



RFP # 557
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: June 16, 2009

Request for Proposal for:
Regional Radio Partners' Project Coordinator

PROPOSALS DUE: July 1, 2009 by 4:30 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP # and Project Title.

Submit one (1) original and four (4) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Keith Flewelling, Division Manager
Clark Regional Emergency Services Agency (CRESA)
Keith.flewelling@clark.wa.gov

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

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Request for Proposals
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Part I Proposal Requirements

Section IA

General Information

1. Introduction

The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this 'defined need' at a given price.

2. Background

The Portland Regional Radio System Partnership (Partnership), an Oregon ORS 190 organization, is planning a Program to collectively upgrade and/or replace the region's four existing public safety voice and data radio systems, separately owned by the members of the Partnership, with a unified digital 700/800 MHz system. A Planning Consultant has been retained to develop a strategic and fiscal plan for the Program.

Clark County on behalf of the Partnership is seeking a Project Coordinator (firm or individual) to oversee and coordinate the efforts of the Planning Consultant for the Regional Voice and Data Public Safety Radio System Planning Project.

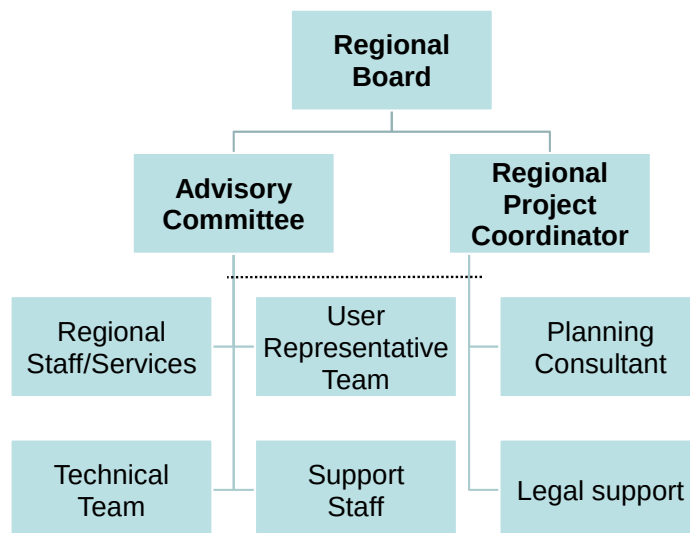
The Partnership members (Partners) are:

- The City of Portland
- Washington County Consolidated Communications Agency (WCCCA)
- Clark Regional Emergency Services Agency (CRESA)
- Clackamas County 800 Radio Group (C800).

The Partnership was established to develop a comprehensive plan for the engineering, implementation, governance, and operation of a unified regional public safety radio system to serve the geographic area encompassed by Clackamas, Multnomah, and Washington Counties of Oregon State and Clark County of Washington State and to integrate with the Oregon statewide Oregon Wireless Interoperability Network (OWIN) and the Washington State Homeland Security Region IV Interoperable Radio System.

Project Organization

The Project organization structure is:



- Regional Board - Official 4-person Partnership authority for this Project and the ultimate escalation point for Project issues.
- Advisory Committee - Project reviewers and advisors, local agency relations and Partners' representation.

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- Regional Project Coordinator – Coordinates efforts of Planning Consultant.
- Planning Consultant – Develops strategic and fiscal plans for the Project.
- Legal Support – Consultants on legal matters related to sharing/expanding /converting sites.
- Regional Staff - Local Agencies - Agencies using, administering and supporting their local systems/components.
- Project User Representative Team – Participants in and reviewers of user-related work and deliverables.
- Technical Team - Participants in and reviewers of technically related work and deliverables.
- Support Staff – Providers of fiscal management and other services.

Planning Consultant Scope of Work

The City of Portland, Bureau of Technology Services, on behalf of the Partnership has retained a radio system planning consulting firm iXP which has experience in developing comprehensive plans for a regional voice and data radio upgrade and/or replacement systems. The following is an outline of their work:

Phase 1 – Analysis

This phase provides the foundation for the conceptual system design and includes:

- Assessment of the current user needs and the existing four voice and data radio systems
- Development of system alternatives and recommendations, including a migration path
- Selection of an alternative

Phase 2 – Conceptual Design

This phase provides the technical details of the unified system and includes:

- Development of system conceptual design
- Development of concepts of operations
- Analysis of system lifecycle costs

Phase 3 – Business Plan

This phase provides the foundation for the regional strategy, financial and implementation plans and includes:

- Development of a comprehensive business plan

3. Scope of Project

Regional Project Coordinator Scope of Work

The Regional Project Coordinator will work with internal and external parties to organize the various components needed to initiate, coordinate, and conclude the Radio System Planning Project. Duties include but are not limited to:

- Monitors, maintains, and reports on the project plan;
- Assists in development, monitors, and maintains the project schedule;
- Coordinates schedules and activities between the Radio Planning Consultant and the various Partner entities;
- Coordinates with City of Portland on procurement and grant administration;
- Assembles and distributes monthly grant report including obtaining Partner expenses and in-kind contributions;
- Tracks progress and results of the Radio Planning Consultant and provides monthly reports;
- Reviews Radio Planning Consultants requests for payment and

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recommends action;

- Reviews and recommends Radio Planning Consultants requested changes for time, scope, and/or fee;
- Monitors and reports on project quality management;
- Monitors and reports on project issues;
- Monitors and reports on project risks and risk management.

