



**REQUEST FOR QUALIFICATIONS  
(RFQ) & EXPRESSIONS OF INTEREST  
CONSULTING SERVICES**

(29 Del.C. §6981)

**Agreement No. 1507 - 1508**

**Outside Plant – Fiber Optic Installation**

**PROJECT DESCRIPTION**

The Department of Transportation wishes to partner with up to two (2) Consultants to establish task-order agreements for consulting services for a three year period to provide exterior Telecommunications Wiring and Cabling Services.

It is the goal of this Request for Qualifications to identify consultant(s) and execute a contract to procure and implement outdoor Fiber Optic and copper cabling plant services to include all aspects of connectivity as it pertains to the Intelligent Transportation Management Systems services to the State. This solicitation will cover the procurement, installation, relocation and maintenance of outside plant fiber optic and communications cables statewide including, but not limited to, the construction of new fiber paths between buildings in the State right-of-way and connecting to existing State fiber resources. It also encompasses the design and construction of aerial and/or underground outside plant fiber optic and communications cables utilizing various installation techniques. Requirements for delivery will include documentation by Computer Aided Design (CAD) drawings and land GPS surveying. Preventive maintenance services ensure that outside plant fiber paths and communication cables are available and maintained. Emergency response services restore existing and future fiber paths in the event of an unplanned event resulting in damage to State communication cables.

**CONSULTANT SERVICES REQUIRED**

Services include but are not limited to the following:

1. **Installation and Relocation Services** includes the procurement of the fiber optic cable according to the specifications provided by the Department, fiber splice and termination designs, implementation of new fiber and/or copper path construction and relocation of existing fiber optic cable paths; while providing project management, scheduling, oversight, labor, materials and documentation. Documentation will require CAD design drawings and land surveying. “As-built” documentation of all work performed will be required. This service provides “turn-key” outside plant fiber and communications cable paths that:
  - Terminate from an existing splice point to a building termination demark,
  - From building termination demark to building termination demark, and
  - Existing splice point to existing splice point over varying path lengths.

Work performed under this category includes all labor, equipment, materials and documentation as specified in a work order request for proposal. Installation services will include terminated and un-terminated copper and fiber optic cabling, as well as, ancillary equipment. The types of cable shall include, but not be limited to, Category 5e,

Category 6; RG6 coax cabling; and exterior and interior single and multi-mode fiber optic cables and twisted pair outside plant copper cables.

Examples of typical work orders are:

- Survey identified path and create CAD drawings for design and permit approval;
- Provide equipment and materials as required;
- Relocate existing fiber optic cable paths utilizing aerial and underground installation methods;
- Install new fiber optic cable paths utilizing both aerial and underground installation methods;
- Document fiber optic path with as-built drawings and splice matrixes;
- Provide and install fiber marker posts or aerial fiber tags per the State's specification;
- Provide GPS locations and descriptions as dictated by the department's fiber data management systems.

2. **Emergency Response Services** ensure that outside plant fiber paths and communication cables are restored to service in the event of a natural disaster, construction accident or other service interruption. The State may require that restoration services are to be performed at any time of the day. Communications cable may be single or multi-mode fiber cable or copper cable. Work performed under this category includes all labor, equipment, materials and documentation as specified in a work order request for proposal.

Examples of typical emergency response work orders are:

- Respond to a request for emergency restoration within one hour at anytime and reach the location of the damaged fiber optic path within two hours, statewide;
- Perform restoration services;
- Replace fiber cable and install splice cases;
- Temporary relocation of underground conduit and fiber cable and the installation of fiber splice cases for fiber counts of 12, 24, 48, 96, 144 and above;
- Provide the appropriate splicing and/or terminating equipment to restore single-mode and multi-mode fiber;
- Document the incident and provide appropriate documentation for the department's fiber management system.

3. **Preventive Maintenance Services** ensure that outside plant fiber paths and communication cables are available and maintained to meet the needs of the State's critical communications. Work performed under this category includes all labor, equipment, materials and documentation as specified in a work order request for proposal.

