction, New or Used Shelter, and Equipment Relocation. Any Proposer who answers its Proposal "Does Not Meet" one or more of the mandatory requirements shall be rejected (with the exception of the requirement in section 4.4.3). If the proposed solution meets the Mandatory Requirement, the Proposer shall explain how in the field called "Narrative Explanation".

1.5 "REQUIRED" PROPOSAL SUBMITTAL ITEMS

Provide three hard copies and one electronic copy. The proposal will include a bid bond or cashier's check at 10% of the value of the proposal.

Submittals should include the following information:

- Firm name, address, telephone number, background and number of employees.
- Primary contact, system designer, project manager, and the person(s) authorized to sign contract documents.
- Describe the management approach for the project.
- Describe implementation plan for the solution.
- Provide a schedule from notice to proceed to system acceptance.
- Proposed staff to be assigned to the project.
- Provide references.
- Provide pricing with key equipment components and services

Submit three references with name and contact information for similar scope performed within the past five years. Include short description of the work performed and project dates.

1.5.1 COVER SHEET (REQUIRED)

The Proposal must include a completed Cover Sheet in the form set forth in **Attachment A** of this RFP, signed by a duly authorized representative empowered to bind Proposer (**at least one original signature**). Except for the Public Records exemption request detailed below, any cover letters submitted in addition to the required form Cover Sheet will not be forwarded to the evaluation committee.

1.5.2 DESIRABLE REQUIREMENTS (REQUIRED)

The Proposal must include responses to the Desirable Requirements for the Radio System Equipment Transfer New Tower Construction, and New or Used Shelter. Proposer should indicate if its proposed solution "meets" or "does not meet" each of the Desirable Requirements. If the proposed solution meets the Desirable Requirement, Proposer shall explain how in the field called "Narrative Explanation".

1.5.3 FORMAT FOR PROPOSAL SUBMITTALS; PAGE LENGTH LIMITATION

- a. **(REQUIRED)** Proposals must use 12-point minimum font size for the substantive text (including text in tables) with the following exceptions which must use an 11-point minimum font size: Attachment A – Proposal Coversheet, references (if required), "Key Staff Resumes" (if required), and COI Disclosure Form (if required). Proposers may use their

discretion for the font size of other materials that do not include substantive text (e.g. graphics, picture or graphics captions, and organizational charts).

- b. **(REQUIRED)** Proposals must be submitted without cover-stock or bindings such as wire loop or plastic comb binding.
- c. Use a removable binder clip to secure Proposal pages on original signature copy. Staples may be used on additional copies.
- d. One (1) page is defined as: one side of a single 8-1/2" x 11" page that meets the font size requirements stated in subsection "a" above. Any page over this size will be counted as 2 pages. Any page or partial page with substantive text, tables, graphics, charts, resumes, etc., will be counted as 1 page.

1.5.4 QUANTITY OF PROPOSALS, ELECTRONIC COPIES, ADDRESS LABEL

Proposer must submit the following items:

- **(REQUIRED)** 1 original and 2 hard copies of the **Proposal with Proposal Cover Sheet** (RFP Attachment A) attached, **DO NOT** include Price Information with hard copy proposals
- 1 CD that includes:
 - **(REQUIRED)** A single PDF file of the Proposal.
- **(REQUIRED)** PROPOSER shall provide a system block diagram depicting the Antenna Tower and Shelter layout.
- **ADDRESS LABEL. Proposals will only be accepted at the address indicated on page 1. Include on the address label the following information:**
 - **RFP#1807-14069 and Title**
 - **Name of the Procurement Specialist identified on page 1 of the RFP**
 - **Proposal Due Date and Time**

1.5.5 CONFLICT OF INTEREST (COI) DISCLOSURE (REQUIRED)

Proposer must be in compliance with the Washington State Law COI Guidelines:

- **(REQUIRED)** All Proposers must indicate on Attachment A - Proposal Cover Sheet (by checking the appropriate checkbox in the signature certification section) that the Proposer, its subcontractors and all other Associates are in compliance with all COI disclosure guidelines.
- **If there are no COI disclosures required** for Proposer, its subcontractors or other Associates, per the Washington State Law Conflict of Interest Guidelines, then submittal of COI Disclosure form(s) is not required.
- **If there are any disclosures required** per the Washington State Law Conflict of Interest Guidelines for Proposer (including subcontractors, or any other of the Proposer's Associates, as defined per the Washington State Law Conflict of Interest Guidelines), Proposer must submit a signed COI Disclosure Form with the Proposal. The Proposer shall incorporate in each required COI Disclosure Form any COI disclosure information provided by its staff, and attach COI Disclosure Forms from each of its subcontractors and any other Associates that have required disclosures per the Washington State Law Conflict of Interest Guidelines.

