

Statement of Work-Request for Proposal VHF Radio Equipment and Installation North Zone/North County Dispatch Joint Powers Authority

1.0 PURPOSE:

The North County Dispatch Joint Powers Authority, hereafter referred to as the "NCDJPA", is seeking assistance with a **VHF Radio Equipment Purchase and Installation**, Request for Proposal (RFP), to identify the appropriate VHF Repeater equipment that is P25 capable to include installation costs for each of the four (4) sites identified in this RFP. Any response to this proposal should include any additional equipment needed to install each repeater/s at each of the four (4) sites. Any potential options for improved infrastructure needs at each site may be provided in separate line items. In addition to the equipment purchase for each of the four (4) sites, the NCDJPA is looking to purchase two (2) mobile repeaters. The equipment purchase will need to be completed, delivered, and invoiced no later than by December 12, 2018 and installation of the equipment must be completed by May 1, 2019.

2.0 BACKGROUND:

San Diego County Fire Service members have been participating in local and regional planning at all levels of government to address effective and integrated fire incident communications. This project seeks to expand local government conventional VHF radio system resources and infrastructure in the San Diego Operational Area.

A unified, coordinated approach in the county has been underway to include the use of consolidated legacy conventional VHF resources and emerging resources involving local, state, and federal fire services agencies with the support of the San Diego County Fire Chiefs.

The NCDJPA and North Zone Fire Agencies support and participate in these regional efforts. The Regional VHF project continues to be a primary focus for the North Zone, NCDJPA, and the San Diego County Fire Chiefs Association (SDCFCA). The project focus is to improve communications during major events, not limited to wildfire and to provide redundancy to the Regional 800 MHz radio system in San Diego County.

In San Diego County as a part of the State Master Mutual Aid (MMA) System, the county is divided in to four (4) fire zones: Central, East, Metro, and the North. Each Zone has different and varying situations as it relates to the Regional VHF project. In order to address the individual needs and to accomplish the regional goal, each Zone is responsible for their portion of the project while working together for the overall outcome. This RFP is for the initial phase of the North Zone and NCDJPA portion of the Regional VHF project.

3.0 HISTORY - NORTH ZONE AND JPA:

The NCDJPA was formed on June 11, 1984 and is legally organized under the Local Fire District Law of the State of California. Escondido Fire has its own Police and Fire Dispatch Center separate of the JPA in the North Zone.

The NCDJPA is governed by a Board of Directors, consisting of eight (8) elected official from the member agencies who are appointed by their respective governing bodies. The NCDJPA is also governed by a Board of Chiefs from the member agencies to provide operational oversight and direction to the Administrator and Staff of the JPA.

Please visit our website at NCDJPA.org for further information if desired.

4.0 PROJECT DESCRIPTION:

The North Zone and NCDJPA is in the process of identifying VHF radio equipment, infrastructure, resources, and installation needs for the first phase of work to support the Regional VHF radio systems buildout within the county of San Diego. The North Zone and NCDJPA identified four (4) sites as a priority:

- Fallbrook-North County Fire Protection District-Minnesota Site-2 Repeaters
- Fallbrook-North County Fire Protection District-Red Mountain Site-1 Repeater
- Oceanside Fire Department-City of Oceanside-Fire Mountain-1 Repeater
- Oceanside Fire Department-City of Oceanside-Morro Hills-1 Repeater
- Mobile Repeater-2
- Tower Replacement-1 (Fire Mountain Site) (Quote as a separate line item)

Installation costs should be identified on a separate line item for each site. In addition to the equipment and installation costs, the proposal may include other infrastructure needs outlined separately for each site. Due to the complexity of the project, experience in VHF equipment, infrastructure needs immediate and future for planning and design is essential criterion for this project. The North Zone is seeking a proposal that demonstrates the needed knowledge and experience with radio frequency (RF) radio procurement and installation projects, specifically related to VHF radio systems, analog and digital, equipment P25 capable, site analysis and infrastructure needs.

5.0 PHASE I - EQUIPMENT PURCHASE:

The JPA is looking to identify the appropriate P25 capable equipment needed at each of the four (4) sites, specifically VHF repeaters and base station radios that are in line or compatible with existing North Zone VHF radio equipment to minimize future support challenges. The proposal should detail the reason for the equipment proposed. The proposal should include, but is not limited to the following:

- P25 capable equipment, repeaters and base stations
- Antenna's should be included to replace existing antennas where needed
- Other equipment needs for installation of proposed equipment including any P25 capable components
- Other equipment recommendations and options may be included as a separate line item for consideration
- Other infrastructure recommendations should be separately proposed and identified as additional options
- Mobile repeater options compatible with the current VHF infrastructure and P25 capable. The mobile repeater should be a separate line item in the proposal
- Tower Replacement-1 Fire Mountain Site. The tower replacement at Fire Mountain should be a separate line item to include cabling replacement at this site with this option only. A solid time frame to complete this line item should be identified. The timeline should reflect the ability to purchase, pull permits, and install must be identified as viable for a May 1, 2019 completion. The tower quoted must meet industry standards and be appropriate for the site location.