Examples of typical preventive maintenance work orders are:

- Provide utility locating services for State-owned or utilized fiber optic cable, electrical cable and copper cables;
- Provide and install fiber optic markers as specified along a right-of-way;

- Test fiber using an optical time domain reflectometer (OTDR) and produce reports to document loss and distance of the fiber optic cable plant;
  - When required provide GPS information that complies with the fiber management database.
4. **Record Keeping**, one of the primary goals in administering this contract, is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required.
- **Monthly** reports shall be furnished electronically in spreadsheet format detailing the purchasing of all items on this contract. Suggested formats are described herein and shall be filed within fifteen (15) days after the end of each reporting period. (See sample monitoring forms in Appendix A.)
5. **Adherence to standards** for all work performed by selected firm as follows: Work must meet or exceed the then current applicable American National Standard Institute (ANSI), Electronic Industries Association/Telecommunications Industry Association (particularly EIA/TIA 568 set and EIA/TIA 606 standards (ref: 1.01.7)) structured cabling system specifications for commercial buildings; the American National Standard Institute (ANSI) / National Electrical Contractors Association (NECA) / Cabling; all National, State and Local codes, standards and specifications; and adhere to the Delaware Department of Transportation Termination and Cabling guidelines and the Delaware Department of Transportation Fiber Optic Cable Administration Guidelines.

In addition, the firm must be certified in the technology and fiber they are proposing. If the primary firm is not properly certified, then the firm should identify their sub consultant firms possessing the certifications to monitor and sign-off on the installation to maintain proper installation warranties from the cable manufacturer.

NOTE: Detailed outside plant fiber optics and cabling requirements can be found in Appendix A.

6. **Warranty of the Fiber** is critical to the process. Respondents should explain their position on continuation of current warranted fiber, as well as on warranties for all new fiber. The consultant must provide OTDR scans to document deficiencies of the existing infrastructure before any re-working will be considered.
7. **Sub consultants** may be necessary to field multiple splice teams, for multiple simultaneous installations, to respond to interruptions in service or provide proper certifications (as described in section 4 above). The respondent should identify their relationships with other cabling companies which they use to provide such services. The discussion should include their plan for fielding multiple teams on short notice to handle interruptions of service (within the time parameters stated in section 3 above) while other teams are performing installations.

### **SUBMISSION REQUIREMENTS**

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, August 12, 2009.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DeIDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be delivered to:

Mark F. Letavish, Consultant Control Coordinator  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:** There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection.
3. **DBE Goals** will be established by the DBE Program Office on federally funded tasks issued under this agreement. Tasks will be evaluated independently for potential DBE participation. Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes shall be certified with DeIDOT's DBE Program Office.
4. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
5. Joint venture submissions will not be considered.
6. DeIDOT reserves the right to reject any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DeIDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

### **RATING CRITERIA**

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

1. The qualifications and experience of the persons to be assigned to the project.
2. The approach to performing the tasks set forth in the Scope of Work. Details of the offering; how you plan to meet the requirements of this RFQ. Thoroughness and completeness of the proposal.
3. The demonstrated experience in providing equipment/services of comparable specifications/scope and value.
4. The background, experience, resources, years in business and references.
5. The provider's location relative to the location of required services.
6. The approach to management reports and reporting requirements.
7. The management of previously Warranted fiber as well as assuring that all manufacturer's

warranties are maintained.

8. The approach to using subcontractors.

**NOTE:** DelDOT maintains a strict policy of not providing a debriefing for those candidates that do not make the shortlist. If a firm is not included in the Shortlist, it does not indicate they are not qualified, it is an indication the Shortlist Committee determined others appeared to be more qualified based on the information submitted. Shortlist and Selection Committee membership appointments are confidential.

### **QUESTIONS**

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the Department's web site; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

### **CONTACTS**

**Questions concerning submissions and procedures** may be obtained from: Mark F. Letavish Consultant Control Coordinator, Telephone: (302) 760-2089. E-mail address: mark.letavish@state.de.us.

### **OVERVIEW OF SELECTION PROCESS**

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a mandatory pre-proposal meeting may be established for a briefing and provides an opportunity for the short-listed candidates to ask questions. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate.

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. Firms responding to this RFQ should be aware that the Department will not entertain direct cost charges for items needed to perform the work required. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CAD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

### **EXPRESSION OF INTEREST REQUIREMENTS**

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom.

Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DeIDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

**A. Table of Contents**

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

**B. Letter of Interest**

Letter of Interest (1 per set) - Limited to ten (10) pages on five (5) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DeIDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DeIDOT project within the past five (5) years.

**C. Project Organization Chart**

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

**D. SF 255 Forms or "Substitute for SF 255"**

U. S. Government Form 255 (1 per set) - "Architect-Engineer & Related Services Questionnaire for Specific Project".

Instructions for completing the SF 255 form:

- (1) **Item # 4, Personnel by Discipline**, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.
- (2) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.