The Washington State Law **Conflict of Interest Guidelines and COI Disclosure Form are available at the following Internet site:** http://www.courts.wa.gov/court_rules

1.5.6 REFERENCES (REQUIRED)

Provide 3 references for relevant projects using the form provided in RFP section 2.1.5. Reference forms are not included in the Proposal page count. To be relevant, projects listed should include services that are similar in nature and complexity to the project(s) described in this RFP.

1.5.7 PRICE INFORMATION (REQUIRED)

Provide the required Antenna Tower Specification Pricing (an Attachment) on CD as a separate file than the Proposal and one hard copy in a sealed envelope. Clearly indicate "New or Used Shelter and Antenna Tower Specification Pricing" on the face of the envelope along with Proposer's name, the RFP number and RFP name.

1.5.8 RFP SPECIFICATIONS – ATTACHMENT (REQUIRED)

The Proposal must include narrative responses to the RFP Specifications – Attachments # and #, detailing the hardware, software, and services Proposer will provide to meet the system specifications of both the New Tower Construction, New or Used Shelter

and Equipment relocation and Agency's needs as set forth in this RFP. Responses should be organized in the same manner as Attachments. They should be submitted as separate documents as described within this RFP and within Attachments.

1.5.8.1 PROPOSAL DOCUMENTATION (REQUIRED)

The Proposal must include the preliminary design and equipment documentation with sufficient design detail to clearly illustrate the proposed New Tower Construction, New or Used Shelter and Equipment Relocation. The Proposal must include system diagrams, equipment specifications, rack space design dimensions, and any other documentation that demonstrates the Radio System capabilities and installation requirements.

The Proposal must contain a complete list of systems, equipment and software proposed. The list shall clearly indicate manufacturer, model number and quantity of each item categorized by site. Optional systems, equipment and software shall be marked with the same level of detail plus an indication of which option it is.

Where the proposed systems, equipment, software or services deviate from the specifications, a complete explanation of the deviation under the appropriate section must be provided.

The Proposal must include the preliminary Staging, System, and Acceptance test procedures for the proposed Relocation of existing Radio System. This must include a draft Cutover, ATP outline and the estimated time required to complete the cutover and acceptance testing, as well as provide typical test procedures where available. The Proposal must indicate when and where specific tests will be performed, whether at staging or in the field, details on the location of staging tests, and describe the recommended level of State participation in acceptance testing. It must also provide a description of Proposer's (or its subcontractor's) calibration program for measuring and test equipment used during installation and acceptance testing. The description shall include the following:

- A list of equipment included in the program
- Calibration schedule (time between calibrations)
- Services utilized
- Traceability to relevant standards

1.5.8.2 MAINTENANCE AND WARRANTY (REQUIRED)

The Proposal must list the location of Proposer's maintenance shops and/or facilities. If Proposer plans to use sub-contractors for maintaining any or all of the associated equipment, Proposer shall list the name and address of these facilities.

The Proposal must list the name, address, key personnel, and capabilities of the service center(s) providing warranty service.

The Proposal shall offer issue escalation procedures to be used in the event Adams County Sheriff Office does not feel problems are being resolved in adequate time.

The Proposal shall offer the approach to providing Long Term Maintenance and Support as option.

1.5.8.3 LONG TERM MAINTENANCE AND SUPPORT (REQUIRED)

The Proposal must include a narrative response Attachment. Include a description describing the mechanisms for reporting the availability of upgrades and for procuring and implementing those upgrades.

The Proposal must include a description of what long-term support can reasonably be guaranteed and a description of how the Proposer shall meet the expected 10-year service life without substantial system replacement.

1.6 PROPOSAL MODIFICATIONS

To avoid confusion, alterations and erasures made before the submittal of a Proposal must be individually initialed by the person signing the Proposal.

Proposals may be modified after submittal, provided the request is received by Agency at the address listed on the front page of the RFP prior to the Closing date and time. The request shall be on Proposer's letterhead, marked "Proposal Modification RFP # "1807-14069" and signed by an authorized representative of Proposer. The modification document must state that the modifications supersede or modify the prior Proposal and must identify the portions of the prior Proposal to be amended or replaced. Faxed or electronically transmitted (e-mailed) modification requests will not be accepted.

