Date: May 25, 2016

To: All Prospective Respondents

Subject: Request for Proposals (RFP) No. 1065: RADIO SYSTEM CONSULTANT

The Town of Bloomfield invites you to submit a proposal based on the requirements of the enclosed RFP. The RFP and any addenda can be found on the Town of Bloomfield website, www.bloomfieldct.org as well as the State of CT Dept. of Administrative Services website, http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=136. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and IRS Form W-9, Request for Taxpayer Identification Number and Certification which must be completed and submitted with your proposal.

We ask that your proposal conform to our format request as closely as possible. The Town may accept proposals that take exception to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the proposal submitted. This letter, the RFP, and the proposal submitted by the successful Consultant will be made part of the resultant contract between the Town and the successful Consultant.

All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 P.M. June 21, 2016.

One Original (clearly identified as such) and three (3) copies of the proposal shall be submitted to the attention of

Purchasing and Risk Manager  
Town of Bloomfield  
2nd Floor  
800 Bloomfield Avenue  
Bloomfield CT 06002

The Package submitted containing proposals shall be sealed, bearing on the outside the firm's name and address and plainly marked "RFP #1065; RADIO SYSTEM CONSULTANT"

Questions about the Scope of Services, submission and other requirements may be directed to Nancy Haynes, Purchasing and Risk Manager at nhaynes@bloomfieldct.org no later than 4:00 p.m., June 9, 2016. Consultants are required to limit their contact with the Town regarding this RFP to the persons named herein.

The Town of Bloomfield looks forward to receiving your response.
1. **INTENT**

The Town of Bloomfield (the "Town") is soliciting proposals from qualified independent consultants for a complete overview, assessment and inventory of its current public safety radio system(s). It is anticipated that the report completed by the consultant will serve as a blueprint if and when the Town issues further requests for proposals to upgrade and/or replace the existing radio system. The selected consultant may be retained to assist the Town in any future system implementation. The Town will not accept proposals from manufacturers, manufacturer’s representatives, firms who would bid on system replacements or consultants having preferential relationships with manufacturers/suppliers.

2. **SUBMISSION AND DEADLINE**

2.1 All proposals must be received in the office of the Purchasing and Risk Manager by **1:00 P.M. Tuesday, June 21, 2016**. One original (clearly identified as such) and three (3) copies of the proposal shall be submitted to the attention of the Purchasing and Risk Manager at:

   Town of Bloomfield  
   Town Hall, 2nd Floor  
   800 Bloomfield Avenue  
   Bloomfield, CT 06002

2.2 Package containing proposals must be sealed, bearing on the outside the Consultant’s name and address and plainly marked “RFP # 1065; Radio System Consultant”

2.3 Questions about the Scope of Services may be directed to Nancy Haynes, Purchasing and Risk Manager, at nhaynes@bloomfieldct.org. The deadline for questions regarding this Request for Proposals is 4:00 p.m. June 9, 2016. Written clarifications or amendments to this RFP will be issued by addenda, no later than 4:00 p.m. June 13, 2016. Only information issued by formal written addenda will be binding. Addenda will be posted solely on the Town’s and State DAS websites.

2.4 Consultants are required to limit their contact with the Town regarding this RFP to the persons named herein.
2.5 The Town may entertain the submission of proposals from a team of consultants. The submission of any such proposal shall clearly spell out roles and responsibilities between the parties and identify the lead Consultant with whom the Town will contract and who will coordinate the activities of any sub-consultants.

2.6 The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFP.

3. **SPECIAL INSTRUCTIONS**

3.1 Consultants responding to this Request for Proposals are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until the Town has awarded a contract to the successful respondent.

3.2 Consultants responding to this Request For Proposals must have sufficient staff and expertise to complete the required services. The Consultant must agree that all personnel assigned to this project are qualified for this type of work.

4. **BACKGROUND INFORMATION AND EXISTING ENVIRONMENT**

The Town of Bloomfield has a land area of approximately 26.3 square miles and a population of approximately 22,000. It is bordered by six municipalities including the Capitol City of Hartford.

Radio communications are crucial to the day-to-day operations of the Bloomfield Police Department, Bloomfield Volunteer Ambulance, Bloomfield Fire Departments, and the Bloomfield Department of Public Works. The police department is a Public Safety Answering Point (PSAP).

The current Bloomfield Police radio system and dispatch consoles have been in place for many years and the recent software upgrades have been purchased for the existing dispatch consoles. The current system infrastructure and consoles will be supported by Motorola through 2020 at which time support for the majority of the components will be discontinued. The currently used Motorola brand portable and mobile radios used by police, ambulance, fire, and public works are due to go out of support in 2018.

