



**REQUEST FOR QUOTES:**

**WEROC Sites and Radio Equipment Assessment**

For the

**Municipal Water District of Orange County**

18700 Ward Street, Fountain Valley 92708

Phone: (714) 963-3058

Fax: (714) 964-9389

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Release Date: April 1, 2015

Requests for Clarification Due: April 10, 2015 at 12:00 pm

Response Deadline: April 17, 2015 at 5:00 pm



## **Municipal Water District of Orange County**

Request for Quotes: WEROC Sites and Radio Equipment Assessment  
April 1, 2015

### **1. PURPOSE FOR REQUEST OF QUOTES**

The Municipal Water District of Orange County (MWDOC) seeks to hire a qualified contractor to complete a full assessment of the radio equipment operated by the Water Emergency Response Organization of Orange County (WEROC) and its 35 member agencies. The purpose of the radio system assessment is to provide a comprehensive report on all of the operational components of the radio network, so that the WEROC Program Administrators can assist member agencies in the proper use of the system and most efficiently manage the network.

### **2. DESCRIPTION OF WEROC RADIO ASSESSMENT**

The WEROC radio system operates on a VHF Low Band repeater system. The FCC license and repeaters are maintained by the Municipal Water District of Orange County (MWDOC), on behalf of WEROC. WEROC maintains two (2) repeater sites, one at Black Jack Peak and one at Pleasants Peak (these are NOT part of the assessment) and then three (3) base radio stations. It is the responsibility of each Member Agency to purchase and maintain their own equipment in proper operational condition. Every WEROC Member Agency has at least one WEROC Radio. Agencies are encouraged to have more than one WEROC radio located at separate locations as back-up to each other. Radio installations include both base stations within utility facilities and mobile radios within utility vehicles.

As part of the Assessment, the role of the Contractor will be to (1) document the specific model of equipment being used by each member agency at each site, (2) evaluate and document the antenna system connected to each user radio evaluated, (3) document how each radio function is programmed to access the various repeaters, (4) label all equipment and buttons appropriately (for each repeater) when applicable, (5) deliver a quick (10-15 min) training seminar to staff on-site, (6) document any recommended maintenance or reliability changes/improvements that should be made, and (7) lastly provide a summary report to WEROC for future reference.

### **3. SERVICES SOLICITED IN THE RFQ**

**3.1.** As part of this RFQ, MWDOC requests the Contractor provide a detailed quote for the radio assessment of all WEROC sites.

**3.2.** The Contractor will be expected to:

- 3.2.1.** Coordinate all site visits with 35 member agencies and travel to approximately 40-50 sites within Orange County (Assessment does NOT include the WEROC repeaters).
- 3.2.2.** Document equipment being used by each member agency, including the following information for each radio operated by each member agency:
- Total number of radios operated by each member agency
  - Whether the radio has an “In Use” light indicator
  - The make and model of all radio equipment, including but not limited to the radio, antenna, trickle charger, backup power source, etc.
  - Channel programming to access the various repeaters and/or the talk around function
- 3.2.3.** Deliver a quick (10-15 min) training seminar to staff at each site on how the radios work and proper use.
- 3.2.4.** Provide radio channel labeling on all radios as appropriate.
- 3.2.5.** Provide photo documentation of each radio’s front panel at all visited sites.
- 3.2.7.** Radio system operability should be addressed as follows:
- Conduct a basic evaluation of the radio system and document any recommended maintenance or reliability changes/improvements that should be made
  - At the very least, the evaluation information should include the following operational tests to be conducted on a transmit frequency of 49.160 MHz and a receive frequency of 49.460 MHz:
    - Transmitter frequency accuracy and output power
    - Receiver sensitivity ( $\mu\text{V}/12\text{dB SINAD}$ )
    - Correct CDCSS (DPL) encode and decode function
    - VSWR or return loss measurement of antenna system
  - Visually inspect the radio system (radio, antenna feed line, and antenna) and itemize any problems observed
  - At fixed locations, describe antenna location relevant to structure it is mounted on and estimate height above ground
  - Determine whether the equipment at each member agency and/or site visit is becoming outdated and may be harder to get repaired or replaced
  - An additional allowance of up to \$50.00 in repairs per agency is authorized to make suggested repairs during initial site visit without additional approval
  - Provide a detailed report in Microsoft Excel format to WEROC itemizing all recommended maintenance, as well as maintenance provided at the time of visit, including costs

**3.2.8.** Provide a summary report with detailed attachments on all requested information.

#### **4. CONTRACTOR PROVIDED TRAINING**

The purpose of assessing the WEROC radio system is to ensure that the equipment is operational and those personnel using the system are trained on its proper usage. The Contractor will provide a quick 10-15 minute training session to staff at each member agency/site of the work performed and/or any procedural changes concluding the assessment. Include a description of any member agency training, and document which members of staff attended each training workshop.

