

# **Klickitat County Radio System Project 2010-2012 With RFQ Specifications**

## **Introduction**

Since 2004, Klickitat County has been pursuing a countywide public safety radio system. Currently, first responders and the central dispatch center housed in the Klickitat County Sheriff's Office utilize a patchwork of radio systems owned by various agencies. Coverage is very limited, particularly in the numerous deep canyons and along the winding Columbia River valley.

Ultimately, the County wishes to implement a countywide simulcast system which will allow first responders (law enforcement, fire, and emergency medical services) to communicate countywide without relaying messages through the central dispatch center. Klickitat County Public Works and the Emergency Management Department will also utilize the new system. A new radio paging system will enhance the notification of volunteers of emergencies.

In 2007, the County contracted with ADCOMM Engineering to design and begin implementation of the countywide radio system. With limited funding, interim solutions have been implemented. A major accomplishment was the acquisition of the FCC licenses required to cover the whole County. To retain these licenses utilization must be established in 2010 or 2011. Space in the current dispatch center is limited and further expansion of the radio system will require a new facility.

Facing the FCC deadline to have public safety radios on narrow bands by 2013, the County Commissioners have committed to fund approximately half the remaining estimated cost of \$6 to \$7-million with County funding. The other half will need to come from a combination of grants, partnerships with other entities (private and/or public) for site development, or voter approved funding.

## **Scope**

To move the project forward timely, the Board of County Commissioners wishes to hire a Radio Project Lead which will report directly to them. The Lead will coordinate all aspects of the project including but limited to: defining the project tasks and timelines; working with stakeholders to solicit their input and to keep them informed of the project throughout its duration; acting as the main contact for the County for consultants providing radio engineering services; developing interlocal agreements and partnerships for shared construction and use of the system and/or its sites; assisting in the design and construction of a new dispatch facility; grant administration; reviewing all payment requests pertaining to the project; seeking and applying for grants and other funding; coordinating efforts for public education of the project; and other tasks as necessary and agreed to by the County Commissioners to complete the project.

The County will engage a consultant or business to perform radio engineering services to design, construct, test and put into operation the radio system; to assist in grant writing; and to monitor and file FCC license paperwork. Additional work may include assistance in the design of the dispatch facility and to oversee the installation of equipment in the dispatch facility.

### **Timeframe**

This phase of the radio implementation project commences with the publishing of a request for qualifications for a project lead and a request for qualifications for a consultant or business to provide radio engineering services for the project. The County wishes to have the radio system operational including occupancy of the new dispatch center by the end of 2012.

### **Request For Qualifications Process**

Proposers shall follow the instructions below in responding to requests for qualifications for either project lead or radio engineering services.

All proposals shall include at a minimum the following:

- a. Cover letter stating the interest in the project and identification of the contact person and his/her phone number, email address and postal address;
- b. A description of the qualifications of the individual(s) or company that are proposed to perform the work;
- c. A brief description of similar work done for similar sized counties of similar geographical conditions along with contact information for those projects;
- d. A listing of billing rates and an estimate of hours to accomplish the work or an overall estimate of compensation for the project (with recognition that final compensation will be negotiated in preparing a contract based on the actual scope of work);
- e. A description of the availability of the individual or company to perform the work during the period from May 2010 to completion on or before December 2012.

All proposals shall be submitted on 8.5" x 11" paper. Proposals shall be easily reproduced on a standard copier. Binders, tabs, dividers, etc. should be avoided. Stapling, paper clips or other fasteners that are easily detached are preferred.

Proposals must be received by the deadline in the Commissioners Office, County Courthouse Room 103, MS-CH-04, Goldendale, Washington 98620. Proposals must be clearly marked on the outside of the delivery package or envelop: "Sealed Proposal – RFQ Radio Lead" or "Sealed Proposal – RFQ Radio Engineering".

## **Deadlines**

Proposals for the Radio Project Lead shall be received no later than Noon, April 12, 2010. Proposals for Radio Engineering Services shall be received no later than Noon, April 19, 2010.

## **Review Process**

All proposals received by the deadline will be opened in a public meeting of the Board of County Commissioners. Radio Project Lead proposals will be opened April 13 at approximately 1:30 p.m. Radio Engineering Services proposals will be opened April 20 at approximately 1:30 p.m.

All proposals will be reviewed by a committee appointed by the Board of County Commissioners. Depending on the number of qualified proposals received, the committee may hold interviews or request additional information to prepare their recommendation to the Board of County Commissioners for a proposer with which to begin contract negotiations to define a scope of work and set a compensation amount. The County Prosecuting Attorney will review the draft contract for legal compliance. The Board of County Commissioners will review and approve the contract during a regular public meeting of the Board.

## **Questions**

Questions regarding either request for qualifications or regarding the County's radio project in general may be directed to Glen Chipman, Administrative Services Director at (509) 773-2331 or via email at [glenc@co.klickitat.wa.us](mailto:glenc@co.klickitat.wa.us). Information about the County and county government may be found at [www.klickitatcounty.org](http://www.klickitatcounty.org).