July 23, 2018
Dodge County Nebraska
435 N. Park
Fremont, NE 68025

Attn: Bob Missel, Chairman - Dodge County Board of Supervisors

Subject: Proposal for Public Safety Radio System Consulting Services

Dear Bob:

We appreciate the opportunity to present this proposal to Dodge County for continued public safety radio system consulting and project management services. The county will find a qualified partner in working with RFCC, with decades of experience working with county, city and state agencies in the review, planning, and implementation of a wide variety of radio systems and equipment. We believe our initial work with the county in 2018 has been beneficial to the county, and resulted in a final proposal from Motorola that better meets the needs of the county’s agencies.

At the time this proposal is being prepared, we recognize that Dodge County is now ready to sign a contract with Motorola for the equipment and services required for the new radio system project. Within the Motorola contract, they will assume the primary responsibilities for most elements of this large, multi-million dollar project, including the tower site development work. However, the county has a significant amount of responsibility within the project, to prepare for the implementation of the new system equipment, as well as working with the Motorola technical staff to ensure that the work conducted meets the requirements of Dodge County agencies. RFCC is prepared to assist the county with all aspects of this work.

We view our primary responsibility within these projects as being the customer’s advocate, working with the vendor(s) to ensure that all decisions made and work conducted within the project to be done to best meet the needs of the customer and agencies. A brief outline of our work within this project includes the following:

- Customer advocate and representative
- Project management and coordination of work
- Decision making and transition planning
- Problem resolution
- Assist with radio and system programming
- Inspection of vendor’s work
- Reporting of work progress and status

Refer to the attached Scope of Services for more details of the work being proposed for this project.
Schedule: Within a project of this size, scope and cost, we expect that it will require a minimum of 18 months for completion, and possibly 24 months, depending on how much time is consumed with tower site development. Most of the new radio system infrastructure equipment cannot be installed until the tower sites are completed, and the construction of these sites can only begin once all regulatory, environmental and other requirements are met. However, there is much other work that can be accomplished during this time, such as upgrades to the radio room at the Justice Center, developing Fleet Maps for the system, and programming templates for the new mobile and portable radios. There is also other planning and licensing work needed before the system can become operational.

RFCC will work with Dodge County on all aspects of the project, assisting as needed to provide a seamless transition from the existing VHF/UHF radio system to the new trunked radio network.

Cost of Services: Based on our experience and understanding of the scope of services required for a radio system project of this type and complexity, in conjunction with the number of agencies involved, we propose a total fee of $75,600 for our work on this project. The payment schedule proposed for our work would be a fee of $4,200 per month for 18 months, resulting in the total cost shown; this price includes all hourly and travel expenses.

This fee would cover the work details outlined in our Scope of Services, and would include an average of one (1) trip per month to Dodge County during the course of the project. The focus of these trips will be to inspect the work being done by Motorola and other vendors and contractors, meet with county team staff and others, and present project updates to the county board. Much of our other work will be conducted from our offices in the Minneapolis area. If additional trips to Dodge County are required (in excess of the average number to be provided), these will be reviewed with the customer and may be billed on an hourly basis.

We are pleased that Dodge County is now moving forward with this important public safety radio system project, and are appreciative of the opportunity to work with the county and agencies in bringing the project to completion. This new system will greatly enhance public safety operations for all county agencies, and better meet the needs of the citizens of Dodge County.

Please let me know if any other information is needed in conjunction with this proposal. We will plan to attend your county board meeting on August 1st to present this proposal. Again, thank you for the opportunity to present this proposal to Dodge County.

Regards

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Proposed Scope of Services for Dodge County

Provided below is a list of the project management and consulting services that RFCC will provide to Dodge County for the new radio system project. As noted previously, even though Motorola is the primary vendor and contractor for the project, the county has a significant amount of responsibility within the project. It is RFCC’s mission to assist the county with as many of these tasks as possible, while keeping county team members involved in the processes. We have divided the work requirements into three general categories, although there will be much overlap between these areas of work.

