

Agenda
Public Safety Communications Board Meeting
May 17, 2007

Meeting Time and Location: 11:30 a.m. Leon County Sheriff's Office, Citizen's Academy

1. Approval of the March 8, 2007 PSCB Meeting minutes
2. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues
3. Presentation of final report regarding the Joint Dispatch Consolidation Plan (Winbourne and Costas, Inc.)
 *Note: In order to view the final report on the Joint Dispatch Consolidation Plan by Winbourne and Costas Inc., please see the Leon County website: <http://www.leoncountyfl.gov/CountyProjects/PSCB/index.asp>
4. Site Selection Committee Report: Results of Site Evaluation Process
5. Discussion of proposal regarding co-location with the American Red Cross
6. Review of draft proposal for project management services for new joint dispatch facility
7. Update on Communications Director Recruitment
8. New Business
9. Next meeting date:
 Date: June 14, 2007
 Time: 11:30am to 1:30pm
 Location: 2nd Floor Community Room
 Renaissance Center
 435 North Macomb Street
10. Possible agenda topics for the next meeting

**Minutes for the March 8, 2007
Public Safety Communications Board Meeting
11:48A.M.**

Note: One member of the PSCB was absent: City Manger, Anita Favors Thompson. The City Manager was represented by her alternate: Assistant City Manager, Rick Fernandez.

1. Approval of the February 8, 2007 minutes:

Chief Quillin moved, seconded by the Sheriff, to approve the February 8, 2007 minutes. The motion passed unanimously.

2. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues:

The Assistant City Manger moved, seconded by the Sheriff, to approve the March 2007 status report for the 800 MHz system. The motion passed unanimously.

3. Status Report on the Radio Communications Request for Proposal:

Don DeLoach, Chief Information Systems Officer, updated the PSCB on the current status of the radio communications request for proposal (RFP). Mr. DeLoach stated two vendors have responded to the RFP, Motorola and M/A Com and that City Purchasing is issuing addendum one to the RFP today. The proposals are due on June 12, 2007.

The County Administrator inquired about the advertisement of the RFP. Mr. DeLoach stated that three vendors were directly notified of the release of the RFP and it was published on DemandStar.

Interim Chief Proctor questioned Mr. DeLoach on the methodology of the ranking system for the RFP. Mr. DeLoach explained that the Technical Subcommittee was in agreement of the ranking system.

The PSCB accepted Mr. DeLoach's status report on the radio communications request for proposal.

4. Site Selection Committee Report: Site Evaluation Process and Construction Project Delivery Methods:

The County Administrator stated that there were three issues for the PSCB to consider

- i. Re-affirm that both the Easterwood and Welanee sites will be evaluated for location of the Public Safety Communications Center
- ii. Retain Johnson Peterson for the site evaluations of Easterwood and Welanee
- iii. Approve a construction delivery method approach for the design and construction of the Public Safety Communications Center

The PSCB then proceeded to address each issue separately.

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4. Continued: Site Selection Committee Report: Site Evaluation Process and Construction Project Delivery Methods:

- i. Re-affirm that both the Easterwood and Welanee sites will be evaluated for the location of the Public Safety Communications Center:

The County Administrator asked if the PSCB had any concerns with proceeding with the previous direction of the PSCB. The County Administrator discussed the possibility of locating the Public Safety Communications Building in a pre-existing building. The County Administrator stated that pre-existing buildings would have to be hardened, unless the building is already hardened, and retro-fitted to fit the needs of the Public Safety Communications Center. The County Administrator used the Albertson's on Apalachee Parkway as an example. The Albertson's is currently under contract.

Chief Quillin expressed concern with the fact that an existing building will be expensive to retro-fit. The County Administrator agreed that retro-fitting a building is an expensive process.

The Sheriff indicated the State has grown out of the State Emergency Operations Center, a building which is already hardened. However, the State is not currently interested in selling the building.

Chief Dick mentioned that pre-existing building might not be ideal for the co-location of the American Red Cross.

The PSCB agreed to continue with the evaluation of Easterwood and Welanee sites for the location of the Public Safety Communications Center.

- ii. Retain Johnson Peterson for the site evaluations of Easterwood and Welanee:

The County Administrator stated that the Site Selection Subcommittee had selection Johnson Peterson, who is a continuing supply architect with the County and currently performing other work for the City, to conduct the site evaluations of the Easterwood and Welanee sites, in conjunction with City and County staff. Johnson Peterson Architects will develop a site evaluation matrix, reflecting the site data as weighted and ranked. Johnson Peterson Architects will provide a written report of the evaluation recommending a final site. The report will include conceptual design and estimate of site development costs. The cost of the project is estimated to be around \$48,000 for the evaluation of both sites.

Ivan Johnson, Senior Architect and Principal with Johnson Peterson, indicated that the evaluation of both Easterwood and Welanee will take approximately 60 days. The cost of evaluating one site would be approximately half of the \$48,000.

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4. Continued: Site Selection Committee Report: Site Evaluation Process and Construction Project Delivery Methods:

The County Administrator asked if the PSCB wished to proceed with the evaluation of both Easterwood and Welanuee, given the concerns regarding access and location of the Welanuee site. The Sheriff recommended evaluating only the Easterwood site.

Chief Quillin restated his desire to see both sites evaluated, in the event that the Easterwood site is not viable there is no time loss due to the fact that the Welaunee site was already evaluated. Interim Chief Proctor agreed. The Sheriff withdrew his recommendation.

The PSCB agreed to proceed with Johnson Peterson evaluating both the Easterwood and Welanee sites for the location of the Public Safety Communications Center.

iii. Approve a construction delivery method approach for the design and construction of the Public Safety Communications Center:

Chief Quillin moved, seconded by the Sheriff, to direct staff to proceed with issuing a Request for Proposal (RFP) for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center. The motion passed unanimously.

The County Administrator stated that a draft RFP for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center would not have to go before the PSCB for review. However, the PSCB will evaluate the completed proposals.

5. Discussion regarding recommending a funding source for Joint Dispatch Operation to the County and City Commissions:

The County Administrator stated that he spoke with the City Manager in regards to the creation of a Municipal Services Taxing Unit (MSTU) for Joint Dispatch. The MSTU will provide on-going and consistent revenue stream for this critical operation. The MSTU will have a maximum millage rate of 1.0 mills. Based on the current taxable value, this would generate \$14.7 million annually. Funds collected would be segregated from any other County revenues through the establishment of a special revenue fund. The MSTU would also resolve any issues with dual taxation that might occur. The County and City Commission would have to approve the MSTU.

The Sheriff voiced his concern over current legislation which will affect the revenue that is generated through property taxes. The Sheriff stated that one of the current proposals by the Legislature could reduce the County's budget by 20% to 30%.

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Public Safety Communications Board Meeting
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5. Continued: Discussion regarding recommending a funding source for the Joint Dispatch Operation to the County and City Commissions.

The County Administrator agreed and stated that the value of a mill will decline with the legislation that is currently being considered. The Sheriff stated that the legislation could potentially reduce his budget by \$9.5 million dollars. The County Administrator stated that funds collected from an MSTU would be segregated from any other County revenues and used for the capital and operating budget for Joint Dispatch. Chief Dick agreed that an MSTU would be an appropriate.

Chief Quillin moved, seconded by Interim Chief Proctor, to recommend that the City and County create an MSTU, with a maximum millage rate of 1.0 mills, in order to fund the capital projects and operational needs of the joint dispatch operation. The motion passed unanimously.

6. New Business:

Chief Dick asked about the current status of the Director of Public Safety. Mr. DeLoach stated that City Human Resources Department will have the job description posted by the March 19, 2007. Mr. DeLoach indicated that the description will also be posted on Public Safety websites.

7. Next meeting date:

Date: April 12, 2007
Time: 11:30am to 1:30pm
Location: 2nd Floor Community Room
Renaissance Center
435 North Macomb Street

8. Possible Agenda Topics for the Next Meeting:

- i. Acceptance of the Status Report regarding the current 800 MHz System operational issues
- ii. Final Report from Winbourne and Costas
- iii. Status Report on the Radio Communications Request For Proposal
- iv. Status Report on the Site Selection Evaluation for the Location of the Public Safety Communications Center and on the Request for Proposal for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Public Safety Communications Center.

Meeting adjourned at 12:14 p.m.

