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County Manager

April 7, 2016

SANTA FE COUNTY
RFP# 2016-0239-RECC/KE
Professional Services for Public Safety Land Mobile Radio System
Selection and Consulting Services

ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

ATTACHMENT: PRE-PROPOSAL SIGN IN SHEET

On March 30, 2016 Santa Fe County held the pre-proposal conference for the above referenced Request for Proposals (RFP). Listed below are clarifications and questions asked at the pre-proposal conference and/or received via email.

CLARIFICATION: A cost proposal is NOT required at this stage of the evaluation process. A cost proposal will be requested from the highest ranked Offeror.

QUESTION AND ANSWERS:

Question 1 What is the status of the current FCC license WQOX375 (STA)?

Answer 1 **The City received a waiver for this license which expired on 2/16/16. The City will be requesting an extension to the waiver. According to the FCC website, there is a hold on all licensing for 800 MHZ systems at this time.**

Question 2 Does the City/County need assistance with FCC licensing?

- Answer 2** **The County and City expect the selected vendor to specify what FCC licenses are required for a future LMR system.**
- Question 3 Has the Sheriff's office (including the corrections) and associated agencies decided to migrate to 800 MHz?
- Answer 3** **There has been no decision to migrate at this time.**
- Question 4 Is there a need for assistance in deciding between VHF and 800 MHz?
- Answer 4** **The County and City expect the selected vendor to evaluate the pros and cons of VHF and 800 solutions and make a recommendation based on the needs of each entity.**
- Question 5 Are there any remaining issues with 800 MHz re-banding that could affect this project?
- Answer 5** **Yes, re-banding is considered a significant issue moving forward with the LMR System upgrades**
- Question 6 RFP Section 2, Item C Scope of Work, first bullet: "Coordinate and conduct a formal business process review." Please clarify the information the County desires during this business process review.
- Answer 6** **The County and City expect the selected vendor to meet with LMR system users to review, understand and document how the LMR system is used today and how the new LMR system will be best used to support current and future business operations. The County and City would like to follow best practices in the use of a LMR system and expects the selected vendor to recommend such best practices.**
- Question 7 RFP Section 2, Item C Scope of Work, 11th bullet, states: "Facilitate discussion and agreements between eligible municipalities and entities towards developing IGA and MOUs for backup disaster recovery plans." Are there other parties beyond the County, City, State, and the tribal nations involved for the purposes of the IGA and MOU?
- Answer 7** **The County of Santa Fe, City of Santa Fe, City of Edgewood and State of New Mexico are considered as the eligible municipalities and entities.**
- Question 8 In the above bullet, does the County want our approach for backup disaster recovery plans to consider just the LMR system, or should our approach include backup recovery for a broader scope of public safety communications/dispatch systems?
- Answer 8** **Yes, the scope of the backup disaster recovery plans is focused on the LMR system.**

- Question 9 RFP Section 2, Item C, "Deliverables" lists 21 bullets of required deliverables; During the pre-bid conference, we believe that it was mentioned that a detailed work plan was not required, is this correct?
- Answer 9 **A detailed work plan is not required as a response to this RFP. However, vendors are strongly encouraged to submit their proposed project approach to give the County and City an estimate of phases, activities and timeframes to accomplish the scope of work.**
- Question 10 The 7th deliverable bullet states: "Assess Organizational Readiness." Please clarify what the County means by and desires in this item to assess organizational readiness.
- Answer 10 **The County and City expect the selected vendor to understand and share the critical factors related to a successful implementation of a new LMR system. The new LMR system will represent a significant change with associated risks to the user organizations. The assessment of organizational readiness shall include the following elements, at a minimum:**
- **Process Readiness - Are the required policies and operating procedures in place to support the new system?**
 - **Resource Readiness - Are the required financial and human resources (quantity, skills and abilities) in place to support the new system?**
- Question 11 RFP Section V, Item B "Evaluation Criteria," Item 3 "Evidence of Understanding Scope of Work" instructs respondents to provide a sample of deliverables. Does the County want to see a sample of a prior deliverable report, or does the County want us to list the deliverables we would provide through our approach to this project? If the County wants to see a sample of our deliverables, will the County accept a Table of Contents from a recent report in response? Or, if the County wishes to see a sample of a report, would the County accept one copy provided on a Flash Drive, rather than an original and 5 copies of these large documents?
- Answer 11 **Offerors must demonstrate a clear understanding of the scope of work. Explain the services your Firm will provide to the County regarding this specific scope of work. Include any unique approach from past experiences for other projects of similar scope. Offerors *may* provide a table of contents as an example from a recent report, or the Offeror *may* provide a flash drive of information if they so desire. Please do not submit any hard copy documents outside of your proposal responses.**
- Question 12 Does the County have any budget for this project?
- Answer 12 **Funding has been identified for this project.**
- Question 13 RFP Section III, Section C "General Requirements," Item 7, Proposal Offer Firm, (page 16), states: "Responses to this RFP, including *proposal prices*, will be considered firm for 90 days. There are also several references to negotiating "*Best and Final Offer*" with the selected consultant. A discussion took place during the pre-bid conference that the County's focus is on determining who is the most qualified firm to complete the work and that pricing was not the focus. To clarify, is

pricing required with our proposal or will this be negotiated with the most qualified consultant?

Answer 13 A cost proposal is NOT required at this stage of the evaluation process. A cost proposal will be requested from the highest ranked Offeror.

