
REQUEST FOR PROPOSALS

INDEPENDENT PUBLIC SAFETY COMMUNICATIONS

Planning, Scoping, and Procurement Consulting Services

Wapello County 911 Service Board

Wapello County, Iowa

Purpose of this Solicitation

The Wapello County 911 Service Board seeks an independent, vendor-neutral consultant to convert the Board's completed planning work into an executable project scope and a performance-based procurement package. The consultant must develop both: (1) a compatible phased implementation approach and (2) a complete total-package approach for the County's long-term public safety communications end-state.

Solicitation Item	Information
Issue Date	August 14, 2026
Deadline for Written Questions	September 8, 2026
Proposal Due Date	September 18, 2026
Anticipated Selection	October 15, 2026
Contracting Authority	Wapello County 911 Service Board
Procurement Contact	Tim Richmond, Chair 2417 Emma St., Ottumwa, IA 52501 641-814-8333 ema@wapellocounty.org

RFP ORGANIZATION

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EXECUTIVE SUMMARY

The Board is not seeking another high-level study. The selected consultant will take existing planning, vendor studies, coverage information, operational discussions, and funding concepts and turn them into a validated, decision-ready scope and a bidder-ready solicitation. The work must preserve the complete Platinum end-state while allowing the County to procure compatible phases or alternates when funding requires.

Required Outcome

At completion, Wapello County must possess one defensible project definition, one validated technical and operational basis, and one coordinated procurement package that can be awarded as a complete build or as prioritized, technically compatible phases without throw-away investment or repeated redesign.

1. SOLICITATION OVERVIEW

1.1 Issuing Entity

The Wapello County 911 Service Board (the “Board”) is issuing this Request for Proposals (RFP) for professional consulting services supporting the Wapello County Public Safety Communications Infrastructure Project.

1.2 Procurement Objective

The Board intends to retain one prime consultant, or one integrated consultant team, that is independent of equipment manufacturers, system vendors, tower contractors, software providers, and prospective bidders. The consultant will serve as the Board’s planning and procurement advisor and will be responsible for developing:

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- A validated project scoping document establishing the technical, operational, facility, governance, implementation, and financial requirements of the project.
 - A complete total-package implementation approach for the intended long-term communications end-state.
 - A technically compatible phased implementation approach that preserves the total-package architecture and avoids stranded or throw-away investments.
 - A performance-based RFP and related procurement documents suitable for issuance to qualified system integrators, equipment vendors, construction contractors, or other bidders, as appropriate.
 - Optional procurement support through bidder questions, proposal evaluation, interviews, clarification, negotiation, and award recommendation.

1.3 Contract Form

The Board anticipates a professional services agreement with a defined base scope, fixed or not-to-exceed fees by task, milestone-based deliverables, and separately priced optional services. Final contract form and terms are subject to Board and legal approval.

1.4 No Guarantee of Subsequent Work

Selection for this consulting engagement does not guarantee selection for implementation oversight or other future services. Unless the Board expressly authorizes otherwise, the selected consultant and its affiliates will not be eligible to compete as an equipment supplier, system integrator, construction contractor, or implementation bidder under the procurement documents created through this engagement.

2. PROJECT BACKGROUND AND STRATEGIC DIRECTION

2.1 Existing Planning Foundation

The Board has completed substantial planning and option development for a county-wide public safety communications modernization project. Existing materials identify a long-term “Platinum” end-state centered on a P25 Phase 2, 700/800 MHz trunked simulcast system, county-wide paging, interoperable dispatch capabilities, redundant network connectivity, subscriber equipment, and related tower/site infrastructure. Prior planning has also identified dispatch modernization, Emergency Medical Dispatch (EMD), potential consolidation of dispatch functions, and the relationship between emergency communications duties and jail-control functions as related but separable questions, addressed as an optional addendum in Section 5. This RFP does not predetermine those policy decisions; it seeks independent analysis, clear professional recommendations, and reliable cost information so the appropriate governing bodies can make qualified decisions.

2.2 Strategic Direction

The Board’s working strategic direction is to treat the complete Platinum system as the committed project and procurement target while retaining phasing as a fallback financing and implementation method. The consultant shall not assume that the County must choose between a phased plan and a complete plan. Instead, the consultant shall produce one unified architecture with two executable procurement pathways:

1. Total-Package Approach — a complete, coordinated build that advances the long-term system in one principal procurement and implementation program.
2. Phased Approach — a prioritized sequence of no-regrets components, each independently useful and fully compatible with the total-package end-state.

2.3 Non-Negotiable Planning Principles

- **One end-state.** All recommended phases, alternates, and enabling work must be compatible with the final architecture and must avoid unnecessary replacement, duplication, or redesign.
- **Vendor neutrality.** Prior vendor work may be used as background information, but the consultant must independently validate assumptions and develop open, performance-based requirements.
- **County-wide benefit.** The system should support law enforcement, fire, EMS, emergency management, public works, schools, Iowa DNR, Iowa State Patrol, and Hazmat response, and mutual-aid partners as appropriate.

- **Potential End Users.** The system should have the ability to add new end users/agencies such as: transit authorities, public utilities, water works and rural water associations, and secondary roads departments, to be evaluated for potential system participation.
- **Grant and procurement readiness.** The County requires a complete scope, defensible cost model, project schedule, performance criteria, and scalable alternates that can support federal and other funding requests.
- **Funding-source discipline.** The consultant may identify potential funding alignment, but legal counsel, bond counsel, and financial advisors will determine final eligibility and permissible use of each funding source.
- **Governing and funding authority.** The scoping document shall clearly identify the primary funding and signing authority (e.g., the 911 Service Board, Board of Supervisors, or other body with jurisdiction) responsible for approving each major cost component of the recommended project.