1.7 PROPOSAL WITHDRAWALS

Proposals may be withdrawn, provided the request is received by Agency prior to the Closing date and time at the address listed on the front page of the RFP. The request shall be on Proposer's letterhead, marked "Proposal Withdrawal – RFP # 1807-14069" and signed by an authorized representative of Proposer. Proposer may also withdraw its Proposal in person prior to the Closing, upon presentation of appropriate identification and evidence of authority satisfactory to the Authorized Agency. Faxed or electronically transmitted (e-mailed) withdrawal requests will not be accepted.

1.8 PUBLIC RECORDS

This RFP, and one copy of every Proposal received in response to it, together with copies of all documents pertaining to the award of the Contract(s), shall be kept by Agency and made a part of Agency's records. Proposals shall be open to public inspection in accordance with REVISED CODE OF WASHINGTON Titles 28B through 36. If a Proposal contains any information that may be considered exempt from disclosure as a trade secret under REVISED CODE OF WASHINGTON Titles 28B through 36, or under other grounds specified in Washington State Public Records Law, Proposer must clearly designate on or with the Proposal the portions of its Proposal which Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon. Identifying the Proposal in whole as trade secret, confidential or otherwise exempt from disclosure is not acceptable. In such circumstances Agency will require Proposer to submit a memorandum citing the statutory justification for each specific area of the Proposal that Proposer claims to be exempt.

If Proposer fails to identify, on or with the Proposal, the portions of the Proposal Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to have waived any later claim of an exemption or request for nondisclosure of that information.

Any Proposer that does not comply with these requirements may have its Proposal rejected.

Application of the Washington State Public Records Law or other applicable law shall determine whether any information is actually exempt from disclosure. Agency will not be held liable for any disclosure of information which Proposer considers to be exempt from disclosure if required by a Public Records Order. Notwithstanding any rights under 17 USC 101 et seq., (the United States Copyright Act), when Agency is required to provide copies of the non-exempt portion of the Proposal pursuant to a Public Records Order, Proposer hereby grants a license to Agency to copy those portions of the Proposal that are subject to disclosure.

1.9 NON-DISCRIMINATION

Agency, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252.42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Section 2.0 PROPOSAL EVALUATION & CONTRACTOR SELECTION

2.1 EVALUATION PROCESS

2.1.1 PROPOSAL EVALUATION

Agency will evaluate Proposals in accordance with the procurement method stated in RFP section 1.1.3. Contract award, if any Contracts are awarded, will be to the responsive, responsible Proposer(s) submitting the most advantageous Proposal as determined by Agency.

Proposals must be responsive. To be considered responsive, the Proposal must substantially comply with all requirements of the RFP. Agency, at its discretion, may:

- a. Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any Proposal (see RFP section 2.1.2 below), if required;

- b. Reject any Proposal that fails substantially to comply with all prescribed RFP procedures and requirements.

Agency may reject any or all Proposals in whole or in part and may cancel this RFP or procurement at any time when the rejection or cancellation is in the best interest of Agency as determined by Agency. Agency is not liable to any Proposer for any loss or expense caused by or resulting from the rejection or cancellation of a solicitation, Proposal or award. All timely submitted Proposals will become part of the solicitation file.

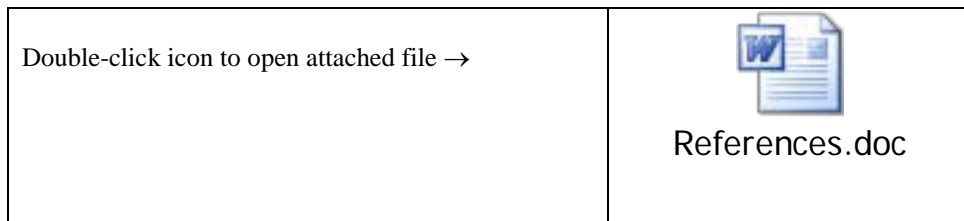
Proposals received on time will be reviewed against the Pass/Fail and Required Proposal Submittal items identified in RFP sections 1.4 and 1.5. Proposals meeting those criteria will be forwarded to an evaluation committee that will independently review, score and rank Proposals according to the Scoring Criteria set forth in RFP section 2.2.

