

WALLA WALLA COUNTY, WASHINGTON

Request for Proposals and Qualifications for Engineering or Architectural Consulting Services

To Determine Feasibility, Design and Create Final Bid Documents for the Relocation of the County Emergency Management Department and Dispatch Center

October, 2023

Walla Walla County, Washington is accepting proposals from qualified engineering or architectural design firms to study feasibility, design and prepare bid documents for the relocation of the Walla Walla County Emergency Dispatch Center from its present location at 27 N. 2nd, Walla Walla, to 310 “A Street, Walla Walla, Washington. Six copies of proposals shall be delivered to the Board of County Commissioners’ office by noon on December 7, 2023. The target deadline for the completion of this design is February, 2024.

The following subjects are discussed in this Request for Proposals to assist in proposal preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal

I. Background:

Walla Walla County owns the property located at 27 N. 2nd, Walla Walla, on which the County Emergency Dispatch Center and Emergency Management Department is currently sited. The County desires to move the equipment for the dispatch center to a site to be leased/purchased by the County from the Port of Walla Walla Property (Property) located at 310 A Street, Walla Walla, Washington.

II. Scope of Services

The County expects that this project will consist of at least three phases. Consultants may choose to propose additional phases. The phases are:

A. FEASIBILITY STUDY

This phase of the project should analyze the feasibility of utilizing the 310 A Street Property for Dispatch and Emergency Management Services.

This phase should analyze the Property for use as a dispatch center and Emergency Services Department.

Components of the feasibility study should include at a minimum but are not limited to:

Requirements of building codes.

Evaluation of the Property, including structural assessment.

Permitting, code upgrade requirements, soils testing and other environmental evaluations that may or may not be required.

Infrastructure requirements for the proposed use.

Determine electrical and all other requirements for the relocated emergency operations center/dispatch center equipment in the new location.

B. DESIGN AND SPECIFICATIONS FOR EQUIPMENT RELOCATION

Subject to the County's review of the Feasibility study, this phase of the project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following scope of services:

Utilizing the information obtained from the feasibility analysis, along with input from County and Dispatch Center personnel, prepare a schematic plan including wall and area delineations.

Develop any electrical needs, square footage, checklists or other necessary documents or calculations required for:

1. Installation of all new radio console equipment.
2. Installation of all of the control stations listed in this Statement of Work.
3. Moving and installation of all racks and wiring directly associated with the radio console system.
4. Installation of all cabling and antennas necessary to support the control stations listed in this Statement of Work.
5. Moving and installing all uninterrupted power supplies (UPS's).
6. Providing necessary connection of fiber optic cable and microwave systems for radio and computer control needs, in coordination with SPECTRUM NETWORKS, LLC.

Submit plans and specifications for County approval and make presentation to County Commissioners.

C. BIDDING PROCESS: In the third phase upon approval of plans and specifications, consultant will:

1. Prepare final bid-ready design and specification documents for construction bid.
2. Present 65% and 95% design drawings to staff for review.
3. Develop custom details for elements such as ceilings, transitions, electrical, plumbing, communications, HVAC, etc.
4. Provide standards for fixtures, furnishings and finishes.
5. Propose various materials and color schemes for the County's consideration.

Provide an estimate of total construction, installation and relocation cost.

A description of the current equipment and facilities is attached hereto and incorporated by reference herein under "Existing Infrastructure".

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. Walla Walla County has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to Walla Walla County prior to cancellation.

In addition, the County, its officers, employees, and volunteers shall be named as “Additional Insured” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the County.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of Insurance, including all of these requirements, are required prior to signature of the contract.

IV. Proposal Format and Content:

In submitting a proposal, each proposer acknowledges that the County shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of County action approving or disapproving any proposed agreement. The County may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals which do not address any items listed in this section will be considered incomplete and will be deemed non-responsive by the County.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the “Principal-in-Charge” and the key technical personnel to be assigned to this project. Discuss the experience of these persons and relate that experience to this project. Include what portion of this contract would be assigned to each person. (Maximum 3 pages)
2. A work program that is designed to satisfy the requirements listed in the “Scope of Services” section. Include the schedule (bar chart format) you intend to follow in order to complete the project and a Work Plan, broken out by discrete tasks, that outlines same. (Maximum 10 pages)

C. Prior Work

A copy of work from a previous similar project completed by your firm shall be included with the proposal.

D. References

Provide names and telephone numbers of three references who will attest to your firm’s ability to complete this project on time and within budget.

