**REQUEST FOR PROPOSALS (RFP)**  
FOR ENGINEERING AND CABELING SERVICES

<table>
<thead>
<tr>
<th>RFP Title: Flathead County Direct Optical Fiber Backbone Cabling, South Campus to Flathead Emergency Communications Center</th>
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</thead>
</table>
| **RFP Response Due Date and Time:**  
8:30 A.M., Mountain Time/ November 12, 2019 | **Issue Date:**  
October 3, 2019 |
| **ISSUING AGENCY INFORMATION**  
Flathead County Commissioners Office  
800 South Main Street, Room 302, Kalispell, MT 59901  
Single Point of Contact (SPOC): Whitney Aschenwald  
(406) 758-2467, waschenwald@flathead.mt.gov  
Website: http://flathead.mt.gov/commissioner/ |

**INSTRUCTIONS TO FIRMS**

Return Sealed Proposals to:  
Flathead County Commissioners Office  
800 South Main Street, Room 302  
Kalispell, MT 59901

Mark Face of Envelope/Package with:  
RFP Response-OFB Cabling

Special Instructions:

**FIRMS MUST COMPLETE THE FOLLOWING**

<table>
<thead>
<tr>
<th>Firm Name/Address:</th>
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</thead>
<tbody>
<tr>
<td>(Name / Title of Firm Principal)</td>
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<tr>
<td>(Signature of Firm Principal)</td>
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<tr>
<td>Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges the firm understands and will comply with the RFP specifications and requirements.</td>
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<thead>
<tr>
<th>Type of Entity (e.g., corporation, LLC, etc.)</th>
<th>Phone Number:</th>
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</thead>
<tbody>
<tr>
<td>E-mail Address:</td>
<td>FAX Number:</td>
</tr>
</tbody>
</table>

| Total Project Price Proposal: $ |  |

FIRMS MUST RETURN THIS COVER SHEET WITH RFP PROPOSAL
The Flathead County Board of Commissioners is requesting Proposals from firms interested in providing professional engineering and cabling services to Flathead County, pursuant to the requirements of Section 18-8-201 et seq., M.C.A. Engineering and cabling services are needed for the installation of a direct optical fiber backbone from Flathead County’s South Campus building, to the Flathead Emergency Communications Center. The selected firm will be requested to install, splice, terminate, test, label and document new inter building fiber optic communication cables between Flathead County’s South Campus Building server room located at 40 11th Street West, Kalispell, MT to the Flathead Emergency Communications Center server room located at 625 Timberwolf Parkway, Kalispell, MT. The installation environment could include tie in and coordination with existing and new optical fiber and copper facilities, underground duct banks, direct-buried conduit, utility tunnel pathways. The Contractor shall be responsible for: placement of cable, installation and attachment of cable to support devices within the utility tunnel system, underground structures, and pole lines, the placement of conduit, the installation of pull-boxes, the furnishings of fiber optic splice closures, and installation of termination hardware, and other as specified by the Flathead County Information Technology Department.

**RFP Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Whitney Aschenwald, Flathead County Commissioners Office  
800 South Main St., Room 302, Kalispell, MT 59901  
(406) 758-2467, waschenwald@flathead.mt.gov

- **A project site tour is scheduled for 9:00 a.m. on Wednesday October 23, 2019.** Contractors should meet in the 1st floor lobby of the Flathead County South Campus Building located at 40 11th Street West, Kalispell, MT at 9:00 a.m. Please notify the project single point of contact by October 22, 2019 if you plan to attend.
- **Questions about this RFP must be submitted via e-mail or in writing to Whitney Aschenwald, waschenwald@flathead.mt.gov, 800 South Main Street, Room 302, Kalispell, MT 59901 by 5:00 p.m., October 28, 2019.** No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County’s responses will be posted by 5:00 p.m., October 31, 2019 on the Flathead County webpage at: [http://flathead.mt.gov/commissioner/](http://flathead.mt.gov/commissioner/)
- **Proposals must be submitted to or received by the Commissioners’ Office located at 800 South Main Street, Room 302, Kalispell, MT no later than 8:30 a.m. on November 12, 2019.** Please note November 11, 2019 is a holiday and County offices will be closed.
- **Six (6) copies of the RFP proposal must be submitted as well as one (1) electronic disk copy or USB drive.**  
  Please label outside of proposal package envelope as: **RFP Response-OFB Cabling.**  
  Proposals are scheduled for opening by the Board of Commissioners at 9:00 a.m. on November 12, 2019.
REQUEST FOR PROPOSALS (RFP) FOR DIRECT OPTICAL FIBER BACKBONE CABLING, SOUTH CAMPUS TO FLATHEAD EMERGENCY COMMUNICATIONS CENTER

