

Procurement Assistance, LFUCG Police 800 MHz P25 Trunked Radio System

Presented to:

Lexington Fayette Urban County Government

January 25, 2012



RCC Consultants, Inc.

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Proposal Contact: Darek Wiczorek

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January 25, 2012

Assistant Chief Robert Stack

Bureau of Administration

Lexington Division of Police

150 E. Main Street

Lexington, KY 40507

859-258-3528

RE: Procurement Assistance

Dear Chief Stack-

RCC Consultants, Inc. is pleased to submit the enclosed quotation to provide continuation of consulting and engineering services in response to your request as expressed in your e-mail message of January 17, 2012 and subsequent correspondence.

RCC understands Lexington Fayette Urban County Government is seeking assistance in procurement of new 800 MHz trunked P25 radio system and subscriber equipment. At this initial stage the objective of the project is to ensure transition of the LFUCG Police onto the new system in time to meet the Federal narrowbanding deadline of 12/31/2012. The scope of services will include preparation of technical requirements, assistance with the two separate Requests for Bids, answering vendors' questions, evaluation of responses and assistance with contract negotiations.

Please refer to our original proposal dated June 7, 2011 for additional corporate or team details.

For any questions or clarifications I can be reached by telephone at (502) 370-4381 or by e-mail at dwieczorek@rcc.com.

Sincerely,

A handwritten signature in blue ink that reads "Darek Wiczorek".

Darek Wiczorek
Managing Director

RCC Consultants, Inc.

100 Woodbridge Center Drive, Suite 201 · Woodbridge, New Jersey 07095 · tel: 732-404-2400 · fax: 732-404-2556

SCOPE OF WORK

RCC will assist the LFUCG in development of two separate RFB's (for system infrastructure and subscriber equipment) and assist in the process all the way through contract negotiations for these two separate procurements.

- Develop technical and functional specifications.
- Assist in determining evaluation criteria.
- Assist in releasing the RFP to qualified bidders (provide final comments and edits).
- Assist with pre-bid conference for the infrastructure vendors.
- Answer vendors' questions.
- Following formal qualification of the bid submissions by LFUCG, review technical sections of all submitted bids. Comment on completeness, compliance with requirements and quality of design.
- Answer technical questions from LFUCG's evaluation committee.
- Following selection of the vendor/-s by LFUCG, lead contract negotiations efforts
 - Act as the Project Manager for the effort ensuring that all relevant aspects of the project are sufficiently covered in the contract assuring beneficial balance between the future project's scope, cost, schedule and quality
 - Provide in-depth analysis of the successful vendor's bid submittal and make specific recommendations for changes and improvements
 - Provide the necessary technical, logistical and commercial knowledge using RCC's subject matter experts to address specific contractual issues
 - Assist LFUCG in optimizing the scope of the project to ensure maximum value of the investment to LFUCG's taxpayers

SCOPE OF WORK

January 25, 2012		
RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT Lexington Police 800 MHz LFUCG II		
TASK	DESCRIPTION	HOURS
A.	Assist with the bidding process approach	4
B.	Assist with site selection	10
C.	Prepare technical specifications for the infrastructure RFB	30
D.	Review and finalize the infrastructure RFB	36
E.	Answer vendors' questions for the infrastructure RFB	10
F.	Prepare and host pre-bid meeting for vendors	2
G.	Evaluate the bids and assist in the selection process for the infrastructure RFB	56
H.	Assist in contract negotiations for the infrastructure RFB	24
I.	Assist in meetings with and presentations to the LFUCG as needed to secure the final approvals for the infrastructure procurement contract	4
J.	Prepare technical specifications for the subscriber RFB	18
K.	Review and finalize the subscriber RFB	12
L.	Answer vendors' questions for the subscribers RFB	5
M.	Evaluate the bids and assist in the selection process for the subscriber RFB	8
N.	Assist in contract negotiations for the subscriber RFB	8
O.	Assist in meetings with and presentations to the LFUCG as needed to secure the final approvals for the subscriber procurement contract	4
*ON-SITE TASKS		TOTAL
		231

Note: The table above is provided for convenience of the LFUCG. It illustrates allocation of time related to the specific tasks comprising the project. RCC will allocate the effort depending on the needs of the project, the actual allocation may vary significantly from the example above.



