



# COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL NO. 900373

SPECIFICATIONS, TERMS & CONDITIONS  
for  
DESIGN CONSULTANT FOR THE EAST BAY REGIONAL COMMUNICATIONS  
SYSTEM

NETWORKING/BIDDERS CONFERENCES

at

10:00 a.m.

on

November 26, 2007

at

General Services Agency  
1401 Lakeside Drive  
Conference Room 1107  
Oakland, CA 94612

2:00 p.m.

on

November 27, 2007

at

Public Works Agency  
4825 Gleason Drive  
Dublin, CA 94568

For complete information regarding this project see RFP posted at  
[http://www.acgov.org/jsp\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/jsp_app/gsa/purchasing/bid_content/contractopportunities.jsp) or contact the  
person listed below. Thank you for your interest!

Contact Person: Sharon Perkins, Senior Contracts Specialist

Phone Number: 510-208-9616

Email Address: Sharon.perkins@acgov.org

RESPONSE DUE

by

2:00 p.m.

on

JANUARY 4, 2008

at

Alameda County, GSA-Purchasing  
1401 Lakeside Drive, Suite 907  
Oakland, CA 94612

**COUNTY OF ALAMEDA**  
**REQUEST FOR PROPOSAL NO. 900373**  
**SPECIFICATIONS, TERMS & CONDITIONS**

for  
**DESIGN CONSULTANT FOR EAST BAY REGIONAL COMMUNICATIONS SYSTEM**

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## ATTACHMENTS

- Exhibit A – Acknowledgement
- Exhibit B - Bid Form
- Exhibit C – Insurance Requirements
- Exhibit D1 – Current References
- Exhibit D2 – Former References
- Exhibit E – “intentionally omitted”
- Exhibit F – “intentionally omitted”
- Exhibit G – “intentionally omitted”
- Exhibit H – “intentionally omitted”
- Exhibit I – Exceptions, Clarifications, Amendments
- Exhibit J – “intentionally omitted”
- Exhibit K - “intentionally omitted”
- Exhibit L – RFP Vendor Bid List
- Exhibit M – Response/Content Submittal; Completeness Check List
- Exhibit N - Debarment and Suspension Certification

**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 counties of Alameda, Contra Costa and the cities within the two counties   |
| APCO                 | Shall refer to the Association of Public Safety Communications Officials  |
| Bid                  | Shall mean the bidders'/contractors' response to this Request   |
| Bidder               | Shall mean the specific person or entity responding to this RFP   |
| ESC                  | Shall refer to Evaluation Selection Committee   |
| Contractor           | When capitalized, shall refer to selected bidder that is awarded a contract   |
| County               | When capitalized, shall refer to the County of Alameda  |
| DAQ                  | Refers to Digital Audio Quality   |
| EBRCS                | Refers to East Bay Regional 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   |
| JPA                  | Refers to the Joint Powers Authority  |
| Labor Code           | Refers to California Labor Code   |
| LMR                  | Refers to Land Mobile Radio   |
| MSC                  | Refers to Master Site Controller  |
| MOSCAD               | Refers to Motorola Supervisory Control & Data Acquisition (Alarm reporting system)  |
| NPSPAC               | Refers to National Public Safety Planning Advisory Committee  |
| Proposal             | Shall mean bidder/contractor response to this RFP   |
| PO                   | Shall refer to Purchase Order(s)  |
| Request for Proposal | Shall mean this document, which is the County of Alameda's request for contractors'/bidders' proposal to provide the services being solicited herein. Also referred herein as RFP |
| Response             | Shall refer to bidder's proposal or quotation submitted in reply to RFP   |
| RF                   | Refers to Radio frequency   |
| RFP                  | Request for Proposal  |
| State                | Refers to State of California, 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 specifications, terms and conditions described in this Request for Proposal (RFP) is to award a multi year contract to a selected and qualified vendor who is experienced in radio system design and implementation. The counties of Alameda, Contra Costa and the cities within the two counties are in the process of building a P25 compliant communications system. The system will be owned and operated by a Joint Powers Authority (JPA) named the East Bay Regional Communications System (EBRCS). The EBRCS will have a 23 member Board of Directors that will oversee the operations, upgrades and replacement of the system once it is built. Alameda County (County) is issuing this RFP on behalf of the EBRCS Joint Powers Authority (JPA). The EBRCS will be the issuing authority for any contract awarded as a result of this RFP. The selected vendor will work for the EBRCS.

The RFP will be divided into four specific sections. Vendor's bid must encompass all four (4) Sections, including phases, tasks, and activities associated with the Sections required of the selected design consultant for this project.

### B. BACKGROUND

The East Bay Regional Communications System (EBRCS) is a planned 800/700 MHz/VHF P25 digital shared regional radio system to be implemented into Alameda and Contra Costa Counties to be used by all public safety, public service State agencies and special districts.

The EBRCS will be governed by a Joint Powers Authority (JPA) twenty-three (23) member Board of Directors.

The current design calls for thirty-one (31) sites to be located in both Counties and the Master Site Controller (MSC) located in the Alameda County Emergency Operations Center (EOC) in Dublin, CA. The current systems in both Counties are aging and require extensive maintenance to maintain viability. Alameda County utilizes a Motorola Smartnet 21 channel analog system purchased and installed in 1992 with a number of Agencies accessing the system. Contra Costa County, except for the City of Richmond and nearby agencies, uses a combination of VHF Lo-band, VHF Hi-band and UHF spectrum.

