

ADDRESS:
2790 Ocean Beach Hwy
Longview, Washington 98632

COWLITZ 911
Police • Fire • Medical



Phone: 360-762-6800
www.Cowlitz911.org

**COWLITZ 911 PUBLIC AUTHORITY
REQUEST FOR QUALIFICATIONS**

**911 EMERGENCY COMMUNICATION CENTER PUBLIC SAFETY RADIO IMPROVEMENTS
PSR ARCHITECTURE AND ENGINEERING SERVICES**

NOTICE

The Cowlitz 911 Public Authority (Cowlitz 911) is seeking Requests for Qualifications (RFQ) from qualified public safety radio individuals and or firms for an architectural and engineering design, and preparation of a subsequent RFP to upgrade our current public safety, VHF multisite simulcast system. Project may include, but is not limited to, radio system engineering study, propagation study, architectural and engineering design, assisting with permitting requirements, FCC licensing, contractor selection process, technical project management of awarded contractor, and, if applicable, recommendation(s) for required civil work and permitting.

This project is required to be ready for a formal bid by February 15th, 2024.

SUBMISSION OF PROPOSAL

To be considered, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:

Cowlitz 911
Attention Deanna Wells Vendor Manager
2790 Ocean Beach Hwy.
Longview, WA. 98632.

2. **Submit** four (4) hard copies and one (1) electronic copy of your response no later than 4:00 p.m. *on October 23rd, 2023*; and

3. The envelope containing your submittal must be clearly marked "Cowlitz 911 Public Safety Radio Architecture and Engineering System Improvements"; and

4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and

5. Attendance is mandatory at the Pre-Submittal Meeting on October 9th, 2023, beginning at 09:30 to 11:00 a.m. (if you are not there, your submittal will not be considered).

6. Cowlitz 911 reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to its interest, with the right to waive minor irregularities in procedures as determined by the Cowlitz 911.

September, 25th, 2023
Deanna Wells, Vendor Manager Cowlitz 911 PA

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**COWLITZ 911 PUBLIC AUTHORITY
PUBLIC SAFETY RADIO IMPROVEMENTS
ARCHITECTURE AND ENGINEERING SERVICES
INSTRUCTIONS TO SUBMITTERS**

I. INTRODUCTION AND BACKGROUND

The Cowlitz 911 Public Authority (Cowlitz 911 is seeking Request for Qualifications (RFQ) from qualified individuals and or firms for a public safety radio infrastructure study, architectural and engineering design, and thereafter to prepare an RFP for qualified contractors to improve technology and performance of our current public safety VHF multisite, simulcast system. This project will Include a radio system engineering study, coverage study, geotechnical engineering if applicable, recommended or required civil work, FCC licensing, permitting requirements and design.

II. SCOPE OF SERVICES

A. Services – Generally

Engineer and design a VHF simulcast public safety radio system improvement project for the Cowlitz 911.

Identify the most suitable radio site(s) or alternative locations for new construction of a radio tower site in Woodland WA area, that will best suit the radio coverage needs of Cowlitz 911 and its user emergencies agencies.

B. Project Goals

- Assess alternative sites and/or consider new construction, equipment, and technology that will best fit the radio coverage needs of Cowlitz 911 and its user agencies that will integrate with the current VHF simulcast public safety radio infrastructure and our local terrain.
- Develop both short term and long-term solutions to radio coverage and performance issues.
- Consider the best or most suitable public safety radio infrastructure, equipment, FCC licensing, coverage needs, system functionality, cost, permitting, zoning, accessibility, soil, hazards, grading, site readiness, dependability, sustainability, and maintainability.
- Provide Cowlitz 911 a criteria-based recommendation for the selected site, technology and equipment improvements.
- Prepare a public safety radio improvement professional engineering design and equipment improvement recommendations that Cowlitz 911 can manage and maintain for the next fifteen to twenty years.

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- Collaborate with Cowlitz 911 staff and user agencies to prepare a public safety radio improvement RFP scope of work and design to be completed no later than January 15th, 2024.
- Collaborate with Cowlitz 911 staff and prepare a project budget for the radio technology and equipment improvements that will meet our fiscal and resource constraints.
- Define the systems and scope that we will need to improve our, radio system, microwave system, radio sites, and interface with our new secure 9-1-1 IP network and dispatch console systems.

III. PROPOSAL REQUIREMENTS

At submission of proposal each proposal shall include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Deanna Wells, Cowlitz 911 Vendor Manager, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

B. Experience

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Expertise, training, and knowledge of public safety radio infrastructure design, engineering, and architecture.
2. Experience of site assessments for the construction of public safety types of uses;
3. Experience with various city, county, police, fire agencies, boards, councils, or public safety entities.
4. A list of memberships in professional organizations, special training, licenses, certifications, and experience shall be included in the submittal.
5. The Contractor must be licensed in Washington and Oregon states.
6. The Contractor must be experienced and knowledgeable in VHF simulcast public safety systems, and 800 systems, and be able to provide evidence of recent experience.

