

1 **REQUEST FOR PROPOSAL**

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4 **Richland County, Wisconsin**

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6  
7 **Communications System Study and Upgrade**

8  
9 November 06, 2020

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11  
12 Point of Contact: Clinton Langreck  
13 Richland County Administrator  
14 221 West Seminary  
15 Richland Center, WI. 53581  
16 608-549-5960  
17

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20 Proposal Due Date: Five sealed paper copies as well as one electronic copy on flash  
21 drive of the proposal must be received and date/time stamped no  
22 later than 2:00 PM Central Daylight Time, on December 09<sup>th</sup>, 2020  
23 Faxed copies will not be accepted. Proposals or amendments  
24 received after the deadline will not be accepted. Opening of RFP's  
25 will be conducted by a review group and brought forward with  
26 recommendation to the Richland Law Enforcement and Judiciary  
27 Committee on December 11<sup>th</sup>, 2020 at the Richland County  
28 Courthouse, 181 W. Seminary Richland Center, WI. 53581,  
29 meeting may be via video conferencing.  
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31 Proposal Submission: Proposals must be submitted to the Clinton Langreck, Richland  
32 County Administrator, 221 West Seminary Richland Center, WI  
33 53581 and must be labeled "Communications System Study"  
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**Part One 1.0**

**Definitions**

**1.0 DEFINITIONS**

1.1 For the purpose of this Request for Proposals (RFP) the bidder will be referred to as “bidder” and Richland County will be referred to as “County”.

**Part Two 2.0**

**Introduction**

**2.0 BACKGROUND INFORMATION**

2.1 Richland County is one of seventy-two units of county government in the State of Wisconsin and pursuant to the authority of Chapter 59 of the Wisconsin Statutes is a municipal corporation. Richland County, with 589 square miles of surface area. The County has 3.1 square miles of surface water and four major waterways (Kickapoo, Little Baraboo, Pine, Wisconsin) and many smaller streams. Our fire departments are all-volunteer fire departments. Our FIRE/ EMS are divided as follows: twelve Ambulance Services, eight Fire Departments. Six of those services are located outside the county. This the agencies have a mutual aid agreement with all members of the association. This includes all equipment and manpower. Richland County is a geographically large, mostly rural county in Central Wisconsin and is divided by the 2<sup>nd</sup> and 3<sup>rd</sup> U.S. Congressional Districts. The County encompasses all or parts of 46 civil divisions consisting of 16 towns, five villages and one city. Portions of three villages also lie within adjacent counties. Approximately 18,021 people live in Richland County according to the U.S. Census Bureau's 2010 estimations. Richland Center is the County seat with a 2010 population of 5,184. The County's population growth has been relatively flat for the last 20 years. Our critical infrastructure countywide includes: State Highways 14, 56, 80, 58, 130, 193 and 171 carry commercial and hazmat traffic daily. One Rail line travels East-West along the southern border of the county. We have a couple of small county owned dams and a county owned earthen structures. Richland County operations include, but are not limited to, Richland County Sheriff’s Department for law enforcement, Health and Human Services agency, Circuit Court system, Highway Department as well as other government related functions. PSAP upgrade in 2019 to NG911 CPE Standards.

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## GENERAL INFORMATION

112 2.2 This document constitutes a request for competitive, sealed proposals from qualified bidders to  
113 provide a complete study of the Richland County tower system, radio and data communications  
114 systems, 4) as well as all other related systems and associated equipment (including dispatch  
115 console). This document is not a contract. The successful bidder will negotiate a contract with  
116 Richland County. The material terms of which shall not deviate from the RFP.

117 2.3 The successful bidder will be required to provide written recommendation(s) to correct,  
118 improve, or eliminate any deficiencies or problems identified in order to provide an efficient,  
119 cost effective and reliable communications system and infrastructure for system users both  
120 current and future. Complete description of responsibilities will be detailed in Scope of Work  
121 section of this document.

