

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
(PCWIN)
EXECUTIVE MANAGEMENT COMMITTEE**

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, April 24, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the April 24, 2008 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Bureau Chief Brad Gagnepain, Alternate Chairman, 9:03 a.m.

Roll Call: Catherine Hanna, Pima County Sheriff's Department

Members Present

Bureau Chief Brad Gagnepain, Pima County Sheriff's Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Deputy Chief Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Deputy Chief Pat Quinn, Tucson Fire Department (*2nd Alternate*)
Lt. Paul Ashcraft, Marana Police Department (*1st Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Richard Miranda, Tucson Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Chief Richard Vidaurri, Marana Police Department

Others Present

Ray Allen, Tucson Fire Department	Marie Nemerguth, City Manager's Office
Chris Balderson, M/A Com	Paul Punske, Motorola
David Bremson, M/A Com	Kent Reeves, Raytheon
Gary Bynum, Drexel Heights Fire District	Mike Sacco, Pima County Sheriff's Department
Tony Casella, Pima County IT	Larry Sayers, Pima County Wireless Services
Carl Drescher, City of Tucson	Cindy Sylvester, Pima County Facilities Mgmt
Cheryl Giggetts, CTA Communications	Karen Tenace, City of Tucson
Charles Hangartner, Tohono O'odham Police Dept.	Paul Wilson, Pima County Sheriff's Department
Steve Howard, M/A Com	
Joe Jakoby, City of Tucson IT	
Pat Joy, Pima County Sheriff's Department	
John Moffatt, Pima County Information Technology	
Patty Moore, IP MobilNet	

**II. Approval of Minutes
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Bureau Chief Gagnepain proposes approval of the minutes for the February 28, 2008, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Deputy Chief Stevens seconds the motion. Motion is unanimously carried.

NOTE: Items IX-XI will be addressed before Item III.

Materials provided: EMC summary dated February 28, 2008.

**III. Committee Appointments
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Chief Richard Miranda, of the Tucson Police Department, has requested the Committee consider two (2) nominations for the Executive Management Committee:

- Appoint Acting Chief Kermit Miller as the primary Committee member, replacing Chief Richard Miranda, in preparation for his impending retirement.
- Appoint Assistant Chief Kathleen Robinson as the first alternate, replacing Acting Chief Kermit Miller.

Deputy Chief Quinn motions to recommend Acting Chief Miller as primary Committee member and Asst. Chief Robinson as first alternate, on the Executive Management Committee. Chief Chappell seconds the motion. Motion unanimously carries.

Catherine Hanna will prepare the paperwork for the Board of Supervisors review and consideration for Acting Chief Miller and Asst. Chief Robinson.

**IV. Kitt Peak Radio Improvement Considerations
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

On March 14, 2008, representatives from the County, U.S. Customs & Border Protection (SBI Net), U.S. Border Patrol, Arizona Public Safety Communications Commission, Arizona DPS, and the U.S. Department of Interior met to discuss common radio facility requirements on Kitt Peak, and how to make a single proposal to the Nation for their support.

Mr. Larry Sayers, from Pima County Wireless Services, has been assigned to gather information about the needs of each participant to determine the scope of work that would be required. He will then document design requirements that can be presented to the Kitt Peak National Observatory and the Nation for consideration and support. Each participant reflected positively on having a single proposal, as opposed to seeking individual support from the Nation and the Observatory.

On March 18, 2008, Captain Wilson met with Mr. Chuck Kmet, the Tohono O'odham Emergency Management Coordinator, to follow up on his briefing to the EMC in February. He agreed to provide information about the microwave equipment and radio shelter purchased by the Nation so these assets can be factored into PCWIN planning.

Concern raised as to whether Kitt Peak improvements will delay the project. No delay noted at this time.

**V. Proposed Financial Strategy Ad-Hoc Workgroup
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Staff previously recommended that the Committee form a Financial Strategy Ad-Hoc Workgroup to assist in researching alternative financial strategies for funding implementation and future sustainability for the project. Captain Kevin Mayhew (Tucson Police Department) volunteered Ms. Karen Tenace, from the City of Tucson Department of Budget and Research, to chair the Workgroup. Other volunteers include:

- Chief Jeff Piechura, Northwest Fire District
- Assistant Chief Gary Bynum, Drexel Heights Fire District
- Deputy Chief Larry Stevens, Oro Valley Police Department
- John Moffatt, Pima County Information Technology

The workgroup will meet as often as possible, and the Committee will look to receive recommendations from them by the end of summer.

