**COMMONWEALTH OF VIRGINIA**



**COUNTY OF HENRICO**

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

DEPARMENT OF FINANCE

**RFP #15-9729-2CS**

February 20, 2015

**REQUEST FOR PROPOSALS**

**RICHMOND CAPITAL REGION APCO 25 LMR PROJECT**

Your firm is invited to submit a proposal to provide an APCO Project 25 compliant Regional Land Mobile Radio (LMR) system/sub-system in accordance with the RFP specifications and requirements. Electronic copies of the RFP documents will be available on Monday, February 23, 2015 and may be obtained by contacting Cecelia H. Stowe, County of Henrico Purchasing Director at [sto05@henrico.us](mailto:sto05@henrico.us) or (804) 501-5685.

In order to assure that the security of the current and proposed public safety radio systems is maintained, it is necessary and appropriate to protect from public disclosure certain information and data contained in the RFP documents. Therefore, individuals or entities who wish to obtain a complete set of the RFP documents must sign the Non-Disclosure Agreement, a copy of which is included in Section 1.17.1.

**Proposals consisting of nine (9) electronic copies and thirty six (36) hard copies must be received no later than 2:00 p.m., July 24, 2015, by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE.

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division Purchasing Division

1590 E. Parham Road P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**A pre-proposal conference will be held on March 25, 2015 at 1:00 p.m. in the County of Henrico’s Training Center at the corner of Shrader and Parham Roads, 2nd floor, rooms 2029 and 2030. Site visits will be conducted during the period March 26 through April 3, 2015. If you would like to submit preliminary questions prior to the pre-proposal conference, please submit them to the County of Henrico Purchasing Division (Attention: Cecelia Stowe) by March 18, 2015. In addition, the Jurisdictions (defined in the RFP below) will answer oral questions during the pre-proposal conference. Please bring an electronic or hard copy of the RFP to the pre-proposal conference to discuss the requirements.**

Time is of the essence and any proposal received after **2:00 p.m., July 24, 2015,** whether by mail or otherwise, will be returned unopened. The time of receipt will be determined by the time clock stamp in the office of the County of Henrico Purchasing Division. Proposals must be marked with the RFP number, title, and date and hour proposals are scheduled to be received. Each Offeror is responsible for ensuring that its proposal is stamped by County of Henrico Purchasing Division personnel by the deadline.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The Jurisdictions reserve the right to accept or reject any or all proposals submitted.

The awarding authorities are the legislative bodies of the Jurisdictions.

Questions concerning this Request for Proposals should be directed to **Cecelia H Stowe, Purchasing Director, sto05@henrico.us**

**Very truly yours,**

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Sto05@.henrico.us

**REQUEST FOR PROPOSALS**

**RICHMOND CAPITAL REGION APCO 25 LMR PROJECT**

**Table of Contents**

**Section 1 - RFP Procedural Information**

* 1. Definitions…………………………………………………………………………………..............4
  2. Purpose……………………………………………………………………………………………...5
  3. Background – Existing Radio Networks………………………………………………………….5-6
  4. Project Introduction…………………………………………………………………………………7
  5. Design and Installation of the Next Generation Capital Radio System……………………….7
  6. Post Installation Duties…………………………………………………………………………….7-8
  7. Payment and Project Milestones………………………………………………………………….8
  8. Site Visits…………………………………………………………………………………………….8-9
  9. Anticipated Procurement Schedule……………………………………………………………….9-10
  10. Proposal Submission Requirements……………………………………………………………..10-13
  11. Proposal Response Format……………………………………………………………………….13-14
  12. Instructions for Response to System Specifications……………………………………………14-18
  13. Price Proposal………………………………………………………………………………………18
  14. Deviation List………………………………………………………………………………………..18
  15. Summary of Offeror Response Media for System Specifications……………………………..19
  16. Selection and Award Process ……………………………………………………………………..19-22
  17. Miscellaneous Procurement Information………………………………………………………….22-25

1. **Section 2 – System Specifications**
   1. Technical Specifications
   2. Project Implementation Services and Specifications
   3. Pricing Requirements
   4. Jurisdictions’ General Contract Terms and Conditions
2. **Section 3 – RFP Appendices (Appendix A through Appendix Z)**

RFP documents under Sections 2 – System Specifications, and Section 3 – RFP Appendices are available in electronic media only and may be obtained only after execution of the Non-Disclosure Agreement, as provided for under section 1.17.1.

**Section 1 – RFP Procedural Information**

**1.1 Definitions**

1.1.1 “Capital Region Communications Steering Committee” or the “CRCSC” means the four-member committee that oversees and manages the operational policies and technical policies of the Capital Region Radio Communications Network. Formed in 1998, the CRCSC had three original members: Chesterfield, Henrico, and Richmond. Hanover joined as the fourth member in 2009.

1.1.2 “Jurisdictions” means the counties of Henrico, Chesterfield, and Hanover; the cities of Richmond and Colonial Heights; and the Capital Region Airport Commission, collectively.

1.1.3 “Final System Acceptance” means the project milestone when an individual Jurisdiction accepts as complete the project scope of work for its individual contract with the Successful Offeror. The project scope of work includes, without limitation: Detailed Design Review, System Factory Staging, Site Development and System Integration Services, Regulatory Work, Training, System Acceptance Testing, System Cutover, Documentation, Equipment Removal, and Punchlist Resolution, as each of those terms is used within section 2.2 of the RFP (System Specifications).

