



REQUEST FOR PROPOSALS for

Space Launch Complex 46 Communications System Refurbishment RFP-SF-22-0-2010/PM

Issue Date: December 20, 2010
Due Date: February 4, 2011, 3:00 PM, EST
Published on Website: December 20, 2010
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Introduction: Space Florida is dedicated to fostering the growth and development of a sustainable and world-leading Aerospace industry in the State. Space Florida shall promote aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs.

Purpose: Space Florida is requesting written proposals from qualified vendors who can provide engineering design, fabrication, installation, systems integration, testing, and checkout of Space Launch Complex 46 (SLC-46) communication, data and voice systems located throughout the complex. The existing communications infrastructure at SLC-46 requires modernization and refurbishment to satisfy DoD, NASA, and industry standards and to meet anticipated launch and test activity requirements.

RFP Project Coordinator: Upon release of this RFP, all vendor communications concerning this solicitation should be directed **in writing** to the RFP Project Coordinator listed below.

Name: Debbie Hebert
Address: MS: SPFL
Bldg. M6-306; Room 9030
Kennedy Space Center, FL 32899
Telephone: 321-730-5301, Extension 256
E-Mail: dhebert@spaceflorida.gov

Prospective vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any Space Florida employee or Space Florida Board or Committee Member, other than the RFP Coordinator. Any such communication initiated by a prospective vendor may be grounds for disqualifying the prospective vendor from consideration for award of this RFP.

Services Required: Space Florida is seeking to contract with a vendor in accordance with the Purpose referred to above providing the following Scope of Work:



Scope of Work

- 1) **Services to be provided:** Professional design and build services to restore the communications infrastructure at SLC-46. Specific services sought include evaluation of communications requirements, engineering design development, the acquisition and fabrication of infrastructure, securing of appropriate permissions, installation of the infrastructure, and systems integration and test.
- 2) **Project Requirement:** The scope of this project will be to restore and revitalize the SLC-46 voice, data, and video communications equipment to meet industry standards and anticipated requirements in support of future launch and test activity. This project will refurbish the critical infrastructure needed to support military, NASA, and commercial launch vehicles. **Vendors should provide their proposal for a turnkey solution concluding with a fully installed and tested system based on the requirements stated in paragraph 3 (“Services and Deliverables”) below.**
- 3) **Upon award and successful negotiation, the services and deliverables include but are not limited to the following:**
 - a) The contractor will identify the SLC-46 communications requirements for support of commercial, NASA, or military launch programs. Where necessary, Space Florida will arrange for introductory meetings between the contractor and customer launch program personnel to facilitate the collection of requirements. These customers should include the US NAVY’s Naval Ordnance Test Unit (NOTU), USAF Space Development and Test Wing (SDTW) and Operationally Responsive Space (ORS) programs and other launch vehicle customers to be identified.
 - b) The contractor will perform and document specific engineering trade studies to include the following actions and deliverables:
 - i) Determine the optimum solution for modernizing the SLC-46 communications infrastructure while accommodating interface with existing USAF Eastern Range and NASA communications systems. Determine SLC-46 communication system compliance/obsolescence and restoration options and recommend a plan for implementing these options. Provide cost estimates for each option, including equipment and hardware. [Please note that cost estimates should *not* be included in the proposal. The estimates will be one of the deliverables as part of the contract].
 - ii) Determine what vehicle-specific interfaces for adapting customer-supplied communications gear need to be installed at SLC-46 in support of a launch campaign (e.g., fiber optic end instruments, command & control hardware).
 - c) The contractor will generate an engineering design for the communications system refurbishment, identifying the components, equipment, and interfaces needed to make the system compatible with industry, NASA, DoD, and 45th Space Wing requirements. This should include the SLC-46 Mobile Access Structure (MAS) conduits, wiring, telephone and intercom terminal boxes, fire alarm interconnections, and public address system components.
 - i) The contractor will develop a preliminary (60%) design within one hundred thirty (130) days of notice to proceed. The preliminary design should be of sufficient detail to identify long-lead items requiring near-term acquisition.