1. General Consulting and Project Management

A. Project Planning

RFCC will work with the customer project team to prepare an initial list of existing work anticipated for the project, prior to the initial meetings in Dodge County. As Motorola will be the primary vendor for the project, they will assume the primary project management role, but RFCC will work closely with the Motorola staff and Dodge County team to plan to conduct project work.

B. Motorola DDR (Detailed Design Review) Project Kickoff Meeting in Dodge County

Upon completion of the contract execution between Dodge County and Motorola, they will be scheduling a DDR meeting in Dodge County. This meeting will include all members of the project, and Motorola will introduce their project manager assigned to this project.

Typical Project Kickoff/DDR Meeting Activities:

- Team and staff introductions
- Review of project objectives, goals and requirements
- Review of project work plan
- Establish project communications plan
- Define project responsibilities
- Discuss project timeline
- Review tower site work plan and schedule
- Discuss operational requirements
- Discuss any other local issues, concerns and/or activities that may affect radio system plans and project activities

Upon completion of the DDR, RFCC will prepare an outline of the work which is the county’s responsibility, and establish a work plan for these items, in conjunction with the Motorola work plan. It will be the role of RFCC to monitor the information flowing between the vendor(s) and the county, to ensure the needs of the county are being met and are the focus of all decisions being made.

C. Ongoing Monthly Meetings and Reports

RFCC will participate in the weekly project conference calls which will be scheduled and conducted by the Motorola project staff. These calls are critical to keeping all project team members apprised of progress, along with issues to be addressed. Although email correspondence will be the primary method of communications on a
regular basis, the weekly calls bring the members together on the project and help maintain continuity between the various project personnel and promote direct activity on the project.

In addition to the weekly calls, we anticipate (on average) at least one in-person meeting and site visit trip to Dodge County. These site visits are also critical to the project, and provide the opportunity to meet face-to-face with the project team, as well as conduct inspections on the work being accomplished. The travel costs for RFCC to participate in these on-site meetings and activities are included in the total proposed cost for our project services.

Another recommended activity is for RFCC staff to conduct occasional “town hall” meetings with the various county agencies involved in the project, as well as any local officials and news media, to bring them up to speed on the status of the project, and provide a forum for discussion about the project.

D. Monthly Project Reporting

Throughout the duration of the project, Motorola will be providing written reports to Dodge County regarding their progress and the status of the project. RFCC will also provide a monthly project update report to Dodge County, with our perspective on the status of the project, activities, schedule, and issues being addressed. As noted in other sections of this Scope of Services, there are many actions that are Dodge County’s responsibility, and these items may not be listed in Motorola’s ongoing project reports.

RFCC will provide ongoing cost tracking and project budget review service throughout the life of the project.

E. Contract Management

Throughout the term of the project, it is prudent and beneficial to conduct occasional reviews of the status of the terms and conditions of the Motorola contract. This is done to ensure payments are only being made when appropriate.

This process will also protect Dodge County from any invoices and/or equipment deliveries from Motorola that are not properly scheduled, or the timing of which are not in the best interest of Dodge County.

F. Assistance with Dodge County Responsibilities as Identified by Motorola

Sections 3.11 and 3.12 of the Motorola project proposal and contract identify the work that will be the responsibility of Dodge County. Many of the tasks listed in these sections are joint actions between Motorola and Dodge County, but there are many others specific to Dodge County. Some examples from Section 3.11 are as follows:

- Provide approvals required to add equipment to proposed existing sites.
- Provide information on existing system interfaces.
- Provide frequency and radio information for each site.
- Ensure that frequency availability and licensing meet project requirements, and pay licensing and frequency coordination fees
- Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.
- Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.

- Review and approve proposed Factory Acceptance Test Plan.

- Provide secure location for new system equipment when delivered to county

RFCC will provide assistance to Dodge County to meet the requirements of these tasks and responsibilities.

