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| CITY OF PERRIS  101 NORTH D. ST.  **(951)943-6100**  [mvargo@cityofperris.org](mailto:mvargo@cityofperris.org)  cityofperris.org |
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ADDENDUM #1  
CITY OF PERRIS — FIBER OPTIC MASTER PLAN

The following changes will be made to the original FIBER OPTIC MASTER PLAN RFP:

1. The deadline for the City of Perris Fiber Optic Master Plan will be extended from February 08,

2022, at 6:00 PM to March 11, 2022, at 5:00 PM.

1. No other changes will be made to the scope or vision of this project.

Please sign below acknowledging receipt of this Addendum and send it back to the City of Perris Information Technology department at 951-943-6100 EXT 493 as proof of receipt.

——————————————— ———————————————

Name Date

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Company

Logo

Description automatically generated

August 5, 2021

1. INTRODUCTION

***INVITATION***

The City of Perris ("City") invites proposals from qualified consultants to develop a Fiber Master Plan to guide the design, construction, implementation, maintenance, management, regulation, operation and funding of its fiber optics assets and related technologies in accordance with this Request for Proposals.

The scope of this project will involve the creation of a detailed actionable plan for the implementation of a successful broadband initiative designed to provide high-speed broadband services to the existing and future business community in the City.

Proposers will be responsible to carefully examine the requirements contained herein.

PROPOSALS WIL BE ACCEPTED UNTIL 5:00 PM March 11,2022

Proposers are solely responsible for “on time” submission of their proposals. Proposals must be received by City Clerk in the City of Perris City Hall located at 101 N D Perris 92570 by March 11, 2022, 5:00 PM. Any inquiries regarding this notice should be directed to Michael Vargo, Information Technology Contractor at (951) 400-2079 or by email at mvargo@cityofperris.org. The envelope containing your proposal must be sealed and marked "RFP – Fiber Optic Master Plan." Proposals will not be opened publicly.

CITY OF PERRIS

REQUEST FOR PROPOSALS (RFP)

FIBER OPTIC MASTER PLAN

PROPOSALS MAY BE MAILED

OR DELIVERED IN PERSON

TO THE CITY CLERK AT

101 N D St., Perris, CA 92570

PROPOSALS MUST BE RECEIVED BY 6:00 P.M.

ON THE DATE INDICATED BELOW:

**Event Date**

Post Request for Proposal 12/03/2021

Questions Due Before 01/03/2022

Answers Issued By 01/24/2022

Proposal Due Date 03/11/2022

Vendor Presentations 03/29/2022

City Council Approval 03/29/2022

1. GENERAL PROJECT DETAILS

***BACKGROUND***

Incorporated in 1911, the City of Perris came from humble beginnings as a farming community and quickly grew into a hub for both agricultural and commercial activities. The City is a California general law municipality and has a population of 79,291, making Perris one of the largest cities in Riverside County. Perris is approximately 31.68 miles large and is situated approximately an hour away from both San Diego and Los Angeles.

The City is interested in developing a city-owned broadband program to provide fiber cable connectivity and fiber internet services to commercial and industrial businesses.

Currently, the City has no fiber infrastructure outside of the City Hall campus, and with new technologies demanding increased internet speeds the City must explore ways to stay current with the times. Today, access to broadband internet service is as vital as streets, water, and sewer infrastructure. Broadband connectivity enhances a community’s economic development potential by attracting new, advanced businesses in support of Smart City initiatives, providing existing businesses the tools they need to stay competitive and provide our residents with options for broadband products and services.

***PURPOSE***

The City will consider proposals from single Consultants or from multiple Consultants working as a team, though a prime contractor is highly desired in the case of the latter. The ideal Consultants will have excellent technical and analytic depth in areas of interest to the City under this RFP, and must be highly-effective communicators, particularly in translating highly technical concepts to non-technical audiences. The City prefers firms with past experience working with public sector and/or municipalities that have utilized and built out their existing fiber system for community broadband service.