C. SCOPE

The scope of work is divided into five (5) phases that identify the scope of work. The bidders are expected to provide pricing for each section as stated within the RFP.

**Section 1:**

Review and evaluate the existing documentation including but not limited to the Motorola proposal for the two-county system, the CTA Communications report, and any other relevant documentation that could be helpful in the evaluation of options for the ultimate build out of the EBRCS. Make recommendations for future phasing of the system build out based on the documentation review and the infrastructure which has been purchased and is in the process of installation. The scope of work to complete this section is included and detailed under Phase I.

**Section 2:**

Develop design and 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 EBRCS 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 II, III and IV.

**Section 3:**

Provide project management services for the EBRCS 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 V.

**Section 4:**

Review and evaluate the existing documentation and any other relevant documentation that could be helpful in the evaluation of options for the ultimate build out of a P25 communications system for the agencies in Solano County. Additionally, make recommendations on the options for Solano County to partner with the EBRCS which could include, but not limited to, the sharing of infrastructure. The scope of work also refers Bidder back to the details outlined under Phase I.

D. REQUIRED VENDOR QUALIFICATIONS

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

1. Bidder shall be regularly and continuously engaged in the business of providing radio system design and implementation services for at least 10 years.
2. Bidder must possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP
3. Bidder(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 simulcast radio systems. In addition, bidder(s) should have ten (10) years experience in general RF engineering of VHF and UHF conventional systems including mobile data 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.
5. Bidder(s) should have experience in digital microwave design and installation. Experience with communication center equipment, including Motorola Gold Elite and MC 7550 consoles is preferred.
6. Bidder(s) should have experience with in-building and underground RF system design and implementation including coverage testing procedures of these systems.
7. 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 such as MOSCAD and UCM is preferred.
8. Bidder(s) should have an office in the San Francisco Bay Area preferably in the two-county area of Alameda and/or Contra Costa. If the Bidder(s) does not, the Bidder will have to provide detailed information on how they will provide personnel on a daily basis that will be available to work with the project team, attend meetings, and visit sites on short notice.

E. SPECIFIC REQUIREMENTS, DELIVERABLES & REPORTS.

1. **Phase I – Needs Analysis**

Contractor to review and evaluate the existing documentation including but not limited to, the Motorola design for the two county system, the report prepared by CTA Communications (with specific attention to the 10 recommendations), and any other relevant documentation.

Contractor to meet with radio communications staff of participating agencies as well as the authors of the documents referenced above and make recommendations for the build out of the system based upon the 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 EBRCS 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 EBRCS 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 each stakeholder 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 the 700 MHz Region 6 Plan.
- d. Task 4 - Survey Existing Communication Facilities for Suitability:** The EBRCS 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 approximately 31 radio sites in Alameda and Contra Costa Counties designated for use in the EBRCS to ascertain the age, condition and improvement requirements of these facilities, and estimate upgrade costs to integrate such sites into the EBRCS.
  - 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 EBRC technical representatives to identify any issues affecting the modification and continued use of these sites.

**2. PHASE II – 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) 97% 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) 95% 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 6 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 EBRCS 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 EBRCS 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 (refer to the Harris Plan to validate existing design), 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 EBRCS 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 communications established in Phase I.

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 EBRCS project team. 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) 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) Network equipment
  - d) Towers
  - e) Shelters
  - f) Generators and battery plants
  - g) Expected maintenance costs
  - h) 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 EBRCS 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 EBRCS project team.

**3. PHASE III – 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 instructions and conditions). These documents shall clearly define the equipment requirements and the content of proposals, so that the proposals 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 EBRCS project team 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 II, 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 and microwave 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 EBRCS system demands

- n) Position the EBRCs 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 EBRCs 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 RFP**

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

- 1) Review EBRCs 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 Proposal Submittal Requirements:**

- 1) Contractor shall develop and submit a list of relevant information that each bidder/vendor must include in its proposal to allow a thorough evaluation of each proposal. The

list shall include a detailed list of questions that the bidder must answer regarding the proposed system.

- 2) A draft of Technical Specifications and commercial section inserts shall be issued by the Contractor to the EBRCS project team for review and validation. Following internal review, the Contractor shall meet with the EBRCS project team 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 EBRCS for distribution to potential system providers or integrators. The EBRCS Procurement Department shall prepare the final commercial and RFP documents

**4. PHASE IV – System Procurement Assistance**

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

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

The following describes the anticipated procurement process and assistance anticipated or required from consultant and the roles of the EBRCS and the Contractor

- a. Task I - Attend Pre-Proposal Meeting(s) and Site Visits**  
Contractor shall attend the pre-proposal conference(s), prepare meeting minutes in the format of an Addendum to the RFP, and assist the EBRCS during site visitations. The Contractor shall provide one project team member for site visits.
- b. Task 2 - Responses to Bidder's Questions**  
Contractor shall act as technical counsel to the EBRCS and assist with preparation of technical addendums and responses to vendor questions during the RFP solicitation. This activity, referred to as the Bidders'/Proposers' Conferences, occurs after the release of the RFP

specifications for public advertisement and the bidder/vendor submission of proposals.

