



**REQUEST FOR PROPOSAL 25-05**

**FOR**

**CAT6A Structured Cable, Fiber & Verkada Camera Installation Services**



**Information Technology Department**

**CITY OF COSTA MESA**

**Released on November 14, 2024**

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## REQUEST FOR PROPOSAL FOR

### CAT6A Structured Cable, Fiber and Verkada Camera Installation Services

The City of Costa Mesa (hereinafter referred to as the “City”) is requesting Proposals from qualified consultants for CAT6A Structured Cable, Fiber and Verkada Camera Installation Services for the Information Technology Department. The awarded Contract, (hereinafter referred to as “Contract”) shall be in accordance with the Sample Professional Service Agreement, **Appendix B** terms, conditions, and scope of work. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below, including the Sample Professional Service Agreement and any solicitation appendix/exhibits. The term is expected to be for 3 year(s) with two one-year renewal options. The City reserves the right to award one or more contracts for this service.

#### I. GENERAL INFORMATION

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with an annual General Fund budget of over \$189.9 million and a total budget of over \$240.10 million for fiscal year 2024-2025.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 115,000 and has a land area of 16.8 square miles. It is located in the northern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a “full service city” providing a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home to the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza secures its place as the highest volume regional shopping center in the nation.

The successful Proposer, shall have experience in similar types of services. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference checks, understanding of services, cost and responsiveness to the needs and concerns of the City of Costa Mesa.

- 1. Important Notice:** The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. **Proposers are not to contact other City personnel with any questions or clarifications concerning this Request for Proposal (RFP).** The City’s Purchasing Department contact set out in RFP, Section II, Subsection 2,

Inquires, will provide all official communication concerning this RFP. Any City response relevant to this RFP other than through or approved by City's Purchasing Department is unauthorized and will be considered invalid.

If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued and the information will be posted on PlanetBids. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the City's Purchasing Department. It is the responsibility of each Proposer to periodically check PlanetBids website to ensure that it has received and reviewed any and all addenda to this solicitation. The City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

**2. Schedule of Events:** This Request For Proposal shall be governed by the following schedule:

<b>3. Release of RFP</b>	<b>November 14 2024 at 5:00pm</b>
<b>4. Mandatory Pre-Proposal Conference</b>	<b>November 21, 2024 at 8:00am</b>
<b>5. Deadline for Written Questions</b>	<b>November 25, 2024 at 10:00am.</b>
<b>6. Responses to Questions Posted</b>	<b>December 5 2024 at 5:00pm</b>
<b>7. Proposals are Due</b>	<b>December 13, 2024 at 10:00am</b>
<b>8. Interviews (if held)</b>	<b>January 21-22, 2025</b>
<b>9. Approval of Contract</b>	<b>January/February 2025</b>

**\*\*All dates are subject to change at the discretion of the City.**

**Pre-Proposal Conference:** A **MANDATORY Pre-Proposal conference** will be held on **November 21 at 8:00 a.m.** at various locations within City of Costa Mesa. A Pre-Proposal conference is held to allow for questions and clarification concerning the City's RFP process, scope of services and subsequent contract award. Potential bidders must have a representative present at each walk through site to be eligible to bid.

**3. Proposer's Minimum Requirements:** Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A– Scope of Work, of this RFP are invited to submit a proposal, provided they meet the following requirements. All requirements must be met at the time of the proposal due date. **If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the City.**

1. Must pay/require payment of prevailing wages.
2. Must be an established business with a minimum of ten (10) years of industry experience.
3. Must be an accredited business with the Better Business Bureau.
4. Must be registered with a Cooperative Agreement that can be utilized by the City of Costa Mesa.
5. Must provide a brief summary of the company's qualifications, experience, capability, and professional certifications and licenses.

6. Must describe the size of the company, and indicate the principal, company official(s), and other personnel who will be assigned to work on the project.
7. Must provide three Municipal/County client references; please include contact information.
8. Must state whether the company is a party to a lawsuit with any public entity. If so, please provide the case number and a brief summary of the cause of action.
9. Must state whether the contractor has ever been a party to any contract that was terminated by any public entity; please include the name of the public entity, nature of the contract, and reasons for termination.
10. Must demonstrate satisfactory financial conditions to carry out the work.
11. Must possess licenses/permits required to perform structured cable installations in the specified jurisdiction.
12. Must be fully conversant and capable in the cabling of low-voltage applications such as, but not limited to, data, voice, and imaging network systems.
13. All structured cable connecting hardware must be made by an ISO 9001:2000 Certified Manufacturer. All products must meet the technical requirements listed in the RFP. Any products not meeting these requirements will not be considered.

