

City of



Bellevue

City of



Kirkland

Request for Proposal

Telecommunications Study and Municipal Network Business Plan

Issue Date: March 21, 2003

Due Date: 4 p.m. (Pacific Standard Time), May 2, 2003

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Bellevue, Washington, and the City of Kirkland, Washington for:

Telecommunications Study and Municipal Network Business Plan

File with Purchasing, General Services Division of the Finance Department, 11511 Main Street, Fifth Floor, Bellevue, Washington 98004 as follows:

Those submitting proposals are required to submit a letter of intent no later than 4:00 PM PST on April 4, 2003 as specified in the RFP. The City must receive proposals from vendors who have submitted this letter of intent no later than 4:00 p.m. on May 2, 2003

Proposals received later than **4 P.M., May 2, 2003** will not be considered.

A detailed Request for Proposal (RFP) may be obtained from Bellevue's web site at <http://www.ci.bellevue.wa.us/> (click on "Bid & RFP Information"), Kirkland's web site at <http://www.ci.kirkland.wa.us>, or by contacting the RFP Coordinator Gary Clesson at gclesson@ci.bellevue.wa.us or 425-452-6899.

The cities reserve the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate either city to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate either city to accept or contract for any expressed or implied services.

The successful vendor must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Dated this 21th day of March, 2003

Earle Stuard, CPPO
Manager
General Services Division

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Chapter I: General RFP Information

Chapter I: General RFP Information

OBJECTIVE OF THIS RFP

The purpose of this RFP is to solicit proposals from vendors qualified to complete a telecommunications study and business plan options for a municipal data network. The primary goal of this engagement is to develop a recommended business plan. A telecommunications analysis is required to gather information which will be necessary for the development of a business plan.

BACKGROUND

The cities, recognizing that the availability of and access to advanced telecommunications services is vital to the continued development and growth of the cities, are studying the feasibility and cost of constructing and running a City-wide municipal fiber network with attendant wireless (802.11) hot spots strategically located to provide public access and to support economic development.

Phase I of this work was completed for the City of Bellevue in 2002. This phase included:

- A complete inventory of the City of Bellevue's outside plant network infrastructure
- A high-level design and intended route for a fiber-ring within the City of Bellevue
- A cost estimate for completion of the fiber ring

The results of phase I indicate the following:

- Existing conduit is in good condition and meets industry standards
- A logical ring could be built using only existing conduit with no significant gaps
- The fill ratio in the conduit is less than 10%, meaning that there is plenty of room to pull in fiber
- 40% of the conduit is completely empty

The results of this work indicate that it is feasible for the City of Bellevue to move ahead with a plan to build a municipal fiber ring. The next steps are:

1. Telecommunications Analysis and business plan development
2. Detailed design and engineering
3. Research last mile options (depending upon the results of the business planning phase)

Chapter I: General RFP Information

The City of Kirkland possesses internal maps identifying major fiber and conduit runs throughout the city. These maps indicate:

- Kirkland has a major north south conduit path that is completely empty at this time, although plans are underway to run fiber the length of the path in conjunction with other governmental and educational entities. If these plans come to fruition, the City of Kirkland will still retain approximately 75% of the capacity of the north-south conduit.
- Kirkland has some east-west conduit, but does not possess a full ring based on our current knowledge.

The purpose of this RFP is to solicit proposals from vendors with the resources and expertise to accomplish item 1 above.

The City of Bellevue is open to any and all models for developing a municipal network. All options should be evaluated including but not limited to:

- The city building only the fiber ring and leasing dark fiber to service providers
- The city building a fiber ring, installing electronics, and selling bandwidth to service providers
- The city building the entire network, including wireless hot spots, and being the service provider
- The city partnering with private sector companies to build and operate the fiber ring and provide services to the community
- Private sector companies alone or in partnership building and operating the ring and attendant wireless hot spots and providing services to the community

All models should assume the deployment of wireless (802.11) hot spots to facilitate public access and economic development objectives. Locations could include significant commercial centers, government facilities, museums and community centers, libraries and other points of community congregation.

