



Request for Proposal

*Project Manager*

Mission Critical Radio Communications System Upgrade

**INTEGRITY \* COMPASSION \* PROFESSIONALISM \* TEAM SPIRIT**

97 Hammond Street, Bangor Maine 04401 • Phone 207 945-4636 • Fax 207 942-9431

Commissioners: Andre Cushing ~ Peter Baldacci ~ Laura Sanborn



PENOBSCOT COUNTY  
REGIONAL COMMUNICATIONS CENTER

Christopher J Lavoie  
Director

Joshua C Lilley  
Deputy Director

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**1      ACKNOWLEDGEMENT RECEIPT FORM**

Addenda's will only be forwarded to those firms that complete and submit the *RECEIPT OF RFP* form by February 19, 2020

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE RETURN TO:**

Christopher Lavoie  
Director  
Penobscot Regional Communications Center  
97 Hammond St  
Bangor, ME 04401



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## **2 PROJECT OVERVIEW**

The Penobscot County Commissioners seek to procure the services of a qualified, professional public safety project manager to provide technical support during the implementation phase of Penobscot Regional Communication Center's (PRCC) Mission Critical Radio Infrastructure Upgrade project. The Project Manager (PM) would work in collaboration with the PRCC Director to assist in decision making; and when needed, to be the on-site coordinator or monitor vendor activity.

- An electronic copy of the proposed system upgrade RFP can be found by visiting our website <https://www.penobscot-county.net/request-for-proposal>

## **3 PROPOSAL REQUIREMENTS**

### **RFP Point of Contact and Inquiries**

Questions regarding this Request shall only be made in writing and submitted to the Director of Communications, being received by February 28, 2020 at 3:00 pm. All inquiries should be submitted via email and directed to:

Christopher Lavoie  
Director of Communications  
[clavoie@penobscot-county.net](mailto:clavoie@penobscot-county.net)

With Copy to:

William Collins  
County Administrator  
[bcollins@penobscot-county.net](mailto:bcollins@penobscot-county.net)

Clearly mark the email: **"Questions reference PRCC Project Manager Position."**

Questions received after **February 28, 2020 3:00 pm** will not be answered.

Questions and the resulting answers will be in the form of a written addendum and sent via email to all bidders on record.



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**Proposal Submittal**

Sealed proposals are to be submitted to the PRCC and received NO LATER THAN 3:00 PM on March 6, 2020. PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED. There will be a public opening of the received proposals on **March 10, 2020 at 9:00am**. Proposals will be evaluated by the Penobscot County Commissioners and the evaluation process may include oral interviews.

**RFP Timetable**

Project Manager RFP distributed by the PRCC.....	February 11, 2020
Date for last Questions.....	February 28, 2020
Questions answered via email.....	March 2, 2020
Project Manager RFP Due Date [3:00 PM] .....	March 6, 2020
Oral presentations by selected consultant (if required) .....	TBD
Award Contract to Successful Consulting Firm.....	Please see section 3.1

**3.1 PROPOSAL INSTRUCTIONS**

All proposers are required to submit the information organized and presented in a format to assist the PRCC in reviewing proposals.

By submitting a proposal, the proposer represents that it has thoroughly examined and has become familiar with the Scope of Services outlined in this RFP and can perform the work to achieve the project's objectives.

Description of any exceptions taken into consideration for this RFP must be clearly noted and attached to the proposal.

The Proposer shall provide the earliest date they are available to assume the duties of this project.

**Penobscot County will be seeking funding for this Regional Public Safety Communications Systems Upgrade and Project Manager through a bond which will be considered by the voters of Penobscot County on June 9, 2020. Until successful passage of this referendum Penobscot County is not obligated to the bidder for any cost it has incurred for any work performed or equipment purchased before that date. Penobscot County also reserves the right to issue a new RFP as deemed appropriate.**



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### **3.2 DELIVERY OF PROPOSALS**

The Proposer shall submit ONE original proposal, THREE copies, and ONE copy on thumb drive due on the date identified in the RFP timetable. Proposals must be marked received by the due date and time.