## **II. GENERAL INSTRUCTIONS AND PROVISIONS**

1. **Proposal Format Guidelines:** Interested entities or contractors are to provide the City of Costa Mesa with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, graphic exhibits and pricing forms. Each Proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Proposer’s response:
  - **Cover Letter:** A cover letter, not to exceed three pages in length, should summarize key elements of the Proposal. An individual authorized to bind the Contractor must sign the letter. Indicate the address and telephone number of the contractor’s office located nearest to Costa Mesa, California, and the office from which the project will be managed. Include proposed working relationship among the offering agency and subcontractors, if applicable.
  - **Background and Project Summary Section:** The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to **Scope of Work, Appendix A** of this RFP.

- **Method of Approach:** Provide a detailed description of the approach and methodology that will be used to fulfill each requirement listed in the Scope of Work of this RFP. The section should include:
  1. An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
  2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
  3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
  4. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
  5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, safe, and cost-effective operations or increased performance capabilities.
- **Qualifications & Experience of the Firm:** Describe the qualifications and experience of the organization or entity performing services/projects within the past eight years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:
  1. If the owner is a corporation please provide: Name of corporation, corporate office street address, city, state, and zip code, state where incorporated, date of incorporation, first and last name of officers, local office address, city, state & zip, and the date local office opened its doors for business.
  2. If the owner is a partnership or joint venture, please provide: Name of partnership or joint venture, principal office street address, city, state, and zip code, state of organization, date of organization, first and last name of general partner(s), local office address, city, state, and zip code, and date local office opened its doors for.
  3. List all businesses owned or controlled by yourself (applicant) or business manager doing similar business in California under another business name. List business name and address and specify who owns or controls the business (e.g., self, business manager, etc.).
  4. List all businesses for which you or your business manager is or was an officer, director, or partner doing similar business in California under another business name. List business name and address, title, date(s) in position; specify who was in position (e.g., self, business manager, etc.).
  5. How many years have you been in business under your present business name?

6. Provide a list of current and previous contracts similar to the requirements for Costa Mesa, including all public agencies served (if any). For each, provide a brief description of the scope of work performed, the length of time you have been providing services, and the name, title, and telephone number of the person who may be contacted regarding your organization's service record. Provide a sample of each background investigation for each contract.
7. Submit a description of the organization's qualifications, experience and abilities that make it uniquely capable to provide the services specified in the Scope of Work.
8. The City of Costa Mesa is interested in knowing how Proposers support the communities that they serve. Please provide information on your organization's participation in local community, charitable and civic organizations and events, including membership in the Costa Mesa Chamber of Commerce, charitable contributions made by your organization, etc.

Any public entity which submits a Proposal should describe in detail how it currently performs services like those identified in the Scope of Work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

- **Financial Capacity:** The City is concerned about bidders' financial capability to perform, therefore, may ask you to provide sufficient data to allow an evaluation of firm's financial capabilities.
- **Key Personnel:** It is essential that the Proposer provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Proposer must agree to assign specific individuals to the key positions.
  - Identify the members of the staff who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
  - Include resumes or curriculum vitae of each such staff member, including name, position, telephone number, email address, education, and years and type of experience. Describe for each such person, the relevant transactions on which they have worked.
- **Cost Proposal:** Provide a fee schedule/pricing information for the project as referenced in the attached in Appendix C. Proposals shall be valid for a minimum of 180 days following submission.
- **Disclosure:** Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. **Any past or current business relationship may or may not disqualify the firm from consideration.**
- **Sample Professional Service Agreement:** The firm selected by the City will be required to execute a Professional Services Agreement with the City. A sample of the Agreement is

enclosed as **Appendix B**, but may be modified to suit the specific services and needs of the City. **If a Proposer has any exceptions or conditions to the Agreement, these must be submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.** See No. 12 of this RFP below.

- **Checklist of Forms to Accompany Proposal:** The following is a list of the forms, **Appendix C** included in this RFP, which must be completed in full and included with Proposals:

1. Vendor Application Form
2. Company Profile & References
3. Ex Parte Communications Certificate
4. Disclosure of Government Positions
5. Disqualifications Questionnaire
6. Bidder/Applicant/Contractor Campaign Contribution
7. Cost Proposal

## **2. Process for Submitting Proposals:**

- **Content of Proposal:** The Proposal must be submitted using the format as indicated in the Proposal format guidelines.
- **Preparation of Proposal:** Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- **Cost for Preparing Proposal:** The cost for developing the Proposal is the sole responsibility of the Proposer. All Proposals submitted become the property of the City. Fee proposal shall be submitted in a **separate** file containing the following:
  - ✓ Cover letter stating the total lump sum fee.
  - ✓ A spreadsheet with a detailed fee schedule of the proposed costs. Each fee schedule shall depict individual project tasks, number of hours assigned for specific personnel and their basic hourly rates, mark up on supplies, if any, etc..
- **Forms to Accompany Proposal:** Appendix C forms shall be attached at the end of the Proposal with the exception of the Cost Proposal which shall be submitted in a separate file.
- **Number of Proposals:** Submit one (1) PDF file format copy of your proposal in sufficient detail for thorough evaluation and comparative analysis
- **Submission of Proposals:** ***Complete written Proposals must be submitted electronically in PDF file format via the planetbids.com website not later than 10:00 a.m. (P.S.T) on December 13, 2024. Proposals will not be accepted after this deadline. Bids received after the scheduled closing time will not be accepted. It shall be the sole responsibility of the Bidder to see that the bid is received by the deadline. Faxed or e-mailed Proposals will not be accepted. NO EXCEPTIONS.***

- **Inquiries:** Questions about this RFP must be posted in the Q & A tab on Planetbids no later than November 25, 2024 at 10:00 A.M. The City reserves the right not to answer all questions.

The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addenda, responses to questions received, and additional information will be posted to the Costa Mesa Procurement Registry, Costa Mesa-Official City Web Site, Business-Bids & RFP's. Proposers should check this web page daily for new information.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed herein regarding this RFP. The City reserves the right to reject any Proposal for violation of this provision. No questions other than posted on Planetbids will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance:** This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of Costa Mesa, California. If any proprietary information is contained in the Proposal, it should be clearly identified.
- **Insurance & W-9 Requirements:** Upon recommendation of contract award, Contractor will be required to submit the following documents with ten (10) days of City notification, unless otherwise specified in the solicitation:
  - **Insurance** - City requires that licensees, lessees, and Contractors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract.
  - **W-9** – Current signed form W-9 (Taxpayer Identification Number & Certification) which includes Contractor's legal business name(s).

**3. Evaluation Criteria:** The City's evaluation and selection process will be conducted in accordance with Title II, Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the most qualified responsive and responsible proposer shall be determined based on evaluation of qualitative factors in addition to cost. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

**1. Qualifications of Experience of Key Personnel ----- 45%**

**2. Qualifications of the Firm ----30%**



### 3. Cost Proposal ---- 25%

**4. Evaluation of Proposals and Selection Process:** In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating Proposals. An Evaluation Committee, which may include members of the City's staff and possibly one or more outside experts, will screen and review all Proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

- A. Responsiveness Screening:** Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any Proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.
- B. Initial Proposal Review:** The Committee will initially review and score all responsive written Proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any Proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the most qualified or lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.
- C. Interviews, Reference Checks, Revised Proposals, Discussions:** Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for the week of **January 21-22 2025** and will be conducted at City of Costa Mesa City Hall, 77 Fair Drive, Costa Mesa, CA 92626. This date is subject to change. The individual(s) from Proposer's organization that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest

ranked organization. The City may recommend award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

**5. Protests:** Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the Proposal procedure, which are apparent or reasonably should have been discovered prior to receipt of Proposals shall be filed in writing with the City's Purchasing Department at least 10 calendar days prior to the deadline for receipt of Proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or that could not reasonably have been discovered prior to submission date of the Proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the City's Purchasing Department, within 48 hours from receipt of the notice from the City advising of City's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The City's Purchasing Department will respond to the protest in writing at least 3 days prior to the meeting at which City's recommendation to the City Council will be considered. Should Proposer decide to appeal the response of the City's Purchasing Department, and pursue its protest at the Council meeting, it will notify the City's Purchasing Department of its intention at least 2 days prior to the scheduled meeting.

**A. Procedure** – All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- The name, address and telephone number of the protester;
- The signature of the protester or the protester's representative;
- The solicitation or contract number;
- A detailed statement of the legal and/or factual grounds for the protest; and
- The form of relief requested.

**6. Accuracy of Proposals:** Proposers shall take all responsibility for any errors or omissions in their Proposals.

If prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposer unwilling to perform under any resulting contract, the Proposer must immediately notify the facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items. Any Proposer who withdraws a Proposal will be ineligible to bid further on the work included in the RFP scope.

**7. Responsibility of Proposers:** The City shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Proposer in:

- Preparing Proposal in response to this RFP;
- Submitting that Proposal to the City;
- Negotiating with the City any matter related to the Proposal; and,
- Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.

**8. Confidentiality:** The California Public Records Act (Cal. Govt. Code Sections 7920.000, et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.

Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

**9. Ex Parte Communications:** Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the

City on the Proposer's behalf. Proposers shall include the Ex Parte Communications Form in **Appendix C** with their Proposals certifying that they have not had or directed prohibited communications as described in this section.

**10. Conflict of Interest:** The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090, et seq., or Sections 87100, et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

**11. Disclosure of Governmental Position:** In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached Disclosure of Government Positions Form in **Appendix C**.

**12. Conditions to Agreement:** The selected Proposer will execute a Professional Services Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as **Appendix B** to this RFP, which may be modified by the City.

All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. **The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.**

Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement.

**13. Disqualification Questionnaire:** Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a Proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation, included in **Appendix C**.

**14. Standard Terms and Conditions:** The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addenda and additional information will be posted to [www.Planetbids.com](http://www.Planetbids.com)

**APPENDIX A**  
**SCOPE OF WORK**

## **Stage 1 Enterprise Cabling CAT6a**

Install a complete end-to-end certified system for transmission of voice, data, and video signals. The system shall be designed, installed, and tested to the proposed Category 6A specifications, certified to a 10 GB speed to the desktop.

Replace the obsolete CAT5 infrastructure with CAT6A Infrastructure at all sites.

Establishing new and enhancing existing cable pathways to facilitate both initial installation and future growth.

Installation and termination of Category-6A network cabling at identified drop locations

Provide a Labeling map, CAD & PDF documentation of installed cable plant.

Category-6A certification testing and test results.

Removal and demolition of pre-existing network cable and patch panels post-migration.

Expanding existing penetrations may be required to expand pathways in some locations.

A written warranty of work for a 10-year minimum is required.

Contractor is to be on site for consecutive days until work is completed.

## **PLANS AND SPECIFICATIONS**

The City of Costa Mesa does not possess CAD drawings of the subject. Floor plans are available for review via PDF.

Approximately 1,500 jacks across 13 site locations have been identified for this project.

Bidders will be given the opportunity for a walk-through of the facilities prior to submitting their bids.

Responses must use components outlined for the solution that are equal to or exceed the specification to meet the objectives outlined.

The Contractor shall not place any distribution cabling alongside power lines, or share the same conduit, channel, or sleeve with electrical apparatus.

The Contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded, and cable bends maintain the proper radius during the placement of the facilities.

All modular furniture outlets must be integrated to ensure properly sized "in-feeds" and pathway capacity. All cables exiting a wall cavity or floor sleeve must be protected until the cables enter the furniture system. Any costs for scheduling offsets or come-backs for dressing the furniture must be included in base bid price.

The maximum run of cable from any workstation to an IDF closet, or to the MDF shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 328 feet (100 meters).

All data station cables shall terminate sequentially on termination panels where they will be patched with RJ-45 patch cables of appropriate length to the network switch.

All data station cables shall be terminated onto rack-mounted patch panels. Patch panels shall be flat modular patch panels.

The contractor shall provide all CAT6A patch cables required for completing Ethernet connections between the equipment patch panels and station patch panels. Provide one (1) patch cord of the appropriate size for each data cable installed. These patch cables shall be double ended RJ-45 TIA Category 6A cable.

No cabling will be permitted to be installed on ceiling or black iron. All cabling is to have an independent support system.

## **CABLING REQUIREMENTS**

All network drops shall consist of Category-6A, white, plenum-rated cables, patch panels, and white jacks.

All network riser cables shall be AWG copper and white in color.

Cable distance shall not exceed 290 feet (88 meters).

A 6 foot service loop will be provided within 10 feet of each termination.

A minimum bend radius of 1-inch shall be respected for all cabling.

The maximum bundle size is 24 cables.

Cable bundles shall use Velcro fastening.



Each drop will make use of a white keystone termination and appropriate faceplate.

Patch panels and keystones shall be Cat-6A rated.

Pathways will be serviceable and consist of conduit and appropriate grommet and firestop (if applicable) for any wall or floor penetration; cable tray or EMT conduit for any exposed cabling pathway; and appropriate J-hooks above drop ceiling.

Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, provide cable supports at intervals of every 4 – 6 feet.

Cable supports shall be “J” hooks or other supporting devices with a minimum 1-inch cable-resting surface.

Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches.

## **LABELING AND DOCUMENTATION**

A 4-character labeling scheme, referred to as “Jack ID” hereafter, shall be used for all network drops as follows:

A numerical digit 0-5 indicating the floor (example: 0 for basement, 1 for first floor, 2 for 2<sup>nd</sup> floor, etc.).

A two-digit numerical identifier representing the wall or biscuit box for the drop to correspond with the patch panel port.

A single letter, A – Z indicating the patch panel.

When a box provides multiple jacks, jacks are to be ordered left to right, top to bottom; like reading a book.

No punctuation shall be used.

Example identifiers: 101A, 101B, 201A, 201B.

For each cable the Jack ID shall appear using printed permanent labeling in 4 locations:

Each end of the cable within 1 foot of termination.

Above each patch panel port.

On the box or faceplate of the drop, once (e.g., 101A and 101B).

Each office that requires two network drops will be paired with the same patch panels and ports identifier (example: 101A & 101B).

An as-built floor plan with drop locations will be provided in electronic form (CAD and PDF) must be given to the City before the job is completed.

## **COMPONENTS**

24 or 48-port Category-6A TrendNet patch (Model TC-KP24S/ TC-KP48S) panels based on need; each patch panel will be spaced 1RU or equivalent.

TrendNet Keystone (Model TC-K06C6A) Jack systems or equivalent.

Cat6a cabling will be CommScope or equivalent.

RJ45 Jacks for Cat6a will be CommScope or equivalent.

Drops that are in the ceiling will be terminated in a surface mount box unless directly plugged into a POE Camera. POE Camera will require a direct RJ45 connection. CommScope or equivalent, depending on need.

## **COPPER 6A TESTING**

All category 6A field-testing shall be performed with a Fluke Networks DTX-1800 tester or better.

Category 6A balanced twisted-pair horizontal and backbone cables, whose length does not exceed 90 meters (295 feet) for the basic link, and 100 meters (328 feet) for the channel shall be 100 percent tested according to ANSI/TIA/EIA-568-B.1. Test parameters include wire map plus ScTP shield continuity (when present), length, NEXT loss (pair-to-pair), NEXT loss (power sum), ELFEXT loss (pair-to-pair), ELFEXT loss (power sum), return loss, insertion loss, propagation delay, and delay skew.

## **TEST EQUIPMENT CRITERIA**

All balanced twisted-pair field testers shall be factory calibrated each calendar year by the field test equipment manufacturer as stipulated by the manuals provided with the field test unit. The calibration certificate shall be provided for review prior to the start of testing.

Automatic test settings provided in the field tester for testing the installed cabling shall be set to the default parameters.

Test settings selected from options provided in the field testers shall be compatible with the installed cable under test.

Test results will be labeled using the Jack ID and provided as a single report.

Test results will include a pass-fail summary followed by detailed test results for each Jack ID.

## SYSTEM WARRANTY

A ten (10) year or greater warranty available for the category 6A structured cabling system shall be provided for an end-to-end channel model installation which covers cable, connecting hardware and the labor cost for the repair or replacement thereof.

## LOCATIONS

#	NAME	TYPE	ADDRESS	# of Drops(approx.)
1.	City Hall	City Facility	77 Fair Dr	700
2.	Corporation Yard	City Facility	2310 Placentia Ave	96
3.	Neighborhood Community	Community Ctr	1845 Park Ave	48
4.	Downtown Recreation Ctr	Community Ctr	1860 Anaheim Ave	96
5.	Senior Center	Community Ctr	695 W 19th St	96
6.	Fire Station 2	Fire Department	800 W Baker St	24
7.	Fire Station 3	Fire Department	1865 Park Ave	24
8.	Fire Station 4	Fire Department	2300 Placentia Ave	24
9.	Fire Station 5	Fire Department	2450 Vanguard Way	24
10.	Fire Station 6	Fire Department	3350 Sakioka Dr	24
11.	Communications	PD	79 Fair Dr	128
12.	Westside Substation	PD	565 W 18th St	48
13.	South Coast Plaza Sub	PD	3333 Bristol St	24

Note: Approximately 1,356 network drops but quote for **1500** Network connections in totality.

