



**PLUMAS COUNTY
SAFETY COMMUNICATIONS ADVISORY COMMITTEE
(PCSCAC)**

REQUEST FOR QUALIFICATIONS

**ON-CALL
COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES
FOR THE COUNTY OF PLUMAS, CALIFORNIA**

April 18, 2017

INTRODUCTION

The Plumas County Safety Communications Advisory Committee (PCSCAC) is an advisory committee of the Plumas County Board of Supervisors. The Committee is requesting submittals from qualified firms or individuals to provide on-call communications-related professional services to the Plumas County Safety Communications Advisory Committee.

The Committee will receive submittals in response to this RFQ and will develop a ranked listing of the most highly qualified individual or firm.

A draft BASE CONTRACT will then be negotiated with the most highly qualified individual or firm, all in accordance with the provisions of the Plumas County Purchasing Policy.

Thereafter, said draft BASE CONTRACT will be submitted to the Plumas County Board of Supervisors by the PCSCAC with a recommendation for award.

Upon award of the BASE CONTRACT, professional services will be provided to the County through the PCSCAC on an as-requested basis, by use of a written TASK ORDER that will serve as a formal Amendment to the BASE CONTRACT.

1. Background

The Plumas County Board of Supervisors, in conjunction with interested elected and appointed County officials, created a Safety Communication Advisory Committee (PCSCAC) to oversee and coordinate communication interests within the County of Plumas (County). The initial role of the PCSCAC was to be a single government body that reviews communication site management, projects, building permits and projects to assure the County's needs in this realm were addressed and met. That initial role has since expanded to include site development and management along with oversight of existing and future communication systems.

An overview of the existing Plumas County communications program includes a single law enforcement agency, 20 volunteer fire departments, five EMS services and a single public works department. Each agency is independent from the others and their procurement of communication equipment is specific to each agency. It is not the intent of this RFQ to request an evaluation of each governmental entity's mobile and portable communications equipment. It is, however, a requirement of the RFQ to evaluate the current status, and make recommendation for future upgrades, based on power output, configuration and emission type for mobile and portable communication equipment.

The County currently operates, or plans to operate, 26 repeaters and/or base stations at 13 different sites that provide for the communications needs for law enforcement, fire, medical and public works disciplines, which makes up the infrastructure of the County's communication system(s). Twelve of these sites are on mountain tops or located at other remote facilities. One site is located at the Sheriff's Office in Quincy, CA. In addition to this radio equipment, 11 microwave links are used for radio control, data and other ancillary needs.

Specifics regarding communication systems infrastructure location, equipment type, back-ups, interconnectivity, etc. is considered critical for County emergency operations. Thus, such details are considered protected and confidential. The PCSCAC fully realizes that many of these details are necessary for the proper response to this RFQ. Accordingly, in order to gain access to this information, interested submitters must sign the attached "Confidentiality and Non-Disclosure Agreement for the County of Plumas" (See Appendix A). Once signed and returned, more detailed information on infrastructure will be made available for review and completion of RFQ responses. This procedure is being administered, via e-mail only, through:

Mike Grant
Communications Manager
Plumas County Sheriff's Office
E-mail: mgrant@pcso.net

2. Request for Qualifications (RFQs)

The PCSCAC is requesting submittals from qualified professionals interested in providing communications-related consulting services to Plumas County. This consulting activity is intended to cover an in-depth review of existing communication capabilities and options for future plans, review of existing communication site management plans, on-going review of new communication projects and building permit applications with actionable recommendations, engineering management services and development of language for future planning needs that may be incorporated into the Plumas County General Plan.

3. Anticipated Consultant Activity

In order to assist potential Submitters in understanding anticipated consultant activity, this RFQ has added Appendix B as an effort to clarify and better define scope of work that will be requested by the PCSCAC, subject to the availability of project funds. See Appendix B.

