

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY SHERIFF'S OFFICE

REQUEST FOR QUALIFICATIONS

**PROFESSIONAL CONSULTANT (ENGINEER) FOR
DESIGN OF NEW COMMUNICATIONS SYSTEM**

2009-122-04-15-MSS

The County of Hidalgo will be accepting Statements of Qualifications from qualified State of Texas registered Professional firms in order to establish a contract of said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the contract will be upon satisfactory completion of all project requirements. The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **Hidalgo County Sheriff's Office "Professional Consultant (Engineer) for Design of New Communications System" -Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, April 15, 2009**. **ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:
RFQ Number: 2009-122-04-15-MSS

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope Must Show The RFQ Number, Name And Opening Date.

The following outlines the Request For Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, April 8, 2009 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, April 10, 2009. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire ("the CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation of business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Clossner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in Exhibit D) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF RFQ's:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or request for qualifications procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFQ DELIVERY:

Hidalgo County requires submitters, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ off.

SIGNING OF QUALIFICATIONS:

In order to be considered, all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing project specifications.

SECTION II -RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS:

The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original, seven (7) copies** of the RFQ shall be submitted to the address on the cover letter.

I. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

Agency	Shall refer to the Hidalgo County Sheriff's Office
APCO	Shall refer to the Association of Public Safety Communications Officials
RFB	Request for Bids
Bid	Shall mean the response to a request for bids by a participating vendor
Bidder	Shall mean the specific person or entity responding to a request for bid
RFP	Request for Proposal
Request for Proposal	Shall mean this document, which is the County of Hidalgo's request for contractors' proposal to provide the services being solicited herein. Also referred herein as RFP
Proposal	Shall mean response to a request for proposals.
Proposer	Shall mean the specific person or entity responding to a request for proposals
RFQ	Request for Qualifications
SOQ	Statements of Qualifications is a response to an RFQ
PO	Shall refer to Purchase Order(s)
ESC	Shall refer to Evaluation Selection Committee
Contractor	When capitalized, shall refer to the selected respondent to this RFQ that is awarded a contract.
County	When capitalized, shall refer to the County of Hidalgo
DAQ	Refers to Digital Audio Quality
HCSOCS	Refers to Hidalgo County Sheriff's Office Communications System
EOC	Refers to Emergency Operations Center
EPA	United States Environmental Protection Agency
FCC	Refers to Federal Communications Commission
Federal	Refers to United States Federal Government, its departments and/or agencies
F.O.B	Shall mean without charge for delivery to destination and placing on board a carrier at a specified point (Free On Board)
GPS	Refers to Global Positioning System
LMR	Refers to Land Mobile Radio
MSC	Refers to Master Site Controller
NPSPAC	Refers to National Public Safety Planning Advisory Committee
RF	Refers to Radio frequency
State	Refers to State of Texas, its departments and/or agencies
UCM	Refers to Universal Configuration Manager
UHF	Refers to Ultra high frequency
VHF	Refers to Very high frequency

II. STATEMENT OF WORK

A. INTENT

The intent of these requirements, terms and conditions described in this Request for Qualifications (RFQ) is to award a contract to a selected and qualified firm who is experienced and qualified in radio system design and implementation. The Hidalgo County Sheriff's Office is in the process of building a P25 compliant communications system. The system will be owned and operated by the Hidalgo County Sheriff's Office (HCSO) and named the Hidalgo County Sheriff's Office Communications System (HCSOCS). The Hidalgo County Purchasing Department (County) is issuing this RFQ on behalf of the HCSOCS. The Hidalgo County Purchasing Department will be the issuing authority for any contract awarded as a result of this RFQ. The selected firm will work for the HCSOCS.

This RFQ is divided into three (3) specific sections. Vendor's Statements of Qualifications (SOQ) must encompass all Sections, including but not limited to: phases, tasks, and activities associated with the sections required of the selected design consultant for this project.

B. BACKGROUND

The Hidalgo County Sheriff's Office Communications System (HCSOCS) is a planned P25 digital trunked radio system to be implemented for the Hidalgo County Sheriff's Office and to be used by the Sheriff's Office and any other Hidalgo County public safety, public service agencies and special districts that may be interested in participating in this project subject to budgetary allotment and/or restraints.

The design will be based on recommendations produced and presented by the awarded vendor based on the requested feasibility study defined in Phase I and a need assessment analysis defined in Phase II of this RFQ.

