



**REQUEST FOR PROPOSAL**

January 3<sup>rd</sup>, 2024

**CITY OF SANDY, OREGON**  
**NOTICE AND REQUEST FOR PROPOSALS FOR:**  
**CITY OF SANDY IT/TELECOMMUNICATIONS DEPT SPACE NEEDS ANALYSIS**

Proposals due at 5:00pm on January 26<sup>th</sup>, 2024

The City of Sandy is soliciting proposals from qualified consulting firms to assist in creating the City of Sandy's IT and Telecommunications Department Space Needs Analysis as outlined in this RFP. A space needs document is important for future planning, design, and potential construction of a facility capable of housing the City's IT department as well as Sandy's municipal Internet Service Provider (ISP).

Sealed RFP submissions must be received by Gregory Brewster, SandyNet General Manager at 39250 Pioneer Blvd, Sandy OR, 97055, on or before 5pm on January 26<sup>th</sup>, 2024. Envelopes should be clearly marked "CITY OF SANDY IT/TELECOMMUNICATIONS SPACE NEEDS RFP." Please provide three hard copies of the proposal and one electronic copy to the email below using the subject line: **CITY OF SANDY IT/TELECOMMUNICATIONS SPACE NEEDS PROPOSAL**.

Late submissions will not be accepted. Please send all proposals to Gregory Brewster, SandyNet General Manager at: [gbrewster@ci.sandy.or.us](mailto:gbrewster@ci.sandy.or.us).

All requests for clarification must be submitted in writing no later than 2pm on January 19<sup>th</sup>, 2024, to Gregory Brewster, SandyNet General Manager at: [gbrewster@ci.sandy.or.us](mailto:gbrewster@ci.sandy.or.us).

**PROPOSED TIMELINES**

1/3/2024	RFP Posted
1/19/2024 by 2:00pm	Deadline for Clarifications
1/26/2024 by 5:00pm	Deadline for Submission of Proposals
1/29/2024	Review & Interview (if necessary)
2/5/2024	Intent to Award Contract
2/15/2024	Commencement of Services

NOTE: The City reserves the right to modify this schedule at the City’s discretion. Any modification will require the City to notify any bidders who have submitted an intent to bid.

**BACKGROUND**

Sandy is a growing suburban community located on the outskirts of the Portland metropolitan area and within Clackamas County. In 2000, Sandy’s population was only 5,300 and the city was too small to be provided with adequate telecommunications infrastructure. On November 19<sup>th</sup>, 2001, Sandy City Council adopted an ordinance that established Sandy’s municipal telecommunications utility, SandyNet. Since that time SandyNet has provided community and its businesses both inside and outside of city limits with broadband service using various mediums such as wireless point-to-point, Digital Subscriber Lines (DSL) and most recently and heavily utilized, fiber optics. Over the past twenty years, the City’s IT and SandyNet staff have existed under the same department and rapidly grown to support a city-wide fiber-to-the-home network and growing IT department.

SandyNet currently occupies a city building, which owned by another department and is in need of significant repairs with no active plans for renovations. The current space comes with a construction yard capable of holding SandyNet’s machinery and materials. The office space includes an open floor layout for employees, an inventory room for electronics and additional materials, a break room, and a makeshift mudroom for the construction crew.

The SandyNet team takes up the most space between the two departments. The SandyNet department contains 7.5 Full Time Equivalent (FTE) employees, 6 of which has their own desk and office space, while the other 1.5 FTE are split between two common desks. The IT Department contains a total of 1.3 FTE and one dedicated desk and office space.

Both the SandyNet and IT department occupy a shared datacenter, which currently holds all servers, networking, storage, and fiber-to-the-home (FTTH) equipment the departments. The datacenter contains two rooms, an MDF and IDF. Electronics and city owned infrastructure occupy the MDF and the fiber meet-me room and customer colocation space exist in the IDF.

Given the expected growth of both the City’s IT and SandyNet department, a space needs analysis is needed to help the City either build or acquire land and a facility capable of holding the department and its long-term growth needs.

## PROJECT OVERVIEW

The City of Sandy is seeking a consultant from a professional firm to review the existing department and deliver recommendations on identifying its current and future space needs. The analysis will help provide sizing and other requirements for when the city eventually decides to acquire or build a facility. This project is part of an overall Sandy City Council goal of growing SandyNet to become a self-sustaining department.

Attachments A, B, C and D show the existing facility locations and sizes as well as a potential location for a new IT/SandyNet facility and yard.

The City expects the firm and its consultant to have experience in preparing a space needs analysis that should anticipate growth needs today as well as 10 year into the future. As provided by ORS 279B.060, the firm or consultant is required to meet the highest standard prevalent in the industry in providing the appropriate services.

## SCOPE OF SERVICES

The consultant shall provide professional services to support each of following described tasks. The City will work with the awarded consultant to develop a final and comprehensive report that will then be brought before Sandy City Council for adoption.