122 2.4 Users of this system include but are not limited to, Richland County Sheriff's Department,  
123 Richland County Highway Department, Management Information Systems Department, Richland  
124 County Emergency Management, DNR Forestry and Fire Control as well as local units of  
125 government to include Fire and Emergency Medical services and local law enforcement agencies  
126 throughout Richland County and several from surrounding counties with service areas within  
127 Richland County.

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## SCHEDULE OF EVENTS

130	2.5	EVENT	DATE	TIME
131		RFP Released/Published	November 06, 2020	5:00PM
132		Pre-Bid conference	November 20, 2020	10:00AM
133		Proposals Due/Opened	December 09, 2020	3:30PM
134		Review Proposals/Select Finalist(s)	December 11, 2021	
135		Interview Finalist(s)	January 08, 2021	10:00AM
136		Contract Award	January 19, 2021	
137		Consultant / Stakeholders Meetings	Three meetings (beginning, middle, end of project)	
138		Preliminary Progress report/Meet	March 12, 2021	
139		Final report & Meeting	June 11, 2021	

Changes to scheduled events other than due date for proposals may be made by Richland County with minimum of 48 hours notice to participants. These changes may become necessary based on availability of participants and will be avoided to the extent possible based on circumstances.

The Pre-Bid conference will be held in a video conferencing format. To participate, please find the video conferencing web link from the bottom of the Richland County home page @ <https://co.richland.wi.us/>

### **Part Three 3.0**

#### **General Overview of Systems and Equipment in use**

The following provides an overview of the systems and equipment in use by the major County Departments

- 3.1 Richland County Emergency Services Providers utilize a five (5) communications tower site system and two repeater/communication sites. Usage of this system includes law enforcement, fire, and emergency medical services providers.
- 3.2 The Sheriff's Office, Emergency Management, Highway Department, and other County departments as well as local law enforcement, fire and emergency medical services utilize various mobile radios, portable radios and radio pagers as well as mobile data computers to serve their communications needs.
- 3.3 Documentation including detailed listings of equipment, sites and systems will be provided to the successful bidder. Maps of current communications equipment prepared by the Richland County Land Information Office and Geographic Information Systems (GIS) Coordinator will also be provided to the successful bidder.
- 3.4 The Richland County Sheriff's Office maintains an E911 Communications Center which is the Public Safety Answering Point (PSAP) for Richland County. This center provides twenty-four hour dispatching for 4 law enforcement agencies, 8 Fire departments, 8 EMS organizations and notifications/pages to agencies from surrounding counties with service areas within Richland County (including coroner, EMRs, highway, and emergency management). The radio communications system runs on conventional VHF High Bank components. The last significant maintenance initiative to tower systems occurred over 12 years ago. Each organization using the system is responsible for the purchase of their own mobile, portable and paging radio equipment.
- 3.5 The Richland County Highway Department operates on High Band for their radio communications needs and utilizes portions of the County tower network.

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## **Part Four 4.0**

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### **Scope of Work**

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#### **Towers and Related Equipment**

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4.1

Review all existing tower sites and provide a radio signal strength study. Study must include diagrams, maps and comparison chart(s) along with computer propagation model showing the results of the study of existing tower sites.

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4.2

Provide written recommendations with supporting documents such as maps and charts for tower numbers, spacing and location to provide most advantageous coverage for all of Richland County and for users of the system to carry radio, voice and possibly data throughout Richland County. Identify existing public or privately owned towers which can be used in solution(s) where possible.

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4.3

Provide written recommendations for replacement, repair, maintenance and any other identified needs.

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4.4

Provide load studies encompassing all equipment additions/changes being recommended as part of this study to include tower sites which are identified.

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4.5

Provide a written report of recommendations including a minimum of 20 year maintenance and replacement schedule.

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4.6

Public meetings with partners

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#### **Radio System and related equipment**

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4.6

Review and evaluate the life expectancy and effectiveness of the existing radio systems in use currently by the County. Submit written report of findings and recommendations.