4. RFQ Submittal Requirements-

- A) RFQ available for public distribution: Tuesday, April 18, 2017
- B) Deadline for e-mail questions: **4:00 PM, Tuesday, May 16, 2017**
- C) Questions may be addressed only by e-mail to: Mike Grant
Communications Manager
Plumas County Sheriff's Office
mgrant@pcso.net
- D) RFQ Submittal Deadline: **4:00 PM, Tuesday, May 23, 2017**
- E) Submit eight (8) copies and a single electronic file in .pdf format on a CD, DVD or thumb drive.
- F) Address and deliver submittal to: Gregory Hagwood, Sheriff
Plumas County Sheriff's Office
1400 East Main St
Quincy, CA 95971
- G) Consultant Selection Committee establishes the ranking of Submitters Approximately June 9, 2017
- H) Contract terms negotiated by PCSCAC and designated most highly qualified individual or firm Approximately June 23, 2017
- I) Draft contract approved as to form by County Counsel Approximately June 30, 2017
- J) Contract Award considered by Board of Supervisors Tuesday, July 11, 2017
- K) Consultants interested in submitting a response to this RFQ, must submit the following information adhering to the outline. Failure to provide the information listed under each heading may result in lower evaluation scores. Submittals shall include the following pertinent information:
 - 1) Primary Contractor Responsibilities. The selected consultant will be allowed to subcontract with additional consultants or firms to perform all the

requirements of the RFQ. The selected consultant shall be responsible for all services offered regardless of who provides them. The selected consultant will be the sole contact for the PCSCAC regarding contractual matters, disputes, and payments.

- 2) Proposal Preparation Costs. All costs associated with proposal research, preparation, or presentation will be the responsibility of the submitter. The County of Plumas assumes no responsibility for any costs associated with the development of submission of proposals in response to this RFQ.
- 3) Signature. The proposal must be signed by the submitter if an individual or by an authorized representative of the selected consultant's firm and that individual shall be responsible for all decisions pertaining to costs and services provided. If the proposal is submitted by a team, the identified individual from the lead consultant shall assume these responsibilities.
- 4) Questions. It is anticipated prospective submitters will have questions to clarify their understanding of this RFQ. All questions must be submitted by the deadline provided via email only. A complete list of all questions and associated answers will be provided to each potential submitter who provided question(s) or who specifically requests to receive such responses.
- 5) Withdrawal of Submittals. A submitted proposal may be withdrawn at any time by written notice prior to the award of a contract. An authorized representative of the submitter of the proposal must sign a written receipt that the submitter has received the proposal back from the County.
- 6) Submittal Preparation. The PCSCAC is not looking for elaborately prepared submittals. The submittal should be prepared simply and economically in a straightforward and concise manner which describes the submitter's ability to meet the requirements of the RFQ. The submittal should be limited to 10 pages, not including the front and back covers.
- 7) Submittal Submission- The submittal from each submitter must be submitted in a sealed envelope/package at the place, date, and by the time indicated within this RFQ. The submittal envelope/package should be marked in the lower left corner, as follows: RFQ: ON-CALL COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES, (Name of Submitter), (Address of Submitter).
- 8) Cover Letter. A brief cover letter of not more than one page may be provided at the front of the response which indicates the submitter's (team's) interest in providing the services within the RFQ. Include a statement indicating the current work status of individuals assigned to this project and an assurance that the timelines developed for the project will be met.
- 9) Submitter and/or Team. On a single page, identify the submitting consultant and any other consultants which may be members of a team submission. The key contact name, address, phone number and email address shall be listed for

the submitting consultant and all team members. The primary responsibilities for meeting the RFQ requirements shall be listed for each member of team submissions.

- 10) **Qualifications.** Briefly indicate the qualifications each team member possesses and how these qualifications relate to the requirements of the RFQ. Within this statement, if applicable, indicate each consultant's history in communication system planning, engineering, construction, technology or any other experience which supports the requirement of the RFQ.
- 11) **Project Approach.** Provide a detailed but brief written description of the approach and tasks the submitting consultant and the team members will use in fulfilling the requirements of the RFQ. Identify elements of the planning approach that the PCSCAC will be responsible for completing. Include any milestone dates for key elements.
- 12) **Experience.** Describe only relevant, recent consultant or individual experience for personnel who will be actively engaged in the project. List no more than three recent projects with contracting entity's name, contact person, phone number, and very brief project description for each team member.
- 13) This RFQ is qualifications-based. As such, fees and costs are NOT to be submitted at this time.