1.1.4 “Next Generation Capital Region Radio System” means the combination of all equipment, software, applications, and facilities necessary to meet the requirements of this RFP.

1.1.5 “Offeror” means a firm that responds to this RFP with a proposal.

1.1.6 “Purchasing Division” or “Purchasing Office” means the purchasing division or purchasing office of the County of Henrico, Virginia, unless context designates otherwise.

1.1.7 “Selection Committee” means the committee staffed by Chesterfield, Hanover, Henrico, and Richmond, which will interview, select, and negotiate with the Successful Offeror.

1.1.8 “Submittal” means a documented response to a request for information in the System Specifications. Submittals may be by written response (Text Submittal) or by electronic file (File Submittal).

1.1.9 “Successful Offeror” or “Supplier” means the Offeror that has been selected and recommended by the Selection Committee for award of the contract(s) as a result of this RFP.

**1.2 Purpose**

The purpose of this Request for Proposal (RFP) and resulting contract(s) is to obtain the services of a qualified firm to provide an APCO Project 25 compliant Land Mobile Radio (LMR) system/sub-system to meet the long-term (20 years) public safety radio communications requirements of the Jurisdictions in accordance with the RFP specifications and requirements. The conceptual design consists of three major 700/800 MHz Phase 1 simulcast sub-systems (Henrico County, City of Richmond, and Chesterfield County) integrated through primary and secondary system control locations in Chesterfield and Henrico. Henrico County and Chesterfield County require integrated system control electronics capable of providing redundancy and high availability to the Next Generation Capital Region Radio System. The Capital Region Airport Commission will function as a major user group within the Henrico County sub-system. Colonial Heights will function as a major user group under the Chesterfield County sub-system. The existing Hanover County P25 radio system will remain autonomous to the Capital Region Next Generation Radio System and will be interfaced through redundant P25 ISSI (Inter RF Sub-System Interface) linkages to achieve greater levels of radio system interoperability.

**1.3 Background – Existing Radio Networks**

There are three existing public safety radio networks that are the subject of this Request for Proposals, which are as follows:

1. The “Capital Region Radio Communications Network,” which includes three integrated radio subsystems:
   1. City of Richmond,
   2. County of Henrico, and
   3. County of Chesterfield (including the City of Colonial Heights);
2. The “Capital Region Airport Commission Radio Network;” and
3. The “Hanover County Radio Network.”

Each existing radio network is described more fully below.

1.3.1 Existing Capital Region Radio Communications Network

The existing Capital Region Radio Communications Network consists of an integrated 800 MHz Public Safety Motorola SmartZone 3.z trunked radio system utilized by the County of Henrico (“Henrico” or “Henrico County”), the City of Richmond (“Richmond”), the County of Chesterfield (“Chesterfield” or “Chesterfield County”), and the City of Colonial Heights (“Colonial Heights”). Henrico, Chesterfield, and Richmond each maintain distinct radio subsystems that are networked to a common trunking network control site at the Henrico County ECC. Henrico, Richmond, Chesterfield, and Colonial Heights rely on seamless roaming for the public safety subscriber radios and the backup radio dispatch capabilities provided by the networked 911 centers.

Henrico County transitioned to the 800 MHz system on September 16, 1999. Chesterfield began using its subsystem on April 16, 2001, and Richmond completed its transition to the 800 MHz network on July 22, 2001. In 2002, Colonial Heights integrated a remote simulcast site and remote dispatch center within the larger Chesterfield County subsystem. Various appendices accompanying this RFP provide additional background information for the Capital Region Radio Communications Network.

The three principal jurisdictions (Henrico, Richmond, and Chesterfield) consummated a memorandum of understanding (MOU) on May 12, 1998 solidifying their commitment to regional interoperability and the intent to unify their respective radio subsystems.

1.3.2 Capital Region Airport Commission Radio Network

The existing Capital Region Airport Commission (the “CRAC”) Radio Network is a single site, 800 MHz Motorola SmartNet digital trunked radio system that was deployed in 1998. Since its initial deployment, the CRAC Radio Network has been reconfigured significantly with the rooftop of the Terminal Building now serving as the location for the antenna systems (the original tower located at Cargo 11 was decommissioned). While both the Capital Region Radio Communications Network and CRAC Radio Network rely on 800 MHz trunking platforms, the two networks function independently with no trunking system control linkages. CRAC public safety radios are equipped to interoperate directly on the Capital Region Radio Communications Network (specifically the Henrico County subsystem) through the use of compatible subscriber radios and exchanged radio programming logic. To date, Capital Region Radio Communications Network radios have not been programmed to interoperate on the CRAC Radio Network. Various appendices accompanying this RFP provide additional background information for the CRAC Radio Network.

