

# DODGE COUNTY



## REQUEST FOR PROPOSALS

Communication Study and Upgrade  
Public Safety Radio Committee, Dodge County, WI

RFP NUMBER: #28 25-01  
Issued Date: January 28, 2025

RFP Submittal Deadline  
February 18, 2025  
1:00 pm (CST)

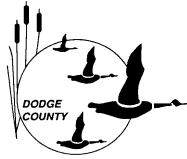
Submit Sealed RFP's To:

Dodge County Clerk  
Administration Building  
127 E Oak St.  
Juneau, WI 53039  
(920) 386-3600

Office Hours: 8:00 am – 4:30 pm Monday through Friday

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**DODGE COUNTY CORPORATION COUNSEL**

**Purchasing Division**

127 East Oak Street, Juneau, WI 53039

(920) 386-4224

Email: [tsteinbach@co.dodge.wi.us](mailto:tsteinbach@co.dodge.wi.us)

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**Request for Proposals  
Communication Study and Upgrade**

Public Safety Radio Committee, Dodge County, WI

RFP #28 25-01

Dodge County Public Safety Radio Committee requests proposals from qualified firms to provide a complete study of the Dodge County Land Mobile Radio (LMR ) Tower Infrastructure, radio and data communication systems as well as other related systems and associated equipment.

Request for proposal packets will be available starting January 28, 2025 on the Dodge County website at <https://www.co.dodge.wi.gov> and may also be obtained on DemandStar at: [www.demandstar.com](http://www.demandstar.com).

**Sealed proposals should be marked “COMMUNICATION STUDY AND UPGRADE” and must be received in the County Clerk’s Office, Administration Building, 127 E. Oak St., Juneau, WI by 1:00 pm (CST) on Tuesday, February 18, 2025.**

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the County’s best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the firm whose proposal is overall the most advantageous to the County in the County’s sole determination.

Published January 28 and February 4, 2025

Trista Steinbach  
Purchasing Agent  
Dodge County

## I. Intent

Dodge County Public Safety Radio Committee requests proposals from qualified firms to provide a complete study of the Dodge County LMR Tower Infrastructure, radio and data communication systems, as well as all other related systems and associated equipment. Interested firms must demonstrate experience in the industry and provide a concise proposal response in accordance with the specifications outlined in this RFP.

## II. Background Information

- A. Dodge County is one of seventy-two units of county government in the State of Wisconsin and pursuant to the authority of Chapter 59 of the Wisconsin Statutes is a municipal corporation. Dodge County spans over 900 square miles. Dodge County has seven significant waters in the county covering 3.5% of the land mass (Rock River, Crawfish River, Beaver Dam River, Fox Lake, Beaver Dam Lake and Sinissippi Lake and the nationally recognized Horicon Marsh Wildlife Refuge). Dodge County has one consolidated dispatch center operating under the Sheriff. The Dodge County Sheriff's Office along with various law enforcement agencies provide law enforcement across the county. The County's fire and EMS departments consist of a combination of full-time and on-call volunteer departments that are assigned response territory in Dodge County. Some of these services are located outside of the county and normally operate on different radio systems on a daily basis. Fire and EMS agencies have mutual aid agreements with all members of the association and are a part of MABAS Division 129. Additionally, the county highway department, along with many other DPW agencies operate on the County's LMR system to support Dodge County's mission.
- B. Dodge County is geographically large spanning over 900 square miles. Dodge County is located in the east central region of Wisconsin and is divided by the 5<sup>th</sup> and 6<sup>th</sup> U.S. Congressional Districts. The County encompasses all or parts of 23 towns, 11 villages and 9 cities. Approximately 89,396 people live in Dodge County according to the US Census Bureau's 2020 estimations. By far the most prominent land use in the County (89.7% of the total land area) is classified as "Agriculture and other resource lands". Our critical infrastructure countywide include: State Highways 16, 19, 26, 28, 33, 49, 60, 67, 68, 73, and 175. Three rail lines run through the County.
- C. Dodge County operations include, but are not limited to, Dodge County Sheriff's Office for law enforcement, Health and Human Services, Circuit Court System, Highway Department as well as other government related functions. Various PSAP upgrades have occurred within the last five years.