2.4 Project Components to Be Integrated

Work Area	Illustrative Components to Be Addressed
Radio system infrastructure	P25 Phase 2 trunked simulcast architecture; system core; tower/site configuration; RF coverage; microwave/fiber/backhaul; redundancy; power; grounding; shelters; environmental and site requirements. Capacity and growth. The basis of design shall document current and projected talkgroup and subscriber-unit loading, with sufficient reserve capacity to accommodate future agency growth and additional user groups over the system's planning horizon.
Paging and alerting	County-wide paging; primary and backup methods; CAD integration; station and mobile alerting; transition from current methods.
Subscriber equipment	Portable, mobile, control-station, pager, accessory, programming, encryption, interoperability, and lifecycle replacement requirements.
Interoperability	Local, regional, and statewide interoperability, including SARA and ISICS compatibility or equivalent interfaces; mutual-aid operations; talkgroup and governance planning.
Implementation and transition	Phasing, procurement packaging, cutover, training, acceptance testing, system documentation, maintenance, warranty, and long-term support.

3. CONSULTANT INDEPENDENCE AND REQUIRED EXPERTISE

3.1 Independence

The consultant must provide impartial, owner-side advice. The proposal must disclose all current or recent financial, reseller, teaming, referral, commission, preferred-vendor, or other material relationships with manufacturers, system integrators, telecommunications carriers, tower companies, CAD vendors, console vendors, paging vendors, EMD vendors, or other firms that may reasonably compete for or benefit from the resulting procurement.

- No specification shall be written to improperly favor a single vendor or proprietary product unless a documented interoperability, lifecycle, or operational requirement makes a proprietary element necessary and the Board approves that basis.
- The consultant shall identify any recommended named interface, platform, or proprietary dependency and provide the reason, alternatives considered, and procurement implications.
- The selected consultant and controlled affiliates shall not submit a bid for the resulting implementation procurement unless the Board expressly modifies this restriction before contract execution and legal counsel approves the arrangement.

3.2 Required Team Competencies

- Public safety land-mobile radio engineering, including P25 Phase 2, 700/800 MHz trunked simulcast, coverage modeling, interference, system loading, and acceptance testing.
- Tower, site, microwave, fiber, power, grounding, structural, environmental, and resilient network planning.

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- Public-sector procurement, performance specifications, pricing schedules, alternates, proposal evaluation, and contract deliverables.
 - Cybersecurity, network architecture, access control, logging, software licensing, data ownership, and incident recovery for mission-critical communications.
 - Capital and lifecycle cost estimating, grant-ready project narratives, funding packaging, and implementation scheduling.
 - Change management, stakeholder facilitation, governance, training, cutover, and operational transition.

3.3 Key Personnel

The proposal shall identify a project manager and the responsible lead for each major discipline. Where professional engineering certification is required for a deliverable, the consultant shall provide appropriately licensed personnel or subconsultants. Substitution of key personnel after award requires prior Board approval.

4. SCOPE OF SERVICES

The following scope establishes minimum expectations. Proposers may recommend refinements that improve quality, schedule, competition, or value, but may not omit required outcomes.

Task 1 — Project Initiation, Records Review, and Work Plan

- Conduct a kickoff meeting with the Board's designated project team.
- Prepare a detailed project management plan, responsibility matrix, data-request list, meeting schedule, decision log, risk register, and deliverable review protocol.
- Review existing studies, plans, maps, cost estimates, vendor proposals, agreements, inventories, budgets, facility concepts, grant materials, and other relevant records.
- Identify information gaps, conflicting assumptions, security-sensitive materials, and decisions requiring Board direction.
- Establish the standards, assumptions, coverage criteria, design parameters, and terminology that will govern the engagement.

Task 2 — Stakeholder Engagement and Operational Requirements

The consultant shall conduct structured interviews, workshops, or working sessions sufficient to document operational needs and reconcile competing assumptions. Stakeholders are expected to include representatives of the 911 Service Board, Board of Supervisors, Sheriff/Jail, Ottumwa and county law enforcement, fire agencies, EMS providers, emergency management, public works, schools as appropriate, dispatch personnel, information technology, finance, legal counsel, and regional/state interoperability partners.

- Develop functional requirements rather than simply recording preferred products.
- Identify policy, governance, staffing, or intergovernmental decisions that must be resolved separately from equipment procurement.

Task 3 — Existing Conditions, Inventory, and Gap Assessment

- Validate the current radio, dispatch, paging, network, tower/site, facility, power, subscriber, logging, CAD, and related technology environment.
- Create or validate an agency-by-agency inventory of portable radios, mobile radios, control stations, pagers, accessories, consoles, channels, talkgroups, encryption needs, and replacement urgency.
- Identify existing contracts, licenses, software subscriptions, maintenance obligations, end-of-life issues, proprietary dependencies, and transition constraints.
- Assess current operational and technical gaps, single points of failure, cybersecurity concerns, coverage limitations, interoperability limitations, and continuity risks.
- Distinguish verified facts from planning assumptions and vendor-generated estimates.