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7. Contractors staff must include, Professional Engineer(s), Certified Radio Systems Engineer(s) and Project Management Professional(s).
8. Contractor must be a vendor agnostic firm whose core business is public safety and critical infrastructure communications networks.

C. Project Team

1. Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the Cowlitz 911 project management team. Please provide resumes of all key personnel who will conduct any work on this project.
2. Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.
3. Please provide all the names and contact information of all subcontractors you intend to use on this project and include their expertise, qualifications, and experience.

D. References

A professional profile of the Contractor including a list of at least three recent references from public entities the Contractor has provided similar services to include the scope of work, budget, timeline, quality of service, customer satisfaction and change order reports.

E. Project Schedule

A project timeline shall be provided to Cowlitz 911 **eight (8) business days** following award or execution of the contract, whichever comes last.

F. Fee Schedule

The basic services in your proposal of this agreement will be defined, and a basic fee **estimate** for the project and an amount not to exceed.

G. Contract

The awarded consulting contractor and Cowlitz 911 will negotiate and execute a professional services agreement (PSA) **no later than eight (8) business days** post award of this contract, unless parties mutually agree upon a later date.

H. Insurance

Consulting contractor will provide proof of or the ability to obtain a certificate of insurance to include, commercial general liability insurance in the amount of 2,000,000 per occurrence, technology errors and omissions or professional liability in the amount of 1,000,000 per occurrence and 1,000,000 policy aggregate limit, workers compensation, automobile insurance

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bodily injury, liability, including death and property damage in the amount of 1,000,000 combined single limit per occurrence.

IV. EVALUATION PROCESS

A. Project Approach ~ 25%

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to Cowlitz 911, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 20%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are qualified to work on the project as reflected in their resumes.

C. Relevant Past and Present Performance Criteria ~ 35%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 20%

The applicant's capacity to perform work in the prescribed time frame, considering the applicant's team current and planned workload. Describe the applicant's ability to provide all necessary qualified expertise, technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of Cowlitz 911. In no event shall Cowlitz 911, or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow these procedures and requirements. Failure to comply with any portion of this RFQ may warrant rejection of your Proposal.

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C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the Cowlitz 911 Vendor Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal if it's received prior to the submittal deadline, October 23rd, 2023, at 4:00 p.m.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the award of contract to another applicant must submit the appeal in writing to the Vendor Managers Office within five (5) working days of the Notice of Award or disqualification. Disagreement with the Public Authority's process--e.g., scoring by evaluators, is not subject to appeal.

E. Ownership of Documents

Any material submitted by proposer shall become the property of Cowlitz 911.

F. Public Record

All information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

All information and data furnished to the proposers by Cowlitz 911 and all other documents to which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the Public Authority. Any oral or written disclosure to unauthorized individuals is prohibited.

H. Proposed RFQ & RFP Timeline:

Radio Improvement RFQ Sept 2023	Start Doc/Work	Draft to Board	Final Doc	Posted for Bid	Due Date
Create RFQ	8/29/2023	9/15/2023	9/21/2023	9/25/2023	
Posting of RFQ				9/26/2023	10/23/2023
Pre-Submittal Mandatory Meeting					10/09/2023 (09:30-11:00 AM)

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Submittal Date (bidders submit)					10/23/2023 (4:00 PM)
Review Bids /Make Selection	10/24/2023				10/26/2023
Award Bid/Notify Bidders	10/30/2023 (10:00 AM)				
Negotiate Contract with Vendor	10/30/2023				11/9/2023
Submit RFQ Contract to Board for Action on 11/15/2023 Meeting	11/9/2023	11/9/2023	11/15/2023		11/9/2023
RFQ Vendor Work Begins Radio Project	11/16/2023				2/15/2024
Collaborate With User Agencies	11/16/2023				
Collaborate With Staff	11/16/2023				
RFP Radio Upgrade	11/16/2023	2/16/2024	2/21/2024	2/22/2024	
Publish RFP For Bidding/After Board Approval				2/22/2024	3/28/2024
Pre-Submittal Meeting					3/7/2024
RFP Submittals/ Open Bids Public View					3/28/2024 (3:00 PM)
Review Radio RFP Bids/ Compliance/Public					3/28/2024 (3:15 PM)
Review Bids/Score/Award Bid	3/29/2024				4/12/2024
RFP Awarded Contract Negotiations	4/15/2024				4/30/2024
Contract Sent to Board for Action at "Special Meeting" May 8th 10 AM 2024		5/1/2024	5/8/2024		
Radio Project Work Begins	5/9/2024				