## III. General Information

- A. This document constitutes a request for competitive, sealed proposals from qualified firms to provide a complete study of the Dodge County LMR tower infrastructure, radio and data communications, as well as all other related systems and associated equipment. This document is not a contract. The successful firm will negotiate a contract with Dodge County. The material term of which shall not deviate from the RFP.
- B. The successful firm will be required to provide written recommendation(s) to correct, improve, or eliminate any deficiencies or problems identified by the study in order to

provide an efficient, cost effective, and reliable communications system and infrastructure for system users both current and future. Complete description of responsibility will be detailed in the Scope of Work section of this document.

## IV. General Overview of Systems and Equipment in Use

The following provides an overview of the systems and equipment in use by the major County Departments.

- A. Dodge County Emergency Service Providers utilize a nine site LMR tower system. Use of this system includes law enforcement, fire, emergency medical service providers, and Highway/ DPW departments.
- B. The Sheriff's Office, Emergency Management, Highway Department, and other County departments as well as local law enforcement, fire, and emergency medical services utilize various mobile radios, portable radios, and radio pagers as well as mobile data computers to serve their communications needs.
- C. Documentation including detailed listings of equipment, sites, and systems will be provided to the successful firm. Dodge County will make every effort to provide maps of current communications equipment to the successful firm.
- D. The Dodge County Sheriff's Office maintains an E911 Communications Center which is the Public Safety Answering Point (PSAP) for Dodge County. This center provides twenty-four hour dispatching for all law enforcement agencies and Fire/ EMS organizations along with notifications/pages to agencies from surrounding counties with service areas within Dodge County (including Medical Examiner, EMRs, Highway, and emergency management). The radio communications system is currently a nine-site simulcast, conventional voted VHF system with one P25 Encrypted channel. The last significant maintenance initiative to tower systems occurred in 2024. Each organization using the system is responsible for the purchase of their own mobile, portable, and paging radio equipment. Three Full time law enforcement agencies within the county operate on their own radio channel/ infrastructure.
- E. The Dodge County Highway Department operates on the same radio infrastructure and technology listed above to meet their radio communications needs.

## V. Scope of Work

### A. Towers and Related Equipment

- 1. Review all existing tower sites and provide a radio signal strength study. Study must include diagrams, maps, and comparison chart(s) along with computer propagation model showing the results of the study of existing tower sites.
- 2. Provide written recommendations with supporting documents such as maps and charts for tower numbers, spacing, and location to provide most advantageous coverage for all of Dodge County and for users of the system to carry radio, voice, and possibly data throughout Dodge County. Identify existing public or privately owned towers which can be used in solution(s).
- 3. Provide written recommendations for replacement, repair, maintenance, and any other identified needs.

4. Provide load studies encompassing all equipment additions/changes being recommended as part of this study to include tower sites which are identified.
5. Provide a written report of recommendations including a minimum of 20-year maintenance and replacement schedule.
6. Successful firm shall conduct user surveys, and when determined necessary, conduct interviews with current users to learn about viability of current system and where the gaps are.
7. Attend committee and county board meetings to present findings and recommendations.