2.1.2 PROPOSAL CLARIFICATIONS

Agency may require any clarification it needs to understand Proposer's Proposal. Any necessary clarifications or modifications which are in the best interest of Agency may be made before Proposer is awarded a Contract, and some or all of the clarifications or modifications may become part of the final Contract. Clarifications may not be used to rehabilitate a non-responsive Proposal.

2.1.5 REFERENCES

Agency will score references as part of the Scored Criteria (see References in section 2.2) and may use them to obtain additional information and verify information, etc.



2.1.6 BEST AND FINAL OFFER

In its sole discretion, Agency may choose to initiate a best and final offer process. The BAFO process may include discussions with Proposers for the following purposes:

- a. Informing Proposers of deficiencies in their initial Proposals;
- b. Notifying Proposers of parts of their Proposal for which Agency would like additional information; and
- c. Otherwise allowing Proposers to develop Best and Final Offers that will allow Agency to obtain the best Proposal based on the requirements and evaluation criteria set forth in the RFP.
 - i. Agency may conduct discussions with each Proposer in the Competitive Range necessary to fulfill the purpose of this Section, but need not conduct the same amount of discussions with each Proposer. Agency may terminate discussions with any Proposer in the Competitive Range at any time. However, Agency will offer all Proposers in the Competitive Range the opportunity to discuss their Proposal with Agency before Agency notifies Proposers of the date and time pursuant to this Section that Best and Final Offers will be due.
 - ii. In conducting discussions, Agency:
 - Will treat all Proposers fairly and will not favor any Proposer over another;
 - Will not discuss other Proposers' Proposal;
 - Will not suggest specific revisions that a Proposer should make to its Proposal, and will not otherwise direct Proposer to make any specific revisions to its Proposal.
 - iii. At any time during the time allowed for discussions, Agency may:
 - Continue discussions with a particular Proposer;

- Terminate discussions with a particular Proposer and continue discussions with other Proposers in the Competitive Range; or
- Conclude discussions with all remaining Proposers in the Competitive Range and provide notice to Proposers in the Competitive Range to submit Best and Final Offers.

If Agency does not cancel the solicitation at the conclusions of Agency's discussions with all Proposers in the Competitive Range, Agency will provide notice to Proposers in the Competitive Range of the date and time by which they must submit Best and Final Offers. This notice constitutes Agency's termination of discussions, and Proposers must submit Best and Final Offers by the date and time set forth in Agency's notice. Proposers may change the prices, terms and conditions of their original Proposals in their Best and Final Offers, provided the changes are within the scope of the RFP, as it may be amended by Addenda. Agency may only conduct discussions and accept only one Best and Final Offer from each Proposer in the Competitive Range; provided, however, that Agency may make a written determination that it is in the Agency's best interest to conduct additional discussions or change Agency's requirements and require another submission of Best and Final Offers. Otherwise, no discussion of or changes in the Best and Final Offers may be allowed prior to award. If a Proposer elects not to submit a Best and Final Offer, that Proposer's original Proposer shall be considered its Best and Final Offers.

Upon receipt of the Best and Final Offers, Agency will re-evaluate the Best and Final Offers based upon the evaluation and scoring methods set forth in RFP Section 2.2.

2.2 SCORING CRITERIA

Scoring will be based on the categories described below. Proposer must describe how Proposer meets the requirements that are specified in this RFP as related to the subsections below. Be clear and concise.

2.2.1 NEW TOWER and NEW or USED /SHELTER DESIGN AND CONSTRUCTION 20 Points

System configuration and design is evaluated based on redundancy, reliability, features, functions, system architecture and configuration. The following questions will be used to identify Proposal points:

- Has all required hardware and software been proposed?
- Are appropriate security measures implemented?
- Does the Proposed 150' Antenna Tower System offers the scalability?

2.2.2 UNDERSTANDING OF THE REQUIREMENTS 10 Points

Points will be given based on the proposed solution meeting the Desirable Requirement description, how well the narrative outlines the solution and fits Adam County Sheriff's Office need.

2.2.3 QUALIFICATIONS OF THE PROJECT TEAM 20 Points

Demonstrate Proposer's team qualifications and experience relating to the requested Services.