## Stage 2 Verkada Camera Install CAT6 enhanced

Install a complete end-to-end certified system for transmission of voice, data, and video signals for the Police Department. The system shall be designed, installed, and tested to the proposed Category 6 (Cat6) Enhanced specifications, and certified to a 1 GB speed to the Power over Ethernet (PoE) Verkada IP Cameras.

Contractor will provide thirty-five (35) Cat6 Enhanced cable for 32 Verkada Cloud Cameras and 3 Viewing Stations. Terminate, certification test, and label each cable.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday – Thursday, and every other Friday. After hours work will be required for at least 50% of the total hours.

Contractor will provide new conduit where required. Conduit is to be painted to match existing interior/exterior colors. It is assumed that all the existing conduit raceways for each of the exterior and interior cabling pathways will be reusable to pull the existing cabling out of the conduit and pull the new cable in without additional conduit required.

Contractor will furnish PoE and Network Extenders for Verkada Cameras if required.

Replace the obsolete Cat5/coax infrastructure with Cat6 Enhanced Infrastructure for the Verkada Camera Installation.

Establishing new and enhancing existing cable pathways to facilitate initial installation and future growth.

Installation and termination of Cat6 Enhanced network cabling at identified drop locations.

Labeling map, CAD, and PDF documentation of installed cable plant.

Cat6 Enhanced certification testing and test results.

Removal and demolition of pre-existing network cable and patch panels post-migration.

Expanding existing penetrations may be required to expand pathways in some areas.

A written warranty of work for a 10-year minimum is required.

Contractor is to be on-site for consecutive days until work is completed.

Contractor to point and tilt Verkada camera with final views being approved by City team. Access to Verkada Command application will be provided to Contractor for initial views of cameras.

## **CAMERA LOCATIONS**

<u>NAME</u>	<u>ADDRESS</u>	<u># of Drops</u>
Police Department	79 Fair Drive, Costa Mesa CA 92626	35

A. Map will be provided by the City.

B. Interior camera locations for the Police Station and the Communications Building with Verkada 60-day retention cameras:

1. Main visitor lobby
2. Lobby behind counter
3. Lobby door (eye level)
4. Lobby hallway/restrooms
5. Property entry

6. Safe room C1
7. Safe room C2
8. Gun storage
9. Front desk/package hallway
10. Northeast hallway around jail by break room patio door
11. Room next to the patio door

C. Exterior camera locations for the Police Station and Communications Building.  
Exterior areas with Verkada 60-day retention cameras:

12. Front lobby entrance
13. North visitor parking lot
14. North visitor entrance (LPR Mode)
15. Front walkway outside of the main entrance
16. Front walkway outside of Property
17. Front northeast corner walkway
18. Northeast pedestrian gate
19. East vehicle gate
20. Communications parking lot
21. Back of Communications building
22. Southwest corner of Communications building
23. Northwest corner of Communications building
24. Communications north entry door (by phone)
25. Southwest vehicle gate
26. East parking pedestrian gate
27. East parking northeast helicopter pad
28. Crime scene evidence door
29. Northwest parking area helicopter pad
30. Northwest parking area southwest entry
31. Northwest vehicle gate
32. West entrance

D. View Station Locations:

33. Watch Commander# 1 – 1 New View Station with 1 new 43" Displays and Ceiling Hung Mounts
34. Watch Commander# 2 – 1 New View Station with 1 new 43" Displays and Ceiling Hung Mounts
35. Communications – 1 New View Station with 1 New 75" Display and Wall or Ceiling Mount

## PLANS AND SPECIFICATIONS

The City of Costa Mesa does not possess CAD drawings of the existing infrastructure. Floor plans are available for review via PDF.

Approximately 35 jacks in the Police Department have been identified for this project.

Proposers will be given the opportunity for a walk-through of the facility prior to submitting their proposals.

Responses must use the listed components (or equivalent) for the solution to meet the objectives outlined.

Contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities.