- (3) **Item #7, Key Staff**, is limited to eight (8) individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. Experience listed should be limited to that within the last five (5) years.  
If the proposed project personnel have been with the lead firm for less than one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.
- (4) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- (5) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

Instructions for completing a “Substitute SF 255”:

- (1) Submit the following packet of information titled “Substitute for SF 255” to include:
  - (a) Name of entity and address.
  - (b) Name, Title, Telephone Number and e-mail address of Contact Person.
  - (c) Address of office where work will be performed.
  - (d) Names & Addresses of any sub consultants, if applicable. Indicate if the prime consultant has worked with the sub consultant previously.
  - (e) Resumes for 8 key persons (8-single sided sheets of paper for resumes – 1 resume on each sheet). Indicate if the individual is a full-time member of your firm, part-time, on-call, etc. Indicate where key personnel are currently assigned & the length of the assignment. Clearly identify who will be the Project Manager.
  - (f) List 5 projects that your firm has participated in within the last 3 years that are similar to the requirements in the Project Description portion of this Request for Services. Include project name & location, nature of responsibility, contracting agency & address on one-single sided sheet of paper maximum.
  - (g) Additional information limited to 1-single sided sheet of paper.

NOTE: Interested parties may submit either a SF 255 or a “Substitute for SF 255” as prescribed above. CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS.

**E. SF 254 Forms** (not necessary if substitute used for SF 255)

U. S. Government Form 254 (1 per set) - "Architect-Engineer & Related Services Questionnaire" (include a separate SF 254 for each sub consultant proposed).

**F. References**

Provide a list of References who have personal knowledge of the prime consultant’s and the sub-consultant’s previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for

this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures are to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

**Department of Transportation  
State of Delaware  
By: Carolann Wicks, P.E.  
Secretary  
Dover, DE  
July 13, 2009**

## APPENDIX A

### OUTSIDE PLANT FIBER OPTIC AND COMMUNICATIONS CABLING REQUIREMENTS

#### General

1. All cables and fiber supplied as a result of each work order must adhere to the then current applicable ANSI EIA/TIA specifications.
2. All installation services supplied as a result of this solicitation must adhere to the then current applicable National, State and Local standards, specifications and codes when installed. In particular the EIA/TIA 568 set and EIA/TIA 606 standards (ref: 1.01.7). They must also adhere to the Delaware Department of Transportation Termination and Cabling Guidelines and the DelDOT Fiber Optic Cable Administration Guidelines.
3. Consultant must provide, on a per job basis, written certification that all cables and services supplied as a result of this solicitation meet all current applicable ANSI EIA/TIA specifications. (ref: 1.01.7)
4. Consultant must adhere to the following:
  - a. A walk-through of the site which is subject of the task order must be conducted by the consultant and the Department contact no later than seven (7) working days after the receipt of Department request
  - b. A price quote must be prepared by the Consultant and forwarded to the Department contact noted on the order no later than four (4) working days after initial walk-through. The price quote must include the costs of all materials including the fiber cable, labor hours, any OTDR scans and results, and documentation. A standard format for pricing proposals will be provided by the Department. Labor rates must be pre-approved by the Department's Project Manager, at least, on an annual basis throughout the term of the agreement. Only pre-approved labor rates may be invoiced on any task.
  - c. Work must begin no later than seven (7) working days after a Notice to Proceed is issued to the Consultant. No work may commence without a written Notice to Proceed except for emergency repairs as outlined above in Paragraph 2 of Consultant Services Required section.
  - d. Consultant must agree to walk through Department designated site contacts for scheduling all on-site activity. Designated on-site contacts have authority to amend/stop work.
  - e. Consultant must agree to a scheduled final walk-through of the completed wiring effort, which may be conducted by staff who are not located at the site (i.e. some sites will have a designated agent to perform a final walk-through before acceptance of work occurs).
  - f. Acceptance of work must be in accordance to the job specific work order detailing all materials and work performed. All work must be performed as documented in the DelDOT Fiber Optic Termination and Cabling guideline and the Fiber Optic Cable Administration guideline. All appropriate inspection and approval sign off forms must be completed.