1.3.3 Hanover County Radio Network

In April 2009, the County of Hanover (“Hanover” or “Hanover County”) officially joined the Capital Region Communications Steering Committee as a voting member participant while it was in the process of migrating to its current autonomous 700/800 MHz Motorola 7.x P25 radio communications network (transition completed on August 25, 2010). While the Capital Region Radio Communications Network and the Hanover County Radio Network both rely on 800 MHz trunking platforms, the two networks function independently with no trunking system control linkages. Hanover County public safety radios are equipped to interoperate directly on the Capital Region Radio Communications Network through the use of compatible subscriber radios and exchanged radio programming logic. Capital Region Radio Communications Network public safety radio users possessing P25 radios are equipped to interoperate directly on the Hanover County Radio Network through the use of compatible subscriber radios and exchanged radio programming logic. Various appendices accompanying this RFP provide additional background information for the Hanover County Radio Network.

**1.4 Project Introduction**

This procurement is conducted by the County of Henrico pursuant to Va. Code § 2.2-4304 for cooperative procurement, in conjunction with the counties of Chesterfield and Hanover, the cities of Richmond and Colonial Heights, and the CRAC. Each Jurisdiction will participate by awarding a separate contract to the Successful Offeror pursuant to this RFP, therefore, there will be six individual contracts resulting from this Request for Proposals – one contract between each Jurisdiction and the Successful Offeror. However, only the four members of the Capital Region Communications Steering Committee (Chesterfield, Hanover, Henrico, and Richmond) will evaluate proposals and interview, select, and negotiate with the Successful Offeror.

**1.5 Design and Installation of the Next Generation Capital Region Radio System**

This project is a cooperative effort by Henrico, Chesterfield, Richmond, Colonial Heights, Hanover, and the CRAC to strengthen radio communications throughout the Richmond, Virginia metropolitan area. Due to the age and technological support challenges associated with the existing Capital Region Radio Communications Network and the CRAC Network, the Jurisdictions have organized their respective personnel, resources, and capital budgets to simultaneously procure a Next Generation Capital Region Radio System designed to meet both: (i) individual Jurisdictional needs and (ii) the collective needs of the Jurisdictions – especially, enhanced interoperability with the Hanover County Radio Network.

Some of the fundamental project goals and requirements of this cooperative procurement are:

1. procuring an APCO P25-compliant system,
2. improving radio frequency coverage,
3. strengthening reliability and maximizing system availability,
4. enhancing interoperability,
5. providing greater system capacity and scalability,
6. preserving regional backup dispatch center functionality,
7. leveraging and re-using viable existing communications facilities/site assets, and
8. designing a long-term, cost-effective system lifecycle in terms of supportability and maintainability.

The Jurisdictions have outlined numerous technical requirements designed to meet these critical objectives and to guide every Offeror crafting a proposal response.

**1.6 Post-Installation Duties**

In addition to designing and installing a Next Generation Capital Region Radio System the Successful Offeror will have three major post-installation duties, which are:

1. Providing an express warranty and warranty period following Final System Acceptance (one year minimum and the express warranty must comply with the provisions set out in 2.2.9.0 *et seq*),
2. A continuing maintenance and support period following the warranty period (20 years),
3. A continuing duty to sell the Jurisdictions equipment at guaranteed discounts from the Successful Offeror’s standard list prices (20 years).

Each of these requirements are reflected in Appendix U (Price Proposal) and are set out in more detail in the RFP documents below.

**1.7 Payment and Project Milestones**

The Jurisdictions will make payments upon the successful completion of the following project milestones (percentages due at each milestone must be proposed by Offerors and will be negotiated between the Jurisdictions and the Successful Offeror prior to execution of the contracts):

* Detailed Design Review Completion,
* Factory Staging/Acceptance Testing Completion,
* Site Development/Civil Work Completion,
* System Field Installation/Integration Completion,
* Field Acceptance Testing Completion,
* Subscriber Terminal Shipment/Inventory/Integration Completion,
* RF Coverage Validation Testing Completion,
* Training Completion,
* In-Building System Integration/Acceptance Testing Completion (itemized by building/location),
* 45-Day Reliability Testing Completion,
* System Cutover Completion, and
* Final System Acceptance (includes punchlist resolution, equipment removal, and documentation).

Payments will be made in arrears for work that is actually completed by the Successful Offeror and accepted by the awarding Jurisdiction. The Jurisdictions do not intend to make any payments prior to the Successful Offeror’s completion of the first project milestone and discourage Offerors from proposing any payment terms that would require a down payment at the time of contract execution. To ensure the faithful performance of the contracts, each contract will provide that each payment request will be reduced by 30%, which will be retained by the applicable Jurisdiction until Final System Acceptance.

**1.8 Site Visits**

In order to accurately determine the scope of work, site visits will be conducted to the base station sites, dispatch centers, and the radio maintenance facilities of each Jurisdiction after the pre-proposal conference. Any unusual mobile or control station installations will also be discussed at this time. The purpose of these visits is for each potential Offeror to gather information on conditions that will assist in the accurate preparation of costs for installation labor and services, equipment, materials and site improvements. Site visits are also intended to allow potential Offerors to fully understand the installation requirements of this RFP, and to allow questions to be formulated.

A minimum of one day per Jurisdiction is required to complete the site visits. Offerors must notify Henrico County Purchasing Office by no later than March 23, 2015 with written notice of their attendance and the number of persons to visit the sites. The itinerary and logistics for the site visits will be reviewed at the pre-proposal conference.