Another example of this work (for the 4 new tower sites) is shown below (from Section 3.12.1.1):

- As applicable, coordinate, prepare, submit, and pay for all required permits and inspections for the work that is the Customer's responsibility.

- Pay for all utility connection, pole or line extensions, and any easement or usage fees.

- Pay for the usage costs of power, leased lines and generator fueling both during the construction/installation effort and on an on-going basis.

- Pay for the applications fees, taxes, and recurring payments for the lease/ownership of the property

- Provide personnel to observe construction progress and testing of site equipment according to the schedule provided by Motorola

- As applicable (based on local jurisdictional authority), the Customer will be responsible for any installation or up-grades of the electrical system in order to comply with NFPA 70, Article 708

- Provide property deed or lease agreement, and boundary survey, along with existing as-built drawings of the site and site components to Motorola for conducting site engineering.

- Provide a right of entry letter from the site owner for Motorola to conduct field investigations.

- Conduct all the testing and documentation (balloon tests, photo simulations, zoning application, expert testimony, zoning drawings etc.) required for the zoning the proposed new tower sites.

- Secure (AC) power connection to the site, associated permitting and installation of a meter and disconnect within 50 feet of the proposed shelter location.

- Provide additional temporary space for staging of the construction equipment during the construction of new site facilities (tower, shelter, generator, fuel tank etc.

It should be noted in the above list that the county is responsible for obtaining the Zoning Permits, as well as establishing the new electrical service to the sites. RFCC will work with the county and Motorola as required to ensure that all of these items are addressed and completed for the project. We will also work to ensure that Motorola meets their responsibilities as identified within the project proposal.

A similar list of Dodge County responsibilities is identified for the Elkhorn water tower, OPPD Cedar Bluffs tower, and Fremont power station sites. Because these are
existing facilities that are not owned by Dodge County, some additional items not shown in the previous list will be the responsibility of the county, to include:

- If required, prepare and submit Electromagnetic Energy (EME) plans for the site (as a licensee) to demonstrate compliance with FCC RF Exposure guidelines.
- Provide as-built structural and foundation drawings of the structure and site location(s) along with geotechnical report(s) for Motorola to conduct a structural analysis.
- Pay for any upgrade of the antenna support structure necessary to accommodate the new antennas.
- Confirm that there is adequate utility service to support the new equipment and ancillary equipment.
- Confirm that the existing generator is sufficient to support the new equipment and ancillary equipment loads.
- If required, remove or relocate any existing facilities, equipment, and utilities to create space for new site facilities and equipment.
- If required, provide any physical improvements (walls, roofing, flooring, painting, etc.) necessary to house the equipment in the existing room.
- Provide backup power (UPS / Generator) for the new equipment, and UPS sub-distribution panel(s) with breakers wired to dedicated outlets above the proposed equipment locations.
- Provide support and entry facilities for the cables (cable ladder/chaseway, entry ports, etc.) between the proposed equipment locations.

RFCC will again provide the required assistance and coordination to ensure that these requirements are addressed, resolved and/or completed. RFCC will also work to represent Dodge County’s best interest in these matters, and seek the most cost effective approach and/or solution in each case. Please note that if outside contractors are required for the completion of specific work, RFCC will assist with the coordination of the work, but Dodge County will be responsible for the cost of the services with these contractors.

G. Interoperability and Radio System Transition Planning

As Dodge County agencies will be moving from existing VHF/UHF radio systems to a Trunked 700/800 MHz system, it will be important to plan for radio interoperability with neighboring entities bordering the county. RFCC will work with Dodge County agencies and Motorola to ensure that this issue is properly addressed, and provide direction on technical and operational solutions to meet this need.

H. System Fleetmap Development and Mobile and Portable Radio Programming Templates

An important element of a Trunked Radio System is the development of a Fleetmap for the customer agencies, which is a list of the "virtual" radio channels (known as Talk Groups) that will be developed within the new radio system. This is an interactive process, which uses the operational needs of the local agencies, in conjunction with regional requirements, to develop a core list of Talk Groups for agency use and programming of new radios.
Another important element of this process is using the final Fleetmap, in conjunction with other regional resources, for developing the radio Programming Templates. These templates define the Talk Groups for mobile and portable radios, along with literally hundreds of other operational parameters. RFCC will provide assistance and direction for these planning activities.

