

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

**REQUEST FOR QUALIFICATIONS
FOR
EXTENSION OF MICROWAVE / RADIO SYSTEM**

July 7, 2010

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for the expansion of the current Emergency Services Radio system.

Respondents must submit their written proposal by **4:00 p.m.** prevailing time on **Monday August 9, 2010.**

County management personnel will be available by telephone (on an appointment basis) to answer the questions of potential respondents. Respondents desiring to schedule a telephone conference should contact Maria Elkins, Lackawanna County Chief of Staff at 570-963-6800.

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Qualifications is to identify qualified providers to develop a proposal to extend our current Synchrocast ® radio system via microwave to an additional tower site in Greenfield Township.

The firm or individual will be selected through a fair and open process at the sole discretion of the County.

PROJECT OVERVIEW:

Lackawanna County Department of Emergency Services currently answers all 911 calls in the geographic limits of the county and dispatches police, fire and EMS for all municipalities in the county. Dispatch is accomplished through a legacy system with one fire dispatch frequency, one EMS dispatch frequency and 3 police frequencies for all communities, outside of the county seat, Scranton. The system is currently functional, but one issue which has plagued the system is dispatch for fire and EMS in

Greenfield Township, in the northwest corner of the county. Currently, dispatch for the public safety units in the township must be completed twice, once on the current county system and then on a system involving phone lines reaching a transmitter in Susquehanna County. This project will eliminate the need for the secondary dispatch through the site in Susquehanna County.

Lackawanna County has procured permission to transmit from a tower at a site in Greenfield Township. The Lackawanna County Department of Emergency Services desires to build out another communications site located at the Northeast Telephone Company's Greenfield Township location. Presently, the Lackawanna County Department of Emergency Services maintains a simulcast VHF Fire communications system. Public Safety administrators have determined the critical need for additional radio communications coverage within the Greenfield Township area. It is the intent of the Department of Emergency Services to interface a new microwave path between the County's Salem Mountain transmitter site and the proposed Greenfield Township site into the existing Fire Simulcast communications network.

Lackawanna County's recent move to their new center involved a temporary microwave hop from the new 911 center to a transmitter at the county's "WNEP" site. Once the new system was installed, the 5.8 GHz Spread Spectrum was decommissioned. It is the hope that the county can re-use the unlicensed microwave to connect the Greenfield site into the county radio system.

This Request for Qualifications (RFQ) requires a turnkey approach which addresses the need for a mission critical, 24/7 public safety solution for the integration of this additional microwave path into the present fire simulcast system. Companies presenting a submission for this project will analyze the issue and develop a proposal which will be the most cost effective and efficient.

The Department of Emergency Services may provide the following hardware (if the proposer determines this solution will work best for the most cost effective solution).

- Stratex Velox 5.8 GHz Spread Spectrum Station for the Greenfield Site
- Stratex Velox 5.8 GHz Spread Spectrum Station for the Salem Mtn. Site
- 6' Microwave Dish w/Radome (Existing) on the Salem Mtn. Tower
- EW63 Waveguide, Connectors, Grounding, Pressurizing (Existing) at Salem Mtn.
- Master III Base Station, VHF

If vendors propose to use the county provided items above, they shall include in proposals any and all additional hardware including, but not limited to microwave dish(s), Heliac, feedline, jumpers, connectors, grounding, SynchroCast equipment, power supply(s), punchblock(s), GPS receiver(s), antenna(s), rectifier system(s), channel bank(s) and alarm equipment. As the county MAY have a shelter for use at the Greenfield site, proposals shall include an option for providing a shelter at the Greenfield site and any site civil issues. All electric service, waveguide, grounding, etc. must be included in Vendors' responses, as the Department of Emergency Services is

seeking a turnkey solution to integrate the Greenfield site into the existing microwave network. Any alternate proposals must be totally inclusive of all materials and labor.

All site work necessary at Salem Mountain to complete a new microwave path to the Greenfield site, such as but not limited to, microwave dish re-location, microwave path alignment, transmitter re-configuration, etc., must be included in Vendor's submittals. The Northeast Telephone Company requires the installation of a new cable ladder on their Greenfield tower. Any and all hardware, re-configuration and necessary network integration, which may need to be completed at the County's Jessup site, to fully integrate the proposed Greenfield Township site into the existing RF and microwave systems must be included in submitted proposals. Proposals that do not reflect a total turnkey solution for the integration of this proposed site into the existing network will not receive further consideration and be grounds for non-compliance and rejection.

There are several existing voting receivers presently located at the proposed Greenfield Township site which the Department of Emergency Services desires to have relocated to the new proposed site tower. All costs to re-located receivers on tower and equipment in new proposed shelter must be included in Vendor's submittals.

Vendors are required to provide interface and control of the proposed Greenfield Township site through the Department of Emergency Service's Zetron ACOM radio console. Vendors shall utilize and interface as much as technically permissible into the existing simulcast RF equipment. All engineering & design services, equipment configuration, staging, installation, implementation, subcontracted tower crews, project management services and one (1) year warranty shall be included in proposed turnkey solution. There shall be no interruption of service to the communications dispatch operations during implementation. Integration of new equipment into the existing microwave network must be completed and coordinated with Lackawanna County's present maintenance vendor, TuWay Communications of Bethlehem, PA. All proposals shall include detailed documentation describing a cut over and implementation process and be accompanied with coverage studies, engineering diagrams and site layouts.

