



**Request for Qualifications for
Fiber Optics Infrastructure
Needs Assessment**

November 23, 2016

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Introduction

The Port of Ridgefield is investing in dark fiber optic infrastructure to promote world-class, high performance economic development in Southwest Washington's Discovery Corridor. A publicly-owned dark fiber loop will reduce time-to-market deployment of high-speed fiber. The loop will lower up-front capital needs for service providers and allow them to better compete to serve end users. End users will benefit from system access, lower costs, greater bandwidth and more reliable, redundant service for this basic business infrastructure.

Without a robust fiber optic system, private next-generation industry will not locate in Ridgefield. This poses a significant risk to our community. Production plants, factories, corporate headquarters, offices, design and engineering studios even higher educational teaching and research all need advanced data transmission to compete. Connectivity via high-capacity, high-speed fiber optic network is a critical business infrastructure in today's business environment. The system must be reliable and redundant to ensure uninterrupted transmission. Without it our community will lose the opportunity to create high-paying jobs at a time when rapid residential growth is creating a wide spectrum of business opportunity within the Port District. The Port of Ridgefield believes that by building a fiber optic loop, we can better serve the economic potential of the people of Southwest Washington.

The Port of Ridgefield will provide a dark fiber loop to allow service providers to connect end-users with reliable, uninterrupted high speed voice & data transmission to support high quality job development in North Clark County.

The port has collected extensive anecdotal research that seems to verify the need for this kind of infrastructure in Ridgefield, the Discovery Corridor and north Clark County. It is hoped that the port's needs assessment will formalize the research and will provide an official qualitative and quantitative assessment of the need for fiber optics infrastructure in the Ridgefield Port District.

PROJECT GOALS

The Port of Ridgefield dark fiber optics team developed the following goals for the needs assessment:

- Validate anecdotal data about the need for fiber optics infrastructure in Ridgefield
- Educate constituents
- Brainstorm for ideas on how they would use broadband
- Help stakeholders determine whether pursuing broadband makes sense
- Motivating constituents to support and eventually subscribe to the network

HIGH PRIORITY REQUIREMENTS

Gather data and direct feedback from a variety of sources to determine in greater detail:

- What broadband resources (Internet infrastructure and services) are in place as well as resources that can facilitate much of the city and constituency groups (schools, hospitals, neighbors, etc.) shifting to a digital economy
- Do those resources adequately meet the current needs of various constituent groups
- What are the current and future needs of those constituents who are likely to use broadband in ways that produce the economic outcomes desired (e.g. local companies become more competitive, individuals improve job skills training)
- The potential financial or economic impact for respective constituents and organizations that use broadband to meet the needs identified
- Technology options that make sense relative to the short and long-term needs (e.g. wireless, fiber, cable)
- What network funding and business model options make sense for Ridgefield
- Which agencies and nonprofits potentially can facilitate network funding, broadband adoption and moving communities towards a digital economy

KEY STAKEHOLDERS

Key Stakeholders who have a vested interest in the success of a broadband network, including:

- President of the Columbia River Economic Development Council
- Presidents of the Ridgefield Business Association & Ridgefield Main Street Association
- Leaders (CEO, COO) of two of the larger companies in the Heron Gate Industrial Park
- Commercial real estate agents who work in the Discovery Corridor
- Clark County Council Member Julie Olson
- Ridgefield Mayor Ron Onslow
- Ridgefield City Manager Steve Stuart
- A representative from Legacy Salmon Creek Medical Center who can speak knowledgeably about healthcare delivery and technology and
- An administrator from Ridgefield School District
- An administrator from Clark College
- Washington State University Vancouver Chief Information Officer Michael Stamper
- Current area providers: Comcast (Xfinity & Comcast Business), CenturyLink, Wave Broadband, Integra Telecom, etc.

Timeline

Proposals must be received by 2 p.m. on Friday, December 16, 2016.

Submittal address:

Attn: Wonder Baldwin, Executive Assistant, wbaldwin@portridgefield.org

RFQ Process Timeline

Day/Date	Description
November 23, 2016	RFQ advertised
December 9, 2016 by 2 p.m.	Vendors' written questions must be received by Executive Assistant Wonder Baldwin using the Question Submittal Form on page 16.
December 12, 2016 by 2 p.m.	Written answers from the port for pertinent questions posed on the Question Submittal Form by the above date.
December 16, 2016 by 2:00 pm	RFQ responses must be received by the deadline at the email address above. It is the responsibility of the vendor to verify receipt of electronic submittals.
December 19-22, 2016	Vendors' responses will be analyzed and scored by the evaluation team. The total score will factor heavily into the port's decision as to which vendors will be considered finalists.
December 27, 2016 by 5:00 pm	A decision is made as to which vendor(s) will be finalists. All vendors will be notified of the port's decision.
December 29, 2016	Finalists' references may be contacted at the Port of Ridgefield's discretion.
January 4, 2017	Award to apparent successful vendor is made.
By January 12, 2017	Subject to successful negotiation of terms and conditions, notice of award to apparent successful vendor posted on website

Preferred Project Timeline

(subject to negotiation with selected vendor)

By January 19, 2017: Vendor meet with Port of Ridgefield team, create implementation plan

By January 27, 2017: Vendor begins research & outreach

By March 17, 2017: Vendor presents preliminary results to Port of Ridgefield team

By March 31, 2017: Vendor provides final draft of research results to Port of Ridgefield team

RFQ Response Submittal Requirements

SUBMITTAL FORMAT

RFQ responses are required to be in an electronic format that can be easily shared among the evaluation team. Vendors are encouraged to think creatively about the format of the submission as proof of their ability to 1) design in a way that is professional and current, 2) organize information, and 3) provide instructions for accessing your submission that makes sense to both tech-savvy and tech-challenged staff.

SUBMITTAL CHECKLIST

Vendor response must include the following:

- Vendor background and non-collusion checklist
- REQ Response (maximum of 10 pages – see below)
- Pricing schedule (see below)

PROPOSAL REQUIREMENTS

Vendor proposals must be no more than 10 pages and include the following items in the following order.

- Overview of vendor qualifications and experience.
- Summary of vendor project management abilities and approach.
- Summary of vendor implementation abilities and execution of research.
- Summaries of up to three (3) similar past projects.
- At least three (3) references including phone numbers, email addresses and samples of similar previous executions.

PRICING SCHEDULE

Include costs for each of the following project components. Specify number of hours or flat fee.

- Project Management & strategy development
- Research Design
- Research Implementation and Execution
- Report Writing – draft & finalization
- Reimbursable Expenses (including travel)

Scope of Services

VENDOR RESPONSIBILITIES

The selected vendor will:

- Develop an overall project plan including a plan for the research
- Work with port staff to become familiar with market and stakeholders
- Conduct quantitative & qualitative research involving all key stakeholders listed in the Request for Qualifications, at a minimum
- Verify/confirm (or refute) anecdotal research already collected by the port
- Provide a complete and comprehensive report of the research findings and methodology

PORT OF RIDGEFIELD RESPONSIBILITIES

The Port of Ridgefield will be responsible for:

- Share anecdotal research with vendor
- Provide in-depth background of Dark Fiber Optics project & significance
- Provide background of all public and stakeholder outreach to this point

Vendor Background and Non-Collusion Checklist

This checklist is available in an Excel document by request. Contact wbaldwin@portridgefield.org.

FULL LEGAL NAME OF COMPANY			
TYPE OF BUSINESS			
FEDERAL EMPLOYEE ID NUMBER (FEIN)			
ADDRESS PORT/STATE/ZIP			
EMAIL ADDRESS			
WEBSITE ADDRESS			
PHONE			
FAX			
Background Information	YES	NO	Additional Comments
Has your company operated at least 1 year without interruption?			
Has an owner of your company been convicted of a crime within the past 10 years?			
Does any employee or official of the Port have any financial or other interest in your firm?			
Does your company maintain insurance in amounts specified by Port contract?			
<ol style="list-style-type: none"> 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit <i>(if no, this does not necessarily eliminate vendor from submittal)</i>. 			
If no, describe differences:			
Are there any claims pending against this insurance policy?			
If yes, describe:			

