

**Fiber Network Infrastructure and Services Strategic Plan
For the City of West Hollywood**



Request for Proposals (RFP)

Release Date: April 14, 2015

Deadline for Submissions: June 4, 2015

Submit to: Please use City's website to submit your proposals
<http://www.weho.org/city-hall/city-departments/public-works/bids>

NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT

All proposals, inquires, responses, or correspondence related to or in reference to this request for proposals, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the Vendor will become the property of the City when received. The City of West Hollywood is subject to California law regarding the disclosure of public records. Proposers must clearly identify any information they regard as proprietary in the proposal. Any such information should be marked "Proprietary" or "Confidential." Information that is proprietary within the meaning of California law will be withheld from any public records requests. All other information is subject to disclosure.

**REQUEST FOR PROPOSALS
FOR
Fiber Network Infrastructure and Services Strategic Planning
Consulting Services**

1. INVITATION FOR PROPOSALS

The City of West Hollywood (the “City”) seeks a qualified and experienced consultant or consulting firm to assist the City with developing a Fiber Network Infrastructure and Services Strategic Plan.

Parties interested in responding are required to submit their proposals using an electronic bid management system. The link to the system is below. The responder is solely responsible for “on time” submission of their electronic proposal. The City will only consider proposals that have been transmitted successfully and have been issued an e-bid confirmation number with a time stamp from the Bid Management System indicating that bid was submitted successfully. All proposals have to be successfully submitted no later than June 4, 2015.

<http://www.weho.org/city-hall/city-departments/public-works/bids>

If the link above does not work please use the link below.

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

There will be a no Pre-Offer Conference. All questions concerning this solicitation must be submitted online via the Q&A section of the bid management software. The official responses to questions or requests for interpretation to this solicitation will be posted on Q&A section of the bid management software. The cut-off for submission of questions or deviations shall be on the May 12, 2015. Any information resulting from questions that causes a material change in the solicitation will be posted on the Addenda & Emails section of the bid management system as an addendum.

Proposal close date is June 4, 2015. The City will not be responsible for late submissions of any kind.

2. BACKGROUND

THE CITY OF WEST HOLLYWOOD

The City of West Hollywood is a mid-size city located in Los Angeles County. Incorporated in 1984, the City serves an area of approximately 1.9 square miles and a population of approximately 34,000 with approximately 25,000 residential units. The City’s fiscal year begins July 1st and ends June 30th.

The City is a general-law city under California law which contracts for many of its major services, such as police and fire, as well as employing approximately 210 FTE employees. The City operates under a Council/Manager form of government. The five members of the Council serve 4 year terms and are elected in staggered elections every 2 years.

The City has an annual operating budget of eighty million dollars. West Hollywood is a place that's proud to stand out. The progressive spirit and creativity of the people who live, work and play here has put West Hollywood at the leading edge of culture, entertainment and design. The City is home to the world famous Sunset Strip and hosts the annual Halloween Carnival in October, and the Christopher Street West Gay, Lesbian and Transgender Pride Parade and Festival in June, as well as dozens of visitor attractions that include a wide variety of restaurants and entertainment venues that cater to local residents, visitors and tourists.

Mission Statement:

As a premiere city, we are proactive in responding to the unique needs of our diverse community, creative in finding solutions to managing our urban environment, and dedicated to preserving and enhancing its well being. We strive for quality in all our actions, setting the highest goals and standards.

For more information on the City's Mission Statement or our Primary Strategic Goals or Ongoing Strategic Programs, you can request a copy of the Vision 2020 Strategic Plan from the City Clerk's office by calling (323) 848-6400 or electronically by clicking West Hollywood Strategic Plan on City Services and Information pages of www.weho.org.

CITY'S CURRENT FIBER NETWORK

In 2001, as part of the Santa Monica Boulevard Reconstruction project the City of West Hollywood installed 4" underground conduits along Santa Monica Boulevard between La Brea Avenue and Doheny Drive (approximately 2.8 miles). In 2011, the City also installed a 4" underground conduit as part of the West Hollywood Library Phase 1 project. This conduit runs along San Vicente Blvd from Melrose Avenue to Santa Monica Blvd where it connects to the conduit that runs along Santa Monica Boulevard. Currently the City has 6 pairs of fiber connecting City Hall to its Plummer Park facility and another 6 pairs of fiber connecting West Hollywood Library to City Hall. The existing fiber provides staff at these facilities connections to the Internet as well as to the City's network resources. The majority of the conduit capacity is empty and is available for future expansion.