E. Evaluation Criteria and Selection Process

The basis of award will be to the respondent receiving the most points from a four person panel based on the following criteria:

- 1) Qualifications of the consultant and firm. (Maximum 40 points)
- 2) Work Plan and Approach to Project. (Maximum 40 points)
- 3) Familiarity with the Project. (Maximum 10 points)
- 4) Past Performance/References. (Maximum 10 points)

Minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

Proposals may be hand-delivered, mailed, or delivered by courier. No facsimile will be accepted. Proposals shall be delivered in a sealed manner and clearly marked on the outside of the envelope:

“County Emergency Management Department and Dispatch Center Relocation”

Submittal Address: Walla Walla County
c/o Commissioners’ Office
P.O. Box 1506
Walla Walla, WA 99362

Hand Deliver Address: Walla Walla County
c/o Commissioners’ Office
314 West Main Street, Room203
Walla Walla, WA 99362

Inquiries regarding the RFP and requests for tours of the building site shall be directed to Diane Harris, Clerk of the Board, 509-524-2505 or the address listed above.

Before receiving an award, the successful proposer will be required to provide Walla Walla County their current State of Washington Business License and Certificates of Insurance.

Walla Walla County shall select for interviews, from the proposals received, certain firms that appear to best serve the needs of the County. Walla Walla County reserves the right to reject all proposals and re-advertise for additional proposals.

Publish: October 26 and November 2, 2023 – Walla Walla Union Bulletin

Existing Infrastructure

The Dispatch Center currently operates with four primary ZETRON radio control consoles (series 4000), plus one supervisor's console. Two primary consoles have freestanding installed mobile radios (Motorola Radius) with separate rooftop antennas to provide an independent backup for transmission in the event a console should fail. The backup 9-1-1 alternate site is located at Walla Walla Fire Station #1, located at 12th & Poplar Streets in Walla Walla, Washington, and is furnished with 2 ZETRON consoles. All consoles are responsible for fire tone-out and voice communications through PC's. The consoles are set up for priority over field mobile and portable units.

The console system is currently interfaced to the simulcast radio system via a fiber optic connection between WESCOM and the Walla Walla County Jail. In the event of a fiber connection failure under the current configuration, the consoles have access to the rest of the simulcast system through three backup radios (Motorola Spectra) that are located in the basement of the current dispatch center building.

A "MAIN" and "BACKUP" switch can be operated by dispatch personnel from the consoles to transfer between the Simulcast (Main) and the backup radios located in the basement of the dispatch center. In addition to the simulcast interface to the consoles, the remaining channels interface to the consoles at dispatch, and include: REDNET; Walla Walla Public Works; Console Backup Radio; Walla Walla Police; and LERN. Of these channels, only the console backup radio is located at dispatch and have direct connections to the console interface electronics. All other radio channels are connected to the console interface through fiber optic cable or leased public telephone circuits.

Existing Infrastructure for Emergency Management

Amateur Radio Emergency Services (ARES)/Ham Radio

- Dual Band UHF/VHF Antennae (2), models unknown
- HF Antenna, 60-meter frequencies (5.225 to 5.405 MHz) in addition to 75 meter (3.985 MHz) and 40 meter (7.245 MHz)*

NOAA Weather Radio Antenna

- 142 - 168 MHz Tunable 5/8 Wavelength VHF Ground Plane Vertical Antenna
<https://www.hamradio.com/detail.cfm?pid=H0-007269>

CEMNET Radio Antenna – used for communications with Washington Military Department, Emergency Management Division (Camp Murray, WA))

- 47 KHz Antennae, model unknown

Antenna not yet installed, awaiting relocation of EOC.

In 2016 Walla Walla County Emergency Management invested in HF radio equipment to enable ARES to communicate with Washington Military Department, Emergency Management Division (Camp Murray, WA), and other locations in Western Washington. Equipment is still in boxes awaiting installation of HF antennae:

- [IC-7100 HF/VHF/UHF Transceiver - Specifications - Icom America](#)

Radio Network Overview

The heart of the radio consists primarily of three Tait AS-IP (Analog Simulcast over Internet Protocol) simulcast channels that are deployed in an eight (8) site High-band VHF simulcast configuration. This system consists of base stations, a combination of transmitters and voting receivers, and associated hardware to connect the dispatcher to the field units easily. This system utilizes network protocols often referred to as “IP” to send and receive the signals of both incoming transmissions from the field units as well as outgoing transmissions from Dispatch. This system containing intelligent processing power in the reciter, determines which receiver is the best source of audio, and delivers it to both the dispatch consoles and the remaining field units. Two additional receive-only site feeds the voting receiver component of the simulcast system that augments talk-in coverage. All sites and all simulcast system channels are voted in common at the Jail AS-IP (Analog Simulcast over IP) primary voter. The Wallula radio site serves a secondary backup voter in the event of a primary voter failure. The eight simulcast transmitter sites are located at what are commonly known as Wallula, Eureka, Coppei Mountain, Hair, Skyrocket, WWPB and the Jail. The two receive-only sites are located at WWFD Station 11-2 and WESCOM, along with the dispatch consoles at 27 N 2nd, Walla Walla, WA site.

