

City Wide Network Cabling Upgrade (2023-002)

REQUEST FOR PROPOSALS



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1. INVITATION

The City of Commerce City (“City”) is soliciting proposals from qualified vendors (“Respondents”) to provide wiring upgrades at the Commerce City Civic Center and the Paradise Island Pool. The City requires the wiring upgrades to be completed in segments to not interrupt normal operations. The City currently uses Cat-5E or older standards at these locations and will upgrade to Cat-6A. The new wiring will ensure the network infrastructure at Commerce City is better prepared for future demands.

The selected Respondent is expected to be an experienced company that can accomplish all the functionality identified in this RFP. The Respondent should have a team of experts who understand local government and the technology needed to help us achieve our vision.

This RFP provides a general description of services anticipated, submittal requirements, outlines selection criteria and the selection process. A response to this RFP (“Proposal”) should serve as a complete approach to providing the services. Joint submittals are encouraged to ensure the ability to provide all services requested in this scope. Any proposed sub-vendors/team members must be identified and their roles clearly defined in the Proposal.

The City intends to execute a contract with an anticipated notice to proceed date of **November 20, 2024** with the selected Respondent (“Consultant”) on a non-exclusive basis for a term that encompasses the length of time the Services are anticipated to require, subject to annual appropriation.

Any selected Respondent will be expected to enter into a Professional Services Agreement (appended to this request) with the City consistent with the terms of this RFP.

Submission requirements are detailed in Section 9 of this RFP:

- Questions regarding RFP requirements must be received by Lucas Jeffery, Project Manager, in writing at LJeffery@c3gov.com.

The City reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

2. SELECTION SCHEDULE /KEY DATES

The solicitation and selection process include the following steps and schedule:

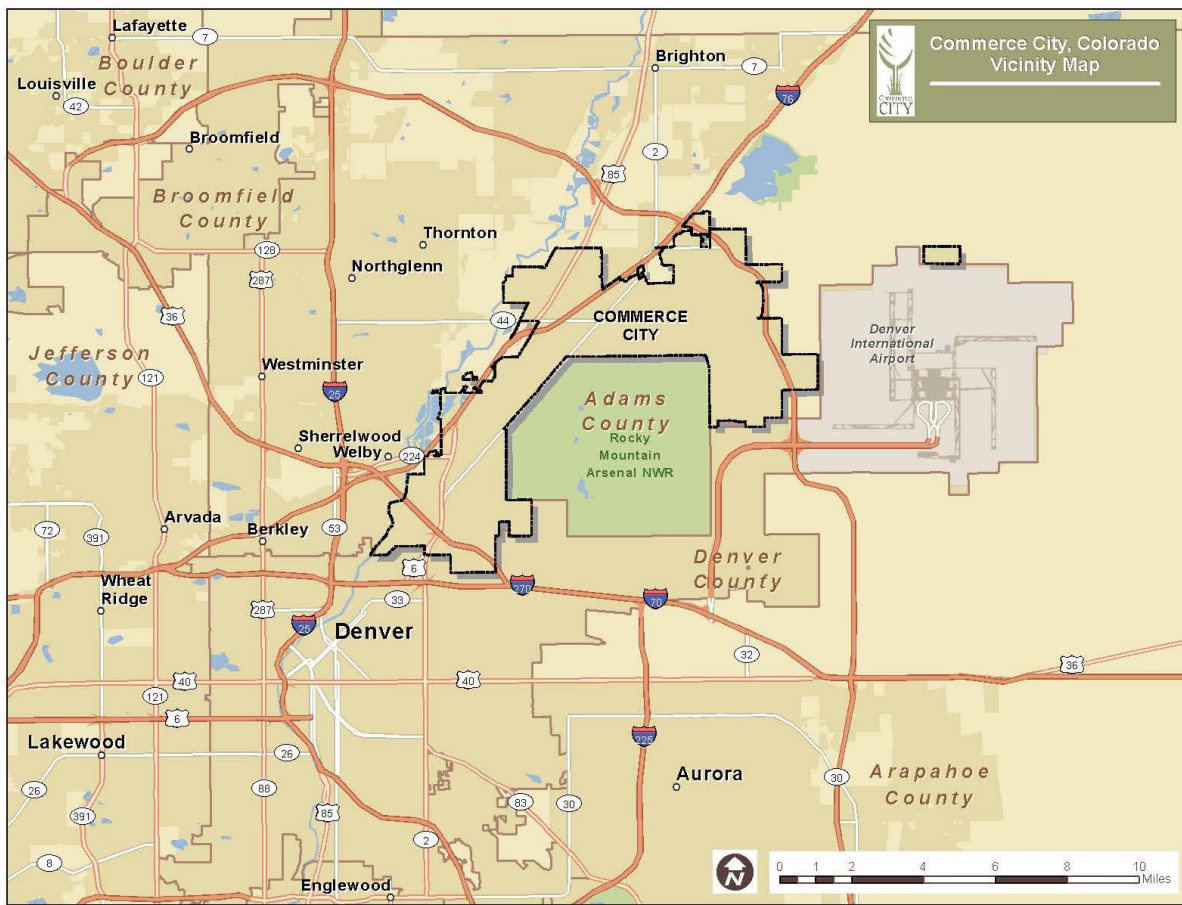
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|---|--|
| Publication and distribution of RFP: | Wednesday, September 11, 2024 |
| Question submission deadline: | Friday, September 20, 2024 |
| Responses to questions posted (anticipated): | Wednesday, October 2, 2024 |
| Proposal submission deadline: | Friday, October 11, 2024 |
| Review period (anticipated): | 3 days |
| Interviews (if any) (anticipated): | 3 days |
| Selection (anticipated): | Wednesday, October 23, 2024 |
| Respondent submits insurance and other required documentation: | Within ten (10) calendar days of Notice of Intent to Award |
| Execute contract (anticipated): | Wednesday, November 20, 2024 |

