



**Fiber Optic Design and Installation  
Services**

City of Alamosa  
Information Technology Department

**Due Date: April 30, 2019 by 3:00 p.m. (local time)**

Issued By:

City of Alamosa  
Information Technology Department  
300 Hunt Avenue  
Alamosa, CO 81101

## REQUEST FOR PROPOSAL

This Request for Proposal (RFP) is being issued by the City of Alamosa for the purpose of expanding our existing Fiber Optic Network (FON) from the City Cemetery Facility to the City Sanitation Building, the Ricky Recycling Center, and the City Waste Water Treatment Plant (WWTP). The successful proposing firm will have experience in furnishing, and installing such systems for government entities and other organizations of similar size and complexity in the region, and have the staff capacity and expertise to do so for the City of Alamosa.

An RFP is used for procurement of services in situations where price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the offeror offers a solution to the objectives, problems, and needs specified in this RFP, and defines how it intends to meet (or exceed) the RFP requirements.

The information contained in this RFP is a suggested configuration. The City of Alamosa would invite the vendor's suggestions for an improved and/or a more cost effective solution. Any model, brand, or specification listed in this request establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the City of Alamosa at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the quality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

### **1.0 PROPOSAL FORMAT**

The City of Alamosa Information Technology Department, 300 Hunt Avenue, Alamosa, CO 81101, will be accepting bids until April 30, 2018, at 3:00 PM for **2019 Fiber Optic Design and Installation Services** as specified below. Proposals should be clearly labeled as follows:

**Judy Kelloff  
Finance Director, City of Alamosa  
P O Box 419  
Alamosa, CO 81101**

Proposals may be hand-delivered or mailed to the Finance Department. Bids must be placed in one envelope, securely sealed and clearly labeled **2018 Fiber Optic Design and Installation Services RFP**. The City of Alamosa will not be responsible for premature opening of bids not properly labeled.

On the outside of the bid, there shall be disclosed: 1) the name of the bidder; and 2) bidder's address. Only bids received on or before the aforesaid date and hour set for closing of this Request for Proposal (RFP) will be eligible for consideration. Any bid received after the closing time, regardless of the method of delivery, will be returned unopened to the Bidder. Bids may not be withdrawn after closing time.

All bids will be evaluated and selections made as soon as possible after bid opening. Award of bid is subject to the approval by the Alamosa City Council.

The City of Alamosa reserves the right to reject any and all bids, to waive formalities and informalities, and to award orders for the items described either in whole or in part, if it seems to be in the best interest of the City to do so. Questions concerning this RFP should be directed to: James Belknap, IT Director, City of Alamosa, at (719) 587-2500 or [jbelknap@ci.alamosa.co.us](mailto:jbelknap@ci.alamosa.co.us).

The City reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the best interest of the City.

Proposals shall be as thorough as necessary to establish firm's ability to complete the project in a timely and successful manner.

Submittal of a proposal indicates acceptance by the proposer of the conditions contained in this request.

All proposals shall address the following information:

- Cover letter from an authorized individual who can commit to the terms and conditions of the proposal.
- A description of the firm, its background, and present location of business.
- A statement of qualifications to demonstrate capability of performing and completing the requested services.
- A summary of current projects being performed by the firm.
- A breakdown of typical project clients (private development, government, etc.)
- A summary of previous projects and clients of work conducted in or near the City of Alamosa.
  - A list of at least three references for which the firm has performed work within the past two years substantially similar to this project. Include the client name, address, contact person, phone number, and project name or identification number.
  - A technical summary of the included Scope of Services outlining the work to be performed, summarizing the proposed work effort, and indicating any proposed modifications to the Scope of Services. Suggested modifications shall include a description of the change to the design services.
  - A list of any subcontractors to be employed on this project, which shall include all information, required of the submitting firm.
  - The firm's single point of contact through proposal acceptance. The City of Alamosa shall communicate solely through this contact regarding all issues of acceptance. A correct e-mail address, postal address, phone number, and cellular number shall be provided for the point of contact.
  - A price proposal that includes the price for services provided under the Contract, and shall be signed by an individual authorized to bind the Proposer contractually.