SCOPE

The scope of work is divided into six (5) phases that identify the scope of work.

Section 1:

Conduct a feasibility study to determine the best frequency spectrum for the Sheriff's Office current and future needs with regards to voice, data and graphic transmissions as detailed in Phase I.

Conduct a needs analysis for a digital P 25 trunking communications system based on the recommended frequency spectrum determination made under Phase I. Based on the needs analysis, Design a system and determine the

number of sites needed, type of equipment, location of equipment, type of system controller(s) and connectivity of the system. The scope of work to complete this section is included and detailed under Phases II & III.

Section 2:

Develop bid specifications for the build out of the system to be used in the development of a formal Request for Proposal (RFP). Work with the HCSOCS to select a vendor to complete the build out of the system. The scope of work to complete this section is included and detailed under Phase III, IV and V.

Section 3:

Provide project management services for the HCSOCS to oversee the build out and acceptance of the final phases of the system. The scope of work to complete this section is included and detailed under Phase VI.

C. REQUIRED QUALIFICATIONS

Vendor minimum qualifications must include but are not limited to the following:

1. Vendor shall be regularly and continuously engaged in the business of providing radio system design and implementation services for at least 10 years.
2. Vendor must possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP
3. Vendor's firm should employ individuals with a Bachelor's degree in Electrical Engineering or related field with extensive experience in the installation and management of APCO Project 25 trunked radio systems. In addition, vendor(s) should have ten (10) years experience in general RF engineering of VHF and UHF conventional systems including mobile data systems.
4. Vendor(s) should be knowledgeable in FCC regulatory issues, FCC licensing, and be familiar with, and preferably have worked with, the Regional NPSPAC and 700 MHz committees.
5. Vendor(s) should have experience in digital microwave design and installation. Experience with communication center equipment is also preferred.
6. Vendor(s) should have experience with rural and urban in-building RF system design and implementation including coverage testing procedures of these systems.

7. Vendor(s) should possess a general knowledge of construction methods including portable and fixed communication shelters and communication towers. Experience with control and monitoring systems is also preferred.
- E. Vendor(s) will have to provide detailed information on how they will provide personnel on a needed basis that will be available to work with the project team, attend meetings, and visit sites on short notice.
- F. SPECIFIC REQUIREMENTS, DELIVERABLES & REPORTS.

1. Phase I – Feasibility Analysis

Contractor shall make a determination as to which spectrum would be the most advantageous for the Hidalgo County Sheriff office taking into account current and future needs.

- a. **Task 1** – Conduct a thorough study of all available public safety spectrums in the region to include but not limited to 700MHz, 800MHz, VHF and UHF frequencies taking into account the current state of affairs brought about with the FCC introduction of the 700 MHz for public safety use, and the re-banding of the 800 MHz frequencies. Factors such as availability of frequencies, delays in licensing of frequencies, and international treaties with regards to spectrum sharing should be taken into account when formulating recommendations.
- b. **Task 2** – Conduct a thorough review of the local region with regards to type of frequencies, equipment, and type of systems currently used by other local state and federal public safety agencies in the region. Factors to be reviewed include but are not limited to current federal and state requirements with regards to communication interoperability as required now the near and extended future because formulated by the Federal government with regards to current and future grant funding.
- c. **Task 3**- Review and evaluate the data gathered in tasks a and b to prepare a written recommendation with options to the Sheriff's Office as to the spectrum most advantages for the communications needs of the Sheriff's Office detailing pros and cons for each option and or recommendation. Factors to be included but not limited to are: interoperability issues, availability of frequencies, RF interference, clarity of transmissions, land area coverage in both rural and urban areas, current equipment utilized by the Sheriff's Office and safety issues.

2. **Phase II – Needs Analysis**

Based on options and recommendations presented to and approved by the Sheriff's Office, Contractor shall meet with HCSOCS staff and radio communications staff and make recommendations for the build out of the system based upon the any available documentation review and previous engineering work performed.

- a. **Task 1 - Conduct Project Kickoff Meeting and Project Planning:**
The Contractor shall conduct a Project kickoff meeting, designed for both the HCSOCS or their designee(s) and the Contractor's project manager to establish mutual acquaintance, clarify roles and reach a mutual understanding of the future vision and plans for the communications system.

