

**City of Frontenac, Missouri**

**REQUEST FOR PROPOSALS**

**Professional Fire and Police Radio  
Telecommunications Dispatching and  
Peripheral Equipment**

**Issued June 30, 2010**

**Responses Due By July 30, 2010**

## **1. INTRODUCTION**

The City of Frontenac (the "City") is requesting proposals from qualified wireless communications companies to provide the Frontenac Police Department with movement and professional installation of certain dispatching, base station, and peripheral equipment for its new 24-hour fire and police dispatching center to be completed in October, 2010.

The project will include configuration of the new police dispatch facility to accommodate the existing equipment in the new government complex currently being built, the removal of existing telecommunications equipment in the old police facility, and the subsequent re-location of the existing equipment from the current police building to the new facility. It should be noted that the new facility will be built immediately adjacent to the existing police building. The wiring, accessories, and equipment provided must be compatible with all existing and mandated near-future narrowband telecommunications equipment that is or will be used by the City.

## **2. BACKGROUND**

The Police Department for the City of Frontenac currently operates a 24-hour a day public safety dispatching center that facilitates the rapid response of police officers, firefighters, and other public safety personnel. The existing equipment provides for wireless radio communications for two (2) dispatchers with multiple mobile radio users in fire and police vehicles, as well as Mutual Aid and Point-to-Point channels. The new system will provide for the relocation of two (2) existing dispatch consoles onto new console table positions in the main room of the new dispatching suite, and the rough-in for one, future dispatch console position in the Communications Supervisor office of the dispatching suite. The City will provide the two (2), existing Zetron 4010 desktop consoles for the new dispatching suite, and three (3), existing two-channel base stations described below.

## **3. GENERAL INFORMATION**

- a) The radio and peripheral equipment provided must be new, state-of-the-art telecommunications equipment compatible with all existing City radio equipment and near-future narrow-band requirements.
- b) The vendor must supply and install all necessary hardware, software, cabling, and peripherals for the current equipment, and the equipment provided by the vendor under this Request for Proposal, to ensure proper operation of the system
- c) Additional information regarding this proposal may be obtained from Police Chief Thomas Becker or Police Communications Supervisor Gary McDaniel at 314-994-9300, or City Administrator Bob Shelton at 314-994-3200.

#### **4. SCOPE OF WORK AND SPECIFICATIONS**

The selected firm will provide for workstation installations that are user-friendly for radio dispatch personnel, and which clearly fulfills the mission of the City's Communication personnel to provide effective and efficient dispatching operations on a 24-hour basis. At a minimum, the system will include:

- a) Removal and reinstallation of two (2) existing Zetron Model 4010 Desktop consoles and peripheral dispatching equipment from the existing police building to the new government complex dispatching suite, and the rough in of all cabling and equipment necessary for a future Zetron dispatch console in the Communications Supervisor office in the new building. Note: The consoles in the new government complex dispatching suite will be connected by the successful vendor to base station equipment they will relocate from the basement of the existing police department into an existing tower building adjacent to the new building. ( See "c" below. )
- b) Providing and installation of four (4) dual stereo plug audio jacks for existing Plantronics Encore NC Monaural Ultra, Model H91N headsets. Two (2) jacks per console are needed. The headset system will be made to provide 911 and standard telephone audio to the headset earpiece, and microphone interface with both the existing ShoreTel telephone system and the existing radio system.
- c) Removal and reinstallation of three (3) existing radio base stations from the existing police building to their new location in the adjacent tower building. This will include proper grounding of the relocated radio consoles to the base station equipment. The City will provide an emergency generator that the successful vendor will connect to the outbuilding radio equipment for emergency power purposes.
- d) Removal and reinstallation of one (1) voter/repeater with two (2) incoming, remote connections, from the existing police building to the existing on-site tower room.
- e) The relocation of three (3) VHF antennas ( Fire, Police, and Point to Point ) from the existing on-site tower to a higher position on said tower. All antenna connections to the base stations in the new outbuilding, as well as all connections from the new outbuilding to the new on-site dispatching center, will be accomplished by the vendor. Note: The FCC permits for relocation of the three antennas has been accomplished as of the publication date of this RFP.
- f) Seamless transition from the existing location to the new, on-site location with down-time of four (4) hours or less during a non-peak time to be determined by the City. This will most probably be a weekend day. Vendor to provide portable means for radio dispatchers to communicate with existing police and fire channels during this transition period.

- g) All requisite data, antenna, grounding, and other system wiring and cable connections for the system to be provided and installed by the vendor.