I. Coordination of Dispatcher and End-User Radio Training

The proposal from Motorola includes basic training services for the users of the new radio system. However, we believe some additional training services from an outside vendor, which can provide specific instruction tailored for the Dodge County system and agencies, is of great value. We had included funding in the master project budget for this work, and will assist in the coordination of these services for the county. RFCC can provide the required services if desired through one of our vendor partners, specializing in 911 radio dispatch and end-user agency services. References are available upon request.

J. Participation in Motorola Final Acceptance and Testing Process

An important element of the Motorola project plan includes testing of the new radio system equipment and performance (Section 3.14). This includes functional tests of the system’s features, along with an actual in-field system coverage test. The coverage testing is accomplished through one or more teams of Motorola engineering staff in conjunction with Dodge County staff driving throughout the county and measuring actual signal strength and Bit Error Rates of the new system. RFCC will participate in this process, to include being part of the field testing team, and assistance with coordination of work and problem resolution.

K. General Problem Resolution and Customer Advocate

Throughout the term of this project it is expected that, in spite of the detailed planning work to be done for the project, any number of issues, challenges and problems will be encountered that will require resolution. It will be RFCC’s key goal to work with the Dodge County team and Motorola to determine responsibility for solutions to these items, and ensure that the proper action is taken to address them and bring to completion.

2. Other Facilities and Site Work for Dodge County

The Project Plan and Budget developed by RFCC for this project identified areas where Dodge County is responsible for the development and preparation of various site locations where new radio system equipment will be installed. Included in this work will be the following:

A. Planning for upgrades to the existing electronics equipment room at the Justice Center; develop a work plan for all elements of the site to include:
   - General planning and layout
   - Cleanup and relocation of existing equipment
   - Heating and Cooling (HVAC) upgrades and replacement
   - Electrical services including emergency power and protection
   - Antennas transmission line routing and placement
   - Grounding and R56 requirements
Access, security and monitoring

RFCC will provide the planning and management services to develop the plans needed for this location.

B. Execution of work for upgrades at the Justice Center equipment room:

Upon completion of the planning process, a work plan will be prepared and submitted to Dodge County for review and approval. Once approved, RFCC will coordinate the work needed for the site, to include:

- Preparing technical requirements and RFP (Request for Proposal) documents
- Identifying vendors to provide the required equipment and services
- Issuing RFP documents to vendors
- Responding to questions from vendors
- Reviewing proposals from vendors, providing recommendations to county
- Oversight of work being conducted and problem resolution
- Final inspection(s), verify completion of work for Motorola equipment installations

RFCC will work with Dodge County project staff to ensure that all work done at the Justice Center meets the requirements of both Motorola and the County's building codes. Direction will be provided to vendors in conducting this work, and provide final inspections of the equipment and services to verify that all equipment has been delivered and properly installed.

3. Tracking of Motorola Tower Site Development

As established in the final proposal from Motorola to Dodge County, they will bear primary responsibility for the development of the four new tower sites to be built within the county for the project. This is a significant element of the project, and will require a significant amount of time to complete (we expect up to one year from the beginning of the project).

Nonetheless, it is in the county's best interest that the time and effort be invested to track and inspect the work of Motorola and their vendors during their work on the tower sites. Section 3.12 again identifies all elements of the work required for these sites. RFCC proposes to provide an ongoing process to follow the work and progress of these sites, so as to verify that the work is being conducted as proposed. Inspections of the sites and work by the customer is also listed as a requirement in Motorola's Scope of Work.

RFCC will incorporate site visits and inspections into our monthly trips to Dodge County; our findings and observations will be included in the monthly project reports to the county.

End of Proposal – Scope of Services