



**CITY OF TORRINGTON**  
**REQUEST FOR PROPOSAL**

**RFP # PSC-223-070606**  
**COMMUNICATIONS CONSULTANT FOR PUBLIC SAFETY DEPARTMENTS**

Due date of proposal: July 6, 2006      Time: 10:00 AM      Location: Room 109A, City Hall

Bid Bond or Certified Check required with bid: N/A

Performance Bond required if awarded bid: N/A

The City of Torrington reserves the right to accept or reject any or all proposals or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: June 5, 2006      Purchasing Agent \_\_\_\_\_  
Charlene R. Antonelli, CPPB

Item
REQUEST FOR PROPOSAL FOR A COMMUNICATIONS CONSULTANT TO ANALYSIS THE COMMUNICATIONS SYSTEMS OF THE POLICE AND FIRE DEPARTMENTS AND MAKE RECOMMENDATIONS FOR IMPROVEMENTS.

Proposal Submitted By: \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Signature \_\_\_\_\_  
Title \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INSTRUCTIONS TO PROPOSERS**

Sealed proposals will be received by the Purchasing Agent, Room 109A, 140 Main St., Torrington, CT until the time and date specified on the cover sheet. The RFP opening is NOT a public opening. The results will not be made available until after the RFP is awarded. Proposals received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted proposal received later than the time & date set for the opening will not be considered. Proposals must remain in effect for a minimum of 60 days unless otherwise noted elsewhere in the RFP documents.

**BID DOCUMENTS:** are available upon receipt of this invitation over the Internet web site: [www.Torringtonct.org](http://www.Torringtonct.org). Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe at [www.adobe.com](http://www.adobe.com). **Businesses Without Internet Access** may contact the Purchasing Department at 860-489-2224 for this information.

**REPLIES:** whether bid or no bid, must have the bid number clearly identified on the outside of the envelope. Proposers not marking the envelopes with the RFP number and due date/time on the envelope will have no recourse against the City of Torrington or its employees. Such proposals run the risk of the RFP being opened prior to the scheduled due date & time.

Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

**FREIGHT:** Prices quoted shall be net delivery **F.O.B. Torrington, CT**. All prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual locations(s) as designated by the Purchasing Agent. All prices are to be submitted on the sheets provided on this RFP. Quantities and pricing are to be listed in accordance with these sheets.

**QUESTIONS:** Request for interpretation of any portion of the RFP may be made by telephone to the Purchasing Agent at (860)489-2225. All replies will be given verbally and a copy of any such inquiry and advice (if deemed vital to the RFP by the Purchasing Agent) will be made available on the City's web site as an addendum.

In the event of receipt of identical offerings, delivery, service, content, price, etc., the RFP will be awarded in accordance with the information contained in the documents, based on first received as to date and time of receipt of the proposal.

**NON-COLLUSION STATEMENTS:** In order for proposals to be considered, a non-collusive statement must be submitted with the proposal. A sample non-collusive bid statement is attached. Proposers may elect to submit their own notarized non-collusion statement.

**CONDITIONAL, QUALIFIED OR NON-RESPONSIVE PROPOSALS:** All proposals shall be submitted in the form and manner as indicated by the documents and forms. Any proposal which is not submitted in the form and manner indicated by the RFP documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the Offeror.

**TAXES:** Omit all State and Federal taxes. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

**OWNERSHIP OF DOCUMENTS:** All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this RFP shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

**LEGALITY:** All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

**LANGUAGE DISPUTES:** Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to his contract, then the term, condition, and/or language wording may be disregarded, even though an addendum is not issued. However, if the Purchasing Agent determines that the term, condition, and/or language wording "is applicable in part", then the term, condition, and/or language wording will apply to the degree applicable, even though an addendum is not issued.

**RESPONSIBILITY:** The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) And homeowners from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion

of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

**DEFAULT:** It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

**TRADE NAME REFERENCES:** Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is reference in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

**QUANTITY:** The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

**QUALITY:** The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agents opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

**SAMPLES:** forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the City of Torrington or its designated agent.

**AWARD:** It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

**OPTION TO RENEW:** This contract may be extended for three (3) additional one (1) year periods, provided all terms and conditions remain in full force and effect except for the contract period being extended. This option, if exercised, is to be executed in the form of a letter of agreement, to be issued no later than 30 days prior to the expiration of the then current contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to extend, will cause this contract to expire on the original or mutually agreed upon date. The total period of this contract, including all extensions as a result of exercising this option, will not exceed a maximum combined period of five (5) years.