- c. Task 3 – Additions and/or Revisions as necessary**  
The Contractor shall clarify/modify the RFP specifications as necessary as a result of the written and verbal questions submitted at the Bidders’/Proposers’ Conferences and the responses to Bidders’ questions.
- d. Task 4 - Attend Proposal Opening**  
Contractor shall be present at the proposal opening session at the EBRCS designated facilities.
- e. Task 5 - Review Vendor Proposals**  
Contractor, in conjunction with the EBRCS 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 V – System Implementation**

The objective of this Phase is to provide technical services to augment the EBRCS planning and execution of the radio network. The following Tasks describe the EBRCS 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 EBRCS 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 EBRCS 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 EBRCS for system acceptance, or for resolution of any non-compliance.
- 3) Contractor shall publish a document providing test results to the EBRCS, 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 EBRCS and the vendor on resolution methods when necessary.

**F. ROLE OF THE EBRCS**

The EBRCS 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
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 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 bidder, its principle and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at [www.epls.gov](http://www.epls.gov); and
- Bidders are to complete a Debarment and Suspension Certification form, Exhibit N attached, certifying bidder, its principle and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

### III. INSTRUCTIONS TO BIDDERS

H. COUNTY CONTACTS

Alameda County GSA-Purchasing is managing the competitive process for this project on behalf of the EBRCS. All contact during the competitive process is to be through the Alameda County GSA-Purchasing Department only.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 3:00 p.m. on November 20, 2007 to:

Sharon Perkins, Senior Contracts Specialist  
Alameda County, GSA-Purchasing  
1401 Lakeside Drive, Suite 907  
Oakland, CA 94612  
E-Mail: Sharon.perkins@acgov.org  
FAX: 510-208-9626

The Alameda County GSA Contracting Opportunities website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to [http://www.acgov.org/gsa/purchasing/bid\\_content/ContractOpportunities.jsp](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp) to view current contracting opportunities.

I. CALENDAR OF EVENTS

| Event                                | Date/Location  |  |
|--------------------------------------|--|--|
| Request Issued                       | November 9, 2007   |  |
| <b>Written Questions Due</b>         | <b><u>BY 3:00 P.M. on November 20, 2007</u></b>          |  |
| <b>Networking/Bidders Conference</b> | <i><b>NOVEMBER 26, 2007 <u>AT</u><br/>10:00 A.M.</b></i> | <i><b><u>AT</u>: General Services Agency<br/>1401 Lakeside Dr. Room 1107<br/>Oakland, CA 94612</b></i> |
| <b>Networking/Bidders Conference</b> | <i><b>NOVEMBER 27 2007 <u>AT</u><br/>2:00 P.M.</b></i>   | <i><b><u>AT</u>: Public Works Agency<br/>4825 Gleason Drive<br/>Dublin, CA 94568</b></i>               |
| Addendum Issued                      | December 7, 2007   |  |
| Response Due                         | <b><u>JANUARY 4, 2008 BY 2:00 p.m.</u></b>               |  |
| Evaluation Period                    | January 4 – February 1, 2008                             |  |
| Vendor Interviews                    | January 23, 2008   |  |
| Contract Award Date                  | February 1, 2008   |  |
| Contract Start Date                  | March 3, 2008  |  |

**Note:** Award and start dates are approximate.

It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and the site condition. By the submission of a bid, Bidder certifies that if awarded a contract they will make no claim against the County and EBRCS based upon ignorance of conditions or misunderstanding of the specifications.

J. NETWORKING/BIDDERS CONFERENCE

A networking/bidders conference(s) will be held to:

- Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
- Provide bidders an opportunity to view a site, receive documents, etc. necessary to respond to this RFP.
- Provide the EBRCS with an opportunity to receive feedback regarding the project and RFP.

Written questions submitted prior to the networking/bidders conference(s), in accordance with the Calendar of Events, and verbal questions received at the networking/bidders conference(s), will be addressed whenever possible at the networking/bidders conference(s). All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/bidders conference(s) in accordance with the Calendar of Events.

Potential bidders are strongly encouraged, but not required, to attend a networking/bidders conference. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List (see Exhibit L).

Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is strongly encouraged and recommended but is not mandatory.

Networking/bidders conference(s) will be held on:

|  |  |
|--|--|
| November 26, 2007 at 10:00 a.m.<br>At<br>Alameda County, General Services Agency<br>Conference Room No. 1107<br>1401 Lakeside Drive<br>Oakland, CA 94612 | November 27, 2007 at 2:00 p.m.<br>At<br>Alameda County Public Works Agency<br>4825 Gleason Drive<br>Dublin, CA 94568 |
| Additional Information: <i>Please allow enough time for parking at metered street parking or public parking lot and entry into secure building</i>       | Additional Information: <i>Free parking available at on-site parking lot</i>   |

K. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at the Office of the Purchasing Agent of Alameda County **BY 2:00 p.m. on the due date specified in the Calendar of Events.**

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown **below**, and by the time indicated **in the Calendar of Events**. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Purchasing Department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. **Bids are to be addressed and delivered as follows:**

**Design Consultant for East Bay Regional Communications System  
RFP No. 900373  
Alameda County, GSA-Purchasing  
1401 Lakeside Drive, Suite 907  
Oakland, CA 94612**

3. Bidders are to submit an original plus ten (10) copies of their proposal. Original proposal is to be clearly marked and is to be either loose leaf or in a 3-ring binder, **not** bound.
4. Bidder's name and return address must also appear on the mailing package.
5. No telegraphic, email (electronic) or facsimile bids will be considered.
6. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.
7. Submitted bids shall be valid for a minimum period of six (6) months.
8. All costs required for the preparation and submission of a bid shall be borne by Bidder.

9. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
10. It is the responsibility of the bidders to clearly identify information in their bid responses that they consider to be confidential under the California Public Records Act. To the extent that the Alameda County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
11. All other information regarding the bid responses will be held as confidential until such time as the EBRCES Evaluation Selection Committee has completed their evaluation and, or if, an award has been made. Bidders will receive mailed award/non-award notification(s), which will include the name of the bidder to be awarded this project. In addition, award information will be posted on the Alameda County “Contracting Opportunities” website, mentioned above.
12. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

L. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder must provide all information requested. See Exhibit M, Response Content and Submittals, Completeness Checklist.

M. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals will be evaluated by the EBRCES Evaluation Selection Committee (ESC). The Evaluation Selection Committee to be composed of representatives from member agencies may have expertise or experience in the design of regional communications systems. The ESC will select a contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the ESC.

All contact during the evaluation phase shall be through the Alameda County GSA-Purchasing Department only. Bidders shall neither contact nor lobby evaluators

during the evaluation process. Attempts by Bidder to contact and/or influence members of the ESC may result in disqualification of Bidder.

The ESC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, the EBRCS intends to award a contract to the responsible bidder whose response conforms to the RFP and whose bid presents the greatest value to the EBRCS all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value. The goal is to award a contract to the bidder(s) that proposes the best quality as determined by the combined weight of the evaluation criteria. The EBRCS may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below; these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on a five-point scale. The scores for all the Evaluation Criteria will then be added according to their assigned weight (below) to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points including local and small and local or emerging and local preference points.

The zero to five-point scale range is defined as follows:

|   |                |   |
|---|----------------|---|
| 0 | Not Acceptable | Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal. |
|---|----------------|---|

|   |                       |  |
|---|-----------------------|--|
| 1 | Poor                  | Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.  |
| 2 | Fair                  | Has a reasonable probability of success, however, some objectives may not be met.  |
| 3 | Average               | Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members. |
| 4 | Above Average/Good    | Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.  |
| 5 | Excellent/Exceptional | Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.              |

The Evaluation Criteria and their respective weights are as follows:

|    | Evaluation Criteria   | Weight    |
|----|---|-----------|
| A. | <p>Completeness of Response:<br/>Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p> | Pass/Fail |
| B. | Financial Stability (See RFP Exhibit M, Item G)   | Pass/Fail |
| C. | <p>Debarment and Suspension:<br/>Bidders, its principle and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.epls.gov">www.epls.gov</a>.</p>   | Pass/Fail |
| D. | <p>Cost:<br/>The points for Cost will be computed by dividing the</p>   |           |

|    |  |           |
|----|--|-----------|
|    | <p>amount of the lowest responsive bid received by each bidder's total proposed cost.</p> <p>While not reflected in the Cost evaluation points, an evaluation may also be made of (a) reasonableness (i.e., does the proposed pricing accurately reflect the bidder's effort to meet requirements and objectives?); (b) realism (i.e., is the proposed cost appropriate to the nature of the services to be provided?); and (c) affordability (i.e., the ability of the EBRCS to finance the and services). Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the EBRCS cannot afford.</p> | 10 Points |
| E. | <p><b>Implementation Plan and Schedule:</b><br/>An evaluation will be made of the likelihood that Bidder's implementation plan and schedule will meet the County's schedule.</p>   | 10 Points |
| G. | <p><b>Relevant Experience:</b><br/>Proposals will be evaluated against the RFP specifications and the questions below:<br/>-Do the individuals assigned to the project have experience on similar projects?<br/>-Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?<br/>-How extensive is the applicable education and experience of the personnel designated to work on the project?</p>  | 10 Points |
| H. | <p><b>References</b> (See RFP Exhibit D-1 &amp; D-2, and Exhibit M, Section M. 1, 2 &amp; 3) References will be reflective of overall review of satisfaction and recommendation of the former and current references</p>   | 10 Points |
| I. | <p><b>Overall Proposal</b> – Clear, concise, well organized and specific to the information requested in comparison with other proposals</p>   | 10 Points |

|    |   |           |
|----|---|-----------|
| J. | <p>Oral Presentation and Interview:</p> <p>Following evaluation of the written proposals a shortlist will be developed of vendors receiving preliminary minimum scores of 300 points. <u>Bidders receiving scores of 300 and above will be invited to an oral presentation and interview.</u> The scores at that time will not be communicated to bidders. The oral presentation by each bidder and interviews shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each of the bidders and specific questions regarding their proposal. The proposals criteria may then be re-evaluated and re-scored based on the oral presentation and interview.</p> | 10 Points |
| K. | <p>Understanding of the Project:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ul style="list-style-type: none"> <li>-Has proposer demonstrated a thorough understanding of the purpose and scope of the project?</li> <li>-How well has the proposer identified pertinent issues and potential problems related to the project (Phases, Tasks, &amp; Activities)?</li> <li>-Has the proposer demonstrated that it understands the deliverables in each of the 4 Sections the EBRCS project team expects it to provide?</li> <li>-Has the proposer demonstrated that it understands the EBRCS time schedule and can meet it?</li> </ul>                         | 20 Points |
| M. | <p>Methodology:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ul style="list-style-type: none"> <li>-Does the methodology depict a logical approach to fulfilling the requirements of the RFP?</li> <li>-Does the methodology match and contribute to achieving the objectives set out in the RFP?</li> <li>-Does the methodology interface with the EBRCS project team's time schedule?</li> </ul>   | 20 Points |