The infrastructure required to support the radio system generally consists of the shelters, towers, power systems, and the 6 GHz EXALT microwave network in combination with fiber optic cables, transports signals from site to site. The three simulcast channels are known as Law Primary, Fire Primary, and COMMON.

CONSOLE CONFIGURATION AND PROGRAMMING

Dispatch operates a variety of additional radio channels from the consoles. These channels are described below.

REDNET: This fire channel is licensed to the Washington Fire Chiefs Association and is generally used as a tactical resource with the base station being installed at Fire Station #1. Connections to dispatch are made through leased telephone circuits.

Walla Walla Public Works: This channel is used to communicate to City Public Works personnel, generally, for on-call and after hour responses. The base station is located at a water tank near Highway 12 and connections to dispatch are made through leased telephone circuits.

Console Backup Radio: This is a radio installed at dispatch positions 101 & 103 and connected to the consoles. It is controlled by the dispatcher choosing the required channel on the radio and then operating the radio from the console positions. This radio is programmed with 20 channels and operates from the console on whichever channel it is selected on. Dispatch personnel select the operating channel from the radio’s front panel. The channels programmed into this unit include Primary Fire, Law, standalone repeater channels, and a few tactical channels.

Walla Walla Police Department. TAC-3: this law channel is licensed to the Walla Walla City Police Department and was their dedicated dispatch channel before migration to the Law Simulcast channel. It is generally used as a tactical resource anywhere in the county with the base station being installed at City Hall. Connections to a receiver voter system located at WESCOM are made via fiberoptic cable. Additional receivers are located at City Hall & WWFD Station 11-2.

LERN: This is a mutual aid and interoperability law channel for all law agencies participating in the Washington State LERN plan. The LERN base station is located at City Hall and is connected back to WESCOM via fiber optic cable.

Other elements of the console system include certain limitations of the existing architecture.

Dispatch operates a Zetron Model 4024 console system that was upgraded to a Windows-based platform in 2003. This was done for the purpose of continuing support and maintenance of the consoles. The existing console system supports a maximum of 5 console positions and a maximum of 24 radio channels. There is capacity to add 8 channels to the existing configuration; however, the console positions are operating at maximum number. All Zetron equipment in the consoles was refreshed in 2009.

OVERVIEW OF GENERAL EQUIPMENT to be relocated and installed by successful vendor

- ANSWERING SYSTEM—Zetron MAX
- CLOCK SYNCHRONIZER—Spectracom GPS NTP 9183 Masterclock
- ERGONOMIC CONSOLES—five Watson Synergy full-lift power consoles and fourteen sidekick pedestals, dividers, and other accessories. See the Watson Dispatch attachment for the measurements.
- HEADSETS—Plantronic cordless
- INSTANT CALL CHECK—Zetron Model 3022 Version 2.20.
- LOGGING RECORDER—Stancil Ten-4 Digital logging recorder
- MAPPING HARDWARE & SOFTWARE-- Arcview 9.2 by ESRI; e9GIS & Ali Auditor by Microdata; Aegis ESRI CAD Mapping by New World Systems; Mapping Version 8.0 by New World Systems.
- PHONES DISPATCH—Five dispatch positions and three administrative positions with new ZETRON MAX call handling,

- RADIO—Zetron radio control model 4020 (Zetron integrator RD version 3.0 dispatch workstation)

Optional Information

JAIL

The jail facility is staffed 24 hours each day and access is controlled by Master Control personnel operating the remote door latches. A video monitoring system allows jail personnel to see who requests entry and an intercom system is used to talk to personnel at the doors before entry, making site security very good.

There are a variety of environmental alarms being monitored including site entry, power fail, door entry, and high temperature. Since the simulcast system has been expanded and equipment added to the jail, no further co-locations or additional channels are expected to be placed at this site. All three simulcast channels are located here along with other public safety radio equipment.

This is the primary virtual voter site for the Tait AS-IP simulcast system. Should this voter site fail, the secondary voter site at Wallula will assume voter function. There two microwave connections from the Jail, one to Wallula the other to Pikes Peak.

