REQUEST FOR PROPOSAL

Southerly Fiber Rehab Project

October 12, 2009

This Request for Proposal (RFP) is being sent to firms to act as the Contractor in the completion of the Southerly Fiber Rehab Project. **Proposals for providing these services will be received until the close of business (5:00 p.m.) on October 29, 2009.** Late submittals **will not** be considered. Proposals are to be delivered to:

Humberto Sanchez, Director of Information Technology
Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, OH 44115-2504

ATTN: John Healey, Project Manager II

A pre-proposal meeting and site walkthrough will be held on Monday October 19, 2009 at 1:00 p.m. in the Third Floor Training Room at the NEORSD Southerly Admin Building, 6000 Canal Road, Cuyahoga Heights, Ohio. Please limit the number of attendees to two per Contractor and dress appropriately for the walkthrough as a portion of the tour will take place in the Southerly Tunnels. Questions regarding this RFP shall be directed to John Healey at the pre-proposal meeting or at other times by calling (216) 881-6600, ext. x6860 or at healeyj@neorsd.org.

The District will attempt to respond to e-mail within one (1) business day. Questions and responses deemed to be of general interest will be distributed to all contractors.

The RFP is organized as follows:

**SECTION I.** INTRODUCTION
**SECTION II.** SCOPE OF WORK
**SECTION III.** TRANSFER OF RECORDS
**SECTION IV.** SCHEDULE
**SECTION V.** DISTRICT RESPONSIBILITY
**SECTION VI.** PROPOSAL FORMAT AND REQUIRED INFORMATION
**SECTION VII.** EVALUATION OF PROPOSALS
**SECTION VIII.** SELECTION PROCESS
Figures and Attachments

The following figures and attachments are included in this RFP.

Attachment A    NEORSD Equal Employment Opportunity Form
Attachment B      Task/Hour/Cost Summary Form
Attachment C    NEORSD Standard Clauses for Professional Services Agreements

Appendices

The appendices are provided for information purposes.

Appendix A    Patch Panel Pictures and Fiber Optic Schematic
Appendix B    Sample Patch Panel Documentation
SECTION I - INTRODUCTION

Project Overview and Goals

As part of the plant automation contracts earlier this decade, a system of fiber optic connections was installed in the underground plant tunnels to allow high speed data communications between all areas of the Southerly plant. Today, this fiber optic backbone provides critical infrastructure for both the control network and business network for plant control and data/voice communications. We are experiencing intermittent connection errors and have identified connector problems as the cause.

Due to the environmental conditions in the tunnels and the methods of terminating and connecting fiber, all connections need to be tested. We anticipate that a significant portion of the connectors that interconnect the fiber cabling may need to be replaced and recertified. There is also a need to install new fiber cabling to provide expandability and reliability of the fiber optic backbone for current and near future control and business network needs.

The objectives of this project include the following:

- Restore the Southerly fiber backbone to a state of reliability and usability.
- Prepare the fiber infrastructure to support 1Gb to 10Gb transmission speeds
- Complete the project with minimum network downtime
- Increase the number of connections available in the Southerly fiber backbone
- Increase reliability of the Southerly fiber backbone through fused/spliced connections
- Update and verify documentation
- Utilize an SBE firm for 8% of the total contract cost

Proposals will be accepted from firms that meet the following qualifications for fiber cabling installation and repair:

- Performed installation, troubleshooting, and maintenance of single-mode fiber optic cabling for at least three years, with at least three installations of over 1000 connections
- Technicians are certified for fiber optic work by the Fiber Optics Association of the Building Industry Consulting Services International

Business Overview

The Northeast Ohio Regional Sewer District is a political subdivision of the State of Ohio created and operating under Chapter 6119 of the Ohio Revised Code. Originally named Cleveland Regional Sewer District, it was created in 1972 to assume ownership, operation and management of wastewater collection, treatment and disposal facilities serving the member communities in the Cleveland metropolitan area.
District Administration is located at 3900 Euclid Avenue, Cleveland, Ohio 44118. This location also includes the Engineering & Construction, Operations & Maintenance Administration, Employee Resources, Finance, Law and Information Technology Departments.

