



Ottawa County Emergency Management Agency  
315 Madison Street, Annex Basement  
Port Clinton, Ohio 43452-1936  
FRED PETERSEN, Director

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[www.co.ottawa.oh.us/ottawacoema](http://www.co.ottawa.oh.us/ottawacoema)

March 15, 2017

To All Interested Parties

Re: Request for Qualifications  
Public Safety Cost Allocation Analyses

The Ottawa County Commissioners cordially invite you to submit statements of qualifications for providing professional consultant services for the study of the allocation of costs for Ottawa County's Public Safety Services.

The scope of the work is an analysis of cost allocation options for Ottawa County's Public Safety Services. The study would look at the radio system costs and dispatch costs separately and provide two separate reports (one for each). These studies should at a minimum consider the following for each service:

- Total cost to provide
- Cost comparisons to other similar publicly owned and operated services
- Balancing fees with keeping users (interoperability)
- Current and potential future funding mechanisms
- Potential governance models
- User/customer interviews and opinions

The expected deliverables of the project include:

- Two written reports that outlines the suggestions for cost allocation for radio services and dispatch services, respectively
- A presentation to the County Commissioners and other interested parties on said reports

Ottawa County currently owns and operates the Ottawa County Public Safety Radio System which is a Harris P25 800 MHZ Radio System, 3-site, 5-channel trunked system. There are over 800 radios on the system. Users include fire, EMS, law enforcement, sirens and schools. There are currently no users fees charged for those agencies on this system.

Ottawa County currently dispatches for most County Law Enforcement, Fire, and EMS Agencies through the Ottawa County Sheriff's Office Dispatch Center. There are currently no costs to any agency for dispatch.

It is expected that this request will result in the development of a list of 2-3 firms that will be interviewed. Based on interviews and submittals the highest-ranking firm will be selected for negotiations for a contract based on a mutually agreed format.

Interested firms may submit their standard qualification package provided the below listed information is included and clearly identifiable. Submitters are hereby notified that statements of qualifications provided need not contain extravagant or expensive photos, charts, graphs, binders, or the like. Particular attention should be made to providing information that directly relates to the experience a firm has in providing the same types of required services to other entities in Ohio or other states with similar situations. The statement of qualifications should include at least the following information which will be used by the evaluation team as criteria for selection:

- A cover letter stating your interest in the project
- A listing of the company's prior experience in providing like services. Include a list of projects completed within the past five (5) years that are similar in size and scope to this request. Also include persons to contact for references. Particular emphasis and evaluation criteria points will be established for consideration of experience with similar systems within Ohio.
- An organizational chart indicating all personnel, by discipline, within the firm.
- The personnel that would likely be assigned to this project and any unique qualifications, particularly related to similar radio systems, of such personnel.
- Consultants and/or subcontractors that would likely be used.
- Current published unit cost of principals, clerical staff, technical staff, and all associated cost on a unit price basis. A current manpower allocation chart or graph or written description that describes manpower available for this project.
- Minority status, if any, of the firm and of the proposed consultants and/or subcontractors. Other factors the firm may feel important for Ottawa County to know.
- An estimated timeline for the completion of the aforementioned study.

The evaluation team for this project shall consist of Ottawa County public safety personnel and other assigned staff as needed. Notice is hereby given that individual contact or conversations with any member of the evaluation team are prohibited. Attempts to do so will result in disqualification of the firm.

A pre-submittal conference will be held on April 14, 2017 at 10:00 AM at the Ottawa County Emergency Operations Center, 315 Madison Street, Port Clinton, Ohio. Those interested, may also join this conference via conference call. Directions for joining via conference call and any other questions concerning this request should be submitted in writing to:

Fred Petersen, Director  
Ottawa County Emergency Management Agency  
315 Madison Street  
Port Clinton, Ohio 43452  
Email to [fpetersen@co.ottawa.oh.us](mailto:fpetersen@co.ottawa.oh.us)  
Phone # 419-734-6901

Ten (10) copies of the submittal should be sent to Rhonda Slauterbeck, 315 Madison Street, Port Clinton, Ohio 43452 no later than 11:00 AM on May 3, 2017. Packages should be plainly marked: SOQ – Public Safety Cost Allocation Analysis. All statements of qualifications shall become the property of Ottawa County. Ottawa County reserves the right to request additional information in order to make a qualified judgement on a firm's ability to perform work. Ottawa County also reserves the right to award this contract in part or whole, in the best interest of Ottawa County and to reject any or all submissions.

To be considered for award/selection, submittals must be received by the Commissioner's Office by the designated date and hour. Submittals received in the Commissioner's Office after the date and hour designated are automatically disqualified and will not be considered. The Commissioner's Office is not responsible for delays in the delivery of the mail by the U.S. Postal Services or private couriers. It is the sole responsibility of the vendor to ensure that the submittal reaches the Commissioner's Office by the designated time and hour.

Respectfully,



Fred Petersen

Director

Ottawa County Emergency Management Agency

Cc: Steve Levorchick, Sheriff  
Rhonda Slauterbeck, County Administrator