



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY REQUEST FOR QUALIFICATIONS PUBLIC SAFETY RADIO SYSTEM ANALYSIS

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in public safety radio systems and telecommunications to conduct a complete assessment and inventory of its public safety radio system and evaluate the future radio system needs of the Town.

The Request for Qualifications (RFQ) is available online at:

<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFQ should be directed to Lieutenant Fred Sifodaskalakis at [fsifodaskalakis@pd.simsbury-ct.gov](mailto:fsifodaskalakis@pd.simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on July 9, 2018. A response to all relevant questions will be provided prior to the close of business on July 12, 2018 via addendum that will be posted on the Town website at:

<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

Interested and qualified consultants are to send their statement of qualifications electronically to [tmintern@simsbury-ct.gov](mailto:tmintern@simsbury-ct.gov) with the subject line reading "Public Safety Radio System Analysis RFQ". Only electronic copies will be accepted. Hard copies will not be considered. **Submissions must be received no later than 4:00pm on Monday, July 16, 2018.** No statement of qualifications will be accepted after the date and time specified.

**TOWN OF SIMSBURY  
REQUEST FOR QUALIFICATIONS  
PUBLIC SAFETY RADIO SYSTEM ANALYSIS**

**1. Introduction, General Information**

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in public safety radio systems and telecommunications to conduct a complete assessment and inventory of its public safety radio system and evaluate the future radio system needs of the Town. It is anticipated that the report completed by the consultant will include recommendations to inform any necessary upgrades and/or replacement of the existing system. The selected consultant may be retained to assist the Town in any future system implementation. The Town will not accept submissions from manufacturers, manufacturer's representatives, firms who would bid on system replacements or consultants having preferential relationships with manufacturers/suppliers.

**2. Submission and Deadline**

Statement of qualifications must be received by **4:00pm on Monday, July 16, 2018**. Complete electronic statement of qualifications, clearly marked "Public Safety Radio System Analysis RFQ," shall be sent to [tmintern@simsbury-ct.gov](mailto:tmintern@simsbury-ct.gov). Only electronic copies will be accepted. Hard copies will not be considered. No statement of qualifications will be accepted after the date and time specified.

Questions regarding this RFQ should be directed to Lieutenant Fred Sifodaskalakis at [fsifodaskalakis@pd.simsbury-ct.gov](mailto:fsifodaskalakis@pd.simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on July 9, 2018. A response to all relevant questions will be provided prior to the close of business on July 12, 2018 via addendum that will be posted on the Town website at:

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**3. Background and Existing Environment**

The Town of Simsbury was incorporated as Connecticut's twenty-first town in May 1670. It is centrally located in the heart of the New York-Boston corridor, and is located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Town has a land area of approximately 34.5 square miles and a population of 24,407. It is bordered by five municipalities: Avon, Bloomfield, Canton, East Granby, and Granby. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River.

Radio communications are crucial to the day-to-day operations of the Simsbury Police Department, Simsbury Volunteer Ambulance Association, Simsbury Department of Public Works, and Simsbury Board of Education. The Police Department is a Public Safety Answering Point (PSAP).

- **Simsbury Police Department:** The Police Department has an authorized strength of 38 sworn officers and a fleet of approximately 21 vehicles with installed mobile radios. All officers are issued portable radios from an inventory of 42 portable radios.
- **Simsbury Volunteer Ambulance Association (SVAA):** SVAA maintains an inventory of 40 portable radios assigned to various personnel. There are currently five vehicles with mobile radios installed, with a total of 18 mobile car radios installed. There is also one unit housed at SVAA.
- **Simsbury Public Works Department:** Public Works has a fleet of approximately 55 radio-equipped vehicles, with an inventory of seven portables, and one desk-based unit.
- **Simsbury Board of Education (BOE):** The BOE is responsible for the communication system used by the fleet of 71 school buses. There is one portable and two and a half desk-based units located at Salter's Express (119 West Street, Simsbury, CT). The system operates on a low band system with the repeater and antenna located at Central School (29 Massaco Street, Simsbury, CT). The communication system currently in place is in need of replacement as coverage is very poor throughout the town. A majority of the equipment is over 30 years old.

The BOE currently has 450 portable radios and a fleet of five maintenance vehicles. The seven public schools and district-wide maintenance fleet has poor coverage and needs to be able to communicate with public safety in the event of an emergency.

The Town of Simsbury's radio system infrastructure is comprised of Motorola and Zetron products. They were installed and are currently maintained by Utility Communications System located in Hamden, CT. The system has been in place for many years, and the dispatch consoles and Zetron radio system were replaced in 2012. A majority of the equipment has been discontinued or will be discontinued in the coming years. The Motorola portable and mobile radios used by the Police Department, SVAA and Public Works are due to go out of support.