Task 4 — Independent Technical Validation and Basis of Design

The consultant shall independently validate the proposed end-state and prepare a vendor-neutral basis of design. At minimum, this task shall address:

- P25 Phase 2 trunked simulcast architecture and system capacity.
- Final tower/site count, preliminary siting logic, use of existing sites, greenfield site needs, structural loading needs, land/easement needs, environmental considerations, access, utilities, grounding, shelters, and security.
- RF coverage objectives for outdoor portable, in-building portable, mobile, critical facilities, road corridors, population centers, rural areas, and mutual-aid interfaces.
- Coverage modeling assumptions, confidence levels, signal thresholds, building-loss assumptions, simulcast delay-spread criteria, testing grids, and acceptance thresholds.
- Redundant microwave, fiber, carrier, or other backhaul; route diversity; core redundancy; power and generator requirements; backup communications; and failure-mode operation.
- System core, interfaces, console connectivity, paging integration, interoperability gateways, logging/recording, CAD integration, alerting, cybersecurity, and network-management requirements.
- Subscriber-radio performance, feature, programming, encryption, key-management, interoperability, accessory, installation, and lifecycle requirements.
- Open standards and interface requirements necessary to prevent avoidable vendor lock-in.
- Maintenance, software support, licensing, system administration, spare equipment, lifecycle, and upgrade requirements.
- **VHF vs. 700/800 comparison.** The consultant shall prepare a comparative analysis of a P25 Phase 2, 700/800 MHz trunked simulcast buildout against enhancement or modernization of the County's existing VHF system, addressing coverage, capacity, interoperability, capital and lifecycle cost, and long-term viability, to validate the recommended end-state before final commitment.
- **Tower and site capacity analysis.** The consultant shall evaluate available capacity, structural loading, and antenna/equipment space at County-owned tower sites under each technical alternative, including opportunities to consolidate equipment or clear space for potential third-party lease revenue.
- **Site use policy.** The consultant shall assist the Board in developing a tower/site use and co-location policy for County-owned sites, establishing criteria for which agencies, users, and equipment may be authorized on County property going forward.
- **Land and site acquisition.** The consultant shall identify methods for acquiring or securing land/easement rights for any new sites, and shall evaluate options to lease space on third-party towers to fill specific coverage gaps, as an alternative to full site ownership.
- **SARA vs. ISICS comparison.** The technical basis of design shall include a direct comparative analysis of SARA and ISICS as interoperability platforms, addressing coverage, cost, governance, and long-term compatibility, to inform the County's interoperability strategy.
- **Dispatch console/radio compatibility.** The technical basis of design shall evaluate the compatibility of the recommended radio system with the County's existing or planned dispatch console and radio control platform, identifying any required upgrades, interfaces, or replacement.

Task 5 — Alternative Development: Total Package and Phased Approach

The consultant shall develop and compare two fully defined implementation pathways using the same validated end-state architecture:

Required Path	Minimum Content
A. Total-Package Approach	Complete technical scope; integrated implementation; all principal infrastructure, paging, subscriber, facility-interface, training, testing, warranty, and support components; total capital and lifecycle cost; schedule; procurement strategy; financing decision points. Coordination with the optional dispatch/EMD/facility-consolidation addendum (Section 5), if authorized, shall be addressed separately.

Required Path	Minimum Content
B. Phased Approach	Prioritized phases or alternates; independent operational benefit of each phase; dependencies; minimum viable enabling work; compatibility with final architecture; cost by phase; schedule; grant alignment; decision gates; risks of delay; transition and mixed-system requirements.

The phased approach shall follow a “build once, build right” principle. It shall identify any element that would create stranded costs, duplicated procurement, temporary licensing, avoidable integration expense, or future replacement and shall recommend how to avoid those outcomes.

Task 6 — Cost Model, Funding Alignment, and Implementation Strategy

- Prepare current, itemized planning-level capital cost estimates for the total package and each phase or alternate.
- Identify assumptions, contingencies, escalation, professional services, site acquisition, utilities, permits, testing, training, spares, warranties, software, recurring costs, and owner-furnished items.
- Provide a 10-year lifecycle cost model addressing maintenance, software/licensing, backhaul, utilities, staffing impacts, replacement cycles, and major upgrades.
- Identify likely procurement lead times, construction sequencing, dependencies, risk allowances, and schedule contingencies.
- Prepare a funding-alignment matrix identifying components that may be candidates for federal grants, 911 funds, capital/bond financing, EMS-related funding, agency equipment budgets, or other sources. All eligibility conclusions must be clearly labeled as preliminary and subject to legal and financial review.
- Produce grant-ready scope language, benefit statements, cost categories, schedule information, and maps or exhibits that can be adapted to multiple funding applications.

Task 7 — Project Scoping Document

Using the results of Tasks 1 through 6, the consultant shall prepare a consolidated scoping document suitable for Board consideration and use as the basis for procurement and funding. The document shall address the core communications-infrastructure scope. It shall be structured so officials may evaluate the elements as one coordinated program, as companion projects, or as separately authorized components while preserving technical compatibility and available cost efficiencies. If the Section 5 addendum has been authorized, the scoping document shall also note how any addendum recommendations would coordinate with the core communications-infrastructure procurement. The document shall be concise enough for decision-makers but detailed enough to control the subsequent bidder RFP.

