



# East Windsor CONNECTICUT

Town of East Windsor, CT - LMR (*Land Mobile Radio*) Analysis

## **REQUEST FOR PROPOSAL**

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THIS IS NOT A REQUEST FOR BIDS AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF EAST WINDSOR.

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### **I. INTENT AND GENERAL INFORMATION:**

The Town of East Windsor is seeking proposals for Professional Consulting Services for an analysis of our current radio system and to prepare recommendations based on the results of the analyses. The successful consultant will enter into a Contract that incorporates both the RFP along with the submitted proposal and have the best interest of the Town as a primary goal.

### **II. SUBMISSION AND DEADLINE:**

Proposals must be **received by 2:00 P.M. Friday, February 19, 2021.** Three (3) copies of the proposal shall be submitted to:

**William Freeman  
East Windsor Police Department  
Communications & Technology Supervisor  
25 School Street  
East Windsor, CT 06088**

To ensure receipt of all changes or addenda please register (via email) with Bill Freeman at [freemanw@eastwindsorpd.com](mailto:freemanw@eastwindsorpd.com).

Questions concerning the specifications or procedures set forth in this RFP are to be submitted in writing (via email) to Bill Freeman at [freemanw@eastwindsorpd.com](mailto:freemanw@eastwindsorpd.com). All questions concerning this RFP must be received on or before Friday, February 12, 2021.

On Tuesday, February 16, 2021 an addendum setting forth all written questions and answers to such questions shall be posted on the Town's website at (<https://www.eastwindsor-ct.gov/invitations-bidrfps/pages/invitations-bidrfps>).



Proposals will be opened Monday, February 22, 2021 at 11:00 a.m. via Zoom.

Join Zoom Meeting: <https://zoom.us/j/3326833563>

Meeting ID: 332 683 3563

One tap mobile

16465588656,,3326833563# US (New York)

13126266799,,3326833563# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

Meeting ID: 332 683 3563

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged statement.

### **III. SCOPE OF SERVICES:**

The Town of East Windsor is seeking proposals to provide professional consulting services from a qualified consulting person or team to conduct a review of the Town's existing communications system and to evaluate the future LMR radio needs of the town.

The selected firm must be familiar with public safety police, fire, emergency medical communications systems, and Town-wide operations (*DPW, etc.*) and system methodologies with an extensive track record in communication system operations, design and implementation. It is the Town's intention to evaluate the proposals received based on the qualifications, requirements, and needs described herein and identify the firms that best meet these needs.

The Town reserves the right to invite firms for follow up interviews in order to make a final selection that we believe will best support our specific goals and requirements.

### **IV. SCOPE OF WORK:**

**Existing Conditions Analysis** - The consultant shall become familiar with the Town's existing 450 MHz two-site UHF Trunked Simulcast Radio Communication voice radio system and infrastructure including system controllers, site controllers, base stations, antennas, transmission lines, transmitter combiners, receiver multi-couplers and microwave site connectivity. The consultant shall make a determination that the infrastructure is operating as designed. The consultant shall also review the existing system radio frequency coverage to assess how well the portable in-building coverage provided by the existing site system meets user requirements.



Upon completion of the review of the existing infrastructure the consultant shall be able to complete the following:

- a. Provide a comprehensive review of the existing radio system and provide any recommended changes/updates;
- b. Assess the life cycle costs of the present radio system. (*End of Life Timeline*) Review and provide recommendations;
- c. Review a coverage acceptance test plan and note any recommended changes;
- d. Evaluate the future needs of the Town of East Windsor.
- e. Determine the feasibility of the Town of East Windsor Joining the CT DESPP, Connecticut Land Mobile Radio Network (CLMRN) as an option.

**Bid Item/Construction Supervision** - As part of the base bid, consultants shall provide assistance with the supervision of construction of any infrastructure or radio development required, based on final system design chosen by the town. The consultant will also review all pay requests and change orders.