## **2.0 COMPETENCY OF FIRM**

The City shall make such investigations, as it deems necessary, to determine the ability of the proposer to perform the services required by the Scope of Services. Upon request, the proposer shall furnish evidence satisfactory to the City that it has the necessary facilities, ability, and financial resources to fulfill the project's Scope of Services.

### **3.0 DESCRIPTION OF CURRENT DESIGN**

The City of Alamosa is currently utilizing Dell 6000 series layer 3 switches along with Dell FTLX 1371D3BCL 10GBASE-LRM SFP 1310NM Transceivers to chain switches together in a 10 GBASE network. All fiber runs are Corning Optical 24 strand 10-13 SMF.

### **4.0 SCOPE OF SERVICES**

- Proposals shall assume that the vendor will provide the labor to design, furnish, install and terminate all connections.
- The fiber installations must include all appropriate permitting, locates, hand holds, grounding rods, markers, conduit, rack mount fiber termination boxes, and wall mount racks.
- All materials and equipment supplied to the City of Alamosa must be new and unused.
- All fiber must be installed in 1.25-inch fiber conduit. Fiber cannot be direct burial.
- All hand holds must be rated for occasional traffic.
- All hand holds must contain 50 ft. of additional fiber for each line.
- All paved roads and existing utilities must be crossed via a directional bore.
- The contracted firm shall provide detailed as built plans to the Alamosa Public Works Department.
- 24 strands shall be provided, installed, and terminated from the Cemetery Facility to the Recycling Facility.
  - Contractor will provide termination panel and SC Duplex terminations, utilize existing locking wall mount rack cabinet and termination board at the Cemetery Facility
  - Contractor will provide termination board, locking wall mount rack cabinet, termination panel and SC duplex terminations at the Recycling Facility. Locking wall mount rack cabinet must be at least 6U of 20.5-inch-deep rack. Suggested rack is a triplite SRW6UDP.
- An additional 24 strands shall be provided, installed, and terminated from the Recycling Facility to the Waste Water Treatment Plant.
  - Contractor will provide the termination board, locking wall mount rack cabinet, termination panel and SC duplex terminations for both ends. Locking wall mount rack cabinet must be at least 6U of 20.5-inch-deep rack. Suggested rack is a triplite SRW6UDP.
- Once the fiber is installed the City<sub>4</sub>of Alamosa IT Department will install

switches and transceivers to bring the network live and test for connectivity before acceptance.

## **5.0 PROPOSAL FORMAT**

Each offeror is responsible for examining and understanding this RFP prior to submitting a proposal. Offerors assume all risk of errors contained in this procurement process and no contract awarded will be increased to cover costs that should have been anticipated by the offeror in examining the documents.

Each bidder shall demonstrate its ability to timely deliver the requested FON expansion.

The City of Alamosa reserves the right to request verification, validation or clarification of any information contained in a proposal.

The City of Alamosa reserves the right to waive any informality in a proposal.

### **Specific Technical Requirements:**

The proposal should demonstrate the qualifications of the bidder and of the particular staff to be assigned to this proposal.

Prior work of the same nature with other governmental entities should be listed with a copy of the contract. Please include the date of the project, name of contact, phone number of the contact person and address.

The proposal should set forth a work plan, including a timeline that specifies the implementation schedule of the project.

## **6.0 COMPETITIVE NEGOTIATION**

This request for Proposal indicates, in general terms, the nature of the program and services being sought.

The specific requirements for the contents of proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the City.

In order to procure the system that best suits the needs of the City, the competitive negotiation process and evaluation criteria consider factors other than costs.

## **7.0 AWARDING OF CONTRACT**

The award of a contract shall be determined in the sole discretion of the City based upon evaluation of all information as the City may request. The City reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the City. The City reserves the right to award multiple contracts for various services if deemed necessary. The successful firm must be willing to enter into a general services contract with the City.

