



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
November 19, 2019

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, November 19, 2019 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, John Monarski, and Paul Nadreau

Mayor/Other Council Members present: Jason Hiess

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matt Kelm, Fire Chief Lee Douglas, Parks Recreation and Forestry Director Dick Hebert, Library Director Joe Niese, Street and Utility Maintenance Manager Rick Ruf, Utility Office Manager Connie Freagon, and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Review 2020 personnel requests. Possible recommendations to the Council.

The Committee reviewed the 2020 Personnel Requests/Adjustments. Committee #2 approved the additional hours for the Fire Department Office Assistant. Director of Public Works/City Engineer/Utilities Manager Rubenzer advised the Committee that requested Street Department Personnel could be split between Streets and Stormwater.

No action taken.

2. Discuss proposed 2020 Utility Budgets. Possible recommendations to the Council.

Motion by Monarski/Nadreau to recommend Council adopt the 2020 Utility Budgets as previously presented. **All present voting aye, motion carried.**

3. Discuss Police Department radio system upgrade project, options for replacement and draft RFP. Possible recommendations to the Council.

Police Chief Kelm distributed a draft RFP to provide upgrades and enhancements to the Chippewa Falls Public Safety Radio System. It was discussed that the schedule should be updated to show the award date as "To Be Determined" as the Committee would need to recommend a funding source prior to Council award.

No action taken.

4. Discuss receipt of Dept. of Veterans Affairs Grant and possible use of funds. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer shared that the City received a Dept. of Veterans Affairs Grant in the amount of \$68,857 to be used for Fire and EMS Services. Possible use of the funds was discussed including the purchase of another cardiac monitor and medic equipment for a new ambulance.

Fire Chief Douglas will do additional research as to viable options for use of the funds and bring the item back to Committee for consideration.

No action taken.

5. Review preliminary budget data and issues affecting the budget. Possible recommendations to the Council.

Bauer made updates to the omitted budget requests based upon the last meeting. A correction was made for the Data Processing Request for the Employee Self Service Module. The change will impact 2020 for approximately \$5,000 and \$3,800 each year thereafter. There will be roughly \$70,000 remaining in omitted budget funds for 2020.

Finance is working to finalize the levy limit worksheet prior to the Public Hearing on December 3rd. The City is still awaiting the First Dollar and Lottery Credits.

No action taken.

6. Adjournment

Motion by Monarski/Nadreau to adjourn at 9:15 am. All present voting aye, motion carried.

**Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer**

2020 PERSONNEL REQUESTS/ADJUSTMENTS

DEPARTMENT	2020 APPROVED FUNDING	AMOUNT RECOMMENDED	ESTIMATED COST	DESCRIPTION
Public Works/City Hall			\$ 2,500	Rate increase (\$2.50/hr) for contracted janitorial service (add'l incr in 2021)
Parks, Recreation & Forestry Dept				Wage Increase for Seasonal and Perm. Part-time Positions
Police Department			\$ 123,506	Addition of Police Officer or Detective Sergeant position
2020 Request			\$ 90,943	Addition of Patrol Officer position
			\$ 22,735	Middle School SRO - this is anticipated to be funded 75% by the school district
				Request to adjust records clerk April Holty's hourly rate and vacation time to credit her for her previous 6 years and 5 months of service to the city
2021-2025 requests			\$ 2,500	Pay/benefit increase for Records Clerk
				Additional Patrol Officer - This would add a second power shift officer position. This would allow scheduling a power shift officer 100% of the year, instead of the current 50%
				Investigative Sergeant - This position would provide first line supervision to the investigative division. It would also allow for more focused investigations into Human Trafficking and Internet crimes against children cases as well as potential participation in the Eau Claire Regional Forensic Lab.
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Fire Department			\$ 5,800	Request to add 5 hrs to the 27.5 hrs of current position for a total of 32.5 hrs a week for the Office Administrative Assistant
2020 Request				Addition of a Firefighter/EMT Position
2021-2025 Requests				2021 - Addition of a Firefighter/EMT Position
				2022 - Addition of a Firefighter/EMT Position
Street Department			\$ 88,150	Additional Staff up to 4 employees - There has been over 9,000 hrs Not included in these hours are the Bridge Maintenance
2021-2025				Adding employees for snow removal would require adding snow removal equipment
Inspection - 2021-2025				Requesting Assistant City Inspector
Clerk/Finance - 2021-2025				Requesting (1) additional staff member shared by Finance/Clerks Office
CITY TOTALS			\$ 5336,134	

