

City of Waldport
PO Box 1120 Waldport, OR 97394
PH: 541-563-3561 x7
dann.cutter@waldport.org



June 29th, 2021

REQUEST FOR PROPOSAL: Fiber expansion and Services for Waldport Municipal Buildings

DUE DATE: July 30th, 2021 at End of Day

Introduction:

The City of Waldport is soliciting for fiber optics network services to be installed in a series of municipal buildings as part of our infrastructure needs. Detailed requirements are provided.

Background:

Waldport is a small bedroom community located 15 miles south of the Newport, the Lincoln County seat. It has roughly 2300 residents, over 10,000 in the nearby communities and grows substantially during the summer months due to tourism. The increase in data services requirements is conflicting with the age and speed availability of network services. As multiple network providers provide fiber within the community, the City is looking to expand its services in the municipal buildings.

Objectives:

The City is seeking qualified providers to install and provide service to a series of locations. They are:

- Alsea Bay Interpretive Center – 320 NW Hwy 101
- Waldport Community Center - 265 NW ALSEA HWY
- Waldport Public Works – 4028 SW Ann St.
- Wastewater Treatment Plant – 390 NE Lint Slough Rd
- Water Treatment Plant – 3536 SE Nelson Wayside Drive

Each location should be treated as a 'Separate Bid'. While we will try to select multiple projects at one time, depending on costs, bids and locations may be award to separate vendors on separate awards.

The City of Waldport is requesting proposals from qualified firms/individuals for professional services in the installation to each location. Similarly, monthly provision of service at each location of >100 mb/s should be included. Services are expected to begin by Dec.

The successful proposer shall be expected to comply with all applicable Oregon laws.

The term of this RFP will be three years. The City reserves the right to terminate at any time.



Proposal Requirements:

General

The proposal should be concise, well organized, and demonstrate the proposer's qualifications and experience applicable to the project. The proposal shall be limited to fifteen (15) one-sided pages (8 1/2 x 11 inches), inclusive of resumes, graphics, forms, photographs, cover letter, etc. Type size and margins for text pages should be in keeping with accepted standard formats for desktop publishing and processing and should result in no more than five hundred (500) words per page in either MS Word or PDF format.

The proposal must include a discussion of the proposer's approach to the project, a breakdown and explanation of project tasks, a proposed project schedule, an estimate of costs, documentation of the proposer's qualifications for the scope of work, and any other relevant materials.

Contents

Proposals submitted in response to this RFP shall be in the following order and shall include:

Executive Summary – Include a one (1) page summary of the entire proposal describing the most important elements of the proposal.

Identification of the Proposer, Including:

Legal name and address of company or non-profit.

- Legal form of company or non-profit (e.g. partnership, corporation, non-profit status, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.
- Disclosure of "parent company" if proposer is a wholly-owned subsidiary.
- Address(es) of office(s) working on this project.
- Name, title, address, email, and telephone number of the person to contact concerning the proposal.

Experience and Technical Competence

- Entities with no prior Waldport right of way installation and in city work shall provide a detailed explanation of their knowledge and technical experience with this type of work.
- Describe your knowledge of and indicate your ability to obtain all regulatory permits applicable to the installation of fiber optics.

Knowledge and Understanding of Local Environment

Describe the proposer's experience working in the local environment and proposed local presence for interacting and/or working with the City of Waldport.



Project Organization and Key Personnel

- Describe proposed project organization, including identification and responsibilities of key personnel. Provide an indication of the approximate staffing level(s) for the project. The City of Waldport's evaluation will consider the proposer's entire project team.
- Describe the experience of the proposer's project team, including the team's project manager, and other key staff members, on projects of similar size, capacity, and dollar value.
- Provide a three-year projected operational budget of costs and services proposed.

Financial Documents

Include any other relevant documents which demonstrate your ability to undertake this endeavor.

Resource and Infrastructure Requirements

A detailed list of expectations of City resources, and expectations which might need to be provided, and how those objectives will be met if the City cannot provide them.

Exceptions to this Request for Proposal

The proposer shall certify that it takes no exception(s) to any portion of the RFP. If the proposer does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception(s) is taken shall be identified and explained.

Submittal Requirements:

- An electronic of the proposal shall be submitted to dann.cutter@waldport.org with 'RFP Submission for Fiber' as the subject line of the email or printed on 8.5" by 11" and hand delivered to City Hall. Proposals submitted by facsimile are not acceptable and will not be considered.
- The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.
- The entire proposal must be received no later than End of Day, July 30th, 2021.
- Failure to comply with the requirements of the RFP may result in disqualification. Proposals and/or modifications received after the hour and date specified above may not be considered at the discretion of the City.



Questions:

All questions pertaining to the requirements or market should be made by email to: Dann.cutter@waldport.org. Please use the subject 'fiber questions'.

Selection Process:

All submissions will be evaluated by the City Manager and a recommendation made to the Council for acceptance. In addition to above, encouraged criteria are as follows:

- Proposer's understanding of project, including purpose and scope, required tasks.
- Proposals which are the least cost month to month.

Timeline:

Issue of RFP: June 29th, 2021

Deadline for RFP: July 30th, 2021

Selection of Proposals: August 6th, 2021

Receipt of Insurance and notice to proceed: August 20th, 2021

SPECIAL CONDITIONS

Reservations -

This RFP does not commit the City of Waldport to award a contract, to defray any cost incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work

Public Records -

All proposals submitted in response to this RFP become the property of the City of Waldport and are public records and, as such, may be subject to public review.

Right to Cancel -

The City of Waldport reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements.

Additional Information -

The City of Waldport reserves the right to request additional information and/or clarification from any or all proposers to this RFP.

Insurance Requirements -

The City of Waldport requires consultants doing business with it to obtain insurance. The required insurance certificates must comply with all requirements and must be provided within one week (7) days of notice of selection and prior to the commencement of any work on the project.