

# TOWN OF WESTON

## REQUEST FOR PROPOSALS

### LAND MOBILE RADIO CONSULTANT

**RESPONSES DUE BY NOON (EST) ON AUGUST 9, 2021**

#### **I. OVERVIEW**

The Town of Weston (Town) is seeking proposals for Professional Consulting Services for an analysis of our current Land Mobile Radio (LMR) system and preparing recommendations based on the results of the analyses. The successful Consultant will enter into a Contract that incorporates both this Request for Proposals (RFP) along with the submitted proposal. Upon the receipt of the submitted information from any respondents, Weston reserves the right to proceed or do nothing. The Town will not be liable for costs incurred in the preparation of the response to this RFP.

#### **II. SUBMISSION AND DEADLINE**

Responses to this RFP must be received no later than Noon EST on August 9, 2021  
Responses should be emailed in PDF format to:

Weston Town Administrator  
Jonathan Luiz  
[jluiz@westonct.gov](mailto:jluiz@westonct.gov)

Questions regarding this RFP shall be sent to:

Communications Center Director  
Larry Roberts  
[dispatchdirector@westonct.gov](mailto:dispatchdirector@westonct.gov)

#### **III. INFORMATION ABOUT WESTON AND THE LMR SYSTEM**

The Town of Weston is a heavily wooded and topographically challenged town in Fairfield County, Connecticut. It has a population of 10,150 and occupies approximately 20.7 square miles. Weston emergency services (Fire, Police, Emergency Medical

Services) operate several 450MHz UHF conventional channels (some P25, some analog) which provide service to the public safety agencies. The Weston School District operates a Hytera UHF conventional system for campus and transportation operations. In addition to emergency services, the Town's animal control officer and Public Works department share a repeated channel. The town operates radio equipment on two cellular towers (Headquarters & Transfer Station) and at several buildings around town. The Police Department is operating a Tait P25 compliant system installed in 2011, while the remainder of the Town's users is operating on Motorola MTR2000 conventional systems connected by JPR comparators. The Motorola conventional systems are connected by expensive and presumably failing leased copper lines while the Tait system is connected by a comprehensive microwave and business class cable modem solution. While the Tait equipment has not reached "end of life", a majority of the networking components may be due for replacement and should be carefully inventoried.

The Town of Weston operates approximately 300 portable radios, 130 mobile radios and 30 base type radios on the system. The Town has an aged Motorola Centracom Gold Elite dispatch console system. The system is beyond end of life and failing. This is a two position system with considerable amounts of copper connecting the components. A majority of the additional resources (control stations) are also aging out and need replacement.

#### **IV. SCOPE OF SERVICES**

The Town of Weston is seeking proposals to provide professional consulting services from a qualified consulting team to conduct a review of the Town's existing communications system and to evaluate the future LMR radio needs of the Town. The selected firm must be familiar with public safety police, fire and emergency medical communications systems, operations and systems methodologies with an extensive track record in communication system operations, design and implementation. It is the Town's intention to evaluate the proposals received based on the qualifications, requirements and needs described herein and identifies the firm(s) that best meets these needs. The Town reserves the right to invite said firm(s) for follows up interviews

in order to make a final selection that we believe will best support our specific goals and requirements. Proposals shall include the following components:

- A. Evaluate the condition, performance and functionality of dispatch console, radio repeaters, radio receivers, multi-couplers, comparators, receiver combiners, amplifiers, antenna cabling and connector, antennas, microwave connectivity, GPS time controllers, station site controllers, switches, routers, data and wireline path connectivity, hardware, transient voltage surge suppression (TVSS) on all mediums to include AC, data line and copper line connectivity, battery back-up, UPS's, grounding, cabinets and environment (HVAC) systems impacting radio operations and sites. The current condition of wiring methods at all radio sites would be assessed.
- B. Evaluate the current radio tower locations, antenna placement and usage. This includes identifying their effectiveness and possible alternate placement location in regards to RF coverage, costs and survivability due to man-made and natural disasters.
- C. Evaluate existing antenna sites, equipment location and associated system components from a security and vulnerability perspective. Visit one (1) possible alternative antenna site within the Town of Weston and provide an opinion on the cost versus benefit. Visit one (1) possible alternative antenna site within the Town of Wilton and provide an opinion on the cost versus benefit.
- D. Assess FCC licensing: Evaluate and review each frequency currently licensed by the Town. The evaluation would include, current antenna transmit and receive heights and location, type of antenna used and the current effective radiative power (ERP) being utilized.
- E. Perform an evaluation on the existing radio channel assignment. Provide an opinion regarding current and future needs in regards to the current utilization of those channels.
- F. Communicate and gather information from vendor(s) currently servicing and

supporting the LMRS. The interview(s) should include but not be limited to information not necessarily obtained through visual inspection of equipment sites. Consultant interview should include at a minimum, the expected service life of current equipment, current and future equipment manufacture support of existing components supporting the radio system, antenna locations, antenna heights and ERP. Software and firmware versions and manufactures support of the product.