#### **Delivery Address**

William Collins; Penobscot County Administrator  
97 Hammond St  
Bangor, ME 04401

**All proposals shall be clearly marked “PRCC MISSION CRITICAL RADIO INFRASTRUCTURE UPGRADE – PROJECT MANAGER” on the outside of the proposal package.**

### **3.3 PROJECT MANAGER CAPABILITIES AND REQUIREMENTS**

The Proposer shall demonstrate its track record with similar projects by Public Safety clients over the past five (5) years.

Three (3) references shall be included with the proposal. These references must be from similar projects, with contact information for each project included. Any additional relevant information should be included as well.

Proposer shall demonstrate sufficient staff resources to perform the task work within the required timeframe.

Proposer shall have or be able to obtain the necessary engineering tools for successful completion of the proposed project.

Proposer shall have experience performing frequency searches, FCC frequency coordination and licensing, and be able to assist Penobscot County in securing any new FCC frequencies or modify current licenses.

Proposer shall have experience leading large projects or portions of very complex projects, in which Proposer directed and coordinated the work activities of project team.

Proposer shall have experience running project phases, be able to oversee development of the complete project plan, and be able to establish, track, and audit project budgets, analyze variances and develop action plans as required.

The Proposer will be accountable for accomplishing the stated project objectives within the stipulated time period and budget and ensure the quality, cost and timeliness of the project are properly managed.



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**Basic Requirements**

Bachelor's Degree and 4+ years of project management experience or 7+ years of project/program management or engineering experience

**Desired Knowledge/Skills**

Experience with at least one of the following: Public Safety communications systems, Cellular infrastructure, Military communications, civil construction or IT Networks

Proficient in Microsoft Office (WORD, Excel, PowerPoint & Project)

Understanding of two way radio / cellular infrastructure communications products, services, and systems.

Understanding of local public safety customers, such as police, fire, and emergency medical services is a plus.

Must be a self-motivated team player able to work effectively with general guidance toward objectives.

Must have excellent interpersonal, presentation, and negotiation skills

**3.4 PROPOSAL FORMAT**

**Introduction/Cover Letter.** State the full name and address of your firm, including the name, and telephone number of the person in your firm who has the primary responsibility for developing this proposal and to whom technical questions can be addressed.

**Organizational Capabilities.** Provide an overview of the firm and a description of similar consultant services your firm has completed.

**Staff Qualifications.** Please provide an organizational chart in the proposal that identifies **only** members of the firm's staff who would be assigned to work on this project, as well as their roles. A resume stating the background and qualifications of each individual named should be included in this section. Particular attention shall be given to the individual named as the Project Manager.

**Experience/References.** Proposals shall include a description of the firm's overall experience in handling projects similar in character or scope to this project. A list of references of similar projects from at least three different projects, including the customer name, address, project value, telephone number and contact person shall be included in the proposal.



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**3.5 PROPOSED SCOPE OF WORK**

- Attend Detailed Design Review meeting of system and components with successful vendor
- Review detailed plans for equipment locations and for contractor compliance with specifications
- Review of equipment submittals before manufacture of equipment
- Prepare and submit to PRCC meeting minutes, detailed plans, calendar, and milestones during Implementation
- Attend progress meetings on an approximate monthly basis and maintain regular weekly contact with project team  
Personnel either directly or through conference calls
- Develop detailed installation standards for fixed site equipment
- Respond to vendor questions and issues
- Resolve vendor/contract conflicts to PRCC satisfaction
- Coordinate installation activity with each department or agency
- Coordinate site lease agreements/or updates to existing agreements
- Monitor project budget
- Review and approve vendor invoices in conjunction with the PRCC Director
- Change Order management
- Reconcile any contract modifications
- Attend and observe vendor Staging Tests
- Inventory delivered hardware and equipment
- General supervision/monitoring of system installation activity [sites, towers, etc.]
- Supervise/monitor the acquisition and development of maintenance protocols
- Review and approve programming templates
- Review and approve vendors acceptance test plan
- Review and approve vendors cut over plan
- Ensure PRCC is provided all appropriate drawings, and operational and maintenance manuals
- Evaluate vendor operational and maintenance training plans
- Coordinate and monitor subscriber user training classes
- Monitor system acceptance tests
- Determine that the selected vendor is in full compliance with specification requirements
- Review the system performance to decide if the system satisfies the goals and objectives
- Assist in any claims resolution to ensure that all items are 100% operational prior to the end of Warranties