### **Space Needs Analysis**

A space analysis shall be performed against the current and desired levels of service to determine how SandyNet should build or acquire land/space for new facilities to house the department, including its operations and construction division. This analysis will be key in identifying a viable location for SandyNet's facilities in the upcoming years. The following needs shall be discussed and or considered:

- Construction yard requirements. Include all outdoor vehicles and materials needs, including storage space or covered space for appropriate items. Include a location for vacuum excavator spoils and gravel/sand storage, several conduit reel stands and fiber reel and vault storage.
- Inventory storage room needs for all electronic and indoor equipment and materials.
- Construction crew workspace and vehicle/equipment work bay.
- Office space needs. Considering the IT/SandyNet current office layout, it should include offices for the administrative personnel (IT Director and Assistant IT Director) and a conference room and copy room. The construction crew space should include a locker room, showers and mud room with desks and computer space. Support, Network Operation and City IT divisions should use an open floor layout.
- A secondary, basement or first floor datacenter for failover, replication, and lab testing. This datacenter should be built for a smaller environment but should be

capable of operating critical equipment in the event of a failed datacenter or emergency. Battery storage and an on-site generator are needed to power the office and datacenter.

- A conceptual design of the site and facility that could be used to create a set of engineered plans, and be used to project the projects costs.

### **Recommendation and Analysis Package for Approval**

The consultant shall provide a final document including the analysis and recommendations that can be adopted by Sandy's City Council. The document is expected to be written and prepared by the consultant, and the consultant shall work with any relevant stakeholders to research or benchmark information for their analysis. The consultant shall work with SandyNet and other City staff on specific areas or direction needed for both the analysis and final document.

### **PROPOSAL FORMAT**

Interested and qualified firms are invited to submit a proposal that demonstrates their experience in performing a program for a similar organization or government department. To assist with the evaluation, it is desirable to format the proposal similar to the headings listed below. The submittal should be clear and concise.

Documentation shall contain at a minimum, the following information:

- 1. Cover Letter.**
  - a. Project Title
  - b. Full legal name of proposing business entity
  - c. Name(s) of person(s) authorized to represent the proposer in any negotiations
  - d. Name(s) of person(s) authorized to sign any contract that may result
  - e. Contact person's name, mailing or street address, email, phone numbers
  - f. Narrative of expressed interest in the project
- 2. Firm Profile.** Provide the firm's length of time in business, number of employees, and the locations of key offices supporting the project. Describe the firm's overall experience with providing professional services related to preparing space needs analyses or documents of a similar nature. Provide a brief profile of the firm and available firm resources. Describe any special skills, software, or services that the firm offers, that would be relevant to complete the project.
- 3. Team Qualifications.** Provide a brief profile of the key team members including principle, project manager, and other subject matter experts that would be available to support the information gathering, analysis or writing of the final document. Include a brief description of the experience and expertise offered by each team member. List staff with electronic and or local presence that would be available for regular meetings.
- 4. Related Experience and References.** Describe the firm's experience in performing similar projects for either small ISPs, municipalities or other governments/non-

government organizations that operate in a similar nature or offer similar services to SandyNet. Provide three examples of relevant experience. Include the proposed team members that worked on those past projects. Provide the contact information (name, title, email, address, and phone numbers) for owner/agency project staff on these projects.

5. **Program Approach.** Describe your approach to complete the six tasks previously listed. Describe how you will determine the project needs and scope, assign staff and coordinate with the City, its staff and the relevant stakeholders through the execution of the project.
6. **Signature Page** (1 page maximum). The proposal shall be signed by a representative authorized to bid the team and shall expressly state the proposal is valid for 90 days. The signature page must also include a statement that the firm is not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
7. **Appendices.** Resumes of relevant members that reflect education, registration, experience of key staff including subconsultants/contractors and certifications.

## EVALUATION CRITERIA AND PROTEST

### Selection and Evaluation Process

The City reserves the right to reject any and all proposals that meet the criteria under **ORS 279B.100 Cancellation, rejection, delay of invitations for bids or requests for proposals.** The City will not be liable for, nor pay any cost incurred by responding firms related to the preparation of proposals or the making of presentations. Each proposal will be evaluated and ranked using the following criteria.

**Table 1: Written Proposal Scoring Criteria**

<b>1.</b>	Meets Minimum Qualifications	Pass/Fail
<b>2.</b>	Firm Profile	15
<b>3.</b>	Project Team	20
<b>4.</b>	Related Experience and References	30
<b>5.</b>	Price	15
<b>6.</b>	References	20
	<b>Total</b>	<b>100 points</b>

The City will perform technical evaluations, rank submittals, and make selection recommendations. Staff will evaluate proposals and may ask a short list of consultants to participate in an interview process.

