

REQUEST FOR PROPOSAL

ILLINOIS QUAD CITIES/ROCK ISLAND COUNTY EMERGENCY ACTUALIZATION PLAN: EMERGENCY COMMUNICATION AND FACILITIES CONSOLIDATION

January 2013

I. INTRODUCTION

Rock Island County, was the lead applicant for a planning grant from the State of Illinois for federal dollars received by the State due to the disasters which negatively impacted the State and the country in 2008. The municipalities of East Moline, Milan, Moline, Rock Island and Silvis also participated in the grant. The grant dollars have been awarded and will fund a consultant produced actualization plan, for up to \$150,000, which will address future emergency response needs as identified in the Rock Island County Comprehensive and Hazard Mitigation Plans. The actualization plan will ensure next steps and projects will move the six participating jurisdictions toward hardened emergency facilities for safety response and the most efficient Illinois Quad City system of emergency communications ensuring all populations are well served.

In 2008, the Emergency Telephone System Board identified incidents where emergency communications and facilities were negatively impacted. Rock Island County and its partners are soliciting proposals from qualified consulting firms to develop a plan that addresses all issues outlined in the scope of this Request for Proposal.

The planning plan will be directed by a Steering Committee comprised of representatives of the participating jurisdictions Rock Island County and the municipalities of East Moline, Milan, Moline, Rock Island and Silvis. The Bi-State Regional Commission staff will assist the jurisdictions with management of the consultant contract.

The Clients reserve the right to reject any and all proposals and to negotiate changes with any proposers. The Clients are not liable for any cost incurred by any proposers prior to the execution of an agreement or contract. Nor shall the Clients be liable for any costs incurred by the selected consultant that are not specified in the contract.

The Clients are Equal Employment Opportunity Employers.

II. SCOPE

Rock Island County and the municipalities of East Moline, Milan, Moline, Rock Island and Silvis will solicit proposals from qualified consulting firms to develop an emergency actualization plan. The need to examine adequate emergency services in the County and increase the abilities of emergency service providers has been identified.

This project will also support goals and objectives set forth in the Rock Island County Multi-Jurisdictional Local Hazard Mitigation Plan including: protect human life and health to evaluate and coordinate warning systems; minimize the need for rescue and relief efforts associated with all

hazards to identify vulnerable populations and households and coordinate information exchange among rescue and response agencies; minimize expenditure of community resources for response and recovery from all hazards to improve communication and communication among jurisdictions and evaluate ongoing mitigation efforts; minimize damage to public facilities and utilities and identify vulnerabilities of public facilities; and ensure the public is adequately informed of the potential for all hazards.

The project will involve analyzing the impacts of the 2008 disasters, both floods and straight line wind storm which caused the County to be named a disaster area. The impacts will be analyzed to determine what areas and groups were adversely affected and to put forth emergency service policies to address the identified needs created by the disaster. Improvements to emergency services and communications will be identified including potential efficiencies involved in further coordinating or consolidating public safety answering points (PSAP's) to improve disaster recovery. Existing PSAPs all perform various 911-related emergency communications services for local police, fire, ambulance and other public agencies and are currently operated at six separate sites as separate entities in unhardened buildings.

In order to determine the costs and benefits of improvements and policies, the consultant will review and verify existing data that has been collected by the local governments. The consultant will then perform analyses of all of the available statistical data on the present workloads of local government emergency staff. The actualization plan will identify changes which should be made in order to support improvements over current operations including minimizing impacts of future disasters. The consultant will present cost and benefit alternatives which will consider interagency arrangements and laying out a recommended phasing plan for alternatives based on funding availability. Potential governance structures for interagency arrangements will also be recommended.

The planning study will be directed by a Steering Committee comprised of representatives of the local governments, higher education and the Rock Island Arsenal among others. The Bi-State Regional Commission will assist with management of the Steering Committee through in-kind services.