The City's Department of Public Works also has conduit installed throughout the City but its capacity and availability is not clear at this time. DPW's conduit is mostly occupied with copper cables which are used to administer the traffic management systems.

The City's goal is to integrate and expand its fiber network footprint in order to provide robust infrastructure for City's internal services as well as other community needs.

A map of the City's existing conduit is available as EXHIBIT B.

FUTURE FIBER NETWORK USE

The City would like to expand the use of the fiber network and has identified a number of additional planned and possible uses. These include:

- Expanding use of the fiber network for connection of City facilities to the City data network to deliver IT Services (e.g. voice, data, ISP) through new fiber construction
- Expanding use of fiber to reach additional traffic signals and CCTV locations through integration and construction of City and DPW network resources
- Cross-departmental sharing of CCTV and surveillance video for homeland security and traffic management purposes
- Transporting Public video programming from local live origination sites to cable TV company hub sites
- Providing future backhaul for City-sponsored Wi-Fi, Street Media Project, Smart City initiative, potentially carrying both City traffic and supporting cellular data carriers' backhaul needs
- Linking with other jurisdictions to:
 - facilitate point-to-point connections for local businesses with facilities in other fiber-connected cities
 - partner in securing disaster recovery, backup, other services
 - provide backhaul of cross-jurisdictional public safety radio system traffic
 - Decrease fiber leasing costs and increase access to central datacenters such as One Wilshire
- Connecting to regional educational and research networks to access next generation services for the City itself and local businesses

3. GOALS OF THE FIBER NETWORK INFRASTRUCTURE AND SERVICES STRATEGIC PLAN

The City seeks to develop a ten year strategic plan and related implementation roadmap to guide network infrastructure deployment and service offerings. The strategic plan will:

- Identify the fiber-related business/operational requirements for the
 - City
 - Local business community
 - City residential community
- Define the City's role in helping to meet local business and residential needs for broadband services

- Provide recommendations regarding effective use and integration of City fiber assets to meet those needs, including (but not limited to) recommendations to address and resolve constraints or challenges to effective use and integration
- Recommend a viable operating, business and financial options for the build out and use of the City's broadband fiber optic infrastructure and services to meet the City's and community needs
- Propose guidelines for network deployment and service expansion that the City will pursue in the future – providing a framework for determining what projects/service offerings would be undertaken – and a process the City can follow to evaluate areas of potential build-out
- Provide a guideline document that the City can use as a conditional requirement for new developments in the City. This document would require developers whose projects are encompassed by the conditions to include fiber conduit runs to designated City trenches and/or pull-boxes as a part of said projects
- Identify resource requirements, for both capital investment (order of magnitude funding) and staffing levels and expertise to implement and operationalize the recommended network development and service provision role, including ongoing lifecycle management
- Provide an implementation roadmap for continuing the fiber build-out and services plan based on the recommendations

4. SCOPE OF WORK

The Fiber Network Infrastructure and Services Strategic Plan will incorporate the following scope of work:

Part 1 - Project Management: Document the work plan and timeline to accomplish the scope of work outlined in this RFP, incorporating City input. Provide ongoing status and oversight of the fiber strategic planning process in coordination with the City project manager. Part 1 work shall include:

1. Building upon the work plan and timeline submitted with the RFP response, drafting of the work plan and timeline for the consulting engagement, refining them to incorporate City input, and providing a final agreed-upon work plan and timeline document.
2. Leading an on-site project kick-off/scoping meeting
3. Conducting a biweekly status update conference calls with the City project manager

Part 1 deliverables shall include:

1. Draft and final project work plan and timeline documents (may be provided in electronic format)
2. Status meeting agendas (may be provided in electronic format)

3. Status meeting minutes and schedule updates (may be provided in electronic format)

Part 2 - Needs Assessment and Feasibility Study – City Use: Assess and document the City's current and anticipated fiber-related business and operational requirements, including:

- Needs to reach all staffed City facilities with fiber to support enterprise voice and data network requirements, as well as other facility communications requirements such as for fire alerting, access and environmental control systems, and video surveillance
- Department of Public Works needs for fiber connectivity to support and expand the Traffic Control System and implementation of innovative traffic management technologies
- West Hollywood Public Safety Department needs related to video surveillance and homeland security
- Possible use of the fiber network to support other communications needs, such as:
 - City-sponsored Wi-Fi
 - Street Media Project
 - Smart City initiative
 - Wireless carrier backhaul
 - Radio system backhaul

Part 2 work shall include:

1. Review of relevant City fiber network and business requirements documents
2. Interviews with key stakeholders in the Departments of Information Technology, Transportation, Engineering, Planning and the City Manager to identify fiber network-related business requirements and vision for network development
3. Identification of constraints and challenges affecting effective use and integration of fiber network resources to meet internal business requirements (which may include but are not restricted to: limited fiber availability, regulatory requirements for dedication of fiber to specific uses, ready access to the fiber, and DOT grant funding constraints)
4. Documentation and prioritization of fiber network related business and operational requirements, constraints and challenges

Part 2 deliverables shall include:

1. A minimum of four on-site interview meetings with City representatives to assess the City's fiber-related business and operational needs
2. Feasibility document which will include but is not limited to:
 - a. Recommended Network Design
 - b. Governance and Ownership strategies

- c. Financial Pro Forma Development and Business Planning - Develop comprehensive business plans that sets forth the overall business model, sets forth business risks and economic development opportunities, summarizes key financial pro forma data, offers an overview of the market opportunities and recommends marketing strategies needed to operate optimally. This shall include a long term (ten to fifteen years) financial pro forma study that includes estimates of revenue, cost of capital, operational expenditures, physical plant maintenance and repairs, staffing requirements, cash flow analysis, take rate projections and pricing models.
 - d. Funding Strategies Analysis
3. Draft and final needs assessment reports documenting and prioritizing internal fiber-related business needs (may be provided in electronic format).

Part 3 - Needs Assessment and Feasibility Study – Managed Services for Commercial clients:

Assess and document the need for local commercial fiber-based services to help define the City's role in providing managed services via City fiber.

Part 3 work shall include:

1. Review of relevant City documents and an interview with City Economic Development staff, City Council offices, City Manager and the Chamber of Commerce to understand City economic development goals and how they relate to the telecommunications infrastructure and services available to local businesses
2. Assessment of fiber-based services currently offered in West Hollywood
3. Market research to identify current and anticipated local commercial business requirements for high speed telecom services, the extent to which those needs are unmet, and interest in City-provided telecom services. The research should include survey of local businesses.
4. Confirmation of the City's move to offering ISP and other managed services via City fiber, and making recommendations about further defining that role, taking into account:
 - City economic development goals
 - Fiber-based services currently available in West Hollywood
 - Existing and anticipated local commercial business requirements for high speed telecom services
 - City strengths and weaknesses vis a vis provision of fiber-based services, including constraints or challenges affecting the City's ability to provide managed services
 - Market changes and technology advancements that are likely to influence the demand for fiber-based services and the costs of providing those services

- Any legal considerations

Part 3 deliverables shall include:

1. At least one on-site interview meeting with City Economic Development staff, City Council offices and chamber of commerce
2. Documentation of current fiber-based service offerings available in West Hollywood. (may be provided electronically)
3. Documentation of the market research and identification of unmet needs described above (may be provided electronically)
4. Feasibility document which will include but not limited to:
 - a. Recommended Network Design
 - b. Governance and Ownership strategies
 - c. Financial Pro Forma Development and Business Planning - Develop comprehensive business plans that sets forth the overall business model, sets forth business risks and economic development opportunities, summarizes key financial pro forma data, offers an overview of the market opportunities and recommends marketing strategies needed to operate optimally. This shall include a long term (ten to fifteen years) financial pro forma study that includes estimates of revenue, cost of capital, operational expenditures, physical plant maintenance and repairs, staffing requirements, cash flow analysis, take rate projections and pricing models.
 - d. Funding Strategies Analysis
5. Draft and final needs assessment reports documenting external fiber-related needs (may be provided electronically).

Part 4 - Needs Assessment and Feasibility Study – Managed Services for Residential clients:

Assess and document the need for local residential fiber-based services to help define the City's role in providing managed services via City fiber.