TARGET SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME / DATE</th>
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<tbody>
<tr>
<td>Project Site Tour</td>
<td>9:00 a.m. October 23, 2019</td>
</tr>
<tr>
<td>Deadline for Receipt of Written Questions on RFP</td>
<td>5:00 p.m. October 28, 2019</td>
</tr>
<tr>
<td>RFP Question Responses Posted on County Website</td>
<td>5:00 p.m. October 31, 2019</td>
</tr>
<tr>
<td>RFP Proposals Due to Commissioners Office</td>
<td>8:30 a.m. November 12, 2019</td>
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BACKGROUND INFORMATION

Flathead County and its Information Technology Department desire to move their primary data center from its current location in the basement of the Flathead County Justice Center to Flathead County’s state of the art server room located at the Flathead Emergency Communications Center.

SCOPE OF WORK FOR ENGINEERING/CABLING SERVICES

REQUIREMENTS SPECIFICATION

This Requirements Specification (RS) document defines in detail the installation, functional, and performance requirements and any implementation constraints for the OFB-Cabling project.

The following terms used throughout this section shall differentiate between requirements and other statements.

- **Is** (or present-tense verbs): These verbs are used for stating facts about the as-is state.
- **Shall**: This verb is used to indicate a requirement, which must be implemented and its implementation verified.
- **Should/May**: These verbs are used to indicate a goal, which must be addressed by the design but not formally verified.
- **Will**: This verb is used to indicate a statement of fact and is not verified.
This Requirements Specification document defines in detail the work required for this project. Work covered by this Section will consist of furnishing labor, equipment, supplies, materials, and testing unless otherwise specified, and in performing the following operations recognized as necessary for the installation, termination, and labeling of horizontal optical fiber infrastructure as described or required by these specifications.

This requirements section covers the installation, splicing, termination, testing, labeling and documentation of a new 24-strand single mode fiber optic communication cable from the inside locations between the South Campus second-floor datacenter located at 40 11th Street West, Kalispell, MT, to inside the Flathead Emergency Communications Center datacenter at 625 Timberwolf Parkway, Kalispell, MT.

SCOPE OF WORK

R.1 The Contractor shall be responsible for: Obtaining all necessary state/city/county access or right-of-way permits, placement of cable, installation and attachment of cable, underground structures, and pole lines, the placement of conduit, the installation of pull-boxes, the furnishings of fiber optic splice closures, and installation of termination hardware, and other as specified by Flathead County IT (FCIT).

R.2 The contractor shall be responsible for providing all licenses, permits and comply with any and all other standards or regulations required by Federal, State, or local statutes.

R.3 The contractor shall provide all the necessary minimum insurance requirements for County work – including commercial general liability insurance with a minimum limit of $1,000,000 per occurrence.

R.4 The contractor shall provide auto combined single liability with a minimum limit of $1,000,000 per accident.

R.5 The contractor shall provide workers’ compensation coverage or an Independent Contractor Exemption Certificate that indicates the applicable work being performed.

R.6 The contractor shall supply all other incidental hardware and appliances, necessary for the proper performance and operation of the communication cable system, which are consistent with the practices of cable installation, are to be provided by the Contractor as required to complete the installation.

R.7 The contractor shall be responsible to ensure that utility locating has been performed as per the requirements of the Montana 811 program – 1-800-551-8344 or 406-755-8344.

R.8 The Contractor will be responsible for any damages to any utility caused during construction.

R.9 In any area where a utility has been located, the contractor work activity will be verified through pot holing.

