

**Request for Qualifications
Communications System Planning Services
Lincoln County, Washington
February 4, 2010**

- A. Invitation:** The Lincoln County Sheriff's Office (Sheriff) seeks Statements of Qualification from firms to furnish Master Planning Services for the migration of existing analog emergency radio systems in Lincoln County to narrowband in compliance with the FCC 2013 mandate. The Master Plan will be used as a guide for subsequent design and implementation projects. Accompanying this Request for Qualifications (RFQ) is a Submittal Questionnaire which must be completed and returned along with a Cover Letter, Work Program & Project Team qualifications (collectively, the "Qualifications Submittal"). The Qualifications Submittal shall be sent to:

Wade Magers, Sheriff
Lincoln County Sheriff's Office
PO Box 367, 404 Sinclair St
Davenport, WA 99122

Phone: 509-725-9264
Email: wmagers@co.lincoln.wa.us

B. Qualification Submittal Schedule

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| 1. | Advertisement for Submittals | February 4, 11, 18 and 25, 2010 |
| 2. | Pre-Submittal Meeting and Site Tour: | February 22, 2010 |
| 3. | Qualifications Submittal deadline | March 9, 2010 |
| 4. | Evaluate Qualifications and Submittals | March 10 – 18, 2010 |
| 5. | Notify finalists | March 19, 2010 |
| 6. | Interview Finalists (as required) | Week of March 29, 2010 |
| 7. | Final Selection Notification | Week of April 5, 2010 |
| 8. | Negotiate Contract | April, 2010 |
| 9. | Complete Master Planning Services | September, 2010 |

- C. Background Information:** The selected Firm will work under the direction of the Lincoln County Sheriff's office with a variety of agencies and organizations, including 13 fire departments, five emergency medical responder units, six ambulance services, four different law enforcement agencies including the Lincoln County Sheriff's office, Lincoln County Communications center, and Lincoln County Public Works. Lincoln County covers over 2,300 square miles, with terrain ranging from crop fields and buttes to coulees and canyons. There are 10 existing repeater sites and a frustrating assortment of existing dead spots. Agencies currently use standard analog systems on a variety of equipment platforms.

- D. Key Qualifications:** The intent of this RFQ is for the Sheriff to select a highly qualified firm to develop a Master Plan for a coordinated communications system. The Sheriff recognizes that the selected firm will need significant emergency radio system expertise, with particular background in:

- Systems covering a large geographic area with varied and rugged terrain
- Conversion of existing analog systems to narrowband
- Working with multiple agencies to identify effective systems
- Interoperability with surrounding agencies/counties in the region
- Incorporating existing infrastructure and equipment into a new system

- E. Master Planning Intent:** The selected Firm will be expected to investigate and report as follows:

1. Establish existing status of service and equipment
2. Identify deficiencies in the existing systems and issues affecting the change to narrowband

3. Define and prioritize problems/challenges/opportunities
4. Develop five year plan goals to address problems/challenges/opportunities
5. Develop an implementation strategy to achieve the five year goals

The selected firm will be expected to work with key stakeholders on the research and development of solutions, goals, budgets and strategies to assist in master planning and budget decisions. The Sheriff will provide copies of previously issued reports and findings related to the existing system to assist the Firm with the project.

The selected firm shall also review applicable government agency requirements including the existing FCC licenses and incorporate these objectives and requirements into the final report.

- F. Pre-Submittal Meeting and Site Tour:** All interested parties are strongly encouraged to attend prior to preparing their Statement of Qualifications. The meeting will be held on Monday, February 22nd starting at 1 pm in the Commissioner's Meeting Room at the Lincoln County Courthouse (Lower Level), 450 Logan Street, Davenport, Washington. A tour of repeater sites will be presented.
- G. Qualifications Submittal:** Four (4) hard copies of the Qualifications Submittal are required by the Sheriff, plus an electronic copy suitable for email distribution. Hard copies of the Qualifications Submittal shall be in 8 1/2" X 11" format, bound, maximum of 15 pages including cover letter, which will not be returned to the applicant firms. Each copy of the Qualifications Submittal shall include the following required parts in the following order:
1. Cover letter
 2. Submittal Questionnaire
 3. Work Plan and Schedule

- H. Cover Letter:** A cover letter on letterhead stationery shall be a required part of the Qualifications Submittal. The letter may also include supplemental information the applicant would like to make known regarding interest in providing the required services.

The letter shall clearly identify the prime applicant name(s) and any joint venture or association arrangements. That designation shall be consistent throughout the Qualifications Submittal information.

- I. Submittal Questionnaire:** The accompanying Submittal Questionnaire shall be included in each Qualifications Submittal binder.

Completing the questionnaire with concise, pertinent, and descriptive responses is critical. The manner in which firms present themselves through that information will be an important element in the evaluation.

Information on the questionnaire is to be included for projects accomplished by the applicant firm under its current name or previous name(s). Projects done under previous firm name(s) are to be so identified. If a project was a joint venture or in association with another firm(s), identify it as such, name the firm(s), and note the share of services. Do not include details for projects which members of the applicant firm worked on while employed with another firm, except under special circumstances such as Principal in Charge of a specific project with similar criteria.

Combine information on one questionnaire form if submitting as a joint venture, association, or other prime group arrangement; do not submit separately.

J. Work Plan and Schedule: The Firm must have substantial experience in the evaluation of emergency radio systems and an expertise in narrowband systems in rural areas. Describe the consultant's proposed work program that is designed to satisfy the requirements listed in the Master Planning section. Include a schedule (bar chart format) of the Work Program, broken out by discrete tasks; you intend to follow in order to complete the Project.

1. Activity / Task description
2. Identify key personnel and resources for completing the tasks
3. Deliverables

K. Selection Process

Each member of the review committee will review the Qualifications and Submittals. A short list of firms may be selected for interviews. Interviews (if required) will be conducted at the Lincoln County Courthouse or other county facility in Davenport, Washington.

The successful firm will be selected based upon all information provided during the process, which may include interviews and subsequent fee negotiations. Firms will not be reimbursed for the costs of travel to the interview or any costs of preparing a response to this RFQ.

L. Form of Consultant Agreement

The Sheriff's Office and the selected Firm will negotiate a consulting services agreement which will define the scope of services and terms of compensation on a form agreeable to both parties.

M. Miscellaneous provisions:

Limitation: This Request for Qualifications does not commit the Sheriff's Office to select a Firm, or to enter into an agreement with any Firm, or to pay any costs incurred in the preparation and submission of the Qualifications or participation in the selection process. The Sheriff's Office reserves the right to reject any or all submitted Qualifications and to amend or cancel all or part of this Request for Qualifications.

Non-discrimination: During the performance of this contract, the Firm shall not discriminate on the basis of race, color, sex, religion, national origin, age or the presence of any sensory, mental or physical handicap in employment or application for employment or in the administration of delivery of services or any other benefits under the contract. The Firm shall comply with all applicable federal, state and local laws, executive orders and regulations which are incorporated herein by reference.

Sole Discretion: The Sheriff's Office shall be the sole interpreter of its requirements for this Project, and the sole judge of the Firm most qualified to carry out the Project.