The City of Kirkland seeks options for models that will facilitate the provision and operation of wireless hot spots to support economic development objectives. Additionally, Kirkland desires a completed plan that indicates where it is important to create additional conduit paths in order to facilitate plans to build a completed municipal network that will serve city facilities, future transportation needs, backhaul for wireless for city needs as well as economic development objectives, and the possible provision of other network services such as a municipal fiber utility.

Models involving public private partnerships should be fully evaluated.

The two cities are specifically interested in models which allow us to leverage investment and create interoperability and full access within our combined geography. Business models should be scalable to encompass wider geography if opportunities arise.

Chapter I: General RFP Information

The selected vendor should have the experience to evaluate the political, technical, regulatory, and economic environment and recommend the best model for each city respectively. The vendor selected for this engagement will do a telecommunications study and develop a recommended business plan for each city's municipal network. The chosen vendor will do the following:

- Summarize the economic environment and its impact on building and running a network
- Assess current networking technologies
- Review telecommunications regulations as they relate to this project
- Review different business model options
- Identify opportunities for partnership and leveraging investment between the two cities and potentially other geographically adjacent jurisdictions
- Identify viable options with ROI's for each city with recommendations
- Review the political environment. How would the development of this network meet the vision and goals of the respective cities?
- Review what other organizations have done and what services they provide
- Recommend how to run the network
- Recommend who should be responsible for what parts of running the network
- Recommend organizational structures
- Review and recommend financing options

The cities will need estimated costs and return on investment analyses for the different options.

THE CITY OF BELLEVUE

The City of Bellevue is located just across Lake Washington from Seattle, Washington. Bellevue is the fifth largest city in the state of Washington and has a diverse population of over 104,000 and a daytime workforce population of 140,000. Bellevue has over 15 million square feet of office space and 11 million square feet of industrial facilities. At the center of the region's high technology corridor, Bellevue anticipates continued economic expansion. Bellevue enjoys an AAA bond rating by Moody's Investor Services.

THE CITY OF KIRKLAND

The City of Kirkland is located just across Lake Washington from Seattle, Washington, **and just north of Bellevue with** some contiguous borders,. Kirkland is the second largest city on the eastside of Lake Washington, and the fourteenth largest in the State of Washington. Our population is 47,770. A full [community profile](#) can be found on our website.

Chapter I: General RFP Information

BELLEVUE COMPUTING/NETWORK ENVIRONMENT

The City of Bellevue has approximately 1,200 full time employees and 1,000 PCs. City employees are located at 5 primary locations, all connected by fiber. There are 30 other locations which house City employees. These sites' voice and data needs are served by a combination of fiber, frame relay, leased lines, and dialup connections. AT&T is currently in the process of laying fiber to most of these locations. End equipment will be purchased and all sites connected via this fiber in 2003.

The City's standard network operating system is Windows 2000. There are still legacy applications residing on Alpha/VMS Systems. The data backbone is an Extreme Networks gigabit system.

The City of Bellevue's Data Center is configured as a limited access, raised floor, controlled environment. The standard configuration entails Compaq Proliant class servers in rack mount configurations with redundant power supplies, Smart Array SCSI controllers, and a Compaq built-in Ethernet 10/100 network card. Typically 3 or more drives are configured as RAID5 with the built-in internal SCSI channel supporting 2 drives in a mirrored configuration that acts as the system drive. The Network is a managed TCP/IP switched Ethernet architecture with Fiber connectivity between geographically dispersed locations. City standards for the servers call for the O/S to be Microsoft Windows 2000 based. All servers are backed up on a regular schedule utilizing Veritas' Backup Exec backup software, and all have Norton Antivirus and Microsoft SMS management agents/software installed.

The City's telephony system utilizes a Nortel Meridian Option 61C PBX. This switch provides both analog and digital phone ports for Nortel phone sets or equivalents. AT&T is the City's local service provider for incoming and outgoing calling via a PRI ISDN T-1.

BELLEVUE TRAFFIC SIGNAL AND VIDEO SYSTEMS

The traffic signal system communicates using a proprietary communication protocol owned by Computran Systems Corp. It communicates to each traffic signal once per second every day of the year with 1200 baud modems using copper cables with 4 to 10 intersections per 2 pairs of cable in a "Star configuration".

