REQUEST FOR PROPOSALS

Public Safety Emergency Communications Technology Migration Project Management Team for Regional 911 Dispatch Center

Village of Oak Lawn, Illinois

ISSUE DATE:
January 23, 2025

DUE DATE:
February 7, 2025

*** Proposals must be emailed to OLREC-Admin@oaklawn-il.gov**

1. OBJECTIVES

Through this Request for Proposals, the Village of Oak Lawn (also referred to herein as "Village") is seeking proposals from firms interested in, and experienced in project management involving oversight of vendors, relocating and testing all existing and new 911 emergency technology equipment belonging to the Oak Lawn Regional Emergency Communications from its existing center to its brand-new facility. In addition to relocating equipment, the vendor may also be called upon to support procurement of new public safety technologies if the need should arise.

Proposals must be complete and address all elements of the Request for Proposal. The work must be completed by a single firm and without the use of subcontractors.

The selected proposer will be invited to enter into a professional services agreement with the Village of Oak Lawn, and the Village of Oak Lawn Board of Trustees has the ultimate authority to approve any proposal and to authorize the execution of an agreement. Firms with an intent to respond to this RFP must submit an email with all contact information by January 30, 2025, to olrec-admin@oaklawn-il.gov. Failure to submit the intent to respond by this date will not preclude any potential proposer from responding to the RFP, but it provides contact information if communication to potential proposers is deemed necessary. In the event of a material modification to the RFP, all known and/or potential proposers will be notified of an amendment to the RFP as determined by the receipt of an Intent to Respond.

2. TIMELINE

Village issues RFP: January 23, 2025

Intent to Respond: January 30, 2025

Deadline for questions: January 31, 2025

Questions and answers will be posted: February 5, 2025

Proposals due: February 7, 2025

3. BACKGROUND

The Oak Lawn Regional Emergency Communications Center (OLREC) is currently located in Village of Oak Lawn building. It provides 911 Police and/or Fire dispatch services to a population of 146,000 residents in the communities of Oak Lawn, Evergreen Park, Alsip, Burbank, Bridgeview, Hodgkins, Bedford Park, Lyons, and Central Stickney. Additionally, it serves as the divisional dispatch center for Mutual Aid Box Alarm System (MABAS)-IL Division #21. The center has 9 console workstations equipped with Central Square One Solution CAD, Motorola MCC 7500 Radio Consoles, Intrado 911 call handling equipment and various servers and equipment that supports OLREC operations.

OLREC will be relocating from its current location at 9446 S. Raymond Ave. to a new building facility located on a new construction site. The new dispatch center will expand by adding an additional 4 console workstations that will be fully equipped to match the current 9.

4. REQUIREMENTS

A. Minimum of ten (10) years' experience in Public Safety technology migration project management, that includes relocation of a PSAP to a new location.
B. Completion of no less than five (5) public safety projects of similar scope and size. Must include a list of similar projects with a one-page description of the project, including current references that can be contacted at the agency.
C. Knowledge of code requirements for 911 emergency equipment and systems
D. Project Manager on staff with at least 10 years of previous 911 center operational experience.
E. Staff with at least 5 years of experience working on CAD implementation and/or relocation projects with Central Square/One Solution.
F. Staff with at least 5 years of experience working on radio console projects with Motorola.
G. Staff with at least 5 years of experience working on call handling equipment projects with Intrado.

5. PROPOSAL CRITERIA

A. Completeness of the Proposal 20%
B. Quality of Relevant Staff Experience (Prior to firm employment) 20%
C. Firm Qualifications and Experience 45%
D. Reference Responses 15%