- G. Interview stakeholders (Police, Fire, Emergency Medical Services, Communication Center, Department of Public Works, Board of Education, Animal Control Officer personnel) regarding their opinion on current radio systems coverage and future coverage expectations of the systems to include mobile and portable coverage both within the Town of Weston and surrounding mutual aid communities.
- H. Interview stakeholders to determine current interoperability capabilities and future interoperability expectations.
- I. Conduct an electronic propagation analysis to include proposed RF coverage maps for mobile, portable on hip, and in-building portable radio coverage. The software based propagation analysis shall be conducted utilizing conservative RF modeling factors in the creation of the coverage map. The coverage maps should include “talk in” and “talk out” coverage from the various perspectives normally associated with this task. Submitted coverage maps shall list the signal levels used to formulate the coverage map.
- J. Conduct an in-person analysis of radio coverage using equipment currently in service from a minimum of twenty (20) locations located in the Town of Weston as determined by the Town. The audio quality and coverage analysis should be created using a 1 through 5 audio quality rating system. The coverage analysis will be reduced to a chart listing the various locations tested and its assigned numeric value after testing. The locations of the testing points will be determined with the assistance of the stakeholders or their designee and performed with the

assistance of a single Town of Weston Communication Center employee to maximize efficiency and validity of the testing points. Both the Dispatcher and radio operator in the field shall document their individual findings. An analysis of in-building coverage for the Weston School buildings shall be included in the reports and not part of the twenty town locations mentioned above. A minimum of five separate testing locations should be performed in each one of the six school buildings. All testing should be performed with full foliage, if possible. All tests will be observed by the Consultant either in the field or inside the Communication Center.

- K. Dispatch Console: Evaluate the current two-position Motorola Centracom Console and provide a report on its condition. Inspect and document all resources and radio assets connected to the existing console. All connected assets should be clearly enumerated and identified in the report. The inspection should also include an evaluation of all AC / DC primary and back-up power systems, TVSS, grounding and other connectivity mediums in their current condition. Any necessary changes required in that infrastructure for a new system should be noted in the report. Perform an interview of all represented stakeholders utilizing the system and document their current and future need requirements for a replacement system. Provide a document listing and describing in detail the recommended specifications for a complete or hybrid replacement system.
  
- L. Evaluate the prospect of creating an alternate site for radio dispatching in a temporary emergency. Any proposed solution shall include the ability to monitor and transmit on all Weston Public Safety Channels and the ability to dispatch Weston FD and EMS personnel via a tone generated dispatch. The alternative dispatch site shall be within one of the Town owned or operated buildings excluding the Town Hall Complex. The first choice in location shall be the Lyons Plain Fire Department followed by other Town owned or operated buildings. Internet connectivity and other technology related resources required for connectivity should be noted. The Consultant's analysis should be approached

from a radio equipment technology and connectivity standpoint as a first concern.

- M. Provide a report analyzing the prospect of relocating all radio and control systems utilized in the current Radio Console to a remote location in a “combined and/or regionalized dispatch” arraignment in another town. The report should focus on the technical challenges related to such a task. Initial and recurring costs should be identified over a ten year period. The report should identify the challenges, benefits and drawbacks of such a venture from a reliability and technical perspective. Connectivity and redundancy requirements should be emphasized in the report. The report is not intended to provide the Town with an all-inclusive solution to a specific alternative location, but rather a general mid-level review of the technical challenges and costs associated with relocating its radio technologies to a “combined dispatch” center with a neighboring community.
- N. Provide a written report detailing the Consultant’s findings and review as listed in the Scope of Services.
- O. Provide a written narrative summarizing the stakeholders’ observations and interviews with the Consultants would be submitted along with a chart listing current interoperable capabilities and future interoperability expectations. Consultant would also provide any other information relative to the topic and Consultants opinion.
- P. Provide a written report detailing the Consultant’s findings and review as listed in the Scope of Work items G and H and any other information relative to the topic and Consultant’s opinion.
- Q. Provide a written report detailing the current systems expected life cycle costs associated with each existing town radio channel over the next five year period.
- R. Provide a written comprehensive report detailing any other information deemed worthy during your evaluation of the Town’s radio system.
- S. After meeting with various Town of Weston stakeholders, provide

recommendations for upgrade and/or replacement of the existing radio system to include but not be limited to, upgrade UHF equipment, total UHF replacement and Connecticut Land Mobile Radio Network Trunking system in both “add-on” or “campus” configurations. Any recommended solution should be inclusive of interoperability capabilities with mutual aid partners.

- T. Assist the Town in developing a coverage standard to be used when considering recommended systems. The Town would supply a list of “critical” buildings (mostly within a mile radius of the primary communications tower at the Weston Town Hall).
- U. Make recommendations for current and future channel utilization of the available spectrum.
- V. Develop, with the assistance of the Communications Center Director, RFP’s for the purchase, replacement and installation of components of Land Mobile Radio system.
- W. Evaluate RFP’s responses for the purchase, replacement and installation of components of Land Mobile Radio system.
- X. Provide a written report detailing a proposed budget for the total cost of ownership in relationship to maintenance and subscriptions required to support the recommendations as listed in the RFP over the next 10 years.

Project Timeline. The Town anticipates that consulting services will commence immediately upon execution of a consulting services agreement and be completed within one (3) months, unless the consultant is retained to provide services with regard to construction supervision.

## **V. RESPONSE TO THIS RFP:**

Consultants interested in responding to this RFP, should submit the following:

A) Cover Letter. The Letter should be addressed to the Weston Town Administrator. It shall be signed by an authorized principal or agent of the Respondent, and shall provide an overview of the Respondent's offer, as well as the name, title, and telephone number of the person to whom the Town may direct questions concerning the proposal. The letter shall include a statement by the Respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to negotiate and contractually bind the firm.

B) Proposal Table of Contents

C) A statement of the firm's relevant experience related to this project, including:

- a. Experience working on both trunked and conventional radio systems;
- b. Familiarity with all aspects of Project 25 systems
- c. Experience with assisting customers in developing system life cycle costs analysis for similar communications systems
- d. Experience with conducting, supervising and/or analyzing in-building RF coverage surveys to ensure that a proposed system will meet expectations
- e. Experience with coordinating and working between multiple agencies to ensure coordination and support by all parties; and
- f. Experience with construction supervision.
- g. Experience with radio system analysis and replacement in similar geographic areas to include topographic challenges.

D. Five recent, relevant customer references.

E. Resumes of key personnel assigned to this project.

F. A certificate of insurance indicating workers compensation coverage.



G. A completed Fee Proposal Form (attached)

VI. GENERAL CONDITIONS:

Pre-Proposal Conference: A pre-proposal conference is not scheduled.

Acceptance of Proposals: The Town reserves the right to accept and reject any and all proposals and to waive informality, technical defect, or clerical error in any proposal, as the interest of the study may require. The Town reserves the right to negotiate with one or more respondents as they see fit. All costs incurred in the preparation of the statement of qualifications will be borne entirely by the individual/ firm submitter. Anything submitted to the Town for consideration becomes the property of the Town and becomes public record.

Period of Commitment: Proposals shall be final and binding on the Respondent for acceptance by the Town for ninety (90) days from the RFP closing date and time.

Conflict of Interest: A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Assignment and Subcontractors: Assignment by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by the Town unless approved by the Town in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any Respondent who is guilty of misrepresentation or collusion and such conduct is

discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Evaluation Criteria: Firms that meet the desired qualifications set forth above and who comply with the requirements of this RFQ will be evaluated based on the following evaluation criteria.

- 50% - Combined Evaluation of:
  - Recent, relevant experience of the firm
  - Background, education, qualifications
  - References for similar projects
- 50% - Competitiveness of proposed fees and costs

**TOWN OF WESTON**  
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**LAND MOBILE RADIO CONSULTANT**

**FEE PROPOSAL FORM**

Instructions: Complete the chart below. Proposals shall be lump-sum and all-inclusive. The Town will not pay for anything outside of the lump-sum amount, so bidders should take into consideration costs that they are likely to incur such as printing, photocopying, travel, lodging, meals, etc. when formulating the lump-sum bid amount.

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

\_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

Fee Proposal: \_\_\_\_\_

(Write the amount using letters – not numbers. Ex: "One thousand dollars")

Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

Date of Signature: \_\_\_\_\_