In addition to the District Administration Building, the District owns and operates an Environmental and Maintenance Services Center (EMSC) and the following three wastewater treatment facilities:

- Westerly Wastewater Treatment Plant, located at 5800 West Memorial Shoreway, Cleveland, 44102 (near Edgewater State Park)
- Southerly Wastewater Treatment Center, located at 6000 Canal Road, Cuyahoga Heights, 44125 (near the Interstate 77/Interstate 480 intersection)
- Easterly Wastewater Treatment Plant, located at 14021 Lakeshore Boulevard, Cleveland, 44110 (near the Cleveland/Bratenahl border)

The Environmental and Maintenance Services Center (EMSC), located at 4747 East 49th Street, Cuyahoga Heights 44125 (north of the Southerly Wastewater Treatment Center) houses the Sewer Maintenance & Control Department, the Water Quality & Industrial Surveillance Department, Analytical Services, and Fleet Services.

Additional information about the District, its history and operations is available at the District’s Internet site at www.neorsd.org
SECTION II - SCOPE OF WORK

The Southerly Fiber Rehab (SFR) Project shall include the following Tasks:

   Task A - Project Management
   Task B – Fiber Assessment, Repair and Testing
   Task C - Add New Fiber and/or Fuse Existing Fiber

The Contractor shall provide details as to the method of accomplishing the Scope of Work for each of the tasks noted. The Contractor’s proposal shall address all of the objectives for each task as outlined in the Scope of Work. Alternatives and additional goals to the defined Scope of Work (e.g. task additions) and its cost must be submitted as an appendix to the main proposal.
Task A - Project Management

This task is intended to provide effective project management for the duration of the project, including development of a project schedule, resource management, budget management, project documentation, and the timely provision of all identified project deliverables.

This task also focuses on defining a complete timeline of all tasks and personnel involved in executing the project.

The Contractor shall provide coordination between the District and any certified subcontractors selected to carry out project tasks. **The District has set a goal of 8% of the contract cost to be completed by an SBE firm.** A link to the NEORSD certified SBE Directory can be found at [http://www.neorsd.org/sbe.php](http://www.neorsd.org/sbe.php) (subcontractors must be certified with the District.) The Contractor shall be responsible for the overall quality of task work, including tasks performed by subcontractors. The Contractor is expected to maintain a strong and responsive local presence to assure effective subcontractor management and prompt response to District questions and concerns. The following outlines specific subtasks for Task A.

Subtask A-1: Project Organization and Management

**Project Communications**

The Contractor shall develop a communications protocol between the Contractor, subcontractors and the District staff assigned to this project. This protocol shall include verbal and written communications, including meetings, presentations and communications between the Contractor, subcontractors and other District staff.

**Project Schedule**

The Contractor shall develop and maintain a detailed master project schedule for the Southerly Fiber Rehab Project in a standard project management format identifying milestones, deliverables, and key coordination meetings. The master schedule shall be regularly updated and forwarded to the assigned District project manager. A preliminary project schedule shall be submitted with the Contractor’s technical proposal.

**Project Staffing**

The Contractor and any subcontractors shall maintain the project staff as recommended in the proposal. Any changes in project staffing shall be notified to the assigned District project manager in advance, and they shall maintain an equivalent level of expertise as with the originally proposed staff. The Contractor shall also identify project staff authorized to incur reimbursable expenses such as travel expenses.

**Project Billing**

The Contractor shall prepare and promptly submit invoices for the project. The Contractor is responsible for payment to all subcontractors. The Contractor is responsible for assuring and
certifying that invoices are correct and meet project invoicing standards for format and allowable costs.

The Contractor shall be responsible for identifying and addressing potential project budget, management and schedule issues. If District action is required, the Contractor shall recommend a suggested course of action.