The City will be best served by a flexible and creative approach to this project that addresses the needs of its businesses while satisfying the goals of the City; to enhance City Services and modernize its telecommunications infrastructure.

1. SCOPE OF SERVICES

The selected Consultant will be required to have personnel available for assignment to this project who have successfully provided professional services as it relates to the development of a broadband program that encompasses the general activities listed below. The selected Consultant shall provide services with personnel trained and experienced in developing broadband programs for municipalities. It is expected that the selected Consultant will be able to work independently with a minimum amount of supervision.

In general, the selected Consultant shall be familiar with the industry standards of practice for the preparation of broadband programs, and familiar with the operation of city government. The selected Consultant shall be able to interact professionally with contractors, residents, private sector parties, and city personnel; promote quality customer service and a professional image of the City; and respond promptly and courteously to requests. The selected Consultant and support personnel shall be able to follow verbal and written instructions, communicate clearly and concisely, both orally and in writing.

***PLANNING ACTIVITIES***

1. Communicate and coordinate with City Project Manager on a regular basis.
2. Consider how the city might use its fiber optic and related assets to enable world-class broadband services through cooperative public/private partnerships or other alternatives, while enhancing service quality, speed, cost-effectiveness, and competition in Perris. The size of the service to support the network will be determined by the network’s demand

1. Evaluate the current and future demands for broadband products and services in the City through a range of efforts and methodologies, including but not limited to conversations with:
   1. Public stakeholders (e.g., City and regional government agencies, educational institutions)
   2. Private stakeholders (e.g., local businesses, business organizations, health care providers, digital divide advocates, other interested consumers, and interest groups).
   3. Broadband providers regarding the demand for, and adoption of, their products.
2. The only fiber directly owned by the City is located at the City Hall campus. Each of the buildings located on the City Hall campus is interconnected via fiber, this provides most City owned buildings with fast and responsive internet services. Currently, the City is looking to expand its fiber network in the most effective way possible.
3. The selected consultant will be tasked with creating a plan that encompasses the most efficient way(s) to lay new fiber and infrastructure throughout the City. After deliberation and subsequent conversation, consultants will share their findings with the City’s project manager and provide detailed analysis of findings related to the project or of general interest.
4. Prepare a copy of the initial written draft report for the City to review, including a detailed list of assumptions, stating the recommendations, and discussing the cost/benefit of the plan. The report must include:
   1. A Needs Assessment to address the engineering and business parameters for deploying broadband services throughout the community, assuming the use of available city fiber assets. The analysis must consider a wide range of business models and engineering options, highlighting associated costs, alternative financing methods, as well as risk, timing, and service quality considerations.
   2. The report must conclude the analysis by identifying a recommended strategy and associated action plan for its implementation.
5. Prepare a final written comprehensive report for the City that includes sufficient information on the costs, benefits, risks, and strategy.
6. Prepare a map of all current and existing city fiber assets and equipment. In addition to creating a map of the existing infrastructure, consultants will be tasked with creating a map of the proposed infrastructure, a description of the area(s) it will effect, bandwidth analysis, capacity analysis, and location(s) of fiber assets, infrastructure, point to point connections and contact points for added infrastructure.

1. Prepare/Support development of reports, presentations, and other communications materials and tools to convey issues and outcomes to a broad variety of stakeholders and provide editable non-proprietary electronic copies of all such materials for the City’s use. All materials for public meetings will be reviewed and approved by City staff prior to their use in the public meetings.
2. CONSULTANT’S PROPOSAL

In order to be considered responsive, and assist the City to evaluate RFP responses fairly and completely, each prospective Consultant must follow the format set out in this RFP and submit all information in accordance to the requirements identified herein. RFP responses should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposals should be limited to 20 pages maximum.