Response must be a resume (limit to 2 pages for each Project Team Member) and address the following:

- Extent of principal involvement
- Been in business at least five years and hold Washington contractor's license
- Key personnel with experience in Motorola radio communication systems construction and deployment
- Experience with similar public safety specific projects
- Familiarity with Adams County communications environment
- Familiarity with relevant FCC, R56, NEC and construction codes
- Past performance with three references for similar projects in the past five years
- Local office (~50 miles) capable of providing post project maintenance and support
- Certified tower construction crews
- Minimum of two communications technicians with FCC or CET designation
- Ability to produce and monitor a site Specific Safety Plan with a dedicated safety specialist
- General liability and professional liability insurance

- Provide an organizational chart of your proposed project team.
- List names, titles, responsibilities, and availability of key members who are anticipated to perform Services.
- Provide names, resumes, and proposed project responsibilities of key personnel. Key personnel shall include the project manager, the lead engineer and any other personnel you deem key to the project.
- List of sub-contractors, their addresses, and Services proposed to be generally committed to each.
- Qualifications (including any specified licenses or certifications) and relevant individual experience for all key team members likely to perform Services, including sub-contractors.
- Short description of Proposer's experience using teams on similar or related projects.
- Project Managers' experience with managing like projects and interdisciplinary teams.

2.2.4 WARRANTY AND MAINTENANCE

10 Points

Points in this category will be awarded to each Proposer who exceeds the warranty and maintenance service specified in the RFP, including the specified response times. Any Proposer not meeting all warranty specifications will have points deducted based on the evaluation team's judgment of the severity of the warranty exception.

2.2.5 REFERENCES FOR RELEVANT EXPERIENCE

10 Points

Provide references for the **3 most recent**, relevant projects that were completed in the last 5 years. To be relevant, projects listed should include services that are similar in nature and complexity to the project(s) described in this RFP. Proposers may not selectively pick projects/references. Rather, they must submit references for the most recent projects that are relevant to the services requested in this RFP. **Failure to submit the most recent, relevant references will be considered non-responsive and may result in Proposal rejection.**

Reference information must be submitted using the Reference Questionnaire form in section 2.1.5.

It is the Proposer's responsibility to contact each reference to ensure the client contact information is correct and confirm (or obtain) contact information for an appropriate alternate contact.

Agency will attempt to contact each of the three references provided by the Proposer. A maximum of three (3) attempts will be made for each reference. If these attempts are unsuccessful, the Proposer will not receive points for that reference.

If the contact and alternate contact for the reference are both members of the evaluation committee for this RFP, Agency will request a different project reference from Proposer.

Reference Questionnaire Scoring:

- Up to 25 points are available based on the average of scores provided by the reference contacts

2.2.6 QUALITY OF PROPOSAL

10 Points

Proposals will be scored by evaluators on Proposal format; ease of finding clear, concise responses that correlate with the order of evaluation criteria in this RFP; nature and number of exceptions to any specifications, terms or conditions in the RFP; and Proposer's ability to follow instructions.

This is a determination of the difficulty the evaluation team had in evaluating a particular Proposal. This is a measure of the anticipated quality of the Proposer's submittals during the contract.

2.2.8 TOTAL COST OF OWNERSHIP

20 Points

Total cost of ownership (TCO) is a combination of initial contract costs and operation, administration and maintenance (OA&M) costs of the system for 1 year of warranty and nine years support and maintenance for a total of ten years. Initial contract costs include all costs associated with the acquisition, implementation and first-year operation of the System. OA&M costs include all costs associated with continued operation of the system for nine years.

The Proposals will be evaluated based on the categories described below. Each Proposal may receive up to 100 points, allocated as described below. The Proposal receiving the highest total score will be the recommended proposal. The final evaluation and recommendation will be made in concert with Adams County Emergency Management evaluation committee members.

		<u>MAXIMUM SCORE</u>
<input type="checkbox"/>	NEW or USED SHELTER NEW TOWER DESIGN AND CONSTRUCTION	<u>10</u>
<input type="checkbox"/>	UNDERSTANDING OF THE REQUIREMENTS	<u>20</u>
<input type="checkbox"/>	QUALIFICATIONS OF THE PROJECT TEAM	<u>20</u>
<input type="checkbox"/>	WARRANTY AND MAINTENANCE	<u>10</u>
<input type="checkbox"/>	REFERENCES FOR RELEVANT EXPERIENCE	<u>10</u>
<input type="checkbox"/>	QUALITY OF PROPOSAL	<u>10</u>
<input type="checkbox"/>	TOTAL COST OF OWNERSHIP	<u>20</u>
Total Score		<u>100</u>