The Bloomfield Police Department has an authorized strength of 49 sworn officers and a fleet of approximately 30 vehicles with installed mobile radios. All officers are issued portable radios from an inventory of 65 portable radios.

The Bloomfield Volunteer Ambulance maintains an inventory of 17 portable radios assigned to various personnel. There are currently 5 vehicles with mobile radios installed, the coordinator’s vehicle has a duel head system for front and rear mobile command post capabilities. There are 2 base units housed at BVA for EOC command post operations.

The Bloomfield Public Works Department has a fleet of approximately 50 radio equipped vehicles, with an inventory of 34 portables, and 5 desk base units.
The Town of Bloomfield's radio system infrastructures for public safety are currently Motorola products. They were installed by New England Communications System/WPCS International Inc. and are currently maintained by Utility Communications located in Hamden, CT. The infrastructure was refurbished in 2012 with the Motorola Quantar stations, 3 Motorola Centracom Gold Elite consoles. The Police department utilizes a backup dispatch station located at Blue Hills Fire Station #1.

The Bloomfield dispatch system is based in police headquarters housing the system’s the infrastructure and main antenna. There are system repeaters located in the following locations:

- Town of Windsor Public Works Facility, Day Hill Road, Windsor CT
- Mt Sinai Hospital, Blue Hills Avenue, Hartford CT
- Northeast Electric Utilities site 2, Hoskins Road, Bloomfield CT
- Tumble Brook Country Club, 376 Simsbury Road, Bloomfield, CT
- Blue Hills Fire Station #1, 779 Blue Hills Ave, Bloomfield CT

Breakdown of equipment inventory:

- 6 Motorola Quantar stations
- 3 Motorola Centracom Gold Elite console positions & electronics
- 3 Motorola Astro DIU
- 3 JPS comparators
- 15 Motorola MTR2000 voting receivers
- 12 Motorola AstroTac receivers
- 10 Motorola PTP400 microwave link equipment
- 5 Harris remote site multiplexers
- 1 Harris control site multiplexer
- 10 Motorola MTR2000 repeaters
- 3 DC power systems
- 22 UPS units
- 3 TX RX combiner/multicoupler systems
- 2 Multicoupler systems

5. **SCOPE OF SERVICES**

The Town seeks proposals from independent radio system consultants that specialize in radio communications to perform the following services:

5.1 **Phase I Services**

5.1.a Understand Bloomfield Police radio user needs and expectations.

5.1.b Perform an infrastructure facilities evaluation; prepare a report identifying existing conditions, and make recommendations for improvements of existing facilities.

5.1.c Conduct a complete assessment of current Police radio system and operations, including but not limited to backbone equipment, microwave equipment, sites,
subscribers, engineering, and interoperability. Provide recommendations regarding current system supportability.

5.1.d Conduct assessment of current repair and maintenance operation provided to the Bloomfield Police Department radio systems in use today and how these might and should be modified now and in the future.

5.1.e Perform an 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.

5.1.f Review current technologies and provide a summary of potential use of different technologies inclusive of voice, video and data requirements.

5.1.g Development of a short and long term communications plan with report identifying options for the Bloomfield Police Department and Town of Bloomfield to consider.

5.1.h 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.

5.1.i Provide cost estimates for replacement or upgrade, if recommended, which shall include not less than two alternate solutions (system manufacturers). Such estimate should include all costs associated with recommendation, including maintenance, as well as funding options.

5.1.j Attend meetings with staff as needed to perform sufficient analysis and review and present findings to Town Manager and Town Council.

5.2 Phase II Services:

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.

5.2.a Assist with the comprehensive design of a new/upgraded communications system, prepare a complete set of plans specifications and details for subsequent competitive bidding by the Town. All materials shall be provided digitally for subsequent publication/release by the Town. In conjunction with the Purchasing and Risk Manager, coordinate and hold a pre-proposal meeting for the purpose of reviewing system requirements with prospective contractors. Review and respond to inquiries through the Purchasing and Risk Manager and prepare any warranted addenda. Review proposals received, inclusive of
systems responsiveness to the requirements and inclusive of references and make a recommendation for award. Assist in contract negotiation and support.

5.2.b Provide construction administration, including review of proposed conversion plan, periodic meetings with the contractor, quality control, review and prepare action on RFI and shop submittals, review of site improvements as may be necessary to monitor conversion, review and prepare action on requests for payment or proposed contract change orders and assistance in assessment of final system operability and recommendation for system acceptance by Town. Provide project management support throughout the implementation to ensure adherence to scope of work, schedule and budget. Other services may include coordination of meetings, scheduling project activities, providing technical advice and support in developing and/or planning the implementation of interoperable communications.