The Consultant’s Proposal shall include the following statements:

1. A statement that this Request for Proposal shall be incorporated in its entirety as a part of the Consultant's Proposal.
2. A statement that this Request for Proposal and the Consultant’s Proposal will jointly become part of the Agreement for Professional Consultant Services for this project when said Agreement is fully executed by the Consultant and City project manager.
3. A statement that the Consultant’s Services to be provided, and fees therefore, will be in accordance with the City's Request for Proposal except as otherwise specified in the Consultant's Proposal under the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S REQUEST FOR PROPOSAL."
4. A single and separate section with the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S REQUEST FOR PROPOSAL" containing a complete and detailed description of all of the exceptions to the provisions and conditions of this Request for Proposal upon which the Consultant’s Proposal is contingent and which shall take precedent over this Request for Proposal for Professional Consultant Services.
5. A summary that highlights the contents of the Consultant’s RFP response to provide the Evaluation Committee with a broad understanding of the Consultant’s approach, qualifications, experience and staffing.
6. A statement of qualifications applicable to this project including the names, qualifications and proposed duties of the Consultant’s Staff to be assigned to this project; a listing of recent similar projects completed (within the past 36 months) including the names, titles, addresses and telephone numbers of the appropriate persons whom the City could contact. If one or more of the Consultant’s staff should become unavailable, the Consultant may substitute other staff of at least equal competence only after prior written approval by the City.
7. A statement of Consultant’s area of expertise and a description of how those strengths will benefit the City. Resumes of the lead person that will act as the primary liaison with the City and additional key individuals who will be performing the services will be included.
8. A statement of any possible conflicts of interest with any current clients or staff members and the City.
9. A copy of the Consultant's hourly rate schedule and a statement that said hourly rate schedule is part of the Consultant's Proposal for use in invoicing for progress payments and for extra work incurred that is not part of this RFP. All extra work will require prior approval from the City.
10. A statement that all charges for Consultant services is a “Not-to-Exceed Fee” which must include conservatively estimated reimbursable expenses, as submitted with and made a part of said Consultant's Proposal.
11. A statement that the Consultant will document and provide the results of the work to the satisfaction of the City. This may include preparation of field and final reports, or similar evidence of attainment of the Agreement objectives.
12. A statement that the Consultant will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.
13. A statement that all federal laws and regulations shall be adhered to notwithstanding any state or local laws and regulations. In a case of conflict between federal, state, or local laws or regulations the strictest shall be adhered to.
14. Proposal submittals shall include a detailed Milestone or Proposed Timeline Report, clearly identifying the project milestones and expected dates to complete. A recovery action plan should also be included to indicate steps that will be taken if milestones or timelines are not met as anticipated.
15. The Cost Proposal shall be an itemized breakdown of expenses by proposed task. The Cost Proposal shall include all items that will be charged to the City, including travel, administrative and other direct charges that will be involved in the project. Costs shall be segregated to show staff

The proposal shall include the following sections:

1. **Cover Letter / Introduction:** Briefly introduce the firm. RFP responses must include the complete name and address of Consultant and the name, mailing address, and telephone number of the lead contact person regarding the RFP response. A signature by an authorized representative must be included on each RFP response. Said signature will be considered confirmation of the Consultant’s ability and willingness to comply with all Terms and Conditions and provisions stated herein.

1. **Project Understanding:** This section should clearly convey clear understanding of the nature of the work, identification of major project issues, and proposed solutions thereof, from both the Consultant and the consultant team.
2. **Approach and Management Plan:** This section provides the consultant team’s proposed approach and management plan for providing services. Include an organization chart showing proposed relationship among consultant team/staff as well as any other parties that may have a significant role in the delivery of this project.
3. **Qualifications and Experience:** Provide qualifications and experience of the team for this project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members including references. Identify and provide in-depth information for the proposed project manager’s and party chief’s qualifications, track record and relevant experience.
4. **Staffing Plan:** Discuss staffing plan, the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services according to the proposed schedule. Discuss the firm/team’s approach for completing the services required for this project within budget and schedule.
5. **Work Plan and Schedule:** Include a description of how each task of the project will be conducted, identification of deliverables for each task and implementation schedule. The work plan should include sufficient detail to demonstrate a clear understanding of the project. Discuss the consultant team’s approach for completing the project.
6. **Quality Control and Assurance:** Discuss QA/QC proposed for this project.
7. **Additional Relevant Information:** Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).
8. PAYMENT TO CONSULTANT

1. This work is to be performed for a “Not-to-Exceed Fee.”

2. The Consultant shall provide a “Payment Schedule” indicating the fee for individual tasks with a “Not-to-Exceed Fixed Fee” which shall be the sum of all tasks.

