

*Kevin Austin, Chairman of Board  
David Moxley, Vice Chairman  
Cliff Collins, Commissioner  
Frank Zachary, Commissioner  
Marion Welborn, Commissioner*

*Ed Powell, County Attorney  
Lisa Hughes, County Manager  
Tanya Gentry, Clerk to the Board*



## Request for Proposals #2024-3

Issue Date: February 5, 2024

**Title: Project Management Services for VIPER Tower and 911 Communications Center**

Issuing Department: Yadkin County Manager's Office  
PO Box 220  
217 E Willow St  
Yadkinville, NC 27005

Proposals will be received until March 4, 2024 at 5:00 pm from qualified vendors for **Project Management Services for VIPER Tower and 911 Communications Center**. All inquiries for information concerning the Request for Proposals shall be directed to in **written format**:

**Brock Hall, Assistant County Manager**  
PO Box 220  
217 E Willow St  
Yadkinville, NC 27055  
(336) 849-7900  
[ibhall@yadkincountync.gov](mailto:ibhall@yadkincountync.gov)

Proposals shall be mailed and/or hand delivered to the Issuing Department shown above and the envelope shall bear the name and number of this Request for Proposals. It is the sole responsibility of the Proposer to ensure that its proposal reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to provide the services described in accordance with the attached signed proposal.

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

(typed)

\_\_\_\_\_

By: \_\_\_\_\_

(signed)

217 E. Willow Street ~ Post Office Box 220 ~ Yadkinville, North Carolina 27055

(336) 849-7900 Office --- (336) 849-7920 Fax

[www.yadkincountync.gov](http://www.yadkincountync.gov)

## **Background and Scope**

### **A. General Information**

This is a Request for Proposal (RFP) for Project Management Services for construction of a new VIPER radio tower and new 911 communications center. Location for the new tower has been identified and acquired by the County. The site has been vetted by NCSHP for suitability. The tower will be constructed with County funds. Shell space for the communications center exists within the current Yadkin County Sheriff's Office facility. Funding for the 911 center will be through a grant from the NC 911 Board.

### **B. General Conditions**

This RFP is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any vendor, even if all requirements stated in this RFP are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Yadkin County is seeking the bid with the best overall value to the County.

### **C. Reservations**

Yadkin County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject all Proposals or accept an alternate proposal. The County also reserves the right to waive any immaterial defect in the bid. The bid shall be good for a period of ninety (90) days from the opening of the bid. The County may seek clarification of the bid at any time and any delayed response could be a cause for bid rejection.

### **D. Incurred Costs**

Yadkin County will not be liable for any costs incurred by respondents in replying to this RFP.

### **E. Award**

Award shall be made by Yadkin County to the bid that is determined to be the most advantageous to Yadkin County.

### **F. Assignment**

The bid respondent may not reassign any award made, as a result of this RFP, without prior written consent of Yadkin County.

## **G. Evaluation Criteria**

Proposal will be reviewed and a contractor will be selected based on the following criteria (listed in no particular order):

- Cost
- Qualifications
- Customer Service
- Compliance with Federal, State, and Local requirements
- References
- Proposed project schedule

## **H. Proposal Instructions and Time Frames**

Respondents are to submit sealed Proposal, which will be evaluated by Yadkin County to determine the completeness of the bid. The sealed bid must be clearly labeled on the outside of the envelope or package **“Project Management Services for VIPER Tower and 911 Communications Center”** in order to be considered. Submit one marked original and two (2) complete copies of the bid.

**Submission Location:** Yadkin County  
Brock Hall  
217 E Willow Street  
Yadkinville, NC 27055

**Submission Deadline:** March 4, 2024 at 5:00 pm

**Contact/Questions:** Brock Hall  
Assistant County Manager  
PO Box 220  
Yadkinville, NC 27055  
336-849-7900  
[jbhall@yadkincountync.gov](mailto:jbhall@yadkincountync.gov)

**\*Note:** Questions must be in written format and delivered to Brock Hall by February 12, 2024 at 5:00 pm. There will be an addendum issued based on the questions received on February 12, 2024 at 5:00 pm. The addendum will be posted on the Yadkin County Website. Bidders must contact Brock Hall to indicate that they will be offering a bid in order to receive addendum and/or changes to the RFP.

