



REQUEST FOR PROPOSAL

Title: Request for Proposal for an Athens County Emergency Communications Radio Tower

Proposal Due Date/Time: September 20, 2016; 9:30AM

Location: U.S. Mail/Messenger/Fed Ex/UPS-(1 original and 3 copies shall be submitted) (faxed Proposals will not be accepted)

Athens County 9-1-1
Emergency Communications
13 West Washington Street
Athens, Ohio 45701

**Athens County 9-1-1
Representatives:**

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1. General Information

1.1 Athens County 9-1-1

Athens County 9-1-1, Emergency Communications is a county-wide 9-1-1 emergency call answering center and also a multi-agency 24/7 dispatching center. Athens 9-1-1 operates a state of the art, next-generation-capable 9-1-1 system and dispatches emergency units using both VHF and Ohio MARCS communications systems. Athens 9-1-1 has 8 communications tower sites that it uses for public safety radio communications.

Athens 9-1-1 has a continuing technical advisory committee, (CTAC) that offers operational guidance but answers directly to the Athens County Board of Commissioners. The agency is funded by a 1/4% county sales tax.

1.2 The Need to Rebuild Two Radio Communications Towers (Goals of this Project)

Athens County owns 8 tower sites that are used for emergency communications. Two of these sites need their towers replaced and raised in height.

Overall goals radio tower replacement project are:

- Remove the current 90-foot Nelsonville radio tower located at 242 Saint Charles Street and replace with a 180-foot self-supporting pad and pier monopole radio tower.
- Remove the current 120-foot Stewart radio tower located at 9633 Haga Ridge Road and replace with a 180-foot self-supporting pad and pier monopole radio tower.

1.3 Conflicts of Interest

It is the responsibility of the Contractor to notify the Athens 9-1-1 Representatives in writing of any possible conflict of interest as set forth below. Athens 9-1-1 will investigate the matter and determine if an actual conflict of interest exists. A conflict of interest arises when an Athens 9-1-1 employee, officer or agent involved in the RFP process or Contract has a financial or any other interest in a Contractor. If a conflict of interest exists, the Contractor may not submit a Proposal.

Athens 9-1-1 employees, officers and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors or Subcontractors. Any such actions must be reported to the Athens 9-1-1 representatives immediately. Athens 9-1-1 reserves the right to cancel an award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Contractor. Athens 9-1-1's determination regarding any questions of conflict of interest shall be final.

1.4 Compliance with Federal, State and Local Laws

Contractor warrants in submitting a Proposal and in the performance of an award as a result of the Proposal, that Contractor has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Contractor, by submitting the Proposal or performance that results from an award by Athens 9-1-1, agrees not to discriminate against any employee or applicant based on an individual's race,

color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Contractor further agrees that any subcontract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.

1.5 Limitation of Liability

Athens 9-1-1 makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work or at the site(s) of work now or in the future. The furnishing of such information by Athens 9-1-1 shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Contractor, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold Athens 9-1-1 liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of Athens 9-1-1, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Contractor required by this Request for Proposal and that it shall not hold Athens 9-1-1 liable or responsible therefore in any manner whatsoever.

Neither Athens County or Athens 9-1-1, nor any officer, agent, or employee thereof shall be charged personally with any liability by a Contractor or held liable to a Contractor under any term or provision of this RFP or any statements made herein or because of the submission or attempted submission of a response hereto or otherwise.

2. Proposal Contents

The Proposal shall be presented in a format that follows this list and is further explained in this section 2:

- Information about the Contractor
- Contractor's Work Experience
- Staff Qualifications, Roles, and Responsibilities
- Subcontractors
- Contractor Financial Information and Financial Ability
- References
- Project Deliverable and Specific Proposal Parameters
- Project Design
- Project Components
- Project Support
- Tasks and Timeline
- Price
- Bidder's Declaration

2.1 Information about the Contractor

- Provide your company's name and address, and your primary contact's name, phone number, e-mail address and fax number.
- Please give a brief history of the firm including the year organized, the year the firm began working with public safety communications systems.

- Please provide the location of each of your firm's offices. Indicate which office would service this account.

2.1.1 Contractor's Work Experience

Please provide the relevant work experience that you possess, making you qualified to design and construct a public safety, emergency communications radio tower. Particular emphasis should be placed on emergency public communication systems utilizing public safety grade equipment.

2.1.2 References

Please provide 3 references concerning previous work of a similar nature that was performed by the contractor.