Proposals shall take no exceptions to any part of this request and the successful Vendor shall assume total responsibility for all project portions, including the integration of new equipment into the existing simulcast radio system, microwave network and Zetron ACOM radio console. The successful Vendor shall assign a project manager to interface with the Lackawanna County Department of Emergency Services Director of Communications throughout the duration of the project.

Equipment must be locally staged by the Vendor at a location agreed upon by the Department of Emergency Services. The staged equipment must be fully operational simulating required equipment functionality.

Vendors shall include a list of all subcontractors and provide a statement of the subcontractor's qualifications in proposals. The Lackawanna County Department of

Emergency Services reserves the right to reject the successful vendor's selection of subcontractors.

Vendors must prepare a plan that will allow all the control and operational parts of the proposed system to migrate seamlessly to the existing network. Vendors should note this project involves a public safety communications center operation that functions 24/7, 365 days a year; no "downtime" will be acceptable during any phase or part of the project implementation. Vendors are to provide written assurance that they assume full and total responsibility for all aspects of this project and that they are providing a turnkey solution.

Vendors must provide as part of their turnkey solution, proposed hardware / software which will fully integrate into the existing analog and /or digital microwave network, Zetron ACOM radio console and Lookout alarm monitoring system presently being utilized by the Department of Emergency Services. All costs associated with interface and coordination shall be the responsibility of the successful vendor and included in proposals.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:

1. Four (4) copies of the submission must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the term **GREENFIELD PROJECT** clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email are not permitted. The final selection will be made in the sole discretion of the Board.
2. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the emergency radio field.

2. Ability to provide a viable, cost effective solution to the problem;
3. Experience and reputation with respect to projects for governmental entities;
4. Knowledge of the subject matter of the services to be provided to the County;
5. Ability to meet timelines and schedules for completion as determined by the Board;
6. Other factors determined to be in best interest of the County in the Board's sole discretion.

PROPOSAL:

The Lackawanna County Department of Emergency Services will not consider any proposals from Vendors unless Vendor is known to be skilled and has been regularly engaged in work similar to that covered by the specifications of this project for at least five (5) years prior to the date of proposed work. Vendors shall include in their submittals evidence of their experience and familiarity with the work specified. Vendors are requested to submit the following:

- a. Description of qualifications to execute this project
- b. Resume of assigned project manager
- c. Three (3) referrals of similar projects completed; include referral contact name, address, telephone number and description of project
- d. The proposal document that shall contain a detailed description of the proposed system solution to be provided. Coverage maps, block diagrams and equipment layouts shall be included to provide a complete and comprehensive description of the total proposed solution.
- e. Submitted proposals shall contain a detailed description of the elements comprising the installed system, including specification sheets, diagrams and other pertinent data.
- f. Vendors shall submit information on project implementation, including project management philosophy, the project team, a detailed description of work to be performed and a project schedule / Gantt Chart.
- g. Technicians must be on call 24 hours a day, 7 days a week to provide emergency service when required.

- h. Technician's response time shall be a maximum of two (2) hours for failures from the time the request for service was made.
- i. Systems shall be installed with a minimal interruption to the existing radio system in place.
- j. Final design criteria shall be submitted 60 days following system acceptance.

Final design documentation includes, but is not limited to the following:

- System Block and Level Diagram
- Installation Site Drawings:
 - Site Plan Drawings
 - Equipment Room / Shelter Drawings
 - Equipment Rack / Cabinet Drawings
 - Tower Profile Drawings
 - Path Profiles, RF Propagation and Data Sheets

All questions must be directed in writing **on or before Wednesday July 21, 2010.** Questions received after this cut off day will not be answered.

Vendors must specify in their proposals any environmental conditioning or space allocation, electrical power, grounding standards, or other needs required of the Department of Emergency Services that affect proposed system installation. All systems and equipment must be designed to fit within the general limits of physical areas of the present or proposed site structures. Any additional requirements considered necessary shall be documented in Vendor's responses with related costs included.

Wherever there is equipment being procured, relocated, etc., the cost of installation and optimization shall be included in Vendor's proposals. No consideration shall be made for proposals that reflect installation as a separate cost.

The successful Vendor shall provide Lackawanna County Department of Emergency Services with Criminal History Record Check for all prospective personnel to be placed at the County for work assignments, prior to any employee starting work on site. Successful Vendor shall be responsible for the payment of any processing fees required to cover the costs involved with the Criminal History Record Check through the Pennsylvania State Police.

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All proposals submitted to the County must include the following:
 - a. Name, address, and brief description of your firm;
 - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
 - c. A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - d. A statement that your firm is not involved in any current litigation with the County.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.

CONFIDENTIALITY:

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualifications, please return this Request to the Board and retain no copies thereof.

Lackawanna County
Qualification Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth in the RFP/RFQ section on the County's website at www.lackawannacounty.org