The City reserves the right to modify this schedule as needed. Date for responses to questions and dates after the submission deadline are anticipated dates; modifications of those will not be posted.

3. COMMERCE CITY INFORMATION

Community Context

The City of Commerce City, Colorado is located in the rapidly growing Denver-metro area, just eight miles northeast of Denver in Adams County. The city is surrounded by the communities of Brighton, Denver, Aurora, and Thornton, several wildlife parks (Barr Lake State Park to the north and the Rocky Mountain Arsenal National Wildlife Refuge to the east), and the Denver International Airport (DIA). A key feature of the city is its location along major regional travel routes (roadways (I-76, I-270, and E-470), railways (Burlington Northern/Santa Fe and Union Pacific), and air (Denver International Airport)), which has helped to retain a strong industrial base for the city's economy.



About Commerce City

As one of the state's fastest growing cities, Commerce City is redefining itself for the next generation, building on historic values of community, industry, agriculture and family. Centrally located Colorado's bustling Front Range, Commerce City is a Quality Community for a Lifetime, with 25 miles of trails, a championship golf course, 840 acres of open space and parks, one of the country's largest soccer complexes and the nation's largest urban wildlife refuge. Learn more at www.c3gov.com.

4. SCOPE OF SERVICES

Background:

A rapidly growing and dynamic community, the City of Commerce City is seeking proposals from qualified Respondents to remove old Cat-5E, or older, structured cabling and install new Cat-6A structured cabling to be used at the Commerce City Civic Center and Paradise Island.

City of Commerce City Vision:

Commerce City Staff have identified cabling requirements for the City Wide Network Cabling Upgrade, which are detailed in **Attachment B**.

Please note the City does not have a current depiction of Paradise Island, which is estimated to have roughly 50 cables. The City will work with the winning vendor to identify these details during the discovery phase of the project.

5. WARRANTY

All Proposals must include detailed, line-item costs for all hardware, equipment, and labor. The City also requests an estimate of total costs and the time required to complete this project.

TESTING- Vendor shall test all installed cabling and provide test results highlighting any potential areas of concern (such as longer than normal cable spans).

WARRANTY - Vendor shall include a minimum 1-year warranty on all work completed in the scope of this project.

