

# **REQUEST FOR PROPOSALS (RFP)**

## **Broadband Fiber Installation and Service**

ISSUING AGENCY:

Fort Vancouver Regional Library District

RELEASED:

February 7, 2017

CLOSES:

**Proposals must be received no later than  
4:00 P.M. on Friday, March 17, 2017 at:**

**Fort Vancouver Regional Library District  
Attn: RFP - Broadband Fiber Installation and Service  
1007 E Mill Plain Blvd.  
Vancouver, WA 98663**

**360-906-4910**

# Request for Proposals

**Response Title:** Broadband Fiber Installation and Service

**Proposals Submittal Due Date:** Friday, March 17, 2017, 4:00 p.m. PST

**Eligibility:** This request is open to parties engaged in the lawful practice of their profession that satisfy the minimum qualifications set forth in this Request For Proposals (RFP).

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## 1. **Introduction**

Fort Vancouver Regional Library District (FVRL) is seeking proposals from Consultants for installation and activation of Broadband Fiber Services at the Woodland Community Library. Proposals should include detailed documentation, planning tools, timelines and benchmarks outlining the installation procedure. Also requested are detailed price lists including itemized costs for installation and monthly service plans broken down by speed and three, four and five year contracts.

### 1.1. **Project Description**

This project will include installation of optical fiber and activation of services at the Woodland Community Library in order to create a point-to-point LAN connection with the FVRL network centered at the Vancouver Community Library. Services are to be activated on or before Saturday, July 1, 2017. Installation and services will include the following addresses:

Woodland Community Library  
770 Park Street  
Woodland, WA 98674

Vancouver Community Library  
901 C Street  
Vancouver, WA 98663

### 1.2. **Scope of Services**

Requested services should include 10-100 mbps connectivity between the locations mentioned above including a fiber hand-off to our network via SFP transceiver. Services should allow for transport of multiple VLANs for inclusion in the current FVRL network model.

Questions regarding the Scope of Services may be submitted up to three (3) days prior to the due date; please contact Bob Beck, RFP Manager, via email at [bbeck@fvrl.org](mailto:bbeck@fvrl.org). Questions and answers will be posted to the FVRL website at [www.fvrl.org/work-fvrl](http://www.fvrl.org/work-fvrl) as they are received.

The Consultant may include any additional information that is believed to be pertinent and helpful but not specifically requested elsewhere in this RFP.

The Consultant may request a walk-through of identified FVRL locations.

## 2. **General Information**

FVRL reserves the right to continue with the Consultants selected or has the option to conduct a new selection process for future services beyond those services advertised above.

## 2.1. RFP Manager

Name: Bob Beck  
Address: 1007 E Mill Plain Blvd  
City, State, Zip: Vancouver, WA 98663  
Phone number: 360-906-4910  
Email: bbeck@fvrl.org (preferred)

During preparation, direct all communications regarding this RFP to the RFP Manager. All other communication will be considered unofficial and non-binding.

## 2.2. Selection Process

Through this selection process, FVRL requests proposals from Consultants interested in providing broadband fiber services.

Consultants will be considered based on a 100 point scale:

- Consultant's approach to quality control, project management and product delivery; (10)
- Prior relevant projects or experience; (20)
- Previous civic or governmental work experience; (5)
- Knowledge and expertise of individuals that will work the projects; (10)
- Readiness, availability, and familiarity with the area; (20)
- A proven track record of providing quality work on time; (15)
- Meets all applicable licensing requirements; and (5)
- Response of references. (15)

FVRL's Evaluation Committee will perform technical evaluations, rank submittals, and make selection recommendations based on consensus. The Evaluation Committee will evaluate proposals and may ask a shortlist of Consultants to participate in an interview process. All Consultants submitting a proposal will be notified of FVRL's final selection decisions.

A selection will be made within ten (10) business days of the submittal deadline. All Consultants submitting proposals will be notified of our selection. Proposals will be reviewed and a firm will be selected by 4:00 p.m. on Friday, March 31, 2017.

## 2.3. Submittal Requirements

Please submit one (1) hardcopy and/or one (1) reproducible digital copy in pdf format delivered on digital media or via email to the RFP Manager listed above.

To be considered, Proposals must be received at the following address by 4:00 p.m. PST on Friday, March 17, 2017:

Fort Vancouver Regional Library District  
RFP – Broadband Fiber Installation and Service  
1007 E Mill Plain Blvd.  
Vancouver, WA 98663

Proposals should be submitted on company letterhead with the information required in this RFP. Submittals shall be limited to a total of **twenty (20) pages, numbered**, excluding cover letter. ***Submittals that exceed the maximum number of pages will be rejected.*** Submittals should be stapled or paper clipped, please NO binders.

At a minimum, the submittal must contain:

- A letter of interest signed by the firm principal with a statement of availability to complete the work.
- Identification of Consultants, including name, address, telephone number and Service Provider Identification Number provided by USAC.
- Name, title, address, and telephone of contact person during period of proposal evaluation.
- Signature of a person authorized to bind Consultant to the terms of this proposal.
- An itemized list including the amount and pricing for installation and monthly service plans broken down by speed and three, four and five year contracts.
- General information about the firm's experience and capabilities in the services to be provided.
- Firm's approach to quality control, project management and product delivery.
- Previous project experience on similar types of work, including municipal work experience.
- Proposals and experience of the staff that would be actually assigned to the project. Work experience should be specific as to the individual's actual tasks performed on other projects.
- Ability to meet the FVRL's requirements for readiness, availability and familiarity with the area upon execution of agreement.
- A completed and signed copy of the Fort Vancouver Regional Library District Professional Services Agreement available at <http://www.fvrl.org/broadband-fiber-installation-and-service>.
- Include three (3) references with the following information: the name of the current and previous clients with similar contract, scope of work provided, estimated project cost, and the name, address, and telephone number of the contact person.

**2.4. Proprietary Information / Public Disclosure**

Materials submitted in response to this solicitation shall become the property of Fort Vancouver Regional Library District. Responses shall be deemed public records as defined in RCW 24.56, "Public Records Act".

**2.5. Revisions to the Process**

In the event it becomes necessary to revise any part of this request, addenda will be published on Fort Vancouver Regional Library District's website hyperlink at: [www.fvrl.org/work-fvrl](http://www.fvrl.org/work-fvrl)

**2.6. Cost to Submit**

Fort Vancouver Regional Library District will not be liable for any costs incurred by the Respondent in preparation of a response to this RFP, in conduct of a presentation, or any activities related to responding to this RFP.

**2.7. Americans with Disabilities Act**

Fort Vancouver Regional Library District complies with the Americans with Disabilities Act (ADA).

**2.8. Diverse Business Inclusion Plan**

Fort Vancouver Regional Library District (FVRL) is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small-business, micro-business, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

**2.9. Rejection of Responses**

Fort Vancouver Regional Library District reserves the right at its sole discretion to reject any and all responses to this RFP without penalty.

**3. Schedule**

Release date of RFP: Tuesday, February 7, 2017

Final date for questions: Wednesday, March 15, 2017 at 5:00 p.m. PST

Due date for RFP: Friday, March 17, 2017 at 4:00 p.m. PST

Date for final decision: Friday, March 31, 2017 at 4:00 p.m. PST

Project completion date: Saturday, July 1, 2017