The traffic video system uses 62.5 micron multi mode fiber with one camera per fiber. Some cameras have video and control on the fiber and some have video only with the control being on copper cable.

KIRKLAND COMPUTING/NETWORK ENVIRONMENT

The City of Kirkland has approximately 394 full time employees and 350 PCs. City employees are located at 3 primary locations, all connected by fiber. There are 11 other locations which house City employees. These sites' voice and data needs are served by a combination of fiber, frame relay, and leased lines.

Chapter I: General RFP Information

The City's standard network operating system is Windows 2000. The data backbone is 10/100 switches.

The City of Kirkland's Data Center is configured as a limited access, raised floor, controlled environment. The standard configuration is Dell servers in rack mount configurations with redundant power supplies, Smart Array SCSI controllers, and built-in Ethernet 10/100 network cards. Typically 3 or more drives are configured as RAID5 with the built-in internal SCSI channel supporting 2 drives in a mirrored configuration that acts as the system drive. The Network is a managed TCP/IP switched Ethernet architecture with Fiber and leased line connectivity between geographically dispersed locations. City standards for the servers call for the O/S to be Microsoft Windows 2000 based. All servers are backed up on a regular schedule utilizing Veritas' Backup Exec backup software, and all have Norton Antivirus and Microsoft SMS management agents/software installed.

The City's telephony system is being replaced in 2003.

KIRKLAND TRAFFIC SIGNAL AND VIDEO SYSTEMS

There are 43 traffic signals in the City (five to seven may be added within the next five years), 17 of these signals are interconnected (Five on NE 85th Street, two on Lake Street, three on 98th Ave NE -Juanita Drive, four on NE 132nd Street, and three on 120th Ave NE). The City does not presently have an integrated traffic signal/video system such as Bellevue's, but it expects to install an ITMS (Intelligent Transportation Management System) in the near future in the NE 124th Street corridor including signal interconnection, TSP (Intelligent Transportation Management System) and traffic video system using fiberoptic lines. At a minimum this system requires four strands of SMF (Single Mode Fiber). In the future, the City may integrate the existing interconnected corridors (five) and future ones (five to eight) using fiber.

Chapter I: General RFP Information

CITY PROVIDED INFORMATION

The City of Bellevue will provide the chosen vendor with the following information:

- All information developed in Phase I of this project (inventory, maps, cost estimates, etc.)
- Interviews with City staff to gather additional information as required. Interviews may be conducted with:
 - ✓ Transportation
 - ✓ Utilities
 - ✓ Information Technology
 - ✓ Chief Information Officer
 - ✓ City Manager
 - ✓ Council Members
 - ✓ Key business contacts
 - ✓ Citizens
- Facility tours as necessary to inspect infrastructure.
- A single point of contact for the duration of this engagement

The City of Kirkland will provide the chosen vendor with the following information:

- All current maps and information regarding city fiber and conduit
- Interviews with City staff to gather additional information as required. Interviews may be conducted with:
 - ✓ Transportation
 - ✓ Utilities
 - ✓ Information Technology
 - ✓ City Manager
 - ✓ Council Members
 - ✓ Key business contacts
 - ✓ Citizens
- Facility tours as necessary to inspect infrastructure
- A single point of contact for the duration of this engagement

Chapter I: General RFP Information

REQUESTED SERVICES and DELIVERABLES

The following deliverables are to be provided by the vendor. Additional deliverables may be identified during the initial meetings between the vendor and the City.

