

City of Casper, Wyoming
Request for Proposal
Point to Point / Multipoint Wireless Backhaul

The City of Casper, Wyoming (hereinafter referred to as the “City”) is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as “Vendor”) specializing in the provision of Point-to-Point Wireless Backhaul Network solution. The turnkey (beginning to end) proposals should be designed to provide the City with a clear understanding of the costs of performing the service being solicited. Such proposals shall be submitted to the City of Casper, Attn: Chad Edwards, Information Technology Office, 200 North David, Casper, WY 82601, by 4:00 p.m. local time, October 7, 2015.

I. Introduction and Background

The goal of this project is to connect Fire Station #3 to the PSCC Communication Tower. The City is currently licensed on the 4.9 MHz frequency, but vendors should evaluate all frequencies for the most viable option. The proposed system will back up the current fiber connection to each facility and should maintain 99.5% uptime.

Site Locations

The successful Vendor will be required to work with the City on exact antenna locations. The following sites have been approved and coordinates are approximate:

1. Casper Fire Station #3 – 2140 E 12th St
 - a. 42°50'21.51"N 106°17'54.74"W
 - b. Tower Height – 100'
 - c. Antenna Mounting – 30' to 100'
2. PSCC Communications Tower – Casper Mountain/Micro Road
 - a. 42°44'25.99"N 106°21'43.18"W
 - b. Tower Height – 180'
 - c. Antenna Mounting – 75' to 150'

II. Scope of Services

The City is seeking the most qualified Vendors of Wireless Point-to-Point/Multipoint systems that can provide a cost-effective price, excellent reliability, fast, and effective service. In order to attain this goal, the City is soliciting experts to provide an implementation plan that includes clearly defined components, deliverables, costs, and timelines.

Technical Specifications

- Ethernet based Licensed Frequency Microwave solution.

- a. City will provide the electrical power requirements.
- Ability to provide a minimum of 200 Mbps aggregate throughput with full duplex capability.
- Support network-wide IP Quality of Service for the following traffic:
 - a. Data
 - b. Voice
 - c. Video
 - d. Allow the passing of VLANs
- Outdoor solution capable of normal operation in temperatures from -25° F to 120° F and extreme snow, fog, ice, high winds exceeding 70 mph and other extreme conditions.
- Ability to increase bandwidth, without a change of license.
- Central Management of the system will utilize web interface through HTTPS:
 - a. Link Status / Strength
 - b. Throughput / bandwidth monitoring
 - c. Alarms
 - d. Administration and configuration
- The main system will be capable of expanding to future locations.
- Training will be provided to City Information Technology staff for general maintenance and updating.
 - a. One day on-site training with three City IT staff
 - b. Documentation including all operating manuals and setup configurations will be provided to City IT staff for basic troubleshooting and maintenance.

III. General Criteria for Evaluation

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff. The RFP is not meant to favor any vendor or manufacturer. Instead, it is designed to meet the needs of the City of Casper. The following areas will be considered in the selection:

Understanding of the Problem/Solution Proposal: This refers to the vendor's understanding the City needs, objectives of the RFP, component stability, and pricing.

Vendor Qualifications: This includes the ability of the vendor to meet the requirements of the RFP; particularly, component availability and quality, vendor expertise, established working relationships with the City, and pricing.

- Vendors shall be an authorized equipment dealer with certified installers and service repair technicians shall have at least one year of experience.
- Contractor shall carry out all work in strict compliance with all laws, codes, rules, and regulations.

References and Previous Design Work: Each prospective Vendor will submit examples of its previous work. These examples should clearly demonstrate the Vendor's qualifications regarding managed data service projects, and specifically, to developing work plans for how to implement these projects.

- Provide reference information of two past customers for whom the vendor completed substantially similar work.
- These examples should show that the prospective Vendor:
 - a. Had a thorough understanding of their customer's needs.
 - b. Was able to suggest innovative and workable solutions.
 - c. Was able to submit a work plan that was accurate, from the outset, in regards to the time and resources needed to complete the project.

