

COPY NO. _____

REQUEST FOR PROPOSALS FOR
RADIO ENGINEERING SERVICES



RFP No. TOC 2020-001

PROPOSAL, CONTRACT REQUIREMENTS AND SPECIFICATIONS

RFP Overview:

The Town of Cumberland is seeking professional communications engineering and consultancy services for the design of a radio system that connects the police, fire, public works, regional dispatch and school departments in Cumberland (the “Project”).

The Project includes the development of a request for proposals for the implementation of a new system-wide Town Radio Project.

Submittal of Proposals:

All proposals must be received no later than 2:00 P.M. on November 9, 2020. A proposer’s failure to submit its proposal prior to the deadline will cause the proposal to be disqualified.

The proposal must be signed by the proposer with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the proposer and entitled: **Radio Engineering Services**, and be addressed to:

Charles Rumsey, Chief of Police,
Cumberland Town Hall,
290 Tuttle Road,
Cumberland, Maine 04021.

All mailed proposals should be sent by registered mail to insure delivery.

Fax and email submitted proposals will not be considered.

Desired Scope of Services:

The successful firm will perform the following services:

- 1) Engineering services necessary to design a radio system connecting police, fire, public works, regional dispatch and school departments in Cumberland.
- 2) Preparation of a report detailing the status of the Town’s current radio system (components, age, service life, condition) and the design concept for a new system. This report must be appropriate for distribution to community members and elected representatives.
- 3) Attend meetings to include initial meeting, four (4) follow-up meetings, and prepare and deliver a public presentation on the design. Additional meetings may be required, to be billed out at a rate negotiated with the Town.
- 4) The creation of a Request for Proposals, in a form acceptable to the Town, in order to solicit proposals for a design and build out of a Town Radio Communications Project.
- 5) Assist the town with identifying any grants that could help fund the radio system project.

Preparation of proposal documents and specifications for replacement, augmentation and/or implementation of necessary infrastructure, including but not limited to mobile and portable radios, mobile data devices, control stations, pagers, etc. This scope of services shall include installation and maintenance costs as well as required civil work.

Required Response Contents:

Respondents should provide the following:

1. A fee proposal;
2. A statement of qualifications to perform the Desired Scope of Services, including demonstrated experience in performing communications network analysis and in creating similar RFPs of this scope. Additional consideration is given to organizations with experience phasing in existing equipment with next generation communications modalities in integrated dispatch, fire and law enforcement environments.
3. A staffing plan, fee schedule, and list of applicable qualifications, for all proposed staff.
4. Three examples of similar work performed, along with references from all three clients.
5. The proposer's name, name of business, names of all principals of said business (if applicable), and place of business, and the names of all persons or parties that are principals.
6. A statement that includes: (a) the proposal is made without any connection with any other proposer making any proposal for the same work; and (b) that no person acting for or employed by the Town of Cumberland is directly or indirectly interested in the proposal or in any contract which may be entered into to which the proposal relates, or in any portion of the profits therefrom, except as provided by Town Charter.

Withdrawal of Proposals After Submittal:

A Proposer may withdraw a Proposal prior to the date and time set for the opening of the Proposals provided that a written request to withdraw the Proposal is hand delivered to the Executive Assistant, by or on behalf of an authorized representative of the Proposer, or the request is delivered by certified mail.

Requests for Information Regarding RFP / Further Addenda to RFP:

Requests for information or clarification of this RFP must be in writing (including by email) to the following individual:

Charles Rumsey
Chief of Police
Town Hall, 290 Tuttle Road
Cumberland, Maine 04021
crumsey@cumberlandmaine.com

If a Proposer makes contact with any other person representing the Town (including elected officials and Town employees) with regard to this RFP, they may be disqualified.

Further, in order to promote an open and fair procurement and selection process, the Proposer, its parent company and all subsidiaries shall not, for a period of five years, employ any current member of the Town of Cumberland.

RFP addenda, if any, will be emailed to all those on record as having submitted a Proposal Request Form. Any clarifications or addenda shall become part of this RFP. Proposers will be required to certify that they received all addenda issued by the Town.

Proposers shall satisfy themselves by personal investigation and such other means as they may deem necessary, as to the conditions affecting the proposed services and the cost thereof. No information derived from any part of this RFP or from the Town or its advisors shall relieve the Proposer from any risk or from providing all services and meeting the requirements of this RFP.

Corrections of errors in Proposals will be allowed consistent with the requirements of applicable procurement law. This includes, but is not limited to, requiring the Proposer to have the person signing the Proposal to initial any erasures or other corrections in the Proposal.

Before opening the Proposals, a Proposer may correct, modify or withdraw the Proposal by written notice received in the office designated above prior to the time and date specified above. After opening of the Proposals, the Town may waive minor informalities or allow the Proposer to correct such informalities. Minor informalities are defined as: minor deviations, insignificant mistakes, and matters of form rather than substance of the proposal which can be waived or corrected without prejudice to other offerors, potential offerors, or the governmental body.

Upon the completion of the RFP process as signified by either (a) the execution of the Agreement between the Town and a vendor; or (b) the decision of the Town not to proceed, written Proposals, other submissions, correspondence, meeting minutes and notes shall be open and public in compliance with Maine law governing public records. Prior to that time, the Town may release summaries of the contents of the Proposals.

By submitting a Proposal in response to this RFP, Proposers recognize and agree that the Town will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

Opening of Proposals / Status of Proposals Once Opened:

The Town will open proposals on November 9, 2020 at 2:00PM.

Proposal Response Requirements (*i.e.*, Cost, Qualifications, Timeline Reasonableness, and References) will be evaluated by the Town to determine their award recommendation of the contract. After the opening of the Proposals, the Town will prepare a register of Proposals which will include the name of each Proposer and the number of modifications, if any, received prior to the opening. The register of Proposals will be maintained by the Town and be available for inspection. Until the completion of the RFP evaluation as evidenced by an executed Agreement or a decision to terminate this procurement, the contents of each Proposal shall be public records and available for reasonable inspection.

Subsequent to the approval from the Town, the Town intends to enter into negotiations with the preferred vendor regarding all terms of the proposal.

All Proposals are the property of the Town and will not be returned. In no event will the Town assume liability for any loss, damage or injury which may result from any disclosure or use of information marked as proprietary or confidential.

Miscellaneous:

The Town reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The Town reserves the right to accept any proposal or reject any or all proposals if it is deemed to be in the best interest to do so.

The Town reserves the right to reject all proposals when deemed to be in their best interest, and to

waive any minor discrepancy or technicality in the proposal specifications.

A contract will be awarded at the discretion of the Town. The proposer to whom the award is made will be notified at the earliest possible date.