MEMORANDUM

DATE: May 17, 2007

TO: Public Safety Communications Board:
Parwez Alam, Chair
Anita R. Favors Thompson, Vice Chair
Sheriff Larry Campbell
Chief John Proctor
Chief Cynthia Dick
Chief Tom Quillin

FROM: Leven Magruder, 800 MHz Communications System Manager, City of Tallahassee

SUBJECT: Monthly Status Report for the 800 MHz System

System:

1. The system continues to perform satisfactorily for Public Safety and local Government personnel.
2. RCD experienced the untimely death of one of our long time employees after a lengthy debilitating illness. This individual was responsible for communications equipment installation in city vehicles
3. We have hired a part time person to conduct system equipment installation in city vehicles.
4. This individual has been trained by City Fleet and TPD personnel in "standards" for approved wiring and acceptable equipment installation in TPD and TFD vehicles.
5. This will save the RCD budget significant funds in reducing the necessity of equipment removal and installation by outside vendors.
6. This will also ensure a more rapid process for equipment installation to keep personnel at work and not waiting for communications support.

Infrastructure:

1. A planning meeting for resolution of a technical problem with dispatch patching capabilities was held 5-10-07. A SOP for Dispatching Patching operations and protocol has been developed. 800 Operations SOP # 13 is submitted for your review and approval.
2. Replacing Air Conditioner relays at each site to correct and prevent situation of units tripping circuits and burned relays, preventing units to operate properly.
3. Initiate evaluation of new diagnostic software to enhance system monitoring and maintenance.
4. Working with vendors to obtain quotes to resolve Emergency Generator deficiency at Myers Park.

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Voice:

1. At your direction and the request of City Auditing, we have initiated the Failsoft testing process.
2. We completed two Failsoft "table top" training sessions with representative of the User groups.
3. Wednesday, 5-16-07 at 1 PM we will be conducting the first City/ County 800 System Failsoft exercise. Representative of all agencies and divisions have been fully involved and briefed on this exercise.
4. We have follow on plans to incorporate any lessons learned for the exercise.
5. Assist EMS with programming subscriber equipment
6. Coordinate with LCSO for creation of new Subscriber programming template in anticipation of reprogramming all hand held radios. This will be a major project.

Data:

1. Relocated one data base station to the Hopkins site to enhance data coverage on the west side of Mission Ridge.
2. Testing and monitoring enhanced data coverage for TFD as stations 4,8 and 14.
3. Initial test results and personnel feedback is very favorable.
4. RCD staff assisted TPD PIMS staff to complete Cellular project report to City Commission.

Interoperability:

1. Continued Florida Interoperability Network (FIN) training to support RDSTF efforts within Region 2

RFP No 0091-07-KR-RC

1. RCD staff contuse to support the engineering investigative and escort effort of both vendors for inspection of the 100 critical building and the possible application of Bi-directional Amplifiers (BDAs)
2. RCD, City Procurement and our consultant: Tusa Engineering has released Addendum 2, 3 and 4 to the two vendors.
3. Copies of the addendums may be made available if you wish, for your review.

Security:

1. I participated in FDLE RDSTF training at FSU in conjunction with Homeland Security consultants from Israel on International and Domestic Terrorism.
2. The training was excellent.

Rebanding:

1. 800 MHz Rebanding, required by the Federal Government, is proceeding very slowly.
2. We are now officially in Rebanding Mediation.
3. We are working with Nextel, our Consultant SAIC and our rebanding Legal to get the process moving forward.
4. Nextel has promised delivery of the Planning Fund Agreement by May 25.
5. I was notified by our equipment vendor that between 90 and 95 % of all 800 systems in the southeast US are also in Mediation.

Audit

1. Substantially completed several audit requirements.
2. Working with audit representatives to verify Infrastructure inventor at all fixed sites.

Options:

1. Approve the May 2007 Status Report for the 800 MHz System.
2. Approve 800 System Operations SOP # 13 for dispatch patching.
3. Do not approve the May 2007 Status Report for the 800 MHz System.
4. Do not approve the 800 System Operations SOP # 13 for dispatch patching.
5. Board Direction.

Recommendations:

Options #1 and #2

2

STANDARD OPERATING PROCEDURES			Submitted: <u>DRAFT 2-09-07</u>	
City of Tallahassee & Leon Sheriff and County EMS			Subject	Number
800 MHz Communications System			Operations	#13
Amends	Rescinds	Effective Date		
	SOP OP #13			
Approved by PSC Board—Chairman Signature			Reference	

Op # 13—Shared System Use: when Public Safety personnel contact another agency they must use the following protocols.

Protocols:

Situations inside City Corporate limits: Initiating agency and Supporting agency

TPD Initiates and LCSO supports

LCSO Initiates and TPD supports

Situations Inside County but outside of City corporate limits

TPD observes and advises LCSO—who becomes Initiating agency

LCSO is Initiating and TPD is supporting

Officer mode of identification to Initiating and Supporting agency

LCSO format to TPD/ TFD & other users: Leon (deputy ID #) to Tallahassee [other user]

TPD/ TFD format to LCSO [other]: TPD/ TFD (officer ID #) to Leon [other]

NOTE***** If any agency personnel is going to change talk groups to another agency talk group, the agency personnel must first notify their own communications center and indicate the agency going to and the talk group requested.

A) Emergency Calls—Monitored/ Scanned:

When personnel hear **emergency** calls for service by another agency, the following procedure will take place:

- 1) The person from the agency monitoring the Initiating agency call will notify their Communications Center of the information, specific details and the Initiating agency talk group they are switching to.
- 2) The supporting agency person will notify, by radio, the initiating dispatching agency, on that talk group, for the emergency call [using the above listed format] of the location and status/ response of applicable information. For example: routine, lights and siren] and any other significant information [unmarked, plain clothes, personal vehicle] or other significant information.
- 3) The Initiating agency shall manage the call for all participants until satisfactorily concluded.

NOTE: All pursuit and Code 3 response will follow established agency guidelines. Each agency dispatch center shall contact the other participating agency dispatch centers and coordinate this call until concluded.

Watch commanders for all participating agencies shall direct each agency Dispatch of the

actions they require to be followed. If Dispatch does not hear from the Watch commander they shall attempt to notify the Watch commander immediately and inform them of the event. Failing an immediate notification Dispatch (supervisors) shall follow established protocol. Personnel will be directed to the appropriate talk group. Each agency Watch commander will monitor the situation until concluded.

4) The Initiating agency will coordinate any pursuit/ response of all other agencies personnel until concluded.

5) At the completion of the event the participating agency person will notify the dispatching agency of their leaving the talk group and returning to their home agency talk group. They will so notify their own agency.

B) Routine Calls—Monitored/ Scanned

If a person hears a ***routine*** call for service by another agency, the following procedure shall take place:

- 1) The person will notify their own Communications Center of the information they heard [including the agency and talk group] and their location relative to the call for service.
- 2) The home agency will notify the appropriate agency via the recorded tie line and determine the course of action.
- 3) The person will not leave his home agency talk group and actively participate with the other agency talk group in the situation unless so directed by their own dispatch center or unless the situation escalates into a critical scenario. If so directed by their home agency the officer will utilize the above method of leaving and return notification.

PATCHING

LCSO 1 is established as a talk group programmed for Priority Scan by all LCSO personnel.

LCSO Dispatch shall not use LCSO 1 to patch to any TPD (or other) talk groups. LCSO Dispatch shall patch using LCSO 3 or other designated talk groups to other agencies.

TPD shall not patch to LCSO 1. TPD shall patch to LCSO 3 or other talk groups as specified by LCSO.

Note: There may exist some circumstance that LCSO1 MUST be patch. This is a two-step process. [See further explanation]. The patch must be initiated and then immediately a MultiSelect function must also be performed.

MEMORANDUM

DATE: May 17, 2007
TO: Public Safety Communications Board
FROM: Site Selection Committee
SUBJECT: Site Evaluation

Background:

During the December 7, 2006 meeting, the PSCB reviewed seven potential site locations for a Public Safety Communications Center (Center). Upon discussion, the PSCB decided that due to height restrictions, the Tallahassee Airport should be removed from the list. Based on the complexities in technology issues the landfill site was also removed from the list. The City Manager requested that the PSCB tour the five remaining sites for the Center.

