

Request for Proposal

Little Chute Community Area Network

Project Manager

Little Chute Community Area Network Expansion Project

**Response Due:
September 22, 2021**

Little Chute Community Area Network Request for Proposal

The Little Chute Community Area Network (LC CAN) is seeking Proposals from qualified persons/firms (Offeror), capable of performing project manager services regarding the design, review, construction and implementation of an expanded fiber network. Interested persons/firms should respond to this RFP on, or before, the time due for submission.

1. PROJECT DESCRIPTION

The scope of this project encompasses the design, construction and implementation of an expansion of the existing LC CAN fiber network as summarized in **Exhibit A**.

During the evaluation process, the LC CAN reserves the right to request additional information or clarifications from Offerors, or to allow corrections of errors or omissions. The LC CAN reserves the right to award in part or in full to serve the LC CAN's best interest. The LC CAN also retains the right to reject any and all Proposals.

Any representations made with Proposals will be relied upon and if proven to be false will be grounds for termination of the Agreement, if awarded. False representations will also be grounds for forfeiture of all payments under the Agreement. This will not limit the LC CAN from seeking any other legal or equitable remedies.

The funding source for this project is the Coronavirus State Local Fiscal Recovery Funds. Recipients are accountable to the Treasury to adhere to the Compliance and Reporting Guidance stipulated.

2. REQUIREMENTS

2.1. Vendor Information

Provide contact information for the principal individual(s) to be contacted regarding the information in this RFP. Include Name, title, email address and phone number.

Provide an overview of your company, number of years in business, core solution offering, and experience.

Please submit at least 3 customer references where you have implemented a similar solution over the past two years including individual contact information. Please include at least one reference that is similar in scope and size of what is being proposed.

2.2. Vendor Qualifications

Experience managing large technology infrastructure design, construction and implementation projects. Previous project management in municipal utilities is a plus.

Experience with fiber network design, construction and implementation, and an understanding of Dense Wave Division Multiplexing (DWDM) technologies

3. SERVICES REQUESTED

Review pre-construction engineering and final network design with the LC CAN Committee representative(s). Document any errors or omissions with respect to the project agreement, any concerns or risks associated with the design and recommendations to mitigate those risks.

Generate the Construction Request For Proposal based on approved designs and funding requirements of the American Rescue Plan Act signed into law March 11, 2021.

Manage all aspects of the bidding process, including the creation of a bid package, coordination of site visits, review of all bid responses and the creation of final contract award documentation.

Coordinate with the Contractor and appropriate subcontractors to review project status, address project issues, and ensure timely updates to the master Project Schedule. Work with the LC CAN and vendors as necessary to mitigate issues impacting the Project and/or the Project Schedule.

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Provide consultation and advice to the LC CAN on construction matters. The Project Manager shall visit the site weekly (on average) during construction and determine if the work is proceeding in general accordance with the Contract Documents.

Review test plans and test results to verify that testing is performed in general accordance with the Contract Documents and acceptance criteria are met.

Prepare for the LC CAN's approval any Change Orders and extra work orders, if any; provide, when appropriate, cost/value engineering input on any requested changes in project scope submitted to or proposed by the LC CAN.

Review and comment on agreements, contracts and policies with the LC CAN and assist with negotiations.

Support the LC CAN in any disputes that may arise.

4. ASSUMPTIONS AND AGREEMENTS

4.1. Confidentiality

The LC CAN expects the Supplier to respect the confidentiality of the LC CAN's information. As a result of its participation in relation to this RFP, the Supplier may gain access to information regarding the LC CAN business or on the use, development, and acquisition of other services used. The Offeror shall treat all information as confidential and shall not use or disclose the information beyond the intended purpose, being the Offeror's preparation and response to this RFP. The Offeror shall not disclose the information to any third party, except where the information exists in the public domain and/or is exempt from protection under applicable law.

If the Offeror is required to release any of the information to a third party for the purposes of preparing for its proposal, the Offeror is required to solicit at least the same confidentiality obligations from this third party prior to releasing the information.

4.2. Proposal Preparation Costs

All costs incurred in the preparation and submission of this proposal and related documentation, including any presentation to the LC CAN shall be borne by the participating vendor.

4.3. Marketing References

All Offerors responding to this RFP shall be prohibited from making any reference to The LC CAN in any literature, promotional material, brochures, or sales presentations without the express written consent of the LC CAN, as applicable.

4.4. Proposal Validity

Proposals must be valid for 180 days from the Proposal Due Date.

4.5. Contract Negotiation and Execution

The LC CAN reserves the right to reject any or all Proposals or any part thereof, to waive any formality, informality, information and/or errors in the Proposal, to accept the Proposal considered to be in the best interest of the LC CAN, or to solicit and purchase on the open market if it is considered in the best interest of the LC CAN to do so.

5. SUBMISSION INFORMATION

5.1. Presentations

The LC CAN Committee may request presentations from time to time. The LC CAN will notify Suppliers if any presentations are required.

5.2. Pricing and Cost Information

All costs must be fully and plainly disclosed. All prices must remain in effect for 180 days from the proposal due date.

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Offeror shall state all assumptions used for pricing.