N. NOTICE OF AWARD

1. At the conclusion of the RFP response evaluation process (“Evaluation Process”), all bidders will be notified in writing by certified mail, return receipt requested, of the contract award recommendation, if any, by Alameda County GSA – Purchasing. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- a. The name of the bidder being recommended for contract award;
  - b. The names of all other bidders; and,
  - c. In summary form [Bid numbers, evaluation points for each bidder]
2. Debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s bid with the Senior Contract Specialist.
    - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder, etc.
    - b. Debriefing may include review of successful bidder’s proposal.

O. BID PROTEST / APPEALS PROCESS

GSA-Purchasing prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project.

1. Any bid protest must be submitted in writing to the Assistant Director of GSA, 1401 Lakeside Drive, Suite 907, Oakland, CA 94612. The bid protest must be submitted before 5:00 p.m. of the tenth (10<sup>th</sup>) business day following the date of the Notice of Award.
  - a. The bid protest must contain a complete statement of the basis for the protest.
  - b. The protest must include the name, address and telephone number of the person representing the protesting party.



2. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
3. All prices and rates quoted shall include travel time and mileage. No additional charges for travel expenses, time or mileage will be acknowledged or paid for by the EBRCS.
4. Pricing for services on **Exhibit B Bid Form** shall be broken down into (a) fixed cost; and (b) cost for services shall include a schedule of fees for requests for additional work on an “as needed” basis outside of the scope of work stated in the RFP.
5. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and EBRCS only after completion of the initial term.
6. The price(s) quoted shall be the total cost the EBRCS will pay for this project including taxes and all other charges.
7. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
8. Price quotes shall include any and all payment incentives available to the EBRCS.

R. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled “Evaluation Criteria/Evaluation Selection Committee.”
2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the EBRCS and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The EBRCS reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
4. The EBRCS reserves the right to award to a single or multiple contractors.
5. The EBRCS has the right to decline to award this contract or any part thereof for any reason.

6. Final Standard Agreement terms and conditions will be negotiated with the selected bidder.
7. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

S. INVOICING

1. Contractor shall invoice the EBRCS unless otherwise advised, upon satisfactory performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory performance of services.
3. EBRCS shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain Contract number, invoice number, and remit to address and itemized services description and price as quoted.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the Contract documents.
8. The EBRCS will pay Contractor monthly or as agreed upon, not to exceed the total lump sum price quoted in the bid response.

T. CONTRACTOR PERFORMANCE & DELIVERABLES

1. In the event the Contractor's performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the EBRCS reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

U. ACCOUNT MANAGER/SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the Design Consultant contract. The account manager shall receive all orders from the EBRCS project team and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.

2. Contractor shall also provide adequate, competent support staff that shall be able to service the EBRCS project team during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with EBRCS requirements and standards and work with the project team to ensure that established standards are adhered to.

V. GENERAL REQUIREMENTS

1. Proper conduct is expected of Contractor's personnel when on premises of member agencies of the EBRCS. This includes adhering to no-smoking ordinances, the drug-free work place policy, not using alcoholic beverages and treating employees courteously.
1. Member agencies have the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself or perform quality work.
2. Contractor personnel shall be easily identifiable as non-EBRCS and or member agencies (i.e. work uniforms, badges, etc.).

COUNTY OF ALAMEDA EXHIBIT A – BID ACKNOWLEDGEMENT

RFP No. 900373

For

DESIGN CONSULTANT FOR EAST BY REGIONAL COMMUNICATIONS SYSTEM

The County of Alameda on behalf of the EBRCS is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

- 1. Preparation of bids: (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP. No alterations or changes or any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. Failure to bid: If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
3. Taxes and freight charges: (a) Unless otherwise required and specified in the RFP, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by EBRCS, will be paid by the EBRCS unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
4. Award: (a) Unless otherwise specified by the bidder or the RFP gives notice of an all-or-none award, the EBRCS may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP. (c) A valid, written purchase order and/or agreement mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
5. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
6. Samples: Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
7. Rights and remedies of County for default: (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
8. Discounts: (a) Terms of less than ten (10) days for cash discount will considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP, or from date correct invoices are received by the EBRCS at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
9. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
10. No guarantee or warranty: The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Table with 4 rows: Firm, Address, State/Zip, What advertising source(s) made you aware of this RFP?