3. Tasks shall include, but not be limited to, all Professional Consultant Services necessary to complete the work covered by this Proposal.

* 1. The City will pay the Consultant for work completed and accepted by the City on a monthly basis.
  2. The City shall make sole and final determination if work is complete and acceptable for payment.

1. Monthly invoices will specifically identify job title, person-hours, and costs incurred by each task.
2. Reimbursement costs such as mileage, printing, telephone, photographs, postage and delivery, are to be included in the “Not-to-Exceed Fee.”
3. All tasks including labor and reimbursable costs such as printing, postage, and delivery shall have supporting documentation presented at the time payment is requested.
4. The City will pay the Consultant for all acceptable services rendered in accordance with the “Agreement for Professional Consultant Services.”
5. When the Consultant is performing, or is requested to perform, work beyond the scope of service in the “Agreement for Professional Consultant Services,” an “Amendment to the Agreement” will be executed between the City and Consultant.
6. The Consultant shall receive no compensation for any re-work necessary as a result of the Consultant’s errors or oversight.

VI. GENERAL CONDITIONS

1. Pre-contractual expenses are defined as expenses incurred by the Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presentation during selection interview; (4) negotiating with the City any matter related to this Proposal; (5) any other expenses incurred by the Consultant prior to an executed Agreement. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant.
2. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposal for its own convenience and to reject any and all Proposals responding to this RFP without indicating any reasons for such rejection(s).
3. The City reserves the right to reject any or all Proposals submitted. Any Contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified. The City recognizes that price is only one of several criteria to be used in judging a product or service, and the City is not legally bound to accept the lowest RFP response.
4. The successful Consultant awarded a Contract will be required to obtain a City of Perris Business License as a condition precedent prior to being engaged as an Independent Contractor by the City. The Consultant must possess and maintain all appropriate licenses/certifications necessary in the performance of duties required under this RFP and will provide copies of licenses/certifications immediately upon request throughout the term of the Contract.
5. SELECTION CRITERIA
   * + 1. The following are the factors in which the City will take into account when selecting a proposed consultant. Consultants are expected to convince evaluators that their proposal is superior to other applicants.
       2. The Firm’s General Experience and Qualification Information (30 points) – Information about the company (and all sub-Consultants) including professional licenses held; ability to furnish required insurance and meet stipulations of the City’s “boiler plate” agreement; details about comparable projects completed by the firm, as well as recent experience; and its ability to provide the required services in an efficient and expeditious manner.
       3. Experience of Key Personnel (20 points) – Background on key personnel (including all sub-consultants) qualifications, abilities, familiarity with strategic planning for electric utilities, recent experience on comparable projects, and length of service with the firm, reference information preferably with municipal agencies, and proven track record and depth of understanding/ knowledge of the proposed project.
       4. Project Approach/Understanding (40 points) – Understanding of project, discussion of major issues identified on the project and how the Consultant team plans to address them; the management approach and organization necessary to complete the specific project; and outline quality control measures to ensure delivery of a quality product on time, within the budget that provides a cost-efficient, timely and predictable execution of the project.
       5. Cost Proposal (10 points) – The cost proposal will be considered, although the majority of selection criteria is based on experience and project approach/understanding. Rates and fees should be fair, reasonable, and not exceed prevailing wages for comparable services in Riverside County.

If deemed necessary, the City may invite firms to interviews. Upon identification of the topped ranked firm, the City will enter into negotiations for all services at a fair and reasonable cost.  If negotiations with the topped ranked firm cannot be concluded at a fair and reasonable cost as determined by the City, the City will start negotiations with the second ranked firm and so on until finalized.