- ii) The contractor will develop a critical (90%) design within one hundred sixty (160) days of notice to proceed.
 - iii) The contractor will develop a final design within one hundred eighty (180) days of notice to proceed.
 - d) The contractor will generate a demolition plan for removal of the unusable portions of the existing communications infrastructure on the Mobile Access Structure (MAS).
 - e) Develop documentation to include:
 - i) An anticipated budget of expenses and a milestone schedule [please note, *no* budget information should be included in the proposal];
 - ii) Monthly status reports that summarize the progress of the project and detailing actual compared to anticipated expenditures;
 - iii) Develop and submit to the 45th Space Wing Civil Engineering office for approval a complete set of Air Force Form 332s;
 - iv) Procurement specifications and budget allocation [do not include budget information in the proposal] for the hardware identified in the engineering trade studies for purchase, acquisition or fabrication of the new communications equipment;
 - v) An Interface Control Document (ICD) for the launch complex communication system. This ICD will be used to instruct customers how to tie-in to the communication infrastructure. A draft and final ICD will be developed;
 - vi) Operations & Maintenance (O&M) Plans for the launch complex communication system which include prioritized maintenance options and estimated anticipated annual costs for each of the options. A draft and final O&M Plan will be developed.
 - f) The contractor will demolish and remove the unusable portions of the existing communications infrastructure on the MAS.
 - g) The contractor will procure and install the communications equipment.
 - h) The contractor will perform systems integration of the communications systems.
 - i) The contractor will coordinate communications system integration with USAF Eastern Range communications systems.
 - j) The contractor will perform functional test and check-out of the equipment.
 - k) The contractor will oversee acceptance testing of the communications systems and prepare a final report on the system's functionality.
 - l) The contractor and all related parties that perform work on-site at Cape Canaveral Air Force Station (CCAFS) pursuant to this project must be a US citizen.
- 4) **Time Requirements:** Upon successful contract negotiations with a vendor, Space Florida and the vendor will enter into a task order contract that sets forth the period of performance, a schedule of events and/or milestones and reporting/deliverable deadlines for specific projects or proposals. It is anticipated this project will take no more than twelve (12) months to complete. A proposed timeline is attached hereto as **Attachment A**.
- 5) **Payment:** The total contract price and payment schedule will be negotiated during the contact negotiation phase, after the vendor short-listing and ranking process is completed.



Instructions to Vendors: All proposals/responses must be received by Space Florida no later than 3:00 p.m. (EST) on February 4, 2011. The vendor is responsible for timely delivery of proposal/response to an agent of Space Florida at the address below:

Space Florida
Attn: Debbie Hebert
MS: SPFL, Bldg. M6-206; Room 9030
Kennedy Space Center, FL 32899

Proposals must be sealed in one package and clearly labeled "PROPOSAL FOR SLC-46 COMMUNICATIONS SYSTEM REFURBISHMENT" on the outside of the package.

All proposals must be signed by an officer or employee having authority to legally bind the vendor.

Vendor should become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to the lack of knowledge of required conditions.

All proposals and accompanying documentation will become the property of Space Florida and will not be returned.

Proposals received later than the submittal due date will not be considered. All information will become part of the project file and, unless otherwise considered exempt or confidential, will become a public record.

Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will not be accepted.

Preliminary Schedule: These dates are estimates only and are subject to change by Space Florida.