**BONDS:**

**Performance Bond:** The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

**Maintenance Bond:** The contractor, upon signing a contract and before beginning the work, must submit to the Purchasing Agent a Maintenance Bond to guarantee that if defects in either labor or materials becomes evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut.

**Labor and Material Bonds:** Per Section 49-41 of the Conn General Statutes, on Public Works projects where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to

the commencement of work.

**Consent for Release of Final Payment:** AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

**INSURANCE:**

**Certificate of Insurance:** All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogated against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**Workman's Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

**Liability Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

**Vehicle Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverages of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

**Additional Security:** The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

**PERMITS:** The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work. It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

**PREVAILING WAGE:** When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

**SAFETY: Asbestos:** Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

**SUBCONTRACTORS:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

**EEO:** The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

**TERMINATION OF CONTRACT:** Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.**

**SAMPLE FORM**

**Bid # \_\_\_\_\_**  
**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the bidder that has submitted the attached request for proposal for \_\_\_\_\_;
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Bid; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives, owners, employees, or parties in interest, including this affiant.

igned \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**SAMPLE FORM**

**BID #** \_\_\_\_\_

**CONSENT OF SURETY COMPANY  
TO RELEASE FINAL PAYMENT**

- City
- Architect
- Contractor
- Surety
- Other

**PROJECT/BID NUMBER :**

**TO:** City of Torrington  
Attn: Purchasing Agent  
140 Main Street  
Torrington, CT 06790

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co. )

\_\_\_\_\_, SURETY COMPANY on bond of  
(insert name & address of Contractor) \_\_\_\_\_

\_\_\_\_\_, CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

Subscribed and sworn to before this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Authorized Representative's Signature

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Title

## **RFP # PSC-2223-042006**

# **COMMUNICATIONS CONSULTANT FOR PUBLIC SAFETY DEPARTMENTS**

### **PURPOSE**

- A. The City of Torrington is seeking proposals from qualified individuals or firms to evaluate the current communications system for its Police and Fire Departments (Emergency Operations Center, Public Works, Campion Ambulance, E911 Systems)
- B. The selected consultant will provide recommendations for improvements to the communications system and provide guidelines for implementing recommended changes.
- C. The RFP is divided into three (3) sections. The consultant's proposal shall detail how it plans to implement each section and include a separate cost proposal for each section.
- D. The City of Torrington is located in Northwestern Connecticut, comprising a land area of approximately 32 square miles whose terrain is fairly hilly so the topography is a factor to coverage.
- E. During 2005, over 13610 calls were processed through the 911 system, with about 90% of these calls resulting in a public safety response.

### **TERMS OF PROPOSAL**

The prices shall be good for the term of the project.

### **INFORMATION OR CLARIFICATION**

For information concerning procedures for responding to this RFP contact the Purchasing Agent, Charlene Antonelli (860) 489-2225. For information concerning the technical specifications or scope of services contact Chief Robert Milano (860) 489-2046. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will be transmitted by written addendum.

Only the interpretation given in writing by the Purchasing Agent shall be binding. Prospective proposers are advised that no other source is authorized to give information concerning, or to explain or interpret, the RFP documents. It is required that all questions be submitted in writing to the Purchasing Agent by either fax or email prior to April 17, 2006.

### **ELIGIBILITY**

To be eligible to respond the proposing firm must have the required equipment and organization sufficient to ensure that they can satisfactorily provide the required services if awarded a contract.

Contractor shall not have any pending criminal charges against the firm, principal owners, partners, corporate officers, or management employees.

Proposer must include as a part of the RFP submittal sufficient documentation, client references, and qualifications to support their ability and experience to perform the services contained in this RFP.

### **FAMILIARITY WITH LAWS**

All proposers are required to comply with all Federal, State and Local laws, codes, rules and regulations that govern and control the actions and operations of this proposal.

## **ORAL INTERVIEW AND PRESENTATION**

Proposers may be required to provide an oral interview and presentation before a selected group of representatives of the Board of Public Safety and various City appointed evaluation committee members.

## **AWARD**

Award will be based upon the following criteria, which are not listed in order:

- Price
- Availability of consultant during anticipated project life cycle
- Professional qualifications
- Experiences/references
- Compliance with specifications

## **SCOPE OF WORK**

### *PART 1*

A. The Consultant shall evaluate the current status of the public safety communications, herein after referred to as “needs assessment”:

- Evaluation of current equipment
- Evaluation of current facilities
- Evaluation of current personnel including staffing numbers, qualifications and usage
- Evaluation of current City-wide and region-wide interoperability

B. The Consultant shall make recommendations for improvements of public safety communications

- Determine and recommend equipment changes; including frequency, quality and functioning requirements
- Determine and recommend appropriate facilities for a communications center including location and configuration
- Determine and recommend staffing needs including employee training and abilities
- Determine and recommend appropriate supervision issues
- Determine and recommend appropriate level of city wide and regional interoperability
- Produce maps showing predicted radio system coverage

C. The Consultant shall make recommendation to accomplish the needed changes:

- Establish recommended courses of action on possible methods of financing all proposals
- Explore possible outside funding sources, grants, loans, etc.
- Provide a written report outlining the evaluation, clarifications and the recommended system approach

### *PART 2*

A. Develop technical specifications for any bids required to purchase recommended and City approved communications equipment.



- B. Assist in analyzing the projected costs
- C. Develop necessary weighting and adjustment factors to ensure bottom line costs apply to comparable systems and proposals, Cost analysis shall include initial, total implementation and long term maintenance and support costs
- D. Secure additional funding
- E. Prepare Grant proposals, if any, for accomplishing any recommendations

### PART3

- A. Project Management
  - Serve as project manager including oversight of all vendors, installation and construction
  - Be available for public meetings, if necessary, to explain the project and its impact to the local community
  - Evaluate vendor proposals
  - Recommend specific approach and communications vendor selection
  - Assist City with interview and selection process of vendors needed to implement approved improvements of public safety communications
  - Monitor and certify acceptance tests
  - Provide ongoing progress reports as specified by the Board of Public Safety

### PROPOSAL FORMAT

- A. Submission letter
  - A signed statement authorizing submission of proposal
  - A statement of non affiliation with any manufacturer or supplier of communications equipment (including hardware and software)
  - Letter of interest: including a statement that ensures key team members assigned to this project remain actively involved until its conclusion
- B. Proposer information
  - Section I
    - a. Name, address, contact person, telephone number, fax number and e-mail address, if applicable
    - b. Years in business, location(s) of business
    - c. Total number of employees and total number of employees by discipline
    - d. Include project team information. Show an organizational chart for this project
    - e. Include resumes of proposed personnel showing education, qualifications, and experience
  - Section II
    - a. Explain how the firm meets these minimum qualifications:
      - Two way radio experience
      - Facilities engineering (i.e. facility, towers, power)
      - 9-1-1, CAD & GIS capabilities
      - Dispatch Center and EOC experience
      - Microwave replacement
      - Multi-user systems
- C. References

- List at least three (3) similar projects you have completed for similar clients. Include client's name, contact person, telephone number and a brief description of the work performed.

C. Acknowledgments

- For each item listed in this section mark either: "understood and complied with" or "not complied with". Provide evidence of compliance in the comments section. Attach additional pages if required.

- Vendor has been engaged in full time radio and telecommunications systems consulting for a minimum of five years.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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- Vendor shall have recent in-house experience evaluation the performance of radio systems.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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- Vendor, to provide the range of services identified in this project, shall have staff experienced in the radio communications, telecommunications, public safety, software, and mechanical/electrical disciplines.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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- Vendor shall have sufficient staff to perform the engagement and to allow

continuity of the project in the event of illness or other incapacitation of key staff.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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e. Vendor shall have experience in preparing filings before the FCC, FAA and other regulatory bodies with jurisdiction over licensure and approval of radio communications systems, tower sites, and associated facilities.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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f. Vendor shall be completely independent of any manufacturer or supplier of the types of communications equipment that may be required for this project.

Understood and complied with: \_\_\_\_\_

Not complied with: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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**D. WORK PLAN**

- Describe your understanding of this project
- Explain the methodology you propose to perform the scope of work
- Include your proposed project schedule indicating key milestones
- Include a flow chart showing the main tasks and sequential flow of the critical path

**CONTRACTOR FILES/AUDIT**

- A. Contractor agrees to maintain all files directly related to the contract and to make those files available for City inspection.

**PRICING**

- A. Provide pricing, time frames, and a detailed description for each of the services listed herein
- B. Provide costs for per hour services which are not included in the above
- C. Identify any subcontractors or additional firms which may be utilized to complete this scope of work and specify exact duties of said companies
- D. Payment terms: The City recognizes that the potential scope of work may be required multiple tasks to be completed over a protracted time frame. To this end, proposers are requested to provide detailed payment options for the performance of such work, i.e. Progress payments upon completion of various milestones