

**Request for Qualifications and Proposals**  
**To Provide Design and Installation Services**  
**For Tower Switch Upgrade**

**RFQ# 326-20-117**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process The Lackawanna County Commissioners are requesting Statements of Qualifications and Proposals from registered design and engineering professionals interested in performing design services and installation of county provided Cisco switches. Proposals will be received and reviewed by the County of Lackawanna ("County") for the purpose of replacing the current MPLS switch (Nokia 7210) and the current access switch (Alcatel 6450) with Cisco 9500 and Cisco 9300 at each of the 10 County Tower location. The County has already purchased 11 Cisco 9500 and 11 Cisco 9300 switches. A set will be need at each tower site and the 11<sup>Th</sup> set as a backup.

All proposal documents shall be sent to the Lackawanna County Chief of Staff Office, 6<sup>th</sup> floor Lackawanna County Government Center, 123 Wyoming Avenue, Scranton, PA 18503 by courier (USPS, UPS, or FedEx). Hand delivered proposals will be accepted and can be dropped off with the 1<sup>st</sup> floor receptionist. All proposals are to be sealed and plainly marked with the Project Name and RFQ ID and contain all required information described herein. A bid bond, certified check, or cash in the amount of 10% of the bid amount is required to be submitted with each bid, payable to the Lackawanna County Treasurer, as a guarantee of the bidder's willingness to execute the contract if awarded the same. Lackawanna County reserves the right to reject any or all proposals.

**All proposal documents must be received by the Lackawanna County Chief of Staff Office no later than 11:00AM on November 22, 2021. Questions may be emailed to Mike Brown [brownmi@lackawannacounty.org](mailto:brownmi@lackawannacounty.org) . All questions must be received by November 16, 2021, by 5PM. Question shall be answered and sent to project overview attendees by November 18, 2021, 5:00 PM**

**PROJECT OVERVIEW**

There will be a mandatory project overview meeting in the Commissioners Board Room 5<sup>th</sup> Floor Lackawanna Government Center, 123 Wyoming Avenue, Scranton, PA 18503 Monday November 15<sup>th</sup> at 10:00AM. Email Joe Wechsler [wechslerj@lackawannacounty.org](mailto:wechslerj@lackawannacounty.org) to register for the mandatory project overview meeting. Proposals shall only be accepted from firms that attend the mandatory project overview meeting.

## GENERAL TERMS

Lackawanna County reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of Lackawanna County.

The contract is subject to the approval of the Board of Commissioners and is effective only upon their approval.

Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.

Proposals will remain effective for County review and approval for 90 days from the deadline for submitting proposals.

If the County only receives one proposal, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 90-day period that proposals are effective.

The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

## SCOPE OF WORK

The selected vendor will provide design and construction services for the replacement of the current MPLS switch (Nokia 7210) and the current access switch (Alcatel 6450) with Cisco 9500 and Cisco 9300 at each of the 10 County Tower location. The County has already purchased 11 Cisco 9500 and 11 Cisco 9300 switches. A switch set will be need at each tower site and the 11<sup>Th</sup> set as a backup. All contract plans, specifications and documents shall be prepared in accordance with all applicable requirements of funding sources. Technical Questions shall be emailed to Mike Brown [brownmi@lackawannacounty.org](mailto:brownmi@lackawannacounty.org), Kimberly Walker [walkerki@lackawannacounty.org](mailto:walkerki@lackawannacounty.org) and Colin Doherty [dohertyc@lackawannacounty.org](mailto:dohertyc@lackawannacounty.org) .

Please refer to Attachment 1 and Attachment 2 for further information.



SwitchAttachment1  
A.pdf



SwitchAttachment2  
B.pdf

## DESIGN PHASE

The selected team shall prepare final design and installation drawings for submission to Lackawanna County for review and approval prior to performing any of the proposed installation work. The selected team should anticipate one pre-design kick-off meeting and one final-design review meeting.

## CONSTRUCTION PHASE

The selected team will work closely with County Information Technology Department during this phase. The selected vendor will act as the engineer on the project, representing County interests. The selected team shall implement the proposed installation as described by the County-approved design mentioned above. The selected vendor shall conduct periodic inspections of the site and attend project meetings as requested by the County. The selected team should anticipate one pre-construction kick-off meeting and

weekly status meetings. The selected team shall accompany the County on a final inspection of the project including system testing.

