

Gunnison County Metropolitan Recreation District
Request for Proposal
Professional Services
Engineering/Technical Audit of Television Translator System

INTRODUCTION

The Gunnison County Metropolitan Recreation District is a Special District organized under Colorado Statue to provide Television Translator and Recreational services to residents of portions of Gunnison and Saguache counties. The District has been providing Television Translator services providing Denver DMA TV channels via satellite downlink and terrestrial translator network since 1980. In 2009, the District upgraded the network to digital delivery with the national conversion from analog to digital television. Since that time, the District has been maintaining the system on a very limited budget because of Taxpayer Bill of Rights (TABOR) taxing restrictions. In the fall of 2018, the District was successful in obtaining additional funding by overriding certain aspects of the TABOR restrictions. With a portion of this available funding, the District is now able to devote sufficient ongoing funding to develop a long-term plan for maintenance, improvement and expansion of the Television Translator system. As part of development of the plan, it is desired to conduct an outside audit if the system to have a fresh set of eyes look at the system and give recommendations for possible actions to be accomplished during the planned maintenance cycle. Therefore, the District is in the process of soliciting an outside party with expertise in Television Translator network design and operation to conduct the audit and provide a report to the Board of Directors.

DESCRIPTION OF THE TRANSLATOR SYSTEM

At the time of this Request for Proposal, the District Television Translator system consists of a central office/studio facility, located in Gunnison, Colorado and 12 translator sites with a total of 50 translators. Individual sites have between 2 and 5 translators. The Gunnison facility has satellite download capabilities for 22 channels and serves 5 of the translator sites on the largest watched segment of the network. From this facility, signals are relayed to the translator site located on W Mountain, located just south of Gunnison. Transmission of signals is via microwave studio-to-transmitter link (STL). The site on W Mountain provides signal to the City of Gunnison and the immediate surrounding area and two additional legs of the translator network. A second satellite download location is located on Monarch Mountain, located east of Gunnison, and provides signal to a second network of 5 translator sites providing 12 channels on 3 translators at each site. This network provides service to rural portions of the District's service area. One site, served by W Mountain, currently provides 9 channels on 2 translators. A third satellite downlink site provides service to a remote town not easily served via translator because of topography.

The Television Translator system provides programming to about 600 households within the service area and provides up to 22 channels of Denver OTA channels and other downlinked or local content.

DESCRIPTION OF REQUESTED SERVICES

This Request for Proposal is intended to provide a report of current conditions found at all locations audited, recommendation for repairs and maintenance needed, suggestions for possible improvements that would provide increased reliability or enhanced performance, a timeline for work detailed, and any other information that the auditor feels is relevant to the operation of the sites and the system in general.

It is expected that each translator site will be visited and inspected. With the extreme conditions that can exist at these remote locations, it is expected that the required site visits will be conducted as the sites become accessible via truck. This means that the work will probably be conducted in the mid to late Spring of 2019. Site visits can be scheduled to be conducted during a single visit by the auditor or on multiple shorter visits; whichever is deemed best by the auditor and the District's Operations Manager.

The work to be conducted at each site:

- Physical Site – inspect and detail any external conditions which may affect safe and reliable operation
- Tower/Antenna – inspect the tower/antenna system with respect to condition, safety, operation
- Building Inspection – inspect the building for appropriateness for location/environment, safety, condition
- Environmental – inspect the building/interior for adequate environmental controls, including but not limited to, insulation, heating, cooling and ventilation.
- Electrical System – inspect the electrical system (utility company equipment to interior power distribution for safety, good practices, and condition. Inspection should include proper power protection or uninterruptible power supply. In the case of sites with backup generator, inspect the condition of the generator and automatic transfer switch and conduct cycle testing.
- Interior Systems – inspect the interior equipment and systems for design, good practices and safety. Any information or recommendations as to equipment function or suitability to intended service would be of interest.
- Other factors – please include in report any conditions needed attention, suggestions for improvement, or other matters that you observe at the site.

QUALIFICATIONS

Please provide a list of your qualifications to successfully conduct the requested Scope of Work. The District is interested in having an individual with considerable experience with the design and/or operation and maintenance of television translator systems located in remote locations and harsh physical conditions. Please provide references of at least three employers or customers that can be contacted for reference.

FINANCIAL

It is realized that because of the complexity of the audit and the uncertainty of the time required to conduct site visits that a fixed cost proposal is difficult to impossible to provide. Therefore, it is proposed that proposals for services be broken down into four sections.

Section 1 – Pre-visit preparation. Please provide the type of preparation you will need and what the District should provide in materials that you feel are needed to prepare for the site visits.

Section 2 – Site visits. Please provide how you intend to bill for work during the site visit phase.

Section 3 – Post-visit reporting. Please provide information about how you intend to report the results of the site visits. What would be the form of the deliverables to the District and how do you intend to bill for work? There may be a need for discussion with the Board about the contents of the report; would you be available for post report meeting or telephone conference with the Board?

Section 4 – Post Audit Services. The Board may decide on some additional work after the completion of the report phase of the Audit. Would you be willing to participate in some possible follow-on work and at what cost.

Any questions, comments or requests for clarification should be directed to:

Lori Patin, District Manager
admin@gcmetrec.com

Questions will be forward to the appropriate party and answers will be provided to all parties intending to submit a proposal to this RFP.