The simulcast radios at the Jail are connected to the Tait AS-IP radio system gateway and the dispatch consoles via fiberoptic cable to WESCOM.

The Sheriff's base radio is a Motorola CM200 Base/Mobile, 45 watt, 4 Ch, narrow and P25 capable. It is used as the connection for both the Sheriff's Office and Dispatch to the two Sheriff's repeaters. It is located in the radio room at the jail, and is controlled via network to the Sheriff's Office and via fiber optics to Dispatch.

WALLULA / HATCH GRADE

The Wallula site is located in the west end of Walla Walla County near the city of Burbank and functions as a simulcast transmitter site. All three simulcast channels are located here, as is Walla Walla Fire District #5's standalone repeater (Wallula Geo). There are two microwave connections from here - one to the jail and the other to Eureka. Each of these microwave connections is part of the same protected loop configuration. These microwave hops are also licensed as public safety microwave channels.

There is a small amount of room in the existing building for additional co-location; however, additional equipment additions should be implemented carefully. There is sufficient room on the tower for additional equipment and there is physical space at the site for an additional building if necessary.

The radio equipment is backed with batteries and a generator, power failures are monitored at Dispatch along with other environmental alarms similar to the jail location. High winds are common at the site and there has been a history of dirt and dust intrusion to the site. In one instance, the dust was drifting nearly to the top of the fence, preventing entry into the site.

EUREKA

The Eureka site is located just north of the small community of Eureka, and functions as a simulcast transmitter site. All three simulcast channels are located here, and no collocated equipment is installed. There are two microwave connections from here - one to Wallula and the other to Skyrocket. Each of these microwave connections is part of the same protected loop configuration. These microwave hops are licensed as public safety microwave channels.

There is room in the existing building for additional co-location; however, additional equipment additions should be implemented carefully. There is sufficient room on the tower for additional equipment and there is physical space at the site for an additional building, if necessary. Any additional building installation will require the landowner's permission. The radio equipment is backed with batteries and a generator, power failures are monitored at WESCOM along with other environmental alarms similar to the other sites.

PIKE'S PEAK

The Pike's Peak site is located near the southeastern end of Walla Walla County. There are two loop microwave connections from here - one to the Jail and the other to Coppei. Each of these microwave connections is part of the same protected loop configuration. These microwave hops are also licensed as public safety microwave channels. All three simulcast channels are located here, as is Walla Walla Fire District #4's standalone repeater (Pikes Geo). Umatilla Morrow Radio & Data District also has a radio system that is collocated in the shelter.

There is sufficient room on the tower for additional equipment and there is physical space at the site for an additional building if necessary. The radio equipment is backed with batteries and a generator, power failures are monitored at WESCOM along with other environmental alarms similar to the other sites.

COPPEI

Coppei is located near the east end of Walla Walla County. All three simulcast channels are located here, as is Walla Walla Fire District #8's standalone repeater (Coppei Geo) and a Public Works Repeater. There are three loop microwave connections from here - one to the Pikes Peak and the other to Skyrocket. The third microwave circuit is a spur to Hair.

All the above-mentioned equipment, as well as the Walla Walla County Public Works repeater are located in this building. The radio equipment is backed with batteries and a generator,

Skyrocket

The Skyrocket radio site is located north of Prescott. All three simulcast channels are located here with no collocated radio equipment. There are two microwave connections from here - one to Eureka and the other to Coppei. All equipment is backed with battery and generator. The site is owned by Inland Cellular, however the Walla Walla owns the radio shelter building that houses the radio and microwave equipment. The radio equipment is backed with batteries and a generator, power failures are monitored at WESCOM along with other environmental alarms similar to the other sites.

Hair

The Hair radio site is in the northern section of Walla Walla County. All three simulcast channels are located here along with Walla Walla Fire repeater and other equipment belonging to Columbia REA. The site, tower and backup generator are owned by Columbia REA. There is a microwave spur connection from Coppei to Hair that is owned and licensed by Walla Walla County.

This is the primary path for all microwave traffic. There is a redundant path from Hair to Eureka that is owned by Columbia that can be used should the primary path fail. All equipment is backed with battery, generator and solar. This site has two surveillance cameras that can be viewed at WESCOM.

Walla Walla PD

Walla Walla Police Department is a low power simulcast radio site that greatly improves the radio coverage inside of the building. It operates on LAW Primary and COMMON only. There is also a Law TAC-3 base station that is connected to an outside antenna. Connection to the simulcast radios is via a fiber connection from the PD to WESCOM. This site has battery backup.

The diagram below shows fiberoptic and microwave connections necessary for operation of the simulcast system.

Fiber Optic and Microwave Links