Part 4 work shall include:

1. Review of relevant City documents and an interview with City staff to understand City goals and how they relate to the telecommunications infrastructure and services available to residents
2. Assessment of fiber-based services currently offered in residential areas in West Hollywood
3. Market research to identify current and anticipated local residential requirements for high speed telecom services, the extent to which those needs are unmet, and interest in City-provided telecom services.

4. Confirmation of the City's move to offering ISP and other managed services via City fiber, and making recommendations about further defining that role, taking into account:
 - Fiber-based services currently available in West Hollywood
 - Existing and anticipated local residential requirements for high speed telecom services
 - City strengths and weaknesses vis a vis provision of fiber-based services, including constraints or challenges affecting the City's ability to provide managed services
 - Market changes and technology advancements that are likely to influence the demand for fiber-based services and the costs of providing those services
 - Any legal considerations

Part 4 deliverables shall include:

1. At least one on-site interview meeting with City staff
2. Documentation of current fiber-based service offerings available in West Hollywood (may be provided electronically)
3. Documentation of the market research and identification of unmet needs described above (may be provided electronically)
4. Feasibility document which will include but not limited to:
 - a. Recommended Network Design
 - b. Governance and Ownership strategies
 - c. Financial Pro Forma Development and Business Planning - Develop comprehensive business plans that sets forth the overall business model, sets forth business risks and economic development opportunities, summarizes key financial pro forma data, offers an overview of the market opportunities and recommends marketing strategies needed to operate optimally. This shall include a long term (ten to fifteen years) financial pro forma study that includes estimates of revenue, cost of capital, operational expenditures, physical plant maintenance and repairs, staffing requirements, cash flow analysis, take rate projections and pricing models.
 - d. Funding Strategies Analysis
5. Draft and final needs assessment reports documenting external fiber-related needs (may be provided electronically)

Part 5 - Fiber Network & Services Strategic Plan and Implementation Roadmap: Develop a strategic Fiber Network Infrastructure and Services plan and related implementation roadmap

to meet the City's internal business requirements and support provision of managed services to local businesses and residents.

Part 5 work shall include:

1. Based on the findings from Parts 2, 3 and 4 above, identify key requirements, decision points, and initiatives for effective use and integration of City fiber assets in support of externally focused fiber-based services as well as the City's internal business requirements in a strategic plan. The plan shall address:
 - Recommendation of specific strategy and initiatives to accomplish City Fiber Network Infrastructure and Services goals
 - Integration of the conduit, copper and fiber networks managed by the IT Division and DPW.
 - Approaches to address constraints and challenges to effective use and integration of City fiber network resources to meet internal and external needs
 - Strategies to facilitate further network development
 - Access to existing substructure resources (e.g., via existing City power and communications conduit, participation in joint trench projects, and existing AT&T conduit)
 - Options for "last mile" network extension such as wireless and FSO to help reduce facility and customer connection costs
 - Approaches to targeting network expansion investment, recommending a process for analysis and selection of geographic areas for fiber build-out with the goal of satisfying multiple needs, thereby maximizing the City's investment. Include consideration of cost recovery (e.g., through fees for service to external entities).
 - Strategies for funding network expansion, which could include E-Rate and State and National funding initiatives (e.g., broadband for schools and libraries)
 - Strategies to maximize fiber network capacity and flexibility
 - Strategies and recommendations related to connecting City's datacenter to Major Datacenters, including One Wilshire.
2. Develop a roadmap to guide implementation of strategic plan recommendations. The roadmap will:
 - Include a timeline for implementation of recommended initiatives, taking into account their relative priority and dependencies
 - Provide estimated costs to implement the plan, including capital and ongoing operating support and lifecycle management needs, as well as staff resources

Part 5 deliverables shall include:

1. On-site meeting(s) and/or conference calls to facilitate collaborative development and review of the strategic plan and implementation roadmap
2. Draft and final strategic plan and implementation roadmap documents (draft may be provided electronically; 1 electronic and 10 hard copies are required of the final document)
3. Final formal on-site presentation of the strategic plan and implementation roadmap to the City Manager and the City Council.

5. CONTENTS OF PROPOSAL

Proposals must include but need not be limited to the content identified below, and should be organized according to the following sections. All pages should be numbered. Marketing information will not be accepted in lieu of direct response to all requirements and questions.