CITY OF CHIPPEWA FALLS, WISCONSIN



**TO PROVIDE UPGRADES AND ENHANCEMENTS TO THE CHIPPEWA
FALLS PUBLIC SAFETY RADIO SYSTEM**

Submission Deadline:
Monday, August 19, 2019 – 3:30 PM CST

REQUEST FOR PROPOSAL (RFP)

TO PROVIDE UPGRADES AND ENHANCEMENTS TO THE CHIPPEWA FALLS PUBLIC SAFETY RADIO SYSTEM

ISSUED: November 25, 2019

The City of Chippewa Falls Police Department (hereafter referred to as the "City") requests proposals from Vendors to supply enhancements to the department's existing two-way radio system.

Except as otherwise specified, it is the intention of the City to enter into a single contract with the selected vendor for the entire scope of work. Vendors submitting proposals must have the capability of providing the products and services requested in this RFP. Vendors may use joint ventures or subcontractors but must disclose these in their RFP response.

The City assumes no obligation of any kind for expenses incurred by any respondent to this solicitation prior to execution of an agreement.

The City reserves the right to reject any or all proposals, including determining any or all submittals to be non-responsive.

All specifications and data produced for a City project belong to the City. No specifications or data shall be supplied to any third party unless permission in writing is obtained from the City. Unless otherwise specified, all products will be delivered to the City of Chippewa Falls Police Department.

Proposals will be evaluated on: Vendor experience and technical qualifications, vendor record of past performance for project similar in scope, project approach, cost (initial and annual maintenance), ability to provide timely maintenance and repair, familiarity of city systems, and proposed implementation schedule.

Incomplete quotes may be deemed unresponsive. The city will negotiate contract terms after a prospective vendor is selected. If contract terms are not mutually agreeable, the city may opt to negotiate with another vendor following notice to the first ranked vendor. The City of Chippewa Falls retains the right to reject all submissions.

Proposals must be delivered by December 16 at 3:00pm and should be addressed to: City Clerk, Chippewa Falls Police Department, 210 Island St, Chippewa Falls, WI 54729.

Vendors may request to inspect the existing radio system equipment and facilities prior to submitting their proposal. The City will make reasonable efforts to accommodate any

such requests if they are scheduled at least 10 days prior to bid deadline. Vendor questions must also be submitted at least 10 days prior to the deadline for bid submission. Responses to questions submitted to the City or received during inspection tours will be shared with all vendors participating in the bid process.

Questions concerning this RFP should be directed to Chief Matthew Kelm, Chippewa Falls Police Department, 210 Island St, Chippewa Falls WI 54729
mkelm@chippewafalls-wi.gov (715) 726-2703.

BID BOND REQUIRED:

Bidders quoting the project shall include a bid bond in the lump sum amount of \$5,000.00. The bond may be in the form of a Cashier's Check made payable to City of Chippewa Falls or, alternatively may be submitted using a bond form.

PROJECT OVERVIEW: The City currently operates an analog conventional narrowband VHF voted repeater system. The system consists of a transmit/receive site at the Police Department headquarters (210 Island Street) and three (3) remote receive sites at the West Hill Water Tower (703 Westwood Ct), the East Hill Water Tower (1821 Kennedy Road), and the South Side Water Tower (631 Chippewa Street). All sites are within the city limits of Chippewa Falls. Repeater output frequency is 155.745 MHz. Repeater input frequency is 158.865 MHz. Both the transmit and receive frequency utilize a 162.2 Hz CTCSS. Capacity for future broadcast of multiple repeated frequencies is desirable.

