



Request for Proposals

For

Six (6) Unmanned Aircraft Systems for the Billings Fire Department



Request For Proposals

Table of Contents

SECTION 1: GENERAL INFORMATION

SECTION 2: OBJECTIVES

SECTION 3: INFORMATION FOR SUPPLIERS

SECTION 4: RFP EVALUATION AND PROCESS

SECTION 5: SCOPE OF WORK

ATTACHMENT A – VALIDATION QUESTIONS FOR SUPPLIER

ATTACHMENT B – PRICING MATRIX

ATTACHMENT C – CONDITIONS AND NON-COLLUSION FORM

ATTACHMENT D – MASTER Q & A FORM

ATTACHMENT E – INTENT TO RESPOND FORM

ATTACHMENT F – SUPPLIER CONTACT INFORMATION



Section 1: General Information

Request For Proposals (RFP) – Six (6) Unmanned Aircraft Systems

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE. **THIS IS NOT AN ORDER.**

PROPOSALS MUST BE <u>RECEIVED</u> NO LATER THAN: Friday, October 21, 2022, at 5:00 pm (MST)	RFP INITIATIVE: Six (6) Unmanned Aircraft Systems
<ul style="list-style-type: none">• All suppliers must respond in detail to each element of this RFP in order to be considered for contract award.• All proposals must be emailed to contact person at the address below.• Pricing must be emailed under separate cover and “Six (6) Unmanned Aircraft Systems RFP Confidential Pricing” as the subject line.	
SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:	
<p>Mark Solberg, BFD Engineer Email: solbergm@billingsmt.gov PHONE: (406) 690-7953</p>	



Section 2: Objectives

Introduction and Objectives

This RFP is issued by City of Billings for the purpose of obtaining information and pricing regarding six (6) Unmanned Aircraft Systems (UAS) capable of responding to fire department emergency operations, including hazardous materials releases, and six (6) 2-day training sessions on UAS operations on said incidents. It is the intent of the City to review and assess the RFP responses to determine which proposal best meets the needs of the City.

Suppliers are expected to provide their best and most competitive proposal.

Attachment E, the Intent to Respond form, must be completed and emailed at least five (5) days prior to the advertised RFP due date.

Section 3: Information for Suppliers

Disclaimer

This RFP does not form or constitute a contractual document. The City of Billings shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The City also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

Instructions to Proposers

EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully examine the Standards and Specifications as well as all other attached documents;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected.



WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal by written request at any time prior to the due date set for receiving proposals.

QUOTE VALID

The proposer must honor their quote for a period of ninety (90) days after the RFP due date.

CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with the City of Billings insurance requirements of :

1. **Workers' compensation and employer's liability coverage as required by Montana law.**
2. **Commercial general liability, including contractual and personal injury coverage's - - \$750,000 per claim and \$1,500,000 per occurrence.**
3. **Automobile liability -- \$1,500,000 per accident.**

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the CITY prior to cancellation.

The CITY shall be listed as an additional insured on all policies except Worker's Compensation Policies.

Proposer shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Proposer shall maintain workers' compensation insurance coverage for all members and employees of Proposer's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each



proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

The Proposer understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Proposer's performance.

QUESTIONS

Questions regarding the Request for Proposals contents must be sent to the contact person listed in Section 1 no later than 2 business days prior to due date for proposals. The City of Billings will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Attachment E).

Supplier must submit their questions via email using the "Master Q & A" form found in **Attachment D**, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

RFP Response Submission

Upon the submission of the RFP response, the supplier acknowledges that all information is accurate and complete.

All proposals must be emailed to contact person listed in Section 1.

Pricing must be emailed under separate cover with "Six (6) Unmanned Aircraft Systems RFP Confidential Pricing" as the subject line.

Section 4: RFP Evaluation and Selection Processes

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

Phase II Evaluation

The evaluation of supplier's proposals may include, but is not limited to, the following criteria:

- Experience of Supplier with goods/services required by the City of Billings



- Capacity to assume new business
- Perceived ability to meet the City of Billings requirements
- Total Cost Competitiveness
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Company's financial stability
- Ongoing support
- Reporting capability
- Quality Control Process
- Process Improvements
- Training
- Compliance with the City of Billings Terms and Conditions
- Price

The City reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

The City also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Section 5: Scope of Work

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

The City of Billings Fire Department is seeking six (6) UAS systems capable of responding to fire department emergency operations, including hazardous materials releases, and six (6) 2-day training sessions on UAS operations on said incidents.

- A. **SPECIFICATIONS AND DETAILS:** Please see the following minimum specifications and additional details:
 - Aircraft
 - Multi-rotor design capable of stationary flight
 - Foldable arm design
 - Battery life 45 minutes or greater on a single charge
 - Must not exceed 15lbs without payload
 - IP Rating 45 or greater
 - Operating temperature between 0F - 110F
 - Operating range greater than 5 miles
 - 6 direction obstacle avoidance system
 - First Person View camera capability
 - Capable of supporting 3 payloads simultaneously
 - Camera
 - Single unit payload to include optical zoom camera, radiometric thermal camera, wide angle camera, and laser rangefinder
 - Optical camera must meet or exceed following specifications:
 - 3840 x 2160 @30fps video resolution
 - 20x optical zoom

