

**TOWN OF WINDSOR  
WINDSOR LMR (Land Mobile Radio)  
REQUEST FOR PROPOSAL-RADIO SYSTEM CONSTRUCTION SUPERVISION**

**THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.**

**I. INTENT AND GENERAL INFORMATION**

The Town of Windsor is seeking proposals for Professional Consulting Services for the supervision of the installation of a P25 and DMR radio systems. The successful Consultant will enter into a Contract that incorporates both the RFP along with the submitted proposal.

**II. SUBMISSION AND DEADLINE**

Proposals must be **received by 2:00 P.M. Friday, November 9<sup>th</sup>, 2018.** The proposal shall be submitted to:

Paul N Goldberg  
Fire Administrator/EMD  
Windsor Town Hall  
275 Broad Street  
Windsor, CT 06095

Questions regarding this RFP may be directed to Paul Goldberg at [goldberg@townofwindsorct.com](mailto:goldberg@townofwindsorct.com) or 860-285-1983

**III. SCOPE OF SERVICES**

The Town of Windsor is seeking proposals to provide professional consulting services from a qualified consulting team to manage the technical portion of the installation of a P25 radio system and a DMR radio system. It is the town's intentions to evaluate the proposals received based on the qualifications, requirements and needs described herein and identify the firms that best meet these needs. The town reserves the rights to invite firms for follow up interviews in order to make a final selection that we believe will best support our specific goals and requirements.

## **SCOPE OF WORK**

**Construction Supervision:** the Town has decided on a P25 Phase II Motorola system for emergency services and general government use. A contracting document has been completed for this system and will be ready for signing in November based on the approval of the funding at a referendum on November 6<sup>th</sup>. The Town has also decided on a Motorola DMR radio system for the school system. A contracting document has been completed for this system and will be ready for signing in November based on the approval of the funding at a referendum on November 6<sup>th</sup>.

Consultants shall provide assistance with the supervision of construction of any infrastructure development required based on final system design. Consultant will also review all pay requests and change orders. The Consultant will be expected to assist the Town's Project Manager in the following tasks during the contracted period:

### **P25 Radio System Implementation**

- Coordinate and attend project kickoff meetings with the Town and Motorola
- Review a "subscriber equipment order list"
- Confirm FCC licensing task with Motorola
- Determine project reporting requirements
- Develop a responsibility matrix
- Review interoperability needs
- Identify talk groups and channels to be connected to the logging recorder
- Review the fire department requirements –UHF paging, simplex 800 MHz incident channels and vehicular repeaters
- Review the EMS cross channel needs
- Monitor all system installation work, including site modifications, antenna and equipment installations, 911 dispatch center work, system optimization, subscriber equipment installation
- Participate in system functional and coverage acceptance testing
- Assist in coordinating cutover to town departments
- Review all final system documentation-"as built"

### **DMR School Radio System**

- Coordinate and attend project kickoff meetings with the School system and Utility Communications
- Review a "subscriber equipment order list"
- Confirm FCC licensing task with Utility Communications
- Determine project reporting requirements
- Develop a responsibility matrix
- Review interoperability needs
- Determine the best method to connect to the present LTR system and the new P25 system

- Monitor all system installation work, including site modifications, antenna and equipment installations, 911 dispatch center work, system optimization, subscriber equipment installation
- Participate in system functional and coverage acceptance testing
- Assist in coordinating cutover to the new system
- Review all final system documentation-“as built”

#### **IV. BACKGROUND**

The Town of Windsor is a suburb of Hartford CT with a size of 30 square miles and a population of 29,000. Windsor operates a 450 MHz LTR trunked radio system which provides service to the public safety agencies, the school system and the support agencies in town. Two agencies, the fire department and the police department also operate on conventional channels on the 450 MHz range. The public safety agencies are comprised of the Windsor Police Department, the Windsor Volunteer Fire Department and the Windsor Volunteer Ambulance (a contractor to the town). The town departments operating on the system include: the department of public works, recreation, the landfill, emergency management, the health department and Northwest Park (a recreation facility). Also the school system utilizes the LTR radio system with 8 school buildings, a BOE office and building maintenance. The schools bus contractor maintains a separate radio system operated out of the scope of this project. Several large buildings in town use BDA's(Bi-directional amplifiers) to ensure in building coverage. The BDA's were purchased by the building owners and are maintained by the same.

The Town of Windsor operates approximately 300 portable radios, 130 mobile radios and 30 base type radios on the system. The current system was purchased in 2003. It was installed and became operational in early 2004. The LTR system replaced many incompatible conventional systems on various frequency bands and made interoperable communications possible between all agencies within the town for the first time. The current system is comprised of a LTR two-site, five channel, analog system. The current system has received several upgrades including the replacement of the dispatch console.