- **A telecommunications analysis for each city that** includes but is not limited to the following:
 - An assessment of the telecommunications regulatory environment (locally and nationally) and it's potential impact on this project
 - An assessment of the local economic environment and it's potential impact on this project
 - An assessment of current and anticipated networking technologies
 - A review of what other municipalities, counties, and public agencies have done to provide telecommunications to their constituents
 - A review of the political environment and an assessment of how the proposed network could help meet the goals set forth by the city council
- **A recommended business plan for each city** which will include at least the following:
 - A review of the different options for running a municipal network
 - A recommendation as to the best model for each city. Arguments in support of the recommended model must be thorough and well-articulated.
 - An operation plan. Who should run the network? City? Partners? Vendors? How will customer service be provided? How should billing be done? Service level agreements?
 - Organization. How should staffing be organized? Who should provide staffing? City? Partners? Vendors?
 - Financing. How should the network be financed?
 - Services: What services should be provided on the network?
 - Estimated costs and ROI analyses for each option
- Kirkland desires a specific plan and cost estimate for actual build-out of conduit and fiber where recommended.
- **For Bellevue:**
 - **Up to three formal presentations** of the above-mentioned deliverables:
 - Information Technology Governance Committee (ITGC) – Made up of representatives from all city departments, this body reviews and recommends technology projects
 - Leadership Team – This is made up of all department directors
 - City Council and/or City Manager
- **For Kirkland:**
 - **Up to three formal presentations** of the above-mentioned deliverables:

Chapter I: General RFP Information

- Information Technology Steering Team
- Department Directors
- City Council and/or City Manager

RFP OFFICIAL CONTACT

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

All general questions and Bellevue specific questions	Kirkland specific questions only
<p>RFP Coordinator</p> <p>Name: Gary Clesson Address: City of Bellevue Information Services 11511 Main Street P.O. Box 90012 Bellevue, Washington 98009-9012</p> <p>Telephone: 425 452-6899 Fax: 425 452-7882 E-mail: gclesson@ci.bellevue.wa.us</p>	<p>RFP Contact</p> <p>Name: Donna Gaw Address: City of Kirkland Information Technology 123 5th Avenue Kirkland, Washington 98033-6121</p> <p>Telephone: 425 828-2227 Fax: 425 576-2380 E-mail: dgaw@ci.kirkland.wa.us</p>

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary.

Milestone	Date
Release RFP to Vendors	March 21, 2003
Letter of Intent Due	April 4, 2003
Vendor Questions (if any) Due	April 11, 2003
Answers to RFP Questions Released	April 18, 2003
Proposal Responses Due	May 2, 2003
Apparently Successful Vendor(s) Announced	May 23, 2003
Contract Negotiations Complete	To be determined
Contract Signed	To be determined

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Milestone	Date
Work Begins	To be determined
Telecommunications Study and Business Plan Complete	November 2003 or sooner
Final Acceptance	December 2003 or sooner

LETTER OF INTENT

Vendors wishing to submit proposals are required to provide a written letter of intent to propose. **The RFP Coordinator must receive this letter no later than the date and time specified above.** Letters sent via facsimile will be accepted. The letter must be submitted on the vendor's letterhead and identify the name, address, phone, fax number, and e-mail address of a single person who will serve as the key contact for all correspondence regarding this RFP. Most correspondence concerning this RFP will be via E-mail.

Submission of the letter of intent to propose constitutes the vendor's acceptance of the procedures, evaluation criteria, and all administrative instructions of this RFP. Letters may be withdrawn at any time before the deadline for submission.

A list of all vendors submitting a letter of intent will be available upon request.

QUESTIONS REGARDING THE RFP

Vendors who request a clarification of the RFP requirements may submit written questions to the RFP Coordinator by 4 p.m. (PST) on April 11, 2003. Written copies of all questions and answers will be provided to all vendors who have submitted letters of intent.

Chapter I: General RFP Information

PROPOSAL PREPARATION

General Information

It is important that all bidders read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the City.

Vendors must prepare proposals using a word processor and electronic versions of the forms provided in Chapter II of this RFP. Each city is using a “forms-based” approach to the Telecommunications Study and Municipal Network Business Plan procurement. This will allow all the bids received to be compared in a meaningful (i.e., “apples-to-apples”) way. The RFP contains, in addition to the General RFP Information, a series of Response Forms.

Chapter I: General RFP Information

PROPOSAL SUBMISSION

The following provides specific instructions for submitting your proposal.