Question 14 Please clarify the County's page limit requirement. The RFP states the response is limited to 20 pages and instructs respondents to utilize two-sided printing. Does this allow RFPs to consist of 20 physical pages printed on both sides (for a count of 40 pages)? If not would the county consider increasing the page limit slightly?

Answer 14 The response to the evaluation factors is limited to 20 pages. One double sided page is equal to two pages.

Question 15 We understand from the pre-bid that the page limit is specific to the Evaluation Section. Therefore, we believe the page restriction does not include the Letter of Transmittal, Table of Contents, Campaign Contribution Disclosure and other forms, and tab divider pages. Please confirm.

Answer 15 That is correct. The page limit is specific to the Firms response to the Evaluation Factors.

Question 16 Since the response is limited to 20 pages, can we include project reference datasheets in an Appendix (similar to resumes), outside of the 20-page restriction?

Answer 16 Yes.

Question 17 If a company has obligations with the City of Santa Fe which require on-going communications; is it ok to continue these communications understanding that this RFP would not be discussed?

Answer 17 Yes, with the expectation that the vendor will disclose these obligations immediately and in writing. It is recommended to include this disclosure in the body of the transmittal letter.

Question 18 We understand an evaluation factor may overlap another different evaluation factor. To conserve proposal pages, is it permissible to cite the location of where overlapping information may be contained in the proposal?

Answer 18 Yes.

Question 19 It was presented that this RFP is actually an RFQ where the focus is on providing the County with our Qualification and not a cost estimate for doing the work, is this correct?

Answer 19 Yes. Refer to the answer to question # 13.

Question 20 Regional Emergency Communications Center, Is this one physical location or are there multiple faculties and what is their relationship; primary, back-up, etc.?

Answer 20 **There is one physical location for the Regional Emergency Communications Center. There is a mobile communications unit that is also located at the current site.**

Question 21 It is understood that there are four tribal governments in the County, how will they be involved in this project?

Answer 21 **The tribal governments are not involved in this project at this time.**

Question 22 It is understood that there are two radio systems City of Santa Fe and County of Santa Fe. Would it be possible to get a list of radio sites with Lat. and Long info for each system? Is there detailed information (inventory, space, etc.) for each site or will it be necessary to gather this information as part of the scope for the consultant?

Answer 22 **The County and City expect the selected vendor to inventory all sites and equipment as part of the scope of project. The table below provides Latitude and Long information for the City and State sites that were included in a propagation study completed by Motorola Inc. in November 2015.**

City

	Lat	Lon	TX Ant	RX Ant
Fire Station 4	35-39-24.33	105-56-27.49	80 ft	100 ft
Main Site	35-41-20.10	105-58-44.0	80 ft	100 ft

State

	Lat	Lon	TX Ant	RX Ant
Galisteo	35°15'39.79	105°57'48.72	60 ft	60 ft
Cedro Peak	35.0532778	-106.351278	140 ft	160 ft
Santa Fe RCB	35.6295556	-106.026278	140 ft	160 ft
Espanola SP	36.01075	-106.08914	60 ft	80 ft
Sandia Crest	35.215889	-106.451389	140 ft	160 ft
Cero Pelon	36.12436	-106.394278	120 ft	100 ft.

Question 23 Santa Fe County Utilizes a vendor to maintain the PSLM Radio System, who is this vendor?

Answer 23 **Advanced Communications.**

Question 24 Interoperability will be a key issue, are there any existing interoperability initiatives underway with adjacent counties and in accordance with State initiatives?

Answer 24 **No.**

Question 25 It was stated that there are identified coverage deficiency areas. Does the Project have current coverage maps and definition as to where these problem areas are? Will this become a responsibility of the consultant to define?

Answer 25 The County and City expect the selected vendor to evaluate and address coverage deficiencies as part of the scope of work.

Question 26 Does the Project have a good understanding of In-Building Coverage needs, or will this be the responsibility of the consultant to define?

Answer 26 The County and City expect the selected vendor to evaluate in-building coverage needs.

Question 27 Is there a list of stakeholder agencies that will need to be considered in the fact finding effort?

Answer 27 The City stakeholders to include in the fact finding effort are:

- Police
- Fire
- Senior Citizens
- Purchasing
- Land Use
- Fleet Maintenance
- Water
- Parks & Recreation
- Animal Control
- Transit
- Water Plant
- Traffic Engineering
- Environ. Services
- Streets
- Parking
- Waste water
- Airport
- Buckman Diversion
- Paint Shop
- Transportation
- GCCC
- Regional Landfill

Question 28 Is there an existing disaster recovery plan in place or will this be the responsibility of the consultant to facilitate and create?

Answer 28 The County and City expect the selected vendor to facilitate the development of a disaster recovery plan for a new LMR system.

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Question 29 Will the consultant be considered to support the Project with Post-Award Implementation management, including testing, and commissioning of the new System?

Answer 29 Yes, the selected vendor is not prevented from bidding on subsequent LMR system implementation services solicited by the County and City.

Question 30 Does the Project have a dedicated grant funding person(s) that the consultant can work with in securing funding?

Answer 30 No, not at this time.

Question 31 Is there any broadband initiatives that are being considered by the Project at this time related to statewide broadband access, or for accommodation with FirstNet?

Answer 31 Not at this time. The County and City are open to suggestions from the selected vendor on how such involvement may support Project objectives.

Please add this Addendum #1 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at kkemery@santafecounty.org.

Pre-Proposal Conference
 RFP#2016-0239-RECC/KE
 Radio Communication System for RECC
 March 30, 2016
 10:00AM (MDT)

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