5.2.c Post cut over monitoring, including documentation, investigation and resolution recommendations of radio performance issues following cut-over; monitoring of system performance and reporting on quality control.

5.3 Other services that may be determined necessary by the Town. Proposal shall include cost information for additional services including hourly rates and/or per project rates.

6. **CONSULTANT QUALIFICATIONS**

Consultants responding to the RFP must have the following qualifications:

6.1 A minimum of five (5) or more years of consulting experience focused on Public Safety operations and government project procurements.

6.2 A vendor neutral approach in order to demonstrate that they consistently get multiple response to RFP specifications.

6.3 May not have represented, worked for, or have a business relationship with vendors (Harris, Motorola, Tait, Airbus DS or others) likely to bid or supply proposed systems.

7. **TIMEFRAMES**

The RFP schedule is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP issued</td>
<td>May 25, 2016</td>
</tr>
<tr>
<td>Proposals due</td>
<td>June 21, 2016</td>
</tr>
<tr>
<td>Proposal Review Completed</td>
<td>July 8, 2016</td>
</tr>
<tr>
<td>Interview Respondents*</td>
<td>July 13, 2016</td>
</tr>
<tr>
<td>Select Respondent</td>
<td>July 20, 2016</td>
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<tr>
<td>Commencement of Services</td>
<td>August 1, 2016</td>
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<tr>
<td>Completion of Phase I Services</td>
<td>November 15, 2016</td>
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*The Town reserves the right to make a selection on the basis of the proposal alone; however it may invite selected respondents for interview at its discretion.*
8. **CONTRACT MANAGEMENT**

8.1 The Consultant will work under the direction of the Bloomfield Chief of Police.

8.2 The selected Consultant will assign one qualified individual, who will be the firm's day-to-day contact person who will be responsible for directing and coordinating the activities of the firm's personnel in all aspects of the project.

9. **EVALUATION AND AWARD**

9.1 **Selection Criteria**

The following criteria will be used, without limitation, in evaluating proposals and determining the most responsive Consultant:

9.1a The Consultant’s technical understanding of the scope of services and proposed professional services as evidenced by the proposal submitted.

9.1b The background and experience of the Consultant in providing similar services as well as the specific background, education, qualifications and relevant experience of key personnel to be assigned to this contract.

9.1c Proposed fees and costs, although the Town is not bound to select the Consultant who proposes the lowest fees. The Town reserves the right to negotiate fees with the selected Consultant.

Proposals in response to this RFP will be reviewed against the criteria listed above, and recommendation for award will be made in accordance with standard purchasing procedures.

9.2 **Selection Procedures**

The Town intends to enter into a contract with the most responsible Consulting Firm whose proposal is determined to be in the best interest of the Town.

9.2a The Town reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate a contract with the successful Consultant.

9.2b It is anticipated that several of the Consultants whom the Town determines to have submitted the most responsive proposals will be invited to interview and make a detailed presentation before the Town.

9.2c The Town shall, after a thorough review of the proposals received, and after conclusion of the interview process if needed, will award the contract to the Consultant whom the Town deems best qualified to perform the services required under this contract.
10. **PROPOSALS**

The Town will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the Town. Proposals submitted must be bound, paginated, indexed and numbered consecutively. The original proposal must be clearly marked as such. Consultants shall submit as their proposal the following:

10.1 **Letter of Transmittal:** A letter of transmittal addressed to **The Purchasing and Risk Manager**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. 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. Also to be included, is a listing of clients for whom similar services were performed.

10.2 **Detailed Proposal, which includes the following sections:**

10.2a **Project Understanding:** Provide a written discussion in sufficient detail to demonstrate the Consultant’s understanding of the scope and the professional services required.

10.2b **Experience:** Provide a detailed written summary of the Firm’s history and experience and capability in providing the services required.

10.2c **Staff Plan:** Identify key personnel whom the firm will assign to perform services under this contract. Indicate their background, experience and areas and levels of responsibility. Provide the resumes of all key personnel.

10.2d **Service Plan:** Provide a detailed, itemized plan of proposed services.

10.2e **Services Expected of the Town:** Define the nature and scope of all services to be provided by the Town.

10.2f **References:** Firms must provide a minimum of three references, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. References are preferred from those projects listed in the proposal.

10.2g **Information Regarding: Failure to Complete Work, Default and Litigation:** Please provide detailed information on any of the following, if pending or resolved within the past five years:

1. Professional Liability claims against the firm, principals or employees.
2. Failure to complete any work awarded.
3. Default on a contract or contract terminated for cause.
4. Litigation and/or claims in which the proposer or any of its principals (regardless of place of employment) have been involved within the last ten (10) years;
5. Suspension or debarment.
7. Other civil or criminal proceedings in which the proposer or any of its principals (regardless of place of employment) has ever been the subject, including each instance in which it or any of its principals has ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts.