On December 19, 2006, the PSCB and staff toured the remaining five potential sites for the Center. The following sites were observed by the PSCB and staff:

- City of Tallahassee: 2310 Miccosukee Road – behind Leon County Public Works Buildings (11 acres)
- City of Tallahassee: Public Works – Generally bounded by Miccosukee Road, Centerville Road, and I-10 (429 acres)
- Leon County: Easterwood/Weems – located between the Armory and Animal Shelter (17 acres)
- Leon County: 411 Paul Russell Road – Fairgrounds (50 acres)
- The following site was not visited during the PSCB tour due to small acreage of building land: City of Tallahassee: 2803 Jackson Bluff Road (8 acres)

During the January 11, 2007 meeting, the PSCB was presented with two viable publicly owed locations for the Public Safety Communications Center. These two sites appeared to be the best locations out of the four publicly owned sites visited by the PSCB and staff during the December 19, 2006 land sites tour. The two publicly owned sites that appear to be viable locations are: Easterwood/Weems site and Miccosukee Road/Centerville Road/I-10 site.

During the February 8, 2007 meeting, the PSCB directed the Site Selection Committee to proceed with evaluating both the Easterwood (Tom Brown Park) site and the Welanuee site (Miccosukee Road/Centerville Road/I-10 site) for the location of the Public Safety Communications Center.

At the March 8, 2007 meeting the Site Selection committee notified the PSCB that Johnson Peterson Architects, who is a continuing supply architect for the County and currently performing work for the City, was selected to conduct the site evaluations of the Easterwood and Welanuee sites.

Throughout the site selection process, the PSCB has also discussed other options for the siting of

a facility. These include the purchase of a private property or the reuse of an existing facility. The PSCB had determined that to mitigate costs, a review of publicly owned land was to be exhausted prior to pursuing a private property. In addition, do to the unique nature of the facility and the requirements for the facility to be hardened to withstand various levels of storm activity, a reuse project was not considered at this time.

Analysis:

Attachment #1 is an executive summary of the consultant's site evaluation report. Based on the report, the Easterwood property was ranked higher than the Welanuee site. This evaluation takes into consideration both the location of the communications center and the traffic management center. The location is also the first choice of the American Red Cross.

To continue with the development of the Easterwood property as the location for the Joint Dispatch Facility, staff recommends that the appropriate comprehensive plan amendments be initiated immediately. Concurrent to comprehensive plan amendment, staff also recommends that a rezoning be initiated. These actions will need to be coordinated with the planning activity associated with the Red Cross item being considered later on this agenda.

Options:

1. Approve the Easterwood location for the development of a Public Safety Communications Center.
2. Request that the appropriate County/City staff initiate a comprehensive plan amendment and rezoning for the Easterwood site to accommodate the Public Safety Communications Center.

Recommendation:

Options #1 & #2

Attachments:

#1 Executive Summary of Site Evaluation

I. Executive Summary of Site Selection Study for the Joint Dispatch Center

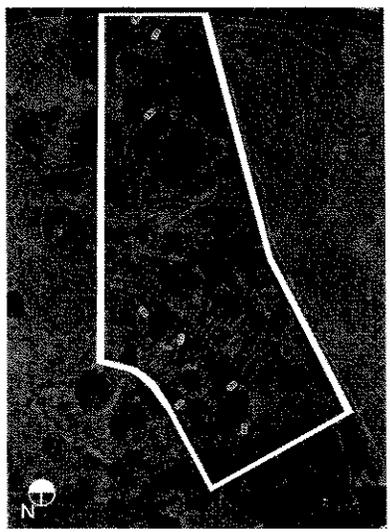
Scope:

The purpose of this evaluation is to analyze two sites for their suitability for construction of a Joint Dispatch Facility. A potential for co-location of a new Red Cross building was not part of this study. The proposed sites are:

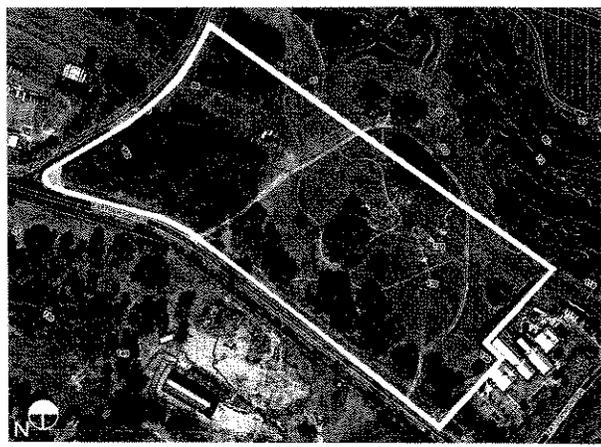
Site 1 - "Welaunne": Approximately 20 acres of COT owned land located next to the Eastern terminus of the Miccosukee Road greenway at I- 10.

Site 2 - "Easterwood": Approximately 20 acres of County owned land on Easterwood Drive, between the animal shelter and Weems Road, adjacent to Tom Brown Park.

Site 1: Welaunne Site



Site 2: Easterwood Site



Facility Requirements:

The purposed Joint Dispatch Facility may actually save several related functions. Each of these current functions have been allotted a gross area based on similar facilities and reasonable future expansion.

Joint City - County Dispatch Facility	16,500
Transportation Management	4,600
Emergency Operations Facilities	<u>13,900</u>
Total Gross Square Feet Required	35,000 GSF

Paved parking is for visitors and estimated normal staffing, plus stabilized parking for additional staff/visitors during activated status. It is anticipated that the site will be fenced with controlled access. Standard storm water retention will be necessary.

Comparative Evaluation:

Each site has been evaluated in two categories: External Land Use Factors and Internal Site Development Factors. Specific evaluation criteria were used in each category and given a weight, based on the importance of a specific criteria. The criteria ranking multiplied by the weight factor, yields a score for each of the criteria. External Land Use Factors and Internal Site Development Factors are summarized below.

Site Evaluation Matrix

External Land Use Factors

Criteria	WF	Sites			
		1 (Walaunna)		2 (Easterwood)	
		Rank	Score	Rank	Score
Size of Site	1	3	9	3	9
Public Visibility	3	2	6	1	3
Proximity to Important Existing Support Elements	2	1	2	3	6
Helicopter Access	3	3	9	1	3
Access to Public Transportation	1	1	1	3	3
Access From Major Road Systems to Site	3	2	6	3	9
Adjacent Property Use & Land Use Compatibility	2	2	4	2	4
Proximity to Natural Hazards	3	2	6	3	9
Proximity to Potential Threats	3	3	9	2	6
Zoning/Land Use	3	3	9	2	6
Proximity to Support Services	3	2	6	3	9
TOTALS			50		90

Internal Site Development Factors

Criteria	WF	Sites			
		1 (Walaunna)		2 (Easterwood)	
		Rank	Score	Rank	Score
Soils/Foundation Conditions	3	2	6	3	9
Availability of Water Utilities	2	1	2	3	6
Availability of Sanitary Sewer Utilities	2	2	4	3	6
Availability of Electric Power	2	2	4	3	6
Availability of Fiber Connectivity	3	2	6	3	9
Availability of Natural Gas	3	2	6	3	9
Site Features- Possible Canal Locations	3	3	9	3	9
Site Topography	2	2	4	2	4
Site Drainage	3	3	9	3	9
Existing Site Development	1	3	3	2	2
Wetlands	3	3	9	3	9
Potential for Hazardous Materials	3	3	9	3	9
TOTALS			74		97

Weighting Factors (WF)

- 1 = not very important
- 2 = somewhat important
- 3 = essential

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Cost Issues:

Conservative cost estimates for extension of sanitary sewer and gas, water and electric connection costs and driveway construction cost for the Welaunne Site are the following:

1. Sanitary sewer

Cost per linear foot (\$40 @ 1.75 miles)	\$369,600
1 Manhole / 400 feet (\$2500 / 400 ft)	\$57,750
Sanitary sewer lift station	\$300,000
Sanitary sewer systems charge - 3" meter	\$48,000
Sanitary sewer tap fee	<u>\$2,500</u>
Total Estimated Sanitary Sewer Costs	\$777,850*

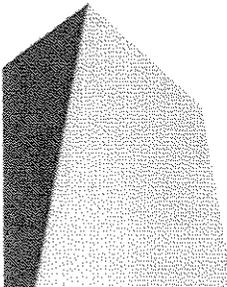
* Routing of the sanitary sewer likely will be problematic since the logical location would be Miccosukee Road and it being a canopy road brings with it its own inherent set of problems from trenching within ROW vs. tree preservation; possibly may exist to utilize an existing electric transmission and roadway easement at Dempsey Mayo Road through the Miccosukee Canopy Road Greenway and extend the service east outside the northern boundary of the greenway to the site

2. Gas

Gas service is presently located in US 90 East. Extension of gas service approximately 6,500 feet from US 90 E via Thornton Road, at \$10 - \$12 / linear foot, is estimated to cost approximately \$68,250 (average cost of \$10.50 per foot used for the calculation). The City of Tallahassee would extend the service at its expense if it is determined there is a significant public benefit. The city does not normally charge to extend gas service to sites.