Event	Date	Time (if applicable)
RFP Posted on Space Florida Website	December 20, 2010	N/A
Published in Florida Today	December 21, 2010	N/A
Submit Mandatory Bidders Conference Registration Form	January 5, 2011	3:00 p.m. EST
Mandatory Bidders Conference	January 10, 2011	9:30 a.m. EST
Question Submission Deadline*	January 14, 2011	3:00 p.m. EST
Answers Posted on Space Florida Website	January 19, 2011	5:00 p.m. EST



Proposals Due/Opened	February 4, 2011	3:00 p.m. EST
Proposals Evaluated (Part 1 & Part 2)	February 7-10, 2011	N/A
Inform Vendors of Interview and Time	February 11, 2011	
Interviews	February 15, 2011	TBD
Vendor Evaluation (Part 3)	February 18, 2011	N/A
Final Evaluation	February 21, 2011	N/A
Contract Negotiations	February 22 – March 1, 2011	N/A
Tentative Date to Award Contract	March 4, 2011	N/A

*All questions must be submitted in writing.

Mandatory Bidders Conference: All interested vendors must attend a proposal conference at 9:30 a.m. EST on January 10, 2011 at the Space Florida South Campus, 100 Spaceport Way, Cape Canaveral, Florida. This conference will be immediately followed by a familiarization tour of SLC-46 facilities. Interested vendors must register to attend the Mandatory Bidders Conference by completing the Mandatory Bidders Registration Form attached hereto as **Attachment B**. No more than four (4) representatives from each vendor may attend. Each attendee must complete the Mandatory Bidders Registration Form and submit to the RFP Project Coordinator at the address below no later than 3:00 p.m. EST January 5, 2011:

SLC-46 RFP Project Coordinator
Name: Debbie Hebert
Fax: 321-730-5307
E-Mail: dhebert@spaceflorida.gov

All attendees who do not have current badge access to Kennedy Space Center (KSC)/Cape Canaveral Air Force Station (CCAFS) must complete the “KSC Visitor Badge Request” form included with Attachment B. *Please note that in order to receive a KSC visitor badge for this project, the applicant must be a US citizen.*

Submittal Instructions: The proposal must be submitted on 8-1/2” X 11” paper, minimum of 12-point font, numbered, typewritten, with headings, sections, and sub-sections that directly correlate/address specifically ALL required submittal information in their respective order identified below. Interested vendors must submit five (5) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) and Adobe Acrobat (.pdf) format of their proposal.

The proposal is limited to twenty-five (25) pages. Front and back pages are considered two pages. Permitted exclusions to the proposal page limit are: Title page, Table of Contents, Index or divider inserts. All other information submitted will be included in the total page count.

Title Page: Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact e-mail address for receipt of notifications, and date of submittal.



Table of Contents: Provide identification of the material by section and by page number.

Letter of Transmittal: Briefly state in two (2) pages or less the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period and include the following:

- Type of business (sole proprietorship, partnership, corporation, etc.); and
- State of incorporation; and if the entity is a certified minority business
- Headquarters location and if any offices are located in the State of Florida; and
- Include the names and contact information of the persons who will be authorized to make representations for the vendor; and
- Be signed by a representative who is authorized to contractually bind the vendor and include the agent's title or authority.

Profile and Qualifications: Experience and qualifications of the firm and staff:

- A. Give a brief history of the organizational structure of the firm, including the organization's date of inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the State of Florida.
- B. Biographies of proposed project lead and other key members of the staff that will be assigned to this effort. The biographies shall include their position, years of experience, and similar success to Space Florida's requirements.
- C. Current/past performance in similar activities. The detail should include specific references with appropriate contact information, period of performance for specific engagement, and the value of services performed.
- D. Willingness to meet time and budget requirements.
- E. Definition of subcontractors (if any), percentage of subcontractor involvement, qualifications of subcontractors.
- F. Indicate financial soundness and stability of firm.
- G. Indicate any potential conflicts of interest with Space Florida.
- H. Describe the firm's single distinctive competency and include the three top factors, which the vendor believes are key for a successful relationship.

Approach to RFP: The vendor shall clearly describe the proposed approach to providing a turnkey solution concluding with a fully installed and tested system based on the requirements stated in the Scope of Work.