By: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Printed Name Signed Above: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT B  
COUNTY OF ALAMEDA**

RFP No. 900373

For

**DESIGN CONSULTANT FOR EAST BAY REGIONAL COMMUNICATIONS  
SYSTEM**

**BID FORM**

Cost shall be submitted on Exhibit B as is. No alterations or changes of any kind are permitted. Pricing for services shall be broken down into (a) fixed cost; and (b) cost for services on an “as needed” basis. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the EBRCS will pay, not to exceed the grand total for the four Sections, for the approximate 12 to 24 month term of any contract that is a result of this bid.

All rates quoted shall include travel time and mileage. No additional charges for travel, time, and mileage will be acknowledged or paid for by the EBRCS

| <b>DESCRIPTION OF SERVICES</b>   | <b>(a)<br/>Fixed Cost<br/>Unit of<br/>Measure</b>            | <b>COST</b> |
|--|--|-------------|
| Section 1: Needs Analysis- Inclusive of all items stated under Phase I   | One Lot  |             |
| Section 2: Design & Analysis, Specification Writing/Procurement Support, System Procurement- Inclusive of all items stated under Phases II, III, & IV. | One Lot  |             |
| Section 3: System Implementation/Project Management – Inclusive of all items stated under Phase V.   | One Lot  |             |
| Section 4: (Solano County) Review & Evaluate Documentation (options) Inclusive of all items under Phase I  | One Lot  |             |
| <b>Grand Total (Sections 1 through 4)</b>  |  |             |
| Additional Consulting Services requested beyond the scope of work “as needed”. Quote hourly rate(s) according to published fee schedule.               | <b>(b)<br/>Cost for<br/>Services<br/>Unit of<br/>Measure</b> |             |
|  | Hourly   |             |
|  | Hourly   |             |
|  | Hourly   |             |

Bidder agrees that the price(s) quoted are the maximum they will charge during the term of any contract awarded.

FIRM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**EXHIBIT C**  
**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

| TYPE OF INSURANCE COVERAGES   | MINIMUM LIMITS  |
|---|---|
| <b>A Commercial General Liability</b><br>Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability  | \$1,000,000 per occurrence (CSL)<br>Bodily Injury and Property Damage             |
| <b>B Commercial or Business Automobile Liability</b><br>All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities  | \$1,000,000 per occurrence (CSL)<br>Any Auto<br>Bodily Injury and Property Damage |
| <b>C Workers' Compensation (WC) and Employers Liability (EL)</b><br>Required for all contractors with employees   | WC: Statutory Limits<br>EL: \$100,000 per accident for bodily injury or disease   |
| <b>D Endorsements and Conditions:</b> <ol style="list-style-type: none"> <li>1. <b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.</li> <li>2. <b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li>3. <b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li>4. <b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li>5. <b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.</li> <li>6. <b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> <li>– Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.</li> <li>– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.</li> </ul> </li> <li>7. <b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li> <li>8. <b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> <li>- Department/Agency issuing the contract</li> <li>- With a copy to Risk Management Unit (125 – 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Oakland, CA 94607)</li> </ul> </li> </ol> |   |

**EXHIBIT D-1**  
**COUNTY OF ALAMEDA**  
RFP No. 900373  
For

**Design Consultant for East Bay Regional Communications System**

**CURRENT REFERENCES**

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|               |  |
|---------------|--|
| Company Name: |  |
|---------------|--|

**EXHIBIT D-2**  
**COUNTY OF ALAMEDA**  
**RFP No. 900373**  
**For**

**Design Consultant for East Bay Regional Communications System**

**FORMER REFERENCES**

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|                        |  |
|------------------------|--|
| Company Name:          |  |
| Address:               |  |
| City, State, Zip Code: |  |
| Contact Person:        |  |
| Telephone Number:      |  |
| Service Provided:      |  |
| Dates/Type of Service: |  |

|               |
|---------------|
| Company Name: |
|---------------|

# EXHIBIT I

## COUNTY OF ALAMEDA

RFP No. 900373

For

### Design Consultant for East Bay Regional Communications System Exceptions, Clarifications, Amendments

List below requests for clarifications, exceptions and amendments, if any, to the RFP and its exhibits and submit with your bid response.

The EBRCS is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

| Item No. | Reference To: |               | Description |
|----------|---------------|---------------|-------------|
|          | Page No.      | Paragraph No. |             |
|          |               |               |             |

**Contractor:**

**EXHIBIT L  
RFP VENDOR BID LIST**

Below is the Vendor Bid List for this project consisting of vendors who have responded to RFI No. 900373, and/or been issued a copy of this RFP.

Potential bidders are strongly encouraged, but not required, to attend the Networking/Bidders Conferences. Vendors who attend the Networking/Bidders Conferences will be added to the Vendor Bid List. Please see the RFP sections entitled 'Calendar of Events' and 'Networking/Bidders Conferences' for additional information. The Networking/Bidders Conferences scheduled for all current projects are posted on the GSA Calendar of Events website at <http://www.acgov.org/gsa/Calendar.jsp>. An RFP Addendum will be issued to all vendors on the Vendor Bid List following the Networking/Bidders Conferences and will include contact information for each vendor attendee.