Site voting is currently achieved with a JPS SNV-12 voter. "Hardwired" COR and PTT connections between the voter and repeater are utilized i.e. VOX is not used.

The City desires to improve the radio system performance by installing a new simulcasting radio system and IP backbone. The remote sites may be connected to the Police Department site with a new microwave system, fiber optic cable connection or other technology with comparable or better performance.

The analog conventional VHF repeater system is interconnected to Chippewa County dispatch with and analog control station. Please provide pricing to replace this control station with a P25 4-Wire tone control station as part of the P25 optional police system pricing.

GENERAL SYSTEM REQUIREMENTS: All site equipment supplied by the Vendor shall be of high quality, and designed to provide high reliability to support mission critical communications. The system shall have a high degree of redundancy and survivability.

The simulcast system shall operate without the need for frequent manual optimization and alignment. All voting and simulcast control shall reside in the base stations.

Should a remote site fail or should a loss of connectivity occur between Police Department Headquarters and a remote site, the Police Department Headquarters transmit/receive site and the other sites shall continue to function.

Should the Police Department Headquarters transmit site fail, a secondary site shall continue to function with backup voting capability. Please describe this capability.

All radio and simulcast interconnection equipment shall be equipped with battery-backup systems capable of automatic transfer in the event of an AC power failure.

The current analog receivers are located at the city water towers [East Hill Water Tower - 1821 Kennedy Rd], [West Hill Water Tower – 703 Westwood Ct], [South Side Water Tower – 631 Chippewa St.]. All tower locations are within the city limits of Chippewa Falls. All tower locations are connected to Chippewa Falls Police Department Headquarters via an RT circuit.

Microwave systems operating in the 4.9 GHz, 6 GHz or 11 GHz bandwidth may be proposed to connect the sites. Please design for 99.999% path reliability with a minimum of 50Mbps throughput. Please provide network routers as needed.

The city will consider as an alternative to the East Hill Water Tower, use of the HSHS St. Joseph's Hospital rooftop, with their permission. A fiber optic cable connection is available between this location and the Chippewa Falls Police Department Headquarters. The city currently maintains an analog antenna at this location for the Chippewa Falls Fire Department.

Vendor may choose to utilize fiber connection for any associated simulcast equipment connection. As a separate line item, vendors may optionally propose to supply a standalone microwave connection between these two points for any associated simulcast equipment. Other connection options of similar capability may be considered.

The city will provide suitable floor space in the base of the water towers. A rack or cabinet mount enclosure must be provided to accommodate the simulcast and radio equipment of sufficient height to protect from reasonable flooding (reuse of current rack mount enclosures is also acceptable). AC power is available in the shelter building. Vendor shall specify the required operational temperature range of their proposed equipment to insure that the shelter climate equipment can accommodate this.

The City installed a new Sinclair 4 Bay Dipole antenna at the Police Department in 2017. In addition, the City installed a new Comprod 4 Bay dual dipole antenna at West Hill Water Tower. These antennas may be reused in the new system.

SYSTEM SUPERVISION AND MONITORING: The system supplied shall be self-monitoring and have a method of automatic reporting/notification of faults. Desired monitored events/elements include TX/Simulcast failure, remote site AC power loss, and remote site under/over ambient temperature.

QUALITY ASSURANCE: The Vendor shall comply with applicable provisions of the following standards, rules, regulations, and industry guidelines, presented here alphabetically with no priority implied:

- American National Standards Institute (ANSI)
- American Society of Testing Materials (ASTM)
- Electronic Industry Association (EIA)
- National Electrical Manufacturer's Association (NEMA)
- National Fire Protection Association (NFPA)
- Telecommunications Industry Association (TIA)

If the requirements of this specification conflict with those of the governing codes and regulations, then the more stringent of the two shall become applicable.