#### **B. Radio System and Related Equipment**

1. Review and evaluate the life expectancy and effectiveness of the existing radio systems in use currently by the County. Submit written report of findings and recommendations.
2. Make written recommendations as to changes, improvements, upgrades, and/or replacements of equipment based on present and future technology. P25, 7/800 MHz spectrum and trunking technologies are to be included, as well as any other known anticipated technologies. The recommendations should include items which are capable of adapting to future changes short of unknown or undiscovered technology at the time recommendations are made in order to achieve an expandable, effective, and efficient system for use by Dodge County.
3. Recommended changes must provide equal or greater capabilities in equipment when compared to the current system.
4. Recommended systems must have a minimum life expectancy of twenty (20) years and shall not be manufacturer specific.
5. Whenever possible, recommendations should include equipment, components which are non-proprietary to allow Dodge County the greatest flexibility in future purchases.
6. Develop and submit a single page outline of the process the firms will follow to complete the project. The outline must include an estimated final report/completion date. The firm must note that adjustments to the submitted timeline may be necessary and may be authorized by the Dodge County Board of Supervisors or its designated Committee of Jurisdiction.
7. Upon completion of the study, provide assistance to Dodge County in preparing a schedule of purchases, replacements, and upgrades that are recommended in the study. This would include budgeting and prioritize recommendations in descending order.
8. Prepare and present a formal presentation, recommendations, and results of the study to a joint meeting of the Public Safety Radio Communications Committee and Executive Committee, as well as the full Dodge County Board of Supervisors upon completion of the study. This would include detailed line-item budget estimates for proposed solution(s).

## **VI. Submittal Schedule**

| Task                                                                                                                              | Date                                |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| RFP Issued                                                                                                                        | January 28, 2025                    |
| Deadline for questions: Questions must be emailed to:<br><a href="mailto:tsteinbach@co.dodge.wi.us">tsteinbach@co.dodge.wi.us</a> | February 11, 2025, at 3:00 pm (CST) |
| Final Addendum Issued                                                                                                             | February 12, 2025                   |
| Proposal Submission Deadline                                                                                                      | February 18, 2025, at 1:00 pm (CST) |

|                                                            |                                                       |
|------------------------------------------------------------|-------------------------------------------------------|
| Proposal Review                                            | February – March, 2025                                |
| Interviews/Presentations (If needed and subject to change) | March – April 2025                                    |
| Contract Issued                                            | April-May 2025                                        |
| Consultant / Stakeholders Meeting                          | Three meetings (beginning, middle and end of project) |
| Preliminary Progress Report                                | TBD                                                   |
| Final Report & Meeting                                     | TBD                                                   |

## VII. Proposal Selection and Award Process

### A. Evaluation Committee

The County's evaluation committee will be the members of the Public Safety Radio Communications Committee because of their expertise and knowledge of the service(s) and/or product(s) that are subject of this RFP. Firms may not contact members of the evaluation committee except at the request of the Purchasing Department.

### B. Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirement will result in the proposal being rejected. In the event that all firms do not meet one or more the mandatory requirements, the County reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

### C. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations, and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated, and the proposals ranked based on the numerical scores received.

### D. Evaluation Criteria

| Description                                                                                                                                                                                                                    | Points |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b><u>Organization capabilities:</u></b> Ability to perform scope of the RFP requirements.                                                                                                                                     | 15     |
| <b><u>Experience and Expertise:</u></b> Experience and qualifications of consultant's staff to provide the service. References of similar projects with units of government.                                                   | 15     |
| <b><u>Timeline:</u></b> Potential of consultant to complete the project in the proposed timeline                                                                                                                               | 15     |
| <b><u>Approach to Project Scope, Plan, and Execution:</u></b> Capability of firm to satisfactorily achieve the results contained in the RFP based on the approach described by the firm. Past performance on similar projects. | 35     |
| <b><u>Cost</u></b>                                                                                                                                                                                                             | 20     |
| <b><u>Total Points</u></b>                                                                                                                                                                                                     | 100    |

E. Interviews/Presentation and/or Demonstrations

Top-scoring firms, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposal, if required by the County. Failure of a firm to complete a scheduled interview/presentation to the County may result in the rejection of that firm's proposal.

F. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by firms, the County's evaluation team will review their evaluations and adjust the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent firm information.

G. Award

The award will be granted to the highest scoring, responsive, and responsible firm after the original evaluation process is complete.

H. Notification of Intent to Award

All firm's who respond to this RFP will be notified in writing of the County's intent to award the contract(s) as a result of this RFP.

Dodge County reserves the right to request any additional information that it deems necessary during the evaluation process.

