



INVEST NEWARK

REQUEST FOR PROPOSAL

RFP #20210726-001 – Fiber Optic Infrastructure Audit

NEWARK, NJ

**ADMINISTERED BY:
INVEST NEWARK**

RFP Release Date:	Tuesday, July 27, 2021
RFP Pre-Submission Q&A:	Wednesday, August 4, 2021
Due Date:	Tuesday, August 24, 2021

**Bernel Hall, President & CEO
Vanessa Quijano, SVP of Business Development**

A. INTRODUCTION

Invest Newark invites proposals from **experienced fiber optic services company** to perform an audit and assessment for the City of Newark's Fiber Optic Infrastructure in order to develop the Newark Fiber growth strategy and expand Broadband service across the city. In partnership with the City of Newark, the project will entail work on City-owned fiber infrastructure.

B. PROJECT SUMMARY

Invest Newark manages Newark Fiber, the innovative program that offers Gigabit and 10 Gigabit internet connections in participating residential and commercial buildings, parks, in public spaces, and eventually in single family homes. Newark Fiber is built on the City of Newark's Fiber Optic Infrastructure.

Invest Newark with the City of Newark needs an audit of the entire Fiber Optic Infrastructure as well as the Newark Fiber network to determine the coverage, capability & functionality of the network as it currently stands in order to make sound decisions regarding offerings, limitations, improvements & investments into the network. A fiber assessment is needed to determine the full extent reach of the fiber and Newark Fiber network assets. OTDR testing of the fiber optic infrastructure is needed to determine functionality. CAD mapping & Documentation is needed to clearly show what is there.

Vendor should have a minimum of 3 years of experience and provide a list of customer references. Vendor should have experienced fiber technicians, CAD designers, arial and dark fiber crews & equipment available to assess anywhere between 15 and 25 locations in the City of Newark. The vendor should assign a project manager to communicate and report to Invest Newark and the City of Newark. The individual consultant(s) provided by selected vendor will possess the necessary experience and ability in the fields and related disciplines to perform the services.

Infrastructure Details

- Estimated 30 Linear Miles of Dark and Arial Cabling

- City WAN 288 strand backbone
- Engineering (Traffic Infrastructure) 72 count backbone
- Operating 5 to 6 separate Networks

C. PRE-BID MEETING

There will be mandatory pre-bid meeting with a question and answer session with the Newark Fiber team as follows:

Date: Wednesday, August 4, 2021

Time: 8:30 AM

Location: Virtual on Zoom

The purpose of this meeting is to give bidders the opportunity to ask questions about the project. If you are intending to send representatives to this meeting please send a confirmation email to newarkfiber@investnewark.org by 3:00 PM on **August 3, 2021**.

Answers to Questions at the Pre-Bid meeting will be distributed to all bidders.

Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered by the appropriate individuals and answered within two business days. Questions and answers will be shared with all bidders.

D. PROJECT SCHEDULE

Vendors shall submit a complete proposed project schedule with their bid, confirming their ability to start on the project on **September 20, 2021** and confirming a substantial completion date.

E. EVALUATION AND SELECTION

All RFP submittals will be reviewed using the following evaluation and selection criteria:

By use of numerical and narrative scoring techniques, RFP submittals will be evaluated by the Invest Newark staff against the factors specified below. Shown in parentheses

next to each criterion is the maximum number of points that can be awarded by the evaluator based on a 100-point scale.

A minimum score of 75 points must be obtained in order for a vendor to proceed to the final selection process.

1. RFP Application: Complete Package (10 points)
2. Proposed Scope of Work (25 points)
3. Experience over last 3 years (25 points)
4. References and Past Clients (15 points)
5. Newark resident / business (15 points)
6. MWBE or Veteran Business (10 points)

As part of the selection process for the most qualified applicants, Invest Newark may require finalists to interview to further explain their submittals. If such interviews are conducted, the presentations will also be factored into the final scores. However, applicants are advised that selection may be made without interviews or further discussion. Invest Newark reserves the right to reject any or all submittals and to waive any irregularities or informalities in the submittals received. In the event of any such rejection, Invest Newark shall not be liable for any costs incurred by the applicant in connection with the preparation and submittal of the RFP.