- g. Invoicing must agree with the task specific proposal and Notice to Proceed, including any change orders or amendments. A standard invoice format will be provided by the Department, and must be accurately completed before any payments will be made.
- h. All cable installations must be done in a safe, professional, workmanlike manner and conform to all Industry Standards, Specification and Codes for installation.
- i. Consultant must test installed product and provide written certification test results of all cable installations meeting relevant testing standards within fourteen (14) business days from job completion prior to Department acceptance. Copies of all documentation must be provided as per the Delaware Department of Transportation Fiber Optic Cable Administration guideline.
- j. Consultant will be required to provide GPS location and inventory information of the area installed as determined by the restraints of the project. These data elements will be provided to the consultant during the request for quote phase of the process.
- k. Consultant must state the specific brand and functional capability of the test equipment proposed for acceptance testing and provide the software needed to read the submitted test results at no cost to the Department.
- l. Consultant must submit on a monthly basis a Task Order Summary Report (see sample below) to DelDOT Contract Officer, itemizing new Tasks authorized by the Department for the consultant for the time period specified therein, and include the following information:
  - i. A cover sheet identifying the period covered by the report.
  - ii. Dollars expended on the utilization of DOP
  - iii. Notice to Proceed Date
  - iv. Date of Installation
  - v. Dollars authorized per Task
  - vi. Running Total of dollars authorized for all Tasks
  - vii. Sample forms
- m. Consultant must submit a Monthly status report of active jobs to the Department's Contract Monitor containing the following information:
  - i. A cover sheet identifying the period covered by the report.
  - ii. Requisitions or Notices to Proceed received in that period.
  - iii. Schedule of dates relating to receipt, walk-through, work initiation, work completion.
  - iv. Sample forms
- n. Consultant must be available for monthly status meetings as determined by the Department.
- o. Sub-consultants, if any, must be identified and a complete description of their role relative to the proposal must be identified.
- p. Consultant will be responsible for all work performed by sub-consultants.

- q. Consultant must be able to work in close harmony with other contractors who may be performing other tasks.
- r. Consultant must be capable of performing work during non-business hours, so as not disrupt "normal" day-to-day operations. Normal business hours are 8:00 am - 4:30 pm Monday through Friday, except State holidays.
- s. Consultant must adhere to all applicable National, State and Local electrical codes, laws and/or standards, specifications and requirements for cable installations.
- t. Consultant must obtain all applicable permits needed for the installation of cabling.
- u. All reimbursements for travel, mileage, M&IE etc. will conform to the then current CONUS per diem rates for Delaware.

### **Cable and Wiring**

All cable and wiring implementations must adhere to the following:

#### **UNSHIELDED TWISTED PAIRS (UTP)**

- 1) All cabling and related connecting hardware, outlets, and other components installed must be tested at the conclusion of each phase of the installation.
- 2) All cables and connectors must be tested for *continuity and polarity*, including tests for open, short, split, and reversed circuits (pairs) by the installer prior to the performance of final acceptance tests.
- 3) The final acceptance test will consist of a *permanent Link test*, which will involve testing the installed cable plant using a certified tester. Obtaining satisfactory results from this test will be a necessary condition to the acceptance of cabling project and subsequent final payment, unless otherwise agreed to by the local on-site agency contact in writing.
- 4) Vendor will supply "as built" documentation and splice documentation as specified by the department.
- 5) Final Payment will be processed once the department has inspected the work and test results, logical drawings and splicing documentation has been turned over to the Department, GPS data has been uploaded to the department's fiber database, and all required reports have been submitted.

#### **FIBER OPTICS**

- 1) All fiber media and related connecting hardware, outlets, and other components must be installed by qualified personnel as outlined in the Delaware Department of Transportation Fiber optic Termination and Cabling guideline and the Fiber Optic Cable Administration guideline.
- 2) All fiber optic cable must be tested, including tests for open or reversed fibers, their wave lengths and levels of attenuation with connecting hardware in place at the workstation (if applicable) end-to-end.
- 3) All test equipment must be approved by the State prior to testing.
- 4) A copy of the test results must be submitted to the State before final acceptance can occur.
- 5) All fiber optic cabling projects including Customer Owned Outside Plant

Telecommunications Cabling and premise Optical Fiber Cabling Component shall be installed in accordance with NECA 301-2004, Installing And Testing Fiber Optic Cables".

- 6) Vendor provided multimode fiber cable needs to comply with ITU-T G.651
- 7) Vendor provided singlemode fiber cable needs to comply with ITU-T G.652, G.653, G.654, or G.655 depending on the installation profile.

### **Sample Monthly Monitoring Forms**