Questions regarding invoicing procedures may be addressed to John Healey at (216) 881-6600 x6860, or at healeyj@neorsd.org

**Project Cost Management**

The Contractor shall monitor the budget closely. The Contractor shall be responsible for identifying and resolving all budget and invoicing issues, including subcontractor billing summaries affected by the issues, as soon as possible. Contractor budget issues shall be described in detail, and the Contractor shall recommend corrective actions before these issues affect invoicing.

In order to control project costs, any expected cost overruns within a task shall be justified in advance by the Contractor and approved by Director of Information Technology and the assigned project manager.

Any additional work proposed by the firm awarded this engagement must be first presented in writing to the assigned project manager. If there is an agreement that the additional work should be performed, it must be approved by the Board of Trustees before being actually performed. Any requests for additional fees and/or expenses not so approved will be rejected by the District.

**Project Management Documentation**

The Contractor shall be responsible for maintaining a complete project library and master files of all contract and subcontract actions and reports. The Contractor shall develop a District-approved, PC-based master spreadsheet on which all contract budgets, billings, and invoice actions will be tracked through the project. The Contractor shall provide summary reports and analyses of contract and budget issues upon request of the District. A chronological report of contract actions is to be submitted to the District as part of contract closeout procedures.

**Subtask A-2: Progress Meetings and Reports**

Progress meetings between the District and the Contractor shall be held, in general, on a weekly basis. The Contractor shall prepare weekly status reports to be submitted to the assigned District project manager at least two (2) working days prior to the meeting. The project status reports shall set forth the following information, for both the Contractor and any subcontractors:

- Current scope of work completion status versus anticipated status
- Updated project schedule
- Current contract cost status versus anticipated status
- Project information and decision needs including the anticipated source, expected response time and any issues or problems that could delay the expected response
• Anticipated tasks and accomplishments for the coming month
• Questions, comments, problematic issues and suggestions
• Identification of out of scope task work
• Invoicing issues and proposals to address such issues

In addition to the aforementioned weekly progress meetings, the Contractor shall conduct periodic coordination meetings as deemed necessary with District staff and any subcontractor to explain and receive input on project issues.

Prior to payment of the final invoice, the Contractor shall deliver to the District all plans, sketches, drawings, documents, reports, and memoranda related to the project and as required by the project manager, as well as all non-expendable personal property purchased and approved by the District.
Task B - Fiber Assessment, Repair and Testing

This task is intended to restore the Southerly single mode fiber backbone to a state of reliability and usability.

The Southerly fiber optic backbone consists of a series of fourteen (14) fiber patch panels connected via bundles of 50 to 100 strands of single-mode fiber providing 2000 to 2600 total ST fiber connections. These fiber patch panels are located throughout the plant to provide network connectivity for approximately 70 buildings that exist on the Southerly treatment plant campus. Plant automation control network traffic, IT business network traffic, and CCTV run across this infrastructure.

This task includes at a minimum completing the bulleted items below. Because this fiber backbone is supporting live network traffic used for daily operation of the Southerly treatment plant, the approach to completing this task must absolutely minimize any type of downtime:

- Assessing the state of each fiber patch panel enclosure and all ST fiber connections inbound and outbound from the patch panel
- Restoring all ST fiber connections to optimal performance either through cleaning the ST fiber connection or completely replacing it
- Testing all inbound and outbound fiber strands to verify continuity
- Re-training all patch cables evenly and organized within each individual fiber patch panel
- Updating all existing fiber patch panel documentation as needed, which includes several Microsoft Excel spreadsheets showing the matrix of connections, and the active strands of fiber

The District has provided the following supplemental information for this task including:

- **Appendix A – Patch Panel Pictures and Fiber Optic Schematic** includes a set of pictures depicting the general state of the fiber patch panels in, and a schematic showing how patch panels are connected together.
- **Appendix B – Sample Patch Panel Documentation** includes an example of the fiber patch panel documentation.

Contractors will have the opportunity to view the existing site and tunnel conditions at the Southerly Waste Water Treatment Facility during the site walkthrough.

**Deliverables:**

- Assessment of each fiber patch panel including a description of overall condition, and a detailed list of all repairs and changes made to the patch panel and any fiber connections
- All testing data organized by fiber patch panel cabinet (electronic format)
- Updated fiber patch panel documentation (MS Excel)
Task C - Add New Fiber and/or Fuse Existing Fiber

This task is intended to add capacity to the Southerly fiber backbone, and add additional reliability to certain connections.

This task includes installing new fiber pairs and fusing or splicing existing fiber pairs in the various fiber patch panels throughout the plant. Alternate specifications are encouraged if value and approach are significantly different than the original specification.

This task includes at a minimum completing the subtasks below. Because the fiber backbone is supporting live network traffic used for daily operation of the Southerly treatment plant, the approach to completing this task must absolutely minimize any type of downtime.

The District has provided the following supplemental information for this task including:

- **Appendix A – Patch Panel Pictures and Fiber Optic Schematic** includes a set of pictures depicting the general state of the fiber patch panels in, and a schematic showing how patch panels are connected together.
- **Appendix B – Sample Patch Panel Documentation** includes an example of the fiber patch panel documentation.

Subtask C-1: New Fiber Installation

All new fiber installation between fiber patch panel cabinets must meet the following requirements:

- .9 micron single-mode fiber, .4/.3db/Km loss, dry-water block
- ST style connectors
- Installed in rigid aluminum conduit

The Contractor will install new fiber as specified in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th># of Strands</th>
<th>Start</th>
<th>End</th>
<th>~ Length (ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.) General Use PP1 to PP4</td>
<td>24</td>
<td>PP1</td>
<td>PP4</td>
<td>TBD</td>
</tr>
<tr>
<td>2.) General Use PP3 to PP4</td>
<td>24</td>
<td>PP3</td>
<td>PP4</td>
<td>TBD</td>
</tr>
<tr>
<td>3.) IT Use PP4 To TC bldg IT IDF</td>
<td>4</td>
<td>PP4</td>
<td>IDF</td>
<td>TBD</td>
</tr>
<tr>
<td>4.) Security Use PP10 to camera area</td>
<td>4</td>
<td>PP10</td>
<td>Sec</td>
<td>TBD</td>
</tr>
</tbody>
</table>

To accommodate the new fiber optic runs, Patch Panel 4 must be expanded, as has been done with PP3 & PP6. Provide cabinet and Hubbell fiber termination chassis for all new cables and one existing 24-strand cable. The approximate length for each new fiber run was not available at the release time of this RFP, and will be provided as an addendum to this RFP.
Subtask C-1 Deliverables:

- Manufacturers certification for all fiber and connectors
- All testing data organized by fiber patch panel cabinet (electronic format)
- Updated fiber patch panel documentation, including labeling for all new fiber installation (MS Excel)
- Fiber Optic cabling, patch panel cabinet, fiber optic termination chassis and inserts, and other items required for a complete installation

Subtask C-2: Fuse/Splice Fiber Pairs

The following table identifies quantities of fiber pairs that are to be fusion spliced together removing any fiber patch cables and making one continuous run of fiber from source to destination:

<table>
<thead>
<tr>
<th>Description</th>
<th>#of Strands</th>
<th>Splices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.) PP1 to PP-EMSC PP1→PP2→PP3→PP-EMSC</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>2.) PP4 to PP-EMSC PP4→PP3→PP-EMSC</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.) Southerly IT MDF to EMSC IT MDF S-ITMDF→PP6→PP3→PP-EMSC→E-ITMDF</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>4.) Additional as designated</td>
<td>-</td>
<td>36</td>
</tr>
</tbody>
</table>

Subtask C-2 Deliverables:

- All testing data organized by fiber pair (electronic format)
- Updated fiber patch panel documentation, including labeling for all fused or spliced fiber pairs (MS Excel)
SECTION III – TRANSFER OF RECORDS

All records generated during the Southerly Fiber Rehab Project shall be the property of the District and shall be turned over to the District upon completion or as directed, including but not limited to data collected, project reports, data files, meeting notes, project data, graphics originals, etc.
SECTION IV - SCHEDULE

Project Schedule – Southerly Fiber Rehab Project

The Southerly Fiber Rehab Project is envisioned as a 3-4 month effort. A detailed schedule for the RFP evaluation and selection process is listed below. The District reserves the right to modify the schedule as needed.