The Davenport-Rock Island-Moline Metropolitan Statistical Area (MSA), popularly known as the Quad Cities, is one of fifty interstate metropolitan areas in the United States. Comprised of Scott County in Iowa and Henry, Mercer and Rock Island Counties in Illinois, its population is dispersed evenly on both sides of the Mississippi River, which includes the eastern boundary of Iowa and the western boundary of Illinois, approximately 165 miles west of Chicago. The equal division of its 380,000 residents between the two states and the absence of a dominant central municipality makes it unique among other interstate communities. Because of the geographical nature of the region, the Quad Cities area has a strong tradition of working cooperatively on issues impacting the overall public safety and quality of life in the region. Coalitions and consortiums have been created over the years to resolve issues of mutual concern and to improve efficiencies, while avoiding duplication. For example, with the use of Federal Department of Justice funding, the Quad City area recently completed a fiber ring connecting all public safety answering points in East Moline, Milan, Moline, Rock Island, and Silvis, Illinois along with Rock Island County and Bettendorf and Davenport, and Scott County, Iowa. An interdisciplinary, intergovernmental board was also formed

to manage the fiber. In addition, Scott County and the Cities of Davenport and Bettendorf recently completed development of a consolidated dispatch center serving the Scott County geographic area.

The scope of the emergency actualization plan will examine the technical, financial and political issues related to emergency communications in Rock Island County and more specifically will entail the following:

Task 1: Participate in at least six public outreach meetings:

- At least two initial input meeting and project onset
- At least two milestone meetings to discuss alternatives
- At least two meetings to discuss recommendations and present the Emergency Communication Actualization Plan

Task 2: Analyze the impacts of the 2008 disasters and identify affected areas and groups:

- Determine impacts of 2008 flood and affected areas/populations
- Determine impacts of 2008 straight line wind storm and affected areas/populations

Task 3: Review current emergency operations at the six PSAP centers and other service providers to document the following:

- Management and organizational structure, including staffing levels and unions
- Operational services provided and policies and procedures

Task 4: Develop alternatives:

- Identify alternatives to mitigate impacts of affected areas and population
- Identify alternative to improve emergency communications Identify geographic location and operational improvements for emergency service/communication centers that are protected from disaster impacts including potential consolidation and back-up needs
- Identify potential costs for improvements at least by order of magnitude including equipment needs and coordination

Task 5: Assist in recommendation selection for local government participants:

- Determine a recommended approach selected as the most appropriate by the participants with no, lower and higher cost implementation steps
- Identify sensitive population improvement activities and policy structures
- Identify facility improvement needs and costs
- Identify an emergency service operational design
- Identify equipment needs for the preferred design
- Identify and implementation/transition plan from the existing operations to the new operations
- Propose an emergency services governing structure

Task 6: Funding Options:

- Prepare a document which identifies alternative methods for providing project funding which will include:
 - Cost distribution among the participants
 - Budget development process/guidelines
 - Use of grant funding should it be available
 - Capital budgets versus operational budgets
- Present cost and benefit alternatives. The alternatives will also consider interfaces with other agencies and laying out a recommended phasing plan for migration to the recommended alternative.

Task7: Emergency Operation Center (EOC) Management Options:

- Identify an implementation/transition plan from existing emergency communication operations facilities to the recommended operations facilities
- Propose an emergency services governing structure
- Prepare a document which identifies alternative scenarios regarding joint services/facilities build-out including discrete areas of the EOC to house functions such as dispatch, record keeping and general communications
- Propose the general platform(s) for radios that may be needed

Task8: Emergency Communication Plan Document:

- Draft the Emergency Communication Plan Document and disseminate the document to participants for review and comment
- Present that draft plan at a minimum of two public meetings as determined by the participants
- Prepare a final document with requested revisions and provide twenty five (25) hard copies of the final document along with an electronic copy to participants

III. EXISTING DATA

A copy of all relevant existing information and records within the offices of the Clients will be furnished at no cost to the consultant. It is the consultant's responsibility to determine the information needed from that available and to collect any additional data which may be required. All additional data or information shall be the responsibility of the consultant for determination and collection.

The Clients do not guarantee the accuracy of available existing data and leave to the consultant the responsibility for verification and applicability of the existing data necessary for the plan.