Negotiations shall then be conducted beginning with the firm ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to the offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations shall then be conducted with the

offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

The City reserves the right to reject any and all proposals submitted, and to waive any informality in the proposals. The rights are also reserved to award the contract where it appears to be in the best interest of the City of Alamosa.

## **8.0 PUBLIC INSPECTION OF PROCUREMENT RECORDS**

Proposals submitted shall be subject to public inspection.

## **9.0 LICENSES AND PERMITS**

The contractor agrees that it has procured all licenses, permits, or other like permission required by law to conduct or engage in the activity requested within this RFP; that it will procure all additional licenses, permits, or like permission required by law during the term of the Contract; and that it will keep such licenses, permits, and permissions in full force and effect during the term of the Contract.

## **10.0 INDEPENDENT CONTRACTOR**

The contractor understands and agrees that its relationship with the City arising out of the Contract shall be that of independent contractor. It is understood that the contractor, or its staff and employees, are not employees of the City and are, therefore, not entitled to any benefits. The contractor shall be responsible for reporting and accounting for all State, Federal, Social Security, and local taxes where applicable.

## **11.0 TERMINATION FOR CAUSE**

The Contract may be terminated by the City upon five (5) days written notice to the contractor to the address first named above in the event of substantial failure or default of the contractor to perform in accordance with the terms hereof through no fault of the City.

## **12.0 TERMINATION FOR CONVENIENCE**

The obligation to provide further services under the Contract may be terminated by the City for its convenience and not for cause upon fifteen (15) days written notice. Contractor shall be compensated for work performed through the date of termination and for termination expenses, including any expenses directly attributable to termination and for which Contractor is not otherwise compensated. Termination expenses shall not, however, include loss profits on services not performed as a result of such termination for convenience.

## **13.0 NOTICE**

Any notice which is required to be given, or which may be given under the Contract, shall be sent to those mailing addresses noted in the Cover Letter of this Request for Proposal.

## **14.0 NON-ASSIGNABILITY**

Contractor understands that the Contract is a contract with the personal services of Contractor and that it is made by the City in reliance on Contractor's personal skills and knowledge in the activity to be conducted and as represented by Contractor. Accordingly, the Contract is non-assignable by Contractor without the express written advance permission of the City.

## 15.0 INDEMNIFICATION

Contractor agrees to defend, indemnify and hold harmless the City for any and all actions, claims or disputes that may arise as a result of Contractor's negligence, any sub-contractor's negligence and/or any joint negligence of the City, Contractor, or sub-contractor.

## 16.0 ENTIRE CONTRACT

The Contract constitutes the entire agreement between the parties pertaining to the subject matter of the Contract and supersedes all prior or contemporaneous agreements and understandings of the parties in connection with the subject matter. No modification of the Contract shall be effective unless made in writing and signed by both parties.

## 17.0 STANDARD OF CARE

Contractor shall perform the services herein described expeditiously and diligently and in accordance with the standard of care and skill ordinarily exercised under similar conditions by reputable members of its profession or trade practicing in the same or similar locality within the State of Colorado existing as of the date such services are provided and in accordance with all applicable laws, codes, and regulations in effect as of the date such services are provided. If the Contractor fails to deliver and install the system in accordance with this proposal, it is understood, and the Contractor hereby agrees, that the amount of \$500 per day for a period of up to 90 days shall be deducted from the monies due the Contractor for each intervening calendar day any work remains incomplete, not as a penalty, but as liquidated damages. However, the Contractor shall not be liable if failure to perform arises out of causes beyond the reasonable control of the Contractor and without the fault or negligence of the Contractor (Acts of God, the public enemy, fires, floods, strikes, freight embargoes, etc.). After 90 days, the City of Alamosa reserves the right to mitigate agreement and cancel contract.

## 18.0 ENFORCEMENT

The Contract shall be governed by the laws of the State of Colorado. Any action maintained by either party for the enforcement or interpretation of the terms of the Contract shall be filed in the courts of Alamosa County, Colorado.