5. Selection Process and Criteria

A) Review of Responses to the RFQ

The PCSCAC, including any designees, will serve as the "Consultant Selection Committee," review and evaluate the responses to this RFQ and identify a short list of the most highly qualified individuals or firms. The PCSCAC may choose to interview submitters or select the most qualified individual or firm, based upon the information provided. Submitters may also be required to make an oral presentation to clarify their proposal or further define their submittal. Presentations shall be at the submitter's expense.

B) Selection Criteria

Consultant will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the submittal.

The following factors will be independently rated and assigned a point value by the individual members of the review committee. The Committee will select the successful submitter based on its determination of the respondent which best fulfills its requirements. Potential considerations may include the following:

- 1) Understand the purpose of the RFQ
- 2) Company or consultant qualifications, experience, and references
- 3) Written and verbal expression of methods, approaches, and techniques of meeting the requirements of the RFQ

4) Ability to meet the proposed timeline of the Committee

The relevant factors will be assigned a point value from 0 to the maximum in the following categories:

- | | |
|---------------------------------------|-------------------|
| 1) Compliance with RFQ instructions | 10 Points Maximum |
| 2) Qualifications of Individual/Team | 20 Points Maximum |
| 3) Project Approach | 40 Points Maximum |
| 4) Relevant Experience and References | 30 Points Maximum |

Total Possible Score: 100 Points Maximum

[RFQ Text Continued on the Next Page.]

6. Provisions from the Plumas County Purchasing Policy

The following provision, extracted from the Plumas County Purchasing Policy, Section 6, “Professional Service Contracts,” will be the guidance used by the Consultant Selection Committee in ranking the submittals:

PROFESSIONAL SERVICES -

Per California Government Code, Selection 4526, "Selection by state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required." There are special procedures for acquiring these services as outlined in this section.

Step 1. Prospective contractors are requested to submit statements of qualifications to the County for the required services or proposed project. Statements of qualifications may be solicited through trade publications and by other methods of advertisement.

Step 2. The department conducting the procurement "shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, in order of preference, based upon criteria established and published by (the department), no less than three of the firms deemed to be the most highly qualified to provide the services required." (Government Code, Section 4527).

The evaluation criterial shall be determined by the contracting departments.

Step 3. The departments shall negotiate a contract with the most highly qualified individual or firm as established by the evaluation procedure in step 2 above, for service at a price the department determines is fair and reasonable. Should the department be unable to successfully negotiate a contract with the most highly qualified individual or firm at a price the department deems fair and reasonable, then negotiations with that individual or firm shall be terminated; and, the department shall negotiate a contact with the second most highly qualified individual or firm.

Failing accord with the second most qualified individual or firm, the department shall terminate the negotiations, and then undertake negotiations with the third most qualified firm. Should the department be unable to negotiate a satisfactory contract with any of the selected firms, the department shall select additional firms in order of their competence and qualifications and continue negotiations until an agreement is reached.

[RFQ Text Continued on the Next Page.]

7. Proposal Review and Award

The PCSCAC reserves the right to request any further documentation it deems appropriate and necessary for the review and award process.

Committee's Rights Reserved. While the Committee intends develop a recommendation to the Board of Supervisors in regard to awarding a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by Plumas County to award and execute a contract.

Upon a determination that such actions may be in the best interest of the County, the PCSCAC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ
- Reject any or all proposals received in response to this RFQ
- Waive any undesirable, inconsequential, or inconsistent provisions of the RFQ that would not have significant impact on any proposal
- Not recommend award of a contract

8. Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

- A) **ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:** The Committee reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the Committee. Bids, proposals, and limited solicitation responses will be consultant for 90 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.
- B) **ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the Committee's solicitation document and a vendor's response, the language contained in the Committee's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.
- C) **DEBARMENT:** Contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If Contractor cannot certify this statement, attach a written explanation for review by the Committee.
- D) **FACSIMILE RESPONSES:** Facsimile responses will not be accepted.
- E) **FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the County may, in its

discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the Committee.

