



REQUEST FOR PROPOSALS

Wireless Network Proposal Invitation

The City of Carbondale, IL (City) is soliciting proposals from qualified vendors to build out, own and operate a municipal wireless network (the network) in the downtown area (see attached Network Coverage Map). The preferred vendor must demonstrate prior experience working with government agencies developing wireless broadband networks.

Goal of Network

The proposed wireless deployment described in this document is a key component of the City's "Downtown Master Plan" that was adopted by City Council in April, 2016. The purpose of this downtown plan is to continue to shape the City's downtown into a viable destination for residents, students, and visitors alike. A municipal wireless network is seen as an important amenity to visitors to the downtown area and an aid in the revitalization and economic growth of the area. Additional information on the Downtown Master Plan can be found on the City's website under "Resource Links": <http://explorecarbondale.com/downtown-master-plan>

Description of Network

The network will be owned, managed and maintained by the selected vendor. The contract duration will be for 3 years. Recurring charges to the city will be on a monthly basis. The approximate boundaries for the network are; Jackson Street to the north, Mill Street to the south, South University Avenue to the west and South Washington Street to the east. The City has a number of municipally owned assets that can be used as attachment points for wireless devices that include light poles along a bike path that follows the train tracks through downtown.

The network will provide wireless Internet access free of charge at the minimum speed of 3 MB to each visitor to the downtown area outlined on the attached map. There will be an option of increasing the bandwidth to 5 MB per visitor during the 3 year contract period. The network should be capable of facilitating up to 100 users per access point. The wireless protocol used must be compatible with commonly used handheld devices (smartphones, iPads, etc).

A process to address design changes due to unforeseen demand patterns must also be provided. Also to be included in the proposal is a process that addresses procedures for reporting/addressing trouble calls, network outages, etc. A proposed network map showing access point locations and other pertinent information shall be included in the successful vendor's proposal as well.

Access to Network

Access to the network will be based on Open Authentication with one hour of continuous connection (access will expire after one hour, after which the user will be asked to reinitialize access), with no limit on number of reconnections. All those accessing the network will be presented a "splash page" upon initial access that will outline the Acceptable Use Policy, as well as offer an opportunity to provide an advertising medium for downtown businesses. The details of the advertising portion of the splash page will be determined later. In addition to access by the general public, the wireless network may also be used by City agencies in public safety (video surveillance) and possibly other roles.

Usage reports

The City will require monthly usage reports that include: percent uptime and downtime; throughput characteristics; number of users on network, both in aggregate and by individual access point; and other statistics deemed pertinent by the City.

City's Asset Inventory/Attachment Points

The selected vendor will be responsible for determining all access point attachment locations. Access to City-owned infrastructure will be made available (see attached Network Coverage Map). Power will be made available on the City-owned infrastructure indicated on the map. If the vendor chooses to use attachment points that are not owned by the city, the vendor will be responsible for arranging agreements with the owners of that infrastructure and for securing power for their equipment. The selected vendor is advised that the utility services currently located on utility poles along South Illinois Avenue in the downtown area from Cherry Street to Mill Street may be moved within the 3 year contract period and that the existing utility poles may not be available as attachment points for the entire duration of the contract. The City Manager's office will be the primary point of contact for the selected vendor.

Vendor Will Provide

The City will be "held harmless".

Proof of insurance will be required:

General Liability: per occurrence limit \$1,000,000

Workers Compensation: statutory limits

Auto: \$1,000,000 combined single limit, including hired/non-owned liability

Timeline

April 22, 2016, RFP issued

May 2, 2016, 2:00 p.m. Pre-proposal conference

May 13, 2016, Vendor response due by 5:00 p.m.

May 25, 2016, City will select network vendor
August 12, 2016, Wireless network installed, tested and ready to go live

Timeline and Pre-Proposal Conference

Vendor proposals are due by May 13, 2016, 5:00 p.m. In an effort to answer vendor questions in a fair and efficient manner, a pre-proposal vendor dial-in will be held on May 2, 2016 at 2:00 p.m. Vendor questions are requested by **April 29, 2016**, and shall be submitted to gwilliams@explorecarbondale.com. The dial-in number will be provided upon request. Spontaneous questions will be answered on the day of the Pre-Proposal Conference when feasible. Answers to all questions asked during the conference will be available as soon as possible following the event.

Proposal Submission

Interested vendors should submit proposals by FAX, email or US Mail not later than 5:00 PM, **May 13, 2016**, detailing company name, contact information, any requirements of the City in addition to those stated above, plans for deployment, and reasons why they should be selected. Proposals should be submitted to:

Gary Williams
200 South Illinois Avenue
Carbondale IL 62901
Fax: 618-457-3224
Phone: 618-457-3226
Email: gwilliams@explorecarbondale.com

Evaluation Criteria

The City hereby notifies all potential vendors that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or on any other basis prohibited by law.

The City reserves the right to reject any and all proposals.

The City reserves the right to waive any informality or minor irregularity when it is in the best interest of the City to do so, to negotiate for the modification of any proposal with mutual consent of the potential vendor, to re-advertise for proposals if desired, and to accept the proposal which in the judgment of the City, even though it does not offer the lowest cost, is nevertheless deemed to offer the best value for the public and City. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be cause for rejection. The City may negotiate with one or more potential vendors concurrently, and enter into a contract with such vendor who is determined, by the City, to provide the services which

are in the interest of the City. The City may agree to such terms and conditions as it may determine to be in its interest.

All proposals received will be evaluated by a selection committee that will be composed of representatives of the City of Carbondale, Administrative Staff and others (see attached Evaluation Form).

The proposals received will be judged based on the following criteria:

1. Quality, completeness and clarity of the proposal, in relation the specifics listed within this Proposal Invitation.
2. Ability of the responding firm to implement a wireless network, as evidenced through prior experience with similar projects
3. How closely the Network Coverage Map in vendor's proposal matches the one attached to this proposal
4. Total cost of the proposal to the City
5. Network speed to the end user and additional features offered
6. Adherence to the specified timeline

Attachments:

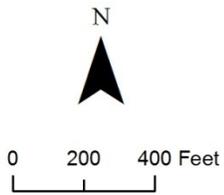
- Attachment A: Network Coverage Map
- Attachment B: Evaluation form

Wireless Network Proposal Invitation
Attachment A: Network Coverage Map

Proposed WiFi Coverage Area

Legend

-  Downtown Area
-  Proposed Bike Path



Attachment B: Evaluation form

Firm/Agency Submitting Proposal: _____

Firm Address: _____

Firm Contact Info (Phone, Fax, email): _____

Name of Project: _____

Evaluator: _____

Evaluation Criteria/Score

I. Completeness of Proposal (0-40) _____
Quality, completeness and clarity of the proposal, in relation the specifics listed within this Proposal Invitation.

II. Delivery Date (0-10) _____
Can it be accomplished in the timeline identified in this request?

III. Cost (0-20) _____
Summarization of total cost of project.

IV. Company Capabilities (0-10) _____
Brief history of the business listing references and similar systems installed and serviced. Is the business in good financial standing with the community?

V. Versatility (0-10) _____
Does this business possess the ability to accommodate the needs and requirements of the City of Carbondale?

VI. Network Coverage (0-10) _____
How closely does Vendor’s proposal reflect the Network Coverage Map supplied with this request?

TOTAL POINTS (Not to Exceed 100) _____

APPROVED _____

NOT APPROVED _____

AUTHORIZED SIGNATURE _____

TITLE _____

Comments: