



CITY OF LAWRENCE

REQUEST FOR PROPOSALS (RFP)

RFP # R1301

Purpose of RFP: Technology Consulting Services for Community Networking and Telecommunications Technology Infrastructure Report

RFP Description: The City requests the assistance of a qualified technology consultant to prepare a report documenting the current technology infrastructure of the community and identifying opportunities and next steps for the City to consider to enhance the networking and telecommunications technology infrastructure of the Lawrence community.

Department: City Manager's Office

Contacts: Diane Stoddard, Assistant City Manager

E-mail: dstoddard@lawrenceks.org

Phone: 785-832-3413

Site Visit Requirements: None

Submittal Format: One proposal in PDF format submitted by e-mail

Due Date & Time:

E-mail communication expressing general interest: January 15, 2013 at 5 pm
Central Standard Time

**Questions regarding the RFP should be submitted no later than January 18, 2013 at
5 pm Central Standard Time**

Full proposal: January 25, 2013 at 5 pm Central Standard Time

Submit Electronically to:

City of Lawrence, Kansas
Diane Stoddard, Assistant City Manager
dstoddard@lawrenceks.org

Important Note: You must receive a confirmation that your proposal was received.

Request for Proposals

Technology Consultant for Community Networking and Telecommunications Technology Infrastructure Report

The City of Lawrence, Kansas

RFP# R1301

Purpose/Proposed Scope

The City is seeking proposals from qualified technology consultants who can assist the City with evaluating the current state of technology infrastructure in Lawrence and making recommendations on next steps regarding how the City could leverage its assets to encourage the development of more advanced networking and telecommunications technology infrastructure in the community. The long term goal of the City is to encourage the development of advanced technology infrastructure in order to enhance economic development opportunities and connectivity for businesses, residents and other public agencies.

The key deliverable will be a written report that includes an environmental scan of the current state of technology infrastructure in Lawrence, including public assets and private assets. The report should address possible opportunities to enhance technology infrastructure in Lawrence. In conducting this analysis, the consultant should discuss issues with City staff, local public agency IT professionals, educational institutions and key businesses in order to assess needs and opportunities. The report should make recommendations regarding the City's possible next steps and strategies to achieve the overall goal. The strategies should be outlined in sufficient detail to enable the City to evaluate these possible next steps. There would also be a requirement that the consultant be available to present the report at a City Commission meeting.

Depending upon the next steps identified, the quality of the consultant work to date, and City Commission direction to move forward, there is a possibility that the consultant's work may be extended to assist with future steps.

The City reserves the right to proceed only with a portion of the project, to reject any and all proposals, and to decide to not proceed with the project.

Qualifications

At a minimum, the consultant must demonstrate knowledge and experience in telecommunications policy and legal issues, and broadband fiber and wireless issues. The consultant must demonstrate that they are objective and unbiased. The consultant must demonstrate excellent writing and analytical skills. The consultant must demonstrate successful completion of similar work to the proposed scope. Experience in Kansas is also beneficial.

Submittal Requirements

Firms or individuals who have an interest in submitting should provide a brief e-mail expressing such interest to Diane Stoddard, dstoddard@lawrenceks.org, by January 15, 2013 at 5 pm Central Standard Time. This will enable any questions submitted regarding the RFP to be distributed to interested consultants prior to the proposal due date. All

questions regarding the RFP should also be submitted electronically to the same address no later than January 18, 2013 at 5 pm Central Standard Time.

Proposals are due by January 25, 2013 at 5 pm Central Standard Time and should be submitted electronically. *Important note: the receipt of submission should be verified by the submitting party. The City is not responsible for electronic submissions not received.*

Consultants are required to submit the following information:

1. Provide background information on experience. Indicate how long consultant has been in professional practice and what areas of expertise consultant offers. Identify the project manager and other key personnel who will work on the project.
2. Describe consultant's approach to this project and identify the specific steps that would be taken to complete the report deliverable.
3. Identify other projects, particularly similar projects that have been undertaken, and the current status of those projects. Provide contact references from listed projects: name, title, e-mail address and phone number.
4. Provide a cost proposal for the completion of the report outlined in the proposed scope.
5. Indicate ability to meet project schedule, specifically ability to complete report by March 29, 2013, assuming a notice to proceed around the week of February 11, 2013.

Consultation Clarification

Consultants are asked to direct all questions regarding this RFP to Diane Stoddard, Assistant City Manager, the City of Lawrence at dstoddard@lawrenceks.org, or 785-832-3413. Based on the nature of the questions the City may elect to issue an addendum to all consultants on the distribution list.

Selection Process

A Selection Committee involving representatives from the City of Lawrence and other stakeholders will review the submittals and make a recommendation to the City Commission of the best firm to complete the project. The recommendation will be based upon relevant project experience, approach to the project, and the cost of proposal to complete the report. The City Commission will make the final selection and approve the agreement with the successful consultant.

Interviews

At its discretion, the City may conduct interviews with the shortlisted firms involving key project staff. Team members should be prepared to discuss, among other things, their approaches to maintaining a schedule, communicating with the City, coordinating with stakeholders and businesses and other project responsibilities.

Submittal Schedule*

RFP issued.....December 28, 2012

RFP will be posted on demandstar.com and will be advertised in the *Lawrence Journal World*. Others may request a copy of the RFP at any time prior to the submission date.

E-mail indicating general interest in submitting.....January 15, 2013 at 5 pm CST

Deadline for Questions.....January 18, 2013 at 5 pm CST

No clarification questions will be accepted after this date so that an addendum, if required, may be distributed with sufficient time for consultants to review prior to submission.

Submission Deadline.....January 25, 2013 at 5 pm CST

Submit one electronic proposal to Diane Stoddard at dstoddard@lawrenceks.org. The proposal must be submitted in PDF format. It is the consultant's responsibility to receive confirmation that the proposal was received. This is very important, particularly with files that exceed 1 MB.

Shortlist Notified.....between January 28 and February 8, 2013

The City will notify selected firms by phone to schedule interviews. All unsuccessful firms will be notified by e-mail.

Interviews.....between January 28 and February 8, 2013

Recommendation to City Commission of Top Ranked Consultant.....mid-February 2013

Agreement with consultant.....mid-late February 2013

Report Deliverable Due..... Approx. March 29, 2013

**Schedule is subject to change.*