3. Water

Water service is available at the intersection of Miccosukee and Thornton Roads. A 3" water tap would cost approximately \$2,700 and the associated system charge would be \$10,080.



4. Electric

An account with the City of Tallahassee must be established. Construction plans are submitted to COT Power Engineering for review, markup and approval. The COT would provide the wiring and transformer(s) for the facility. The cost of installation would be borne by the developer; no attempt has been made to estimate this cost.

5. Driveway

The cost for a 2-way, curb and gutter driveway is approximately \$50 / linear foot. This includes the cost, on a per linear foot basis, for asphalt, base and sub-base, curb and gutter. This cost does not include the cost of a sidewalk or clearing for the driveway.

6. Soil Conditions

Additional cost may include over excavation and backfill due to soil conditions.

These numbers are for comparative only purposes and represent additional costs associated with this site versus Site 2: Easterwood Site.

Summary & Recommendation:

Site 1 (Welaunne) :

- Some utilities of sufficient capacity do not serve this site. Sanitary Sewer must be extended from Miccosukee and Demsey Mayo roads (Westminster Oaks) and will require a pumping station.
- The road system may not provide clear and timely access after a major weather event. Miccosukee Road is a canopy road and surely will be blocked to some extent by deadfall. Avondale Way and Thornton Road are residential roads and cannot carry emergency or large capacity vehicles or the increased volume of traffic expected during emergency activation of the facility.

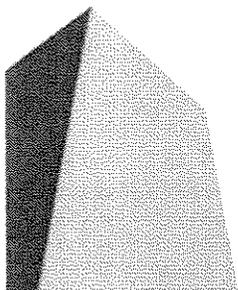
Site 2 – Easterwood:

- Land use designation not consistent with a Joint Dispatch Facility, but the “Small Scale Amendment” will allow changes up to 10 acres in 5-6 months.
- COT power line easement restricts location of buildings to areas closer to Easterwood Drive, but allows parking within easement.

Site Evaluation Summary Table

Criteria	Sites	
	1 (Welaunne)	2 (Easterwood)
Land Use Factors	55	60
Site Development Factors	71	87
GRAND TOTALS	126	147

Based on the evaluation criteria shown in the matrix above, the Easterwood site is the preferred site, primarily due to its proximity to utilities and support services as well as redundant road access. The Welaunne site is still somewhat remote and consequently not yet served by sewer, water, gas, communications or a developed road system. The Easterwood site will also be less costly to develop. When comparative development costs are added to the development and land use criteria, the Easterwood site remains the recommended site.



4

MEMORANDUM

DATE: May17, 2007
TO: Public Safety Communications Board
FROM: Alan Rosenzweig, Assistant County Administrator
SUBJECT: Proposal Regarding Co-Location with the American Red Cross

The local chapter of the Red Cross has been awarded a \$4.5 million grant for the purpose of constructing a new Community Operations Center. At the December 7, 2006 meeting, the Capital Area Chapter of the American Red Cross approached the PSCB regarding a possible co-location of its new facility with the proposed joint dispatch center. With proposal to house the Traffic Management Center with the dispatch facility, the concept of a campus environment was pursued. The PSCB unanimously endorsed the concept and based on the direction of the PSCB a letter was sent to the Red Cross (Attachment #1) in support of the co-location.

On May 4 2007, County Administration met with representatives from both the local and national Red Cross agencies. During this meeting, the Red Cross stated that in order to move forward with the grant award a location for their facility would need to be finalized in the very near future. The Red Cross stated that they were committed to participating in the development of the Eastward/Weems site, but the proposed Welanuee Site would not accommodate their needs.

As a result of this discussion, County staff will be recommending to the Board of County Commissioners that a portion of the Eastward/Weems site be dedicated to the American Red Cross. This recommendation will require the County and the Red Cross to enter into immediate negotiations regarding the land, as well as, a comprehensive plan amendment to change the existing land uses. A rezoning will be pursued concurrent to the plan amendment. County and City staff, in working with the site evaluation consultant and the American Red Cross, will determine the appropriate portion of the site to be utilized by the Red Cross. This determination will be made with the assumption that the joint dispatch facility will also be housed at the Eastward/Weems location.

Options:

1. Endorse the concept of allowing the American Red Cross to proceed with the development of the Community Operations Center at the Eastward/Weems location.
2. Do not endorse the concept of allowing the American Red Cross to proceed with the development of the Community Operations Center facility at the Eastward/Weems location.
3. Board Direction.

Recommendation:

Option #1

Attachment #1: Letter to the American Red Cross

5



Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

- Commissioners
PROCTOR
ict 1
G. SAULS
ict 2
DAILEY
ict 3
AN DESLOGE
ict 4
RACKLEFF
ict 5
FTHAELL
arge
DePUY
arge
WEZ ALAM
ty Administrator
BERT W.A. THIELE
nty Attorney

February 20, 2007

Chris Floyd
Interim Executive Director
Capital Area Chapter of the American Red Cross
187 Office Plaza Drive
Tallahassee, Florida 32301

Dear Mr. Floyd:

At the February 8, 2007 Public Safety Communications Board meeting, the Board agreed to proceed with negotiations for the co-location of the Capital Area Chapter of the American Red Cross Community Operations Center and the Public Safety Communications Center, subject to the details.

The PSCB is currently moving forward in evaluating two possible locations for these facilities: Easterwood Drive and Welaunee. During the next few months, these sites will be evaluated in order to determine the best possible location for the Public Safety Communications Center and the Capital Area Chapter of the American Red Cross Community Operations Center.

The PSCB is aware that the Easterwood Drive site meets all of the identified needs for your proposed Community Operations Center. In addition, the PSCB is sensitive toward your timeline for utilizing the Kuwaiti Red Crescent Society's funds to design and construct the Center.

On behalf of the PSCB, I would like for us to move forward with negotiations for the co-location of the Capital Area Chapter of the American Red Cross Community Operations Center and the Public Safety Communications Center.

Thank you in advance for your cooperation.

Sincerely,

[Handwritten Signature]

Parvez Alam, Chairman of the Public Safety Communications Board
County Administrator

- cc: Anita R. Favors Thompson, Vice Chair
Sheriff Larry Campbell
Interim-Chief John Proctor
Chief Cynthia Dick
Chief Tom Quillin

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MEMORANDUM

DATE: May 17, 2007
TO: Public Safety Communications Board
FROM: Site Selection Committee
SUBJECT: Approval of the Program Manager, with a Construction Manager At-Risk beneath the Program Manager, Request for Proposals for the Construction of the Joint Dispatch Center

Background:

During the March 8, 2007 meeting, the PSCB directed the Site Selection Committee to proceed with developing a Request for Proposal (RFP) for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center (attachment #1).

Analysis:

Due to the size of the project, the PSCB approved proceeding with a Program Management approach, with a Construction Manager At-Risk beneath the Program Manager. This method is a hybrid approach to the consultant led delivery method, combining the program management delivery method with the construction manager at risk method. This approach allows a subject manager expert to oversee the entire process, improve cost control over the project, ensures flexibility to changing conditions, and will improve the delivery schedule.

Staff recommends that the PSCB approve the attached RFP for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center. Due to the unique nature of this project, staff recommends that the local preference to be waived.

Staff recommends that an initial staff evaluation committee comprised of County and City staff be appointed to review the initial response and develop a short list of the most qualified candidates. The PSCB will then interview each candidate on the short list and make a final recommendation of the most qualified firm. The PSCB's final recommendation will be presented to the County and City Commissions for approval.

Options:

1. Approve the Request for Proposal (RFP) for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center and recommend that the RFP be issued by Leon County.
2. Do not approve the Request for Proposal (RFP) for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch Center and do not recommend that the RFP be issued by Leon County.
3. Board Direction.