Due Date:	<i>Proposals must arrive at the City of Bellevue no later than May 2, 2003 at 4 p.m. (Pacific Standard Time).</i> Late proposals will not be accepted nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of the City and will not be returned.
Number of Copies:	A total of 10 paper copies (8 bound and 2 unbound) and an electronic copy of the vendor's proposal, in its entirety, must be received as specified above. The City will not accept facsimile.
Address for Submission:	City of Bellevue Attn: RFP Telecommunications Study and Municipal Network Business Plan General Services Division – Purchasing Section 11511 Main Street, 5th Floor Bellevue, WA 98004

EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

The evaluators will consider how well the vendor's proposed solution meets the needs of the each city as described in the vendor's response to each requirement and form. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help each City select the vendor with the best combination of attributes, including price, based on the evaluation factors. The cities may decide to collaborate with a single vendor or on a joint analysis and plan development or may decide to select different vendors and proceed independently.

Chapter I: General RFP Information

APPEALS

Vendors who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the Purchasing Office within TEN (10) working days of the postmark on the Notice of Award or disqualification.

Appeals should be sent to the following address:

**City of Bellevue
Attn: RFP Network Infrastructure Evaluation
General Services Division – Purchasing Section
11511 Main Street, 5th Floor
Bellevue, WA 98004**

The appeal must describe the specific citation of law, rule, regulation, or practice upon which the protest is based. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The City will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing a contract with any other vendor.

Chapter II: Required Proposal Response Forms

Chapter II: Required Proposal Response Forms

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services on page 11. This chapter contains forms vendors must complete to submit their proposals. Vendors must complete all the forms in this chapter as well as other requests for information contained herein. The following forms are included:

- 1) Cover Letter
- 2) Proposal Summary
- 3) Acceptance of Terms and Conditions
- 4) General Vendor Information
- 5) Project Staff List
- 6) Key Project Staff Background Information
- 7) Client (City) Staffing Requirements
- 8) Customer Reference
- 9) Task Area Descriptions
- 10) Project Schedule and Workplan

Vendors are also strongly encouraged to submit examples of previous work and are required to provide a fee schedule.

PROPOSAL PREPARATION INSTRUCTIONS

To prepare your proposal, follow these instructions:

1. Open the electronic version of the forms of this RFP in your word processing application (Microsoft Word 97 or later is highly recommended).
2. Using your word processing application's copy and paste commands, copy sections and forms as necessary and paste them into a new file. Save the new file.
3. Complete all of the forms in your word processing and spreadsheet applications. Also, please create a table of contents with page numbers. Delete instructions (i.e., materials contained in brackets) from each form.
4. When your proposal is finished, refer to Chapter 1, Proposal Submission instructions on page 15.

Chapter II: Required Proposal Response Forms

FORM 1: COVER LETTER

[Use this space to compose a cover letter for your proposal. All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Form 2.

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the City."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
5. Proposals must state the proposer's federal and state taxpayer identification numbers.
6. Please complete and attach the following documents from the Attachments section of this RFP:
 - Non-Collusion Certificate
 - Equal Opportunity Affidavit

TEXT WITHIN THE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 2: PROPOSAL SUMMARY

[Use this form to summarize your proposal and your firm's qualifications. Additionally, you may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

Chapter II: Required Proposal Response Forms

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR PROPOSAL SUMMARY.]

Chapter II: Required Proposal Response Forms

[Use this space as needed for page 2 of your proposal summary.]

Chapter II: Required Proposal Response Forms

FORM 3: ACCEPTANCE OF TERMS AND CONDITIONS

[Use this form to indicate exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR RESPONSE.]

Signed,

By: _____

Title

Date

For: _____

Chapter II: Required Proposal Response Forms

FORM 4: GENERAL VENDOR INFORMATION

[Use this form to provide information about your firm.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

1. Please complete the following table:

Name of parent company	
Length of time in business	
Length of time in business of providing proposed services	
Gross revenue for the prior fiscal year (in US dollars)	
Percentage of gross revenue generated by proposed services	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full-time personnel in:	
◆ Consulting	
◆ Telecommunications	
◆ Sales, marketing, and administrative support	
◆ Other (please note relevant staff)	

2. Where is your headquarters located? Field offices?

3. Which office would service this account?

Chapter II: Required Proposal Response Forms

[form 4 continued...]

4. In the following table, please list credit references that can verify the financial standing of your company. Additionally, attach the most recent audited financial statement or annual report for your company.