- b. **Task 2 - Evaluation of Existing Systems:** The goal of this activity is to have the Contractor become familiar with existing wireless infrastructure throughout the required service area. The Contractor shall perform this overview and evaluation by:
 - 1) Identifying the various systems, their size and characteristics
 - 2) Comparing proposed coverage of the HCSOCS with any existing coverage maps and make recommendations based upon this comparison
 - 3) Determining the degree to which the existing communications systems, equipment, and facilities can be used as part of a new P25 trunked communications infrastructure
 - 4) Evaluating LMR equipment purchased under the Homeland Security Grants to determine if/how it can be upgraded to P25 Phase II technology

This evaluation shall form the basis of the overall recommendations, because the information collected will define the agency's communications needs.

- c. **Task 3 - Review Radio System Documentation & FCC Licenses:**
 - 1) The Contractor shall review all relevant documentation describing the existing radio networks made available in this activity.
 - 2) Contractor shall develop a thorough understanding of integration and operational requirements, and identify all

ancillary systems that might be reused as part of any new system.

- 3) In addition, the Contractor shall review the existing licenses and identify any outstanding regulatory issues that will significantly impact the planned project.
- 4) The Contractor is encouraged to determine if further stakeholder interviews are required and to review and study ant proposed 700 MHz Region 53 Plan.

d. Task 4 - Survey Existing Communication Facilities for Suitability: The HCSOCS desires to leverage existing facilities that support the radio communication equipment (shelters, towers, power systems, etc) to the extent possible.

- 1) The Contractor shall become familiar with all the Public Safety Answering Point Center(s) and the four (4) tower radio sites Currently in Use by the Sheriff's Office to ascertain the age, condition and improvement requirements of these facilities, and estimate upgrade costs to replace or integrate such sites into the HCSOCS.
- 2) The Contractor shall become familiar with, and make recommendations regarding the following issues as well as other relevant issues that emerge during the work:
 - a) Location of existing equipment buildings, antenna support structures and towers;
 - b) Condition and service history of existing equipment and facilities;
 - c) Determine what agreements are necessary to allow for the use of existing buildings, antenna support structures and other necessary infrastructure;
 - d) Determine if there are lease, acquisition or use fees associated with the above agreements;
 - e) Potential sites for any new radio equipment or systems required; and
 - f) Interagency communications and communication links.

The Contractor shall also work closely with the Agency and/or HCSOCS technical representatives to identify any issues affecting the modification and continued use of these sites.

3. PHASE III – Design Criteria & Analysis of a Proposed System Design:

The goal of this task is to arrive at a jointly developed, preliminary plan for wireless voice, data and supporting interconnection systems considering the existing design and/or alternative recommendations.

a. Task 1 - Design Criteria.

The Contractor shall define the system design based upon design criteria to include but not limited to the following:

- 1) 95% area reliability from a portable on the hip, in building, Talk-in and Talk-out, in a swivel case, providing a Delivered Audio Quality (DAQ) level of 3.0, which corresponds to a Cf/I+N of 16.5dB, and 2.6% BER for the digital system.
- 2) 97% area reliability from a mobile, Talk-in and Talk-out, providing a Delivered Audio Quality (DAQ) level of 3.0, which corresponds to a Cf/I+N of 16.5dB, and 2.6% BER for the digital system.
- 3) Microwave path and end-to-end performance
- 4) System growth and expansion
- 5) System availability
- 6) System redundancy
- 7) System backup power
- 8) Preventive maintenance
- 9) Voice channel loading analysis to determine the optimum number of channels required that can provide an acceptable grade of service

b. Task 2 - Identify Technology and Regulatory Issues:

The Contractor shall develop options for a future radio system; in particular, the Contractor shall explore the following possible technology variations as required:

- 1) Narrowband versus wideband channels
- 2) Multi-site (i.e., zoned) and simulcast transmission; satellite receivers

- 3) Incorporation of a possible hybrid system including 800/700 MHz in the urban areas and VHF in the rural and hard to cover areas
- 4) The Contractor shall also consider the following regulatory issues when developing various options:
 - a) The likely availability of licensable channels in the 700 MHz and 800 MHz bands within the region
 - b) The effect of the FCC's 800 MHz Re-banding initiative
 - c) Update and status of Region 53 activities for 700 MHz and 800 MHz NPSPAC

c. Task 3 - Present System Design Options:

Activity 3.1 - Field Radio Coverage Testing

- 1) The Contractor shall review existing documents and recommend an alternative test plan for in-building coverage upon completion of cells in addition to performing any field coverage measurements in representative areas to characterize the radio environment specific to the Agency.
- 2) The Contractor shall utilize calibrated GPS-enabled equipment for detailed measurements. Multiple sites shall be tested in order to characterize the coverage in different areas. A report shall be issued for review by the HCSOCS or its designee. This report shall include maps of measured signal strengths
- 3) Deliverable: Field Coverage Test Results

Activity 3.2 - Radio Coverage Prediction Studies

- 1) The Contractor shall develop computer-generated prediction maps estimating the radio coverage to establish a coverage baseline as well as validate any coverage deficiencies claims reported by users during the survey. The coverage baseline is important to ensure any new system configuration (changes in antenna systems, orientation or height on the tower, and technology, etc) provides coverage in important areas. Coverage verification shall identify critical coverage areas where additional focus will be needed in future design tasks and for system cost considerations. Each participating agency's coverage will need to be identified as well as the over-arching HCSOCS system coverage on prediction maps.

- 2) The Contractor shall develop computer-generated maps for the prediction of radio coverage from actual or potential transmit/receiver sites, as necessary to verify propagation coverage and to plan improved coverage.
- 3) The Contractor shall have complete in-house capability for propagation studies, with all propagation models commonly used in the industry. Each radio site shall be evaluated independently and in combination with other sites (wide-area study).

Activity 3.3 - Develop Site Interconnection Plan

- 1) Based upon information gathered from previous tasks, the Contractor shall establish an interconnectivity plan among the various sites in the network.
- 2) Contractor shall consider microwave radio, fiber or other reliable connectivity method. If microwave is considered, the Contractor shall perform an initial path feasibility assessment using automated in-house modeling tools and a high-resolution terrain database to establish workable point-to-point path profiles.

Activity 3.4 - Preliminary Facilities Requirements for Existing and New Sites

- 1) Based upon site survey data collected in previous tasks, the Contractor shall detail and recommend specific site improvements or new site facilities development (tower, shelters, generators, etc) to accommodate the site plan.

Activity 3.5 - Provide Functional Diagrams

- 1) The Contractor shall provide functional system diagrams based upon the possible system solutions. The diagrams shall indicate radio sites, facilities, functional utilization and connectivity. These diagrams shall be developed in AutoCAD or Visio and provided in Adobe PDF format.

d. Task 4 - Preliminary System and Site Recommendations

Contractor shall work closely with the HCSOCS to select or recommend one of the various system options developed in the earlier task. Contractor shall describe how the selected option satisfies the prioritized list of needs, requirements and applications for voice and data communications established in Phase II.

The deliverable for this task shall be a high-level, executive summary document and presentation, which addresses all aspects of the selected option in a concise manner.

Contractor shall develop and present the recommended option to the HCSOCS project team and Commissioner's Court if necessary. The presentation shall be supported with system diagrams, a brief implementation schedule and an overview of a phased migration plan.

Activity 4.1 - Develop a Phased Migration Plan

- 1) Contractor shall provide a more detailed and complete migration plan for the selected option. The transition plan shall include critical aspects of facilities development, such as system installation, implementation, deployment, activation, and testing the new system with no loss of essential services, and with minimum impact on daily operations. The migration plan may include provisions for the vendor's training of system administrators, users, dispatch workstation operators, and maintenance personnel.

Activity 4.2 - Develop Phased Implementation Schedule

- 1) The Contractor shall provide a phased implementation schedule. The schedule shall include, as required, critical aspects of the project such as the following:
 - a) Applicable RFB or RFP specifications
 - b) Radio Site Development
 - c) Dispatch Center Development
 - d) Procurement
 - e) Negotiations
 - f) Deployment
 - g) Training
 - h) Acceptance Testing
 - i) Acceptance

Activity 4.3 - Develop Detailed Costs

A range cost shall be provided in which the system costs can be itemized down to the radio site and subsystem levels. These costs shall include equipment and services as well as expected maintenance and operational expenses.