**VI. Staff Assignment
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Staff was asked to provide information pertaining to Mr. Casella's job description and assignments. Captain Wilson refers the Committee to the Pima County Job Classification handout.

Mr. Casella was hired by Pima County, under the Information Technology Department, as an Administrative Support Services Manager, assigned to special projects within the Department. It was determined that Mr. Casella's skills were best utilized under the PCWIN project, where the County Administrator assigned him full-time.

Mr. Casella currently reports to Captain Wilson. He is tasked with completing the RFP's for voice and data radio, connectivity network, and physical facilities. Captain Wilson voices his appreciation to Mr. Casella on his effort in this project, noting that the RFP would not be ready without his assistance.

Materials provided: Pima County Job Classification on Administrative Support Services Manager.

VII. Grant Applications & Award Notices
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

The Sheriff's Department has received an award letter, approving \$3,323,658 from the Department of Homeland Security Public Safety Interoperable Communications Grant Program for the PCWIN project. These funds are intended to make voice radio infrastructure purchases, and must be expended by March 2010.

UASI Grant Funding

A request for \$880,000 was made, which will purchase 200 subscriber units for the project, and funds have to be expended within two (2) years of any future award.

Stone Garden Grant Funding – 2008

A request for \$6.5M was made to purchase microwave connectivity for radio sites detailed in the project's conceptual design. This grant covers antenna systems, radio, building requirements, building upgrades, generators, and additional security to the sites. Funds must also be expended within two (2) years of any future award.

VIII. Childs Mountain to PCSD Ajo District Microwave Link
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

A microwave link between Childs Mountain and the Sheriff's Department Ajo District was anticipated in the project's Conceptual Design, and the Department of Homeland Security has offered to reprogram additional funding from the Stone Garden grant to assist in the purchase of this link.

Captain Wilson seeks a motion and the Committee's authorization to proceed with procurement and installation of the proposed microwave link to support the PCWIN project. The cost of the microwave link is approximately \$262,000. Funding from the Stone Garden grant is \$85,000. A request for up to \$177,000 from the bond funds to pay for the link is made.

Mr. Douglas makes a motion to proceed with procurement and installation of the microwave link and to authorize the use of up to \$177,000 from the bond funds to purchase the equipment. Deputy Chief Stevens seconds the motion. Motion unanimously carries.

IX. Radio Systems RFP & Approval to Proceed
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

The Committee will receive information on architectural engineering services and radio technology services, in an effort to seek authorization to release the final RFP to interested vendors. Both procurements will be administered by two (2) different sections of the Pima County Procurement Department; each having their own statutory purchasing requirements.

The radio technology procurement will be multi-phased. Discussions will focus on the voice and data radio systems (Phase I). Staff will be asking the Committee to give their support and approval to proceed with the procurement process, factors of evaluation, and selection of subject matter experts (evaluation team); those who will be charged with the responsibility for evaluating proposals and qualifications, and for making recommendations for proposal selection and contracting.

Procurement Briefing PowerPoint
Captain Paul Wilson, Pima County Sheriff's Department

Topics discussed:

PCWIN Planning Process

- User Needs Assessment
- Legacy System Documentation
- Concept of Operations
- System Alternatives & Recommendations
- Conceptual Architecture Design
- Business Plan
- Procurement Preparation

Factors of Evaluation

Recommendations

Voice & Data Radio RFP

- Sections 1-19
- Appendices A-I

Procurement Process

- Solicitation of Qualifications
- Evaluation & Determination of Qualified Vendors
- Release of Full RFP to Qualified Vendors
- Pre-Proposal Conference/Site Visits
- Receive Data Radio Proposals
- Evaluate Data Radio Proposals
- Receive Voice Radio Proposals
- Evaluation Voice Radio Proposals
- Vendor Presentations
- Clarifications
- Best & Final Offer
- Recommendations to Executive Committee
- Recommendations to Board of Supervisors
- Contracting

Scheduling (**dates are subject to change**)

Evaluation Team

- CTA Communications Evaluation Team
- County Technical Evaluation Team

Factors of Evaluation

- Ten (10) Categories
- Cost and Technical evaluations will be conducted independently

Phase II Connectivity & Facilities

- Initiate as radio systems vendor(s) are awarded
- RFP for connectivity network
- Contractor SFQ for facility improvements
- Schedule details are still being prepared
- Preparation of boilerplate solicitation documents may proceed immediately

Recommendations

The process began with the User Needs Assessment, which identified specific needs of each agency and included a ranking of attributes, site surveys, and interviews. The published document provided functionality requirements derived from those results.