Requires excellent communication skills and working ability with Microsoft Word, Excel, Power Point and Project software. The position will report to the Advisory Committee and to the Board.

4. Project Funding

The Regional Project Coordinator will be funded in-part by Public Safety Interoperable Communications (PSIC) grant and in-part by the Regional Radio Board partners.

5. Timeline for Selection

The following dates are the intended timeline:

Proposals due	July 1, 2009
Proposal review/evaluation period	July 2, 2009 - July 15, 2009
Interviews (if deemed necessary)	July 20, 2009 – July 22, 2009
Selection committee recommendation	July 22, 2009
Contract negotiation	July 23, 2009 – July 31, 2009
Contract completion/intended to begin	August 1, 2009

Section IB

Work Requirements

1. Required Services

- Writes and presents project plan progress reports for the Regional Radio Advisory Committee and the Regional Radio Board meetings. Tracks progress and results of the Radio Planning Consultant and provides monthly reports;
- Assists in development, monitors, and maintains the project schedule;
- Coordinates schedules and activities between the Radio Planning Consultant and the various Partner entities;
- Coordinates with City of Portland on procurement and grant administration;
- Assembles and distributes monthly grant report including obtaining Partner expenses and in-kind contributions;
- Reviews Radio Planning Consultants requests for payment and recommends action;
- Reviews and recommends Radio Planning Consultants requested changes for time, scope, and/or fee;
- Monitors and reports on project quality management;
- Monitors and reports on project issues;
- Monitors and reports on project risks and risk management.

2. County Performed Work

The Regional Radio Board and Advisory Committee will provide direction and oversight for the Regional Project Coordinator.

3. Deliverables & Schedule

- Project progress reports – monthly at a minimum (presented in both Advisory and Board meetings)
- PSIC grant reports – monthly as required by the terms of the grant
- Schedule of Radio Planning Consultant activities – prepared and presented a month in advance for both the Board and Advisory Committee meetings.
- Prepares and presents project related staff reports for Board action (with Advisory Committee review) – as needed.

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4. Place of Performance Advisory Committee and Board meetings are conducted within the Portland metropolitan area at various locations.
5. Period of Performance The project is currently scheduled to terminate with the end of the grant period on August 31, 2010. Project Coordinator services may be extended upon mutual agreement of the contractor and the Regional Radio Board.
6. Public Safety Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.
7. Insurance/Bond A. Commercial General Liability Insurance
Prior to the signing of a contract, the contractor(s) selected must show evidence of a certificate of commercial liability for a minimum of \$1,000,000 combined single limit.
- B. Automobile
If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.
- D. Proof of Insurance
Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.
- All policies must have a Best's Rating of A-VII or better.
8. Plan Holders List All proposer's are required to be listed on the plan holders list.
✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:
- [RFP Plan Holders List](#)
- If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion. See Attachment B.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Part II Proposal Preparation and Submittal

Section IIA

Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting There will be no pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is June 24, 2009. An addendum may be issued no later than June 26, 2009 to all recorded holders of the RFP if a substantive clarification is in order.

To review the questions and answers regarding this RFP please select the link below.

[Questions & Answers/Clarifications](#)

Section IIB

Proposal Submission

1. Proposals Due Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal Proposals must be clear, succinct and not exceed 10 pages, excluding resumes. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposer's are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

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Section IIC

Proposal Content

1. Cover Sheet

This form is to be used as your proposal Cover Sheet

See Cover Sheet - Attachment A

2. Project Team

- A single point of contact must be identified with complete contact information. The single point of contact should remain consistent throughout the project; however, if circumstances require replacement, the Board and Advisory Committee will be notified in writing as soon as feasible.
- Provide curricula vitae

3. Management Approach

Proposers should describe project management style, approach, and working culture as it relates to the scope of work.

4. Respondent's Capabilities

- Proposers should describe previous experience(s) which was similar to this project.
- Include information describing situations in which the proposer has had to enforce deliverable compliance, task delivery compliance, and/or financial compliance issues with a vendor.
- Include three (3) references from previous clients; preferably clients with projects of a similar scope of work.

5. Project Approach and Understanding

Provide a brief description (one paragraph) of the proposer's understanding of the scope of work.

6. Proposed Cost

Provide a single cost proposal which encompasses the entirety of the described scope of work. Also include a proposed benchmark payment plan with at least 15% of the total to be paid upon completion of the scope of work.

Part III Proposal Evaluation & Contract Award

Section IIIA

Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to the Regional Board prior to commencement of contract negotiations.
2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

1.	Project team	25
2.	Proposal approach/quality	25
3.	Experience	15
4.	Cost	10
5.	References	25

Section IIIB

Contract Award

1. Consultant Selection The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
2. Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract. The form of contract shall be the County's Contract for Profession Services.
3. Award Review The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
4. Orientation/Kick-off Meeting CRESA intends to complete negotiations and execute a contract by July 31, 2009. Following execution of the contract a kick-off meeting with the Regional Advisory Committee will be scheduled.

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Attachment A COVER SHEET

General Information:

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email address _____

Tax Identification Number _____

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

☐ Yes

☐ No

→ Did outside individuals or agencies assist with preparation of this proposal?

☐ Yes

☐ No (if yes, describe.)**

Total Funds Requested Under this Proposal \$ _____

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

Authorized Proposer Signatory

Date

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Signature,

Attachment B LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email address _____

- *All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.*

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: linnea.larocque@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.