- F) **LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.
- G) **SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the Committee of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

[End of RFQ, not including Appendix A and Appendix B.]

Appendix A

Confidentiality and Non-Disclosure Agreement for the County of Plumas

In connection with the “REQUEST FOR QUALIFICATIONS; ON-CALL COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES FOR THE COUNTY OF PLUMAS, CALIFORNIA, the County of Plumas (“County”) will provide _____ (“Company”) access to confidential information under the terms and conditions of this Confidentiality and Non-Disclosure Agreement (“NDA”).

Confidential information (“Information”) means and includes, but is not limited to, the additional confidential and proprietary intellectual property regarding existing installations that is provided by the County after submission of this agreement. All Information disclosed by the County is, and at all times will remain, the sole and exclusive property of the County. Without the County’s prior written consent, Company will not: (i) disclose to any person or entity the substance or import of the Information; (ii) use any Information to access or obtain additional information outside the purpose contemplated by this NDA; (iii) duplicate, distribute or otherwise reproduce any Information in any way.

Company agrees that it will retain all Information provided in connection with the RFQ in the strictest confidence, and will neither use nor disclose such Information to anyone other than those who, in each case, need to know the Information for the purpose of responding to this RFQ. Company will use its best efforts to ensure that such individuals adhere to the NDA, and Company agrees that it will be responsible for any breach of this NDA by any of its employees, agents, authorized representatives or permitted assignees or subcontractors.

Information does not include confidential information that: (i) is or becomes generally known and available to the public other than as a result of any breach by Company of this NDA; (ii) is subsequently learned from a third party who is under no obligation of confidentiality with respect to such Information; (iii) was known by Company under no obligation of confidentiality prior to disclosure by the County hereunder; or (iv) was generated independently by Company without reference to the County’s Information.

Upon submission of a proposal to the RFQ, or if the County so requests, whichever occurs first, Company will promptly, and at its own expense: (i) redeliver to the County all copies of the Information in Company’s possession, whether such Information is in written, electronic, digital or other form or format; (ii) destroy any and all analyses, compilations, studies, or other documents in any form or format that were prepared by or for the use of Company which contain or reflect any Information; and (iii) certify such destruction to the County in writing by an authorized officer of the Company who supervised such destruction, as well as the return of all copies as specified above.

Company's confidentiality obligations hereunder will be continuing and will survive expiration or termination of the NDA. Company acknowledges and agrees that the remedy at law for any breach of this NDA is inadequate and that, in addition to monetary damages, including but not limited to special, incidental, consequential or punitive damages, and any other available relief at law, whether based in contract, tort or otherwise, the County will be entitled to specific performance, injunctive relief or any other equitable remedy without the need to (i) prove actual damages and/or (ii) post any bond or other security deposit in connection with such remedy.

Notwithstanding the foregoing, this NDA will not prohibit Company from disclosing any Information if required by an appropriate legal or regulatory authority, provided that, prior to any disclosure: (iii) Company provides the County with prompt written notice of the required disclosure so that the County may seek such protective order as it may deem appropriate; and (iv) disclosure of any Information is limited only to the extent legally required and Company uses its best efforts to obtain assurances that confidential treatment will be accorded such disclosed Information.

This NDA will be governed and construed in all respects in accordance with the laws of the State of California without regard to its conflict of laws principles. This NDA will be effective as of the last date written below.

"[NAME OF CONTRACTOR]"

By _____

Name _____

Title _____

Date _____

Appendix B

IMPORTANT NOTICE TO SUBMITTERS OF RESPONSES TO THE RFQ:

The following information in the Appendix B is identified only to give the eventual “most highly qualified individual or firm” an indication during the RFQ selection process as to what the County may request during negotiation of Amendment(s) to the BASE CONTRACT.