### Presentation/Interview

At the option of the city, the top scoring proposers (based on the criteria points) may be asked to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee

amount original proposed. The City’s project manager will schedule the time and location of these presentations and notify the selected firms. If the city elects to conduct a presentation/interview process, 100 criteria points will be assigned to the process and will be added to the participating proposers’ total points.

**Table 2: Interview (optional) Scoring Criteria**

<b>1.</b>	Project Team and Approach	100
	<b>Total</b>	<b>100 points</b>

The City will award the Project contract to the Respondent with the highest total sum of points awarded for project proposal and interview (if conducted) (200 points maximum).

**Investigation of References**

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion of deliver of a project on schedule and its lawful payment of employees and workers.

**Clarification of Proposals**

The City reserves the right to obtain clarification of any point regarding a proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

**Intent of Award**

Upon review of the proposals submitted and recommendations by the selection committee, the SandyNet General Manager may negotiate a scope of work and a general services agreement with one firm or may select one or more firms for further considerations.

Unsuccessful firms will be notified after an intent to award has been determined. The City has the right to reject any or all proposals for good cause in the public interest, and the Procurement Officer may waive any evaluation irregularities that have no material effect on upholding a fair and impartial evaluation and selection process.

**Protest of Solicitation or Award**

Any protest must be in writing, addressed to SandyNet General Manager at the address above, and must be submitted on or before the application protest deadline. A protest of the

city's intent to award a contract may only be filed in accordance with OAR 137-049-0450, 137-049-0260 or OAR 137-047-0740, as applicable.

- **Solicitation Protest.** A consultant may protest the terms and conditions of the RFP if they believe that the solicitation procedures, or its terms and conditions of the RFP are unlawful or unduly restrict competition. In order to be considered, the City must receive a solicitation protest no later than ten (10) days prior to the date proposals are due. The protest shall include the legal and factual grounds for the protest, a description of the resulting prejudice to the consultant if the protest is not granted, and any proposed changes to the terms and conditions of the RFP.
- **Award Protest.** An adversely affected consultant may protest the City's intent to award a contract. In order to be considered, the City must receive an award protest no later than 2pm on the date that is ten (10) days after the date the City issues a notice of intent to award the contract. The City will issue the notice of intent to award by posting it to its website at the following address: <https://www.ci.sandy.or.us/rfps>. A protest of the City's intent to award must show that the selected consultant, and any consultants ranked higher than the protesting consultant failed to meet the requirements of the RFP, and that, as a result, the protesting consultant is entitled to be awarded the contract.



# ATTACHMENTS

## Attachment A – Existing Facilities



Attachment B – Existing Office and Building Sizes (Soderstrom Architects. Facilities Assessment Report, City of Sandy Facilities Sandy, OR. April 6, 2020).

## BUNKER BUILDING / SANDY NET

38955 Pleasant St, Sandy, OR 97055

Year Built: Unknown

Approximate Gross Area: 25,500 sf

Approximate Footprint Area: 12,750 sf

Construction Type: Assumed to be Type I or II. Concrete columns, floors, roof deck, and walls. Floor and Roof structure were observed as poured in place one-way concrete slab and beams

Sprinklers: Not sprinklered

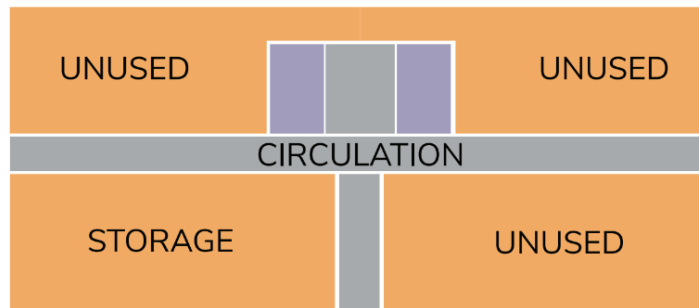
SandyNet: 1,950 sf

Storage / Other: 17,000 sf

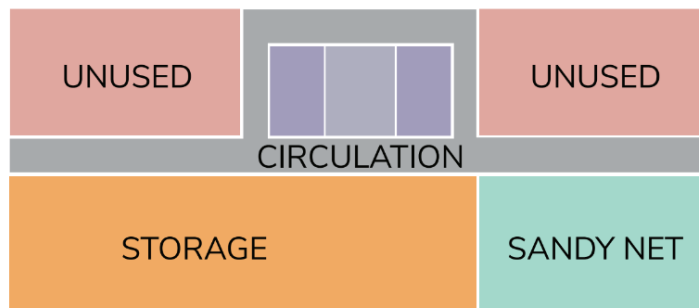
Circulation: 5,000 sf

Restrooms: 1,250 sf

Parking spaces: 16 (approximate)



UPPER FLOOR



LOWER FLOOR



Attachment C – Existing City of Sandy Operations Center and Potential SN Facility