## **V. BACKGROUND:**

The Town of East Windsor is a suburb of Hartford, CT, along the I-91 corridor, with a size of approximately 26.8 square miles and a population of 11,400. East Windsor operates a 450 MHz LTR trunked radio system which provides service to our public safety agencies, the school system, and the support agencies of the Town.

The public safety agencies are comprised of the Warehouse Point Fire District Department & Town Fire Marshall, the Broad Brook Fire Department, the East Windsor Police Department & Animal Control, and the East Windsor Ambulance Association (*Contracted EMS*). The Town departments operating on the system include: The Department of Public Works, Social Services & the Parks & Recreation Department, the Building Department, the Housing Authority, Water Pollution Control Authority, and Emergency Management.

Also, the East Windsor Board of Education or the school system utilizes the LTR radio system within 3 school buildings, a BOE office, and building maintenance. The schools bus contractor maintains a separate low band radio operated out of the scope of this project. Several large buildings in town may need to use BDA's (*Bi-directional amplifiers*) to ensure in-building coverage (*Such as Wal-Mart, Lincoln-Tech, and possible new construction and should be considered in the project*). The BDA's may need to be purchased by the building owners or future owners and would be maintained by the same.

The Town of East Windsor operates approximately 140 Kenwood portable radios, 64 Kenwood TK-8180 mobile radios, and 14 Kenwood TK-8180 base type radios on the system. The Board of Education has approximately 40 Kenwood portable radios. The current system was purchased in 2003 and installed (*Became operational*) in late 2003. The LTR system replaced many incompatible conventional systems on various frequency bands and made interoperable communications possible between all agencies



within the town for the first time. The current system is comprised of a LTR two-site, 4 channel, analog system. The current system has received some upgrades over the years including upgrades to the two Avtec dispatch consoles. The Avtec dispatch consoles enable communication with the State Police Hot Line, RAFS, and Tolland County Mutual Aid Fire Service (TN), a center that provides 911 services to seventeen towns encompassing twenty-four emergency service organizations within Tolland, Hartford, New London, and Windham Counties. The center is known as "TN" on the radio with the call letters KCD-346.

The main radio site at Prospect Hill Road (Water Tank Site) also has a trunked backup system. Touch tone decoders attached to the LTR controllers of each site and a DTMF signal sent from the console (or specified radio) has the ability to shut down one set of equipment (the primary system) and “bring up” or turn on the other set of equipment (the back-up system).

## **VI. QUALIFICATIONS:**

Proposals shall be from qualified, independent consultants who can provide direct assistance with assessing, planning, design and implementation oversight of the specific elements described in this RFP. Qualified consultants must demonstrate that the firm has expertise in the following areas:

- 1.** A minimum of five (5) years of verifiable experience with similar projects;
- 2.** Previous system design, replacement or upgrade experience that is similar in both size and scope to that requested in this RFP;
- 3.** Demonstrated experience with trunked radio systems;
- 4.** Complete familiarity with all aspects of Project 25 systems;
- 5.** Demonstrated experience with assisting customers in developing system life cycle costs analysis for similar communications systems;
- 6.** Experience with conducting, supervising and/or analyzing in-building RF coverage surveys to ensure that a proposed system will meet expectations;
- 7.** Experience with coordinating and working between multiple agencies to ensure coordination and support by all parties;
- 8.** Experience with construction supervision in projects of similar size and scope.

## **VII. TERM OF CONTRACT:**

The term of the contract to perform these consulting services will be as negotiated between the Town of East Windsor and the selected consultant. The anticipated time to complete the analysis is 45 calendar days from the date the contract is awarded. The anticipated time to complete the recommendations is 90 calendar days from the date the contract is awarded.