2.2 Project Deliverable and Specific Proposal Parameters

The deliverable is the construction of two (2) emergency communications radio towers. Your Proposal shall meet the following parameters:

- Utilize public safety grade equipment.
- NELSONVILLE
 - Construct a 180-foot self-supporting radio tower at the Nelsonville radio tower site located at 242 Saint Charles Street, (39.463053 N, 82.224759 W).
 - Vendor is responsible for all soil and ground testing to support a self-supporting 180-foot tower with limited ground Space.
 - All State, Local and Federal Permits required will be the Vendors responsibility.
 - Tower design and installation must conform to site restrictions (Site Visits are required and will be coordinated with the Athens County 911 to ensure proper design.
 - Tower must be grounded per National Electric Code and conform to Motorola R56 Standards
 - All existing antenna's, antenna mounts, feed lines and lightning protection will be replicated at new heights of 180, 140, 100 feet to ensure proper antenna separation. Will be discussed at site visit.
 - Ice Bridges will be installed to route cables from new tower to existing buildings.
 - New bulkhead and/or entrance ports with ground bar will be supplied by vendor and conform to Motorola R56 standards
 - Existing fence will be extended to encompass new tower and gates relocated and/or newly built.
 - Area within boundaries of fencing will be properly graveled to a minimum 4 inch depth with weed control underneath gravel.
 - Deconstruct, Removal and Disposal of existing 90-foot tower will be the vendors responsibility and mounting bolts cut flush with existing tower pad.
- ROME TOWNSHIP
 - Construct a 180-foot self-supporting radio tower at the Rome radio tower site located at 9633 Haga Ridge Road, (39.327258 N, 81.864740 W).
 - Vendor is responsible for all soil and ground testing to support a self-supporting 180-foot tower with limited ground Space.

- All State, Local and Federal Permits required will be the Vendors responsibility.
- Tower design and installation must conform to site restrictions (Site Visits are required and will be coordinated with the Athens County 9-1-1 to ensure proper design.
- Tower must be grounded per National Electric Code and conform to Motorola R56 Standards
- All existing antenna's, antenna mounts, feed lines and lightning protection will be replicated at new heights of 180, 140, 100 feet to ensure proper antenna separation. Will be discussed at site visit.
- Ice Bridges will be installed to route cables from new tower to existing buildings.
- New bulkhead and/or entrance ports with ground bar will be supplied by vendor and conform to Motorola R56 standards
- Existing fence will be extended to encompass new tower and gates relocated and/or newly built.
- Area within boundaries of fencing will be properly graveled to a minimum 4 inch depth with weed control underneath gravel.
- Deconstruct, Removal and Disposal of existing 120-foot tower will be the vendors responsibility and mounting bolts cut flush with existing tower pad.
- Minimum liability insurance of \$5 million total and \$1 million per occurrence.
- The successful Contractor can only invoice for system components that have been approved and signed off by a representative of Athens County 9-1-1.
- If awarded the project, be prepared to utilize your standard contract for services, subject to review and approval by Athens 9-1-1.

2.2.1 Project Design

Please provide the general design of the communication towers that you propose to construct.

2.2.2 Project Components

Please list your design's specific components, warranty information, and your prior experience with this equipment. Capacity, reliability, durability, and functionality within the public safety system are all factors that will be reviewed.

2.2.3 Tasks and Timeline

Please list the key tasks and sub tasks that are involved with your Proposal. Provide a timeline for each task.

2.2.4 Price

Please provide an itemized breakdown of the key cost line items in your Proposal. Include equipment cost by component, labor costs, and any other costs associated with construction of the radio towers.

3. Proposal Submission

3.1 Delivery, Authorization, Cost of Preparation, and Confidential Information

Three copies of the Proposal shall be addressed to:

**Athens County 9-1-1
Emergency Communications
13 West Washington Street
Athens, Ohio 45701**

The envelope cover shall show:

- the Proposal Name, “Athens County Emergency Communications Radio Tower RFP”
- the Contractor’s name and primary contacts address

The following delivery methods are acceptable:

U.S. Mail/Messenger/Fed Ex/UPS

Faxed Proposals will not be accepted.

Failure to submit all required information may deem a Proposal as non-responsive.

A person who is legally authorized to bind Contractor to a Contract shall sign the Contractor’s Declaration. A Proposal submitted by an agent shall have a current Power of Attorney attached, which evidences the agent’s authority to bind Contractor. The person signing the Proposal shall initial erasures or other changes.

The cost incurred for the preparation of the Proposal is the sole responsibility of the Contractor. Athens 9-1-1 does not assume any liability for any pre-contract activity and/or cost incurred by Contractors responding to this RFP.

Proposal information is not considered confidential or proprietary. Trade secrets and other proprietary data contained in proposals may be held confidential if the Contractor requests, in writing, that Athens 9-1-1 does so, and if Athens 9-1-1 agrees, in writing, to do so. Material considered confidential by the Contractor must be clearly identified.