R.10 The Contractor shall complete all work and turn over a completed and standards compliant optical fiber cabling system to meet the FCIT network installation system.
REQUEST FOR PROPOSALS (RFP) FOR DIRECT OPTICAL FIBER BACKBONE CABLING, SOUTH CAMPUS TO FLATHEAD EMERGENCY COMMUNICATIONS CENTER

R.11 The contractor shall design, install and test data distribution systems per manufacturer’s requirements and in accordance with NFPA 70 (National Electric Code), state codes, local codes, requirements of authorities having jurisdiction, and particularly the following standards and practices.

- BICSI TDM, Current Edition
- ANSI/TIA-568-C.0, Generic Telecommunications Cabling for Customer Premises
- ANSI/TIA/568-C.1, Commercial Building Telecommunications Cabling Standard
- ANSI/TIA/568-C.3, Optical Fiber Cabling Components Standard
- ANSI/TIA/EIA-569-B, Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/TIA/EIA-606-A, Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
- ANSI/J-STD-607-A, Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications
- ANSI/TIA-942, Telecommunications Infrastructure Standard for Data Centers

R.12 The Contractor will be responsible to determine and adhere to the most recent edition of all the standards in requirements specification R.11 when developing their responses and completing the project installation.

QUALITY ASSURANCE

R.13 The Contractor will provide electronic test results and a 20-year manufacturer’s warranty with a copy of the warranty to be submitted to FCIT at the completion of work.

OPTICAL FIBER BACKBONE SYSTEM DESCRIPTION

R.14 The contractor will test 100% of all cables and termination hardware for defects after installation to verify cable performance under installed conditions and they shall report those tests to FCIT for verification.

R.15 The contractor shall verify usable all conductors and fibers of each installed cable prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed-through couplers, patch panels, and connector blocks shall be repaired or replaced at the providers expense in order to ensure 100% useable conductors in all installed cables.

OPTICAL FIBER BACKBONE INSTALLATION

R.16 The contractor shall install all materials plumb, square and in a workman-like manner relating to this project.

R.17 The contractor shall supply all necessary tools, equipment, accessories, safety equipment, protective clothing, etc., as customary for the craft and necessary for the installation.
R.18 The contractor shall verify space requirements and locations with the project team and FCIT before starting cable installations and terminations proceed.

R.19 The Contractor shall comply with all National, State of Montana and local codes during the course of installation. Should any portion of these Specifications conflict with applicable Codes, the Contractor shall cease work on that particular aspect of the Project and notify FCIT immediately.

R.20 The contractor shall install all equipment in a neat and professional manner, arranged for convenient operation, testing and future maintenance.

R.21 The Contractor shall employ certified system installation technicians and have at least 5 years of experience in the installation of similar and equivalent systems.

R.22 The Contractor shall supply verification of experience, for this type of work, to FCIT for approval before performing any work.

R.23 All fiber cables shall be installed and terminated / fusion spliced by contractor technicians trained and experienced in the installation and termination of fiber cables.

R.24 The contractor shall install all cable in accordance to the manufacture approved installation methods, procedures and instructions to ensure warranty compliance.

**SPlicing & TERMINATION**

R.25 The contractor shall ensure that all fusion spliced optical fibers are done so in accordance to the approved fusion splicer, optical fiber and enclosure manufacturer’s methods, procedures and instructions to ensure warranty compliance.

R.26 All optical fiber shall be neatly and efficiently dressed into splice tray management and the contractor is to ensure that splices are accessible without damage to the optical fibers or splices.

R.27 The contractor shall ensure that all splice trays are labeled properly and trays are secured.

**FIBER OPTIC CABLE TESTING**

R.28 The contractor shall provide documentation that their technicians are trained and certified in the use of the test equipment used for the testing operations associated with the specified work.

R.29 The contractor will maintain test equipment to manufacturers’ requirements, and ensure that all equipment is calibrated according to the manufacturer’s requirements. Provide a copy of the current calibration certificate associated with all test equipment associated with the contracted work.

R.30 The contractor shall verify through visual inspection using an optical fiber test scope all fiber optic cable terminations, splices and connecting cables for defects and cleanliness.