6. REQUIRED QUALIFICATIONS

The following qualifications must be met:

- Respondents must have the ability to satisfactorily deliver the Services.
- Respondents must provide evidence of a proven history of conducting similar Wiring Upgrades over the past three years.
- Respondents must coordinate with other City Vendors as necessary.
- Prior to negotiating any contract for the services described in this RFP, the selected Respondent must be able to provide a Certificate of Fact of Good Standing, issued by the Colorado Office of the Secretary of State certifying that Respondent formed or registered with and is in good standing with the Colorado Secretary of State.

7. SELECTION CRITERIA AND PROCESS

Selection Committee: All Proposals will be reviewed and evaluated by a Selection Committee comprised of representatives from Information Technology Department. The City reserves the right to request clarification or additional information from individual Respondents. Respondents may be asked to supplement their initial submittals with recommendations for and innovative approaches to completing the Services.

The Selection Committee may also consult additional resources for subject matter expertise and references. By submitting a Proposal, Respondent authorizes the City to undertake such investigation as may be necessary to verify the Respondent's qualifications and reputation. Respondent will execute releases as requested by the City to enable the City to obtain necessary information. Refusal to execute such releases may result in disqualification.

Interviews: The Selection Committee may select a short list of finalists to present their Proposals to the Selection Committee. As part of the evaluation process, the City may interview some, but not necessarily all, of the Respondents. Interviews must be led by the day-to-day leader of the Respondent's project team. Respondents should not focus on "selling points" of any supporting firm(s), but rather the strengths of the actual core team that will support the City in delivering the Project.

Selection: In its discretion, the Selection Committee will select the Respondent according to the selection criteria contained in this RFP. The selected Respondent will be expected to execute an agreement with the City substantially in the form of the draft agreement contract (Attachment A). The selected Respondent must submit insurance documentation as requested by the City before the execution of any contract. A completed W-9 shall accompany the executed contract. The successful Respondent shall commence work only after execution of an acceptable contract and receipt from the City of a notice to proceed. If the chosen Respondent does not execute an agreement within a specified deadline, the City may select another Respondent.

The City may award portions of the work to different Respondents, depending on the Respondents' areas of expertise or specialization and the City's needs.

Notice: The issuance of this RFP, the receipt and evaluation of Proposals, and the conducting of interviews do not obligate the City to select a Respondent or enter into any agreement. No Proposal shall constitute business terms of any agreement except as expressly agreed by the City. The City may cancel this process without liability at any time prior to the execution of any agreement. The City reserves the right to revise or cancel this RFP and the selection process at any time.

The Selection Committee will select the Respondent that provides the best value to the City based on the criteria identified in this RFP and based on the City's priorities, including, without limitation, price, quality, customer service and competition. The Selection Committee will

evaluate credentials, relevant experience, ability to successfully fulfill the requirements of this RFP, and willingness to complete a large and complex project in a carefully coordinated manner within the timelines established by the City.

1. Award of this contract shall be based on the following criteria.
 - a. Respondent's background and experience in completing cabling projects of similar scale and scope.
 - b. Response to RFP including ability to meet requirements of Commerce City cabling standards and deliver within an efficient projected timeline.
 - c. Final price of the project
2. The City of Commerce City shall select one or more Respondents deemed to be fully qualified and best suited among those submitting proposals, on the basis of factors listed above.
3. Negotiations shall then be conducted with each of the Respondents selected. After negotiations have been conducted with each Respondent so selected, the City of Commerce City shall select the Respondent which, in its opinion, has made the best proposal, and shall award the contract to that Respondent. Should the City of Commerce City determine in its sole discretion that only one Respondent is fully qualified, a contract may be negotiated and awarded to that Respondent.
4. City of Commerce City reserves the right to reject any or all proposals, to waive informalities or irregularities, in the proposals received and to reject non-conforming, non-responsive or conditional proposals, and to accept the bid which the City's judgment best serves the interest of the City of Commerce City.

8. PROPOSAL FORM

The Proposal must be typed or computer generated and submitted in the format described below. Proposals (not including examples of previous work) shall be no more than 20 pages (8.5" x 11") with a minimum font size of 11 point. Marketing materials are discouraged and will count toward the 20-page maximum. The City requests proposals address all requirements mentioned in **Attachment B**.