G. SCOPE OF SERVICES

Part 1 - WAN Backbone Utilization Count

- Audit of the fiber backbone to discover the fiber count and utilization; specifically, the Newark WAN Backbone.
 - Find lost legs
 - Investigate 100 Locations – Traffic cabinets, Fiber HUBs, Fiber to Police and Fire bldgs.

- Meet with City of Newark Engineering & any departments necessary for infrastructure
- Document the amount of strands going in & all directions of fiber leaving patch panels as well as splice enclosures.
- Note of any inconsistencies that may be present on current fiber renderings.
- Assessment will include multiple outdoor splice cans (above and underground locations) and multiple HUB Sites.

Part 2 - Newark Fiber ISP's Fiber Utilization Count

- Audit of Newark Fiber 24 strands to discover how much fiber is active vs. non-active.
- Assess Newark Fiber ISP Customers (Commercial & Residential Buildings) and HUB Sites used by the Program.

Part 3 - Quality Assessment

- To ensure quality and reliability of network service, the vendor will conduct an assessment of all major Hub sites/Network Core sites (10 to 15 locations)
 - OTDR test dark Newark Fiber to determine readiness & functionality.
- The vendor will provide professional advice or recommendations and a repair report to address any current issues.

Part 4 - Documentation and Mapping

- Assess all new fiber builds and extensions from 2016 to the current time. This may involve visiting various locations and analyzing engineering documentation that has been collected from 2016 to the current time.
- Update the current splice diagram and add completed as-built's to the overall documentation.
- Update the existing CAD file with all new extensions and installations. Work should be delivered as AutoCAD2019 file (or newer version) and PDF (High Quality Resolution).

Invest Newark and the City of Newark will negotiate a memorandum of agreement (MOA) with the awarded organization.

A project kickoff meeting will occur at Invest Newark's office with the City of Newark's Office of Information Technology once the MOU is executed. During which time, Invest Newark, the City of Newark and awarded organization will be able to define the scope and validate items being assessed.

Vendors are required to use at least 40% Essex County-based and/or MWBE subcontractors if your organization is a non-Newark based organization.

H. PROPOSAL REQUIREMENTS

All proposals must be received in their entirety at or before 5:00 PM on **Tuesday, August 24, 2021**.

One (1) PDF copy shall be submitted via E-mail to newarkfiber@investnewark.org or by mail. All proposals should be addressed to:

Invest Newark
111 Mulberry Street, Suite LL
Newark, NJ 07102
ATTN: Newark Fiber
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Submission Requirements:

- **Organization Information, Overview and Organizational Structure**

Submitters shall provide a company overview. Organizations must identify the Project Manager and the role of each member of the Team.

Submitters shall provide an organizational chart and narrative description that identifies the proposed team structure clearly delineating relationships

between the members. Summary qualifications of key Project staff should be included as well as a description of their role on this Project and relevant experience.

- **Past Performance**

Submitter's qualifications should demonstrate expertise, financial capacity and proven experience in similar projects and public-private partnerships.

Submitters must provide illustrative materials on five (5) recent projects of similar or comparable size and scope over the past three years. Past Performance examples shall include at a minimum:

- a. Name / address / location of project
- b. Team members including project manager, sub-contractors
- c. Number of years of relevant experience
- d. References including names, addresses, telephone numbers and email addresses and a letter authorizing each reference to respond to inquiries regarding the project
- e. Certificate of Insurance (most recent)
- f. Certificate of Bonding and the Bonding organization contact information
- g. A list of any projects on which the vendor, its parent company, or any member of the Team has **defaulted or declared bankruptcy**, and an explanation of each default or bankruptcy.
- h. Detailed information regarding **any criminal indictments or felony convictions** of the vendor or any principal, officer, director, partner, member, manager or equivalent of any person or entity constituting a member of the Team.