6.0 PHASE II – INSTALLATION OPTIONS:

Site assessment should allow for immediate and future infrastructure needs identifying the most appropriate approach to identify future needs if applicable to the site. The site should meet FCC standards or other industry standards, when applicable.

The following considerations should be included:

- Personnel-Safety, access, and environment

- Equipment needs for immediate installation of priority equipment needs, repeaters, and base stations
- Antenna placement for maximum and appropriate coverage
- Any potential building/construction recommendations should indicate immediate solution and future needs to ensure installation deadline is met, but also identify future infrastructure needs.
- Any items that will not meet the installation deadline of May 1, 2019 need to be identified in the proposal with a detailed explanation.

7.0 PROPOSAL:

A cover letter introducing the company and providing the name of one individual who will be the primary point of contact with the JPA, the company name, address, and telephone numbers of corporate headquarters and a local office, if applicable, should be included in addition to the following:

- Executive Summary
 - A summary containing highlights of the vendor qualifications to provide the services described in this RFP, including a statement of its understanding of the project and services required.
- Client References
 - A minimum of five (5) client references is required.
- List of Similar Project Experience
- Vendor is specially trained and possesses certain skills, experience, education and competency to perform these services.
- Other Pertinent Information to aid the JPA in assessing the vendors qualifications and experience
 - Proposed plan for quality and cost control to enhance the service and responsiveness to the project needs, to reduce total project costs, and to complete the project on time.
 - Provide a listing of the information and/or assistance that the vendor will require from the JPA or its members.
- Travel Expenses
- Estimated On-site Visits
- Warranty Information on Equipment and Installation must be included.
- Payment Schedule
- Estimated project timeline to meet the required timeline of completion of December 12, 2018
 - Respondents shall provide a detailed project schedule, including, at least, the following elements
 - Project start date, timeline, work plan and end date
 - Written progress reports at the completion of a phase, task, or section (assume no less than one per month)
 - Formal progress meetings (assume one per month at minimum and as necessary).
 - Written final report completion date shall be by December 12, 2018.
 - The installation costs should be a separate line item from the equipment costs. Installation costs should be broken in to two parts. Installation costs for each site

should be a separate line item with detail explanation of work to be competed at each site.

- Additional Services
 - Indicate what services, if any, your firm would add to the “Scope of Services” to make the Study more meaningful and complete. This section should propose enhancement to the “Scope of Services” and should not include any services that are essential to the completion of this project as described in this document and the “Scope of Services.”
 - Propose and estimate the costs of these recommendations and separate from the general proposal.

The Vendor shall submit their proposal in accordance with the following requirements:

- Cost-Total proposal cost and detailed pricing breakdown:
 - Vendors shall provide total proposal cost and itemized pricing for both equipment and services. Each line item shall indicate the Vendor’s list cost and discount offered. Costs for OPTIONAL items also shall be provided.
 - The Price Proposal must include all tax and fees associated.
 - The Price Proposal must be submitted in a SEPERATELY SEALED ENVELOPE labeled “Price Proposal”
- The proposal shall be transmitted with a cover letter that conforms to the following format:
 - Signed by a person authorized to bind the Vendor contractually.
 - Provides the name, title, address, and telephone number of the individual to whom correspondence and other contacts should be directed.
 - Provides the name, title, address, and telephone number of the individual who will negotiate with the JPA.
 - All submittals become property of the JPA.

Vendor Agreement:

- A Vendor agreement may require the JPA Board Approval.

Consequences of Submission of Response:

- The RFP does not commit the JPA to pay any costs incurred in the submission of a response, or in making any necessary studies or designs for the preparation thereof, nor the purchase or contract for such services. Costs for developing the RFP are entirely the responsibility of the proposer and will not be chargeable to or reimbursable by the JPA.
- Any information contained in this RFP is for informational purposes only. The JPA will not be responsible for its completeness or accuracy.

The JPA reserves the right to contact individual Proposer’s for clarifying information at any time during the process.

Acceptance or Rejection of Response:

- The JPA reserves the right to reject any or all proposals, to award a contract based on the RFP process in whole or in part, or to modify, delay, or delete the entire project. The JPA also reserves the right to waive irregularities in any statement, accept, or reject all or any part of any statement, and waive any requirements of the proposals as may be deemed in the best interest of the JPA.
- The JPA for any reason may decide not to award a Vendor Agreement as a result of the RFP.

Evaluation Criteria:

- The following criteria will be used to help determine which bid is most responsive and meets the needs of the proposal:
 - Capabilities and resources available to perform the contract work
 - Successful history of providing mission-critical radio systems to public safety agencies
 - Compatibility with other digital and analog VHF systems inside San Diego County
 - Ability to conform with contract terms and conditions
 - Cost

Nondiscrimination / No-preferential Treatment:

- The successful Vendor or Vendors in the performance of the Vendor Agreement shall be required to comply with all applicable federal, state, and county nondiscrimination/no preference laws and regulations.