Additional Data: Since data not specifically requested should not be included in the foregoing proposal sections, provide any additional information you consider to be helpful in the selection process in this section. If there is no additional information to present, state in this section: "There is no additional information that we wish to present".



Selection of Vendor Using Competitive Negotiations: Space Florida will use a competitive negotiation process (section 287.055 of the *Florida Statutes*) in selecting the vendor. The proposal shall be evaluated by Space Florida. Three or more vendors deemed as best suited and qualified may be selected by a committee of at least three (3) Space Florida employees or members of the Space Florida Board of Directors for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked vendor.

Evaluation Criteria:

- A. Vendor and subcontractor (if any) qualifications, financial soundness, and experience.
- B. Vendor experience and qualifications of key personnel and references.
- C. Vendor's proposed approach to providing the services as described in Scope of Work above.
- D. Vendor's ability to perform in the timeline requested.
- E. Other relevant factors set forth in subsection 287.055(4) of the *Florida Statutes*.
- F. Presentation (during Part 3 of the evaluation process).

Vendors will be ranked in a three-part process:

Part 1. Proposals received will be evaluated to ensure that vendors have met with the submittal requirements stated in this RFP.

Part 2. Proposals received will be evaluated and ranked in accordance with the RFP evaluation score sheet. A ranking will be established by totaling the sum of the scores. No less than three (3) vendors will be scheduled for interviews. Neither the ranking nor the total scores established for the short-listing will be carried forward to the next step of the process.

Part 3. Short-listed vendors (or all vendors) will be expected to make a presentation and/or answer questions. The selection committee will rank the vendors in accordance with the RFP evaluation score sheet and presentation.

Space Florida reserves the right to reject any or all proposals, for any reason, and will not be liable for any vendor cost incurred in connection with the preparation and submittal of a proposal or response to this RFP.

Space Florida reserves the right to contact client references listed by the vendor in its response proposal.

Compliance with Laws: Contractor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital



status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

Convicted Vendors: A person or affiliate placed on the convicted vendor list pursuant to Section 287.133 of the *Florida Statutes* following a conviction for a public entity crime is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Discriminatory Vendors: An entity or affiliate placed on the discriminatory vendor list pursuant to Section 287.134 of the *Florida Statutes* is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six (36) months from the date of being placed on the discriminatory vendor list.

Vendor's Representation and Authorization: In submitting a proposal, each vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).

- Vendor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for vendor to solicit or secure a contract with Space Florida and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for vendor any fee, commission, percentage, gift, or other consideration contingent on or resulting from securing a contract with Space Florida.
- The vendor is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the proposal, the vendor, its affiliates, subsidiaries, Directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- To the best of the knowledge of the person signing the proposal, the vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- The vendor has fully informed Space Florida in writing of all convictions of the firm, its affiliates (as defined in Section 287.133(1)(a) of the *Florida Statutes*), and all directors, officers, and employees of the firm and its affiliates for violation of Federal or State Antitrust laws with respect to a public contract for violation of any Federal or State law involving fraud, bribery, collusion, conspiracy or material misrepresentation. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.



- Neither the vendor nor any person associated with it in the capacity of owner, partner, Director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of funds:
 - Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - Has within the preceding three (3) years of this certification had one (1) or more Federal, State, or local government contracts terminated for cause or default.
- The vendor shall indemnify, defend, and hold harmless Space Florida and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the vendor's preparation of its proposal.

Trade Secrets and Proprietary Confidential Business Information: Trade secrets and proprietary confidential business information are not solicited, nor desired, as information to be submitted with proposals from vendors. The *Florida Statutes* and the State Constitution will govern whether information in a proposal is confidential or exempt from the Public Records Act. If information is submitted in the proposal, which the vendor deems to be a trade secret or proprietary confidential business information under the provisions of Section 288.075 of the *Florida Statutes*, the information shall be submitted with the proposal in a separate, clearly marked envelope referencing Section 288.075 of the *Florida Statutes*, or other specific statutory citation for such exemption. In no event will Space Florida be liable in any manner whatsoever to vendor if vendor submits information which vendor believes is confidential or exempt from the Public Records Act and which Space Florida, in its sole discretion, deems not to be confidential or exempt.