PROJECT TEAM

Project team remains unchanged from the first phase of the procurement, RFB assistance. It is envisioned that additional, to be determined according to the needs, RCC subject matter experts may be utilized during contract negotiations.

TIMELINE

Following are the proposed (subject to change) major milestones for the project:

Infrastructure RFB outline agreed	01/19/2012
Tower site selection	01/19/2012
RCC quote (this document)	01/20/2012
PO issued to cover the above quote	01/27/2012
Infrastructure RFB final draft	01/27/2012
Infrastructure RFB finalized	02/03/2012
Infrastructure RFB posted	02/06/2012
Pre-bid conference and site visits	02/20/2012
Deadline for vendors' questions	02/22/2012
Vendors' questions answered	02/28/2012
Infrastructure RFB opening	03/16/2012
Infrastructure bid selection	03/28/2012
Negotiations finalized	04/13/2012
Contract signing	05/04/2012
Subscriber units RFB final draft	03/01/2012
Subscriber RFB finalized	03/15/2012
Subscriber RFB posted	04/19/2012
Deadline for vendors' questions	05/01/2012
Subscriber bids opening	05/15/2012
Subscriber bid selection	05/31/2012
Negotiations finalized	06/15/2012
Contract signing	06/30/2012

COST PROPOSAL

RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT Lexington Police 800 MHz LFUCG II			January 25, 2012	
Direct Engineering Expenses				
	Hours	Rate	Subtotal	
Managing Director	111	\$ 250.00	\$ 27,750.00	
Managing Consultant	120	\$ 185.00	\$ 22,200.00	
Senior Consultant		\$ 170.00		
Total	231		\$ 49,950.00	\$ 49,950.00
Travel and Per Diem Expenses				
		Rate	Subtotal	
1 Round Trip Airline Fares			\$ 300.00	
2 Days Rental Vehicle		\$ 120.00	\$ 240.00	
650 Miles at		\$ 0.56	\$ 360.75	
2 Man Days Per Diem at		\$ 175.00	\$ 350.00	
Total			\$ 1,250.75	\$ 1,250.75
General and Administrative Fee			\$ -	\$ -
Total			\$ 51,200.75	

Assumptions:

1. Four (4) comprehensive system proposals, Four (4) stand alone subscriber equipment proposals. Logging recorder excluded from the scope.
2. Lead responsibility for, and in-depth analysis of all aspects of the bid submissions provided by LFUCG.
3. Legal review of bids and contract provided by LFUCG.
4. RCC is not tasked with recommending the winners of the bids.
5. No major changes in the scope of the project during negotiations.

Costs for this project reflect the scope of work outlined in the Scope of Work offered in this proposal and are based on available information. RCC understands that LFUCG may elect to increase or decrease the scope of services proposed, at which time the final contract may be negotiated and adjusted accordingly.

Payment Schedule

RCC proposes to provide a progress-billing invoice at the end of the first month of the project. Subsequent progress billings will be submitted monthly based on the work performed during that month. RCC standard payment terms are net thirty (30) days from date of invoice.

Pricing Assumptions

The proposed project cost includes professional fees based on the estimated hours for the scope of services defined in this document, in addition to reimbursable expenses, including travel expenses and copy and postage expenses. The estimated hours and expenses are shown in the pricing sheets displayed on the following pages. It is our understanding that a Scope of Work will be negotiated with Lexington. This Scope of Work may be adjusted by agreement of both parties up to the contract limits if more or fewer hours are needed and/or the scope of work is modified. Additional hours required for tasks ordered by the client will be billed on a time and expense basis.

The fees and rates quoted herein are valid for 90 days from the date of this proposal and the negotiated prices will be valid for the length of the contract.

Change Orders and Other Expenses

Should LFUCG, at any time during the project, desire services that are outside the agreed upon scope of services, RCC will prepare a quotation outlining the estimated effort, resources required, and cost for the requested service. Upon approval of the quotation, RCC will provide the desired services at the agreed upon cost.

Expenses directly attributable to the project, such as costs for frequency coordination fees, licensing fees, permit fees, and microwave pre-coordination fees are not included and, if incurred, will be billed to the client as a reimbursable expense. RCC will coordinate with the client and gain approval prior to authorizing any of these additional expenses.