

REQUEST FOR PROPOSALS

PROPOSAL: #RFP-FH-07-08-1401

ITEM: Network Design Services

DEADLINE: 10:00 a.m. EST, Thursday, January 3, 2008

1. SUBMISSION AND RECEIPT OF PROPOSALS

Proposals to receive consideration shall be received prior to the specified time of opening as designated on the proposal form. Proposals are considered received when in the possession of the Farmington Hills City Clerk. **NO LATE PROPOSALS WILL BE ACCEPTED.** The City reserves the right to postpone the proposal opening for its own convenience. All Proposals shall be labeled with the Proposal # and Name as well as the aforementioned proposal opening date/time. Proposals shall be mailed or delivered to City of Farmington Hills, City Clerk's Office, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165 **before** the stated deadline. **No faxed or e-mail proposals will be accepted.** All submittals will become the property of the City and cannot be returned.

2. RESPONSIVE PROPOSALS

Consultants are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. All pages of this document must be returned with your proposal. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP he/she is advised to call and have the portion in question clarified.

3. OFFICIAL DOCUMENTS

The City of Farmington Hills officially distributes proposal documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of documents obtained from any other source are not considered official copies. Only those consultants/vendors who obtain proposal documents from either the Purchasing Division or the MITN system are guaranteed access to receive addendum information, if such information is issued. To obtain an official copy, register at on the MITN site at www.mitn.info.

4. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a Consultant regarding the proposal and/or Contract Documents or any part thereof is valid only if given by City staff. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) dependent upon the nature of the inquiry. Interpretations that could affect other Consultants will be in writing from the Engineering Division and issued by the Purchasing Division. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquires received that are not made in a timely fashion may or may not be considered.

5. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to the RFP will be on file in the Purchasing Division. In addition, to the extent possible, copies will be emailed to each person registered as having received a RFP. It shall be the Consultant's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all consultants shall be bound by such changes or addenda.

6. TAXES, TERMS AND CONDITIONS

The City of Farmington Hills is exempt from Federal Excise and State Sales Tax. Please review The State of Michigan's REVENUE ADMINISTRATIVE BULLETIN 1999-2 for clarification <http://www.treas.state.mi.us/lawrules/rabs/1999/rab9902.htm>. The City's tax number is 6006902. Payment terms are Net 30 days upon receipt and acceptance.

7. AWARD

The award will be made to that responsible, responsive Consultant whose proposal, conforming to this solicitation, will be most advantageous to the City, and other factors considered. The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in proposals received.

8. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn in person by a Consultant, or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the stated proposal deadline. In case of error by the Consultant in making up a proposal, the City's Engineering Division staff, by discretion, may reject such a proposal upon presentation of a letter by the Consultant, which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

9. DEFAULT CONDITIONS

In case of default by the Consultant, the City of Farmington Hills may procure the articles or services from other sources and hold the Consultant responsible for any excess cost occasioned thereby. In case of error by the Consultant relating to a Contract, the City's Engineering Division staff, by discretion, upon presentation of a written explanation by the proposal vendor substantiating the error, may reject the Contract and award to the next qualified Consultant; such error may be subject to default conditions.

10. INFRINGEMENTS AND INDEMNIFICATIONS

The Consultant, if awarded a contract, agrees to protect, defend, and save the City and the cooperative members listed herein, its officials, employees, departments and agents harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the Consultant, the Consultant's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the Consultant, its agents or employees.

11. INSURANCE (REQUIRED FOR WORK ON OR WITHIN CITY PROPERTY/FACILITIES)

The awarded Consultant furnishing labor in/on City/public premises agrees to hold the City of Farmington Hills and cooperative members harmless from liability loss and will maintain minimum coverage outline below. An Accord form outlining coverage will be returned with the proposal documents.

11.1.	General Liability	\$1,000,000.00
11.2.	Automobile Liability - Any Auto	\$1,000,000.00
11.3.	Excess Liability	\$1,000,000.00
11.4.	Workers' Compensation and Employers Liability per State statute.	

Thirty days written notice of cancellation/reduction or material change will be provided. All documents will be forwarded to the City of Farmington Hills, Purchasing Division, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165.