Attachment A Proposed Timeline

Planned Activity	Objective	Milestone *
<u>A. Contract Negotiations</u>		
Negotiate/Award contract		Notice to Proceed (NTP)
<u>B. Engineering Design</u>	<u>Design Complete</u>	
1. Preliminary design	Preliminary design delivery	130 days from NTP
2. Critical design	Critical design delivery	160 days from NTP
3. Final design	Final design delivery	180 days from NTP
<u>C. Acquisition / fabrication</u>	<u>Purchase off-the-shelf items or fabricate one-off equipment</u>	185 days from NTP
<u>D. Demolition</u>	<u>Removal of unusable systems</u>	TBD
<u>E. Construction</u>	<u>Build and install equipment</u>	
1. Construction	Comm room/Mobile Access Structure (MAS) fit out with support systems begins	120 days from NTP
2. Installation	Comm rack, cabling, fiber optic, conduit, & MAS installations complete	290 days from NTP
3. Integration with Eastern Range (ER) systems	On-base comm. connections	292 days from NTP
<u>F. Close-out inspection, Functional test, Acceptance</u>	<u>Inspect, Test, & Accept systems</u>	
1. Close-out inspection		296 days from NTP
2. Final Functional Test	Integrated test with ER and simulated LV systems	298 days from NTP
3. Acceptance		300 days from NTP

***Parallel design, acquisition, fabrication, and construction anticipated for some components**



Attachment B

Mandatory Bidders Conference Registration Form

Space Launch Complex 46 Communications System Refurbishment

RFP-SF-22-0-2010/PM

Issue Date: December 20, 2010
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Name of Vendor: _____

Address of Vendor: _____

Primary Point of Contact (POC) Name: _____

POC E-mail address: _____

Each representative attending the Mandatory Bidders Conference, please complete the following:

1. Representative Name: _____
2. Does the representative have a current KSC/CCAFS Badge: ☐ Yes ☐ No
3. If yes, Badge #: _____
4. Expiration Date: _____

If you answered "No" to #2. above, you must be a US Citizen and complete the attached KSC Visitors Badge Form. For US Citizens born outside of the United States, you must provide proof of naturalization with KSC Visitors Badge Form.

KSC VISITOR BADGE REQUEST

Fax No. 867-4854

Mail Code: KSC Badging Office

Phone No. 867-7763

Date of Request

Date of Visit: Start Date

10 JAN 2011

End Date

10 JAN 2011

Badge Type: White-Unescorted

☒

Pink-Escorted

☐

Media

☐

Area(s) to be Visited

Cape/Industrial

Purpose of Visit

RFP bidders familiarization

Job Site Contact

D. Hebert 321-730-5301, ext 256

Visitor Information

Name (last, first, mi)

Country of Citizenship

Date of Birth

Place of Birth (City, State)

SSN #

Naturalization #

Alien Reg #

Company Name

Company Address

City

State

Zip

Badging Official Information

Badging Authority Name (printed)

Gail Bailey

Badging Authority Company (printed)

Space Florida

Org. ID

Construction Contract No. (if applicable)

Code No.

40155

Telephone No.

321-730-5301 ex. 255

Fax No.

321-730-5307

Other No.

Badging Authority Signature

By my signature, I have confirmed with the requestor the validity of this visit.

NOTICE

PRIVACY ACT 1974 PL 93-579

THE ATTACHED INFORMATION IS PROTECTED BY THE "ACT" AND DISCLOSED AS PROVIDED BY NASA RULES PART 1212 AND THE PROVISIONS OF 5 U.S.C. 552A.

ANY RELEASE OR USE OF THIS INFORMATION **OTHER** THAN THAT SPECIFICALLY STATED IS **PROHIBITED** BY LAW.