Submitters are cautioned that the RFQ selection process is a qualifications-based process and that the submittal of any cost information until specific request by the PCSCAC may result in disqualification of the Submitter.

The anticipated consulting activity is presently characterized as four (4) distinct Tasks (or Projects), having the following objectives:

Task 1

Overview of current communication systems used by County agencies (as outlined in Appendix A).

Objectives-

- A) Evaluation of current agency specific public safety communication systems infrastructure in regards to appropriateness for need, coverage, use of spectrum, reliability, resiliency, security, redundancy and back-up systems, interoperability within the County and region, equipment age, replacement and upgrade plans.
- B) Assessment of cost effectiveness to operate and maintain current communication systems.
- C) Options for future systems that serve end users consistent with need, including strengths, weaknesses, reliability, interoperability, coverage, cost estimates to implement and overall long term cost savings or increase.

Task 2

Overview of the on-going development of current, and planned, county owned communication sites along with providing on-going site management consulting services.

Objectives-

- A) Evaluation of the County owned communication sites in Quincy and Chester, CA, to include review of all leases and use agreements, site management plans, interference issues amongst users and potential for additional development.
- B) Evaluation of four additional communication sites the County is currently considering developing to include benefits to current communication systems, potential use and revenue from other entities and estimate of site development costs.
- C) Development of a fee schedule, including annual cost adjustments, to be used by the County for use in renewal or future lease agreements for all current and potential sites.
- D) Development of a communication lease agreement template for the County's use at County communication sites.

Task 3

Provide general and engineering evaluation services for new communication projects, county-wide that require building permits and/or new, or modified lease agreements.

Objectives-

- A) On-going technical evaluation of new communication projects, County-wide, that require either a County Building Permit or a new, or modified County lease agreement for potential interference (both electronic and by physical placement), intermodulation distortion, power density compared to ANSI standards and other appropriate engineering issues. These reviews, as needed, are due no more than 30 days from receipt.
- B) Provide a summary of findings on all reviewed projects for the Committee to consider in evaluation of new communication projects or modification of existing projects.
- C) Develop documents suitable for distribution by the Building Dept. to prospective permittees that will allow consultant to meet the requirements of Objectives A and B.

Task 4

Provide technical assistance to the County in the development of a County Telecommunications Zoning Code Ordinance and technical assistance in making changes to the County General Plan addressing telecommunications issues.

Objectives-

- A) The County requires assistance in addressing potential interference (both electronic and physical placement) from telecommunication facilities in the development of a County Telecommunications Zoning Code Ordinance.
- B) The County requires assistance in addressing potential health related issues associated with permitting telecommunications facilities in the development of a County Telecommunications Zoning Code Ordinance.
- C) The County requires assistance in addressing changes to the County General Plan, if necessary, to make the General Plan and the pending Telecommunications Zoning Code consistent with each other.

Negotiation Form (DRAFT) – SUBMITTERS: DO NOT COMPLETE UNTIL REQUESTED

Task 1- Overview of current communication systems used by County agencies

	Estimated Hours	Cost
Direct Contractor Cost		
Sub-Contractor Cost (if any)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Other Describe-		
Total for Task		

Task 2- Assessment of the on-going development of current, and planned, county owned communication sites along with providing on-going site management consulting services.

	Estimated Hours	Cost
Direct Contractor Cost (Initial Assessment)		
Sub-Contractor Cost, if any (Initial Assessment)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Direct Contractor Cost per hour for Consulting Services after Initial Assessment		
Sub-Contractor Cost, if any per hour for Consulting Services after Initial Assessment		
Other Describe-		
Total for Task		

Task 3- Provide general and engineering evaluation services for new communication projects, county-wide that require building permits and/or new, or modified lease agreements.

Single, set fee for Consultant services on a per project evaluation basis.	
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Task 4- Provide language concerning communication projects for inclusion in the County General Plan

	Estimated Hours	Cost
Direct Contractor Cost		
Sub-Contractor Cost (if any)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Other Describe-		
Total for Task		