**10.3 Fee Proposal:** Consultants are required to submit a fee proposal which includes the following:

- **10.3a** A lump sum fee for Phase I services.
- **10.3b** Lump sum fees for each of the Phase II activities.
- **10.3c** The Town reserves the right to negotiate the fees or rates and payment schedules with the successful Consultant.

All Proposals must be signed by the firm’s authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

**11. GENERAL REQUIREMENTS**

**11.1 Insurance:**

The selected Consultant shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best’s Key Rating of A- or better. Any and all exceptions must be approved by the Town Manager. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration. Any and all deductibles are the sole responsibility of the Consultant to pay and/or indemnify.

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<thead>
<tr>
<th>Insurance Coverage</th>
<th>Minimum Limits</th>
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<tr>
<td>General Liability</td>
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<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
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<tr>
<td>Products/Completed Operations Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
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<td>Auto Liability</td>
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<td>Combined Single Limit</td>
<td>$1,000,000</td>
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<tr>
<td>Worker’s Compensation</td>
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<td>WC Statutory Limits</td>
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<td>Employer’s Liability</td>
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<tr>
<td>EL each accident</td>
<td>$100,000</td>
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<td>EL disease policy</td>
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<td>Disease accident limit</td>
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<td>Umbrella</td>
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<td>Each Occurrence</td>
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<td>Professional Liability</td>
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<td>Aggregate</td>
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</table>
11.1.f The Town of Bloomfield and Bloomfield Board of Education are included as Additional Insureds, ATIMA under the Commercial General Liability and Employer’s Liability Insurance Policies. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR “COMMENTS” ON THE ACORD INSURANCE CERTIFICATE. (Additional Insured requirement is waived for Professional Liability coverages.) Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation to be provided.

11.1.g Each insurance coverage named above shall provide not less than a 30-day notice of cancellation to the Town. All policies shall be on the occurrence form. Any and all exceptions shall be reviewed by the Town Manager.

11.1.h Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default in the terms and conditions of this Agreement. The Provider agrees that such default may be cured by procurement of insurance on behalf of Consultant, at the Consultant’s expense, at Town’s option.

11.2 Hold Harmless Agreement:

The Consultant, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield and the Bloomfield Board of Education, including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Consultant during the Consultant’s performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The Town agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

11.3 Conditions

Consultants responding to this RFP will be expected to adhere to the following conditions in an agreement with the Town and must make a positive statement to that effect in its proposal submitted:

11.3a The Consultant has personnel sufficient to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the contract.

11.3b Agree that all work produced under this agreement will become property of the Town of Bloomfield.
11.3c Agree to provide the insurance coverage herein specified for the full duration of the contract's term, including any and all extensions.

11.3d Agree to accept and follow management direction from the Town and specifically, the Chief of Police or his duly authorized designee.

11.3e Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut and Town of Bloomfield.

11.3f Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with the selected Consultant, the Town may unilaterally cancel its selection of that Consultant.

11.3g Agree that periodic payments to the Consultant will be made as agreed upon in the signed contract.

11.3h Agree that if services are not performed in a timely manner so as to meet the Town’s stated time frame, the Town may withhold payment, or portions of payment as liquidated damages in amounts of no less than $250 per day for every day or portions of the day that timeframes are not met.

11.3i Agree that the Town reserves the right to terminate the contract at any time. In the event of contract termination, the Consultant shall be entitled to payment for approved services rendered after the execution of the contract and prior to receipt of notice of termination. However, if the Consultant has damaged the Town, said payment may be withheld until the Town determines whether or not by how much said payment should be reduced.

11.3j Agree that the contract between the Town and the Consultant shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Bloomfield.

11.3k Agree that no conflict of interest exists. Identify the nature of any potential conflict of interest your firm might have in providing services to the Town under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firm's performance of the proposed agreement. If conflicts do or might exist, describe how your firm would resolve them.

12. **ANTI COLLUSION STATEMENT**

Proposers and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:
- the preparation or submission of Proposals;
- the clarification of Proposals; and
- the conduct and content of negotiations, including final contract negotiations, in respect of this RFP or procurement process, or any other procurement process being conducted by the Town in respect of any of its requirements.
13. **TAXPAYER’S IDENTIFICATION NUMBER**

   Each Consultant, whether an individual, proprietor, partnership or a non-profit corporation or organization must obtain, complete and include, with the proposal submitted, an Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".

14. **ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS**

   Information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to the Request for Proposals requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.