Indemnification:

The successful vendor will be required to comply with the following indemnity and insurance requirements, which will be included in the final agreement between the parties (Agreement):

- During all phases of this Agreement, and to the fullest extent permitted by law, Vendor shall defend, indemnify and hold harmless the JPA and its officers, directors, agents, officials, representatives, and employees (the "JPA Indemnitees"), the City of Oceanside, and its elected and appointed officers, officials, agents, representatives, and employees (the "Oceanside Indemnitees"), the North County Fire Protection District, and its elected and appointed officers, officials, agents, representatives, and employees (the "North County Fire Indemnitees"), together with the JPA Indemnitees, the "Indemnitees"), from and against any and all claims, loss, cost, damage, injury, expense, and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorney's fees, litigation expenses and fees of expert consultants or expert witnesses and costs of investigation) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Vendor in the course of Vendor's performance under the terms of this Agreement. The insurance provisions of this Agreement shall not limit consultant's indemnification obligations. The parties expressly agree that this section will survive the expiration or early termination of this Agreement. The indemnification of the Oceanside and the North County Fire Indemnitees shall only apply to the Vendor's work performed on the City of Oceanside and North County Fire Protection District owned properties.
- Without limiting, vendor indemnification, it is agreed that the vendor shall maintain in force at all times during the performance of this Agreement the following policy or policies of insurance covering its operations:
 - Comprehensive General Liability, including contractual liability, business automobile liability, and products and completed operations, all of which shall include coverage for both bodily injury and property damage with coverage in the amount of \$2,000,000.00 per occurrence and subject to an annual aggregate of \$4,000,000.00.
 - Workers' Compensation coverage at statutory limits.
 - Professional Liability in the amount \$1,000,000.00 per claim and annual aggregate of \$3,000,000.00.
 - Vendor/s liability insurance policy shall contain the following clauses:
 - "The North County Dispatch JPA is named as an additional insured as respects operations of the named insured performed under contract with the JPA."
 - "It is agreed that any insurance maintained by the JPA shall apply in excess of, and not contribute with insurance provide by this policy".
 - All insurance policies required by this Section shall contain the following clause:
 - "This insurance shall not be canceled, limited, or non-renewed until after thirty days written notice has been given the JPA."

- o The Vendor/s shall furnish the JPA with original certificates and amendatory endorsements effecting coverage required by the Agreement.

Vendor Not an Agent:

Except as the JPA may specify in writing, vendor shall have no authority, expressed or implied, to act on behalf of the JPA in any capacity whatsoever as an agent.

Consultant shall have no authority, expressed or implied, pursuant to the Agreement to bind the JPA to any obligation whatsoever.

Vendor:

Any questions regarding the RFP should be submitted in writing via email by October 12, 2018 by 4:00 pm to Lesli Wilson via email at (lwilson@sdrecc.org). The JPA will do the best to respond but reserves the right to not respond to any questions that are deemed clear as described in this document.

A site visitation will be conducted on October 10, 2018. The morning site times will be at the Oceanside locations and the afternoon site visits will be at the Fallbrook site locations. These site visits are highly recommended if the vendor is not familiar with the locations to provide a responsive proposal. No other dates will be considered. Please call to confirm attendance with Mina Sanchez by October 8, 2018 no later than 4:00 pm. (858) 400-2812

Timeline:

The timeline below is provided a general guideline and is subject to change. Unless stated otherwise, consider the dates below "on or about" date.

Event Description:	Date	Time
Site Location Visit	10/10/18	Oceanside Sites 9:00 am,10:15 am Fallbrook Sites 1:15pm, 2:30 pm
Vendor Questions submitted	10/12/18	Electronic Response 4:00 pm
Response to Questions (if required)	10/17/18	Electronic Response 4:00 pm
Bid Opening Date (Due Date)	10/23/18	3:00 pm
Notice of Intent to Award	10/24/18	3:00 pm

Award of Contract:

A contract may be negotiated with the Respondent/s whose proposal is determined to be the most responsive to the JPA's needs and most advantageous to the JPA, considering costs as well as other factors based on the criteria described herein, all as solely determined by the JPA.

The RFP deadline is October 23, 2017 by 3:00 p.m. Please provide an electronic version of your proposal. The electronic version should be sent to Quynh Dinh qdinh@sdrecc.org. Please provide three (3) hard copies of your proposal. The Price Proposal should be **submitted in a separately sealed envelope** labeled "Price Proposal".

Notification of intent to awarded on October 24, 2018 by 3:00 pm.

Please mail the hard copies of the proposal:

North County Dispatch Joint Powers Authority
 Attention: Quynh Dinh
 P.O. Box 1206
 Rancho Santa Fe, CA 92067