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4.7

Make written recommendations as to changes, improvements, upgrades and/or replacements of equipment based on present and future technology. P25 is to be included as well as any other known anticipated technologies. The recommendations should include items which are capable of adapting to future changes short of unknown or undiscovered technology at the time recommendations are made in order to achieve an expandable, effective and efficient system for use by Richland County.

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- 204 4.8 Recommended changes, upgrades, additions must maintain compatibility with equipment  
205 currently in use by agencies using the system (law enforcement, fire, ems) the  
206 recommendations of this study should not cause any users to require replacement of most or all  
207 of their equipment currently in use.
- 208 4.9 Recommended changes must provide equal or greater capabilities in equipment when  
209 compared to current system.
- 210 4.10 Recommended systems must have a minimum life expectancy of twenty (20) years and shall not  
211 be manufacturer specific.
- 212 4.11 Wherever possible, recommendations should include equipment/components which are non-  
213 proprietary to allow Richland County the greatest flexibility in future purchases.
- 214 4.12 Develop and submit a single page outline of the process the bidder will follow to complete the  
215 project. The outline must include a final report/completion date of June 11<sup>th</sup>, 2021. It is the  
216 intent of Richland County to complete this study as soon as possible; however, adjustments may  
217 be necessary and may be authorized by the Richland County Law Enforcement and Judiciary  
218 Committee.
- 219 4.13 Upon completion of the study provide assistance to Richland County in preparing a schedule of  
220 purchases, replacements, and upgrades that are recommended in the study. This would include  
221 budgeting and prioritize recommendations in descending order.
- 222 4.14 Prepare and present a formal presentation of recommendations and results of the study to the  
223 Richland Law Enforcement and Judiciary Committee and full Richland County Board of  
224 Supervisors upon completion of the study. This would include detailed line item budget  
225 estimates for proposed solution(s)

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227 **Part Five (5.0)**

228 **Evaluation Information**

- 229 5.1 After review of proposal and determination that it satisfies the mandatory requirements of the  
230 Request for Proposal, Richland County will compare those received and assess based on certain  
231 criteria. Those criteria will include:

- 232 Degree to which bid meets specifications of this RFP  
233 Proposed approach to completion of project  
234 Experience in performing similar projects  
235 References from other customers  
236 Total cost quoted  
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5.2 Bidder shall provide a history of their background and experience in providing studies of similar size and scope to the one requested in this RFP. On a separate page at least three (3) references shall be listed where bidder has completed similar study(ies) that Richland County can contact in regards to work performed.

5.3 In the event that only one proposal is received in response to this Request for Proposal Richland County reserves the right to negotiate the terms and conditions to include but not limited to price. Richland County reserves the right to require supporting documentation related to cost, pricing and other conditions to determine reasonableness of the proposal.

## **Part Six (6.0)**

### **Standard Terms and Conditions**

6.1 Specifications: The specifications and requirements in this request are the minimum acceptable by Richland County. Richland County shall be the sole judge of proposals and satisfaction of specifications.

6.2 Award shall be made by Richland County to the bidder who most effectively meets the specifications required and who presents the proposal deemed to be in the best interest of Richland County. This does not obligate Richland County to award the bid to the lowest bidder. Richland County reserves the right to accept any or refuse/reject any or all proposals. Richland County reserves the right to waive defects, modify irregularities, informalities or inconsistencies in any proposal received.

6.3 It is the policy of Richland County to pay vendors for services or products within 30 days after delivery of goods/services based on acceptance of goods/services and submission by vendor of proper invoice for payment.

6.4 Richland County is exempt from payment of all Federal, State and local taxes on purchases. Richland County may be required to pay taxes on purchases in other states based on the laws of that state.

6.5 Failure of the vendor to adhere to delivery schedules as specified or promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price if alternate procurement is necessary. These excess costs shall include administrative costs.

6.6 This RFP may result in a contract with the successful bidder. No binding agreement shall be final until ratified by action of the Richland County Board of Supervisors. These basic terms and conditions shall apply to any contract awarded as a result of this request. Any special requirements referenced in this document shall apply. Conditions of any contract or order will not be binding unless expressly agreed to in writing by the parties entering into the agreement.