**I. Project Timetable**

Request for Proposal:	February 5, 2024
Pre-proposal Conference:	February 12, 2024 at 10:00 am
Proposal Due:	March 4, 2024 at 5:00 pm
Bid Opening	March 5, 2024 at 9:00 am
Anticipated Award of Bid:	March 18, 2024

**J. Proposal Contents / Format**

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

1. **Cost:** Provide a detailed pricing structure of the proposed services.
2. **Qualifications:** Provide details of experience in the field of emergency communications to include construction, design, similar services performed, project management, and familiarity with 911 Communications Centers, the VIPER network and its equipment, North Carolina purchasing statutes and the North Carolina 911 Board.
3. **Work Schedule:** Provide a timeline indicating the estimated start and completion dates for those services.
4. **References:** Provide a minimum of three (3) references from previous or current contract awards for similar services within the last ten (10) years.
5. **Vendor Information:** Provide a completed copy of:
  - Non- Collusion Affidavit
  - Vendor form if not already on file
  - W9 if not already on file
  - Federal Tax ID
  - Form of Business
  - Business Address
  - List of Partners/Officers involved in the project
  - Point of Contact

**K. Scope of Services**

The purpose of this request for proposal is to identify a vendor to serve as consultant and project manager for the construction of a new VIPER radio tower on County owned property in the area of East Bend, NC and new E-911 communications center to be constructed in existing shell space within the existing Yadkin County Sheriff's Office.

Services to be provided include:

- Serving as consultant and liaison between County staff and contractors
- Consulting with appropriate State officials to ensure compliance with NC 911 Board requirements as well as requirements of the North Carolina Voice Interoperability Plan for Emergency Responders.
- Preparation of bid documents for contractors in accordance with NC statutory purchasing.
- Oversight of contractors during the construction phase

## NON-COLLUSION AFFIDAVIT

North Carolina of North Carolina  
County of Yadkin

I \_\_\_\_\_, being first duly sworn, deposes and says that:

He/She is the \_\_\_\_\_ of \_\_\_\_\_, the proposer  
that has submitted the attached proposal;

He/She is fully informed respecting the preparation and contents of the attached proposal  
and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, Employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached proposal or of any other Proposer or to fix overhead, profit or cost element of the proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Yadkin or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair, proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

---

Signature and Title

North Carolina of North Carolina  
County of \_\_\_\_\_  
Subscribed and sworn before me,  
This \_\_\_\_\_ day of \_\_\_\_\_, 2023

---

Notary Public  
My commission expires \_\_\_\_\_

Mail or Fax completed form(s) to:

Yadkin County Finance Office

PO Box 220

Yadkinville, NC 27055

Telephone: (336)679-4338

Fax: (336)679-4337



### **Vendor Application**

**Please include W-9 Form when submitting a vendor application.**

**BUSINESS/LEGAL NAME** \_\_\_\_\_  
**As listed on your IRS tax form**

**CONTACT PERSON** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**REMITTANCE**

**ADDRESS (if different from above)** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**COUNTY** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**FEDERAL ID #** \_\_\_\_\_ **OR SOCIAL SECURITY #** \_\_\_\_\_

---

**Yadkin County Use ONLY:**

Type of service being provided:  
\_\_\_\_\_  
\_\_\_\_\_

Is this vendor related (Spouse, Mother, Father, Children, In-Laws, Siblings) to the Department Head requesting vendor approval?

\_\_\_\_\_(YES)        \_\_\_\_\_(NO)

\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

\_\_\_\_\_  
**FINANCE OFFICER SIGNATURE**

217 E. Willow Street ~ Post Office Box 220 ~ Yadkinville, North Carolina 27055

(336) 849-7900 Office --- (336) 849-7920 Fax

[www.yadkincountync.gov](http://www.yadkincountync.gov)