R.31 The contractor shall submit all test results via electronic disk formatted test results including trace and length reports directly from the test equipment to FCIT immediately upon completion of the testing.
The Contractor will be responsible for ensuring that FCIT has all necessary software and training required to view and interpret the submitted test results.

**AS-BUILT INFORMATION**

R.33 Contractor shall provide as-built information to FCIT to accompany all test result information.

**SYSTEM WARRANTY**

R.34 Contractor shall provide a 20-year extended manufacturer’s warranty in addition to the contractor’s warranty provided to the project.

R.35 The warranty shall be titled to the FCIT Department.

R.36 The warranty shall begin at the system acceptance date and remain in effect for a period of 20 years from that date.

R.37 The umbrella warranty provided for the optical fiber backbone cabling system shall be issued by the manufacture of the cabling system.

R.38 The contractor shall provide to FCIT any additional warranties from partners in addition to the cabling system warranty, i.e. cable manufacturer, contractor warranties.

R.39 The contractor will provide FCIT with a copy of the warranty application at the time of submittal to the manufacturer.

R.40 The contractor shall perform all labeling requirements and provide testing documentation for verification and submittal to the manufacturer and FCIT.

R.41 A copy of the warranty application and all documentation and test results shall be submitted simultaneously to FCIT and the manufacturer.

**PROPOSAL CONTENT & EVALUATION CRITERIA**

_Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents must submit six full copies of their RFP proposal and one electronic disk copy or USB drive to the Flathead County Commissioners Office located at 800 South Main Street, Room 302, Kalispell, MT by 8:30 a.m. November 12, 2019. No late, faxed, or email proposal submittals will be accepted._

A project site tour is scheduled for 9:00 a.m. October 23, 2019. Tour participants should meet in the lobby of the South Campus building located at 40 11th St. West, Kalispell, MT at 9:00 a.m. Questions about the RFP must be submitted via e-mail or in writing to Whitney Aschenwald, waschenwald@flathead.mt.gov or at 800 South Main Street, Room 302, Kalispell, MT 59901 before 5:00 p.m., October 28, 2019. A Response Addendum listing all questions received and Flathead County’s responses will be posted by 5:00 p.m., October 31,
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2019 on the Flathead County webpage at: http://flathead.mt.gov/commissioner/. It is the responsibility of each firm to check the website if it is interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP proposals for interested parties to review during regular business hours at the County Commissioners’ Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of $1.00 per disk copy.

Proposal Content:

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Proposals must include:

- Completed and signed RFP cover sheet;
- Firm’s legal name, address, telephone number and principal contact e-mail address;
- The experience, qualifications, and roles of any and all personnel to be assigned to the project;
- Recent or current work related to Flathead County;
- Detailed description of the firm’s proposed work plan and schedule for activities to be performed;
- Description of firm’s availability and how current work activities will be coordinated with the project;
- Project price proposal – lump sum price for the total cost of completing the cabling project. Price should be listed on RFP cover sheet;
- A minimum of three references that are knowledgeable regarding the firm’s recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm’s ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. Negative references may be grounds for proposal disqualification.
Evaluation Criteria:

Proposals will be evaluated and scored according to the following factors:

1) Overall quality of the proposal – 10%
2) Qualifications and experience of professional personnel assigned to the project, including reference checks – 20%
3) Overall project cost – 20%
4) Capacity to meet time and project budget requirements, including present and projected workload – 10%
5) Overall quality of the proposed work plan – 20%
6) Recent or current work related to Flathead County – 20%

FIRM SELECTION PROCESS

The Flathead County Board of Commissioners will open the submitted proposals at 9:00 a.m. on November 12, 2019. Project selection committee members will evaluate all proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. Flathead County will commence contract negotiations with the highest-ranked firm. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all proposals deemed unqualified, unsatisfactory, or inappropriate.

Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm’s ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractor’s insurance showing at least $1,000,000 worth of business liability insurance, $1,000,000 worth of auto coverage, and proof of workers’ compensation coverage (or an independent contractor’s exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether
expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination, such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any informalities or irregularities in the proposals;
- Determine at any time whether a proposal is unresponsive in any manner;
- Not award a contract, if it is in the County’s best interest not to proceed with contract execution.

Flathead County is an Equal Opportunity Employer.