6. DELIVERABLES

A. Support OLREC administration with regular meetings to plan for the migration to the new facility.
B. Provide a detailed Technology Migration Plan/Schedule that will detail all relevant aspects of a successful migration. Migration Plan should strive to limit or eliminate down time and also include options for operations running at both locations
C. Systems that will need to be moved include but are not limited to:
    a) 911 Call Handling Equipment (platform)
    b) Internet Protocol based phone equipment (platform)
    c) Radio Console Equipment (platform)
    d) Radio Equipment (platform)
    e) Logging Recorder equipment (platform)
    f) Console Furniture (platform)

g) Networking equipment (platform)
h) Uninterrupted Power Supply (UPS) equipment (platform)
i) Alarm board equipment (platform)
j) Tornado siren equipment (platform)
k) AT&T EsiNet equipment (platform)
l) Various servers and miscellaneous equipment

D. Assist Administration with selection of firms to achieve different parts of the plan.
E. Maintain full responsibility for cutover and testing to ensure compliance with requirements by associated vendors.

7. SUBMITTAL REQUIREMENTS

A. Executive Summary (Include all Proposer Information responses):
B. Type of Firm (Ex: Corporation, partnership, sole proprietorship, joint venture)
C. Years Firm established (under present business name)
D. Parent Company- If applicable: state name, address, former name, and tax identification number
E. Key Stakeholders- names of all parties in responsible charge of the firm
F. Field Office proximity to the Village of Oak Lawn
G. Primary Point of Contact Information- Name, Position, Email Address, Phone Number, Address
H. A copy of the Illinois Secretary of State's Department of Business Services online records evidencing that the bidder has a current corporate annual report on file. If the bidder is an individual, sole proprietor, or partnership, this subsection shall not apply
I. Documents evidencing current registration with the Illinois Department of Revenue if bidder has employees

Submittals should be e-mailed to olrec-admin@oaklawn-il.gov, OR mailed or dropped at the Oak Lawn Village Hall: Attention: OLREC Director, Village of Oak Lawn, 9446 South Raymond Avenue Oak Lawn, IL 60453

Proposals are due on or before February 7, 2025

Bids will be evaluated based upon criteria of providing the entire range the proposed solution. The lowest price (cost) submitted may not be the determining factor in the issuance of a contract or award. The proposal evaluation criteria shall be viewed as standards that measure how well a proposer's approach meets the desired requirements of the Village. The Village of Oak Lawn will thoroughly review all proposals received but reserves the right to select a service provider and recommend award based on the proposal that best meets the Village's needs, quality levels, and budget constraints.

All questions regarding this RFP shall be directed in writing to olrec-admin@oaklawn-il.gov by **January 31, 2025.**

All questions and responses will be compiled and submitted to all respondents electronically who have registered with the OLREC Director in one general response memorandum and posted on the Village's website by the date specified in Section 2 of this RFP on **February 5, 2025.**

8. TERMS AND CONDITIONS

A. Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the Village to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

B. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defector informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal. The Firm chosen by Village Management based on proposals submitted will furnish a draft contract which will be reviewed by the Village's legal counsel.,

C. In the event that the proposer, to whom the services are awarded, does not execute a contract within 30 calendar days after Village Board of Trustees approval, the Village may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly.

D. Any proposal may be withdrawn up until the date and time set above for the opening of proposals by written request to the Management Analyst. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 120 days, to provide the Village the services set forth in the attached specifications, or until one or more of the proposals have been approved by the Village Council, whichever occurs first.

E. This RFP is issued pursuant to applicable provisions of the Village's purchasing policy and procedures.

F. Responses to this RFP shall be opened in private by Village officials to avoid disclosure of contents that may contain confidential or proprietary information to competing proposers.

G. The Village will not be liable for any costs incurred by proposers in replying to this RFP.

H. Any modifications to or clarifications of this RFP, and any addenda to this RFP, will be distributed by the Village to each proposer.

9. RESERVATIONS OF RIGHTS

The Village reserves the right, at its sole discretion, to use without limitation, any and all information, concepts and data submitted in response to this RFP or derived by further investigation thereof. The Village further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, to supplement, add to, delete from or otherwise change this RFP, if conditions dictate. The Village may seek clarifications from

a vendor at any time and failure to respond promptly may be cause for rejection. The Village also reserves the right to interview only those firms it determines shall provide the most advantageous services and to negotiate with one or more vendors to develop contract terms acceptable to the Village.