| Business Name                                  | Street Address                     | City           | State | Contact Name          | Phone Number        | Email                            |
|--|------------------------------------|----------------|-------|-----------------------|---------------------|----------------------------------|
| BearingPoint Inc.                              | 500 East Middlepoint Road          | Mountain View  | CA    | Bob Simmons           | (925) 218-4213      | bob.simmons@bearingpoint.com     |
| 180 Connect Inc.                               | 3380 American Terrace Suite 230    | Boise          | ID    | Chuck Robertson       | (208) 955-8223      | crobertson@180connect.net        |
| Macro  | 492 Ninth Street, Suite 360        | Oakland        | CA    | Gregory Forrest       | (510) 763-5000 x222 | gforrest@macro.com               |
| Elert & Associates Networking Division, Inc.   | 140 Thrid Street South             | Stillwater     | MN    | Mike Milas            | (434) 426-2608      | mike.milas@elert.com             |
| GeoComm, Inc.                                  | 601 W. Saint German Street         | Saint Cloud    | MN    | Amanda Romaine        | (320) 240-0040      | jverly@geo-comm.com              |
| Just Business Cards                            | PO Box 12262                       | Oakland        | CA    | Beverley Sanders      | (510) 208-3369      | beverleydsn@netscape.net         |
| CTA Communications, Inc.                       | 20715 Timberlake Road Suite 106    | Lynchburg      | VA    | Walter Karvetski      | (434) 239-9200      | wkarvetski@ctacommunications.com |
| RCC Consultants, Inc.                          | 266 E 33rd Street                  | San Bernardino | CA    | Thomas Gray           | (909) 239-9642      | tom.gray@rcc.com                 |
| Federal Engineering, Inc.                      | 10600 Arrowhead Drive              | Fairfax        | VA    | Ronald Bosco          | (703) 359-8200      | rbosco@fedeng.com                |
| Concepts to Operations, Inc.                   | 801 Compass Way, Ste 217           | Annapolis      | MD    | Alejandro Calderon    | (410) 224-8911      | acalderon@concepts2ops.com       |
| L. Robert Kimball & Associates, Inc.           | 328 Innovation Boulevard Suite 222 | State College  | PA    | Laura Cross           | (321) 733-4448      | lauracross@lrkimball.com         |
| Magdave Associates, Inc.                       | 303 Hegenberger Road Suite 211     | Oakland        | CA    | David Edu             | (510) 633-7998      | magdaveassoc@magdave.com         |
| RTKL Associates, Inc.                          | 901 South Bond Street              | Baltimore      | MD    | Thomas Fox            | (410) 537-6037      | tfox@rtkl.com                    |
| Booz Allen Hamilton, Inc.                      | 101 California Street              | San Francisco  | CA    | Mark A. Dooley        | (703) 377-0554      | dooley_mark@bah.com              |
| Sparling                                       | 720 Olive Way, Suite 1400          | Seattle        | WA    | Spencer Bahner        | (206) 224-3627      | sbahner@sparling.com             |
| LM Telecommunications                          | 4730 Hacienda Avenue               | Campbell       | CA    | Ben Lamoreaux         | (435) 586-0174      | blamoreaux@laeng.com             |
| Science Applications International Corporation | 10260 Campus Point Dr.             | San Diego      | CA    | Yamilet Alfaro-Gunion | (415) 202-1839      | alfaroy@saic.com                 |
| CSI Telecommunications                         | 750 Battery Street, Suite 350      | San Francisco  | CA    | Cathy Dietrich        | (415) 751-8845      | cjd@csitele.com                  |
| Tech/Knowledge, Inc.                           | 200 East Del Mar Blvd. Suite 300   | Pasadena       | CA    | Timothy Peters        | (626) 844-1000      | info@t-k.com                     |

**EXHIBIT M**  
**RESPONSE CONTENT AND SUBMITTALS**  
**COMPLETENESS CHECKLIST**  
**RFP No.: 900373**  
**For**

**DESIGN CONSULTANT FOR EAST BAY REGIONAL COMMUNICATIONS SYTEMS**

1. Bid responses must be signed in ink and include evidence that the person or persons signing the proposal is/are authorized to execute the proposal on behalf of the bidder.
2. Bidders shall provide all of the below noted Bid documentation and exhibits. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County's sole discretion. The content and sequence for each required Bid document/exhibit shall be as follows:

CHECK LIST

- A. Title Page: Show RFP number and title, your company name and address, name of the contact person (for all matters regarding the RFP response), telephone number and proposal date.
- B. Table of Contents: Bid responses shall include a table of contents listing the individual sections of the proposal and their corresponding page numbers. Tabs should separate each of the individual sections.
- C. Cover Letter: Bid responses shall include a cover letter describing Bidder and include all of the following:
  - 1) The official name of Bidder;
  - 2) Bidder's organizational structure (e.g. corporation, partnership, limited liability company, etc.);
  - 3) The jurisdiction in which Bidder is organized and the date of such organization;
  - 4) The address of Bidder's headquarters, any local office involved in the Bid Proposal; and the address/location where the actual services will be performed;
  - 5) Bidder's Federal Tax Identification Number;
  - 6) The name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the contact(s) to the EBRCS with regards to the RFP response, with authorization to make representations on behalf of and to bind Bidder;

- 7) A representation that Bidder is in good standing in the State of California and will have all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFP. This requirement includes the necessity for some out of state companies to be registered with the State of California by the effective date of the agreement. Information regarding this requirement can be located at the Secretary of State website, <http://www.sos.ca.gov/>; and
- 8) A statement of acceptance of all conditions and requirements contained in this RFP.