## **VIII. CONTRACT MANAGEMENT:**

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

## **IX. PROPOSALS:**

The Town of East Windsor will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Respondents shall submit as their proposal the following:

- An original and two (2) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted via hard media or thumb drive.
- A letter of transmittal addressed to William Freeman, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP and draft agreement.
- Brief statement as to the firm's/team's particular abilities and qualifications related to this project; stated in detail the firm's/team's understanding of the requirements presented in this RFP.
- Description of project approach/methodology.
- Resumes of the key personnel assigned to this project.
- Anticipated schedule with project milestones.
- Additional information, not included above, which you feel may be useful and applicable to this project.
- A cost proposal addressing the elements of the work to be performed. This proposal shall be in sufficient detail to include the task, number of hours, unit hourly rates and total proposal. The consultant shall indicate any and all costs that are considered necessary for the completion of the project. One cost proposal shall be submitted.
- Proposals must be signed by an Officer of the Consulting Firm. Unsigned proposals may not be considered.

## **X. CONSULTANT SELECTION PROCESS:**

The consultant will be selected on the basis of the following criteria:

- Recent, relevant experience of the firm.
- The background, education, qualifications, and relevant experience of key personnel to be assigned to this contract.
- References provided by the firm.



- Past performance with municipalities or for the Town of East Windsor.
- The consultant’s proposed schedule for completion.
- Competitiveness of proposed fees and costs.

**NOTE:**

1. The Town of East Windsor may elect to meet with any, all, or none of the consultants prior to selection.
2. The Town of East Windsor reserves the right to reject any or all of the proposals submitted, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.
3. The Town of East Windsor reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town.
4. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this request for proposals if it is determined that doing so is in the Town’s best interests. Any such action shall be communicated to prospective consultants via a posting on the Town’s website at (<https://www.eastwindsor-ct.gov/>). Each prospective consultant shall be responsible for checking the Town’s website to determine if the Town has clarified, modified or amended this request for proposals and if so ensuring that its proposal is in accordance with the terms of the clarified, modified or amended request for proposal.

**XI. FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer’s responses may contain financial, trade secret or other data that it claims should not be public (the “Confidential Information”). A proposer must identify specifically the pages or portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions.

If the Town receives a request for a proposer’s Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any



complaint brought in connection with the nondisclosure, including but not limited to appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

## **XII. INSURANCE AND INDEMNIFICATION INSURANCE:**

CONSULTANT agrees to secure and protect itself and shall secure and indemnify the TOWN OF EAST WINDSOR, its officials, officers and employees from any liability, claim of liability, expense, cause of action, loss or damage whatsoever for any injury including death to any person or property in the performance of this Agreement to the extent caused by the negligent acts, errors or omissions of CONSULTANT.

CONSULTANT agrees to carry as a minimum the following insurance in such form and with such carriers as are satisfactory to the TOWN OF EAST WINDSOR covering all Services to be performed under this Agreement:

After executing this Agreement, but prior to starting the Services, the CONSULTANT shall furnish Certificates of Insurance, including Automobile, Commercial General Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

## **XIII. COMMERCIAL GENERAL LIABILITY INSURANCE:**

The CONSULTANT shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (*or a substitute form providing equivalent coverage*) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (*including the tort liability of another assumed in a business contract*).

### **1. Commercial Automobile Liability Insurance -**

The CONSULTANT shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

### **2. Worker's Compensation Insurance -**

The CONSULTANT shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:



- Bodily Injury by Accident - \$100,000 each accident;
- Bodily Injury by Disease - \$500,000 policy limit;
- Bodily Injury by Disease - \$100,000 each employee.

### **3. Umbrella Liability Insurance -**

The CONSULTANT shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the TOWN OF EAST WINDSOR and the CONSULTANT shall provide no less than thirty (30) days' notice to the TOWN OF EAST WINDSOR in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the TOWN OF EAST WINDSOR as an additional insured.

Certificates of Insurance, acceptable to the TOWN OF EAST WINDSOR shall be delivered to the TOWN OF EAST WINDSOR prior to the commencement of the Services and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the CONSULTANT shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

### **XIV. INDEMNIFICATION:**

The CONSULTANT shall indemnify and hold harmless the TOWN OF EAST WINDSOR and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of CONSULTANT, or those for whom CONSULTANT is legally responsible in the performance of the work.

**East Windsor is an affirmative action/equal employment opportunity employer.**

**WBE/MBE/SBE's and Section 3 Contractors are encouraged to participate.**