- MP4 video format
 - JPEG photo format
- Wide angle camera must meet or exceed following specifications:
 - 1920×1080@30fps
 - MP4 video format
 - JPEG photo format
- Thermal camera must meet or exceed following specifications:
 - 640×512 resolution
 - Point measurement capability
 - Multiple color palette options
- Laser rangefinder must meet or exceed following specifications:
 - Rangefinder must reach a minimum of 1000 meters
- Images captured by sensors must record GPS location, date, and time taken.
- Accessories
 - 8 batteries total
 - Battery charger capable of charging multiple batteries simultaneously
 - Hard sided carrying case(s) for unit and accessories
 - 2 remote controls for aircraft
 - 2 universal gas monitor/radiation detector mounts for aircraft
 - Mounts must be positioned in a way that the displays are readable by the camera payload to allow the operator to view data in real-time
- Training
 - Lifetime access to Part 107 training material for six departments.
 - 2-day on-site training at each of the six department's locations (Billings, Bozeman, Helena, Great Falls, Missoula, Kalispell).
 - Training will include hands-on UAS emergency response flight operations for up to 10 students per team with 5:1 student instructor ratio.
 - All students will hold Part 107 license prior to training.
- Other
 - Minimum 3 years technical support assistance
 - Assistance in Certificate of Authorization development for Blanket COAs, Jurisdictional COAs, and waivers for each team.

B. **PROPOSALS:** To ensure fair and equitable review of all submissions, please compile your proposal as follows:

Tab 1: Introductory Letter (Max 1 page)

Tab 2: Profile of Firm (Max 2 pages)

Tell us about your company's experience with providing UAS systems and training personnel. Please provide the names and a professional overview of the people that will be working on this project

Tab 3: Attachment A, C and F (Max 4 pages)



Tab 4: Product Data: (Max 6 pages)

Describe how your solution meets the minimum criteria/specifications set forth and explain any exceptions.

Describe how the proposed cameras adjust to provide high quality footage for low light and/or poor visibility.

Describe or submit data showing characteristics details – this includes specification of cameras, control equipment, and accessories as required to provide a complete, working UAS System for the Fire Departments.

Tab 5: Describe Video Storage System (Max 2 pages)

Describe the ability to download recorded video from the aircraft's cameras and the ability to view the cameras in real-time as the aircraft flies.

Tab 6: Maintenance and On-going Support: (Max 3 pages)

Does your company offer an on-going maintenance and support contract for the proposed solution? If so, what is covered by this contract and what response times do you offer?

Tab 7: Training curriculum (Max 3 pages)

Please provide details on the proposed timeline and training plan.

Tab 8: Warranties (Max 2 pages)

Describe the warranty coverage available from the hardware/software manufacturer(s).

Tab 9: Other (Max 2 pages)



ATTACHMENT A

VALIDATION QUESTIONS FOR SUPPLIER

GENERAL INFORMATION

- 1) Company Name
Address:
Contact Name:
Contact Phone:
Contact Email:
Website/URL:
- 2) How many facilities/locations do you have in the U.S? Please list.
- 3) How many years has your company been doing business under this name?
- 4) Total Full-Time Employees.
- 5) Do you have Small Business Administration Status? If yes, can you provide documentation?
- 6) What are your standard payment terms?
- 7) References - Please attach a Word[®] document with all contact information for at least the following three references:
 - a) New Company (started doing business with them in the past 12 months)
 - b) Retained Company (have been doing business with them for 3 + years)
 - c) Former Company (contract terminated in the past 2 years)
- 8) Can you provide a statement and meet the City of Billings minimum insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, and the City being named as an additional insured?

FUNCTIONALITY

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the City of Billings should your coverage change. Are you willing to do this?
- 3) The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment. Are you willing to do this?

QUALITY AND SERVICE

- 1) Do you have a quality assurance program? If yes, please attach a copy.
- 2) Are your employees required to take a mandatory drug test?

LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? If yes, please explain.



ATTACHMENT B

PRICE MATRIX

(To be emailed separately with “Six (6) Unmanned Aircraft Systems RFP Confidential Pricing” as the subject line.)

Six (6) Unmanned Aircraft Systems

<u>Equipment</u>	<u>Price</u>
<u>Training</u>	<u>Price</u>
<u>Other (please describe):</u>	<u>Price</u>

I/We acknowledge _____ addendum.

#

Company Name

Date

Contact Name (please print)

Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



ATTACHMENT C

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation	Authorized Signature
Address	Printed Name
City/State/Zip	Title
Date	Telephone Number



ATTACHMENT D

MASTER Q & A FORM

PROJECT: Six (6) Unmanned Aircraft Systems

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none">1. Prepare questions or concerns on the template provided.2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).3. Submit the completed form via email to solberqm@billingsmt.gov. Attach associated documents as necessary. <p>Please contact Mark Solberg, BFD Engineer, with any questions regarding this process.</p>

Questions from: _____ **Company:** _____

Email Address: _____

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				



ATTACHMENT E

INTENT TO RESPOND FORM

Email the following Intent to Respond form to within five (5) days of RFP date even if your company chooses NOT to participate in the RFP.

To: **City of Billings**
Attn: Mark Solberg, BFD Engineer
Email: solbergm@billingsmt.gov

From: _____

Contact Name
Company Name
Company Address

Phone Number
Fax Number
Email Address

We intend to respond to this RFP by the specified due date:

Company Name _____ Date _____

Contact Name (please print) _____ Title _____

Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to



ATTACHMENT F

PROPOSER CONTACT INFORMATION

A. Company Contacts

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

B. General Company and Financial Information

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	