Recommendation:

Option #1

Attachment:

1. Project Manager, with a Construction Manager At-Risk beneath the Program Manager, Request for Proposals

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REQUEST FOR PROPOSALS

for

PROGRAM MANAGEMENT SERVICES,

JOINT DISPATCH CENTER

Proposal Number BC-XX-XX-07-XX

DRAFT

BOARD OF COUNTY COMMISSIONERS

LEON COUNTY, FLORIDA

5/9/07

Release Date:

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RFP Title: Request for Proposals for Program Management Services, Joint Dispatch Center
Proposal Number: BC-00-00-07-00
Opening Date:

I. INTRODUCTION

Leon County, acting on behalf of the Owner Agency being formed, is soliciting proposals from qualified Program Management firms who specialize in the management of construction projects of the specific type described below. These services are intended to ensure the Owner receives a state-of-the-art facility, on time and within budget. It is envisioned that the selected firm will either be a state-licensed professional engineer, architect, general contractor, or combination thereof.

The Owner Agency, hereinafter referred to as "Owner", will be a separate legal entity formed by the City of Tallahassee and Leon County to develop and operate the joint dispatch facility.

The program management firm selected and contracted with for these services will hereinafter be referred to as the "Program Manager." The Program Manager selected for this work may not pursue other work in connection with this project while engaged as the Program Manager, with the possible exception of facilities programming if the successful respondent has that capability in-house.

II. GENERAL INSTRUCTIONS:

A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-00-00-07-00
Purchasing Division
2284 Miccosukee Road
Tallahassee, FL 32308*

B. **An ORIGINAL and ten (10) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.**

C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at robertsk@leoncountyfl.gov or tobind@leoncountyfl.gov. Written inquiries are preferred.

All prospective Offerors are hereby instructed not to contact any member of the Board of County Commissioners, the Tallahassee Mayor, any member of the City Commission, County Administrator, City Manager, or Leon County or City of Tallahassee staff members other than the contact persons listed above regarding this solicitation or their submittal at any time prior to the final evaluation and recommended ranking by staff for this project. Any such contact shall be cause for rejection of your submittal.

D. **Special Accommodation:** Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

E. **Offeror Registration:** Offerors who obtain solicitation documents from sources other than the Leon County Purchasing Division or Demandstar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Offerors. Also, Offerors should be

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aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Offeror through the Purchasing Division or online through Demandstar.com may cause your submittal to be rejected as non-responsive.

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

- F. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.

Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- G. Your response to the RFP must arrive at the above listed address no later than _____, 2007 at 2:00 PM to be considered.
- H. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- I. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.
- J. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- K. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- L. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- M. The contents of the proposal of the successful firm will become part of the contractual obligations.
- N. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- P. The County reserves the right to reject any and/or all proposals, in whole or in part, when

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such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

- Q. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the Program Manager's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- R. Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- S. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- T. Licenses and Registrations: The Program Manager shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids **shall** include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the offeror is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

- U. Audits, Records, And Records Retention

The Program Manager shall agree:

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1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Program Manager will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

V. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

W. Local Preference in Purchasing and Contracting

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.

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- b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
- 2. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- 3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

X. Planholders

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

Y. Addenda To Specifications

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If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

III. SCOPE OF SERVICES: PROGRAM SERVICES

A. GENERAL INFORMATION

Leon County, acting on behalf of the Owner agency being formed, is soliciting proposals from qualified Program Management firms who specialize in the management of construction projects of the specific type described below. These services are intended to ensure the Owner receives a state-of-the-art facility, on time and within budget. The Program Manager selected for this work may not pursue other work in connection with this project while engaged

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as the Program Manager, with the possible exception of facilities programming if the successful respondent has that capability in-house.

B. LOCATION

The Project will be located in Leon County, Florida at a site yet to be determined. Site selection is currently underway concurrent with this Request for Proposals. Program Management services will be conducted primarily in Tallahassee, Florida, according to the needs of the project. Out of town respondents must be prepared to travel to Tallahassee whenever needed or establish/secure well-coordinated local representation.

C. PROJECT DESCRIPTION

The Owner intends to construct a joint dispatch center, emergency operations center and traffic management center on a common site, either contained within a single hardened facility or housed in separate facilities in a campus setting. The project will possess a high degree of survivability, redundant systems and protected communications linkages to ensure its continued operation during power outages, catastrophic storm events and other operational scenarios. Final project scope will be determined during the programming phase but the Owner currently expects total project size to be in the range of 30,000 - 40,000 gross square feet.

In addition, the Owner plans a coordinated Red Cross facility to occupy the same site or a portion thereof. The Red Cross facility will be designed and constructed by others independent of this project, but the Program Manager will be responsible for the coordination of site planning and other work necessary to take advantage of the synergies that exist between this Project and the work of the Red Cross, particularly during a catastrophic storm event; and arrangements necessary to overcome any disadvantages of this co-location, such as security concerns.

D. PROJECT ORGANIZATION

The Board of Directors of the Owner agency will provide a contact person to represent its interests directly to the Program Manager. The Program Manager will act as the focal point to receive and disseminate information to the design and construction team and function as an expert interface between the Owner and the architects, engineers and contractors. Should interpretive information be required, it will be directed by or through the Program Manager. It is intended that the Program Manager will develop a comprehensive plan to manage the Project as expeditiously as possible and work closely with, and ensure the project correctly reflects the wishes of, the Owner. The Program Manager will act as an extension of the Owner's organization, providing timely feedback and reports to the Owner's staff. Final project organization will be set forth in the Program Manager's contract. A more detailed plan for effective project communication will be a part of the Program Manager's duties describe below.

E. PROGRAM MANAGEMENT

The Program Manager will be responsible for the overall coordination of the programming, design, construction, start-up and occupancy of the facility(ies,) reporting to the Owner, oversight of the design and construction teams, and other program management duties required to ensure a high quality, state-of-the-art facility, on time and in budget. The Program Manager's responsibilities shall include all work necessary to thoroughly accomplish the above-stated goals including, but not limited to, the following:

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1. **Project Plan**

In coordination with the financial capabilities of the Owner, its site selection efforts and its goals for completion and operation of the facility, the Program Manager shall develop a comprehensive Project Plan that organizes project components in such a way as to best accomplish the work.

The Project Plan shall include a Project Schedule organized into tasks on computerized project management software including, but not limited to, programming, site selection, surveying, engineering services, A/E design services, technical dispatch and communications systems design and implementation, regulatory approvals, construction, training, delivery and set-up of ordinary and specialized systems, furnishing and equipment, occupancy, testing and systems start-up and uninterrupted switch over from current operations.

The Project Plan shall also include a Project Budget and Funding Plan, coordinated with the Owner's financial capabilities in time, and the aforementioned Project Schedule. This plan shall clearly delineate the various costs of design services, testing and surveying, permits and fees, equipment and furnishings, technical, law enforcement and communications systems, and all other cost components necessary to complete the project and place it into service. Cost components for the Project Budget shall be escalated forward in time in accordance with the Project Schedule to the time at which these expenses are scheduled to occur. The Project Funding Plan shall be harmonized with the budget cycles of the Owner's funding sources.

Once in place, and approved by the Owner, the Project Schedule and Project Budget shall remain unchanged for the life of the project, except when changes are initiated by the Owner to change the scope of the project.

2. **Procurement**

The Program Manager shall develop recommendations for the procurement of appropriate engineering, architectural, construction and specialty services needed to accomplish the goals of the Project. Based on the approved procurement process, the Program Manager will assist in the development of appropriate requests for proposals, and invitations to bid, review and approve packages for issuance, assist in the selection process as a technical advisor to the Owner's selection committee and assist the Owner in evaluating fee proposals and bids.

3. **Project Administration**

The Program Manager shall manage the pre-design, design, construction and occupancy process for the Project and ensure the Owner's objectives are met. The Program Manager shall communicate the Owner's schedule and budget objectives to the design and construction teams, and monitor their progress. The Program Manager shall be the engineer's, architect's and contractor's primary point of contact, who will, along with the Owner, provide coordination of all matters pertaining to the contracts during the pre-design, design, construction and post-construction phases. The Program Manager's specific duties and decision-making authority will be more fully delineated prior to the award of a contract, but it is anticipated that, at a minimum, the Program Manager's project administration activities shall include, but not be limited to, the following:

- a. Use the Project Schedule developed during the project planning phase to implement a computerized track of the project's planned vs. actual progress during the entire life of the project. This scheduling track shall include in summary

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form and harmonize with schedules developed by the design and construction teams, and serve as a reporting tool to the Owner.