#### **5. DETAILED PROPOSAL**

Contractors shall include the following components in their written proposals, labeled and ordered exactly as listed below in sections A through E.

##### **A. Cover Sheet – Attachment 1**

Include Attachment 1 - Cover Sheet

##### **B. Quote for Assessment Criteria – Attachment 2**

Include Attachment 2 – Quote for Assessment Criteria

##### **C. Company Background**

Include a description of your company, number of years in business, and relevant experience (for example - number of radios serviced, installed and programmed).

Provide names, titles, and specific contact information of all staff that would be involved in the WEROC Sites and Radio Equipment Assessment.

Include three (3) references.

##### **D. Copy of Qualifications**

For the purpose of this Assessment, please provide copies of any radio installation/servicing certifications, licenses, bonding, or other relevant qualifications. Please also provide a copy of your business license to work in Orange County.

##### **E. Communication with MWDOC**

Describe, in detail, correspondence methods available to communicate with MWDOC. Provide name, title, email addresses and phone numbers of specific staff designated for correspondence regarding the Assessment.

## **6. RESPONSE REQUIREMENTS**

### **6.1. Inquiries**

Inquiries concerning the RFQ should be made via e-mail communication by 12:00 p.m. April 10, 2015, to:

Brandon Stock  
BStock@mwdoc.com

Subject: Inquiry - RFQ WEROC sites and Radio Equipment Assessment

### **6.2. Submission of Responses**

Any Contractor interested in performing the described services must submit a written proposal that meets all criteria set forth in the Assessment. Proposals should be well organized as described in **Section 5**, be clear, concise, and complete. Excessive information or overly lengthy responses will not be viewed favorably.

Submittal of the proposal is solely at the cost of the proposing Contractor and MWDOC is in no way liable or obligated for any cost incurred to the proposing Contractor in preparing the proposal.

### **6.3 Submission Instructions**

Complete the detailed proposal as described in **Section 5**. All steps must be followed. Any questions regarding these steps must be submitted in writing, by email, to Brandon Stock by the request for clarification due date.

All proposals must be responsive to the instructions of the RFQ. Proposals that do not meet all RFQ requirements and instructions may be rejected at the sole discretion of MWDOC.

Contractors should submit the complete RFQ package by 5:00 p.m., April 17, 2015:

- Two (2) original signed hard copies of the RFQ package, stapled in the upper left-hand corner, delivered in a sealed envelope to:

Attn: Brandon Stock  
WEROC Programs Coordinator  
Municipal Water District of Orange County  
18700 Ward Street  
Fountain Valley, CA 92708

Any response received after the deadline as noted above will NOT be considered. Submissions must be organized exactly as outlined in **Section 5**. Failure to follow these instructions may eliminate your submittal from consideration. MWDOC is not responsible for any lost responses.

## **7. EVALUATION COMMITTEE**

A committee of MWDOC staff members will evaluate each proposal based on compliance with the requirements of this RFQ and on the evaluation criteria below. MWDOC reserves the right to retain all responses submitted and to use any idea set forth in a response, regardless of whether that response is selected. Please do not submit any documents or information with your proposal that you consider “proprietary”, “trade secrets”, or otherwise confidential.

## **8. PAYMENT TERMS**

One progress payment will be made after the first 30 days of service and the remaining balance will be due and paid in full upon completion of the project. Payment terms are non-negotiable.

## **PROPOSAL COVER SHEET – ATTACHMENT 1**

All blanks in the Cover Sheet must be completed, and the Cover Sheet must be signed by a representative of Respondent with legal authority to bind the Respondent to all quotes submitted herein.

