

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 3.20.2012 CUT OFF DATE: 3.14.2012

RESOLUTION ___ ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Comprehensive Radio Communications Project - Status Report

STAFF RECOMMENDATION: For Informational Purposes

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: Not applicable at this time

INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Purchasing	<i>J.L.</i>		3/14/12
2. _____			
3. _____			
4. _____			
5. City Attorney	<i>[Signature]</i>		3/14/2012
6. City Manager	<i>[Signature]</i>		3/15/12
7. Clerk of Council			

Initiating Department Director's Signature: *[Signature]* Date: 3-14-2012



APPROVED AS TO FORM:

[Signature] 3/14/2012
CITY ATTORNEY

Staff Report

Title: Comprehensive Radio Communications' Project – Status Report

Background: As authorized for issuance by City Council during their regular City Council Meeting of December 14, 2011, the City distributed the Radio Communications Project Request for Proposal (RFP) based on the collaborative efforts of Councilor Major, City Staff, Winchester Public Schools, and L. R. Kimball and Associates staff, serving as subject matter experts in a consulting capacity.

The RFP contained four (4) communications system options for qualified Offerors to provide proposals as directed and approved by Council as follows:

Option I	800 MHz Trunked Communications System
Option II	800 MHz and VHF Hybrid System
Option III	VHF Narrowband Compliant System
Option IV	Alternative Systems as designed by the Offeror

The intent of the four (4) options as specified by Council and included in the RPF was to provide Council with the broadest latitude possible from an operational and financial perspective in the selection of a comprehensive radio system.

Procurement Highlights: Schedule of events to-date:

December 15, 2011	RFP Distribution and Advertised
January 10, 2012	Mandatory Pre-Proposal Meeting: Five (5) Prospective Offers Attended (Motorola, Teltronic, Harris, Tait, Morcom)
January 12, 2012	Addendum No. 1 Issued: Revised – Individual Building Test language
January 25, 2012	Addendum No. 2 Issued: Bid Extension of Two (2) Weeks to February 29, 2012 Revised – Site Information on a Few Buildings
February 29, 2012	Proposals were due at 2:00 P.M. (local time) One (1) Responsive Proposal Received from Motorola

On February 29, 2012, one proposal was submitted in accordance with the RFP and distributed to the Technical Review Committee and other ad hoc members as follows:

Technical Review Committee (rating)

L. A. Miller, Emergency Management Coordinator
Kevin Sanzenbacher, Chief of Police
Scott Kensinger, Captain Fire & Rescue
Erin Elrod, Director Emergency Communications
Tom Lloyd, Director IT
John Merriner, Operations Director Utilities
Kevin McKew, Executive Director Winchester Public Schools
Mary Blowe, Finance Director

Administrative Reviewers (non-rating)

Chris Kelly, Lead Design Engineer, L.R. Kimball
Shag Kiefer, Project Manager, L.R. Kimball
Steven Corbit, Purchasing Agent

Each of the members of the city staff and the Winchester Public Schools were designated as voting members of the Technical Review Committee while Mr. Kiefer and Mr. Kelly were designated as ad hoc members providing subject matter expertise and guidance.

The Technical Review Committee was requested to conduct an in-depth, individual review of the proposal, rate the proposal utilizing the evaluation criteria supplied by the Purchasing Division, and attend a group review meeting of the individual evaluations on March 13, 2012. The members of the Technical Review Committee were not provided pricing information so as to maintain objectivity during the review. The group discussion assists the overall review process by allowing the Technical Review Committee to present questions and concerns associated with the proposal and establish a comprehensive list of questions to be presented to the Offeror for further clarification and provided back to the Technical Review Committee as supplemental information to the Offeror's proposal.

Current Status: Despite the efforts of City Council and Staff, the City received one responsive and responsible proposal. Preliminary review of the proposal identifies that the proposed system is a combination of Option I and Option IV and it appears that it will address the radio communication issues that are of concern to City Council and Staff. The Technical Review Committee is continuing to review the proposal in a collaborative effort with the consulting services of L. R. Kimball & Assoc. and anticipates conducting an interview with representatives of Motorola Solutions within the near future.

Upon completion of the interview, the findings of the Technical Review Committee will be submitted to City Council for review and action. It is anticipated that the submittal to City Council will be during a work session in late March or early April permitting Council to act on the proposal during the April's Regular Council Meeting.

Conclusion: The status report is provided to Council as an update on the public procurement and an invitation for any City Council member to participate in the future interview with Motorola. At this time, the Technical Review Committee has no recommendation for Council but they are open and welcome any questions that members of Council may have.