## **SUBMISSION REQUIREMENTS AND FORMAT OF PROPOSAL**

Four (4) hard copies, and one (1) thumb drive of the proposal marked “TOWER SWITCH UPGRADE PROPOSAL” shall be delivered Lackawanna County Chief of Staff Office, 6<sup>th</sup> floor Lackawanna County Government Center, 123 Wyoming Avenue, Scranton, PA 18503 by courier (USPS, UPS, or FedEx). Hand delivered bids will be accepted and can be dropped off with the 1<sup>st</sup> floor receptionist. All proposals are to be sealed and plainly marked with the Project Name and RFQ ID and contain all required information described herein. A bid bond, certified check, or cash in the amount of 10% of the bid amount is required to be submitted with each bid, payable to the Lackawanna County Treasurer, as a guarantee of the bidder’s willingness to execute the contract if awarded the same.

**All proposal documents must be received by the Lackawanna County Chief of Staff Office no later than 11:00AM on November 22, 2021.** The proposal submission shall be in 8-1/2x11” format, minimum font size 11 point, and each page must be numbered and labeled “TOWER SWITCH UPGRADE PROPOSAL”. Proposals shall include:

### **Cover Letter**

The vendor shall provide a cover letter with the following items:

- A statement demonstrating your understanding of the work to be performed.
- The contact information of the proposing team’s Project Manager.
- A clear statement of the firm’s principals and employee’s relationship(s) with officials and employees of Lackawanna County.
- A statement acknowledging that the County may ask for background checks and security clearance records of the selected team.
- The cover letter shall be signed by the team’s Project Manager who shall be legally authorized to negotiate and contractually bind the team with the County regarding the requested services. The Project Manager shall be the main contact with the County for technical and contractual issues and shall be responsible for the direction of day-to-day progress.

### **Profile of the Team**

The proposing team shall provide a brief statement and team profile indicating experience in conducting work sought by this RFP. The profile shall include:

- A statement of the team’s experience in conducting work of the nature sought by this RFP. Advertising brochures may be included as support of this statement.
- The address of the team’s primary office where the Project Manager is located.
- The address of any subconsultants’ offices, if applicable.
- Resumes of staff and subconsultant staff that are proposed to conduct the work outlined and the specific duties of each person relative to the proposed work.

- Three (3) references from projects that were completed with similar work outlined in this RFP. Contact information for references shall include name, title, organization, phone number, mailing address, and email address.

### **Explanation of Work**

The proposal shall include a detailed description of the methods and procedures the team will use to perform both the design and installation work requested herein. The proposal shall include a description of the concept design, as well as clearly describe the design methodology and design adequacy for this project. The proposal shall also include a description of the anticipated step-by-step installation procedures. Inclusion of examples of similar work is encouraged.

### **Work Schedule**

The project work schedule shall include time frames for each major work element outlined in the Explanation of Work, including final design submission, target start date for each major step of installation, target completion date for each major step of installation, and target date for final inspection.

### **Proposed Cost**

The cost proposal for all project expense shall be organized and itemized by proposed work items in your Explanation of Work and Project Schedule. Include reimbursable expenses that will be claimed.

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended by the Board of Commissioners to allow for additional costs.

Your proposed method of billing shall be stated. The preferred practice for this project is to pay upon completion of work tasks outlined in your proposal. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by the County.

### **Contract**

If awarded a contract, the County will provide the contract. See Attachment 3 of this document for the document titled “Nondiscrimination / Sexual Harassment Clause to be attached to and shall be incorporated in the contract.



Attachment 3.pdf

## **EVALUATION CRITERIA**

### **Technical Expertise and Experience**

The following factors will be considered:

- The firm’s experience in performing similar work.
- The expertise and professional level of the individuals assigned to conduct the work. Resumes for key team members and examples of relevant prior work are encouraged.
- The clarity and completeness of the proposal and the firm’s demonstrated understanding of the work to be performed.

## **Procedures and Methods**

The following factors will be considered:

- The techniques for collecting and analyzing data and performing the design.
- The installation techniques for implementing the design.
- The sequence and relationships of major steps.
- The methods for managing the work to ensure timely and orderly completion.

## **Cost**

The following factors will be considered:

- The number of hours or days of work to be performed.
- The level of expertise of the individuals proposed to do the work.
- The proposed schedule showing number of hours of system downtime during installation.

## **Oral Presentation**

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.