Respondents may request parts of their Proposals to remain confidential and must indicate such in the Proposals and on the appropriate proprietary or financial pages; provided, under no circumstances may an entire Proposal be marked or identified as proprietary. **The City will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, which efforts may include notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure, where and when it is reasonably possible to do so. By submitting a Proposal, each Respondent releases the City from any claim of damage or loss arising from the release of confidential or proprietary information not clearly designated as such by a Respondent, from the City's disclosure of such information following the City's prior notification to the Respondent, and from any claims arising from the release of documents not protected from disclosure under the Act.**

Proposals shall include the following items in the order listed:

- A. **Cover Letter:** A cover letter indicating the Respondent's interest and identifying the entity or entities submitting the Proposal. The letter identifies the name, address, email address, and telephone number of the person to contact, along with other contact information for those authorized to represent the Respondent. The letter should also include:
 - A signature by a representative of the Respondent authorized to bind the Respondent for the terms proposed.
 - Any criteria expected by the City that Respondent will not provide.
 - Any proposed changes to the draft Professional Services Agreement (Attachment A).
 - Any other information not appropriately contained in the body of the Proposal.
- B. **Cost Proposal:** A financial proposal focused on maximum value, innovation, and cost-effective implementation. The Cost Proposal should include:
 - **Proposal.** A total not-to-exceed fixed fee for labor, equipment, time, materials, and other items necessary to meet the requirements of the Scope of Services and deliverables, including the requirements of the Professional Services Agreement. The fee should include all costs of performing the Services (including without limitation, mileage, travel, equipment, supplies, sub-vendor costs, permits, licenses, overhead, profit, insurance, etc.) Although the City does not anticipate compensating Respondent

for any additional items of expenses, any such additional amounts to be charged to the City must be identified in the cost proposal. Final pricing terms will be negotiated as part of the agreement following selection.

- **Detailed Cost Breakdown.** A cost and hourly rate for various job classifications for each task identified in the Scope of Services and the deliverables section of this RFP including an estimate of manpower hours needed to complete the work. All cost assumptions must be clearly documented in this portion of the submittal. A budget for direct expenses, including travel expenses, if any, must be included, but such expenses are not expected to be paid separately. All prices shall be firm and not subject to increase during the period of this contract.
- **Proposed Payment Schedule.** A proposed payment schedule based on pre-established benchmarks. Proposals must show a retainage of at least fifteen percent (15%), payable on completion of all Services (including presentation to the City Council and final delivery of documents). A final payment schedule will be negotiated as part of the agreement following selection.

C. **Approach to Service:** A detailed description of the approach that will be used to deliver the Services and deliverables. The approach should follow the Scope of Services using a format of primary tasks with subtasks to provide context of the requested/proposed item. An example is as follows:

1. Scope Item
 - a. Description
 - b. Expectations
 - i. Meetings
 - ii. Deliverables
 - c. Key Respondent staff to perform the duties

The City is seeking creative and proven techniques. Key issues for Respondent to focus on include, but are not limited to:

- Innovative ideas for maximizing the value and amount of work that can be completed within the agreed upon budget.
- Experience conducting similar services. Specifically, the ability to identify creative, realistic, and cost-effective implementation strategies.
- Ensuring cost recovery to avoid expenditure of general revenues while maintaining parity with similarly situated jurisdictions and equity within the City.
- Key Deliverables, if different than those requested.

D. **Proposed Project Timeline:** A proposed timeline that identifies milestones, public outreach and elected and appointed official presentations, and a completion date, preferably tied to the proposed payment schedule. The timeline should also include information as to how the project milestones will be achieved for each phase of the timeline. A narrative of the approach that will be used to perform the Scope of Services and deliverables within the timeline must be included.

- E. Resume and Qualifications: A description of the history, experience, and qualifications of the Respondent and any proposed sub-vendors to perform the Scope of Services and deliverables. The City expects that proposed personnel and sub-vendors will remain assigned to the Services until completion of all deliverables. Include the following:
- Names and addresses of all firms to be involved in the work
 - History, size, and structure of the firm(s)
 - Identification of the Principal in Charge, the Project Manager, and the roles and responsibilities of each as they relate to the Project. Include relevant experience and copies of resumes of all personnel to be assigned to the work. If any aspect of the project will be subcontracted, please provide the same information for all team members.
 - A list of projects currently under contract and being worked on by the Respondent's team.
- F. Example of Previous Work: Complete examples of similar deliverables that were completed for other jurisdictions (this will not count towards the maximum page requirement).
- G. Affirmative Participation Plans: An outline of affirmative steps that Respondent will take to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and (5) using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- H. Potential Conflicts of Interest: List any work that your firm or your proposed sub-consultants are currently performing for the City or for entities within the City.
- I. Miscellaneous: Any supplemental information and attachments relevant to the Proposal, Respondent's qualifications, or Respondent's approach. Respondents are encouraged to expand upon the specifications to give additional evidence of their ability to provide the Services.