- 1) The itemized system costs shall be broken down by site as follows:
 - a) Antenna systems
 - b) Microwave costs, if any
 - c) Repeaters
 - d) Network equipment
 - e) Towers
 - f) Shelters

- g) Generators and battery plants
- h) Expected maintenance costs
- i) Lease costs, if any

2) In addition, Contractor shall provide the following:

- a) Expected life cycle and replacement costs
- b) Recommended subscriber fees based upon, but not limited to
 - Cost of the system
 - Number of subscribers
 - Life cycle replacement cost of the proposed system
- c) Recommendations for alternative funding options

e. Task 5 - Final Recommendations

The goal of this Task is to finalize the Preliminary Proposed System and Site Recommendations Report.

- 1) This report shall take into account any system design changes or modifications requested by the HCSOCS or as suggested by the migration or implementation plans, or the detailed cost estimates.
- 2) The Contractor shall identify and discuss any significant political and subjective considerations associated with the recommendations.
- 3) The Final Recommendations shall include specific implementation milestones and provide for near-term and long-term steps.
- 4) Contractor shall develop and present the final recommendations to the HCSOCS project team.

3. PHASE IV – Specification Writing & Procurement Support

During this phase, the agreed upon procurement documents shall be developed. These documents define the equipment to be procured (technical specifications) and the procurement process and conditions (Request for Proposal or Bids, instructions and conditions as applicable). These documents shall clearly define the equipment requirements/specifications and the content of the procurement packet, so that the responses received are cost competitive, technically acceptable, and support a thorough and balanced evaluation process.

The Contractor shall provide the Technical Specifications for the procurement of the selected radio equipment.

a. Task 1 - Conduct Project Management and Direction Meeting

- 1) The Contractor shall meet with the HCSOCS project team and Purchasing Department to discuss the following:
 - a) Technology and frequency plan (includes current technologies, frequency bands and interoperability issues)
 - b) Procurement plan for new communications equipment (sole source versus- RFP competitive bid, etc)
 - c) Contractor's scope as it relates to Plan (may adjust scope and professional fees as needed)
 - d) Contractor's project implementation schedule and plan
 - e) Contractor's overall project implementation schedule and plan

b. Task 2 - Develop Technical Specifications

- 1) Using the Radio System Design Plan developed in Phase III, the Contractor shall develop the Technical Specification that includes the following major components:
 - a) Detailed Design Plan
 - b) Technical specifications for equipment components
 - c) Installation standards
 - d) Acceptance test criteria for both equipment and coverage effectiveness
 - e) Proposal evaluation criteria
 - f) Other necessary commercial sections
 - g) Transition plan
 - h) Channel (or frequency) assignment or an assessment of the number of channels (or frequency) each participating agency will have access to for use

Activity 2.1 - Prepare a Technical Specification and Procurement Documents

- 1) Contractor shall develop Technical Specifications which are functional and performance based rather than dictate a specific system design approach.
- 2) The document shall define the functions that need to be supported, the services required, and the performance that must be achieved.
- 3) The functional and performance requirements documented in the Technical Specifications shall be sufficiently detailed to emphasize clearly and thoroughly the requirements to be met.
- 4) The document shall include specifications for radio, data and connectivity hardware, dispatch workstations, software, antenna systems, network and multiplex hardware, backup power systems (batteries and generators), towers, and equipment shelters.

These specifications shall:

- a) Focus on system and facility functional requirements and performance
 - b) Include the functional requirements of radio users
 - c) Provide for system scalability and integration through standard interfaces
 - d) Require a package-oriented approach for future growth
 - e) Detail system reliability, service, and support requirements
 - f) Emphasize backward compatibility with existing systems
 - g) Include radio console (workstation) and interface requirements to external systems
 - h) Maximize consolidation benefits and synergy whenever possible
 - i) Include legacy system compatibility whenever possible (maximize existing assets and services)
 - j) Provide for technical and operational training, including related training documentation and methodology
 - k) Provide guidelines for equipment and coverage acceptance test procedures
 - l) Provide support and ongoing maintenance requirements for both hardware and software
 - m) Validate that vendors have the adequate product, scope, and experience to meet the HCSOCS system demands
 - n) Position the HCSOCS and Purchasing Department for a flexible, competitive RFP document and acquisition process
- 5) The Contractor shall specify the requirements for standard towers and pre-manufactured shelters where required. However, if custom

and more permanent structures are required (such as concrete foundation and cinderblock, or similar), the HCSOCS and Purchasing Department will work with the Contractor to identify an architect and registered civil engineer to complete the required portions of this work. Such work is outside the scope of this task and shall be negotiated separately with the Contractor.