The Concept of Operations document was published as a plain language report and described various portions of the project.

CTA Communications prepared the Systems Alternatives & Recommendations report, which documented what legacy systems would be available to meet the needs of all participating agencies in the project. After the regulatory and technical issues were factored in, the EMC adopted specific standards and technologies, resulting in a 700/800 MHz, digital, trunked, Simulcast P25 voice radio system with a 700 MHz stand alone mobile data system, and a GPS based automatic vehicle location (AVL) solution.

CTA continued with the Conceptual Architecture Design document, which included details on the project's voice radio system, mobile data system, and the communications center and EOC design.

Captain Wilson explains that the radio systems RFP preparation has been on-going for approximately 17 months.

Staff is looking for Committee approval regarding the Voice and Data Radio RFP portion of the project. Ms. Cheryl Giggetts (CTA) is present to describe each section of the RFP document. The RFP document has nine (9) sections and 19 appendices, but will only highlight a few sections.

Confidentiality is extremely important when vendors receive the RFP document. Each vendor will be asked to execute a non-disclosure agreement prior to receiving that document, and only vendors who are qualified will receive the RFP. The cooperative use agreement would permit other agencies in the state to also make purchases in the future, as a result of the contract PCWIN has with its vendors.

The General Instruction (Section 4) section includes information on Module I (Voice Radio), Module II (Data Radio/AVL), and includes an option for proposer system demonstration of comparable systems. This option will give the Committee comfort knowing that the vendor they select has demonstrated comparable systems, conveying a successful system to the success of the project.

Proposal Requirements (Section 5) will include a bid bond, which will be 10% of the base proposal. A price guarantee will hold the bid prices for one (1) year after acceptance and for four (4) additional years, the cost will not increase more than the consumer price index.

Special Terms and Conditions (Section 6) includes information on pricing, payments, and retainage. Risk is mitigated by including a 15% retainage hold until the system is accepted. The performance bond will be for 100% of the full contract amount with an option for reducing for the cost of subscribers. The performance and bid bonds are intended to ensure that the vendors can perform to the project.

The Project Management (Section 7) section will outline project events, making sure that PCWIN and the selected vendor have the same understanding of what needs to occur throughout the life of the project; documentation, submittals, meetings, reports, risk management, and revisions in the scope of work.

The Voice Radio System (Section 9) section includes functional specifications, which are based upon the requirements of the user's in the project. Detail coverage requirements are specified. Acceptance testing will allow participants to be sure that the final system meets the coverage and access requirements.

The Non-Fixed Equipment (Section 12) section features P25 compliancy, describes four (4) tiers of equipment, and outlines portables, mobiles, control station and installation requirements. The vehicular repeater systems will help satisfy fire ground communications requirements.

The Training (Section 15) section outlines user and operations training. Operations training will allow staff to make sure that once the equipment is running, they can use it at its optimal performance. This system will be self-maintained; making it important to train qualified staff to help maintain that system throughout its lifecycle.

The Mobile Data/AVL (Section 17) section will outline system configuration and the different features the system may need. It includes coverage requirements, speaks to capacity to plan for the future, and details requirements on performance (speed and throughput).

Ms. Giggetts continues with a brief description on each appendix included in the RFP.

Following the Pre-Proposal Conference, the vendor community will prepare their proposals. The data radio system proposals will return first, where the Evaluation Team will begin reviewing those documents. The voice radio proposals will follow, shortly thereafter, and evaluations will continue. The Team will then conduct Vendor presentations for the top ranked vendors, prior to the best and final offer process. The Evaluation Team will return with their recommendations to the EMC, who in turn will make recommendations to the Board of Supervisors. Contracts will go out following the Boards approval.