- **Project Plan**

The Project Plan should demonstrate an understanding of the opportunities and constraints of the fiber optic infrastructure audit and assessment. The Project Plan must include at a minimum, the following:

- a. Brief narrative description of the Submitter's vision for the Project
- b. How the Project Plan addresses each of the requirements addressed in Section B and Section G of this RFP
- c. A phasing plan that indicates the sequence in which the project will be completed

- **Project Schedule**

Submitters must submit a Project schedule, detailing the duration (in number of weeks) and dates for key milestones beginning at initial selection through completion of project. Submitters must identify the anticipated time required for each governmental approval. The Project Schedule must address at a minimum, the following:

- a. Local governmental approvals and actions
- b. Permitting process
- c. Audit period
- d. Assessment period
- e. Report and Recommendations Presentation

- **Financials**

Submitters shall provide their anticipated sources of Project financing. Anticipated financing costs, discussion of the risks and benefits of the proposed structure, and how it is the most advantageous to the City shall also be addressed.

- **Additional Information**

- Each submitter is required to complete the attached '**Scope of Work**' **template** to provide their proposed bid contract value.
- The scope of work template shall also include a list of bidding contractor's major subcontractors with sub-contract values over five thousand dollars.
- Any other information to assist Invest Newark in its evaluation of the Proposal including a statement of why Invest Newark should select the organization and its team.

I. STATEMENT OF NON-COMMITMENT

- Issuance of this RFP does not commit Invest Newark to award a contract or to pay costs incurred in the preparation of proposals responding to the RFP.
- Invest Newark reserves the right to reject any or all proposals and re-advertise.
- Invest Newark may reject any or all submissions as it deems in its best interest.
- Invest Newark reserves the right to waive any irregularities or technicalities when it deems the public interest will be served.
- The successful firm must enter into a contract with Invest Newark, which specifies requirements for indemnification, insurance, and other applicable policies.

J. QUESTIONS & ANSWERS

Applicants may submit questions and/or requests for further information no later than 5:00 PM on **August 10, 2021**. Questions and/or requests for further information should be sent via email to newarkfiber@investnewark.org. All email correspondence should include the RFP name in the subject heading.

K. TENTATIVE SCHEDULE

RFP distribution:	July 27, 2021
Pre-Bid Q&A:	August 4, 2021, 8:30 AM
Deadline for written questions:	August 10, 2021, 5:00 PM
Proposals due:	August 24, 2021, 5:00 PM

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SCOPE OF WORK (TEMPLATE)

<p>Part 1 WAN Backbone Utilization Count</p>	<p>Audit of the fiber backbone to discover the fiber count and utilization; specifically, the Newark WAN Backbone.</p>	
	<p>[ADD STEPS AND DETAILS AS NECESSARY]</p>	<p>Start Date Completion Date Or # Days/# Weeks to Complete</p>
	<p>Assessment will include multiple outdoor splice cans (above and underground locations) and multiple HUB Sites.</p>	
	<p>[ADD STEPS AND DETAILS AS NECESSARY]</p>	<p>Start Date Completion Date Or # Days/# Weeks to Complete</p>
<p>Part 2 Newark Fiber ISP's Fiber Utilization Count</p>	<p>Audit of Newark Fiber 24 strands to discover how much fiber is active vs. non-active.</p>	
	<p>[ADD STEPS AND DETAILS AS NECESSARY]</p>	<p>Start Date Completion Date Or # Days/# Weeks to Complete</p>
	<p>Assess Newark Fiber ISP Customers (Commercial & Residential Buildings) and HUB Sites used by the Program.</p>	
	<p>[ADD STEPS AND DETAILS AS NECESSARY]</p>	<p>Start Date Completion Date Or # Days/# Weeks to Complete</p>
<p>Part 3 Quality Assessment</p>	<p>To ensure quality and reliability of network service, the vendor will conduct an assessment of all major Hub sites/Network Core sites (10 to 15 locations)</p>	
	<p>[ADD STEPS AND DETAILS AS NECESSARY]</p>	<p>Start Date Completion Date Or # Days/# Weeks to Complete</p>