All cables exiting a wall cavity or floor sleeve must be protected until the cables enter the furniture system. Any exterior conduit run must be outdoor-rated metal and painted to match the building. Any costs for scheduling, painting, offsets, or come-backs for dressing the installation must be included in the base proposed price.

The maximum run of cable from any workstation to an IDF closet, or to the MDF shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 100 meters (328 feet).

All data station cables shall terminate sequentially on termination panels where they will be patched with RJ-45 patch cables of appropriate length to the network switch.

All data station cables shall be terminated onto rack-mounted patch panels. Patch panels shall be flat modular patch panels.

Contractor shall provide all Cat6 Enhanced patch cables required for completing Ethernet connections between the equipment patch panels and station patch panels.

No cabling will be permitted to be installed on ceiling or black iron. All cabling is to have an independent support system.

## **CABLING REQUIREMENTS**

All network drops shall consist of Cat6 Enhanced, orange plenum rated cables, patch panels, and yellow jacks.

All network riser cable shall be AWG copper and yellow in color.

Cable distance shall not exceed 288 feet (88 meters).

A 6-foot service loop will be provided within 10 feet of each termination.

A minimum bend radius of 1-inch shall be respected for all cabling.

The maximum bundle size is 24 cables

Cable bundles shall use Velcro fasteners.

Patch panels and keystones shall be Cat6 Enhanced rated.

Pathways will be serviceable and consist of conduit and appropriate grommet and firestop (if applicable) for any wall or floor penetration; cable tray or EMT conduit for any exposed cabling pathway; and appropriate J-hooks above drop ceiling.

Cabling shall not be laid on ceiling grid structure, ceiling tiles, or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, provide cable supports at intervals of every 4 – 6 feet.

Contractor shall not place any distribution cabling alongside power lines, or share the same conduit, channel, or sleeve with electrical apparatus.

Cable supports shall be J-hook or other supporting devices with a minimum 1-inch cable-resting surface.

Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches.

### **Stage 3: Single Mode Campus Fiber**

Contractor will provide Fifteen (15) Single mode Campus Fiber Optic Backbone Cables based on the preexisting locations, utilizing the building ceiling spaces and existing conduits/sleeves between each floor and building.

Contractor will provide demo of the existing Multimode Fiber Cables after City of Costa Mesa has cut over all existing network connection to the new fiber Optic cables.

The fiber pathways will include a 1" Innerduct for all ceiling and ladder rack pathways where Armored Fiber cabling is not used.

All fiber will be terminated into Rack or Wall Mounted Fiber Cabinets as applicable, with LC Duplex Coupler Panels and LC Fusion Splice Pigtails.

Contractor will provide all Fiber Optic Patch Cables to enable all fiber point to point connections.

Contractor will provide and install fusion splice cassettes at all termination points.

*The following 15 campus fiber backbones have been requested located at 77, 79 & 99 Fair Drive & 2450 Vanguard Way, Costa Mesa, CA 92626:*

### **City Hall Server Room**

1. 24Fiber CH Server Rm/CH Net Rack – to – CH Server Rm/PD Server Cabinet
2. 24Fiber CH Server Rm/PD Net Rack – to – CH Server Rm/PD Server Cabinet

### **City Hall IDF's**

- 3.12Fiber CH Server Rm/CH Net Rack – to – CH Basement IDF
4. 12Fiber CH Server Rm/CH Net Rack – to – CH 1st Floor Video Rm IDF
- 5.12Fiber CH Server Rm/CH Net Rack – to – CH 2nd Floor IDF
- 6.12Fiber CH Server Rm/CH Net Rack – to – CH 3rd Floor IDF
- 7.12Fiber CH Server Rm/CH Net Rack – to – CH 4th Floor IDF
- 8.12Fiber CH Server Rm/CH Net Rack – to – CH 5th Floor IDF

### **Campus Interconnect Outdoor Fiber Cables**

9. 24Fiber CH Server Rm/PD Net Rack – to – Communications Building
10. 12Fiber Communications Building – to – Fire Station #5
11. 12Fiber CH Server Rm/CH Net Rack – to – PD Fuel Pump Shack Wall Mount
  - a. Fuel Pump 1" conduit will need to be surveyed, to assure new fiber will be able to be pull into the existing conduit.
- 12.12Fiber CH Server Rm/CH Net Rack – to – PD Helicopter Pad Wall Mount

### **Police Department**

- 13.12 Fiber PD Basement – to – PD 1st Floor IDF
- 14.12 Fiber PD Basement – to – PD 2nd Floor IDF
15. 12 Fiber PD Basement – to – PD 1st Floor EOC IDF

### **Stage 4 EOC IDF Rack relocation and re-termination of new connections**

Contractor will remove fiber enclosures and pull fiber back to new IDF location.