12. SCOPE OF SERVICES

The City of Farmington Hills will receive written proposals for consultant services to assist in the development and installation of a fiber optic cabling network to enhance its existing Novell WAN/LAN. The City is replacing existing T-1 lines with fiber optics. Services will include network review and design, capacity reviews if requested, hardware recommendations and installation services. The current City network includes the City Hall main campus with four (4) buildings (City Hall, Police Department, Fire Department and the 47th District Court) connected by city owned fiber, ten (10) remote sites with some using VOIP. Besides increased bandwidth required by the City, a new software application is being deployed that will allow on-line registrations. Currently the City does not expose its network to the public so the Consultant will design and develop a comprehensive firewall recommendation.

13. PROJECT DELIVERABLES

Specific deliverables will include the following;

- A. A comprehensive review of existing network infrastructure and migration path for the installation of fiber.
- B. A review of bandwidth requirements for the ten (10) remote sites.
- C. Recommendation on specific network hardware upgrades for the installation of fiber working within the standards established by the City.
- D. Comprehensive design for a firewall solution including hardware and software requirements.
- E. Complete Visio drawing of the recommended network design and recommended network upgrades for the next three (3) years.
- F. A specific listing of hardware and software requirements the City can utilize to solicit bids or quotes.
- G. Provide a backup and disaster recovery/business continuity strategy for the Cities core business applications.
- G. A project timeline for this engagement.

14. PROPOSAL INFORMATION

Qualified companies are invited to submit proposals with the information below in written form and divided by the specific sections noted. Proposals not including all the information below may be rejected as non responsive.

Section A – General

- 1. Name of the Consultant, address and telephone number(s).
- 2. Years established and detailed history.
- 3. Present size of the Consultant's firm, including assets, number of employees (part time and full time).
- 4. Successful contract will be required, at minimum, to maintain and provide proof insurance coverage (letter of Acord) as stated in section 9.
- 5. All proposals must be signed by an authorized representative of the Consultant.
- 6. What services are provided in-house and what services are subcontracted to outside sources.
- 7. Location of the Company's office where the primary work of this contract would be completed.

Section B- Statement of Consultant Qualifications

- 1. Provide a reference list (minimum five clients) of similar work performed to that outlined herein, including key contacts with phone numbers, approximate budgets, basic project scope and other pertinent information.
- 2. List any project(s) which the Consultant is currently managing. Note the length of your contractual obligations, number of employees, scope of services and types of equipment maintained.
- 3. To eliminate any conflicts of interest, the successful vendor and its affiliates will not be able to bid or quote on any hardware purchases the City may makes as a result of this engagement.

Section C-Statement of Personnel Qualifications

- 1. List the names and qualifications of the professionals associated with the Consultant, including numbers of years with the Consultant, experience, training, education and area of expertise.

Section D – Identification of Project Team

- 1. Identify how the Consultant will structure the organization of personnel on this project. List the key contact person or manager and any personnel that will be assigned to this operation and their resumes.
- 2. List any subcontracted professional help, if any.
- 3. Typical staffing levels for this type of project.

Section E- Finance Information

- 1. Compensation for this project will be based on hours worked by skill level. Hourly rates will be in quarter hour increments and billed at the end of each month. Include a rate chart for each skill set designated to work on this project.

Section F- Company Status

- 1. The Consultant must specify and provide legal documentation of status of company, such as corporate papers, partnership papers, etc.
- 2. The signed Consultant Agreement is not assignable or transferable to any other company without the City of Farmington Hills approval.

3. Liens, suits, judgments, defaults and contingent liabilities.
4. Explain fully any consultative answers to the following questions:
 - Have you ever failed in business or compromised with creditors?
 - Have you or your Consultant ever failed to fulfill the requirements of a contract?
 - Have any liens ever been filed against any of your work?
 - Are there any judgments, suits or claims pending against you?

Please do not include any marketing or sales information with your proposal. The requested information will provide the City with adequate resources to validate and confirm your Companies capabilities.

15. PROCESS FOR REVIEW OF PROPOSALS

To be considered your company must specialize in this type of service and have performed the services listed herein previously. When submitting your proposal, **four(4) copies** of the written response will be provided in one sealed envelope or box. The City of Farmington Hills' staff will review proposals, contact references, interview and negotiate with the Consultant as needed and recommend for award the Consultant whose proposal is viewed in the best interest of the City. **All proposals will be hand delivered or mailed to City of Farmington Hills, City Clerk's Office, 31555 West Eleven Mile Road, Farmington Hills, MI 48336-1165. All proposals must be received no later than Thursday, January 3, 2008, 10:00 a.m. local time.** Proposals received after the deadline will be rejected and returned.

Questions regarding this request for proposal should be addressed in writing to Michael Lasley, Director of Central Services at mlasley@fhgov.com or 248-871-2425.