The Vendor shall comply with industry best practices for system installation, grounding, bonding, and transient voltage surge suppression (TVSS). Either of the following standards are acceptable:

Motorola R56 - Standards and Guidelines for Communications Sites

Harris Site Grounding and Lightning Protection Guidelines AE/LZT -123 4618/1

Vendors should also include in the bid costs associated with inspection of the installation by a City approved 3rd party with qualified personnel to inspect the installation.

LICENSING: The vendor shall be responsible for ALL FCC licensing and coordination fees.

OPERATIONS DURING INSTALLATION: The city realizes that some interruption to the current police radio system may be necessary during installation. The Vendor shall work with the City's representative to minimize these interruptions.

PROGRESS MEETINGS: Progress meetings shall be scheduled when deemed advisable by the Vendor or City representative. Meetings are intended to have change orders signed, review progress of the work, identify and mitigate impediments to timely completion, or otherwise facilitate a successful project outcome.

PAYMENT: Payment to the Vendor for equipment and services provided shall be:

- 10% upon acceptance of the Vendors proposal
- 40% upon delivery of equipment
- 40% upon completion of installation and system activation

- 10% after the system has performed properly for 30 days and after final acceptance of the system by the City as meeting all RFP requirements, and upon completion of any punch list items.

ADDITIONAL REQUIREMENTS: Along with their proposal, vendors shall identify three (3) recent projects where they have supplied a similar public safety simulcast radio system, including the name of a contact person at each identified agency.

The Vendor shall include detailed specification sheets/manuals for all supplied equipment. In addition to all manufacturer's documentation, the chosen vendor, upon completion of the project, shall supply a system block/functional diagram to the City. The vendor shall provide the manufacturer projected end-of-life for equipment provided.

The Vendor shall provide coverage maps showing the anticipated levels of transmit and receive coverage for their proposed simulcast system, based upon a standard 5 watt portable on-hip operation, no speaker-mic antenna, and a 95% coverage 95% of the time probability assuming 20 dB of building attenuation.

The Vendor shall provide a schedule for ongoing maintenance costs for the first 3 years. Specify software upgrades and other services provided in this maintenance package. Identification of terms for subsequent support costs for years four through ten are preferred (i.e., annual cap for maintenance cost increases, service rates, items not covered). The vendor shall commit to maintenance of the radio system for a period not less than 10 years.

The Vendor shall supply a proposal price for upgrade of police and fire radio system as well as a separate proposal price for upgrade of police only radio system. The vendor shall also provide a proposal for converting the police only radio system to conventional P25 Phase 1 along with P25 coverage maps.

Vendor shall also provide optional pricing for replacement of Police and Fire mobile and portable radios. Portable radios must provide 5 Watts of output power and include: speaker mics, batteries, chargers, and antennas. Mobile radios must provide 50 Watts of output power. All portable and mobile radios must include P25 conventional and be software upgradable to P25 Phase 1 Trunking as well as P25 Phase 2.

Approximate Quantity:

11 Mobile radios for Police

16 Mobile radios for Fire

27 Portable radios for Police

20 Portable radios for Fire

If remote head mount is required please include additional pricing if needed

PERFORMANCE AND PAYMENT BONDS, INSURANCE

The Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising there under. The costs of such bonds shall be included in the bid. Bonds shall be dated on or after the date of the Contract. The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

Owner’s insurance requirements are set forth in the Agreement Form – “Contract for Purchase of Services”. The cost of required insurance shall be included in the bid.

Bonds and Certificates of Insurance shall be delivered with the executed Contract.

SCHEDULE

The following is an anticipated schedule for the RFP process. The City of Chippewa Falls reserves the right to modify any part of this schedule:

Distribute RFP:	November 25, 2019
Proposals Due:	December 16, 2019
Council Award (Anticipated):	January 7, 2020