



Resolution 2004-023

A RESOLUTION OF THE SHERWOOD CITY COUNCIL ACTING AS LOCAL CONTRACT REVIEW BOARD AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS TO INSTALL, CONSTRUCT AND TEST A FIBER NETWORK CONNECTION

WHEREAS, the Sherwood City Council is duly constituted as the City's Local Contract Review Board as required by ORS 279.055; and

WHEREAS, the City wishes to own a fiber optic connection between its city-owned fiber optic backbone and a connection to the internet located in the Pittock Building in Portland; and

WHEREAS, the procurement of the fiber optic connection is a public contract for a public improvement as those terms are defined in ORS 279.011; and

WHEREAS, the technical nature of the required fiber optic connection requires that factors other than price, including time to completion, experience of the contractor, connectivity and suitability of the network for the desired use be considered when selecting the successful bidder; and

WHEREAS, in such cases, the applicable State of Oregon Administrative Rules at OAR 137-040-0550 allow procurement to proceed as a Request for Proposals, when authorized by the Local Contract Review Board,

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The procurement of a fiber optic connection between the city-owned fiber optic backbone and a connection to the internet located in the Pittock Building in Portland, Oregon may be issued as a Request for Proposals. The City Manager is authorized to issue the Request in substantially the form as shown on the attached Exhibit A.

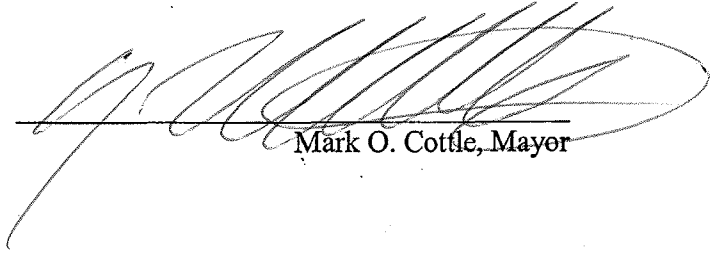
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March 9, 2004

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Section 2. This Resolution shall take effect immediately upon its approval and adoption.

Duly passed by the City Council acting as Local Contract Review Board on this 9th day of March, 2004.



Mark O. Cottle, Mayor

ATTEST:



C.L. Wiley, City Recorder



City of Sherwood

REQUEST FOR PROPOSAL

Procurement of Fiber Optic Line

I. PROJECT Procurement of Fiber Optic Line

The City of Sherwood is requesting proposals from qualified persons to provide installation, construction and testing of a fiber connection between the City's current fiber backbone and the Pittock Internet Exchange ("The Pittock") located at 921 SW Washington in Portland, a distance of approximately 15 miles. At the Pittock the City intends purchase Internet transit links and arrange network peering. The City will separately contract for management of the connection and operation and maintenance of the network constructed pursuant to this RFP. It is the City's further goal in the future to own and operate our own ISP (Internet Services Provider) company. Following are the objectives of the City for the fiber connection subject to this RFP.

II. PROJECT MANAGER

Brad Crawford, Systems Administrator
City of Sherwood
20 NW Washington Street
Sherwood, Oregon 97140

III. BACKGROUND

At this time the City owns its own Fiber Optic Backbone within Sherwood City Limits. For purposes of economic development the City would like to have a high capacity optical connection to the Internet.

To facilitate this economic advantage, The City wishes to own a single-mode Gigabit fiber link, that will connect the City's current fiber backbone to a yet to be determined location within the Pittock Internet Exchange in Portland. At the Pittock the City intends to purchase Internet transit links and arrange network peering. Furthermore,

as part of this procurement the City would like to partner with an ISP (Internet Service Provider) to outsource some of the initial services infrastructure with the intent of developing their own services infrastructure in the future. This ISP will also provide Internet transit for the City's networks. The City will contract with a yet to be named firm to manage the connections, operations, sales and service of this network. However, this operation contract is not part of this procurement.