- b. Use the Project Budget developed during the project planning phase to implement a computerized budget tracking system, kept current during the life of the project, showing actual vs. budgeted expenditures, encumbrances, budget amounts unencumbered, amounts of each encumbrance, amounts paid to date, amounts not yet paid and current project contingency amounts, and serves as a project reporting tool to the Owner.
- c. Use the Project Funding Plan developed during the project planning phase to implement a track of project funding, to be kept current during the life of the project, showing original vs. actual funding supplied to the work, future funding amounts required and any deviations anticipated from the original Funding Plan. This track of project funding shall serve as a reporting tool to the Owner, informing it of funding demands the project requires well in advance of their occurrence.
- d. Review and make recommendations to the Owner of the need for, accuracy of and cost justification for proposals for various Owner-supplied work, testing services, and additional services authorizations that come about during the course of the work.
- e. Prepare reports on a monthly basis to inform the Owner as to the progress of the Project, including budget balances and schedule adherence.
- f. Conduct design, pre-proposal, pre-bid and pre-construction meetings.
- g. Review and make recommendations of design and construction documents to maintain compliance with the Owner's construction, maintenance and budget objectives.
- h. Provide value-engineering services to the Project to provide the County with the best value. This may be accomplished through alternative construction techniques, alternative materials or other methods.
- i. Review and make recommendations of trade contractor bids and assist in the determination of award to the qualified, responsive bidder.
- j. Provide on-going administration of the Project on behalf of the Owner, including day-to-day monitoring at the construction site(s,) as well as weekly and monthly meeting between engineers, architects, contractors and representatives from the Owner. Review all tests and reports, correspondence, pay requests, "as-built" documents and equipment manuals and make recommendations to the Owner.
- k. Establish a daily on-site presence for the Project during the construction phase. The Owner reserves the right to approve the Program Manager's selection and assignment of an On-Site Representative. The purpose of this presence is to observe, as an experienced and qualified professional, the progress and quality of the executed work and to determine, in detail, if the work is proceeding in accordance with the pre-established budgets, schedules and quality of work. The On-Site Representative will report as to the Contractor's compliance with the contract documents. The On-Site Representative will remain with the project until completed. Should a replacement become necessary, the Owner must grant approval of the replacement prior to his/her assignment. During the on-site observations, the On-Site Representative shall keep a detailed daily diary of

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observations and will inform the Owner of these observations during meetings. All data developed and/or collected by the Program shall become the property of the Owner.

- l. Issue instructions from the Owner to each contractor and process all change orders as required. The On-Site Representative may, as the County's representative, require special inspection or testing of the work and act as interpreter of the requirements of the contract documents and judge the performance of the parties thereto.
- m. Shall review the contractor's Applications for Payment and the accompanying data and schedules. The On-Site Representative shall indicate whether the Application for Payment is valid and advise the Owner as to the amount owed to the contractor(s.) Such approvals of payment will constitute a representation to the Owner that the work has progressed to the point indicated and that, to the best of the On-Site Representative's knowledge, information and belief, the quality of the work is in accordance with the contract documents.
- n. Shall coordinate or conduct such inspections as are necessary to determine the pending completion of work or portions thereof.
- o. Recommend, arrange for and budget additional on-site representation, such as roofing inspections, that may be deemed necessary to protect the Owner's interests.
- p. At Substantial Completion, the Program Manager and the On-Site Representative shall prepare a list of incomplete or unsatisfactory items and a schedule for their completion prior to final payment and before the Contractor's work force leave the construction site.
- q. Assist the Owner in post-construction activities including project close-out, commissioning and organization of project documentation, such as as-builts, operation and maintenance manuals and shop drawings, for use by the Owner in the management of the facility.

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4. Occupancy

The Program Manager shall provide services relative to transition to occupancy or project completion. These services shall include but are not limited to assistance in final testing, maintenance set up, training, equipment commissioning, warranty follow-up procedures, assistance in move logistics, and system switch-over to the new dispatch operation.

5. Management Plan

Based on the Project Plan, the Program Manager will develop a Management Plan that assists the Owner's operations personnel with the administration of the Project components from concept through their useful life, including operation, training, routine maintenance, preventative maintenance schedules, budgeting plans for maintenance and replacement, staffing requirements and life cycle costs.

6. Project Communication

The Program Manager shall employ techniques for improved communication which are the most conducive to the good of the project. It is anticipated and recommended that the Program Manager consider the use of advanced computer and web-based

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techniques where they are proven to enhance the flow of information to project participants. The intent of this section is to encourage the latest in technologies suited for this purpose and also time-proven effective techniques such regular meetings and organized professional project reporting. At a minimum, the Owner will require the Program Manager to conduct the following meetings and provide the following reports:

a. Weekly

Conduct project status meeting with the Owner's contact person, and a site visit. Provide a package of the past week's daily reports, a project summary, a brief status report and other pertinent project information.
During construction, attend the contractor's weekly trade contractor meeting.

b. Monthly

Provide a project up-date at the Owner's monthly board meeting. Provide a written report summarizing the project's activities during the past month, the status of the Project Plan, Schedule, Budget and Funding Plan. Advise the Board of any changes to these plans.

Conduct a meeting with key user staff, when requested by the Project Coordinator, consisting of an update on the project status and a question and answer session.

c. Quarterly

Prepare a comprehensive Project Report containing an executive summary of the Project's status, a detailed account of the status of the Project Plan, Budget, Schedule and Funding Plan, and complete back-up information necessary to provide complete information on the project to date. The schedule information shall show actual vs. planned progress. The budget information shall show a track of expenses compared against the original budget. The funding information shall show actual funding required to execute the work vs. funding projected in the Project Plan.

d. On-Call

The Program Manager shall be available to serve as an expert representative on project matters with various parties, including the public, the press, regulatory authorities, professional organizations and representatives from other county and city governments when specifically requested and deemed appropriate by the Owner's Project Coordinator.

IV. REQUIRED SUBMITTALS:

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Be sure to follow and clearly mark each section of your proposal according to the sections below (A, B, C, etc.)

All submittals shall contain the following elements, and in the order given:

A. Cover Letter with the following information:

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1. Name and Mailing Address of Firm (include physical location if mailing address is a PO Box); Contact Person, Telephone Number and Fax Number; and
 2. A statement that the submitting firm will perform the services as described in the Scope of Work.
 3. Confidentiality: All submittals will be considered public information and, subsequent to award of this RFP, all or part of any submittal will be released to any person or firm who requests it. Proposers shall specify in their Cover Letter if they desire that any portion of their submittal be treated as proprietary and not to be released as public information. However, proposers should be aware that all such requests may be subject to legal review and challenge.
 4. Signatory Requirements: The Cover Letter must be signed by an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the vendor to adhere to the provisions described in this RFP and a commitment to enter a binding contract. As such, submittals which are signed:
 - a. For a partnership, shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm; OR
 - b. For a corporation, shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer; OR
 - c. By an individual doing business under a firm name, shall be signed in the name of the individual doing business under the proper firm name and style.
- B. Firm's Organization Chart designating specific individuals and consultants proposed to be assigned to the County's project.
- C. Background & Experience – Provide a narrative containing the following information:
1. Program Management: The Proposer must demonstrate experience in providing Program Management Services and be licensed to provide professional services in the State of Florida. The Proposer should provide information demonstrating expertise in the management, design and/or construction of joint dispatch facilities, traffic management facilities, emergency operations facilities, hardened hurricane resistant facilities, redundant systems, and the codes and regulations specific to Florida and the City of Tallahassee.
 2. Qualifying background and experience of firm and personnel with public or government projects similar to those described in Sections III. List projects of a similar nature which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.) Provide contact information for the owner's representative for each project listed.
 3. Firm size, current workload and ability to perform based on current projects.
 4. Contractor's Licensing Requirements: Contractor shall possess appropriate licensing

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as required by Florida statutes which mandate specific licensing for Contractors engaged in the type of work covered by this solicitation. Further, Contractor shall meet all requirements of the State of Florida, Department of Business and Professional Regulation, Construction Industries Licensing Board and licensure and/or registration requirements of other federal, state, regional, County or municipal agencies having jurisdiction over the specified construction work, as applicable.