During the evaluation and/or negotiation phases, the Jurisdictions may visit third-party sites that are representative of the system(s) offered in the proposals. Such visits may be conducted by the Jurisdictions and the Offerors together, or by the Jurisdictions alone. The Jurisdictions will bear all of their own costs associated with such visits and the Offerors are not permitted to pay or reimburse the costs of such visits by the Jurisdictions. However, Offerors must pay their own costs, if any, associated with such visits.

**1.9 Anticipated Procurement Schedule** – The following represents a tentative schedule:

Release of RFP Feb 20, 2015

Submit written questions for pre-proposal Mar 18, 2015

Conference; Notify Henrico County Purchasing

of number of site visit participants

Pre-Proposal Conference Mar 25, 2015 @ 1:00 p.m.

Site Visits Mar 26 – Apr 3, 2015

Deadline for submission of additional questions April 15, 2015

Issue RFP addendum April 29, 2015

Receipt of Proposals July 24, 2015 2:00 p.m.

Review and evaluation of written proposals July 27 – Sept 29, 2015

Selection of Offerors for oral presentations Sept 30 – Oct 5, 2015

Advise Offerors selected for oral presentations Oct 6 – Oct 8, 2015

Oral presentations; clarification of proposals; Q&A Oct 9 – Nov 30, 2015

Selection of 2 or more finalists for negotiations Dec 1– Dec 2, 2015

Further Review of selected finalists; reference checks Dec 3 – Feb 9, 2015

Offeror system visits (due diligence) Dec 3– Jan 15, 2016

Negotiations Feb 10 – May 25, 2016

Select finalist for award of contract(s) May 26 – May 30, 2016

Finalize contracts and administrative briefings May 31 – July 27, 2016

Award of contract(s) by Jurisdictions July 28 – Aug 18, 2016

Notice to Proceed issued Aug 19, 2016

**1.10 Proposal Submission Requirements**

Proposals consisting of **nine (9) electronic copies and thirty six (36) hard copies** marked, "**Richmond Capital Region APCO 25 LMR Project**" must be received no later than **2:00 p.m., July 24, 2015,** by:

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE.

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division Purchasing Division

1590 E. Parham Road P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

1.10.1 Release of RFP Documents Limited **–** Many of the RFP documents are sensitive and protected from disclosure, therefore, a complete set of the RFP documents will be provided only to firms that the Jurisdictions reasonably believe can deliver the turnkey solution requested by this RFP. To receive a complete set of RFP documents, such firms must execute the non-disclosure agreement attached hereto. The firms may disseminate the RFP documents only in accordance with the non-disclosure agreement.

1.10.2 No Oral or Facsimile Proposals – The Purchasing Office will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.

1.10.3 Authorized Signature –Proposals shall be signed by an authorized representative of the Offeror. If the Offeror is a corporation or other business entity, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Selection Committee requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. ATTACHMENT B of Appendix Y.

1.10.4 Changes to Proposals –All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.

1.10.5 Time of Receipt of Proposals –The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.

1.10.6 Offerors’ Understanding of the Scope of Work –By submitting a proposal in response to this Request for Proposals, the Offeror represents it has read and understands the scope of services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work.

1.10.7 Offerors Due Diligence Obligation –The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the resulting contracts.

1.10.8 **Trade Secrets or Proprietary Information – Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposals shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Va. Code § 2.2-4342(F) prior to or upon submission of data or materials, and must identify the data or other materials to be protected, and state the reasons why protection is necessary. (ATTACHMENT C of Appendix Y)**

1.10.9 RFP Clarification or Interpretation – Comments as to how the RFP documents, scope of services or drawings can be improved are welcome. Offerors requesting clarification or interpretation of or improvements to the RFP general terms and conditions, scope of services, or drawings must make a written request, which must reach the Purchasing Division Office, Department of Finance, by no later than April 15, 2015. Any changes to the RFP will be in the form of a written addendum from the Purchasing Office and will be signed by the Purchasing Director or a duly authorized representative. Each Offeror shall be responsible for determining that all addenda issued by the Purchasing Division have been received before submitting a proposal.

1.10.10 Inspection of Proposals –Proposals shall be open to public inspection only after award of the contract(s).

1.10.11 Acceptance of Proposals –All proposals received in the Purchasing Office on time shall be accepted. All late proposals received by the Purchasing Office shall be returned to the Offeror unopened. The Jurisdictions reserve the right to share with any consultant or legal counsel of its choosing, any proposal received, any related documentation, any resulting contracts awarded, or similar document to secure an expert opinion.

1.10.12 Due Diligence –The Jurisdictions retain the right to require additional information from each Offeror and to conduct necessary investigations to determine reliability and suitability for intended use of equipment/systems offered, to verify the performance of the Offeror in similar installations, and to determine the accuracy of information contained in each Offeror's proposal. Offerors may be required to make an oral presentation, followed by a written submission to the Jurisdictions.