- Issue the RFP: October 12, 2009
- Pre-Proposal Meeting / Site Walkthrough (Southerly): October 19, 2009 at 1pm
- Contractor Proposals Due: October 29, 2009 by 5pm
- Contractor Oral Presentations: November 5, 2009
- Contractor Selection: November 6, 2009
- Contractor Contract Award – Notice to Proceed (Meeting of the Board of Trustees): November 19, 2009
- Perform Scope of Work: December 14, 2009 to March 19, 2010

Contractors are to include a detailed preliminary project schedule in their technical proposal. The project schedule shall include anticipated completion dates for key task items. Contractors are free to include discussion on any recommended schedule modifications, citing reasons for any recommended schedule modifications.
SECTION V – DISTRICT RESPONSIBILITY

The District has provided several documents for the candidates' use in preparing proposals. Any other readily available documents may be examined by making an appointment with John Healey at (216) 881-6600 ext. 6860 or at healeyj@neorsd.org. District personnel are available to meet with the Contractor teams to discuss the Southerly Fiber Rehab Project. Contact with District personnel shall be coordinated through the Project Manager, John Healey.

The District shall, at the Contractor's request, provide any information and material on file that is pertinent to the completion of the project. This may include project reports, project data documentation and other pertinent information that is not already included in the Southerly Fiber Rehab Project RFP Appendix.

The District shall not be responsible for any costs incurred in relation to the preparation of the proposals, or regarding presentations and/or interviews. The District reserves the right to reject all proposals.
SECTION VI - PROPOSAL FORMAT AND REQUIRED INFORMATION

Each Contractor shall submit one (1) printed original proposal and four (4) copies, plus one (1) copy on CD-ROM using Microsoft Word or Adobe Acrobat file format. One of these shall be visibly labeled "Original Master Copy". The proposal shall be formatted as follows:

Cover Letter (1 page)

Executive Summary (3 pages or less)

Section 1 - Company History (5 pages or less)

Section 2 – Anticipated Approach to the Project (15 pages or less)

Discuss the anticipated approach to the project. Section II - Scope of Work contains a number of requests for items to be discussed in the proposal. In addition, the District invites alternatives to any approaches embodied in the Scope of Work. Any proposed alternatives shall be clearly identified in the technical proposal. In developing the level of effort (hours by tasks), the Scope of Work as provided herein shall be assumed as the base proposal. For each alternative task proposed, a total level of effort for the proposed alternative shall be separately identified and an appropriate deduction or addition of task hours shall be included. The contractor shall also discuss expected challenges during the project and potential approaches to these challenges. This part of the proposal will be used to evaluate the extent to which the Contractor understands the project, its magnitude and its complexity.

The District has set a goal of 8% of the contract cost to be completed by an SBE firm. Please include how an SBE firm will be utilized in this project.

Section 3 – Contractor Qualifications (6 pages or less)

A statement of the contractor’s qualifications, including a list of three (3) of the most recent similar projects completed. The following information shall be included for each project:

- Start and end dates of project
- Contractor’s role in the project, and similarities with the Southerly Fiber Rehab Project
- Contact information (name, address, phone number) of individual responsible for project at the contracting agency

Section 4 – Contractor Personnel and Time Commitment (6 pages or less)

Include the résumé of the proposed Project Manager and his or her proposed time commitment to the project. The District reserves the right to approve the proposed Project Manager, and if that individual leaves the firm during the project, to subsequently approve their replacement.
Also, include the résumés of key staff members and/or sub contractors proposed to work on the project. The roles proposed for each sub contractor as well as their qualifications in that area shall also be identified in the proposal. The District fully expects that personnel included in the proposal will be assigned to the project. Any personnel added to the project team or changes of personnel in significant roles shall be subject to advance approval by the District.

Describe the availability and commitment of resources for this project.