Pricing

Pricing shall be for a turnkey solution, including, but not limited to, installation, integration, configuration, and training for use and maintenance of the system at the City specified locations. Pricing shall be split out between equipment, services, and recurring fees.

General Requirements

Vendors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, vendors may make exceptions to, or propose alternative and/or additional methods, without their proposal being disqualified. These exceptions must be duly noted in the response documents, with associated pricing.

Prior to execution of this contract, Vendor's employees shall fill out, submit and pass a Casper Police Department background check. The Vendor shall be required to verify that criminal background checks have been conducted on all individuals working on or having access to the premises prior to start of work on site.

- The Casper Police Department has sole determination of the Background Check.
- If Contractor employee background returns a felony, the employee will be required to work directly with an employee that has not failed the Background Check.
- The Contractor employee that has failed the Background Check will not be given direct access to Public Safety facilities unless supervised.

The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification or due to omission of

information. Vendors shall make an oral presentation as part of the evaluation process.

Preference will be given to the Vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support.

Vendor is responsible for obtaining frequency coordination, FCC construction permits or licenses, local planning or zoning approvals, building permits, environmental approvals and other governmental authorization to proceed with implementation of the system.

IV. Specific Criteria for Evaluation

Cost evaluation factors may include, but are not limited to: base price, cost for alternate items, and annual operational and maintenance costs.

Factors for evaluation of technical merit may include, but are not limited to, feature set, standards compliance, scalability, and completeness. Completeness and organization of the response will also be evaluated under the technical merit category.

Evaluation factors under the Vendor Qualifications category may include, but are not limited to, references/experience listed, information provided by references, Vendor's financial stability, and the capability of the Vendor to accomplish the project in a timely manner.

Evaluation factors in the Install/Support category may include, but are not limited to, the number and qualifications of staff and the reported experiences of references regarding timeliness and skill level of assigned personnel.

V. Contract

The successful Vendor will be required to sign a standard City contract document.

VI. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Experience, Expertise, and Workability: The experience of the proposed vendors should be documented, including any experience in projects similar to the project proposed by the City. This experience will be examined at a minimum, on the basis of actual experience, length of time in business, and any established working relationship with the City.

Conflicts of Interest: The qualification statement shall specifically address any possible conflicts of interest and the Vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.

Special Qualifications: The qualification statement shall identify any specific credentials which might make the vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Statement of Project Requirements: Each Vendor shall state in sufficient terms its understanding of the project requirements presented in this RFP.

Scope of Work: Each Vendor shall describe in narrative form its plan for accomplishing the work. Please use the Scope of Services tasks described in this RFP as the point of departure. Additions to, or modifications of the Scope of Services descriptions are permissible; but, reasons for changes shall be fully documented.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities each person will have in the project and indicate the previous related work experience of each individual. Personnel indicated as having appropriate expertise for this project must be assigned to the project and actively engaged in completion of the tasks. Any changes in assignment of personnel shall be reviewed with and approved by the City to assure consistent technical expertise throughout the term of the project.

Specific Recommendations: Each Vendor is requested to make specific recommendations to the City for the successful implementation of this project. In addition to providing specific steps to be taken to accomplish the specific concerns identified, an itemized breakdown of the costs should be included.

Sealed Proposals: Each sealed proposal shall be submitted to the City of Casper, Attn: Chad Edwards, Information Technology Office, 200 North David, Casper, WY, 82601.

VII. Interviews

City staff will review all proposals and may require that the Vendor appear before a selection committee for an interview.

VIII. Contract Award

The City reserves the right to accept, reject, or request changes in proposals. The City is not liable for any costs incurred by the Vendor prior to contract issuance.

IX. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Vendors invited to respond.

X. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.

XI. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City and will only be returned to the vendor at the City's option. Responses may be reviewed by any person after the final selection has been made. The City has the right to use any or all ideas presented in reply to this request. Disqualification of a vendor does not eliminate this right.

XII. Acceptance of Proposal Content

The contents of the proposal of the successful Vendor may become a contractual obligation if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.

XIII. Reference Checks

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the vendor's performance on previous assignments. Vendor shall include a list of organizations (local and otherwise) for this purpose.