IV. PROPOSAL SUBMITTAL REQUIREMENTS

- ◆ Submittal Deadline: February 20, 2013, at or before 3:00 p.m. CST
- ◆ Submittal Location: Bi-State Regional Commission
1504 Third Avenue
Rock Island, Illinois 61201
- ◆ Question Deadline: February 4, 2013
- ◆ Question Contact: Questions must be submitted in writing or email to:
Denise Bulat AND Mark Hunt
Bi-State Regional Commission
1504 Third Avenue
Rock Island, Illinois 61201
dbulat@bistateonline.org AND
mhunt@bistateonline.org

- ◆ Question Responses: Posted on front page at www.bistateonline.org
- ◆ Submittal Copies: Fifteen (15) copies are required and one (1) digital PDF

Fees and Compensation

Quotation of fees and compensation should be provided with the proposal since the services requested are not architectural or engineering in scope.

- ◆ Provide the firm's general fee structure for providing identified services.
- ◆ Estimate costs and person hours per work item in an exhibit in the consultant proposal and must be represented as a cost not to exceed.
- ◆ Provide fully-loaded hourly rates for responsible personnel.

Any final price per task will be subject to a cost reasonableness determination and final negotiation. Rock Island County is not liable for any cost incurred by any proposers prior to the execution of an agreement or contract created as a result of this RFP. Rock Island County shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

V. PROPOSAL CONTENTS

To simplify the review process and to obtain the maximum degree of comparability, the proposal shall include the following information and shall be organized in the manner specified below.

Particular emphasis should be placed upon providing information concerning the firm's proposed project approach, similar projects the firm has recently performed, and the qualifications experience and availability of the firm's team and subconsultants.

A. Letter of Transmittal

Provide a letter of transmittal briefly outlining the firm's understanding of the work, general information regarding the firm and individuals to be involved, and the name, address telephone number and fax number for the contact person for the proposal.

B. Profile of Firm

Include general information about the firm, the firm's area of expertise, and the firm's official name, address and principal officers.

C. Qualifications

- 2) Include the name of the anticipated project manager, their qualifications and experience, and the names, qualifications and experience of other key personnel who will be assigned to the project.
- 3) Describe the experience of the firm in performing similar studies. The proposal shall include, at a minimum, projects completed within the past five years. Project references shall include the following:
 - ◆ Project name
 - ◆ Project location
 - ◆ Contact person and telephone number for:
 - Project manager/coordinator
 - System dispatcher
 - ◆ Brief description of the project
- 4) The proposal shall describe the name and location of other subcontracting firms that will be used by the firm in the plan, and the approximate percentage and type of work that would be performed by each of these firms.
- 5) The proposal shall discuss the firm's ability to integrate this plan into the firm's present workload.
- 6) The proposal shall provide a confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Illinois if applicable; that the proposer has not had a record of substandard work within the last five years; that the proposer has not engaged in any unethical practices within the last five years; AND that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.

D. Design Approach

The proposal shall include a general description of the firm's proposed means of satisfying the scope of services as outlined above. The selected firm's responsibilities will include, but may not be limited to, the following scope of services. (Note that the detailed scope of services will be negotiated at the time of contract development).

E. Project Schedule

The proposal shall include a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the plan.

VI. EVALUATION CRITERIA

A review of qualifying proposals will identify potential firms which most closely meet the needs of the Clients. Upon review of the proposals, top candidate firms (up to 3 firms) will be

asked to make a presentation to the Steering Committee to discuss their qualifications, background and experience, and proposed approach to accomplish the scope of work.

Proposals will be evaluated by the Steering Committee. Factors to be considered by the Steering Committee will include the following:

- A. Experience and qualifications of the project team in dealing with similar projects, local government and project impacts.
- B. Understanding of the project.
- C. Design approach addressing the requested scope of services.
- D. Ability to meet proposed schedule.
- E. Project costs.
- F. Evaluation of references.

VII. PROPOSED EVALUATION SCHEDULE

Solicitation for Qualifications	by January 17, 2013
Qualification Proposals Due	by February 20, 2013
Review/Interviews	by March 11, 2013
Consultant Selection	by March 26, 2013

Contract negotiation will begin immediately upon consultant selection with the plan beginning upon execution of the contract.