1.10.13 Financial Statements – Each Offeror shall include with its proposal a copy of its last three years of financial statement(s), and those of any of its parent companies and/or subsidiaries having material influence on the goods/services provided, or to be provided, under the contracts. The financial statement(s) shall be accompanied by a letter signed by, as applicable to the type of business, a corporate officer, partner, or owner, stating that the accompanying financial statement(s) is/are complete and is/are the most recent audited financial statement(s) available. The financial statement(s) shall be provided at no charge to the Jurisdictions, and the Jurisdictions are under no obligation to return the financial statement(s). The Successful Offeror must include a materially similar provision in the contracts of all subcontractors and any other entity providing goods or services related to this RFP, so as to guarantee the Jurisdictions’ rights to obtain financial statements from subcontractors and suppliers of any tier.

1.10.14 Small Business, Women, and Minorities (SWAM) –Offerors shall include with their written proposals a listing of SWAM businesses proposed to be used for the project.

1.10.15 License Requirement – If a business is located in the awarding Jurisdiction, it may be unlawful to conduct or engage in that business without obtaining a business license. Offerors should include a copy of their current business license with their proposals.

1.10.16 Authorization to Transact Business in the Commonwealth **–** If the Successful Offeror is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form, then it shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission **(ATTACHMENT D of Appendix Y).** Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

An Offeror described in subsection 1.10.16 that fails to provide the required information shall not receive an award unless a waiver is granted by the chief executive of the local governing body.

Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

1.10.17 Brand Names –Reference to a particular brand name or manufacturer may be made within this RFP. The reference does not specifically limit the Offeror to a particular brand, model or manufacturer, but communicates the type or style of a device or apparatus preferred. An approved equal will be considered. The Offeror must clearly identify and provide sufficient information regarding alternate products in the Offeror's response. The awarding Jurisdiction shall have the exclusive judgment in determining whether a product is equal to that which is specified. Consideration will be based on product quality or its suitability for use in the system.

1.10.18 Equipment from Other Manufacturers –In its proposal, each Offeror must include a list of equipment provided by manufacturers other than the Offeror itself.

1.10.19 Project Surety Letters – Each Offeror must submit letters from a surety company licensed and authorized to do business in the Commonwealth of Virginia, which states that if the Offeror is awarded the contracts, the surety will provide the bonds required under sections 2.4.0.32 through 2.4.0.35 of the General Terms and Conditions.

**1.11 Proposal Response Format –** Offerors must organize their responses in the following order:

Title Page

Cover letter - Offerors shall submit a cover letter on letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal. This letter shall certify the accuracy of all information in the proposal.

1.11.1 Section 1 - Executive Summary **–** Regional overview and specific overview of each Jurisdiction

1.11.2 Section 2 - Miscellaneous Offeror Proposal Information

* 1. Corporate Profile/History
  2. References
  3. Subcontractors
  4. Proposal Signature Sheet – Attachment B
  5. Insurance Requirements – Attachment A
  6. Proprietary/Confidential information identification – Attachment C
  7. State Corporation Registration Information – Attachment D

1.11.3 Section 3 - RFP Addenda/Proposal Clarification Acknowledgments

1.11.4 Section 4 - Summary of Optional Equipment/Services/Pricing

1.11.5 Section 5 – Chesterfield County

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

1.11.6 Section 6 – Hanover County

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

1.11.7 Section 7 – Henrico County

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

1.11.8 Section 8 – City of Richmond

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

1.11.9 Section 9 - Capital Region Airport Commission (CRAC)

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

1.11.10 Section 10 – City of Colonial Heights

a. System Specification Response Matrix (Appendix Z)

b. Price Proposal (Appendix U)

c. File Submittals (requirements set out below)

d. Deviation List (requirement set out below)

**1.12 Instructions for Response to System Specifications**

The purpose of this section is to explain how the Offerors should review and respond to sections 2.1, 2.2, 2.3, and 2.4 (collectively, the “System Specifications”) of this RFP, and to provide Offerors with instructions on how to prepare and submit their proposals. Offerors should read this section as well as the remainder of the RFP in its entirety. Outlined below are instructions for reviewing the System Specifications, as well as instructions for completing the “System Specification Response Matrices” (**Appendix Z)** and the “Price Proposal” (**Appendix U).**

1.12.1 How to Read and Respond to the System Specifications

As part of this RFP, Offerors have been provided an electronic version of the System Specifications (Sections 2.1, 2.2, 2.3, and 2.4) in Microsoft Excel. The System Specifications are divided into four main sections, as follows:

1.12.1.1 Section 2.1 contains the “Technical Specifications,” which establish the requirements for the Next Generation Capital Region Radio System including features and functionality, architecture and topology, equipment, coverage, sites, towers, and subscriber terminals.

1.12.1.2 Section 2.2 contains the “Project Implementation Services Specifications,” which include installation and integration, documentation, training, testing, project management, and lifecycle services.

1.12.1.3 Section 2.3 provides all pricing requirements and schedules that the Offerors must complete and submit with their proposals.

1.12.1.4 Section 2.4 provides the “General Contract Terms and Conditions” proposed by the Jurisdictions to be incorporated into each resulting contract.

1.12.2 The System Specifications Response Matrices

Offerors must complete the System Specifications Response Matrix (**Appendix Z**), which is organized as follows:

RFP Section – Represents the main Section title of the RFP section.

Sub-Section – Represents Sub-Section headings to group requirements related to a particular aspect of the System Specifications.

Logical Groupings – Organizes individual requirements into logical groups under each Sub-Section.