## VIII. Insurance Requirements

### Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
- |                                                                                      |             |
|--------------------------------------------------------------------------------------|-------------|
| 1. General aggregate limit per project<br>(Other than Products-Completed Operations) | \$2,000,000 |
| 2. Products-Completed Operations Aggregate per project                               | \$1,000,000 |
| 3. Personal and Advertising Injury Limit                                             | \$1,000,000 |
| 4. Each Occurrence Limit                                                             | \$1,000,000 |
| 5. Fire Damage Limit-any one Fire                                                    | \$ 50,000   |
| 6. Medical Expense Limit-any one Person                                              | \$ 10,000   |
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.

- D. Worker's Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

## Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

## IX. General RFP Information

- A. Dodge County requires a high level of service from any firm who is looking to do business with the County. Quality, service, and price are all critical factors that Dodge County considers when doing business and in continuing business with firms. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a firm.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Firm(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon proposal award.
- D. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful firm(s) contingent upon County's acceptance and approval of all work done and/or products provided, or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Firms may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to the Purchasing Agent and by presenting proper

identification upon request. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted.**

- G. Dodge County's Standard Terms and Conditions available at: <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> are applicable to this request and are hereby made a part of it.
- H. RFP packet, updates and addenda are available on the Dodge County Request for Proposals/Bids website <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: [www.demandstar.com](http://www.demandstar.com). It is the firm's responsibility to view the RFP document and check the website for updates and to retrieve any addenda issued for this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the firm.
- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any and all of the reports, plans, specifications, and documents resulting from this RFP and firm shall provide both digital and hard copies of all reports, plans, and documents as indicated in this RFP to Owner in a format usable to the County. Awarded firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute, and use all reports, plans, specifications, and documents as it so chooses.
- K. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.
- L. Firms responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.
- M. Firms shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFP) document will be handled by written addenda. Questions shall be directed to the Purchasing Division via email to [tsteinbach@co.dodge.wi.us](mailto:tsteinbach@co.dodge.wi.us). Questions must be asked at least five (5) business days prior to the proposal due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids> and on DemandStar at [www.demandstar.com](http://www.demandstar.com). It is the firm's responsibility to check the website for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error, omission, inconsistency, or other factor which requires clarification that is discovered while

reviewing the documents or preparing a proposal. Such notification shall be made in writing to Dodge County's Purchasing Office.

- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful firm must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data, and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful firm will be required to ensure that all firm's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.
- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded firm(s).
- R. Unpublished information pertaining to Dodge County, or its employees obtained by the firm as a result of participation in this RFP or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which firm holds harmless Dodge County, its officers, elected officials, and employees from and against any and all claims arising from contracts between the firm and third parties made to effectuate the purposes of this RFP. Dodge County will not agree to mutual indemnification or to indemnify firm.
- T. NON-COLLUSIVE STATEMENT Each firm, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Consultants. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.
- U. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFP process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

## X. Technical Proposal Submission

Consultant's proposal should describe approach to the Scope of Services and should provide sufficient detail to enable the Selection Team to thoroughly evaluate and compare it with other proposals. It should include the following information at a minimum and any other information your firm believes is relevant to this project.

The consultant shall submit four (4) bound originals and one (1) electronic version on a flash drive. The Fee Proposal shall be in a separate sealed envelope and included with the proposal.

A. The proposal shall be organized as follows:

|     |                                  |
|-----|----------------------------------|
| 1.0 | Cover Letter                     |
| 2.0 | Organization Capabilities        |
| 3.0 | Company Experience and Expertise |
| 4.0 | Timeline                         |
| 5.0 | Approach to Project Scope        |
| 6.0 | Submittal forms                  |