Activity 2.2 - Develop Proposal Evaluation Criteria

The Contractor shall develop the proposal evaluation criteria and suggested weighting for evaluation of vendor proposals.

Activity 2.3 - Support for Commercial Sections of RFQ

The Contractor shall review and provide the following other important procurement documents:

- 1) Review HCSOCS and Purchasing Department Commercial documents: The Contractor shall review the documents and suggest changes and/or additions that the Contractor's experience has shown to be useful in procurements of this type

Activity 2.4 - Develop Financing Options:

- 1) The Contractor shall develop possible financing options for the purchase of infrastructure and subscriber use.

Activity 2.5 - Develop Milestone Payment Schedule:

- 1) The Contractor shall develop and submit a recommended milestone payment schedule for vendor payments during project implementation. It is important that the milestones be clear and measurable, while encouraging meaningful progress by the vendor(s).

Activity 2.6 - Develop System Submittal Requirements:

- 1) Contractor shall develop and submit a list of relevant information that each bidder/vendor must include in its response to allow a thorough evaluation of each submittal. The list shall include a detailed list of questions that the participating vendor must answer regarding the proposed system.
- 2) A draft of Technical Specifications and commercial section inserts shall be issued by the Contractor to the HCSOCS project team and Purchasing Department for review and validation. Following internal review, the Contractor shall meet with the HCSOCS project

team and Purchasing Department to clarify any questions and document any changes required.

c. Task 3 - Produce Technical Specifications Document - Final

- 1) Contractor shall revise and update the draft Technical Specifications and issue the final document in electronic form to the HCSOCS and Purchasing Department for distribution to potential system providers or integrators. The Hidalgo County Purchasing Department shall prepare the final commercial and procurement documents

4. PHASE V – System Procurement Assistance

During this phase, the Contractor shall be available to support the HCSOCS and Purchasing Department in the evaluation of responses from the Bidders. The Contractor's primary goal is to provide services to augment the HCSOCS and Purchasing Department planning and execution of the radio equipment purchase.

The Contractor shall have extensive experience in reviewing vendor responses, identifying critical issues, concerns, and discrepancies; inquiring about alternative solutions based upon the vendor's equipment platform; and judging the validity of the costs.

The following describes the anticipated procurement process and assistance anticipated or required from consultant and the roles of the HCSOCS, Purchasing Department and the Contractor

- a. Task I - Attend Pre-Proposal Meeting(s) and Site Visits**
Contractor shall attend the pre-bid or proposal conference(s), prepare meeting minutes in the format of an Addendum to the RFP or RFB, and assist the HCSOCS and Purchasing Department during site visitations. The Contractor shall provide one project team member for site visits.
- b. Task 2 - Responses to project Questions**
Contractor shall act as technical counsel to the HCSOCS and Purchasing Department and assist with preparation of technical addendums and responses to vendor questions during the project solicitation. This activity, referred to as the Bidders'/Proposers' Conferences, occurs after public advertisement and release of the procurement packets for the bidder/vendor submission of proposals or bids.
- c. Task 3 – Additions and/or Revisions as necessary**
The Contractor shall clarify/modify the requirements/specifications as necessary as a result of the responses to submitted written questions and/or verbal questions at the Bidders'/Proposers' Conferences.
- d. Task 4 - Attend Proposal/Bid Opening**

Contractor shall be present at the proposal opening session at the Hidalgo County Purchasing Department designated facilities.

e. Task 5 - Review Vendor Responses

Contractor, in conjunction with the HCSOCS and Purchasing Department Evaluation Selection Committee (ESC) shall review and evaluate submitted proposals which meet the checklist for compliance and completeness.

Contractor shall provide technical advice and counsel in the evaluation of proposals and the vendor selection process.

Contractor shall develop a tool to assist and efficiently track the review effort.