Section 5 – Preliminary Schedule (3 pages or less)

A preliminary schedule showing the key tasks and activities and anticipated dates necessary to meet the Southerly Fiber Rehab Project deadline identified in Section IV - Schedule.

Section 6 – Required Forms and Statements (4 pages or less)

A completed District Equal Employment Opportunity form. A blank form is included in this RFP in Attachment A.

A statement indicating that the contractor has examined background reports and data and agrees to acquire the additional information needed to perform all aspects of the work as outlined in this Request for Proposal.

Statements confirming that no personal or organizational conflicts of interest are known to exist between the District and the Contractor and Sub contractors.

A statement confirming that all supplements have been received and reviewed by the Contractor.

A statement confirming that Attachment C - NEORSD Standard Clauses for Professional Services Agreements was reviewed and any potential items for discussion are noted in the proposal.

Section 7 – Task/Hour/Cost Summary (6 pages or less)

Task/Hour/Cost Summary Form and Hardware and Software Costs Form (Attachment B) completed for each activity necessary to fulfill the terms of this RFP. An electronic file spreadsheet in Excel format of these proposal forms accompanies the RFP for the contractor to use in their proposal. The contractor shall break the project down by the tasks identified in the Scope of Work (i.e., Subtask A-1, A-2, etc.). The total of the hours for all tasks shall accurately reflect the total effort needed to perform the entire project as outlined in the RFP. Hours in all tasks shall be identified by labor category for each activity. Hardware and software costs shall be broken down by District site. All proposed subcontractors should also have completed proposal forms.
The District will use these forms to assist in evaluation of the proposals. The District reserves the right to request additional task / hour / cost information. A prompt response of one (1) working day shall be adhered to in these requests.

Section 8 – Oral Presentation

The top three contractors by score will be given the opportunity to conduct an oral presentation on the day listed below. If you are selected, you’ll be notified by 5 p.m. on Tuesday November 3, 2009 of your assigned time and the location of where the presentations will take place.

- Thursday 11/5/09 8:30am- 10:00am
- Thursday 11/5/09 11:00am-12:30pm
- Thursday 11/5/09 2:00pm-3:30pm
SECTION VII - EVALUATION OF PROPOSALS

Proposals submitted to the District for the Southerly Fiber Rehab Project shall be evaluated by the Southerly Fiber Rehab Contractor Selection Committee utilizing the following criteria:

Pass/Fail Screening Criteria

Proposals not in compliance with the following pass/fail criteria will not receive additional consideration:

2. Avoidance of personal and organizational conflicts of interest as prohibited by State and local law.
3. Required information as specified in the RFP. The District will reject incomplete proposals.
4. Proposal conforms to Section VI, Proposal Format and Required Information. Emphasis will be on whether the proposal demonstrates an understanding of the project scope and the District’s needs and requirements as specified in the RFP.
5. Proposals must be received on or before the deadline date.

Proposals that comply with the above will be scored based upon the criteria presented below.

Scoring Criterion I
Cost
50% of the total score

Scoring will be based on consideration of the following:

1. Overall cost
2. Hourly rates
3. Approach to maintaining costs within or under budget

Scoring Criterion II
Method of accomplishing the Scope of Work
20% of the total score

Scoring will be based on consideration of the following:

1. Proposed organization of the work effort to include the following:
   • Collection, organization and display of data
   • Allocation of project staff to the different tasks and subtasks
   • Project communications
   • Problem definition, alternative development and alternative ranking
2. Innovations, alternatives, and enhancements to the Scope of Work as presented in the proposal.
3. Unique capabilities with likely high-impact applicability to the project.
4. Understanding of the appropriate levels of effort (hours) for various task areas. This evaluation will be based upon the estimated hours of effort for task areas as presented in the proposal.

5. Appropriate project financial and management controls to include the following:
   - Level of effort tracking
   - Quality assurance

**Scoring Criterion III**

*Experience and past performance of the firm on similar projects*

10% of the total score

This score will be based on:

1. The firm's experience in conducting projects of similar nature and complexity.
2. The ability of the firm to draw upon this experience to benefit the project.
3. The firm’s history of innovations in applicable project areas.