Individual Requirement – Represents the individual requirements for the System that the Offeror must respond to.

Contextual Language – The System Specifications Response Matrices include line items that may be included under Section, Sub-Section, or Logical Grouping headings, which are written in italics. These line items are not individual requirements but are provided to give the Offeror background information and instruction.

The System Specifications Response Matrices include the following columns/headings:

1.12.3 Requirement ID: Unique ID listed in sequential order with a Section.Sub-section.Logical Group.Requirement format (e.g., 2.1.3.2 would denote Section 2, Sub-Section 1, Logical Grouping 3, and Requirement 2).

1.12.4 Requirement Description: Describes the individual requirement.

1.12.5 Submittal Required: Many individual requirements will request additional information in the form of a submittal with the RFP response. This column will either be marked ‘Yes’, which means the Offeror must provide a submittal, or the cell will be blank, in which case no submittal is required.

1.12.6 Jurisdictions: A column is included for the Jurisdictions. For each individual requirement, these cells will be marked with one of the following:

1.12.6.1 ‘**M**’: This denotes a Mandatory requirement for the Jurisdiction. A Mandatory requirement means it is required for the Jurisdiction, the equipment or service must include it, and that the Offeror must include the requirement in its pricing proposal.

1.12.6.2 ‘**O**’: This denotes an Optional requirement. An Optional requirement is a requirement for which the Jurisdiction has interest, but it is not absolutely required. The Offeror shall provide separate pricing for all Optional requirements.

1.12.6.3 ‘**NA**’: This denotes a requirement that is not applicable to the Jurisdiction or that the Jurisdiction does not require. These requirements should not be included in the pricing proposals for the Jurisdictions marked NA.

1.12.7 The following two columns are for Offeror responses.

1.12.8 Comply or Non-Comply: The Offeror should respond in this column, for each individual requirement, with either:

1.12.8.1 ‘**C**’: This denotes the Offeror’s solution is fully compliant with the requirement as of this response, or no later than the initial factory staging. In order to mark the box with a “C”, the Offeror shall fulfill all conditions of the requirement completely and exactly, as stated in the table, and be willing to include the requirement directly in the resulting contracts. Please note that an Offeror that can comply with the System Specifications will be evaluated more favorably than Offerors that request exceptions to the System Specifications.

1.12.8.2 ‘**NC**’: This denotes the Offeror is non-compliant meaning it does not support the requirement or does not comply fully with the requirement as written. Any non-compliant responses will require an explanation of the non-compliance in the column designated “Submittals and Non-Comply Explanations.”

1.12.9 Submittals and Non-Comply Explanations**:** The Submittals and Non-Comply Explanations column should include the following depending on what is required:

1.12.9.1 Non-Comply Explanation: The Offeror should provide an explanation describing why it cannot comply with the specification as stated. The Offeror’s explanation should describe the extent to which it can comply with the specification (*i.e*., describe or provide a modified alternative to the specification that the Offeror can comply with that achieves the same goal as the stated specification).

1.12.9.2 For any requirement for which a Submittal is requested, the Offeror may respond with either or both (i) a short form text Submittal and/or (ii) a file Submittal, as follows:

(i) Short form text Submittals: For Submittal requests that require a short response, the Offeror should provide the text responses directly within the cell in the spreadsheet.

(ii) File Submittals: For Submittal requests that may require long responses, diagrams, manuals, or similar documents, the Offeror should:

List each individual Submittal file name in the spreadsheet cell inside square brackets. Multiple file Submittals may be included, but the Submittal file names should be individually named and bracketed in the following format: [x\_x\_x\_x Submittal 1 Name.ext], [x\_x\_x\_x Submittal 2 Name.ext], where x\_x\_x\_x represents the individual Requirement ID (e.g., 2\_1\_3\_2), Submittal Name represents the Offeror’s file name for the Submittal, and “ext” represents the standard filename extension. There may be cases where a Submittal file that was already submitted for a previous requirement applies to another requirement. In this case, the Offeror can reference that same file name. For example, on requirement 2.2.5.6 an Offeror may submit a filename like [2\_2*\_*3\_5 filename.xls] if that file responds effectively to the requirement 2.2.5.6.

Include the file Submittals as separate files in electronic format. The files should be provided on a PC-compatible USB stick or external hard drive in a flat directory structure (i.e., all file Submittals for a Jurisdiction contained in a single folder for the Jurisdiction labeled with the Jurisdiction’s name). Any files submitted with identical filenames must be identical. In other words a file named “2\_1\_2\_1 Base Station Specs.pdf” that is submitted to Chesterfield must be identical to a file with the same name that is submitted to Henrico. However, a file named “2\_1\_2\_3 Henrico Coverage Design.pdf” can be different from a file named “2\_1\_2\_3 Richmond Coverage Design.pdf.”

1.12.10 Other Rules for Responses to the System Specification Response Matrices:

1. Entries in cells outside of the two response columns will be ignored.
2. Do not put anything other than C or NC in the C/NC column. Anything other than “C” will be treated as “NC.”
3. Do not use bold/italic/underline/shading, etc. formatting in short form text Submittals.
4. Do not put in any response against the headings or the italic background text. Any such entries will be ignored.
5. Do not change the structure of the response matrix in any way (adding/deleting/moving worksheets, cells, rows, or columns, changing sheet names, etc.).
6. Responses shall be in .xlsx format with no embedded macros.
7. Offerors shall make every effort to keep Submittal file names short without sacrificing clarity.