- D. Letter of Transmittal: Bid responses shall include a description of Bidder's approach in providing its services to the EBRCS in one or two pages stating its understanding of the work to be done and a positive commitment to perform the work as specified.
- E. Executive Summary: A brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the EBRCS. This synopsis should not exceed three (3) pages in length and should be easily understood.
- F. Bidder's Qualifications and Experience:

Provide a description of Bidder's capabilities pertaining to this RFP. This description should not exceed three (3) pages and should include a detailed summary of Bidder's capabilities and experience relative to RFP requirements described herein.

- G. Financial Statements-Responses are to include:
- Bidder's most recent Dun & Bradstreet Supplier Evaluation Report. Dun & Bradstreet Supplier Qualifier Report (formerly Supplier Evaluation Report) must be ranked a six (6) or lower for bidder to be considered for contract award. For information on how to obtain a Supplier Evaluation Report, contact Dun & Bradstreet at 1-866-719-7158 or [www.dnb.com](http://www.dnb.com).
  - or**
  - Audited financial statements for the past three (3) years. Bidders' audited financial statements must be satisfactory, as deemed solely by County, to be considered for contract award.

- H. Key Personnel - Qualifications and Experience:

Bid responses shall include a complete list of and resumes for all key personnel associated with the RFP. This list must include all key personnel who will provide services to EBRCS staff and all key personnel who will provide support services. For each person on the list, the following information shall be included: (1) the person's relationship with Bidder, including job title and years of employment with Bidder; (2) the role that the person will play in connection with the RFP (3) address,

telephone, fax numbers, and e-mail address; (4) the person's educational background; (5) the person's relevant experience; and (6) relevant awards, certificates or other achievements. This section of the bid response should include no more than two (2) pages of information for each listed person.

□ I. Description of the Proposed Services:

Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and EBRCS project team personnel involved, and the number of hours scheduled for such personnel. The description must: (1) specify how the services in the bid response will meet or exceed the requirements of the EBRCS; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the EBRCS; and (3) identify any limitations or restrictions of Bidder in providing the services that the EBRCS should be aware of in evaluating its Response to this RFP.

□ J. References, Exhibit D1 and D2:

- 1) Bidders are to provide a list of (5) current and (5) former clients on Exhibit D1 and D2, attached hereto. References must be satisfactory as deemed solely by the EBRCS. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
- 2) Reference information is to include:
  - Company/Agency name
  - Contact person (name and title), contact person is to be someone directly involved with the services
  - Complete street address
  - Telephone number
  - Type of business
  - Dates of service
- 3) The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.
- 4) Bidder shall provide on a separate sheet, complete reference information for all public institutions or agencies for which it provides or has provided comparable services. Each reference shall include the project name and location, the scope of services performed and the name, address, telephone and fax numbers of the person who may be contacted for reference information.

K. Bid Form, Exhibit B:

Pricing for services shall include: (a) fixed cost; and (b) hourly rate(s) according to published fee schedule for services “as needed” outside the scope of work as stated in the RFP.

Pricing for the procurement of services by the EBRCS shall include all taxes, freight and all other costs, or credits, associated with the delivery to the EBRCS of Bidder’s services. Refer to “PRICING” under Section IV designated “TERMS AND CONDITIONS”.

L. Evidence of Insurance

Certificates of insurance are required per the attached Exhibit C from a reputable insurer evidencing all coverage required for the term of any contract that may be awarded pursuant to this RFP. The County’s insurance requirements for Additional Insured reads, “All insurance required above with the exception... shall be endorsed to name as additional insured...” An endorsement is an amendment to a contract, such as an insurance policy, by which the original terms are changed. The insurance certificate (also known as the “Acord”) carries a disclaimer, “This certificate is issued as a matter of information only and confers no rights upon the certificate holder. **This certificate does not amend, extend or alter the coverage afforded by the policy below.**” Additional insured listed in the description box are not a proper risk transfer. Any amendment or extension of the coverage such as an additional insured should be provided by a separate endorsement page or copy of the policy

M. Other required Submittals/Exhibits not included above that are required in the bid response:

- Exhibit A, Acknowledgement, must be signed and returned.
- Exhibit E “Intentionally Omitted”
- Exhibit F “Intentionally Omitted”
- Exhibit G “Intentionally Omitted”
- Exhibit H “Intentionally Omitted”
- Exhibit I, Exceptions, Clarifications and Amendments Form, must be completed and signed. Any exceptions, clarifications and amendments should also address the attached Exhibits (The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification).
- Exhibit J “Intentionally Omitted”
- Exhibit K “Intentionally Omitted
- Exhibit N, Debarment and Suspension Certification

**EXHIBIT N**  
**DEBARMENT AND SUSPENSION CERTIFICATION**

**COUNTY OF ALAMEDA**

**RFP No. 900373**

**For**

**Design Consultant for East Bay Regional Communications System**

**The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principle, and any named subcontractor:**

- **Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;**
- **Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;**
- **Does not have a proposed debarment pending; and**
- **Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.**

**If there are any exceptions to this certification, insert the exceptions in the following space.**

**Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.**

**Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.**

**BIDDER:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_