Said licenses shall be in the Respondent's name as it appears on the Proposal Form. Respondent shall supply appropriate license numbers with expiration dates as a part of their proposal and complete the Contractors Business License information sheet enclosed. Failure to possess and provide proof of proper licensing, certification, and/or registration may be grounds for rejection of the proposal.

Subcontractors contracted by the Contractor shall be licensed in their respective fields to obtain construction permits from the County. All licenses must be in the name of the subcontractor. It shall be the responsibility of the Contractor to enforce this provision. The County reserves the right to inspect all licenses at any time and may find the Contractor in default should appropriate documentation or licenses not be produced.

- D. List outside consultants to be used on this project. When listing consultants, give the respective specialty of the firm.
- E. Give brief resume of key design team members to be assigned to the project including but, not limited to:
- 1) Name & title
 - 2) How many years with this firm; How many years with other firms
 - 3) Experience: Types of projects; Size of projects (dollar value and SF of project); What was the specific project involvement?
 - 4) Education
 - 5) Active registration(s)
 - 6) Other experience and qualifications that are relevant to this project
- F. Provide a statement of your understanding of and approach to the project, how you envision your firm meeting the needs of the County, and discuss how your qualifications, sub-consultants, and team members best fit this request for services as stated in Section III. Please address the following items specifically:
- 1) SUMMARY OF PLANNED TASKS: Summarize the proposed tasks necessary to accomplish the Owner's goals as stated in Part I. Introduction.
 - 2) UNDERSTANDING OR PROJECT REQUIREMENTS: Demonstrate an understanding of the needs that gave rise to the project and the complexities affecting it's successful execution.
 - 3) APPROACH: Describe the respondent's proposed approach to meet the needs and deal with the complexities described above. Show why this approach is the best solution to the problem and how it has worked on similar projects in the past. Provide information regarding the services required to ensure the project goals are accomplished, and the materials and methods that will be employed.
- G. Proposed Fee Schedule: Provide a complete fee schedule for all services to be delivered in a sealed envelope separate from the rest of your proposal. The fees schedules are to match the tasks outlined in the Summary of Tasks listed in Section F(1) above. The fee schedules will only be opened as the last item to be evaluated at the end of the Phase I evaluations.



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H. REQUIRED FORMS

Provide all of the following forms fully completed and signed:

1. Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes
2. Minority/Women Business Enterprise Participation Plan
3. Equal Opportunity/Affirmative Action Statement
4. Insurance Certification Form
5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions

V. SELECTION PROCESS

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. This is to be a two phase selection process. In Phase I, the Evaluation Committee will review and score the written proposals and recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services. In Phase II, the Board of County Commissioners or their designees will conduct formal interviews with the proposing firms and their team members and determine the final ranking.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. Evaluation Criteria: Proposals will be evaluated and ranked in a two phase process based upon the following considerations:
 1. Phase I - Evaluation Committee
 - a) Comparable Experience 20
 - b) Summary of Planned Tasks 10
 - c) Project Team 15
 - d) Minority/Women Business Participation 10
 - e) Cost 10
 2. Phase II - Formal Interviews
 - a) Understanding of Project 10
 - b) Approach and Methods 25



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Total 100

VI. INDEMNIFICATIONS:

The Program Manager agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Program Manager, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Program Manager, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Program Manager to provide the defense. The Program Manager acknowledges that ten dollars (\$10.00) of the amount paid to the Program Manager is sufficient consideration for the Program Manager's indemnification of the County.

VII. MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
2. Established targets designed to increase MBE and WBE utilization proportionate to documented under utilization.
3. Provide increased levels of information and assistance available to MBE's and WBEs.
4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

The term "Certified Minority Women Business Enterprise" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County, the City of Tallahassee, or the Leon County School Board.

Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Gary W. Johnson, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail johnsong@leoncountyfl.gov.

Respondent **must complete and submit** the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form or a good faith effort letter will result in a determination of non-responsiveness for the RFP.

If respondents can not meet the aspirational target(s) the Respondent must demonstrate in their RFP response that they made a **Good Faith Effort** to meet the aspirational target(s).

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The respondent can show Good Faith Efforts to use MBE's and WBE's by providing one of the following: 1.) a copy of the publication advertisement seeking MBE's and WBE's; 2.) a list of MBE's and WBE's contacted (a list of certified MBE's and WBE's can be obtained from the Leon County MWSBE Division); 3.) documentation of contact made with the Leon County MWSBE Division no less than 5 business days prior to the bid deadline regarding problems in reaching the aspirational target(s); or 4.) other documentation indicating Good Faith Efforts to meet the aspirational target(s).

For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Professional Services Sub-Consultants Targets :
Minority Business Enterprise - 18%
Women Business Enterprise - 9%

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) points of the total score where MBE's and WBE's are used as follows:

MBE and WBE Participation Level for Professional Services Sub-consultants	Points
The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	10
The Respondent certifies that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	8
The Respondent certifies that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use.	6
The Respondent has MBE and WBE participation of at least 20%, but less than 50% of both aspirational targets and has identified in the MWBE participation plan the MBE and WBE firm(s) it intends to use.	4

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

VIII. INSURANCE

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a

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Respondent fails to comply strictly with the insurance requirements, that Respondent may be disqualified from award of the contract.

Program Manager shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Program Manager, his agents, representatives, employees or subProgram Managers. The cost of such insurance shall be included in the Program Manager's bid.

1. Minimum Limits of Insurance. Program Manager shall maintain limits no less than:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
2. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Program Manager shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
3. Other Insurance Provisions ~~The policies are to contain, or be endorsed to contain, the following provisions:~~
 - a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Program Manager, including the insured's general supervision of the Program Manager; products and completed operations of the Program Manager; premises owned, occupied or used by the Program Manager; or automobiles owned, leased, hired or borrowed by the Program Manager. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 2. The Program Manager's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Program Manager's insurance and shall not contribute with it.
 3. Any failure to comply with reporting provisions of the policies shall not affect

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coverage provided to the county, its officers, officials, employees or volunteers.

4. The Program Manager's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
5. Verification of Coverage. Program Manager shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

6. SubProgram Managers. Program Managers shall include all subProgram Managers as insureds under its policies or shall furnish separate certificates and endorsements for each subProgram Manager. All coverages for subProgram Managers shall be subject to all of the requirements stated herein.

IX. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and Program Managers, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any

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- proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subProgram Manager under a contract to the prime Program Manager or higher tier subProgram Manager or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

C. E. DePuy, Jr., Chairman
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

(Firm Name)

BY

(Authorized Representative)

(Printed or Typed Name)

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

_____ **5/9/07** _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

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STATEMENT OF NO PROPOSAL

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- We do not offer this service
 - Our schedule would not permit us to perform.
 - Unable to meet specifications
 - Others (Please Explain)
- _____
- _____
- _____
- _____

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

DRAFT

Company Name _____
Signature _____
Name (Print/Type) _____
Telephone No. _____
FAX No. _____

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**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]
whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact

business with a public entity. The term "person" includes those officers, directors, executives,

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partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287 017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

DRAFT

(signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally known _____ OR Produced identification 5/9/07
(Type of identification)

NOTARY PUBLIC

Notary Public - State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of notary public

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

RESPONDENT _____

<u>MBE Participation Levels</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

M/WBE firms and subProgram Managers must be certified by the City of Tallahassee or Leon County to qualify for M/WBE participation credit. Please provide the following information for each M/WBE. Please indicate minority groups by using the corresponding letters: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non Minority Female (F). **You must submit proof of certification with your proposal.** Attach additional sheets as necessary.

<u>Name, Address, and Phone</u>	<u>Materials/Services</u>	<u>Amount Group</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Value of M/WBE Participation: \$ _____
 Total Project Base Bid: \$ _____
 M/WBE Participation as % of Total Base Bid: _____%

The vendor acknowledges the Leon County M/WBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate.

Signed: _____ Title: _____ Date: _____



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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Program Managers and all subProgram Managers hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Program Manager agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Professional Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Program Manager shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

5/9/07

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature _____

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

G

RFP Title: Request for Proposals for Program Management Services, Joint Dispatch Center
Proposal Number: BC-00-00-07-00
Opening Date:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

DRAFT

Signature

5/9/07

Title

Program Manager/Firm

Address

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Joint Public Safety Communications Board

Date: May 14, 2007

To: Joint Public Safety Communications Board Members

From: Lillian Bennett, Leon County, Director of Human Resources
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

Subject: Status Report and PSCB Direction on Recruitment of Director, Public Safety Communications

Statement of Issue:

Status report on recruitment of the Director, Public Safety Communications and a request for PSCB direction on organizational and procedural issues related to the screening, interviewing and hiring process for the Director position.