Contractor will remove copper cables from patch panels and pull cables back to new IDF location.

Contractor will remove IDF rack and relocate to new IDF location.

Contractor will remove ladder racking and reuse as necessary for new location.

Contractor will install ladder rack, fiber enclosures, copper patch panels onto IDF rack.

Contractor will dress and load fiber into fiber enclosures.

Contractor will re-terminate and retest all copper & fiber cables on to existing panels.

Contractor will provide and Install 80 new Cat6a cables that won't reach from previous IDF location to new IDF location.

Contractor will provide Cat6a patch panels and keystones as needed

Contractor will provide 80 Cat6a network patch cables

Contractor will terminate test and label newly install Cat6a cables.



## **LABELING AND DOCUMENTATION**

A 4-character labeling scheme (Jack ID) shall be used for all network drops as follows:

A numerical digit 0 – 5 indicating the floor (i.e., 0 for basement, 1 for first floor, 2 for second floor, etc.).

A two-digit numerical identifier representing the wall or biscuit box for the drop to correspond with the patch panel port.

A single letter A – Z indicating the patch panel.

When a box provides multiple jacks, they are to be ordered left to right, top to bottom.

No punctuation shall be used.

Example identifiers: 101A, 101B, 201A, 201B.

For each cable, the Jack ID shall appear using printed permanent labeling in 4 locations:

- Each end of the cable within 1 foot of termination;
- Above each patch panel port;
- On the box or faceplate of the drop, once (i.e., 101A and 101B).

An as-built floor plan with drop locations will be provided in electronic form (CAD and PDF) to the City before the job is completed.

## **COMPONENTS**

24-port or 48-port Cat6 TrendNet patch (Model TC-KP24S/ TC-KP48S) panels based on need; each patch panel will be spaced 1RU.

TrendNet Keystone Yellow Jack systems or equivalent.

Cat6 Enhanced cabling will be CommScope or equivalent.

RJ45 Jacks for Cat6 will be CommScope or equivalent.

PoE camera will require a direct RJ45 connection, CommScope, or equivalent.

Corning fiber connections, fiber, splice cassette, housing panels, etc., or equivalent.

2 new Samsung 43" Commercial 24X7 TV Monitors & Mount

1 new Samsung 75" Commercial 24X7 TV Monitor & mounts

## **COPPER 6 TESTING**

All Cat6 Enhanced field-testing shall be performed with a Fluke Networks DTX-1800 tester or better.

Cat6 balanced twisted-pair horizontal and backbone cables, whose length does not exceed 90 meters (295 feet) for the basic link, and 100 meters (328 feet) for the channel shall be 100 percent tested according to ANSI/TIA/EIA-568-B.1. Test parameters include wire map plus ScTP shield continuity (when present), length, NEXT loss (pair-to-pair), NEXT loss (power sum), ELFEXT loss (pair-to-pair), ELFEXT loss (power sum), return loss, insertion loss, propagation delay, and delay skew.

## **TEST EQUIPMENT CRITERIA**

All balanced twisted-pair field testers shall be factory calibrated each calendar year by the field test equipment manufacturer as stipulated by the manuals provided with the field test unit. The calibration certificate shall be provided for review prior to the start of testing.

Automatic test settings provided in the field tester for testing the installed cabling shall be set to the default parameters.

Test settings selected from options provided in the field testers shall be compatible with the installed cable under test.

Test results will be labeled using the Jack ID and provided as a single report.

Test results will include a Pass/Fail summary followed by detailed test results for each Jack ID.

## **SYSTEM WARRANTY**

A ten (10) year or greater warranty available for the Cat6 structured cabling system shall be provided for an end-to-end channel model installation which covers cable, connecting hardware, and the labor cost for the repair or replacement thereof.

**APPENDIX C  
FORMS**

**Vendor Application Form  
Ex Parte Communications Certification  
Disclosure of Government Positions  
Disqualification Questionnaire  
Company Profile & References  
Bidder/Applicant/Contractor Campaign Contribution  
Cost Proposal**