Institution	Address	Phone Number

5. If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default.

In the space provided, submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor.

If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

If the vendor has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

A vendor response that indicates that the requested information will only be provided if and when the vendor is selected as the apparently successful vendor is not acceptable. Restricting the vendor response to include only legal action resulting from terminations for default is not acceptable.

Chapter II: Required Proposal Response Forms

[Please use this space to respond to Question 5 of Form 4. Your response may take as many pages as needed to fully answer the question. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Chapter II: Required Proposal Response Forms

FORM 5: PROJECT STAFF LIST

[Please complete the following table to identify the proposed project staff (including subcontractors) who will assist the City with this project. Indicate the percent of time each staff member will be dedicated to the project and each member's years of experience in telecommunications. Add additional lines as necessary for each instance of the list. Use your word processing application's copy and paste functions to create additional copies of this table as necessary. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE]

Staff member name	Title	Percent of staff member's time dedicated to project	Number of years in telecom

Chapter II: Required Proposal Response Forms

FORM 6: KEY PROJECT STAFF BACKGROUND INFORMATION

[Complete the following table for each of the key project staff members. Use your word processor's copy and paste commands to create additional copies of this table as necessary. Please allow one page for each table. **At a minimum, key staff must include your proposed project manager and key contributors to this project.** TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Name (prime or subcontractor)	
Staff member name	
Position in the company	
Length of time in position	
Length of time at company	
Project position and responsibilities	
Education	
Previous work experience	
Technical skills and qualifications for the project position	
Experience in telecommunications and business plan development:	
◆ Client name	
◆ Contact person and phone number	
◆ Client size	
◆ Project position/ responsibilities	
◆ Start date	
◆ Scheduled end date	
◆ Actual end date	

Chapter II: Required Proposal Response Forms

FORM 8: CUSTOMER REFERENCE FORM

[Using the tables below, please list five private sector clients and all public sector clients for whom you have provided telecommunications or other services relevant to this RFP over the past two years. Use your word processor's copy and paste functions to create additional tables as needed.]

Customer/client (company) name				
Reference name				
Title				
Phone number				
Mailing address				
Fax number				
Customer Size	Service Description	Start Date	End Date	Contract amount

FORM 9: TASK AREA DESCRIPTIONS

[Describe your overall approach to the following task areas. Your response to this form should not exceed three pages. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

- ◆ Conducting a telecommunications study

- ◆ Developing a municipal network business plan

Chapter II: Required Proposal Response Forms

FORM 10: PROJECT SCHEDULE AND WORKPLAN

[Provide a detailed project implementation plan that includes:

- ◆ A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations)
- ◆ A table listing vendor staff assignments and proposed labor hours for all tasks
- ◆ A brief description of each task and its work products
- ◆ A description of each proposed deliverable

Insert pages as needed to allow space for your Gantt chart and workplan. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Gantt Chart

[Use this section to include your Gantt chart showing beginning and end dates of all tasks.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Staff Assignments/Hours

[Use this section to include a table of vendor staff assignments and proposed labor hours for all tasks. Signify if staff assigned is a designated individual or FTE equivalent.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Task Descriptions

[Use this section to include brief descriptions of all tasks, milestones and associated work products.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Deliverables

[Use this section to include brief descriptions of all project deliverables.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

WORK SAMPLES

Proposing vendors are strongly encouraged to provide samples of previous work. These samples will be reviewed as part of the evaluation of proposals.

Chapter II: Required Proposal Response Forms

PAYMENT TERMS AND CONDITIONS

The Proposal must contain a fee schedule that includes estimated hours, rates, and overall price. Hours and costs should be broken down per the deliverables listed on page 11.

Appendices

RFP AMENDMENTS

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

VENDOR'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

PROPOSAL VAILIDITY PERIOD

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.

Appendices

CITY TAXATION

The contractor awarded said contract will be subject to city of Bellevue business registration and business taxation as presented in Chapters 4.02 and 4.08 of the Bellevue City Code. Questions about the master application form and/or city business & occupation (B&O) tax should be directed to the City's Tax Office at (425) 452-6851.