Schedule

Please note that all dates are tentative and subject to change. The RFP is scheduled to be released on April 30, 2008. The vendor community will have the opportunity to pick up documentation for both the voice radio and mobile data/AVL procurement. Vendors will have the opportunity to ask questions or seek clarification for both systems until approximately May 26, 2008. The Pre-Proposal Conference is scheduled for June 2, 2008, giving the Team an opportunity to review questions, and share answers with the vendors so they can begin their proposals as soon as possible. The vendors will have an opportunity to visit any sites prior to the Pre-Proposal Conference, although the dates are not scheduled at this time.

Radio System Procurement

Radio System Proposals are due by August 1, 2008. Proposal Evaluation is set to be complete by January 5, 2009. Contract Execution is anticipated by February 11, 2009.

Mobile Data/AVL Procurement

Mobile Data/AVL Proposals are due by July 3, 2008. Proposal Evaluation is set to be complete by November 13, 2008. Contract Execution is anticipated by February 11, 2009. Captain Wilson reminds the vendors that these dates are approximate and ask that they refer to the published document for actual dates.

Captain Wilson announces the Radio Systems RFP Evaluation Team to the Committee, referring them to their handout, which details their qualifications. CTA Communications will provide a technical evaluation team to review the proposals, and act as an advisor to the local Evaluation Team. The local Evaluation Team will make the decision for final scoring. The local Team represents the broader stakeholder community and all were selected based on their technical credentials.

Captain Wilson refers the Committee to the PCWIN Procurement Technical Specifications, Factors of Evaluation (Appendix A) document, which will be a guide when the Evaluation Team scores the proposals. There are ten (10) categories that establish the foundation for evaluation. The cost and technical evaluations will be conducted separately. The Cost Evaluation Team includes representatives from County Procurement, and CTA Communications.

Phase 2 – Connectivity & Facilities

These activities will be initiated as radio systems vendor(s) are selected. Selecting JOC contractors will be complete prior to the contract award, but the connectivity piece will follow contracting for the voice and mobile data radio piece of the project. This involves another RFP for the connectivity network and another SFQ for facility improvements. Mr. Casella and CTA are working together to prepare the boilerplate solicitation documents, which will be transferred to County Procurement in the near future.

Captain Wilson makes the following recommendations to the Committee:

- Approve RFP #0802654 and the recommended procurement process as briefed by Staff
- Approve composition of technical evaluation team
- Approve Pima County to release RFP #0802654 to qualified vendors for submittal of proposals

Pre-qualification packages have been received back from several vendors; three (3) voice radio vendors, and six (6) mobile data companies. Captain Wilson is encouraged with those who submitted their packages.

Chief Chappell makes a motion to accept Captain Wilson's recommendations to Staff and move forward on this project. Lt. Ashcraft seconds the motion. Motion unanimously carries.

Materials provided: PCWIN EMC Procurement Briefing, dated April 24, 2008; PCWIN Procurement Briefing PowerPoint, dated April 24, 2008; PCSD Memorandum reference the Requisition for PCWN Voice and Data Radio Systems, dated March 18, 2008; Pima County Procurement Department Memorandum reference the PCWIN Solicitation Process, dated March 17, 2008; PCWIN Procurement Technical Specification Appendix A, Factors of Evaluation (Confidential); Pima County Notice of Request for Proposals (RFP) Pre-Qualification handout.

**X. Architectural & Engineering Services SFQ
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Topics discussed:

ECC/EOC Facilities

- Price Service Center
- Pima County Regional Emergency Communication & Operations Center
- County and City to utilize same A&E firm
- County and City to utilize same Contractor
- County will manage both projects

A&E Services SFQ

- A&E Services for Dispatch/EOC facilities
- Solicitation for Qualifications (SFQ) Process
- Project Structure
- Evaluation & Selection Process
- Evaluation Team Composition

Ms. Sylvester was tasked with outlining the scope of work for architectural and engineering services in preparation for tenant improvements for both the Price Service Center and the 22nd Street facility. The City and the County have agreed to use the same A&E firm and the same Contractor. The County will manage both projects.