SECTION 1 – EXECUTIVE SUMMARY

Provide a letter of introduction signed by an authorized representative of the firm (2-3 pages maximum) that provides an executive summary of the firm's experience relevant to the scope of work described in the RFP and describes why the firm would be of service to the City of West Hollywood on this project.

SECTION 2 – TABLE OF CONTENTS

SECTION 3 – VENDOR INFORMATION

- a) Experience with providing information technology strategic plans and services of similar type, size and scope, for comparably sized government agencies.
- b) Size (national and regional/local), and financial condition of the firm.
- c) Short descriptions of three (3) recent projects of similar scope performed for communities/municipalities similar in size to the City of West Hollywood.
- d) Include a list of references, including names of persons, with telephone and email addresses, the City may contact in order to ascertain the quality of performance of recent Fiber Network Infrastructure and Services strategic planning for similarly sized governmental agencies.
- e) Fully completed copy of the Summary Sheet (EXHIBIT D) included with this RFP

SECTION 4 – STAFF QUALIFICATIONS AND EXPERIENCE

- a) Identify the project manager and key staff who would be assigned to this project.

- b) Provide information on the Fiber Network Infrastructure and Services strategic planning experience of the project manager and key staff, including background and experience of each person relevant to this project.
- c) Describe the project staff's experience consulting on municipal business fiber network needs/solutions
- d) Indicate how the quality of work of the project staff will be assured over the term of the engagement.

SECTION 5 – PROJECT APPROACH AND METHODOLOGY

State in your own words your understanding of the objectives of the Fiber Network Infrastructure and Services Strategic Planning process and how you will accomplish them.

- a) Describe the method proposed to develop the Fiber Network Infrastructure and Services Strategic Plan, and include a detailed project plan and timeline.
- b) Discuss the rationale for the proposed approach.
- c) Indicate how you will complete the scope of work within the time specified and with the same team members.

SECTION 6 – COST PROPOSAL

Provide a budget for the proposed project based on the Scope of Work requirements for the Fiber Network Infrastructure and Services Strategic Plan, showing the cost for each part of the scope of work and any additional costs. This information shall be followed by a budget narrative which shall describe and justify the proposed budget, and include an estimate of staff allocations, estimated hours, rates per assigned staff and an estimate of total billable hours. Also identify any assumptions you have built into your costs (e.g., City performance of any work elements, availability, etc.). The cost proposal must provide a guarantee that no additional fees beyond those proposed will be charged to the City of West Hollywood without the City's prior written consent. The City cannot accept contract clauses that include payment terms within 30 days of the invoice issuance. The City cannot accept contract clauses where the City would be required to pay any late fees, interest charges or penalties.

SECTION 7 – ACKNOWLEDGEMENTS, ADDITIONS AND EXCEPTIONS

- a) Acknowledge your ability to meet or not meet all of the requirements as stated in the scope of work.
- b) Compile and include all other information you deem pertinent, but not specifically requested elsewhere.
- c) Indicate any exceptions to the terms and conditions of this request for proposal, or any qualifications/clarifications regarding the proposal response.

6. PROCEDURES AND CRITERIA

The selection of a proposal will not be based solely on a monetary evaluation. There will also be an evaluation of each proposer's understanding of the work required and approach to this project with considerable weight being given to experience in the areas required and the track record of the proposer.

Additionally, an independent checking of references may be used to assist in selecting the finalist(s). Finalists will make a presentation of their proposal to the City. Contract negotiations will take place with the finalist.

Award will be made to the Firm offering the most advantageous proposal after consideration of all evaluation criteria set forth in this RFP. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the City after all factors have been evaluated.

Firms selected as the finalists will be required to make a presentation of their proposal to the City during the RFP evaluation period. This presentation will provide Firms the opportunity to clarify their proposals to ensure thorough and mutual understanding. The presentations can either be done remotely or at West Hollywood City Hall.

A Notification of Intent to Award may be sent to any Firm selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring Firm or withdraw the RFP.