5.3. Proposal Submission

Proposals must be submitted no later than 2:00 PM on September 22, 2021 to be eligible for consideration. Proposals that are late may be rejected. Proposals must be submitted to:

Diana Sepe
Chief Technology Officer - LC CAN
1402 Freedom Rd
Little Chute, WI 54140

For the sake of convenience, electronic submissions will be accepted, however they must be submitted to the CTO at dsepe@littlechute.k12.wi.us no later than 2:00pm on September 22, 2021.

Failure to submit all information as detailed in the RFP documents and/or submission of an unbalanced or incomplete Proposal is sufficient reason to declare a Proposal as non-responsive and subject to disqualification.

6. FOR ADDITIONAL INFORMATION OR CLARIFICATION

6.1. Questions and Clarification

The LC CAN may seek clarification from any or all participating vendors regarding proposal information and may do so without notification to other responders.

The Offeror may be asked to re-issue their original response with the updated information included.

All inquiries, questions, and requests for clarification of the contents of the RFP must be in writing, (email is preferred) and addressed to:

Diana Sepe - Chief Technology Officer - LC CAN
1402 Freedom Rd
Little Chute, WI 54140

Phone: 920-788-7605 ext 7210
Email: dsepe@littlechute.k12.wi.us

Any questions or inquiries must be submitted in writing, and must be received by the CTO at dsepe@littlechute.k12.wi.us no later than 2:00pm on September 20, 2021 to be considered. Any changes to the RFP requirements will be provided to all Offerors of record either directly.

7. BASIS FOR AWARD OF CONTRACT

The LC CAN will evaluate submitted proposals on all elements of each response, including costs, technology, solution's flexibility and capability, scope of the services provided, compatibility with the LC CAN's environment, and other factors as described below and outlined in **Exhibit B**.

7.1. Review Criteria

The LC CAN will review the information provided in response to this RFP to develop a solution that fits its needs. Detailed evaluation criteria will not be shared with Offerors; however, a high-level overview of important evaluation criteria follows:

- Financial: The LC CAN will evaluate each response considering the overall value (costs and savings) to the district to implement.
- Technical Capability: The LC CAN will analyze the responses to determine how completely the solutions proposed meet the requirements as documented in this RFP.
- Value Added: If the Offeror has services or offerings relevant to the LC CAN that set them above other Suppliers, please identify these services and/or offerings (be specific).

7.2. Acceptance or Rejection of Submissions

The LC CAN is not obligated to accept the lowest cost or any proposal.

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The LC CAN reserves the right to:

- Reject any or all proposals
- Waive technicalities or irregularities
- Issue no contract for any of the services described within this RFP
- Award all services to one vendor
- Accept any proposals it determines to be in the corporation's best interest
- Negotiate any or all of the scope and terms of any contract that flows from this RFP
- Add or remove scope into the contract negotiation process
- Issue contract awards for any combination of services and vendors, as it sees fit

The LC CAN has no obligation to reveal the basis for contract award or to provide any information to suppliers regarding the evaluation or negotiation processes.

All participating vendors will be notified promptly of bid acceptance or rejection.

8. ANTICIPATED SELECTION SCHEDULE

The evaluation is expected to be complete within 30 days after the RFP submission deadline, and a contract is expected to be awarded within 60 days of the evaluation.

EXHIBIT A - High Level Construction Overview

Connect Water Towers and Wells

Providing fiber optics connections for the village water infrastructure will allow for modernization of communication and control systems. We are looking to use these new connections to expand and modernize the existing SCADA system.

- Connect multiple water towers and wells.
 - Well #1 - Doyle Park
 - Well #3 - Washington St
 - Well #4 - Evergreen Dr
 - Tower #1 - Stephen St
 - Tower #2 - Jefferson St
 - Department of Public Works Garage - Eisenhower Dr
 - Future Water Tower - Holland Rd

Expansion of WiFi

To allow for the expanded reach of the school district's Wi-Fi and address digital access inequities some of our students are experiencing. [Map of School District Boundaries](#) -

https://www.littlechutewi.org/DocumentCenter/View/2949/SchoolDistricts_8x11?bidId=

Redundancy

Redundancy in technological systems is considered standard practice for any industry. It provides for disaster preparedness and network resiliency. The financial impact of downtime can be staggering, but with more devices than ever residing on the network including the addition of surveillance cameras and building automation devices - avoiding downtime will have a direct correlation to public safety and security.

- Provide for a redundant connection to WiscNet POP for LC CAN members.

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Exhibit B - Project Management RFP Evaluation Criteria - September 2021

	Maximum
Criteria	Points
Prepared simply and economically, providing a straightforward concise description of Respondent's abilities to satisfy the RFP requirements. (10 points)	
A submission that includes: (a) the name of the company and contact person (b) current address, telephone number, and email address (c) signature of an authorized representative of the respondent. (5 points)	
Ownership Information, which shall identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated, if applicable. (5 points)	
A detailed description of how the Respondent proposes to implement the plan, disclosing all costs fully and plainly. (30 points)	
Overall cost (40 points)	
A minimum of 3 references that LC CAN can contact for information about Respondent's performance within the past 24months. (10 points)	