



PROCUREMENT DIVISION
Keith Watts, Procurement Manager
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Meridian, ID 83642
Phone: (208) 489-0328
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REQUEST FOR PROPOSALS

RFP NO. IT-2308-11376

CONTRACT SPECIFICATIONS FOR: DESIGN-BUILD SERVICES FOR CONDUIT & FIBER INSTALLATION FOR THE FIRE SAFETY CENTER

**PROPOSALS MUST BE RECEIVED NO LATER THAN
4:00 P.M. NOVEMBER 18, 2022**

**Proposals must be submitted through the City's Bonfire portal
(<https://meridiancity.bonfirehub.com>) prior to the due date and time**

Pre-Proposal Conference/Walk-Through **NONE**
Attendance is strongly encouraged

PROJECT DESCRIPTION

The City of Meridian "City" is soliciting proposals from respondents with at least 5 years of progressive experience to design and construct conduit and fiber.

QUESTIONS

The Q&A period for this opportunity ends November 15, 2022 12:00 PM MST. Questions must be submitted through the City's Bonfire website. You will not be able to send messages after the Q&A period.

Your proposal submission must be uploaded, submitted, and finalized prior to the Closing Time listed above. We strongly recommend that you give yourself sufficient time and at least **ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

ANTICIPATED PROJECT SCHEDULE

The following is an outline of the anticipated schedule for the proposal review and contract award. Schedule is subject to change.

November 10, 2022	Issue Request for Qualification (RFQ)
November 15, 2022 12:00 PM	Question Period Ends
November 16, 2022	Addendum Issued (if needed)
November 18 2022 @ 4:00 PM	Qualifications Due
November 21-22, 2022	Evaluation Period
November 23, 2022	Notice of Intent
December 5, 2022	Conclusion of Contract Negotiations
December 20, 2022	City Council Approval (if needed)
TBD	NTP

BASIS FOR SELECTION

This Request for Proposals will be evaluated utilizing the criteria listed below. History from the current and previous projects and customers of the respondent may be used to evaluate some of the criteria.

- a. Responsiveness to the RFP (**5 Points**)
- b. Overall experience in designing and constructing conduit and fiber (**30 Points**)
- c. Proposed Concept Plan (**30 Points**)
- e. Understanding of Project Objectives (**20 points**)
- d. Estimated Cost (**15 points**)

CITY'S REPRESENTATIVE

Procurement Representative

Keith Watts, Procurement Manager
33 E Broadway Ave. Ste. 106
Meridian, ID 83642
(208) 489-0417
Fax (208) 887-4813
kwatts@meridiancity.org

Dated: _____

CITY OF MERIDIAN

Keith Watts, Procurement Manager

INFORMAL REQUEST FOR QUALIFICATIONS

GENERAL INFORMATION AND INSTRUCTIONS TO RESPONDENT

CITY OF MERIDIAN
Meridian, Idaho 83642

DEFINITIONS, TERMS & CONDITIONS AND SPECIFICATIONS

The agreement form to be used will be the AIA A141 form.

COMMUNICATIONS

The City will use the BonfireHub website (<https://meridiacity.bonfirehub.com>) for the following activities:

- To post the RFQ
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notice (including value of award)

To contact the Organization or ask questions in relation to this RFQ, respondents must register through the City's public procurement portal at **meridiacity.bonfirehub.com** (the "Portal") and initiate the communication electronically through the Opportunity Q&A. The City will not accept any respondent's communications by any other means, except as specifically stated in this RFQ.

ADDENDA

All new information to respondents by way of addenda.

This RFQ may be amended only by addendum in accordance with this section. If the City of Meridian, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum posted on the City's public purchasing portal at meridiacity.bonfirehub.com. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the City.

BONDING AND INSURANCE

A successful Respondent shall acquire and maintain, at his/her own expense, all insurance and bonds described below.

CONDITIONS AFFECTING THE WORK

Before submitting a proposal, each respondent must (1) examine the Request for Qualifications documents thoroughly and satisfy themselves as to their sufficiency, and shall not at any time after submission of the Proposal, dispute such specifications and the directions explaining or

interpreting them, (2) visit the site to familiarize themselves with the layout of the downtown and the concept plan site, (3) familiarize themselves with Federal, State and Local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work; and (4) study and carefully correlate respondent's observations with the Request for Proposal's. Failure to do so will not relieve respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. **The City will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the Request for Proposal's, or any addendum.**

AWARD OF CONTRACT DOCUMENTS

Award will be made to the Respondent proposing the most advantageous and qualified proposal after considerations of all evaluation criteria set forth herein. The criteria are not listed in any order of preference. CITY will establish an evaluation committee. The committee will evaluate all Qualifications received in accordance with the evaluation criteria. The evaluation committee may also contact and evaluate the Respondent's and subcontractor's references (if any), contact any Respondent to clarify any response, contact any current users of an Respondent's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

CITY reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Evaluation scores will not be released until after notice of intent to award is issued. CITY shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of CITY after all factors have been evaluated.