The competitive selection evaluation criteria are as follows:

Evaluation Criteria	Portion
1. Understanding of the objectives in the RFP and the proposed approach and method to developing the Fiber Network Infrastructure and Services Strategic Plan	25%
2. Recent experience with projects of this size and scope for an agency of similar size. Reference information will be taken into consideration	30%
3. Personnel assigned to the project and their experience with similar projects	16%
4. Cost Proposal	25%
5. Local West Hollywood Business	4%

Total	100%
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TIMELINE

The City's estimated timeline to review proposals is as follows:

Event	Date
Release of RFP	April 14, 2015
Deadline to Submit Vendor RFP Inquiries	May 12, 2015
Proposal Due Date	June 4, 2015
Vendor Selection	June 5 to August 5, 2015
Project Kick-Off	September 3, 2015

7. PAYMENTS AND DELIVERABLES

The City requires a payment schedule based on defined and measurable deliverables as outlined below. Under no circumstances will payments be made in advance of work performed.

Deliverable	Payment Schedule
1. Project Kick-off and delivery of approved project plan and timeline (Part 1 of scope of work)	10% of Total Cost
2. Assessment and documentation of City needs completed (Part 2 of scope of work)	20% of Total Cost
3. Assessment and documentation of local fiber-based service needs (Parts 3 and 4 of scope of work)	20% of Total Cost
4. Draft of Fiber Network Infrastructure and Services Strategic Plan and Implementation Roadmap Delivered (Part 5 of scope of work)	20% of Total Cost
5. Final version of Fiber Network Infrastructure and	15% of Total Cost

Services Strategic Plan Accepted	
6. Final Presentation of the Plan and Implementation Roadmap	15% of Total Cost

No payment for extra services (items not included in the total cost) shall be made unless such services and their costs have been previously authorized in writing and approved by the City.

8. CERTIFICATE OF INSURANCE

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the City's award of the contract. A copy of the City's standard contract has been attached (EXHIBIT A).

9. STANDARD TERMS AND CONDITIONS

Prior to the award of any work hereunder, City and contractor shall enter into the written contract attached hereto as EXHIBIT A. Proposers responding to this RFP are strongly advised to review all the terms and conditions of the contract. The City maintains various policies related to contractual service providers. Among these are an anti-discrimination, a living wage, and equal benefits policy. In submitting proposals, vendors must indicate that they are prepared to comply with City ordinances and policies. As part of the contract or during contract negotiations, the City may request that the selected firm sign a statement affirming its compliance with these policies.

10. DEFINITIONS

The words (A) "City", (B) "Department", or (C) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of West Hollywood, California; (B) the several departments therein; and (C) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

11. INSTRUCTIONS AND QUESTIONS

City representative from whom the proposer will receive instructions:

Eugene Tsipis
Information Technology Division
8300 Santa Monica Blvd
West Hollywood, CA 90069
Email: etsipis@weho.org

Questions regarding this Request for Proposals should be directed only to the person designated above and only using the [Q&A tool on the bid management system website](#). All questions need to be submitted as described in section 1 INVITATION FOR PROPOSAL. Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

12. RFP AMENDMENTS

The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. In the event the City amends the RFP, the City will extend the Proposal Due Date commensurately. The City also reserves the right to cancel or reissue the RFP.

13. WITHDRAWAL OF PROPOSAL

Firms may withdraw their proposals, without prejudice, prior to the date and time specified for proposal submission, by sending a written request or email to [Eugene Tsipis](#), Information Technology Manager.

14. FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal for at least 180 days after date for opening proposals. All proposers must return a copy of the entire completed and properly executed Certification of Proposal to the City properly as provided for in EXHIBIT C (Certification of Proposal to the City)

15. RESERVATIONS

The City reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Where two or more firms are deemed equal, the City reserves the right to make the award to one of the two firms.

16. ERRORS AND OMISSIONS

Proposer and/or the Contractor shall not be allowed to take advantage of any errors in or omissions from the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

17. RFP NOT CONTRACTUAL

Nothing contained in this Request for Proposals shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP. Each proposal prepared in response to this RFP

shall be done at the sole cost and expense of each proposing firm and with the express understanding that no claims against the City for reimbursement will be accepted.

18. TAXES

Price of the proposal shall include all federal, state, local and other taxes.

19. EXHIBITS

EXHIBIT A	Sample City Contract
EXHIBIT B	Map of City's existing conduit
EXHIBIT C	Certification of Proposal to the City
EXHIBIT D	Summary Sheet