



Fiber Management System Request for Proposals

City of St Charles
Information Systems Department

Proposals Due
April 1, 2016 4:30 pm CST

Table of Contents

| | |
|---|-------------------------------------|
| 1. Introduction..... | 5 |
| 1.1 Overview | 5 |
| 1.2 Statement of Work..... | 5 |
| 2. Project Background | 5 |
| 2.1 City Description..... | 5 |
| 2.2 Communications Distribution Description | 5 |
| 2.3 Project Team | 5 |
| 2.3.1 Project Contact..... | 5 |
| 2.3.2 Electric Services Manager | 6 |
| 2.3.3 Purchasing Manager..... | 6 |
| 2.4 GIS Operations and Background | 6 |
| 2.4.1 General – Citywide | 6 |
| 2.4.2 Electric Division – Meter and Communications | 6 |
| 3. Project Plan..... | 7 |
| 3.1 Objective | 7 |
| 3.2 Scope..... | 7 |
| 3.2.1 Software identification | 7 |
| 3.2.2 Data Review and Preparation..... | 7 |
| 3.2.3 Data Conversion..... | 7 |
| 3.2.4 System Implementation..... | 7 |
| 3.2.5 Software configuration..... | 7 |
| 3.2.6 Data Interface | 7 |
| 3.2.7 System Training | 7 |
| 3.3 Time Frame | 8 |
| 3.4 System Requirements..... | 8 |
| 3.4.1 Management Requirements..... | 8 |
| 3.4.2 Technical Requirements..... | 9 |
| 3.5 Project Deliverables | 9 |
| 3.6.1 Feature Type | Error! Bookmark not defined. |
| 3.6.5 Delivery Schedule | Error! Bookmark not defined. |
| 3.6.5.1 Periodic Deliverables | Error! Bookmark not defined. |
| 3.6.5.2 Cumulative Phase Rollup | Error! Bookmark not defined. |
| 4. Administrative | 10 |
| 4.1 Definitions..... | 10 |
| 4.2 Terms and Conditions | 10 |
| 4.2.1 Proposal Submission | 10 |
| 4.2.2 Respondents Costs | 11 |
| 4.2.3 Rights to the Proposal Document..... | 11 |
| 4.2.4 Inclusion..... | 11 |
| 4.2.5 Proposal Results..... | 11 |
| 4.2.6 General Guaranty | 11 |
| 4.2.7 Execution of Contract, Insurance and Performance Bond | 11 |
| 4.2.8 Reservation of Ownership..... | 12 |
| 4.2.9 Governing Law | 12 |

Table of Contents

| | |
|---|-----------|
| 4.3 Proposal Instructions/Conditions/Requirements | 12 |
| 4.3.1 Examination of Contract Conditions..... | 12 |
| 4.3.2 Interpretations and Addenda | 12 |
| 4.3.3 Notification of Intent to Submit Proposal | 13 |
| 4.3.4 Joint Proposals and Subcontracting | 13 |
| 4.3.5 Personnel..... | 13 |
| 4.3.6 Specification Deviation by the Respondent | 13 |
| 4.3.7 Packaging | 13 |
| 4.3.8 Schedule of Events..... | 14 |
| 4.3.9 Presentations | 14 |
| 5 Response Format/Content | 14 |
| 5.1 Executive Summary | 14 |
| 5.2 Company Background..... | 14 |
| 5.3 Team Profiles/Resumes..... | 14 |
| 5.4 References | 15 |
| 5.5 Commercial Questions..... | 15 |
| 5.6 Technical Questions | 15 |
| 5.7 Alternatives/Miscellaneous..... | 16 |
| 5.8 Cost Quotations | 16 |
| 5.9 Certificates of Compliance | 16 |
| 5.9.1 Tax Delinquency - ILCS, CH. 65, Sec 11-42-1 | 16 |
| 5.9.2 Local, State, and Federal Safety Standards | 16 |
| 5.9.3 Non-Disqualification..... | 16 |
| 5.9.4 Illinois Human Rights Act | 16 |
| 5.9.5 Certificate of Insurance..... | 16 |
| 5.9.6 Performance Bond | 16 |
| 5.9.7 Health and Safety Act | 17 |
| 6. Reporting, Responsibilities, Schedule | 17 |
| 6.1 Project Tracking/Reporting | 17 |
| 6.2.1 Responsibilities | 18 |
| 6.2.1.1 Vendor..... | 18 |
| 6.2.1.2 City..... | 18 |
| 7. Proposal Evaluation..... | 18 |
| 7.1 Strength of the proposed Project Team | 18 |
| 7.2 Quality of the proposed approach to the scope of work | 18 |
| 7.3 Ability to successfully meet the project schedule and complete the project | 19 |
| 7.4 Response Characteristics..... | 19 |
| 7.5 Cost..... | 19 |
| 8. Quality Assurance/Quality Control..... | 19 |
| 8.1 Completeness | 19 |
| 8.2 Integrity..... | 19 |

Table of Contents

| | |
|--|-----------|
| 8.3 Logical and Physical Consistency | 20 |
| 8.4 Acceptance/Rejection Criteria | 20 |
| 8.5.1 Rejection Criteria | 20 |
| 8.5.2 Acceptance Status | 20 |
| 9. <i>Appendixes</i> | 21 |
| 9.1 Notification of Intent to Submit Proposal..... | 21 |
| 9.2 Summary Checklist..... | 22 |
| 9.3 Proposal Signature Page..... | 23 |
| 9.4 Worksheets | 24 |
| 9.4.1 Cost Breakdown..... | 24 |
| 9.4.2 Commercial Questions..... | 25 |
| 9.4.3 Technical Questions..... | 26 |
| 9.4.4 Needs/Requirements | 27 |
| 9.4.5 Specification Deviation..... | 28 |
| 9.5 Certificates of Compliance | 29 |
| 9.5.1 Certificate of Compliance of ILCS, CH 65, Sec 11-42-1..... | 29 |
| 9.5.2 Certificate of Compliance with Safety Standards | 30 |
| 9.5.3 Certificate of Non-Disqualification under ILCS, CH 720, Sec 33E-11 | 31 |
| 9.5.4 Certificate of compliance with the Human Rights Act | 32 |

1. Introduction

1.1 Overview

The City of St Charles is seeking proposals from qualified Consultants to implement a Fiber Management system that integrates with our ESRI based Geographical Information System (GIS).

1.2 Statement of Work

Prospective Consultant(s) are asked to submit proposals for the fiber management software, implementation, data conversion services and training costs. The Consultant will be responsible for implementing a turn-key solution enabling staff to manage and maintain the communications network in the office or in the field tying directly into the City's Enterprise GIS system.

2. Project Background

2.1 City Description

Located in the Fox River Valley, about 40 miles west of Chicago Illinois, St. Charles is a major center of commerce for the region. The government serves a vibrant population with a full range of services. Some basic statistics of the community are:

Population: 31,834
Area: 15 Square Miles
Township: St. Charles, Campton, Wayne
County: Kane, DuPage

2.2 Communications Distribution Description

The Meter and Communications team is a part of the Electric Division in the Public Works Department. The team manages 52 miles of fiber cable with 27 miles underground and 25 overhead. Serving all City buildings, TriCom Central Dispatch 911, School District 303, Kane County, Downtown Partnership, and the St. Charles Arts Council.

2.3 Project Team

The City has organized a team for the GIS conversion project that includes members from the Public Works Department and Information Systems Department.

2.3.1 Project Contact

Keith Nightlinger
GIS Manager
Information Systems Department.
2 E. Main Street
St Charles, IL 60174
Phone: 630-762-7076
Fax: 630-377-4430
knightlinger@stcharlesil.gov

2.3.2 Electric Services Manager

Tom Bruhl
Electric Services Manager
Public Works Department
2 E. Main Street
St Charles, Il 60174
Phone: 630-762-7076
Fax: 630-377-4430
tbruhl@stcharlesil.gov

2.3.3 Purchasing Manager

Mike Shortall
Purchasing Manager
Purchasing Department
2 E. Main St
St Charles, Il 60174
Phone: 630-377-4449

2.3.4 Meter and Communication Division Manager

Patrick Walsh
2 E. Main St
St Charles, Il 60174
Phone: 630-762-6903

2.4 GIS Operations and Background

2.4.1 General – Citywide

The GIS Division began implementing enterprise services in fall 2005. The enterprise repository houses over 125 geospatial layers and serves to city employees through a thin client GIS application. The enterprise is built on ESRI technology using ArcSDE 10.3 in a SQL Server 2008 relational database management system. The data is deployed via a custom ArcGIS Server 10.3 interface provided by Latitude Geographics, Inc. All geographic data created and maintained by the City is believed to be within 1 foot of true horizontal position. 2014 orthophotography is the primary source for the development of planimetrics and feature validation. The GIS Division uses ESRI's ArcGIS ArcInfo 10 for all feature development, editing and analysis.

2.4.2 Electric Division – Meter and Communications

The communications network is currently split between a GIS format and spreadsheets and is accessible through ESRI's GIS software and SQL Server. Splices and patch panel connectivity is managed in Microsoft Excel Spreadsheets and attached to the features in GIS.

3. Project Plan

3.1 Objective

The objective of the project is to have the Consultant analyze and convert the City's existing asset information to make it compatible with their data modeling software. Then for the Consultant to implement the software and provide training to the City's planned users of it. The goal is for these items to be completed by April 29, 2017.

3.2 Scope

3.2.1 Software identification

Based on the requirements outlined below the Consultant is expected to identify the software necessary to meet our needs. There may be individual requirements not covered within the recommended package, in this case the consultant is expected to identify a solution that works with the recommended software.

3.2.2 Data Review and Preparation

The Consultant will review the City's existing asset information and provide a report on any deficiencies needed to manage the system.

3.2.3 Data Conversion

The Consultant will also perform any conversion necessary to make the data compatible with their system and provide written documentation of the conversions performed.

The City may maintain data on our communications system that are not necessary within the management system. It is expected the Consultant will identify what information will be managed and what information will not.

3.2.4 System Implementation

The consultant will install the software and load the necessary asset data for a fully functional system.

3.2.5 Software configuration

The Consultant will provide all system configurations necessary to meet the requirements of the project and deliver a turn-key system.

3.2.6 Data Interface

Any data interfaces with the GIS system will be outlined, configured, and established by the Consultant.

3.2.7 System Training

Training will be provided by the Consultant for system administration, data interfacing, and end user operations.

3.3 Time Frame

This is a single year project designated be completed within 9 months commencing approximately on July 29th of 2016.

3.4 System Requirements

3.4.1 Management Requirements

- 1) General Process
 - a. Real-time access to communications data in the field
 - b. Ability to attach photos, plans, sketches, and documents to each element of the fiber system
 - c. Ability to see data and attachments on a dynamic map
 - d. Ability to isolate runs and visually see connectivity and distances on the screen as well as in a report.
 - e. Ability to run end to end traces and visually see connectivity and distances on the screen and well as in a report.
 - f. Ability to drill down on a given feature in a map, obtain information about and edit.
 - g. Ability to manage splice connectivity and patch panel connections.
- 2) Reporting
 - a. Overhead and underground statistics
 - i. Manholes with fiber present
 - ii. Poles with fiber present
 - b. Splice connections
 - c. Fiber availability
 - d. Switch to Switch
 - e. Patch panel port report showing what fiber is connected at each port and what is the other end each fiber
 - f. Run distances
 - g. Slack locations
 - h. DB Loss
 - i. OTDR Tests
 - j. Run isolation by user (County, School District, etc)
- 3) Visual Display Diagram
 - a. A visual connectivity diagram for splices and patch panels
 - i. Color coded by Cable, Buffer, and Fibers
 - ii. Must match colors used in cable
 - iii. Must include color in text next to each colored line
- 4) Workflow
 - a. Changes are escalated for supervisor review and approval prior to committing to the database.
- 5) Accessibility
 - a. Accessible through web browser (Internet Explorer 10 and up, Firefox, Safari, Chrome)
 - b. Mobile Application on iOS. Viewable on both tablets and phones.
 - c. Ability to work both online and offline
- 6) Licensing

- a. The ability to provide concurrent license model.
- 7) Output
 - a. Ability to print reports.
 - b. Ability to print maps.

3.4.2 Technical Requirements

- 1) Database
 - a. Any non-GIS tables reside in SQL Server 2008 R2.
- 2) Security
 - a. Access is secured by user credentials for each user.
 - b. Data traffic is encrypted by SSL with 256 bit encryption levels.
 - c. Use City's Active Directory to perform user authentication.
- 3) Method of Access
 - a. Mobile users will have a network connected iPad, Surface Pro, or Laptop.
 - b. Internal users will connect via desktop computer.
- 4) Integration
 - a. The proposed system must have a live interface with the City map services through ArcGIS Server.
 - b. Establish a federated trust with the City's Active Directory for user authentication.
- 5) Auditing
 - a. All changes to the database are captured via field level auditing and will include the date, time, user, feature changed, value changed from, value changed to.

3.5 Project Deliverables

3.5.1 Products

- 1) Management Software
- 2) System Administration Software
- 3) Integration Software
- 4) Project Management Reports

3.5.2 Services

- 1) Integration with GIS.
- 2) Integration with customer data.
- 3) Implementation and configuration of the management software.
- 4) Training on all products delivered.
- 5) Customer Support

3.5.3 Delivery Schedule

3.5.3.1 Periodic Deliverables

Project management reports will be submitted to the City for review on a bi-weekly basis.

3.5.3.2 Cumulative Phase Rollup

At the completion of each milestone, the consultant will provide a project report and meet with the City's project team to review accomplishments and discuss plans, timeline, and resources necessary for the next phase.

3.5.3.3 Product and Service Deliverables

The schedule for project deliverable and service milestones will be defined as part of the project plan set forth by the successful consultant as it fits within the Schedule of Events outlined in section 4.3.8.

4. Administrative

4.1 Definitions

- “City” - Refers to the geographic area, the officers, employees, and/ or agents of the City of St. Charles.
- “Consultant” or “Contractor” or “Vendor” - the Respondent that is successful in being awarded this contract. This term is inclusive of all subcontractors or firms which the lead Respondent is representing.
- “Respondent” - person, firm or corporation who submits a formal, sealed proposal that may or may not be successful in being awarded this contract. When this term is used, it applies to the lead Respondent and any joint Respondents or subcontractors named as participants in a proposal.
- “Quotation”, “Bid”, or “Proposal” - any and all offers in response to this RFP from a Respondent.
- “Feature Class” – In ArcGIS, a collection of geographic features with the same geometry type (such as point, line, or polygon), the same attributes, and the same spatial reference.
- “Feature Layer” - A layer that references a set of feature data. Feature data represents geographic entities as points, lines, and polygons.
- “Feature Dataset” – In ArcGIS, a collection of feature classes stored together that share the same spatial reference; that is, they share a coordinate system, and their features fall within a common geographic area.
- “GeoDatabase” – A collection of geographic datasets for use by ArcGIS.

4.2 Terms and Conditions

4.2.1 Proposal Submission

Proposals shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word “Proposal”, and the name of the project or subject of the proposal. (Sec 2.33.200A of St Charles Municipal Code). The outer envelope shall be addressed “Purchasing Manager, City of St Charles, Two East Main Street, St Charles, IL 60174.” Include a return address on both envelopes. Proposals received after the specified time and date will be returned unopened. All proposals submitted are binding for sixty (60) calendar days following the date of the opening.

All proposals must include a signed paper copy as well as a corresponding electronic version on CD or DVD media. Faxed or emailed proposals will not be

accepted. Respondents will be expected to allow adequate time for delivery of their proposal either by air freight, postal service, or other means.

4.2.2 Respondents Costs

Costs for developing proposals are entirely the responsibility of the Respondent and shall not be chargeable to the City.

4.2.3 Rights to the Proposal Document

All copies and contents thereof of any proposal, attachment, and explanation thereto submitted in response to this Request for Proposal, except copyrighted material, shall become the property of the City. All copyrighted material must be clearly marked in indication of its copyrighted status. The Respondent shall hold the City harmless from any claims arising from the release of proprietary information not clearly designated as such. Notwithstanding the above, the City of St. Charles is a government body and its public records are subject to the provisions of Illinois Code Chapter 22, Examination of Public Records, and their successors.

4.2.4 Inclusion

Provisions of the Proposal and the contents of the successful response are considered available for establishment of final contractual obligations. The City retains the option of canceling the award if the successful Respondent fails to accept such obligations.

4.2.5 Proposal Results

The respondent must supply a self-addressed, stamped envelope for obtaining proposal results. No proposal results will be given over the phone

The award of proposals shall be made, after determination of successful proposalder by the City Council, by issuance of a City purchase order from the city of St. Charles purchasing manager to the successful respondent.

4.2.6 General Guaranty

The respondent agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secrete process, patented or unpatented, invention, article, or appliance furnished or used in the performance of the contract in which the respondent is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give notices and comply with all laws, ordinances and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

4.2.7 Execution of Contract, Insurance and Performance Bond

The successful respondent, within ten (10) business days after acceptance of the respondent's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance bond when required by the proposal documents. In the event that the respondent fails to furnish required documents, insurance, and performance bond within ten (10) business days after acceptance of the respondents offer by the City, then the City's acceptance of the offer shall automatically terminate.

4.2.8 Reservation of Ownership

The City retains exclusive rights, title and ownership of all information collected and associated with this project. The vendor shall not sublicense, rent, lease, loan, transfer, assign, or provide access to these data, in whole or part to third parties, including clients or contractors.

4.2.9 Governing Law

Any contracts or agreements shall be construed and enforced in accordance with the substantive laws of the State of Illinois as it applies to contracts negotiated, executed, delivered and performed solely within such jurisdiction. The state courts located in Kane County in said State of Illinois shall have exclusive jurisdiction and venue over any action arising from the relationship of the parties.

4.3 Proposal Instructions/Conditions/Requirements

4.3.1 Examination of Contract Conditions

Before submitting a proposal, the Respondent shall thoroughly familiarize itself with all contract conditions referred to in this RFP document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Respondent's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

The Respondent shall determine by personal examination, and by such other means as may be preferred, the actual conditions and requirements under which the Agreement must be performed. If, upon inspection and examination by the Respondent, there are any existing conditions or requirements of the service which are not completely understood, the Respondent shall contact the proper individual listed in Section 2.3.1.

If the Respondent intends to visit the City, the Respondent shall request an appointment through the Project Manager as listed in Section 2.3.1.

4.3.2 Interpretations and Addenda

No interpretation or modification made to any respondent as to the meaning of the RFP shall be binding on the City unless repeated in writing and distributed as an addendum by the City. Interpretations and/or clarifications shall be requested in writing and directed to the Project Manager listed in Section 2.3.1. All such written requests shall specify the proper Section(s) and page number(s) to which

the requests refer. Facsimile shall be considered an acceptable method for the transfer of written documents for this purpose.

4.3.3 Notification of Intent to Submit Proposal

Respondents who expect to be notified of any correspondence or addenda related to the RFP shall complete the "Notification of Intent to Submit Proposal" form (see section 9.1). This can be sent via facsimile (630-377-4430) or registered mail to the address listed on the form, no later than 1 week prior to close. The City shall not be responsible for the notification of any addenda to any Respondent who does not submit a "Notification of Intent to Submit Proposal". However, failure to submit a "Notification of Intent to Submit Proposal" will not be cause to reject a proposal that meets the RFP requirements of the City.

4.3.4 Joint Proposals and Subcontracting

Respondents must state their intention to use subcontractors in Section 5.3 of their proposal (See Section 5.3 for further explanation). The City reserves the right to verify the compliance of all subcontractors to the proposal requirements prior to Contractor selection.

4.3.5 Personnel

For any change of personnel listed in the proposal, the successful Respondent must notify the City in writing prior to making a change. The City must approve in writing any substitution of staff.

4.3.6 Specification Deviation by the Respondent

Any deviation from the specifications in this RFP document must be noted in detail, and submitted in writing on or as an attachment to the Proposal Signature Page (section 9.3). Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Respondent strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with Proposals, the Respondent's name should be clearly shown on each document.

The City reserves the right to waive minor specifications deviations and reject any or all proposals, and to accept the proposal, which is in the opinion of the City Council is in the best interest of the City.