Task 8 — Bidder RFP and Procurement Package

The consultant shall prepare a complete, performance-based solicitation package for the implementation project. The procurement package shall be capable of obtaining firm, comparable pricing for both the total package and compatible phases or alternates. At minimum, it shall include:

- Project background, procurement instructions, bidder qualifications, disclosure requirements, and proposal format.
- Performance specifications and minimum technical requirements for all included systems and work disciplines.
- Base bid, additive alternates, deductive alternates, unit prices, allowances, optional quantities, and a detailed bid/pricing schedule.
- Requirements for open interfaces, standards compliance, interoperability, cybersecurity, software licensing, data ownership, documentation, and source/configuration information.
- Coverage guarantees, propagation-submittal requirements, design-review milestones, field-testing methods, deficiency correction, and final acceptance criteria.
- Tower/site, civil, electrical, grounding, shelter, backhaul, core, console, paging, subscriber, installation, programming, training, cutover, and project-management requirements, as applicable.
- Implementation schedule requirements, equipment lead-time disclosures, critical-path milestones, liquidated-damages or other schedule-remedy concepts for legal review, and change-control procedures.
- Warranty, maintenance, response time, spare equipment, software support, cybersecurity support, service-level, and lifecycle requirements.

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- Factory, site, coverage, functional, failover, interoperability, paging, console, CAD-interface, subscriber, and operational acceptance testing.
 - Training requirements for system administrators, technicians, supervisors, field users, and other affected roles.
 - As-built drawings, asset inventories, licenses, configuration files, programming templates, test results, warranties, manuals, training records, and final closeout documentation.
 - Proposal evaluation worksheets and a technical compliance matrix to support an objective comparison of bidder responses.
 - Contract exhibits and technical schedules sufficient for incorporation into the final implementation agreement.
 - Following completion of the base scope, the Board will separately determine whether to retain the consultant for optional implementation-oversight services (Section 12) or to proceed directly to a separate, competitive implementation procurement using the completed bidder RFP package.

Task 9 — Procurement Support

The base proposal shall include a defined level of support through final issuance of the bidder RFP. Proposers shall separately price optional support after issuance, including:

- Pre-bid or pre-proposal conference participation and site tours.
- Written responses to bidder questions and preparation of addenda.
- Technical and commercial proposal review, compliance scoring, clarification questions, interviews, demonstrations, and reference checks.
- Independent validation of proposed coverage, architecture, quantities, pricing, exceptions, and lifecycle commitments.
- Best-and-final-offer support, scope reconciliation, contract exhibit preparation, negotiation support, and award recommendation.
- Protection of procurement integrity and documentation of evaluation decisions.

5. OPTIONAL ADDENDUM: DISPATCH, PSAP, EMD, AND FACILITY CONSOLIDATION SERVICES

This section defines a separately scoped and separately priced addendum covering dispatch and PSAP operations, Emergency Medical Dispatch (EMD), dispatch consolidation options, and the relationship between emergency communications duties and jail-control functions. This addendum is not part of the base scope of services defined in Section 4 and will not gate, delay, or otherwise affect the schedule, technical validation, or procurement of the base communications-infrastructure project. Respondents shall price this addendum separately in Appendix B and may elect not to propose on this component; declining to propose on the addendum will not affect a respondent's eligibility or scoring for the base scope of services.

Important scope boundary: The base scope of services in Section 4 addresses only core communications infrastructure — radio system, tower/site, RF coverage, backhaul, subscriber equipment, paging, and interoperability. All work concerning dispatch/PSAP operations, EMD, dispatch consolidation, and the relationship between emergency communications and jail-control functions is addressed exclusively under this addendum.

5.1 Addendum Background

Prior planning has identified dispatch modernization, Emergency Medical Dispatch (EMD), potential consolidation of dispatch functions, and the relationship between emergency communications duties and jail-control functions as related but separable questions from the core communications-infrastructure project. The Board has determined that this work should proceed as an optional, separately scoped and priced addendum so that it does not delay the base project's timeline, while still allowing qualified firms to address it as part of a coordinated engagement.

5.2 Addendum Planning Principles

- **Dedicated emergency communications.** 911 call-taking, EMD, radio dispatch, responder support, and situational awareness are mission-critical functions requiring focused staffing, resilient facilities, and appropriate technology.
- **Independent dispatch and facility decision support.** The consultant shall objectively assess whether current organizational, staffing, and facility arrangements adequately support uninterrupted 911 call-taking, EMD, radio

dispatch, responder support, and continuity of operations. The assessment shall include the operational, staffing, governance, facility, risk, and cost implications of dispatch consolidation and of separating emergency communications duties from routine jail-door and correctional-control functions. Final policy decisions remain with the appropriate governing bodies.

5.3 Addendum Scope of Services

The consultant shall prepare an objective options analysis and recommended functional plan addressing emergency communications as a complete public safety function, not only as a radio equipment room. This work is intended to inform—not preempt—decisions by the 911 Service Board, Board of Supervisors, Sheriff, City, and other authorities with jurisdiction. The consultant shall clearly identify assumptions, stakeholder disagreements, applicable professional standards and best practices, and the factual basis for each recommendation. The analysis shall include:

- Evaluation of current and alternative dispatch service-delivery models, which may include the existing arrangement, enhanced coordination, shared services, partial consolidation, and full consolidation, as supported by the analysis. For each reasonable alternative, address governance, service responsibilities, operational control, staffing, supervision, backup arrangements, transition dependencies, advantages, disadvantages, and implementation risks.
- Space programming and conceptual cost development for reasonable facility alternatives, including a dedicated PSAP, a dedicated communications area within a larger public safety facility, continued use of existing facilities with modifications, and appropriate backup or alternate locations. Address console positions, supervision, technology rooms, secure access, acoustics, ergonomics, accessibility, backup power, network diversity, continuity, and future expansion.
- Evaluation of the operational and facility implications of continuing the current relationship between emergency communications and jail-control duties versus separating 911 call-taking and dispatch duties from routine jail-door operation and correctional-control functions. Address staffing, workload, responder and public safety, continuity, supervision, training, liability and risk, space, technology, capital cost, recurring cost, and implementation requirements. Provide a clear professional recommendation and supporting rationale.
- EMD program requirements, including protocol system, training, certification, continuing education, quality assurance/quality improvement, medical oversight interfaces, documentation, performance measures, and integration with CAD and EMS response plans.
- CAD, mapping, mobile data, call handling, logging/recording, paging, alerting, responder location, cybersecurity, and data-retention interfaces.
- Primary, backup, alternate-site, degraded-mode, and disaster-recovery operating concepts.
- Identification of elements that should be incorporated into jail-expansion planning, EMS Essential Service planning, 911 funding, or separate capital and operational planning, subject to legal and financial review.
- A decision matrix comparing each reasonable dispatch and facility alternative, including one-time and recurring costs, implementation schedule, workforce effects, facility dependencies, governance or agreement requirements, service-continuity implications, risks, benefits, funding considerations, and compatibility with the communications infrastructure project, EMSAC system-design work, and jail expansion.
- A clear separation of core communications-infrastructure costs from dispatch governance, staffing, EMD, and facility costs so officials can evaluate an integrated project, companion projects, or separately authorized components without losing the efficiencies available through coordinated planning.
- A presentation-ready recommendation for consideration by the appropriate officials. The recommendation shall identify the consultant’s preferred approach, the factual and professional basis for that recommendation, the consequences of maintaining the current arrangement, and the estimated cost and implementation pathway for the recommended approach.
- Document current and future call-taking, dispatch, paging, radio, mutual-aid, EMD, responder-safety, and continuity requirements through structured stakeholder engagement.
- Document dispatch workload, staffing responsibilities, current jail-control interactions, facility constraints, backup requirements, training needs, quality-management expectations, and unresolved governance or service-delivery questions.
- If addendum recommendations are authorized for implementation, identify training requirements for dispatchers, EMD personnel, and other affected roles.

5.4 Addendum Project Components

Work Area	Illustrative Components to Be Addressed
Dispatch and PSAP	Current and alternative service-delivery models, including consolidation options; governance and operational-control implications; facility alternatives; console system; CAD and interfaces; logging/recording; call handling; backup operations; cybersecurity; network resiliency; staffing, supervision, workflow, cost, risk, and transition requirements.
Emergency Medical Dispatch	Protocol platform; training; certification; quality assurance/quality improvement; medical control or oversight interfaces; dispatch prioritization; data and performance reporting.
Facilities and jail interface	Objective comparison of continued and separated emergency communications/jail-control arrangements; dispatch location and facility alternatives; space, ergonomics, security, continuity, backup power, technology rooms, staffing and workflow effects, jail-project interfaces, one-time and recurring costs, and a clear professional recommendation.

5.5 Required Competencies for This Addendum

Respondents proposing on this addendum shall demonstrate the following competencies, in addition to those required in Section 3.2:

- Public safety answering point (PSAP) operations and service-delivery alternatives, including dispatch consolidation options, console and CAD integration, logging/recording, continuity, and backup operations.
- Emergency Medical Dispatch program planning, implementation, training, quality assurance, and operational integration.

Respondents proposing on this addendum shall also disclose, per Section 3.1, any current or recent relationships with EMD vendors or dispatch/CAD platform vendors that may reasonably compete for or benefit from this work.

5.6 Addendum Deliverable

Dispatch, PSAP, EMD, and Facility Options Analysis. Comparison of current and alternative dispatch service-delivery and facility models; consolidation options; governance, staffing, risk, cost, and transition implications; evaluation of emergency communications/jail-control arrangements; EMD requirements; CAD/interfaces; backup operations; decision matrix; and clear professional recommendation. This deliverable is produced only if the addendum is authorized and shall otherwise follow the format, ownership, and acceptance standards established in Section 6 and Appendix C.

5.7 Addendum Pricing and Participation

Respondents shall price this addendum separately using the Addendum Pricing table in Appendix B. A respondent that does not perform dispatch operations, PSAP, EMD, or facility-consolidation consulting may mark this addendum “Not Proposed” without affecting eligibility or scoring for the base scope of services described in Section 4. If authorized, the Board will determine scheduling for addendum work separately from the base-scope schedule in Section 7.

6. REQUIRED DELIVERABLES

No.	Deliverable	Minimum Acceptance Content
1	Project Management Plan	Work breakdown, schedule, meetings, decision process, data requests, risk register, quality-control process, and responsible personnel.
2	Existing Conditions and Gap Assessment	Validated inventory, current-state diagrams, assumptions log, contract/licensing review, operational gaps, technical risks, cybersecurity concerns, and information deficiencies.
3	Stakeholder and Operational Requirements Report	Functional requirements, unresolved policy/governance decisions, continuity requirements, and documented stakeholder input without presuming final policy outcomes.
4	Independent Technical Basis of Design	Vendor-neutral architecture, coverage criteria, site/backhaul/core/console/paging/subscriber requirements, interfaces, redundancy, lifecycle, cybersecurity, and acceptance-test basis.
5	Total-Package Implementation Plan	Complete scope, cost, schedule, procurement package concept, funding needs, risks, and decision points.