3.2 Communications Regarding the RFP

Requests for clarification and interpretations of the RFP must be made in writing up to three days before the submission deadline. All questions regarding the RFP shall be directed to the Athens 9-1-1 Representatives in writing delivered by postal service or by e-mail. The Athens 9-1-1 Representatives shall make clarifications, interpretations, corrections, and changes to the RFP by written addenda as specified below. Questions will not be answered and clarification will not be given after one day before the submission deadline.

3.3 Addenda to RFP

Addenda to the RFP will be issued in writing and will be communicated to all Contractors by e-mail, facsimile and will be posted at www.athensoh.org under business current bids and shall become part of the RFP. If the RFP is amended, all terms and conditions that are not modified by the Addendum remain unchanged and in effect as written. If an addendum is issued after Proposals have been received and/or after a short list has been developed, the addendum may be provided only to those who submitted Proposals or only to those on the short list, in the sole discretion of Athens 9-1-1.

Addenda may be issued up to three days before the submission deadline.

Athens 9-1-1 reserves the right to change the RFP schedule and to issue addenda. Athens 9-1-1 also reserves the right to cancel, reissue, or to make corrections or amendments to the RFP due to errors or changes identified by Athens 9-1-1 or suggested by a Contractor and to otherwise modify the terms of the RFP at any time in its sole discretion.

3.4 Late Submissions, Modifications, and Withdrawals of Proposals

Late Submissions: Proposals received after the specified Proposal deadline will not be considered and shall be returned to the Contractor unopened.

Proposal Modifications: Prior to the Proposal deadline, a submitted Proposal may be modified by written notice, signed by a duly authorized person on behalf of the Contractor, to the Athens 9-1-1 representative.

Proposal Withdrawal Notifications: Prior to the Proposal deadline, a submitted Proposal may be withdrawn by written notice to the Athens 9-1-1 Representative up until the Proposal deadline. Written requests to withdraw must be signed by a duly authorized person on behalf of the Contractor.

4. Proposal Evaluation

Proposals will be evaluated based primarily on the formatted information provided in Section 2, Proposal Contents. Athens 9-1-1 reserves the right to consider other information as presented in the Contractor's Proposal and to not be bound to any particular evaluation formula. Included in the evaluation will be issues of Contractor experience, qualifications, references, and price. Also considered will be the creativity of the system design, details of the operations and management agreement, the time frame for construction, and the revenue stream proposal.

At any time, and from time to time after the opening of the proposals, Athens 9-1-1 may give oral or written notice to one or more Contractors to furnish additional information relating to its Proposal and/or qualifications to perform the services contained in the RFP, or to meet with designated representatives of Athens 9-1-1. The giving of such notice shall not be construed as an acceptance of a Contractor's Proposal.

Athens 9-1-1 reserves the right to make an award without further discussion of the Proposals submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the Contractors, but there shall be no obligation to receive further information from any Contractor. Therefore each initial offer should contain the Contractor's best terms from a cost or price, service, and technical standpoint.

As a result of the selection of a Contractor to supply products and/or services to Athens 9-1-1, Athens 9-1-1 is neither endorsing nor suggesting that the Contractor's product or service is the only solution. The Contractor agrees to make no reference to Athens 9-1-1 in any literature,

promotional material, brochures, sales presentation or the like without the express written consent of Athens 9-1-1.

5. Contractor's Declaration (this section to be signed and attached to the remainder of the Proposal Contents from section 2)

This Proposal is in response to Athens 9-1-1's request for a Proposal for Athens County Emergency Communications Microwave System. Contractor agrees to perform in accordance with all provisions of the RFP documents and any addenda thereto, except as may be specifically stated in this Proposal, at the prices set forth herein.

Contractor agrees that this Proposal is a firm offer to Athens 9-1-1 which cannot be withdrawn for 120 calendar days from and after the Proposal due date.

Contractor certifies that it has thoroughly examined and fully understands all of the provisions of the RFP, including the parameters listed in section 2.2, as well as any addenda issued prior to the due date; that it has carefully reviewed and fully supports the accuracy of its Proposal; has satisfied itself as to the nature and location of all work, the technical, general, and local conditions to be encountered in the performance of any work, the requirements of Athens 9-1-1 and all other matters which may in any way affect performance or the cost thereof; and that Athens 9-1-1 shall not be responsible for any errors or omissions on the part of the undersigned in preparing this Proposal.

If awarded the project, Contractor agrees to provide a contract for execution to Athens 9-1-1 within 15 calendar days of such award notification, along with any required certificates of insurance.

Authorized Signatory

Title

Company Name

Date

Company Address

Telephone Number

Federal Taxpayer I.D. Number

Email Address