**Name of Business/Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Physical Address (If Different):** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone Number: (\_\_\_\_) \_\_\_\_\_**

**Fax Number: (\_\_\_\_) \_\_\_\_\_**

**E-mail Address:** \_\_\_\_\_

**CERTIFICATION OF QUOTE:** On behalf of Respondent, the undersigned certifies that all quotes submitted herein will be honored by Respondent for a minimum period lasting until March 31, 2016. The undersigned certifies that he or she is legally authorized to so bind Respondent.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed/Typed Name**

### **General Information**

Tax/Legal Status of Business:

Corporation     Sole Proprietorship     Partnership  
 Public             Not for Profit             Other \_\_\_\_\_

Date business was established: \_\_\_\_\_

Federal Taxpayer ID Number: \_\_\_\_\_

State Contractor ID Number (C27 classification): \_\_\_\_\_

**----- Submit this as Attachment 1 -----**

**PROPOSAL FOR ASSESSMENT CRITERIA – ATTACHMENT 2**

**QUOTE**

Company Name:

Company Contact:

Street Address:

City, ST, ZIP Code:

Phone:

Fax:

E-mail:

TO: Brandon Stock  
 MWDOC/WEROC  
 18700 Ward Street  
 Fountain Valley, CA 92708  
 714-593-5032

JOB: WEROC RADIO ASSESSMENT

TERMS: Assessment to be complete in 3 months from date of RFQ approval

DESCRIPTION	UNITS/HOURS	COST	TOTAL
Coordination of meetings with 35 Agencies			
Drive time to all Orange County locations			
On-site assessment process (per requirements of the RFQ)			
Up to \$50.00 in repairs for each of the 35 agencies is authorized during initial site visit			
Contingency cost for assessment			
Development of Final Assessment Report			
		<b>TOTAL QUOTE</b>	<b>\$</b>

**-----Submit this as Attachment 2---**



## WEROC RADIO TEST SITES (As Known Today)

AGENCY	NUMBER OF RADIOS	REPEATER
Anaheim	3	Pleasants Peak
Brea	1	Pleasants Peak
Buena Park	1	Pleasants Peak
Costa Mesa	1	Pleasants Peak
El Toro Water District	4	Pleasants Peak
Fountain Valley	3	Pleasants Peak
Fullerton	1	Pleasants Peak
Garden Grove	1	Pleasants Peak
Golden State Water Company	3	Pleasants Peak
Irvine Ranch Water District	2	Pleasants Peak
La Habra	1	Pleasants Peak
La Palma	1	Pleasants Peak
Municipal Water District Diemer Plant	1	Pleasants Peak
Midway City Sanitary		Pleasants Peak
Moulton Niguel Water District	1	Pleasants Peak
Municipal Water District of Orange County (Fountain Valley Office)	1	Pleasants Peak
Orange County Sanitation District	1	Pleasants Peak
Orange County Water District	2	Pleasants Peak
San Clemente	1	Pleasants Peak
Santa Ana	2	Pleasants Peak
Santa Margarita Water District	5	Pleasants Peak
Serrano Water District	1	Pleasants Peak
Tustin	1	Pleasants Peak
WEROC North EOC	1	Pleasants Peak
WEROC South EOC	1	Pleasants Peak
Yorba Linda Water District	1	Pleasants Peak
East Orange County Water District	1	Black Jack
Huntington Beach	1	Black Jack
Laguna Beach County Water District	1	Black Jack
Mesa Water District	3	Black Jack
Newport Beach	1	Black Jack
Orange	1	Black Jack
San Juan Capistrano	1	Black Jack
Seal Beach	1	Black Jack
South Cost Water District	1	Black Jack
South Orange County Wastewater Authority	1	Black Jack
Trabuco Canyon Water District	1	Black Jack
Westminster	1	Black Jack

## RADIO FREQUENCY

**FCC LICENSE WNHB735 IS ISSUED TO: Municipal Water District of Orange County (MWDOC), on behalf of the Water Emergency Response Organization of Orange County (WEROC)**

**CONTROL STATIONS: Radios located at 35 water agencies (35-55 WATTS)**

**Programming is as follows:**

F1= T-49.16 MHZ DPL 205} Pleasants Pk.  
R-49.46 MHZ DPL 205} Pleasants Pk.

F2= T-49.16 MHZ DPL 155} Catalina  
R-49.46 MHZ DPL 205} Catalina

F3= T-49.46 MHZ DPL 205} Talk around  
R-49.46 MHZ DPL 205} Talk around

**REPEATER: PLEASANTS PK.–SANTA ANA MTS (100 WATTS)**  
T-49.46 MHZ DPL 205  
R-49.16 MHZ DPL 205

**REPEATER: MT. BLACK JACK-CATALINA (100 WATTS)**  
T-49.46 MHZ DPL 205  
R-49.16 MHZ DPL 155