No.	Deliverable	Minimum Acceptance Content
6	Phased Implementation Plan	Prioritized compatible phases, costs, dependencies, operational benefits, decision gates, grant alignment, mixed-system transition, and conversion path to the total package.
7	Capital and 10-Year Lifecycle Cost Model	Itemized costs, assumptions, contingencies, escalation, recurring costs, replacement cycles, unit prices, and sensitivity/risk considerations.
8	Funding and Grant-Readiness Package	Funding-alignment matrix, grant-ready narrative, budget categories, project benefits, schedule, maps/exhibits, and source-eligibility caveats.
9	Final Project Scoping Document	Board-ready consolidated scope incorporating approved comments and clearly establishing the basis for procurement.
10	Draft Bidder RFP Package	Complete performance specifications, bidder instructions, pricing forms, base/alternates, acceptance criteria, evaluation tools, and contract exhibits.
11	Final Bidder RFP Package	Release-ready procurement package incorporating Board, legal, procurement, and stakeholder comments; editable native files and final PDF.
12	Procurement Support Files	Question log, addenda drafts, evaluation matrix, clarification documents, technical review memoranda, and award recommendation if optional services are authorized.

Note: If the Section 5 addendum is authorized, the consultant shall also produce the Dispatch, PSAP, EMD, and Facility Options Analysis deliverable described in Section 5.6, following the same format and acceptance standards as the deliverables above.

6.1 Deliverable Format and Ownership

- All deliverables shall be provided in editable native formats and final PDF format.
- Maps, diagrams, inventories, pricing schedules, compliance matrices, and cost models shall be provided in usable, non-flattened formats when practicable.
- All work product, data compilations, specifications, models developed specifically for the Board, and procurement documents shall become Board property upon payment, subject to pre-existing consultant intellectual property identified in the proposal and contract.
- Security-sensitive technical details shall be separated from public-facing documents when directed by the Board and handled according to approved confidentiality procedures.
- Each major deliverable shall include a draft, review meeting, comment disposition matrix, and final version.

7. PROJECT SCHEDULE AND MEETINGS

The Board seeks an efficient process that produces procurement-ready work without unnecessary delay. Proposers shall submit a detailed schedule. The following target framework is provided for planning and may be refined by the selected consultant:

Milestone	Target from Notice to Proceed
Kickoff and final data request	Within 10 calendar days
Existing conditions / gap assessment	Within 45 calendar days
Stakeholder and operational requirements	Within 60 calendar days
Draft technical basis of design and alternatives	Within 90 calendar days
Draft project scoping document and cost model	Within 90 calendar days
Final project scoping document	Within 120 calendar days
Draft bidder RFP package	Within 120 calendar days
Final bidder RFP package	Within 130 calendar days

The Board may authorize an accelerated schedule. Proposers shall identify critical assumptions, Board decision deadlines, data dependencies, and any tasks that can proceed concurrently.

7.1 Minimum Meetings

- Kickoff meeting.
- Records and inventory review meeting.
- At least two stakeholder workshops or equivalent discipline-specific sessions.
- Technical basis-of-design review.
- Total-package and phased-options decision workshop.
- Draft scoping-document presentation.
- Draft bidder-RFP review workshop.
- Final presentation to the Board or designated committee.
- Additional remote coordination meetings as reasonably necessary.

8. COUNTY-FURNISHED INFORMATION AND RESPONSIBILITIES

8.1 Anticipated County-Furnished Information

- Existing planning documents, studies, coverage models, maps, proposals, cost estimates, and phased-plan materials.
- Available radio, pager, console, CAD, dispatch, tower, site, network, contract, licensing, and maintenance records.
- Access to relevant facilities and sites, subject to security and operational restrictions.
- Available GIS data, critical-facility information, jurisdictional boundaries, road data, and responder-service information.
- Existing intergovernmental agreements, governance materials, budgets, and funding information relevant to the project.
- Designated project manager, project team, procurement contact, and legal/financial review points.

8.2 County Responsibilities

- Coordinate stakeholder availability and provide timely access to existing records.
- Identify information that is confidential, security-sensitive, privileged, or otherwise restricted.
- Provide consolidated comments and decisions within the agreed review period.
- Retain final authority over policy, governance, funding, procurement, and award decisions.
- Obtain separate legal, bond, financial, environmental, property, or labor advice where required.

9. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be clear, specific, and directly responsive. Marketing material may be included only when it supports a required qualification or approach. The proposal shall use the following organization:

Proposal Section	Required Content
1. Transmittal Letter	Signed by an authorized representative; confirms proposal validity, availability, acceptance of key conditions, and disclosure of exceptions.
2. Executive Summary	Concise statement of the firm's understanding, proposed approach, differentiators, and ability to meet the schedule.
3. Project Understanding	Demonstrate understanding of the Board's existing planning, the total-package and phased pathways, the optional Section 5 addendum, grant readiness, and the procurement objective.
4. Technical Approach and Work Plan	Describe methods, tasks, stakeholder process, validation techniques, quality control, decision points, deliverables, and proposed refinements to the scope.
5. Project Schedule	Detailed schedule showing task durations, dependencies, meetings, drafts, review periods, and final deliverables.