IV. SCOPE OF SOLICITATION

The City wishes to encourage creative proposals, however, the following are requirements for this solicitation;

1. The City will own the optical network connection, all repeaters and network termination equipment. The optical fiber cable should be premium single-mode fiber or dispersion shifted single-mode fiber and will run from Sherwood to network equipment collocated at the Pittock. All use of the optical fiber, including information transmitted on it will be subject to prior approval and regulation by the City of Sherwood.
2. The City will have full access to the fiber network within the City limits and at any allowed access point on the route to the Pittock Building. Proposals should describe any access restrictions.
3. Optical Fiber quality should meet standard for ZX-type long haul single-mode optical fiber links. It should be capable of Giga-Bit, Ether net speeds (1,000 Mbits per second). Fiber product should be similar to the following:
 - a. Dielectric CSM
 - b. 12 fibers per tube
 - c. Loose fibers in stranded tubes
 - d. Water swellable material
 - e. $\leq 3.5/0.25$ dB/km @ 1310 / 1550nm
4. Proposals should include all equipment, electronics, hardware and software that will allow connection from the City Hall to the internet and be consistent with our goal of becoming an ISP.
5. Proposals should include all labor, permit fees, connection fees, cost of rental equipment and the fiber and related materials to accomplish the procurement goals.
6. Proposals should identify whether costs are one-time charges or ongoing costs where applicable. Service Level Agreements should be described or included.
7. The cost of connection to the internet and operation of the ISP will be handled through a separate procurement

V. SOLICITATION SCHEDULE

RFP issued	March 10, 2004
Proposals due at Sherwood City Hall	March 24, 2004 by 5:00 pm
Staff Review complete	March 26, 2004
Council Award	March 30, 2004

VI. SUBMITTAL REQUIREMENTS

The response is to be returned in two parts;

1. Cost of Fiber construction from Sherwood to the Pittock Building.
 - i. Please include all 1 time costs and include any repetitive costs that will be incurred as a result of this construction, if any.
 - ii. Also include estimate for accessing this connection and where those access points are located. Also, include who will provide access and any restrictions placed on access and any proposed SLA (Service Level Agreements).
 - iii. Please include the route of the cable and any splice points.
 - iv. Time table to complete
 - v. Other factors that may affect delivery or timing of the completed project.
2. Cost of fiber connection from its arrival at the Pittock Building to The Internet.
 - i. Please include proposed 1 time hook up charges and ongoing repetitive charges.
 - ii. Please include a design of how the fiber will terminate at the point of demarcation in the Pittock and connect to the ISP's network. All Hardware and data transfer limitations should be described.
 - iii. Time table to complete.
 - iv. Other dependencies that may exist.

Proposals shall be submitted to City Hall, 20 NW Washington Street, Sherwood, Oregon 97140, by 5:00 p.m., March 24, 2004. Proposals delivered later will not be considered for this project. Responses by FAX will not be accepted.

All responses to this request shall be addressed to the attention of the City of Sherwood, City Manager, and 20 NW Washington Street, Sherwood, OR 97140. All proposals shall be clearly marked "Procurement of Fiber Optic Line".

The City of Sherwood reserves the right to reject any or all proposals submitted or to waive any minor formalities of this request if in the judgment of the City Manager it is in the best interest of the City.

Please address the following as applicable to your proposal;

Cover Letter

Describe why you or your firm should be considered for this proposal.

Capabilities and Qualifications

Provide the following information for your firm:

- Firm name, background, and history. Include number of years in business and scope of the business.
- List of recent project examples of similar work performed along with references and phone numbers. All projects listed should include the following:
 - a. Description of facility
 - b. List of major components
 - c. Complexity

Personnel

Describe significant team members, particularly firm principal(s), key staff personnel, and sub-contractor name and background information. Descriptions or resumes should address individual experience and qualifications.

References & Examples

Provide references if available.

VII. SELECTION CRITERIA

The City will evaluate the proposals against the following criteria;

1. Total Cost to the City
 - i. Risk of Implementation
 - ii. Stated Costs over a 10 year period.
 - iii. City Costs to manage implementation.
 - iv. Other Costs detailed during evaluation.
2. Time frame of implementation.
3. Management and organizational capabilities, particularly regarding staff and resource capacity to respond to time and scope requirements.

VIII. OTHER INFORMATION

The contract award may be made based on costs for VI a and/or b as stated above. The City may award all or part of the proposal to 1 or more bidders.

All questions on this proposal should be addressed to Brad Crawford, City System Administrator 503-625-5522. Only written responses will be deemed official response.

During evaluation of proposals, you may be contacted by staff for clarifications or other questions.

DATED this 10th day of March 2004.

CITY OF SHERWOOD

Ross Schultz, City Manager