#### **QUALIFICATIONS**

Proposals shall be from qualified, independent Consultants who can provide direct assistance with assessing, planning, design and implementation oversight of the specific elements described in this RFP. Qualified consultants must demonstrate that the firm has expertise in the following areas:

1. A minimum of five (5) years of verifiable experience with similar projects.
2. Previous system design, replacement or upgrade experience that is similar in both size and scope to that requested in this RFP.
3. Demonstrated experience with trunked radio systems.
4. Complete familiarity with all aspects of Project 25 systems
5. Demonstrated experience with assisting customers in developing system life cycle costs analysis for similar communications systems.

6. Experience with conducting, supervising and/or analyzing in-building RF coverage surveys to ensure that a proposed system will meet expectations.
7. Experience with coordinating and working between multiple agencies to ensure coordination and support by all parties.
8. Experience with construction supervision in projects of similar size and scope.

#### **TERM OF CONTRACT**

The term of the contract to perform these consulting services will be as negotiated between the Town of Windsor and the selected Consultant. It is estimated to last one year.

#### **CONTRACT MANAGEMENT**

The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

### **VI. PROPOSALS**

The Town of Windsor will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Respondents shall submit as their proposal the following:

- An original and two (2) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted thumb drive .
- A letter of transmittal addressed to Paul Goldberg, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP and draft agreement.
- Brief statement as to the firm's/team's particular abilities and qualifications related to this project; state in detail the firm's/team's understanding of the requirements presented in this RFP.
- Description of project approach/methodology.
- Resumes of key personnel assigned to this project.
- Additional information, not included above, which you feel may be useful and applicable to this project.
- A cost proposal addressing the elements of the work to be performed. This proposal shall be in sufficient detail to include the task, number of hours, unit hourly rates and total proposal. The consultant shall indicate any and all costs that are considered necessary for the completion of the project. One cost proposal shall be submitted.
- Proposals must be signed by an Officer of the Consulting Firm. Unsigned proposals will not be considered

### **VII. CONSULTANT SELECTION PROCESS**

The consultant will be selected on the basis of the following criteria:

- Recent, relevant experience of the firm

- The background, education, qualifications, and relevant experience of key personnel to be assigned to this contract
- References provided by the firm
- Past performance for the Town of Windsor
- The consultant's proposed schedule for completion
- Competitiveness of proposed fees and costs

The Town of Windsor may elect to meet with any, all, or none of the consultants prior to selection.

The Town of Windsor reserves the right to reject any or all of the proposals submitted. The Town of Windsor reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town.

### **VIII. INSURANCE AND INDEMNIFICATION**

#### **INSURANCE**

CONSULTANT agrees to secure and protect itself and shall secure and indemnify the TOWN OF WINDSOR directors, officers and employees from any liability, claim of liability, expense, cause of action, loss or damage whatsoever for any injury including death to any person or property in the performance of this Agreement to the extent caused by the negligent acts, errors or omissions of CONSULTANT. CONSULTANT agrees to carry as a minimum the following insurance in such form and with such carriers as are satisfactory to the TOWN OF WINDSOR covering all Services to be performed under this Agreement:

After executing this Agreement, but prior to starting the Services, the CONSULTANT shall furnish Certificates of Insurance, including Automobile, Commercial General Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

#### **1. Commercial General Liability Insurance:**

The CONSULTANT shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

#### **2. Commercial Automobile Liability Insurance**

The CONSULTANT shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

### **3. Worker's Compensation Insurance**

The CONSULTANT shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

### **4. Umbrella Liability Insurance**

The CONSULTANT shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the TOWN OF WINDSOR and the CONSULTANT shall provide no less than thirty (30) days notice to the TOWN OF WINDSOR in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the TOWN OF WINDSOR as an additional insured.

Certificates of Insurance, acceptable to the TOWN OF WINDSOR shall be delivered to the TOWN OF WINDSOR prior to the commencement of the Services and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the CONSULTANT shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

### **INDEMNIFICATION**

The CONSULTANT shall indemnify and hold harmless the TOWN OF WINDSOR and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of CONSULTANT, or those for whom CONSULTANT is legally responsible in the performance of the work.

### **COMPLIANCE WITH THE TOWN OF WINDSOR CODE OF ETHICS**

No former town employee in administrative pay grade 3 or above and no former board of education employee in a cabinet level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination. (Chapter 2, Article IV, Section 11. Sec. 2-30.)

Windsor is an affirmative action/equal employment opportunity employer.

WBE/MBE/SBE's and Section 3 Contractors are encouraged to participate.