Proposal Section	Required Content
6. Project Team	Organization chart, roles, availability, resumes, relevant licenses/certifications, office locations, and anticipated level of effort by person and task.
7. Firm Qualifications	Relevant experience with comparable P25 trunked systems, public procurement, towers/backhaul, coverage acceptance, facility planning, cost modeling, and owner-side consulting. If proposing on the Section 5 addendum, also address the competencies described in Section 5.5.
8. Similar Projects	At least three recent comparable projects, including client, scope, system size, consultant role, procurement outcome, completion status, and reference contact information.
9. Independence and Conflict Disclosure	All relationships described in Section 3.1; proposed mitigation of any actual or perceived conflict; confirmation of eligibility restriction for the implementation procurement.
10. Deliverables and Exceptions	Confirm each required deliverable and identify any proposed exception, assumption, limitation, or County dependency.
11. Fee Proposal	Complete Appendix B; provide fees by task and deliverable, labor assumptions, reimbursable expenses, optional services, hourly rates, and total not-to-exceed amount.
12. Contract Exceptions	Identify requested exceptions to RFP or anticipated contract terms. Silence may be treated as acceptance for negotiation purposes.
13. Required Certifications	Non-collusion, debarment/suspension, authorization to do business, insurance capability, and other certifications included in the final issued RFP.
14. Addendum Participation Statement	State whether the firm proposes to perform the optional services described in Section 5 (Dispatch, PSAP, EMD, and Facility Consolidation Services) or elects not to bid on that portion; if participating, address the qualifications in Section 5.5 and complete the Addendum Pricing table in Appendix B.

9.1 Submission Method

Electronic submission to ema@wapellocounty.org. A receipt acknowledgement will be sent in reply. If the file is larger than email allows, send via Dropbox or another cloud-based file transfer service.

9.2 Questions and Communications

All procurement communications shall be directed to the Procurement Contact identified on the cover. Respondents shall not contact Board members, evaluation committee members, County staff, user agencies, or consultants regarding this solicitation except as expressly authorized. The Board may reject a proposal for material violation of this restriction.

10. EVALUATION AND SELECTION

10.1 Evaluation Criteria

Criterion	Points
Understanding of Wapello County's project, strategic direction, and required outcomes	20
Technical approach, work plan, validation methods, and quality-control process	25
Relevant firm experience and comparable project results	15
Qualifications, availability, and integration of the proposed project team	15
Ability to produce vendor-neutral, performance-based procurement documents	10
Schedule, responsiveness, and deliverable management	5
Fee, cost reasonableness, and value	10
Total	100

10.2 Selection Process

- Initial review for responsiveness and minimum qualifications.
- Detailed evaluation and scoring by the Board or designated evaluation committee.
- Reference checks and review of sample work products.
- Interviews, presentations, or clarification discussions with one or more firms.
- Request for revised technical or fee proposals, if determined useful.
- Negotiation with the highest-ranked firm or other selection process permitted by the Board's approved procurement procedures.
- Final Board approval and execution of a professional services agreement.

10.3 Sample Work Products

The Board may request redacted examples of a project scoping document, technical specification, pricing schedule, coverage acceptance plan, proposal evaluation matrix, and final RFP prepared by the proposed team. Samples should demonstrate clarity, vendor neutrality, technical depth, and procurement usability.

11. COMMERCIAL AND CONTRACT REQUIREMENTS

The final issued RFP and contract will include Board-approved legal and procurement terms. Respondents should anticipate the following minimum requirements:

- Proposal validity for at least 120 days after the proposal due date.
- Fixed or not-to-exceed fees by task and deliverable; prior written authorization for changes.
- Milestone-based invoicing tied to accepted deliverables.
- Insurance coverage appropriate to professional, general, automobile, workers' compensation, cyber, and other project risks, with limits established before issuance.
- Professional standard of care and responsibility for correction of errors or omissions in consultant work product.
- Confidentiality, cybersecurity, controlled access, secure storage, and return or destruction of security-sensitive information.
- Ownership and use rights for project-specific work product, native files, specifications, inventories, models, and procurement documents.
- Compliance with applicable federal, state, and local requirements, including grant conditions when federal funding is used.
- Conflict-of-interest, non-collusion, debarment/suspension, and disclosure requirements.
- Record retention, audit access, and documentation sufficient to support public procurement and grant review.
- No assignment or substitution of key personnel without prior approval.
- Termination, suspension, dispute resolution, indemnification, and other provisions approved by legal counsel.
- Public-records treatment consistent with applicable law, with the respondent responsible for clearly identifying information it claims is confidential; the Board makes final disclosure determinations.

11.1 Board Reservation of Rights

- Reject any or all proposals; waive informalities or minor irregularities; request clarifications; or cancel, amend, or reissue the solicitation.
- Negotiate scope, schedule, staffing, deliverables, and fee with one or more respondents.
- Accept all or part of a proposal and separately authorize optional services.
- Independently verify qualifications, references, disclosures, proposed personnel, and cost information.
- Make no award if the Board determines that award is not in the public interest or funding is unavailable.
- Use proposal information for evaluation and contract development, subject to applicable confidentiality and public-records requirements.

12. OPTIONAL AND FUTURE SERVICES

Respondents shall separately price the following optional services. Inclusion in the proposal does not obligate the Board to authorize them:

Important procurement boundary: Optional implementation oversight may be awarded to the selected consultant only as an owner-side service. The consultant and its affiliates must remain independent of equipment suppliers, system integrators, construction contractors, and other implementation bidders unless the Board and legal counsel expressly approve a different structure before contract award.