- 272 6.7 This RFP shall be interpreted in accordance with the laws of the State of Wisconsin and the  
273 Richland County Circuit Court shall have exclusive jurisdiction for any litigation between the  
274 parties arising out of the performance of any contract which results from this submission as well  
275 as this RFP itself.
- 276 6.8 No right or duty of the vendor either in whole or in part may be assigned or delegated by the  
277 vendor without the prior written consent of Richland County.
- 278 6.9 If vendor intends to use subcontractors, this must be explained clearly in the proposal. The  
279 primary vendor will be responsible for contract performance regardless of whether or not  
280 subcontractors are used.
- 281 6.10 All materials, equipment, and supplies provided to Richland County must fully comply with all  
282 safety requirements as set for by Wisconsin Administrative Code, Wisconsin Department of  
283 Commerce, and all applicable OSHA Standards. If any item is a hazardous chemical as defined  
284 under 29 CFR 1910, 1200 a copy of the Material Safety Data Sheet for each product/item must  
285 be provided with the shipping container and with the invoice(s).
- 286 6.11 Unless specifically stated by the bidder/vendor equipment purchased as a result of this request  
287 shall be warranted against defects by the bidder/vendor for a minimum of ninety (90) days from  
288 the date of acceptance by Richland County. The equipment manufacturer's minimum standard  
289 warranty shall apply as a minimum and shall be honored by the vendor.
- 290 6.12 Richland County reserves the right to cancel any contract in whole or in part without penalty  
291 due to non-appropriation of funds, or for failure of the vendor to comply with the terms,  
292 conditions, and specifications of this RFP or resulting contract.
- 293 6.13 Requirements for open records/public records shall be followed as outlined in Wisconsin Statute  
294 where applicable. Information and documentation used to form conclusions and  
295 recommendations must be disclosed to Richland County upon request. Discussion with legal  
296 counsel will be conducted as outlined in applicable Wisconsin Statute to protect the best  
297 interest of Richland County.
- 298 6.14 If a public official ( s. 19.42 Wis. Stats.), a member of the public official's immediate family, or  
299 any organization in which a public official or a member of the public official's immediate family  
300 owns or controls a ten percent (10%) interest is a party to this agreement, and if this agreement  
301 involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month  
302 period, this contract is voidable by Richland County unless appropriate disclosure is made  
303 according to s.19.45(6) Wis. Stats. before signing of the contract.
- 304
- 305 6.15 The bidder will maintain at its own expense and show proof of insurance to include, but not  
306 limited to, worker's compensation coverage for any of their employees working as part of this

307 contract along with general and employer liability coverage. The bidder will also be required to  
308 verify and show proof that any/all subcontractors if used have same required insurance  
309 coverage as part of their work with this project and proposal.

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**Part Seven (7.0)**

**Pricing Page**

- 7.1 The vendor shall, as part of a future contract, agree that Richland County shall not be subject to any price increases from the time the RFP is accepted by Richland County during the term of any subsequent contract. Richland County shall be entitled to receive services at a lower price if a reduction in process occurs during the same period.
- 7.2 At a minimum, the portions of the price sheet including Hourly rate for service, estimated total hours of service to complete project, and total cost must be completed. An hourly rate for additional work outside the scope of Work in this RFP must also be provided. Additional space for more detailed description of costs is included.
- 7.3 The vendor agrees to provide the services and/or an item at the price quoted, pursuant to the requirements of this document.

Pricing Sheet	Price for item/service listed
Hourly rate for work within scope of proposal	
Estimated hours required to complete work within scope of proposal	
Administrative cost (documents, reports, printing for above work)	
Hourly rate for work outside of scope of proposal	
Other costs related to project	
Total Cost to Complete Study and Scope of Work as proposed	

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**Signature Page**

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329 Bidder

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Authorized Agent for Bidder

Title

Date

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Printed Name

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Richland County

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Authorized Agent for County

Title

Date

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Printed Name