4.3.7 Packaging

In order to be considered, sealed proposals must be delivered to the Purchasing Manager specified in section 2.3.2 prior to the proposal due date listed in section 4.3.8. Vendors who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Proposals received after the specified time and date cannot be considered and will be destroyed upon receipt.

4.3.8 Schedule of Events

| Project Milestones | Date |
|------------------------------------|-----------|
| RFP Released | 3/1/2016 |
| Proposals Due | 4/1/2016 |
| Evaluation & Presentations | 4/18/2016 |
| Contract Negotiation | 5/2/2016 |
| Government Operations Presentation | 6/6/2016 |
| Council Approval | 6/20/2016 |
| Project Start | 7/29/2016 |

4.3.9 Presentations

At the City's discretion, vendors may be requested to present their suggest project approach, provide an overview of their capabilities, highlight completed projects similar of similar nature, as well as participate in a question answer session with the project team.

5 Response Format/Content

5.1 Executive Summary

The Executive Summary should state key highlights of the Respondent's proposal, including deliverables, competitive advantages, and any conclusions, assumptions, discussions of tasks to be subcontracted, and generalized recommendations the Respondent desires to make. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

5.2 Company Background

Each Respondent must provide the following information about their company so that the City can evaluate the Respondent's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a Respondent to provide additional documentation to support and/or clarify requested information. The Respondent should outline their company's background, including:

- How long the company has been in business
- A brief description of the company, including past history, present status, future plans, etc.
- Company size and organization
- Financial Audit of previous year

5.3 Team Profiles/Resumes

Provide a listing of the key team members that will be involved in the project. Provide resumes for the project manager and other key managerial and technical staff. Information should include work experience, technical experience (e.g., ESRI, RDBMS

capabilities) and education of the project team. If subcontractors are to be used, the same information should be provided for each subcontracting firm and its team members.

5.4 References

Respondents must provide at least five client references that are similar in size (if not larger) and complexity to the City, in which they have implemented a communications system with ESRI GIS data.

Name of organization

Contact

Title

Address

Contact telephone number

of miles

Hardware and operating system environment

Project status / sizes (dollar value of project / size of community or client)

5.5 Commercial Questions

What is the potential impact of the company's current workload on the proposed project? Cite specifically all major projects that require significant commitments of equipment and staff from now until May 2017. Discuss, in practical terms, the impact of such commitments on your ability to complete the project as scheduled and proposed. Would extra staff (permanent or temporary) need to be hired? What other concurrent projects may have an impact on the company's overall workload (i.e., staffing needs, and personnel availability)?

- Is your firm currently under any form of litigation with any government or private client at this time? If yes, provide a list.
- What exceptions are taken to the Terms and Conditions listed in Sec 4.2.
- What specific information do you need from the City before commencing contract negotiations?

5.6 Technical Questions

What are the proposed technical steps to be taken? Include a discussion of advantages this process gives you, and how it differs from others in the field. Specifically, include information on the following tasks:

- Server Architecture
- Database software
- Quality Assurance / Quality Control protocols
- What detailed schedule of performance is proposed? Estimated completion date?
- Are there any technical and / or procedural concerns that may influence the proposed project?
- What technical and production support do you require from the City?

5.7 Alternatives/Miscellaneous

Any miscellaneous information such as maps, standard/custom symbol charts, and quality control forms may be included within this section of the response.

5.8 Cost Quotations

The Respondent's cost quotations must be inclusive of all project costs, categorized by service; Software, Implementation, Training, Ongoing Maintenance, and Support.

5.9 Certificates of Compliance

The certificates of compliance, insurance information, and performance bond will be due within ten (10) days of award notification.

5.9.1 Tax Delinquency - ILCS, CH. 65, Sec 11-42-1

Please complete section 9.5.1

5.9.2 Local, State, and Federal Safety Standards

Please complete section 9.5.2

5.9.3 Non-Disqualification

Please complete section 9.5.3

5.9.4 Illinois Human Rights Act

Please complete section 9.5.4

5.9.5 Certificate of Insurance

Detailed insurance requirements are included under the City of St Charles Insurance Requirements for Suppliers/contractors.

The vendor shall secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the vendor's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The vendor shall furnish Certificates of Insurance to the City before starting work or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation; vendor shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACCORD 25-S form, with the cancellation clause revised and revisions initialed.

5.9.6 Performance Bond

Portions Intentionally Deleted as shown by "strikethrough".

~~A performance bond in the amount of 115% of the proposal submitted is required within ten (10) calendar days of acceptance of the vendors proposal by the City.~~

~~The performance bond of the successful vendor shall have a minimum "A" rating as defined in the Best Key Rating Guide, be conditioned on faithful performance of the requirements of the contract, and shall have assurety a corporate surety authorized to act as such in Illinois. The performance bond shall cover payment~~

~~for all labor and material, and insure completion of the project. The vendor will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the vendors failure to comply and perform the work and complete the contract in accordance with the specifications.~~

~~The performance bond shall be in conformance with the requirements of the Illinois Act in relation to bonds of vendors entering into contracts for public construction. Illinois Compiled Statutes Ch. 30, Sec. 550/1, et. Seq.).~~

Deliverable functionality is critical to this project. Should the selected vendor fail to deliver functionality as offered in this proposal or offered in subsequent demonstrations or discussion, by the defined project end date, the City will have a right to a refund for any payments made related to that software module. To this extent, vendors should be diligent with respect to their pricing table and identification of interdependencies described in section 5.8 above. In lieu of a performance bond, the City shall use the pricing table provided by the vendor to determine the required refund for undelivered functionality. In the event that the undelivered functionality is required for other modules, the City shall be entitled to a refund for the entire project.

5.9.7 Health and Safety Act

All work under this contract shall comply with Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

6. Reporting, Responsibilities, Schedule

6.1 Project Tracking/Reporting

The Vendor will be required to submit bi-weekly status and progress reports to the City before the end of business on the Friday of each bi-week. These reports will contain information on the previous two-week activities, and will include a brief written summary of progress in the elapsed time as well as any other pertinent information. In addition, these reports will contain:

- Data locations collected
- Meetings held, planned, or needed
- Issues/Problems encountered (technical or management-related)
- Summaries of telephone project meetings/discussions
- Status of project personnel / staffing
- Anticipated problems for the next reporting period

- Production goals for the next reporting period

6.2.1 Responsibilities

6.2.1.1 Vendor

- Developing and documenting procedures to meet specifications as contracted.
- Producing database files of all designated elements of information as presented in the sources provided and in accordance with final specifications.
- Maintaining specified quality standards and documentation
- Delivering preliminary and final products on schedule
- Maintaining source material security
- Consulting with the City to resolve all discrepancies and ambiguities prior to proceeding with work on the project.
- Providing all labor, materials, equipment, tools, and other incidentals necessary to perform the work.

6.2.1.2 City

- Supplying of all source data and materials as specified in this document.
- Review of contractor procedures and documentation.
- Resolution of documented source/specification anomalies
- Execution and documentation of acceptance procedures
- Quality control inspection of products

7. Proposal Evaluation

Responses will be evaluated using the following criteria as a measure of the Respondents' ability to successfully complete the project scope of work.

7.1 Strength of the proposed Project Team

Includes:

- Appropriateness of management personnel and technical staff proposed.
- Level of experience with fiber management systems
- Level of experience with ESRI software
- Level of experience with database management programs

7.2 Quality of the proposed approach to the scope of work

Includes:

- Understanding and discussion of technical issues
- Methodology and technical plan of operations
- Project management plan, including: project schedule, work flow, reporting procedures.
- Action plan for missed deadlines and/or inoperable deliveries
- Quality control / quality assurance procedures

7.3 Ability to successfully meet the project schedule and complete the project

Includes:

- Understanding of task sequencing and major milestone events
- Adequacy of resources
- Adequacy of equipment
- Ability to complete work on a timely basis
- Ability to meet scheduled completion dates
- Ability of the company to maintain data quality standards

7.4 Response Characteristics

Includes:

- Adherence to the required format
- Completeness of submittal

7.5 Cost

Includes:

- Software
- Implementation
- Data Conversion
- Training
- Software Maintenance
- Support

8. Quality Assurance/Quality Control

The City retains the right to determine all quality control requirements. If the contractor is found to be in violation of these quality control agreements, The City may require suspension of any phase of the contract, including payments, until the City can determine and is satisfied that the problems have been remedied.