The Contractor shall attend an interim evaluation meeting to discuss outstanding issues, as well as a follow-up meeting to review the Contractor's findings and conclusions. Contractor shall also assist with drafting questions to ask Bidders during Vendor Interview sessions as necessary.

f. Task 6 - Assistance during Negotiations

Contractor shall assist with negotiations and provide other support for technical issues that arise during contract negotiations. This includes preparation of a Conformed Specification (document agreed upon issues)

5. Phase VI – System Implementation

The objective of this Phase is to provide technical services to augment the HCSOCS planning and execution of the radio network. The following Tasks describe the HCSOCS expectations with respect to the Contractor's capabilities.

a. Task 1 - System Implementation and Project Management Support - General

Installation, Testing, Acceptance, Training, and As-Built Documentation shall be the responsibility of the successful vendor(s). However, the Contractor shall assist the HCSOCS with the following tasks and efforts:

- 1) Establish project implementation structure
- 2) Revise project schedules to conform to contract documents
- 3) Establish baseline project management processes, including project meeting minutes and reports
- 4) Periodic conference calls
- 5) Periodic on-site support
- 6) Vendor design review process
- 7) Transmittal management tracking process
- 8) Action item management tracking process

- 9) Regulatory management tracking process
- 10) FCC construction notices
- 11) FAA construction notices and compliance
- 12) Risk Management Tracking Process
- 13) Site acquisition
- 14) Site Improvements
- 15) Site leases or easements
- 16) Land use review process
- 17) Local zoning
- 18) Assist with facility design review(s)

- b. Task 2 - Requirements Tracking Matrix**
Create a Requirements Tracking Matrix to ensure all functional and operational requirements are included in the system design as the project progresses.
- c. Task 3 - Preliminary Design Review**
Contractor shall review and comment on preliminary design documents provided by the vendor. Contractor shall recommend modification to be incorporated into the final design as necessary.
- d. Task 4 - Final Design Review**
Contractor shall review the vendor's final design documents to verify that all edits and agreed-upon modifications are included and complete. This Task includes all the systems, subsystems and interfaces to be included in the final system configuration.
- e. Task 5 - Letters, Reports, White Papers**
The Contractor shall prepare these documents (letters, reports, white papers, etc) for the HCSOCS as required
- f. Task 6 - Review and Verify Vendor Factory Orders**
Contractor shall review the final project equipment list which contains infrastructure and subscriber equipment quantities, including mobile and portable radios, accessories, microwave and fiber components, towers, shelters, and generators (if required).
- g. Task 7 - Review Vendor-Provided System Acceptance Test Plans (ATP)**
Contractor shall critically review both the Factory and Field Acceptance Test procedures submitted by the vendor to verify proper testing techniques, processes and test results. The following list contains examples of installations and acceptance tests to be validated or verified by the Contractor:
 - 1) Microwave Factory Acceptance Test Plan
 - 2) Radio System Factory Acceptance Test Plan

- 3) Microwave System Field Acceptance Test Plan
- 4) Radio System Field Acceptance Test Plan
- 5) Radio Coverage Acceptance Test Plan (outdoor)
- 6) Location-Specific Radio Coverage Acceptance Test Plan (indoor)
- 7) Mobile Unit Installation Test Plan
- 8) Infrastructure Installation Test Plan
- 9) Maintenance Training Plan
- 10) Preventive Maintenance Plan
- 11) User Training Plan
- 12) System Transition and Deployment Plan
- 13) Radio System Availability Test Plan
- 14) Full System Acceptance Test Plan
- 15) Oversee System Acceptance Factory Testing - Microwave System
- 16) Contractor shall attend the factory testing of the microwave and radio systems. Contractor shall verify the testing procedures and results concur with the specifications and the test plan.

Activity 7.1 - Oversee Factory Acceptance Testing - Radio System

Contractor shall attend the factory testing of the radio system and shall verify the testing procedures and results concur with the specifications and the test plan

Activity 7.2 - Oversee Field Acceptance Testing - Microwave System

- 1) Contractor shall ensure that the new radio system has been tested properly per the acceptance test plans and performs according to the specifications.
- 2) Contractor shall validate the vendor's system acceptance testing procedures, the results, and if required, recommendations to the HCSOCS for system acceptance, or for resolution of any non-compliance.
- 3) Contractor shall publish a document providing test results to the HCSOCS, including a detailed analysis of any non-compliance or test failures, and recommendations for complete, partial or non-acceptance of the system.

Activity 7.3 - Infrastructure and Mobile Installation Verification

Contractor shall verify that installations meet contract requirements through field inspections of fixed infrastructure and representative vehicular installations. This shall include, but not be limited to, radio, microwave, backup power, shelters, towers, dispatch shelters/workstations and vehicular radios at all sites.

Activity 7.4 - Oversee Radio Coverage Testing

Contractor shall verify radio coverage performance by overseeing the vendor's coverage test setup, calibration and actual drive test measurements.

