

**Request for Proposals (RFP) 042025  
MUNICIPAL TWO-WAY RADIO  
COMMUNICATIONS CONSULTATION  
SERVICES**

Municipalities of Scarborough and  
Old Orchard Beach, Maine

**I. PURPOSE**

The Town of Scarborough, Maine in partnership with the Town of Old Orchard Beach, Maine are soliciting a radio system engineer and consulting service to assist in achieving a disciplined, cost-effective current state and needs analysis and migration from its current radio systems.

**II. QUALIFICATIONS/SCOPE OF WORK**

Both municipalities have existing public safety radio infrastructure that have well exceeded their manufacturer's recommended life cycle, and are at the end of their serviceable life. Several other two-way radio systems exist in different departments of both municipalities, in various stages of life, and multiple separate technologies.

The radio system engineer and consulting service will guide us through the process of upgrading the municipal radio communications systems including its joint emergency communications center (dispatch) of the Town of Scarborough, Maine and the Town of Old Orchard Beach, Maine.

This will include assessing the need and current system state, designing a new or upgraded system, drafting specifications, increasing interoperability with municipal agencies, assisting in the bidding of the project and assessing responses, overseeing its construction and installation, and ensuring the new system works as designed. This will include the following municipal agency radio communications systems:

**Scarborough**

Emergency Communications Center, PSAP  
Police  
Fire/EMS/EMA  
Public Works  
Community Services  
School Department  
Sanitary District

**Old Orchard Beach**

Police  
Fire/EMS/Lifeguards/EMA  
Public Works  
Recreation Department  
School Department (RSU 23)  
Waste Water Department

The engineering/consultant firm selected must have extensive background and experience in the radio systems utilized by municipal agencies and knowledge and experience in the infrastructure, systems and requirements of a public safety communications center, and public safety users.

The engineer/consultant will work with the Town(s) and attend regularly scheduled status meetings, complete system documentation, comprehensive aggressive but workable timeline, cohesive install schedule, well developed testing plan, satisfactory resolution to change orders, and open and honest dialog throughout the project. The engineer/consultant will also be expected to assist in any public presentations to the Town Council or Town Executive Leadership during the funding portion of this project.

The successful individual and/or firm will be independent and will serve as advisor to the Town's Project Manager and the sub-contractors needed for the project completion, such as architects, mechanical engineers, general construction contractors, equipment, etc.

Participation in this project will automatically disqualify the awarded consultant, or their respective agencies, companies or businesses from the ability to be considered in any future bid processes for systems, designs or work recommended as a result of these consulting services.

#### Expected Timeline

1. RFP Deadline August 15th, 2024
2. Contract Awarded by September 7th, 2024
3. Comprehensive Study, System Design and Recommendations Due January 13th, 2025

### **III. INSTRUCTIONS TO PROPOSERS**

This RFP is available on our website (<http://www.scarboroughmaine.org>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207)730-4083, or [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org).

#### **RESPONSES**

Sealed Proposals must be received at the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **by 10:00 am on August 15th, 2024.**

This will not be a public bid opening. Proposals, if mailed, should be addressed as noted below: Faxed or emailed proposals will not be considered.

Attention:

Town of Scarborough, Purchasing Agent  
Request for Proposal (RFP) Number: 042025  
MUNICIPAL TWO-WAY RADIO COMMUNICATIONS CONSULTATION  
SERVICES  
259 US Route One  
PO BOX 360  
Scarborough, ME, 04070-0360

**PROPOSALS MUST INCLUDE:**

**One hard copy and one electronic copy in a sealed envelope.**

- Company Profile
- Project Experience with two comparable examples
- Cover Letter signed by an authorized representative of the vendor submitting
- Scope of work to include removal and/or demo of current in-place systems
- Proposed schedule of work and time table
- All associated costs for the project and proposed payment milestone schedule
- Any warranties

The Town reserves the right to accept or reject any and all proposals. These proposals will not be publicly opened. A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

Participation in this project will automatically disqualify the awarded consultant, or their respective agencies, companies or businesses from the ability to be considered in any future bid processes for systems, designs or work recommended as a result of these consulting services.

**CONTACT INFORMATION**

For questions related to the RFP process contact:

**Kim Morrison, Purchasing Specialist**

Email – [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org)

Phone 207 - 730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposal shall be made in writing and must be received before the close of business five days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

## PRICING

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: [www.scarboroughmaine.org](http://www.scarboroughmaine.org).

The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town of Scarborough.

The Town expressly reserves the right to negotiate with the selected bidder prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all the following factors as deemed appropriate by The Town:

1. Accuracy, overall quality, thoroughness and responsiveness of the Proposal to the Town's requirements as summarized herein.
2. The qualifications and experience of the bidder.
3. Successful performance of work involving projects of similar scope, complexity and price.

The Town will evaluate all proposals received for completeness and the proposer's ability to meet all requirements as outlined in this RFP. Specific firms who best meet all criteria may be required to participate in an interview process. The Town will then negotiate an agreement with the successful bidder based on the recommendations.

The successful bidder will be expected to enter into a contract with the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town. A Certificate of Insurance is required from all consultants, contractors and vendor doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well. The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$2,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

**CONFLICT OF INTEREST**

The Town seeks to work with firms that represent the consumers, not the suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract.

**BIDDERS LIST (Plus posting on the town's website):**

Atlantic Communications Inc	40 Freedom Pkwy Hermon ME 04401	sales@atlanticradio.com
Communications Design Consulting Group LLC	9 Tibbetts Rd, PO Box 588 Barrington NH 03825	nboucher@cdcg-consultants.com
Dirigo Wireless	41 Lewiston Rd Gray ME 04039	doug@dirigowireless.com markdavis@dirigowireless.com
Maine Radio	68 Mussey Rd Scarborough ME 04074	shiggins@maineradios.com
Radio Communications Management LLC	158 Rand Rd Portland ME 04102	sales@rcm2way.com

Winbourne Consulting Group	111 Wilson Blvd, 6th Floor Arlington VA 22209	info@w-llc.com
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