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### 3.5 PROPOSED SCOPE OF WORK (CONT.)

- Monitor system cutover
- Provide final acceptance after all issues of non-compliance are resolved
- Document system operating costs
- Assure PRCC's satisfaction with the system

**\*This list should not be considered all-inclusive but only used as an example of what has been required for successful implementation of similar projects. We anticipate this project will take approximately 12 months to complete but must be completed in no more than 18 months unless agreed upon, in writing, by PRCC and the Project Manager.\***

### 3.6 EVALUATION CRITERIA

Penobscot County expressly reserves the right to negotiate with the selected Consulting Firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all the following factors as deemed appropriate by Penobscot County and PRCC:

- Accuracy, overall quality, thoroughness, and responsiveness of the Proposal to PRCC's requirements as summarized herein.
- The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to the project
- Successful performance of work involving projects of similar scope, complexity and price
- Approach to the PRCC project and the proposed Scope of Work
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal

Penobscot County will evaluate all proposals received for completeness and the proposer's ability to meet all requirements as outlined in this RFP. Specific firms who best meet all criteria required may participate in an interview process. Penobscot County will then negotiate an agreement with the successful consultant based on the recommendations.

Additional information may be requested from any proposer for clarification purposes, but it shall not change the original qualification statement submitted by Proposer.

The successful Proposer will be expected to enter into a contract with Penobscot County.



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### 3.7 INSURANCE REQUIREMENTS

The selected contractor shall at all times during the term of the contract maintain insurance in full force and effect acceptable to Penobscot County that satisfies the minimum requirements outlined below. The selected contractor agrees to furnish Penobscot County with certificates of insurance or other evidence satisfactory to Penobscot County as requested.

Workers Compensation & Employers Liability	Statutory
Employer's Liability	\$500,000
Bodily Injury Liability aggregate	\$1,000,000 each occurrence/\$2,000,000
Excess Umbrella Liability Errors and Omissions	\$1,000,000 each occurrence \$1,000,000

**Penobscot County provides equal opportunity to all qualified employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.**



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#### 4 RFP RADIO PROJECT MANAGEMENT DESIGN RFP REFERENCES

The Proposer will provide a minimum of three reference for similar work performed:

- 1.) \_\_\_\_\_ / \_\_\_\_\_  
Project Name Dollar Amount  
  
\_\_\_\_\_  
Location Telephone Number  
  
\_\_\_\_\_  
Point of Contact
- 2.) \_\_\_\_\_ / \_\_\_\_\_  
Project Name Dollar Amount  
  
\_\_\_\_\_  
Location Telephone Number  
  
\_\_\_\_\_  
Point of Contact
- 3.) \_\_\_\_\_ / \_\_\_\_\_  
Project Name Dollar Amount  
  
\_\_\_\_\_  
Location Telephone Number  
  
\_\_\_\_\_  
Point of Contact



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**5 PRICING SHEET**

**Project Cost.** The consultant shall prepare an estimate of hours for the project as well as all expenses. Provide the proposed cost of the required services in terms of hourly rate and estimated hours per enumerated task, including, if applicable, the separate rates of individual staff members to be assigned to the project.

**Total Quote Price:**

Hourly Rate: \$\_\_\_\_\_

Estimated Hours: \_\_\_\_\_

TOTAL: \$\_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_