Activity 7.5 - Maintain Punch List Items

- h. Task 8** - Contractor shall maintain a list of functional and installation-related deficiencies and make suggestions to the HCSOCS, Purchasing Department and the vendor on resolution methods when necessary.

F. ROLE OF THE HCSOCS

The HCSOCS will provide the following support:

1. Overall vendor, project, and contract management support during the installation phase of the project
2. Dedicated Project Manager as single point of contact for all communications and deliverables
3. A dedicated project team to support the installation effort
4. All available and relevant system documentation, inventories, etc
5. Arrange for on-site meetings and site access
6. Provide access to office space, telephone, computer network access, and office supplies, as needed
7. Provide procurement "boilerplate" information required for the RFP/RFB
8. Staff resources to support Radio Coverage Acceptance Testing and verification
9. Document list for review

G. DEBARMENT/SUSPENSION POLICY:

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of RFP/RFB response to ensure bidder, its principle and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- The County will verify all participating vendors, its principle and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.epls.gov; and

- Vendors are to complete a Debarment and Suspension Certification form, certifying vendor, its principle and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PERSONNEL AND STAFFING:

The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any licenses, certifications and assurance as required by the FEDERAL HIGHWAY ADMINISTRATION, the STATE OF TEXAS, HIDALGO COUNTY, LOCAL MUNICIPALITIES, etc. The engineering firm(s) should include copies of their Professional Liability Insurance.

Other Services include:

Project Development Management, Facility Analysis & Master Planning, Site Planning & Analysis, Roof Design, Parking Design, Security Design, Energy Conservation, Ventilation Design, Acoustical Design, Asbestos Abatement Monitoring, etc.

Additionally, this section should include, but not restricted to the following information:

- A. Firm name, address, phone number and person(s) to contact regarding the Statement of Qualifications.
- B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS

SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

NUMBER OF COPIES TO BE SUBMITTED: Hidalgo County requires **one (1) original submittal, and seven (7) copies.**

SECTION III. SELECTION/EVALUATION/RANKING CRITERIA

Qualifications will be graded on a point system with emphasis on ability to service the County and experience in Design Consultant for communications system, including but not limited to the following:

A. UNDERSTANDING THE SERVICES /METHODOLOGY - 20 POINTS

1. Company must state the approach and or methodology in achieving and rendering all services required by the County of Hidalgo Sheriff's Office Communications System

B. EXPERIENCE - 25 POINTS

1. Bidder(s) should have ten (10) years experience in general RF engineering of VHF and UHF conventional systems including mobile data systems.
2. Bidder(s) should have experience in digital microwave design and installation. Experience with communication center equipment is also preferred.
3. Bidder(s) should have experience with rural and urban in-building RF system design and implementation including coverage testing procedures of these systems.
4. Bidder(s) should possess a general knowledge of construction methods including portable and fixed communication shelters and communication towers. Experience with control and monitoring systems is also preferred.

C. QUALIFICATIONS - 30 POINTS

1. Bidder(s) shall be regularly and continuously engaged in business of providing radio system design and implementation services for at least 10 years.
2. Bidder(s) must possess all permits, licenses and professional credentials necessary To perform services as specified under this RFQ.
3. Bidder(s) firm should employ individuals with Bachelor's Degree in Electrical Engineering or related field with extensive experience in the installation and Management of APCO Project 25 trunk-ed radio systems.
4. Bidder(s) should be knowledgeable in FCC regulatory issues, FCC licensing, and be familiar with, and preferably have worked with, the Regional NPSPAC and 700 MHz committees.

D. CAPACITY OF PERFORMANCE - 25 POINTS

1. Provides appropriate evidence of adequate staffing.
2. Staffing level/experience of staff.
3. Adequacy of resources to perform these services.

Total Points = 100 Points

STATEMENT OF QUALIFICATIONS GRADING AND RANKING:

The following general protocol and procedures are utilized;

1. Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score, and evaluate the statements of qualifications received in response to this Hidalgo County Request for Qualifications;
2. A grid of the scores will be presented to Commissioners' Court for the purpose of ranking and approval for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;
2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.
3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

RFQ SUBMITTED TO: An original, and seven (7) copies of RFQs should be submitted to:

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing
Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing
Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

RFQs must be submitted by **no later than 9:30 a.m. on Wednesday, April 15, 2009.**

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.