The Zetron dispatch radio system is based in the Police Department. The Police Department utilizes a three site voted system and operates on a 400 UHF frequency. These sites are in the following locations:

- Main Repeater: Northeast Utilities site 2, Hoskins Road, Bloomfield CT
- Central School (back up to main repeater): 29 Massaco Street, Simsbury, CT

- Bushy Hill Fire Station: 345 Bushy Hill Road, Simsbury, CT

An additional repeater is located at the Main Fire Station, 871 Hopmeadow Street, Simsbury, CT. This is used by SVAA and for town-wide coordination.

The following is a breakdown of equipment inventory:

2	MTR2000 main repeater station
1	MTR2000 repeater station (SVAA)
1	Zetron two position dispatch console
1	JPS comparator
1	MTR2000 Station with dual receiver
1	Motorola MTR2000 satellite receiver
1	GE Exec II Hotline base station
1	Radius control station (SVAA)
1	CDM1250 control station (Granby PD & EMS)
2	CDM750 control station (coordination/town-wide & GAA)
1	MTR2000 repeater station (coordination/town-wide)
1	Zetron Integrator RD-4217 (two position console system)

#### 4. **Scope of Services**

Services to be provided by the selected consultant include but are not limited to the following:

- Complete assessment of current radio system and operations, including but not limited to backbone equipment, microwave equipment, sites, subscribers, engineering, and interoperability. Provide recommendations regarding current system supportability.
- Analysis of the effectiveness and efficiency of the existing system, which shall include both core equipment and subscriber equipment, evaluation of signal strength readings as measured by consultant, and analysis of use for existing site installations.
- Assessment of current repair and maintenance operation provided for the current radio systems and how these should be modified now and in the future.
- Review current technologies and provide a summary of potential use of different technologies inclusive of voice, video and data requirements.
- Make recommendations relative to upgrades or replacement of existing communication systems. Such recommendations shall consider reconfiguration or replacement of sites, equipment, software, broadcast frequencies, etc.

- Provide cost estimates for replacement or upgrade, if recommended, which shall include not less than two alternate solutions (system manufacturers). Such estimates should include all costs associated with the recommendation, including maintenance, as well as funding options.
- Attend meetings with staff as needed to perform sufficient analysis and review and present findings to the Town Manager and Board of Selectmen.
- In the event that the Town determines that it is best served by an upgrade or replacement of the current public safety communications system, and should funds be appropriated for the same, the Town, at its sole option, would seek any or all of the following services from the selected consultant:
  - Design of a new/upgraded communications system
  - Preparation of plans specifications and management of bid process
  - Construction administration and project management support
  - Post cut-over monitoring, including monitoring of system performance and reporting on quality control

**5. Qualifications**

Consultants responding to this RFQ must demonstrate that the firm has expertise in the following areas:

- A minimum of five (5) or more years of consulting experience focused on public safety operations and government project procurements.
- Previous system design, replacement or upgrade experience that is similar in both size and scope to that requested in this RFQ.
- Experience with coordinating and working between multiple agencies to ensure coordination with and support by all parties.
- Complete familiarity with all aspects of Project 25 systems.
- Firms may not have represented, worked for, or have a business relationship with vendors likely to bid or supply proposed systems (Zetron, Motorola, Tait, Airbus DS, Harris or others).

**6. Proposals**

The Town of Simsbury will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before the Town. Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal** – A letter addressed to Maria Capriola, Town Manager, which includes a statement by the respondent accepting all terms and conditions contained in this RFQ. The letter should also include a brief discussion of the consultant’s background, experience, and ability to perform this contract in accordance with the Scope of Services. The letter must be signed by the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- **Project Understanding** – Statement regarding the firm’s qualifications related to this project and detail on the firm’s understanding of the requirements presented in this RFQ.
- **Service and Staffing Plan** – Description of project approach/methodology, anticipated schedule with project milestones, and resumes of key personnel assigned to the project.
- **References** – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- **Fee Proposal** – One cost proposal to include all elements of the work to be performed. Please include the name, title, address, and telephone number for the individual with authority to negotiate and contractually bind the firm. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

**7. Selection Criteria, Evaluation and Award**

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and other relevant criteria. The Town reserves the right to award the work to a firm other than that with the lowest cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFQ. The Town anticipates inviting the firms with the most responsive submissions for an interview and detailed presentation before representatives from the Town. Following the interview process, the Town will award the contract to the firm it determines best qualified to perform the required services.

**8. Timeline**

The anticipated RFQ schedule is as follows:

RFQ Issued	June 18, 2018
Questions Due	July 9, 2018
Response to Questions Posted	July 12, 2018
Statement of Qualifications Due	July 16, 2018
Interview Selected Respondents	August 6-August 10, 2018
Select Respondent	August 17, 2018
Commencement of Services	September 4, 2018
Completion of Phase I Services	November 30, 2018

The Town reserves the right to modify this timeline following receipt of RFQ responses.

**9. Insurance and Indemnification**

The selected firm will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000
<u>Worker's Compensation:</u>	Statutory
<u>Employer's Liability:</u>	\$1,000,000

Contractor coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the duration of the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury 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 the consultant, or those for whom the consultant is legally responsible in the performance of the work.