Background:

On April 6, 2007, staff from City, County and LCSO Human Resource offices provided the Public Safety Communications Board an update on the efforts made, at that time, for the recruitment of the Director of Public Safety Communications (Attachment #1). The position has been advertised in local and regional newspapers. In addition, advertisements have been placed through public safety communication associations and publications. The position will continue to be advertised as "open until filled" and applications accepted until the position is either filled or the PSCB directs staff to close the recruitment process.

Analysis:

City, County and LCSO Human Resources staff met on Tuesday, May 15, 2007 to review the applications for the Director of Public Safety position. A total of sixty-four (64) applications have been received to date. Staff is currently screening applications to determine those applicants that meet minimum training and experience requirements for the position. Accordingly, these applicants will be eligible for further consideration by the Public Safety Communications Board.

In order to facilitate further progress in the recruitment effort, staff is requesting PSCB direction on the following issues:

- 1) Selection Committee and Interview Process
 - a. Designation of a PSCB representative to serve as the liaison with City, County, and LCSO Human Resources staff regarding the Interview Process.
 - b. Appointment of Selection Committee Members

Agenda Request: Status Report and PSCB Direction on Recruitment of Director, Public Safety Communications

May 17, 2007

Page 2

- c. Recommendation of applicants to be interviewed.
 - d. Budget for travel expenses of applicants residing outside of Leon County
 - e. Dates and location for Interviews to be held.
 - f. Recommendation to PSCB
- 2) Organizational Issues
- a. Which agency's (City, County or LCSO) Classification and Pay system and personnel policies and procedures (i.e. Hiring, Compensation, Discipline, Leave, Holidays, Grievance Procedure, etc.), will govern this position and the other positions under the PSCB? Human Resources (HR) staff in the designated agency will provide HR support services, such as recruitment, classification and pay, personnel action processing, disciplinary action consultation, benefits administration, and policy interpretation, in support of the employees of the PSCB.
 - b. Regardless of the agency designated to provide HR support, will the Director position have the option to choose the City's, County's, or LCSO's benefits package, as is currently provided for Joint City/County Planning Department employees?
 - c. Office location for the position
 - d. Establish Position Budget

Options:

1. Accept status report on recruitment of Director, Public Safety Communications.
2. PSCB Direction on establishment of a selection committee, interview process and organizational issues related to the recruitment of the Director, Public Safety Communications as outlined in the agenda item.

Recommendation:

Options #1 and #2.

Attachments:

1. April 6, 2007 Status Report to Public Safety Communications Board

Date: April 6, 2007

To: Joint Public Safety Communications Board Members

From: Lillian Bennett, Leon County, Director of Human Resources *LWB*
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

Subject: Director- Public Safety Communications Recruitment

This memo provides the Public Safety Communications Board with an update of current recruitment efforts for the Director of Public Safety Communications. City, County and LCSO Human Resources staffs are working cooperatively in the recruitment efforts and the following activities have either been accomplished or are in progress.

- After incorporating modifications recommended by the consultant into the job description, City and County began advertising the position on March 19. The position is being advertised as "open until filled" with a request that applications be submitted by April 20, 2007.
- The salary range was originally established in June 21, 2006, and in keeping with what has been done with other salary ranges, an inflationary adjustment of 3.5% was applied. The current range is \$72,990.27 - \$98,979. Salary is negotiable based upon the candidate's training and experience..
- In addition to City and County websites, the position is being advertised locally in the Tallahassee Democrat. Staff is also pursuing a regional advertisement in the Pensacola, Broward County and Ft. Myers newspapers. As recommended by the consultant, advertisements have also been placed through the associations and publications listed below. The City and County are sharing advertising costs equally.
 - Association of Public-Safety Communications Officials International
 - Dispatch Monthly
 - 911 Magazine
 - International Association of Emergency Managers

The consultant also recommended advertising in the National Emergency Number Association, however this website is having technical difficulties and is not currently accepting advertisement requests.

City, County and LCSO HR staff will meet to screen all applications received by the April 20 request date. Applications received subsequent to April 20 will be screened in a like manner. Attached for your review is a copy of the final job advertisement and job description. Additional status reports will be provided to the Public Safety Communications Board as the recruitment process moves forward.

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Director – Public Safety Communication

Salary Range: \$72,990.27 - \$98,972.12 (Salary is negotiable based on training and experience)

This is highly responsible leadership, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies.

Minimum Training and Experience and Necessary special Requirements:

Possession of a Bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Must possess a valid driver's license at the time of appointment.

Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

To Apply: Submit a City of Tallahassee or a Leon County Employment Application as follows: Mail application to City of Tallahassee, Human Resources, 642 Mabry Street, Tallahassee, FL 32304; email application to application@talgov.com or FAX to (850) 891-5388. To receive an application by FAX: (850) 894-6233. TDD Number: 711. City of Tallahassee Job Listings: www.talgov.com. Mail application to Leon County Human Resources, 315 S. Calhoun Street, Ste. 502, Tallahassee, FL 32301, email application to Boatwrightl@leoncountyfl.gov or FAX to: (850) 606-2401. To apply on line go to Leon County Home Page at www.leoncountyfl.gov.
NOTE: Submit a City or County Employment Application, OPEN UNTIL FILLED, applications requested by April 20, 2007.

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DIRECTOR - PUBLIC SAFETY COMMUNICATIONS

MAJOR FUNCTION

This is highly responsible leadership, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies. Work is performed with considerable independence and latitude and is reviewed through conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, develops, coordinates and directs staff in implementing directives of the Public Safety Communications Board. Manages the daily operations of the Joint City/County Communications Center. Directs the use of resources allocated to public safety communications for maximum return on investment. Serves as liaison between the Public Safety Communications Board and technical staff on technology issues. Plans, organizes, directs, and evaluates performance of assigned staff, providing coaching for performance improvement and development. Provides clear direction and supervision to direct reports. Develops and implements policies, procedures and protocols to accomplish the center's work plan objectives and ensures that the policies and procedures are reviewed and updated on a regular basis. Directs the improvement of management systems, processes, and measurement techniques to improve Communications Center operations and effectiveness. Develops short-range and long-range goals for the work unit. Establishes and maintains the operational integrity and response capability of the public safety communications system to meet existing and anticipated requirements. Directs the development and implementation of a long-range technology plan for the Communication Center. Plans, directs, manages, and/or coordinates the acquisition, design, operation, enhancement, and maintenance of information technology systems supporting the Communications Center, as needed. Prepares and monitors the unit's budget, and makes budgetary recommendations to the board, as necessary, and controls budget expenditures of all Communications Center funds. Maintains an active liaison with local law enforcement and emergency service providers, as well as other applicable state, federal and local agencies to keep abreast of changes that may impact the center's operations. Establishes and maintains data management system(s) coordinated with law enforcement, fire, emergency medical services, participating telecommunications companies and system suppliers, as applicable. Directs the collection and reporting of data and other information, as required. Manages the development and execution of plans for system testing, employee training, and other essential operational and procedural activities. Recommends the hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Investigates complaints from citizens and/or agencies regarding public safety communications. Maintains appropriate contacts with the media

and public on the use of the public safety communications systems. Performs related work as required.

Other Important Duties

Attends meetings of the Public Safety Communications Board as required. Serves on the various management teams as required. Attends meetings, conferences, etc. and completes special projects as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of ordinances, laws, regulations, statutes, procedures and processes related to public safety communications management. Knowledge of communications systems and the various aspects of system interfacing with other wired and wireless communications. Considerable knowledge of City and County geography and street systems. Knowledge of the principles and procedures of the operations of a dispatch center. Knowledge of local emergency plans and procedures. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to follow direction provided by the governing board. Ability to effectively plan, develop, implement and administer a public safety communications program and the dedicated resources. Ability to conduct system analysis and evaluate operational and technical processes and procedures. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusion(s). Ability to plan, organize, direct and coordinate activities of technical and professional staff. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Necessary Special Requirement

Must possess a valid driver's license at the time of appointment. Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

Established: 03-12-07

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