1. **Cover letter:** The Firm shall provide a Cover Letter on corporate letterhead expressing interest and qualifications for this project. The letter should be signed by an authorized representative of the company. The Firm's name, address, phone and fax numbers, contact person, e-mail addresses, and signature shall be clear and legible.
2. **Organization Capabilities:** The ability of the firm to perform the scope of the RFP requirements and success of past similar projects. Firm shall provide the following:
  - i. Description of your understanding of the project, including any concerns you may have regarding the availability of information, schedule, etc.
  - ii. List of any information, archival material, or other data which you will need Dodge County to furnish in order for you to complete this project.
  - iii. Description of your firm's specific abilities and expertise applicable to providing the required professional services and your firm's qualifications relative to the requirements of this project, including any specialized techniques or methodology that your firm proposes to utilize in this project.
  - iv. Description of all subcontracts or associations with other firms that your firm proposes to utilize in the completion of this project. Fully describe the responsibilities of each firm, the intended working relationships between firms, and for each subcontracted or associated firm indicate the number of previous projects on which your firm has collaborated with that particular firm.
3. **Company Experience and Expertise:** Consultant shall provide information about their organization and individuals assigned to perform the work:
  - i. Brief description of the company including history, present status, future plans, etc.
  - ii. Company size and organization.
  - iii. Location and description of company office designated to perform services requested in this RFP.
  - iv. List of key personnel proposed by your firm as project team members including detailed resumes for each. Provide similar information for sub-consultants or associated firms, if proposed.
  - v. Examples of your firm's specific knowledge of Communication Studies for government units and project experience relative to this type of project.
  - vi. Descriptions of comparable projects recently completed by your firm.
4. **Timeline:** Consultants shall provide a milestone schedule and an expected project completion date.
5. **Approach to Project Scope:** Consultants shall provide a comprehensive description of how the firm will accomplish the Scope of Work contained in this RFP.
6. **Submittal forms:** Complete and include required forms within this RFP.
  - i. **Reference form**
  - ii. **Proposal Acknowledgement**

- iii. **Addenda Acknowledgement, if applicable**
  - iv. **Contract Requirement:** The awarded firm will be required to provide a written contract outlining the terms and conditions for review and approval, please provide a sample of this agreement with your proposal.
- B. **Fee proposal:** This portion of the proposal shall ONLY include the proposed cost and shall be submitted in a separate sealed envelope that is clearly marked “Fee Proposal”. Fee proposals will not be opened until after the evaluation committee has short-listed the most qualified firms for this project.
- C. Dodge County at its option, may require a consultant to provide additional documentation and/or clarify requested information.

## XI. Reference Form

Complete this page and include it the Submittal Forms section.

### Reference #1

Owner of Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

### Reference #2

Owner of Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

### Reference #3

Owner of Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

## XII. Proposal Acknowledgement

**Communication Study and Upgrade**  
Emergency Management Department, Dodge County, Wisconsin  
RFP #28 25-01

Complete this page and include it in the Submittal Forms section.

I have read this Request for Proposal (RFP), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

**Binding Signatures:**

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Proposals, the within and foregoing proposal, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Original Signature: \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### XIII. Addenda Acknowledgement

Complete this page if an Addenda was issued and include it in the Submittal Forms Section.

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

If no addenda were issued, the firm shall so indicate and sign this document.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Representative Signature

## XIV. Fee Proposal

Complete Fee Proposal, seal in a separate envelope, and include with the proposal.

Dodge County is seeking a not to exceed lump sum price for the project.

We, the undersigned, do propose to furnish Dodge County, a Communicans Study in accordance with RFP #28 25-01 and specifications hereto attached.

| ITEM                                                               | PRICE FOR ITEM /<br>SERVICE LISTED |
|--------------------------------------------------------------------|------------------------------------|
| Hourly rate for work within scope of proposal                      |                                    |
| Estimated hours required to complete work within scope of proposal |                                    |
| Administrative Cost (documents, reports, printing for above work)  |                                    |
| Hourly rate for work outside of scope of proposal                  |                                    |
| Other costs related to the project                                 |                                    |
| <b>Total Cost to Complete Study –<br/>NOT TO EXCEED – LUMP SUM</b> |                                    |

Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County.

Dodge County reserves the right to negotiate the terms of the contract, including the award amount, with the selected firm prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring firm, the County may negotiate a contract with the next highest scoring firm.

The awarded firm will be required to provide a written contract outlining the terms and conditions for review and approval, please provide a sample of this agreement with your proposal.

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Firm

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Representative Signature