CITY shall be the sole judge of the successful offers hereunder. Respondents are advised that it is possible that an award may be made without discussion or any contact concerning the Qualifications received. Accordingly, submitted Qualifications should contain the most favorable terms from a price and technical standpoint. DO NOT ASSUME that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

Award will be by means of a written agreement with the successful Respondent. A Notification of Intent to Award shall be posted on the Bonfire website. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure until an agreement is reached. If contract negotiations cannot be concluded successfully, CITY may negotiate with the next highest scoring Respondent or withdraw the RFQ.

While CITY intends to enter a contract for these services, it will not be bound to do so. CITY reserves the right to reject any or all Qualifications.

RESPONDENT'S COST

The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to the RFQ become the property of the City and will not be returned.

RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence relating to the Request for Qualifications and all reports, charts, coverage maps, displays, schedules, exhibits, and other documentation produced

by the Respondent that are submitted as part of the proposal shall become the property of the City after the submission deadline.

PUBLIC RECORDS

The City of Meridian is a public agency. All documents in its possession are public records. Qualifications are public records and, except as noted below, will be available for inspection and copying by any person. If any Respondent claims any material to be exempt from disclosure under the Idaho Public Records Law, the Respondent will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The City will take reasonable efforts to protect any information marked "confidential" by the Respondent, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Respondent upon request after the award of the contract. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Proposal is subject to potential disclosure.

EVALUATION

Before a contract will be awarded, the City may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top ranked Respondent(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize the City to conduct reference investigations as needed. Qualifications will be evaluated by a selection committee comprised of City of Meridian employees, and may include citizens of the City.

PRESENTATIONS

The City may choose to invite those respondents, which are determined to be best qualified, to make a presentation to the City. If it is determined that presentations will be required, an additional evaluation will be conducted and incorporated into the final scoring. Further information may be provided to the prospective respondents after the initial selection.

FINANCIAL STATEMENT

Respondents may be requested provide a current financial statement or the latest annual report. Respondents shall make a definitive statement regarding their financial ability to perform the requirements hereunder.

WARRANTY / GUARANTEE

Contractor delivering equipment / goods against this specification shall guarantee that the equipment / goods meet the minimum requirements set forth herein. If it is found that the equipment / goods delivered do not meet the minimum requirements of this specification, the Contractor will be required to correct the same at the Contractor's expense.

BRAND NAME

Brand names and numbers, when used, are for reference to indicate the character and quality desired. Contractors may offer comparable "EQUAL" products unless expressly prohibited herein. If necessary, the burden of proof and cost of analysis to determine equality shall be that of the Contractor. If proposing an "EQUAL", please state name of manufacturer, model, and part number, if applicable, and enclose descriptive literature.

GUIDELINES / CONTENT

To be considered responsive, Qualifications should address all items identified in this section. Please note: Some items require that the Respondent provide a detailed response and/or attachment. Failure to provide a complete response may be grounds for rejection of proposal. Furthermore, Qualifications should be prepared in such a way as to provide a straightforward and concise discussion of the Respondent's ability to provide the services that can best satisfy the requirements herein and the needs of CITY.

Elaborate or unnecessarily lengthy documents are discouraged. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, Qualifications should be submitted in the format described in this section. Format instructions must be adhered to. All requirements and requests for information in the proposal must be responded to. All requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

SUBMITTAL REQUIREMENTS

Qualifications must be submitted through the City's Bonfire portal (<https://meridiancity.bonfirehub.com>) prior to the due date and time stated on the website. No late Qualifications will be accepted. Qualifications must be valid for a period of ninety (90) calendar days from the due date and time.

The City of Meridian does not discriminate on the basis of race, religion, sex, national origin, marital status, age, physical handicap, ownership by women or minorities or sexual orientation.

The CONTRACTOR will be responsible for utilizing the City's current contract management tool for project management correspondence throughout the duration of the project. CONTRACTOR will be required to submit written communication to the City through the contract management tool. This includes but is not limited to the following: Reports, drawings, Requests for information, Request for action by City, General Project Documentation & Communication, Pay applications/Invoices, and Change Orders. The Contractor will be required to register with the City of Meridian Public Works Department for access to the program. There is no charge for use of this system.