**Scoring Criterion IV**

*Experience, qualifications, and commitment of proposed key project personnel*

10% of total score.

Scoring will be based on consideration of the following:

1. The experience of proposed project personnel. Key project personnel must have held responsible project positions for similar projects.
2. The ability of the firm to provide appropriate back-up personnel for key project positions.
3. The degree to which the project personnel and team bring experience in the full range of skills needed to accomplish the Scope of Work.
4. The specific commitments made in the proposal for staffing key project positions, including percent of Project Manager’s time dedicated to the project.

**Scoring Criterion V**

*Written quality of the proposal*

5% of the total score

Scoring will consider the responsiveness of the proposal to the requests and requirements of the RFP. Additionally, proposals are expected to be organized, concise and well written.

Please note: All proposals will be evaluated against the first five criteria listed above. Only those selected for the Oral Presentations will be evaluated against Scoring Criteria VI.
Scoring Criterion VI
Quality of the oral presentation of the proposal; clarity
5% of the total score

The primary basis for the score will be comprised of the following:
- Presentation of the selected approach and of the qualifications of key project personnel
- Answers to questions that may arise from the Southerly Fiber Rehab Selection Committee during the interviews
- Questions arising from the presentation team
- Demonstration of the project team's understanding of the District's goals for the project
SECTION VIII - SELECTION PROCESS

Once all proposals have been received, the following steps will be followed to select the Contractor:

1. Technical proposals will be reviewed by the Southerly Fiber Rehab Contractor Selection Committee. Additionally, a phone survey may be conducted to evaluate the past performance of the participating firms on similar jobs. This survey will be limited to the contacts provided in the proposal as required in Section VI, Contractor Qualifications.

2. Each member of the selection committee will rank the contractors based upon the predetermined selection criteria in order to determine the top three contractors. The selection committee will then meet to conduct its formal selection process of the top three contractors based upon the predetermined selection committee ranking. The top three (3) contractors will be contacted on November 3, 2009 to schedule a presentation time for November 5, 2009.

3. Oral presentations by the contractor will allow the top three firms to make a presentation on their qualifications, elaborate on or emphasize important parts of their technical proposal, and provide any supplemental information relevant to this project. Key project personnel will be expected to take the lead in presenting and answering questions regarding the technical proposal. The interviews will also enable the Selection Committee to ask questions about the technical proposals and project approach. Interviews shall be limited to 1.5 hours in length – 1 hour for Contractor presentations and 30 minutes for a question and answer session.

4. After the Oral presentations, each member of the selection committee will finish scoring the top three (3) Contractors based upon the oral presentation and predetermined selection criteria. The selection committee will then meet to conduct its formal selection process to determine a winner.

5. Negotiations will be conducted with the highest ranked firm to agree upon a final Scope of Work and the fees for those services as proposed in the Proposal. The Contractor must be prepared to immediately begin contract negotiations upon notification of the award. If the Contractor is not able to begin contract negotiations, the District will disqualify the selected Contractor and begin negotiations with another Contractor-candidate. The District intends to negotiate a not-to-exceed price for this project.

After the final Scope of Work and fees have been negotiated, the maximum not-to-exceed price of the contract shall not be increased without written authorization by the District. Upon satisfactory completion of the contract, the District shall retain all remaining unused funds.

6. The Southerly Fiber Rehab Contractor Selection Committee will report to the Board of Trustees and will make a recommendation to enter into a contract based on the outcome of the selection process. All other contractors that were not selected will be notified via email after the Contract is awarded.
END OF RFP

ATTACHMENTS AND APPENDICES TO FOLLOW
Attachment A (Reference Email Attachment)

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Attachment B (Reference Email Attachment)

Task/Hour/Cost Summary Form
Attachment C (Reference Email Attachment)

NEORSD Standard Clauses for Professional Services Agreements
Appendix A

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Appendix B
Sample Patch Panel Documentation
END OF ATTACHMENTS AND APPENDICES