

REQUEST FOR QUALIFICATIONS
FOR
PUBLIC SAFETY RADIO SYSTEM ASSESSMENT



October 14, 2020

Currituck County, North Carolina



**REQUEST FOR QUALIFICATIONS
PUBLIC SAFETY RADIO SYSTEM ASSESSMENT**

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The County of Currituck, North Carolina (“County”) requests Statements of Qualifications from interested and qualified firms for an assessment of the County’s Public Safety Radio System.

Statements of Qualifications (SOQ) will be received until 4:00 p.m. on November 12, 2020. Submittals received after this deadline will not be accepted.

Responding firms shall submit an electronic copy of the SOQ in PDF format to Rebecca Gay, Contract Purchasing Agent, by email at rebecca.gay@currituckcountync.gov. The responding firm’s name and the project name should be clearly displayed in the email subject line and attachment title.

The County reserves the right to negotiate with any and/or all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County. The County reserves the right to waive any informality. Small Business Entities, Women Owned Businesses and Minority Owned Businesses are encouraged to submit qualifications.

INSTRUCTIONS TO RESPONDING FIRMS

Preparation of Submittal

Statements of Qualifications should be prepared simply and economically, providing a straightforward and concise description of the offeror's capabilities to satisfy the evaluation requirements of this request. Emphasis should be placed on the completeness of service offered and clarity of content.

Firms are responsible for all costs associated with the development, preparation, transmittal, and submission of responses to this RFQ.

Submission

Statements of Qualifications (SOQ) will be received until 4:00 p.m. on November 12, 2020. Submittals received after this deadline will not be considered.

Responding firms shall submit an electronic copy of the SOQ in PDF format to Rebecca Gay by email to rebecca.gay@currituckcountync.gov. The responding firm's name and the project name shall be clearly displayed in the email subject line and attachment.

It is the sole responsibility of the firm to ensure receipt of the firm's Statement of Qualifications to the County. Confirmation of receipt by telephone can be made directly to Rebecca Gay at 252-232-6080.

Submittals will be opened and evaluated following the submission deadline.

The County reserves the right to negotiate with any and/or all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County. The County reserves the right to waive any informality.

Questions

Written questions and requests for clarification shall be submitted via email to Mary Beth News at mary.news@currituckcountync.gov no later than 2:00 p.m. on November 2, 2020. To the extent Currituck County determines to respond to questions and requests for clarification, responses and any supplemental instructions will be in the form of a written addendum, which if issued, will be posted on the County website no later than 4:00 p.m. on November 6, 2020. All addenda shall become part of the RFQ.

SCOPE OF SERVICES

Currituck County operates a four (4) channel, five (5) site, conventional digital 800MHz Simulcast P25 radio system with a K-Core master site. All sites are connected by a point to point redundant microwave ring configuration. VHF paging is utilized for Currituck County Fire-EMS and six (6) volunteer fire departments. The dispatch radio console equipment is located at the primary public safety answering point. The infrastructure of the existing system was installed in 2013.

The County requests a firm to conduct a comprehensive assessment of the existing system and operations, including but not limited to, system infrastructure, user needs, communications sites, coverage, subscriber units, connectivity, and interoperability.

Upon completion of the assessment, the firm will provide recommendations and cost estimates for improvements to the existing system, evaluate future system needs, and provide recommendations and cost estimates for future equipment replacement and system upgrades.

The firm will provide a written summary of findings and recommendations and will make a formal presentation to the Currituck County Board of Commissioners.

The selected firm shall work under the direction of the Communications/Emergency Management Director.

The County prefers that offerors not have an affiliation with Mobile Communications of America, any other specific vendor, manufacturer, or to any sales component to ensure that any ideas, changes, or solutions presented are not biased to any communications system providers.

STATEMENT OF QUALIFICATIONS

To facilitate the review of qualifications by Currituck County, it is requested that submittals conform to the following format:

Cover Letter

Section One: General Qualifications and Availability

Provide the following information:

- a. Legal Name of Firm; Date of Firm Formation
- b. Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- c. Principal Office Location: Location of office that will be conducting the work if different than Principal Office
- d. Name and contact information of Authorized Representative
- e. A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, state “not applicable.”
- f. A statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the County’s staff.

Section Two: Experience of the Firm

- a. Provide a narrative of your firm’s prior experience and qualifications in radio system analysis and assessment for projects of similar size and scope for local government entities. Responsibilities similar to those defined in the scope provided herein should be specifically referenced.
- b. Provide verifiable examples of similar projects completed within the last seven (7) years by the firm. Reference the experience of firm personnel working with local government entities.

Section Three: Project Team

- a. Provide the names and roles of project team members proposed to work on this project.
- b. Provide a brief resume for each project team member listing specific similar project experience.

Section Four: Project Approach/Methodology

- a. Explain how the team will complete the radio system assessment.
- b. Provide a proposed project schedule.

Section Five: References

- a. Provide three (3) references or reference statements with contact information for verification.

EVALUTION CRITERIA

Criteria to be used in evaluating qualifications and selection of the successful firm are as follows:

- 1. Qualifications of the Firm, including Firm Personnel – 25 total points available**
Preference shall be given to those firms and personnel with experience in public safety radio system assessments, as well as experience working with local government entities.
- 2. Qualifications of the Project Team – 30 total points available**
Preference shall be given to project teams with specific experience in projects of similar size and scope.
- 3. Project Understanding – 30 total points available**
Preference shall be given to firms demonstrating a detailed understanding of the project requirements.
- 4. References – 15 total points available**
Preference shall be given to firms with references who are able to speak to the firm's ability to perform the work described in the scope of services.