Does your company maintain Professional Liability Insurance?			
Has your company been in bankruptcy, reorganization or receivership in the last five years?			
Has your company been disqualified by any public agency from participation in public contracts?			
Is your company licensed to do business in the State of Washington?			
Non-Collusion Statement	YES	NO	Additional Comments (Optional)
I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this bid/quote, and is in all respects fair and without collusion or fraud.			
Addenda Statement	YES	NO	Additional Comments (Optional)
Undersigned acknowledges that addenda _____ through _____ have been taken into account as part of this requirement. The undersigned hereby accepts the terms and conditions as set forth herein. The undersigned hereby accepts the terms and conditions as set forth herein. This page must be signed and dated by the vendor's representative who is legally authorized to contractually bind the vendor.			
NAME			
TITLE			
SIGNATURE			
DATE			

RFQ No Response Letter

Please submit using the following format (or similar) to: wbaldwin@portridgefield.org

PORT OF RIDGEFIELD
RFQ: Dark Fiber Optics Needs
Assessment

NO SUBMITTAL FORM

Dear Prospective Vendor:

Your feedback is valuable! If you decide not to submit a response to this RFQ, we would like to know why. Thank you in advance for taking the time to send us your thoughts and suggestions.

Reason for not submitting a bid in response to this solicitation:

FULL LEGAL NAME OF COMPANY _____

ADDRESS PORT/STATE/ZIP _____

EMAIL ADDRESS: _____

PHONE: _____ FAX _____

NAME (PLEASE PRINT) _____

TITLE _____

SIGNED _____

DATE: _____

RFQ Evaluation Criteria

An evaluation team including members of the Port of Ridgefield web/social media team will evaluate the RFQ responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the Port of Ridgefield reserves the right to conduct on-site visits of any vendors' facilities and/or require any vendor to participate in a presentation to the evaluation team (and others) of the items contained in the RFQ response and any other items deemed appropriate by the Port of Ridgefield.

If an award is made as a result of this RFQ, it shall be awarded to the vendor whose proposal is most advantageous to the Port with price and other factors including, but not limited to:

- Responses to the RFQ questions; demonstrated technical ability and expertise
- Financial stability;
- Reference calls and/or recommendations
- Memberships, licenses, ISO Certifications or any other applicable membership or certifications
- Presentations to the Port evaluation team and others (if applicable)
- On-site visits at vendor's site (if applicable), product samples which the Port may, at its discretion, request as part of the RFQ process
- Any additional criteria deemed appropriate by the Port which would lend itself to establishing the Service Provider's viability to perform the work as outlined in this RFQ.

When determining whether a vendor is responsible, or when evaluating a vendor's proposal, the following factors will be considered, any one of which will suffice to determine if a vendor is either not a responsible vendor or if the vendor's proposal is not the most advantageous to the Port:

1. The ability, capacity and skill of the vendor to perform the contract or provide the service required.
2. The character, integrity, reputation, judgment, experience and efficiency of the vendor.
3. Whether the vendor can perform the contract within the time specified
4. The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's failure to perform satisfactorily or complete any written contract. The Port's termination for default of a previous contract with a vendor shall be deemed to be such a failure.
5. The previous and existing compliance by the vendor with laws relating to the contract or services.
6. Evidence of collusion with any other vendor, in which case colluding vendors will be restricted from submitting further bids on the subject project or future tenders.
7. The vendor is not qualified for the work or to the full extent of the RFQ.
8. There is uncompleted work with the Port or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work bid upon.
9. The vendor failed to settle bills for labor or materials on past or current public or private contracts.
10. The vendor has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
11. The vendor has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other

state, by the United States, or in a foreign country, province or municipality. Vendors shall affirmatively disclose to the Port all such convictions, especially of management personnel or the vendor as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the Port's sole option and discretion, for termination for default subsequent to award or execution of the contract.

12. More likely than not, the vendor will be unable, financially or otherwise, to perform the work.
13. At the time RFQ award, the apparent successful vendor must obtain a City of Ridgefield business license. Failure to do so will constitute a determination that the vendor is not responsive and may be disqualified.
14. Such other information as may be secured having a bearing on the decision to award the contract.
15. Any other reason deemed proper by the Port.

Good Faith

This RFQ has been compiled in good faith. The information contained within is selective and subject to the Port's updating, expansion, revision and amendment.

Right to Cancel

The Port reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process and/or the program which is outlined within this RFQ at any time, and notice shall be given in a timely manner thereafter. The Port will post changes and updates to this RFQ, including answers to questions, on the Port's website. It is the sole responsibility of respondents to keep up-to-date on the RFQ process.

Not an Award

Recipients of this RFQ are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering or awarding a contract, representation or agreement of any kind between the Port and any other party, save for a formal written contract, properly executed by both parties.

Property of the Port

Responses to this RFQ will become the property of the Port and therefore public information. Responses will form the basis of negotiations of an agreement between the Port and the apparent successful vendor.

Port not Liable for Costs

The Port is not liable and will not be responsible for any costs incurred by any vendor(s) for the preparation and delivery of the RFQ responses, nor will the Port be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFQ finalists to the Port.

Port's Expectations

During the review of this document, please note the Port's emphasis on the expectations, qualities, and requirements necessary to be positioned as an RFQ finalist and successful vendor.

Waiver of Minor Administrative Irregularities

The Port reserves the right, at its sole discretion, to waive minor administrative regularities contained in any proposal.

Single Response

A single response to the RFQ may be deemed a failure of competition, and in the best interest of the Port, the RFQ may be cancelled.

Proposal Rejection; No Obligation to Buy

The Port reserves the right to reject any or all proposals at any time without penalty. The Port reserves the right to refrain from contracting with any vendor. The release of this RFQ does not compel the Port to purchase. The Port may elect to proceed further with this project by interviewing firm(s) well-suited to this project, conducting site visits or proceeding with an award.

Right to Award

The Port reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms the vendor can offer.

Withdrawal of Proposals

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFQ Coordinator. The vendor may submit another proposal at any time up to the proposal closing date and time.

Non-Endorsement

As a result of the selection of a vendor to supply products and/or services to the Port is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the Port in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Port.

Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a vendor's proposal, the Port will comply according to the Open Public Records Act, chapter 42.17 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

Errors in Proposal

- The Port will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.
- The Port reserves the right to make corrections or amendments due to errors identified in proposals by the Port or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.
- If, after the opening and tabulation of proposals, a vendor claims error and requests to be relieved of award, s/he will be required to promptly present certified work sheets. The RFQ

Port of Ridgefield RFP: Dark Fiber Optics Infrastructure Needs Assessment

- Coordinator will review the worksheets and if the RFQ Coordinator is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the vendor may be relieved his/her proposal.
- After opening and reading proposals, the Port will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between a price per unit and the extended amount of any proposal item, the price per unit will control. The Port will use the total of extensions, corrected where necessary.

Bid Bond

A bid bond is not required

Performance Bond

A performance bond is not required.

Payment Bond

A payment bond is not required.

Funding

Any contract entered into as a result of this RFQ is contingent upon the continued funding by the Port of Ridgefield.

Ridgefield Business License

The successful vendor is responsible for compliance with Ridgefield business license requirements per Ridgefield Municipal Code. Vendors may call (360) 887-3557, or visit the City's website (<http://www.ci.ridgefield.wa.us/finance/page/business-license-application-and-renewals>) for business license information.

Terms of Payment

The Port's terms of payment are Net 30. Payment will be made within 30 days upon receipt of an undisputed invoice for goods that have been delivered and accepted. No down payment or advance payment of any kind will be made. Washington State law requires proof that the materials have been furnished, the services rendered or the labor performed as described before payment may be made. A vendor may submit an invoice for partial shipments or progress payments. All invoices must be submitted to:

Port of Ridgefield
Accounts Payable
111 West Division Street
Ridgefield, WA 98642