Respondents shall include in their proposal a description of the quality control procedures they plan to utilize throughout each phase of the project. Respondents may provide forms, flowcharts, and any other visual aids they deem necessary to document this quality control process.

8.1 Completeness

Completeness describes the "wholeness" of the system; e.g., that a delivery contains all that is required and no more than that. It also ensures the adherence of the data to the database design.

8.2 Integrity

Attributes with established domains will be checked for validity. Attributes with a range will be checked to ensure their individual values fall within the established range. Attributes that require null, identical or unique values will be checked for compliance.

8.3 Logical and Physical Consistency

Attributes shall be tested for agreement with source data. Checks will be run that verify the accuracy of attributes that are functionally dependent upon each other, and the consistency of spatially related features.

8.4 Acceptance/Rejection Criteria

8.5.1 Rejection Criteria

The City will review and categorize the deliverables according to the following criteria

- Completeness
- Integrity
- Consistency
- Procedural / Documentation
- Attribute Accuracy

8.5.2 Acceptance Status

Each delivery of data will be given an acceptance status based on the percentage errors identified. Following are the categories of acceptance status.

Accepted: Products that meet specifications and contain no errors, or so few errors as to be acceptable, will be formally indicated as accepted. The City may assume responsibility for minor corrections, after which the Contractor will be notified, so that the problems will not recur on subsequent products.

Received – Checked: The product has a number of errors that do not permit acceptance. For the product to be accepted, the Vendor must correct all errors noted by the City. The City will verify through a recorded edit that the Vendor has made all corrections called for in the first edit.

Rejected: The number and character of errors detected by the City are such that the product is formally returned to the Vendor without a complete edit. The City will formally notify the Vendor of the rejected status of the product. The Vendor must edit and correct the data deliverables for resubmitted to City. If the City determines that there are an excessive number of rejected products, the City may require the Vendor to suspend production until the problems are resolved.

Completion of any required corrective actions should not affect the Vendor's production schedule. Payment for work will not be authorized until the City has accepted the products. The acceptance procedure will apply to all deliverable products to be received.

9. Appendixes

9.1 Notification of Intent to Submit Proposal

In order to receive any RFP addenda or other related correspondence, any Vendor considering the submission of a proposal in response to the RFP must forward this form after completing the lower portion to:

Keith Nightlinger
GIS Manager
Information Systems Department
2 E. Main Street
St Charles, Il 60174
Phone: 630-762-7076
Fax: 630-377-4430
knightlinger@stcharlesil.gov

The below named company intends to submit a proposal in response to the above titled RFP. Send all RFP addenda and all other related correspondence to the individual and location identified below:

Name: _____

Title: _____

Company Name: _____

Street: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

9.2 Summary Checklist

- Executive Summary
- Company Background
- Team Profiles/Resumes
- References
- Cost Worksheet
- Commercial Questions Worksheet
- Technical Questions Worksheet
- Needs/Requirements Worksheet
- Specification Deviation Worksheet
- Proposal Signature Page
- Digital Proposal on CD/DVD

9.3 Proposal Signature Page

The undersigned vendor, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that he/she will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that he/she will furnish all required products and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm: _____

Address: _____

Telephone Number: _____

Name of Authorized
Negotiator (print/type): _____

Title: _____

Authorized Signature: _____

Date: _____

EXCEPTIONS OR DEVIATIONS to this Request for Proposal or the Terms should be taken below or "No Exceptions" written, otherwise please complete the Specifications Deviation Worksheet

9.4 Worksheets

9.4.1 Cost Breakdown

Software \$ _____

Data Conversion \$ _____

Implementation \$ _____

Training \$ _____

Initial Project Cost \$ _____

Maintenance \$ _____

Support \$ _____

Ongoing Training \$ _____

Annual Costs \$ _____

9.4.2 Commercial Questions

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

9.4.3 Technical Questions

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

9.4.4 Needs/Requirements

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

9.4.5 Specification Deviation

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____