The SFQ process is a qualifications-based selection, solicited to the southwest region of the Country. Proposals will return to a review committee, made up of City, County, and fire representatives, including one (1) outside architectural and engineering representative. Each proposal will be reviewed and scored under several categories, making sure that they have experience with communications facilities, dispatch centers, and 9-1-1 centers. Interested vendors will need to have completed two (2) Silver LEED projects. Once the interview process is complete, the review committee will forward their recommendations to the Board of Supervisors.

The scope of services is divided into two (2) tiers: Tier 1 includes programming and pre-design work; Tier 2 includes schematic design, and design development. The contract will be set up with one (1) A&E firm, designing both facilities at the same time.

At the end of Tier 1 services, a cost estimate will be provided for each facility for further evaluation.

During the bidding phase, designs will be submitted to the City and the County's Development Services for permitting. Construction administration will be overseen by the County, although the County has asked that the City provide a representative from the General Services Department to participate and attend weekly meetings throughout the project.

Representatives at the Price Service Center have voiced concerns about seismic code compliance. Ms. Sylvester has planned for "value engineering" to be included in the A&E services. Cost estimates prepared by an independent cost estimator will help PCWIN to know how much to budget for. The architectural and engineering team will be asked to schedule a meeting to discuss value engineering and voice budget concerns.

Captain Wilson explains that it has been approximately two (2) years since CTA and their architectural company, HSMM, provided their cost estimate for future construction to both facilities. Since that time, the County has implemented the LEED construction standard, which may increase the cost to the project. The LEED standard is a points-based standard, where facilities get points for using recycled materials and energy efficient products.

Captain Wilson makes the following recommendations to the Committee:

- Approve the recommended two tier project structure for A&E Services
- Approve composition of evaluation team (will select the A&E firm)
- Approved Pima County to complete an SFQ and to solicit A&E design services for tenant improvements at the Price Service Center and renovation of 3434 E. 22nd Street.

Vendor selection will be based on their qualifications, not necessarily their cost. Ms. Sylvester adds that if negotiations are out of line, the Team can go to the next vendor on the list.

Captain Wilson refers to the Committee for questions. Ms. Sylvester explains the “silver” LEED category to the Committee. The City and the County have both implemented with this standard, which was not considered in the original PCWIN cost estimate.

Captain Wilson seeks a motion, consistent with his recommendations, to allow Staff to move forward with the selection of an A&E firm. Chief Chappell motions to accept Captain Wilson’s recommendations and allow Staff to select an A&E firm. Deputy Chief Stevens seconds the motion. Motion unanimously carries.

Materials provided: PCWIN EMC Procurement Briefing, dated April 24, 2008; PCWIN Procurement Briefing PowerPoint, dated April 24, 2008.

**XI. Project Management Services
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson refers the Committee to the Project Management Services Scope of Work handout, which details the project management requirements.

Tasks associated with radio system design review and testing require special qualifications. A firm that provides construction project management services may not possess the technical capability to perform specific functions. Options for project management services include hiring additional staff, and contracting one or more firms with combined suitable experience to perform their functions. The County has existing contracts as a reference, but the scope of work must be completed and evaluated to attain the best option.

Materials provided: PCWIN EMC Procurement Briefing handout, dated April 24, 2008.

**XII. Legal Representation
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

The County Attorney’s Office has stated that they cannot provide counsel to the Executive Management Committee. Mr. Huckelberry has sought feedback from the County Attorney’s Office. A meeting with Mr. Christopher Straub, Chief Civil Deputy County Attorney, has been requested to discuss this further, although postponed while the County Attorney’s Office prepares a written response. Captain Wilson will continue to follow-up on this issue.

Materials provided: Pima County Memorandum reference Legal Representation for the PCWIN project, from County Administrator Chuck H. Huckelberry, to Mr. Christopher Straub, Chief Civil Deputy County Attorney, dated March 11, 2008.

XIII. New Business, Captain Paul Wilson, Pima County Sheriff’s Department

Bureau Chief Gagnepain asks if anyone would like to address the Committee. He receives no response.

XIV. Call to the Public

Bureau Chief Brad Gagnepain asks if anyone in the audience would like to address the Committee. He receives no response.

XV. Date-Time-Location of Next Meeting(s)

Thursday, May 22, 2008, @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XVI. Adjournment

Bureau Chief Gagnepain asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Lt. Ashcraft seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:21 a.m.

Minutes prepared by: Catherine Hanna