**1.13 Price Proposal**

Offerors must also complete a Price Proposal (**Appendix U**) for each Jurisdiction. The Price Proposal consists of a series of pricing schedules that provides the format in which Offerors must submit their proposed prices. Offerors shall input their proposed prices and discounts directly into the schedules provided. Detailed instructions for completing each type of schedule are contained in the schedules themselves. Offerors must comply with the requirements of RFP Section 2.3 (“Pricing Requirements”).

Price quotations and other time-dependent information contained in proposals must be valid for a minimum of 270 days from the closing date of this RFP. Offerors are expected to extend this time period without penalty while the parties are engaged in negotiations.

**1.14 Deviation List**

A Deviation List is an Offeror’s summary list of its non-compliance items from the System Specification Response Matrix. Each Offeror must provide its Deviation List as part of its proposal.

**1.15 Summary of Offeror Response Media for System Specifications**

Offerors shall provide responses to each Jurisdiction in both physical document and electronic format.

1.15.1 Physical Document Requirements:

Offerors must provide 36 complete physical document responses in three-ring binders, which must be organized by section in accordance with the “Proposal Response Format” set out above. The physical documents must include printed copies of a(n): (i) Executive Summary, (ii) Miscellaneous Offeror Proposal Information, (iii) RFP Addenda/Proposal Clarification Acknowledgment, (iv) Summary of Optional Equipment/Services/Pricing, (v) completed System Specifications Response Matrix (**Appendix Z**), (vi) completed Price Proposal (**Appendix U**), (vii) list of File Submittals in order of requirement ID, and (viii) Deviation List.

1.15.2 Electronic Response Requirements:

Offerors must provide nine PC-compatible, virus-scanned, USB thumb drives or external hard drives that contain the following files:

1. The PDF document file(s) used to create the physical document responses organized by section in accordance with the “Proposal Response Format.” (This is essentially an electronic printable document of the submitted physical documents).
2. A completed System Specifications Response Matrix (**Appendix Z**) in Microsoft Excel (.xlsx) format.
3. A completed Price Proposal **(Appendix U**) in Microsoft Excel (.xlsx) format.
4. All file Submittals in a dedicated folder organized by requirement ID. File Submittals should be in PDF format.
5. An electronic version of the Deviation List.

**1.16 Selection/Award Process**

Offerors are to make written and associated electronic proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria in their proposals and should be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the Jurisdictions may properly evaluate the Offeror’s capabilities to provide the required goods/services. Selection of the Successful Offeror will be based upon submission of proposals which in the opinion of the Selection Committee best meet the evaluation criteria. The evaluation criteria include:

| **Evaluation Criteria** | **Weight** |
| --- | --- |
| **TECHNICAL SPECIFICATIONS**   * Compliance with System Technical Specifications * Demonstrated understanding of the Regional System and Sub-Systems’ requirements for each of the Jurisdictions * Demonstrated understanding of Regional networking and expansion requirements. * System reliability and redundancy, Transport Network and System Network Management capabilities * Efficient System Coverage Design maximizing In-building portable coverage * Dispatch Consoles solution * Complement and capabilities of Subscriber Units offered * Extent to which the System provides an Intuitive End User Experience | **30** |
| **PROJECT IMPLEMENTATION SERVICES**   * Compliance with Project Implementation Services Specifications * Turnkey Project Management and System Integration approach for complex projects of similar size and scope * Project Plan and Schedule, current workload, and ability to complete required work within the Jurisdictions’ schedules * Detailed Design, System Staging, Acceptance Testing, Coverage Testing, Site Development, Deployment, Subscriber Installations * Seamless Migration Transition plan from existing to new System * Availability, location and qualifications of: local service and maintenance facility * Quality of Training Services for maintenance and user group personnel * Approach and ability to provide on-going Support and System Lifecycle services to ensure a 20+ year System Lifecycle | **25** |

| **Evaluation Criteria** | **Weight** |
| --- | --- |
| **EXPERIENCE AND QUALIFICATIONS**   * Demonstrated past performance on complex P25 System Integration projects of similar size and scope * Extent to which the proposal addresses Offeror’s experience and ability to provide services meeting the RFP requirements * Relevant experience, technical capabilities, competence and qualifications of the Offeror and all personnel assigned to the Capital Region project * Team organization and amount of experience as a team * Resumes of proposed staff * Customer References * Financial stability of firm | **20** |
| **PRICE**   * Initial Purchase Pricing: System Infrastructure; Subscriber Units; Implementation Services * On-going Subscriber Unit and Equipment Pricing * On-going System Operating Costs * On-going System Lifecycle Pricing * Pricing Transparency * Payment Terms * Warranty | **20** |
| **QUALITY OF PROPOSAL SUBMISSION AND ORAL PRESENTATION**   * Completeness, relevance, quality, conciseness, and insight displayed in response to the Request for Proposal | **5** |
| **TOTAL** | **100** |

The Selection Committee will select two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. The Selection Committee shall then conduct negotiations with each of the Offerors so selected for separate contracts with each Jurisdiction. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Selection Committee shall select the Offeror, which, in its opinion, has made the best proposal(s), and shall recommend that each Jurisdiction award a contract to that Offeror. Should the Selection Committee determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded by each Jurisdiction to that Offeror. The resulting contracts will incorporate all the requirements, terms, and conditions of the RFP and the Offeror’s proposals, as negotiated.