## 5. TYPE OF CONTRACT

The City intends to negotiate a “fixed price” contract for the services specified herein, with cost options for additional services if elements are added or deleted. The proposal should include the firm's fee to accomplish the system needs stated above. **Since this is an RFP for professional services the City will ask that respondents submit fee proposals in separately sealed envelopes so that submittals can be considered on their merits before taking into account costs.** The City plans to choose the most responsive and qualified firm and then negotiate a fixed price. If an agreement cannot be reached, the City will turn to the next most responsive and qualified firm.

An award, if any, made under the RFP shall be in the form of a written agreement by and between the selected firm and the City of Frontenac. The City will be bound only by a definitive written agreement duly approved by the Board of Aldermen and signed on behalf of the City by the Mayor.

## 6. SUBMISSION REQUIREMENTS / INSTRUCTIONS

The submission of responses to this “Request For Proposals” shall contain information detailing how the firm will succeed in providing for system requirements stated in sections 3 and 4, above. Included in the response should be:

- a) An Executive Summary

Provide an introductory cover page providing an executive summary of the firm's background, approach, prior experience, and explaining why the firm should be selected.

- b) Experience

- 1) Submit examples of similar projects completed by the members of your firm who will work directly on this project. For each comparable project submitted, include the name of the client and project, location, scope of work and services provided, date completed, and contact information, including telephone number.
- 2) Provide specific documentation regarding your firm’s overall experience and success in the design and/or relocation of similar telecommunications systems, and your firm’s success in the field.

c) Organization

- 1) Provide a detailed organizational chart illustrating your management approach and assignment of personnel. List the credentials of all personnel who will be responsible for or will work on this project and identify the key contact and/or project manager, including a detailed resume and his/her commitment to the project, if selected.
- 2) If the firm is proposing a joint venture or similar arrangement with another firm, state the nature of the relationship and include a description of the roles and responsibilities of all other relevant firms and/or team members.

d) Approach and Vision

Describe your firm's approach and efforts to remain aware of and utilize state-of-the-art developments in telecommunications systems, and the education of clients and customers in this regard.

**Submission Directions**

All submissions must arrive at the City no later than **10:00 a.m., Friday, July 30, 2010**

- f) Ten (10) – paper copies of the Proposal and a CD containing the text of the proposal in Microsoft Word format are requested.
- g) Submissions should be directed to the attention of Mr. Bob Shelton, City Administrator, City of Frontenac, 10555 Clayton Road, Frontenac, Missouri 63131.
- h) Send one copy of your proposed fee as detailed in section 5, above in a separately sealed envelope marked to the attention of Mr. Bob Shelton, City Administrator, City of Frontenac, 10555 Clayton Road, Frontenac, Missouri 63131.

**7. SELECTION CRITERIA**

Responses to the RFP will be evaluated by a selection committee and will entail a review of written materials submitted and also an on-site or telephone interview. Short-listed firms will be required to interview with the City Administrator prior to a presentation to the Board of Aldermen. To be considered for this project, the firm or project team must be located within the St. Louis metropolitan area. Proposals will be evaluated on the basis of the criteria listed below.

- Understanding of the project
- Technical approach to the overall project and its various phases
- Proposed scope of services
- Proposed work schedule
- References
- Makeup of the project team (personnel to be assigned to this project and their qualifications) including sufficient qualified and experienced personnel to see the project to its successful completion
- Experience working with projects of similar size and complexity
- Adequate financial strength to handle a project of this size and scope

## 8. SELECTION PROCESS AND SCHEDULE

It is the intention of the City to adhere to the following schedule for the selection of the communications company:

Solicitation of request for proposals	June 30, 2010
Proposal due date	July 30, 2010
Selection committee completes review	August 6, 2010
Notice to short listed firms	August 10, 2010
Presentation by short listed firms to City Administrator	To be announced
Presentation by recommended firm to Board of Aldermen	August 17, 2010

**N.B.:** This RFP does not commit the City of Frontenac to award a contract or to pay for any costs incurred by any firm in the preparation of a response to the request. The City reserves the right to cancel, withdraw or amend this RFP at anytime and for any reason. The City reserves the right to waive any irregularities or informalities as the City sees fit in this process. The City may seek clarification regarding a proposal at any time. The City assumes no responsibility or liability for the accuracy of any information set forth herein, or other documents or materials provided for use in developing a proposal. The communications firm assumes all liability in the use of such information in developing its proposal.