9. MISCELLANEOUS

A. NO COMMITMENT BY THE CITY. This RFP does not commit the City to award any contract, to pay any costs associated with this RFP, including the preparation or submission of a Proposal, interviews, supplemental Proposals or the negotiation of a contract, or to procure or contract for any services. The decisions of the City with respect to this RFP are final and without recourse to any Respondent. In acceptance of Proposals, the City reserves the right to negotiate further with one or more Respondents in the best interest of the City.

B. CHANGES TO RFP. Revisions to this RFP will be made through addenda published and made available to all Respondents on the City's website and on the Rocky Mountain E-Purchasing System (RMEPS). Any other communication, spoken and written, formal and informal, received by any representative of any Respondent from sources other than official addendum shall not be effective to vary any term of the RFP.

C. SUBSTANTIVE PROPOSALS. By submitting a Proposal, a Respondent certifies that: (a) the Proposal is genuine and is not made in the interest of, or on behalf of and undisclosed person, firm, or corporation; (b) the Respondent has not directly or indirectly induced or solicited any other Respondents to put in a false Proposal; (c) the Respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a Proposal; and (d) the Respondent has not sought by collusion to obtain for themselves any advantage over any other Respondents.

D. RESERVATION OF RIGHTS. The City reserves the right to reject any or all Proposals, in its sole discretion. The City reserves the right to modify this RFP or the selection process, to cancel this RFP, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time.

E. REQUIRED DOCUMENTS. The selection of any Respondent, and the award of any contract, is dependent on the completion of the Professional Services Agreement, the receipt of the required Certificate of Insurance and applicable endorsements, and the City's receipt of a completed Certificate of Compliance from the successful Respondent.

F. PROPERTY OF CITY. All Proposals shall become the property of the City, will not be returned, and will become a public record.

G. CONDUCT. Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with City staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members the City Council, City staff, or media on the subject of this RFP, except in the course of City-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

H. DEBARMENT. Respondents will be qualified, and must disclose to the City, if the Respondent or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any contract by any Federal department or agency.

I. CONTRACT TERMS. By submitting a Proposal, each Respondent confirms that it has reviewed and accepts the terms and conditions of Attachment A subject to explicit revisions identified in the Respondent's Proposal. No proposed changes shall be deemed accepted by the City unless explicitly incorporated into the agreement.

10. METHOD OF SUBMITTAL

Each Respondent must submit a complete Proposal including all information requested in this RFP. Proposals that do not meet RFP requirements may be considered non-compliant and rejected.

Questions regarding this RFP must be received in writing via email. Responses to questions will be on the City's website and on the RMEPS as an addendum to the RFP. Questions must be submitted to:

Lucas Jeffery, IT Project Manager

LJeffery@c3gov.com

Proposals shall be submitted via e-mail titled "Proposal for Commerce City – City Wide Wiring Upgrade". Proposals must be submitted to:

LJeffery@c3gov.com

Lucas Jeffery, IT Project Manager
City of Commerce City
7887 E. 60th Avenue
Commerce City, CO 80022

It is the sole responsibility of each Respondent to ensure its Proposal is received by the City by the date and time stated in this RFP. Proposals not received by the deadline will be considered late and not accepted.

11. DRAFT CONTRACT

The contract between a selected Respondent(s) and the City will be substantially in the form of the draft contract contained in **Attachment A**. Respondents must review the draft contract and identify any proposed changes as “Proposed Changes to the Contract” in the Proposal. The City may consider any proposed changes in selecting a Respondent and awarding the contract but may reject the Proposals and condition the award of the contract on acceptance of a contract without the proposed changes.