**1.17 Miscellaneous Procurement Information**

1.17.1 Non-Disclosure Agreement

Potential Offerors that wish to receive the complete set of RFP documents must complete and return to the Purchasing Division the following non-disclosure agreement (agreement begins on the following page):**Non-Disclosure Agreement**

\_\_\_\_\_(Name of Firm)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Offeror”) agrees to abide by the following non-disclosure agreement (the “Agreement”) as a condition of receiving the Confidential Information defined below.

For purposes of this Agreement, “Confidential Information” means any data or information provided to Offeror by the counties of Henrico, Chesterfield, or Hanover; the cities of Richmond or Colonial Heights; or the Capital Region Airport Commission (collectively, the “Jurisdictions”) relating to Request for Proposals No. **15-9729-2CS** (the “RFP”), other than the RFP documents that are generally available at the Henrico County Purchasing Division.

Offeror’s duties assumed under this Agreement are in consideration for the complete set of RFP documents.

Offeror warrants that it has requested Confidential Information because it wishes to submit a *bona fide* proposal in response to the RFP. Offeror agrees not to disclose any Confidential Information, except as needed for Offeror to prepare its *bona fide* proposal in response to the RFP, or as otherwise expressly authorized by the Jurisdictions. At all times Offeror will use reasonable measures to safeguard Confidential Information, and will be fully responsible for any misuse or wrongful disclosure of Confidential Information by its agents or employees. Offeror acknowledges that it has no right or ownership interest in any Confidential Information. Offeror acknowledges that violation of this Agreement may subject it to discipline, which may include, but is not limited to: (i) termination from current projects in the Jurisdictions, (ii) exclusion from future projects, (iii) exclusion from participation in the RFP, and (iv) legal liability. Offeror’s obligation with respect Confidential Information is a continuing obligation, whether Offeror is awarded a contract pursuant to the RFP, or not.

In addition to its other duties under this Agreement, if Offeror has a need to share, and does in fact share, any Confidential Information with a potential subcontractor or supplier of any tier, or any other third party, it shall require such potential subcontractor or supplier or other third party to be bound in writing by obligations of confidentiality substantially similar to those set out in this Agreement, and the Offeror shall be liable to the Jurisdictions for any misuse of Confidential Information by the potential subcontractor or supplier or third party.

This Agreement is between the County of Henrico and the Offeror. However, the Jurisdictions other than the County of Henrico are third party beneficiaries to this Agreement and may enforce this Agreement without the involvement of the County of Henrico. Any failure by the Jurisdictions to enforce any provision of this Agreement will not constitute a waiver of their right subsequently to enforce such provision or any other provision of this Agreement. The Agreement shall be governed by the applicable laws of the Commonwealth of Virginia without regard to conflicts of law principles. Any dispute arising out of the Agreement, its interpretation, or its performance shall be litigated only in the General District Court or the Circuit Court of the affected Jurisdiction; or if more than one Jurisdiction is affected, a dispute arising out of the Agreement, its interpretation, or its performance may be litigated in: (i) the General District Court or the Circuit Court of each affected Jurisdiction, or (ii) a General District Court or a Circuit Court of any one of the affected Jurisdictions.

(Signatures on following page)

|  |  |
| --- | --- |
| OFFEROR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business Address | COUNTY OF HENRICO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

1.17.2 Duty to Inquire

Offerors have an affirmative duty to review the RFP documents and to inquire about any aspect that is ambiguous, incomplete, or unclear. Should an Offeror discover any material ambiguity, conflict, discrepancy, omission, or other error in this RFP, it should immediately notify the Purchasing Director of such discovery with a request for modification or clarification. All questions concerning the scope of services and requirements for the Request for Proposals must be directed in writing to:

IN PERSON OR SPECIAL COURIER: U.S. POSTAL SERVICE:

Cecelia Stowe Cecelia Stowe

Purchasing Director Purchasing Director

Department of Finance Department of Finance

Purchasing Division Purchasing Division

1590 E. Parham Road P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

BY EMAIL:

sto05@henrico.us

1.17.3 Scope of Services

The required scope of services is identified throughout this RFP and the associated appendices. Each Offeror has an affirmative duty to include in its proposal a description of any significant task not listed in the scope of services, which it knows to be necessary for the work anticipated by this RFP. In addition, each Offeror has an affirmative duty to provide a Deviation List at the time of submittal of the proposal. Failure to note a deviation from any requirement of this RFP at the time of the proposal will be deemed consent to that requirement, and such requirement will be binding on the Successful Offeror after execution of the contracts.

1.17.4 Proposal Preparation Expense

The Jurisdictions will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal.

1.17.5 No Contact Policy

After the date and time established for receipt of proposals, any contact with any Jurisdiction representative relating to this Request for Proposals, other than the Purchasing Division representative listed herein, is prohibited.