PUBLIC RECORDS

“Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the “documents”) become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.”

ACQUISITION AUTHORITY AND CONDUCT

This RFP is issued pursuant to the State of Washington's RCW 39.04.270.

CONTRACT AWARD AND EXECUTION

- ◆ The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.
- ◆ The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the City and the vendor, will become part of the contract documents. Additionally, the City will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.
- ◆ The vendor selected as the apparently successful vendor will be expected to enter into a contract with the City.
- ◆ If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest-ranked vendor.
- ◆ No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

INSURANCE REQUIREMENTS

The City will require the selected vendor to comply with the insurance requirements as outlined below:

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City. Questions regarding insurance requirements can be discussed with the City's Risk Management Office, 425-452-2011.

A. Minimum Scope of Insurance

1. Insurance Services Office Commercial General Liability coverage ("occurrence" form CG0001) (Ed.10/1/93), or, Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 (Ed. 1/81) covering Broad Form Comprehensive General Liability.
2. Insurance Services Office form number CA 0001 (Ed. 12/93), covering Automobile Liability code 1, "any auto", for activities involving other than incidental personal auto usage.
3. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
4. Consultant's Errors and Omissions or Professional Liability applying to all professional activities performed under the contract.

B. Minimum Levels of Insurance

1. Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Consultant's Errors or Omissions or Professional Liability: \$1,000,000 per occurrence and as an annual aggregate.

Appendices

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. In the event the deductibles or self-insured retentions are not acceptable to the City, the City reserves the right to negotiate with the Contractor for changes in coverage deductibles or self-insured retentions; or alternatively, require the Contractor to provide evidence of other security guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Provisions

Wherever possible, the policies are to contain, or be endorsed to contain, the following provisions:

1. General or Commercial Liability and Automobile Liability Coverages

a. The City, its officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.

b. The Contractor's insurance shall be primary insurance as respects the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees or volunteers.

d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current Bests' rating of A:XII, or with an insurer acceptable to the City.

Appendices

F. Verification of Coverage

Contractor shall furnish the City with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the City as an "additional insured" except for coverages identified in A.4. above. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall require subcontractors to provide their own coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, Contractor shall review coverage with the City's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity.

The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Appendices

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the property of the City.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the Proposer by the City, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

HOLD HARMLESS

The Proposer shall hold harmless, defend, and indemnify the City and the City's officers, agents, and employees against any liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage or liability coverage.

ATTACHMENTS

ATTACHMENTS

ATTACHMENTS

Attachment B: Equal Opportunity Requirements

GENERAL INSTRUCTIONS

EQUAL OPPORTUNITY REQUIREMENTS

Applications: The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year must comply with these requirements.

Affidavit: Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal or upon the request of the Purchasing & Graphic Services Manager.

Compliance: The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements.

Noncompliance: A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

City contact: The City's Compliance Officer is the Purchasing & Graphic Services Manager, and specific questions pertaining to this section may be directed to the Purchasing Division at (425) 452-6894.

ATTACHMENTS

EQUAL OPPORTUNITY REQUIREMENTS

Section 4.28.143 of the Bellevue City Code establishes the requirements for all contractual service providers:

"All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.
2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.
3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
4. Contractor shall actively consider for promotion and advancement available minorities and women.
5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.
7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, vendors, consultants or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Purchasing and Graphic Services Manager. All documents related to compliance steps listed above shall be presented upon the request of the Purchasing and Graphic Services Manager. The Purchasing and Graphic Services Manager shall serve as the compliance officer for the city and is authorized to develop and issue procedures for the administration of this section."

ATTACHMENTS

In order to more readily determine compliance with BCC 4.28.143, the following interpretations are provided:

Requirement 1. When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.143.

ATTACHMENTS

Attachment C: Affidavit of Equal Opportunity Compliance

_____ certifies that:

Bidder

1. If necessary to recruit additional employees, it has:
 - a. Notified relevant minority and women's organizations, or
 - b. Hired through a union hall with an equal opportunity policy.
2. It intends to use the following listed construction trades in the work under the contract:

3. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
4. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
5. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
6. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.

By: _____
(authorized signature)

Title: _____

Date: _____