- Procurement support after bidder RFP issuance, as described in Task 9.
- Owner’s representative or implementation program management following award.
- Design review and construction-administration support.
- Independent RF propagation review and final coverage acceptance testing.
- Tower/site due diligence, land/easement support, environmental coordination, or structural-engineering coordination.
- Factory acceptance, site acceptance, functional, failover, cybersecurity, interoperability, paging, and operational testing oversight.
- Cutover, training, change-management, governance, and operational transition support.
- Grant application, grant administration, reporting, reimbursement documentation, and federal procurement compliance support.
- Post-implementation audit, warranty review, optimization, and final closeout.

APPENDIX A — PROPOSAL COMPLIANCE CHECKLIST

Check	Required Item	Location
☐	Signed transmittal letter	Proposal page: _____
☐	Executive summary	Proposal page: _____
☐	Project understanding	Proposal page: _____
☐	Technical approach and work plan	Proposal page: _____
☐	Detailed schedule	Proposal page: _____
☐	Project team and organization chart	Proposal page: _____
☐	Resumes and qualifications	Proposal page: _____
☐	Comparable project descriptions	Proposal page: _____
☐	Client references	Proposal page: _____
☐	Independence and conflict disclosure	Proposal page: _____
☐	Confirmation of implementation-bid restriction	Proposal page: _____
☐	Deliverable confirmation and exceptions	Proposal page: _____
☐	Completed fee proposal	Proposal page: _____
☐	Hourly rate schedule	Proposal page: _____
☐	Optional-service pricing	Proposal page: _____
☐	Contract exceptions	Proposal page: _____
☐	Required certifications	Proposal page: _____
☐	Sample work products or secure access instructions	Proposal page: _____

Respondent Certification

The undersigned certifies that the proposal is complete, accurate to the best of the respondent's knowledge, and submitted by an authorized representative.

Firm	Authorized Representative	Title	Signature	Date

APPENDIX B — REQUIRED FEE PROPOSAL FORM

Task	Base-Scope Fee	Estimated Hours	Key Assumptions
1	Project initiation, records review, and work plan		
2	Stakeholder engagement and operational requirements		
3	Existing conditions, inventory, and gap assessment		
4	Independent technical validation and basis of design		
5	Total-package and phased alternatives		
6	Cost model, funding alignment, and implementation strategy		
7	Project scoping document		
8	Bidder RFP and procurement package through final issuance		
	Base Scope Total		

Addendum Pricing (Optional — Section 5)

This addendum is priced separately from the Base Scope Total above and is not included in it. Respondents that do not perform this work shall check “Not Proposed”; doing so will not affect eligibility or scoring for the base scope of services.

Item	Addendum Fee	Estimated Hours	Key Assumptions
Dispatch, PSAP, EMD, and Facility Options Analysis (Section 5)			
☐ Not Proposed — firm does not perform this service			
Addendum Total (if proposed)			

Optional Services

Option	Optional Service	Fee Basis / Amount	Assumptions
A	Bidder conference, questions, and addenda support		
B	Proposal evaluation, interviews, and clarification support		
C	Negotiation and award recommendation		
D	Owner’s representative / implementation program management		
E	Independent coverage and acceptance testing		
F	Grant application or administration support		
G	Other proposed optional service: _____		

Reimbursable Expenses and Rates

Item	Basis / Rate
Travel and mileage	
Lodging and meals	
Printing / shipping	
Specialized modeling or data costs	
Other	
Maximum reimbursable-expense allowance	

APPENDIX C — MINIMUM DELIVERABLE ACCEPTANCE MATRIX

Acceptance Standard	Applies To
Draft submitted in editable and PDF format	All major deliverables
Required content is complete and internally consistent	All major deliverables
Assumptions, data sources, limitations, and unresolved decisions are clearly identified	Technical, cost, alternatives, and scope deliverables
Total-package and phased pathways use one compatible end-state architecture	Alternatives, scope, and bidder RFP
Requirements are performance-based and vendor-neutral	Basis of design and bidder RFP
Costs are itemized and reconcile to quantities and scope	Cost model and bidder pricing forms
Coverage requirements and acceptance methods are measurable	Basis of design and bidder RFP
Dispatch, EMD, consolidation, emergency communications/jail-control options, backup, and facility requirements are objectively analyzed (if addendum authorized)	Section 5 addendum deliverable
Comments are dispositioned in writing	Final deliverables
Security-sensitive content is separated or protected as directed	All applicable deliverables
Native files, models, schedules, matrices, and source data are delivered	Final deliverables

APPENDIX D — BACKGROUND MATERIALS

The selected consultant is expected to review available materials, including but not limited to the following. The Board may provide some technical or security-sensitive documents only after contract execution, confidentiality acknowledgment, or other access controls.

- Wapello County Public Safety Communications — Forward Path Options: Phased Implementation vs. Going to the Goal (July 2026).
- Wapello County Public Safety — Platinum Radio System, 700/800 MHz Trunked Simulcast System Brief (updated June 2026).
- Wapello County Public Safety — Platinum System Phased Implementation Plan (June 2026).
- Wapello County Radio System Forward Progress Plan (June 2026 or current version).
- Prior radio-system studies, vendor proposals, RF coverage modeling, tower/site concepts, cost estimates, and related maps.
- Available 911, dispatch, CAD, paging, EMD, jail, EMS, facility, IT, cybersecurity, radio, subscriber, and interoperability records.
- Applicable agreements, service arrangements, governance records, budgets, grant materials, and capital-planning information.
- Other records identified during project initiation.

Note: Prior vendor studies and recommendations are background information only. The selected consultant must independently validate the County's requirements and may recommend modification of prior assumptions when supported by documented analysis.

END OF DRAFT REQUEST FOR PROPOSALS