2.3 TOTAL SCORE and AWARD

2.3.1 Total Score - The scores for Proposer ranking and selection for negotiations will be determined as follows:

- Scored Criteria (RFP section 2.2) = Total of the Proposal scores from all evaluators for a given Proposer, divided by the number of evaluators.
- (If conducted) Scripted Demonstration and Interview score = Total of the interview scores from all evaluators for a given Proposer, divided by the number of evaluators.
- (If conducted) Best and Final Offer = Total scores from all evaluators, divided by the number of evaluators
- **Final Score** = Total Scored Criteria score plus total Scripted Demonstration and Interview score (if conducted) plus Best and Final Offer (if conducted).

2.3.2 Award

Agency will negotiate in the best interest of Adams County to discuss construction timetables, clarifications, and milestones. Agency, in its sole discretion, may award a contract for all or any portion of the hardware, software and services described in this RFP.

2.4 NEGOTIATIONS

Agency will negotiate in the best interest of Adams County to discuss construction, timetables, clarifications, and milestones, including all terms and conditions, SOW, and any other provision(s) Agency has indicated in the RFP or any Addenda it will negotiate. Agency, at its discretion, may conduct more than one round of discussions or negotiations. If negotiations fail to result in agreement with a Proposer, Agency may terminate negotiations with that Proposer and enter negotiations with another Proposer. If negotiations with any Proposer do not result in Contract award within a reasonable amount of time, Agency may end this solicitation. Agency, in its sole discretion, may proceed with a new solicitation for the same Services or consider any other options available under the applicable rules, laws, and policies. Any oral modification of a Proposal resulting from negotiations must be reduced to writing.

Serial Negotiations. Agency will negotiate with Proposer selected for tentative award. If Agency and Proposer are unable for any reason to reach agreement within a reasonable amount of time, Agency may thereafter negotiate serially with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on until negotiations result in Contract award or the solicitation is terminated.

Section 3.0 CONTRACT AWARD REQUIREMENTS

3.1 RESERVED

3.2 CERTIFICATES OF INSURANCE

Selected Proposer(s) shall provide Certificates of Insurance to Adams County for levels of insurance coverage in the amount of \$2 Million dollars of the Sample Contract (RFP Attachment C) prior to Contract execution. Selected Proposers that have current certificates of insurance (with all required coverages and not specific to a particular project) on file with Agency will not be required to resubmit these. Agency may determine that project-specific insurance coverage is required on a case-by-case basis.

3.3 MISCELLANEOUS FORMS

3.3.1 CONFLICT OF INTEREST (COI) DISCLOSURE

If any disclosures are required per the State of Washington's Conflict of Interest Guidelines that were not disclosed with Proposal submittal (or that occurred or were discovered since the Proposal submittal), the selected Proposer shall complete and submit a signed COI Disclosure Form within 5 Business Days of receipt of Intent To Award notice. The selected Proposer shall incorporate in each required COI Disclosure Form any COI disclosure information provided by its staff and attach COI Disclosure Forms from each of its subcontractors (that have required disclosures per the State of Washington's Conflict of Interest Guidelines), prior to such Firm performing any Services under a Contract.

3.4 Contractor Responsibility

Contractor is responsible for any and all contractual matters, including performance of Services and the required deliverables finalized in the Contract, whether Contractor, a subcontractor, or a representative of Contractor, produces them.

3.5 BUSINESS REGISTRY NUMBER/REGISTERED AGENT

If selected for Contract award, Proposer must be duly authorized by the State of Washington to transact business in the State of Washington before executing the Contract. The selected Proposer shall submit a current Washington Secretary of State business registry number. See [process for obtaining a business registry number](#). All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding [Registered Agents](#). For more information, see **Washington Business Guide, How to Start a Business in the State of Washington** and [Laws and Rules](#). The titles in this subsection are available at the following Internet site: <http://bls.dor.wa.gov/startbusiness.aspx>.

3.6 TAX ID NUMBER

The selected Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#) if either of the following apply:

- When requested by Agency (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

No payment can be made until a properly completed W-9 is on file with Agency.

ATTACHMENT A PROPOSAL COVER SHEET

Attachment A – Proposal Cover Sheet is attached below as an electronic MS Word file.

Double-click icon to open attached file →



Proposal Cover
Sheet.doc