BONFIRE SUPPORT

The City uses a Bonfire portal for accepting and evaluating Qualifications digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

INFORMAL REQUEST FOR PROPOSALS

PROJECT SPECIFICS & SCOPE OF WORK

CITY OF MERIDIAN
Meridian, Idaho 83642

BACKGROUND / PURPOSE

The City of Meridian "City" is soliciting proposals from respondents with at least 5 years of progressive experience to design and construct conduit and fiber. This project is located between Location (A) Meridian Fire Station 3 (3545 N. Locust Grove Rd, Meridian, ID 83646) and Location (B) Meridian Fire Safety Center (1901 E. Leigh Field Dr, Meridian, ID 83646).

The City intends to utilize the design-build process for this project and will be utilizing the AIA A141 form agreement. The City intends to construct conduit and fiber. Upon construction completion, the City will be the owner of all installed assets. Proposals that include leased assets or managed services will not be considered.

The successful proposer will be required to work with the City's project manager throughout the entire project.

The nature of the project is Design-Build, which is intended to allow Contractors to propose changes to what has been presented in the Scope of Work. Those changes may enhance the features or decrease the costs of the project.

SCOPE OF SERVICES / SPECIFICATIONS

- Design of conduit and fiber between Location (A) Meridian Fire Station 3 (3545 N. Locust Grove Rd, Meridian, ID 83646) and Location (B) Meridian Fire Safety Center (1901 E. Leigh Field Dr, Meridian, ID 83646).
- Design shall include entry into both the Meridian Fire Station 3 and Meridian Fire Safety Center.
- Installation of conduit and fiber between the above locations.
- Each location will have fiber terminated at a specified location inside of the facility in a contractor furnished optical fiber interconnecting unit (LIU).
- The termination point for each shall be at a location identified by the City.
- Design and construction shall include 1 ¼ - 2" conduit, fiber, junction boxes, and locate wire, between the two sites.
- Develop plans and specifications.
- Contractor shall provide and install the following materials for the project: 1 ¼ - 2" conduit, junction boxes, locate wire, fiber interconnecting unit, and fiber optic cable.
- Contractor shall terminate (all strands) and test the fiber.
- Contractor shall be responsible for transporting material to job site from the central storage location and cleaning up all removed pavement and/or landscape material, and restoring all pavements and/or landscape material to their previous conditions.
- Contractor shall follow any local laws and permitting requirements.

- The final design (Design, Construction Drawings, Specifications and detailed budget; shall be completed and transmitted to the City in a standard non-proprietary format such as CAD and PDF. The final plans (Construction Drawings, Specifications and the Master Plan) and any and all related documents shall be the exclusive property of the City of Meridian.

GUIDELINES / CONTENT

To be considered responsive, proposals should address all items identified in this section. Please note: Some items require that the Proposer provide a detailed response and/or attachment. Failure to provide a complete response may be grounds for rejection of proposal. Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of City.

Elaborate or unnecessarily lengthy documents are discouraged. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to. All requirements and requests for information in the proposal must be responded to. All requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Criteria necessary to evaluate the proposals in relation to the service being sought are included in the RFP documents. At a minimum, criteria will include, experience, references, compliance to the specifications and requirements for the service provided that the City may use to award contracts to the Proposer it determines appropriate.

SUBMITTAL REQUIREMENTS

Letter of Introduction

Summary that describes the design firm, and proposed construction firm (if different firms), including the history and experience of the firm(s)

Design:

- Proposed service to be provided by the design-build firm
- Estimated hours dedicated to the design and line item budget
- The Design-Builders Concept Plan for the City's proposed project.
- Any other information that the design-build firm believes would be helpful to the Committee in evaluating its response.

Construction

- Construction Schedule
- PW License
- Insurance Certificates
- Resume of Project Manager assigned to the project
- Description of Fiber & Conduit to be Installed

Past Projects (Design)

- Detailed list (including location, cost, and design) of at least two (2) similar projects that the design firm has designed
- Concept drawings and/or master plans of each project (construction drawings if available)

Past Projects (Construction)

- Detailed list of at least two (2) similar projects that the firm has constructed.

Additional Information

- Any other information that the design-build firm believes would be helpful to the Committee in evaluating its response.

BASIS FOR SELECTION

This Request for Proposals will be evaluated utilizing the criteria listed below. History from the current and previous projects and customers of the respondent may be used to evaluate some of the criteria.

- a. Responsiveness to the RFP (**5 Points**)
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