



**Town of Litchfield,
Connecticut
Litchfield CEN Wired / Wireless
Extension Project
Request for Proposals (RFP)**

The Town of Litchfield invites proposals for the first phase of the **Litchfield CEN Wired / Wireless Extension Project**. This will be for consultation and implementation services. Interested parties may submit four (4) sets of each proposal accompanied by a digital version to:

Director of Public Works/Town
Engineer Raz Alexe, P.E. Public
Works/Engineering Department
101 Russell Street
Litchfield, CT 06759

The deadline for submissions of proposals is **Wednesday, August 10, 2022 at 10:00 a.m. EDT** to the Public Works Department, 101 Russell St, Litchfield CT 06759.

There will be a mandatory walk-thru of the facilities to be included on **Wednesday, July 27 at 9:00am EDT**, meet at 74 West St. (Town Hall back parking lot), Litchfield CT 06759

**Submissions will not be read
publicly.**

This Request for Proposal (RFP) and any addendum shall be issued on the Town's web page at www.townoflitchfield.org. It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this RFP. No questions will be accepted, or addenda issued after **Friday August 5, 2022 by 3:00pm EDT**, unless it is to postpone the due date.

Respondents with questions regarding the submission requirements or requesting an electronic version of this request for proposals may contact the following personnel via email only (telephone inquiries related to proposal requirements shall not receive a response):

Raz Alexe, P.E., Public Works
Director/Town Engineer
ralexe@townoflitchfield.org



TOWN OF LITCHFIELD, CT REQUEST FOR PROPOSALS FOR Litchfield Wireless Extension Project for CONSULTING AND IMPLEMENTATION SERVICES

The Town of Litchfield is soliciting proposals from companies specialized in municipal wireless and networking to provide consistent wired connectivity to the CEN internet terminated in each facility. The Town of Litchfield is also expecting within this proposal indoor and outdoor wireless for the facilities named in this proposal. The requested services may include but are not limited to planning, design, development, integration, and implementation of the wired and wireless networks within each facility to meet the requirements listed in this document.

Purpose

The Town of Litchfield requests for proposal that a Contractor shall provide a total “turnkey” project including all necessary equipment, materials, design, manufacturing, and installation services for the design and installation of a wired and wireless network infrastructure for the facilities listed in this document. The contractor will provide a test plan that meets the requirements set forth in this document. In relation to any building mounted system, the contractor shall evaluate building construction and all local, State and Federal codes related to mounting of equipment in a public space. This project shall meet all requirements of a mutually agreed upon Statement of Work and any other specifications included that apply.

Scope of Services

The contractor shall perform all professional services as necessary to provide the Town of Litchfield with a complete design package including the requirements outlined in an agreed upon Statement of Work. The contractor shall deploy the project such that, it is operational and compliant with all applicable standards, building codes, CEN interconnection requirements, and STATE requirements. The contractor shall include specifications, calculations and drawings in the design package, and turn it over to the Town. After approval by the Town, of the final design package, the contractor shall provide all necessary construction to successfully complete each the project in each facility.

Project Sites and Technical Requirements

Facilities that will be included in the wired network and wireless network project:

- **Litchfield Town Hall**
 - **74 West Street, Litchfield, CT 06759**
- **Litchfield Firehouse**
 - **258 West Street, Litchfield, CT 06759**
- **Bantam Firehouse**
 - **92 Doyle Road, Bantam, CT 06750**
- **Northfield Firehouse**
 - **12 Knife Shop Road, Northfield, CT 06778**
- **East Litchfield Firehouse**
 - **365 East Litchfield Road, East Litchfield , CT 06759**
- **Litchfield Ambulance**
 - **11 East Street, Litchfield, CT 06759**

Project Technical Requirements:

All sites will require an agreed upon Statement of Work.

Bid must include all cabling, mounting and patch cables.

Selected Vendor is responsible for all permits and site agreements.

All present networking within the facility will be migrated to the new network. (If applicable)

All sites must have a consistent manufacturer of equipment.

No site should need another site to connect to the internet for Primary Connectivity.

Another site may be used as a backup connection through VPN.

All internet connectivity will be made to the present CEN connection within each site and will be connected and configured by the winning vendor.

All equipment and installation must come with a warranty of more than 1 year from date of installation, signoff and turn up.

The Town of Litchfield will review 1/3/5-year license options and all managed support options in all proposals.

All sites will include:

- 1) Managed Router/Firewall
- 2) Correct number Access Points to meet the RF requirements per site.
- 3) 24 Port Managed Switch as the minimum standard
- 4) CAT6 Patch Panels
- 5) Cabinet or wall mount unit for equipment to reside in.
- 6) At least 3 CAT6 drops in the area that the gear is located in.
- 7) All CAT6 drops for Wireless Access Points are to be included.
- 8) All equipment and cables documented and labeled.

Equipment Minimum requirements:

- 1) **Router and Firewall**
 - a. Support layer 3 routing

- b. Support 1gig throughput
- c. Support VPN (Both local and site to site)
- d. Support Contact Filtering
- e. Support Bandwidth Limiting

2) Wireless Access Points

- a. Support 2.4ghz, 5.0ghz and WiFi6 min (802.11ax)
- b. Support for seamless roaming
- c. Must have one or more Outdoor Access Point Models
- d. Support for Bluetooth Connections
- e. Must support 1gig connections to the switch
- f. Outdoor APs Must have Mesh Capabilities
- g. Outdoor APs Must be able to perform bridging functionality.

Interior RF Specifications:

- The indoor scope of this project will vary depending on the facility.
 - Some buildings are much larger than others.
- Full indoor wireless coverage
- -65dbm signal level throughout the facility
- All Public meeting areas require the ability have 200 plus clients.
- There should be 3 Internal SSIDs:
 - **One Secure** specific for the facility
 - “Litchfield xyze” “Bantam Fire” etc. (each Fire Station and facility will get their own internal SSID)
 - **One Secure which will be consistent throughout the town**
 - **“Litchfield Secure”** (This is for Town use and Emergency Services)
 - With this SSID we would place cameras on if that was something we migrated to
 - **One Guest/Public Use** {“Litchfield Public” (This is for all to use) (Internet Use Only) (Splash Page)} No internal connectivity to the internal networks.

Exterior RF Specifications:

- 1) Outdoor Coverage will follow all manufacturers requirements and best practices.
- 2) It will follow all state and local building codes and requirements.
- 3) The proposal will include all permits required for this solution.
- 4) Full surrounding wireless coverage
- 5) -67dbm signal level within 150ft circumference of the facility
- 6) There should be 3 External SSIDs:
 - **One Secure** specific for the facility
 - “Litchfield xyz” “Bantam Fire” etc. (each Fire Station and facility will get their own internal SSID)

NOTE: The outdoor SSID for the local site will only be propagated within the required coverage area of the building.

- **One Secure which (Consistent throughout the town)**
 - **“Litchfield Secure”** (This is for Town use and Emergency Services)
 - With this SSID we would place cameras on if that was something we migrated to
- **One Guest/Public Use (Consistent throughout the Town)**
- “Litchfield Public” (This is for all to use) (Internet Use Only) (Splash Page)} No internal connectivity to any internal networks.

NOTE: For design purposes the next phase will be to connect back to these facilities from other outdoor remote areas.

Code Compliance. Installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural and electrical codes. Only products that are listed, tested, identified, or labeled by UL, FM, ETL, or another Nationally Recognized Testing Laboratory shall be used as components in the project.

Important Dates

Mandatory walk-thru date: **Wednesday, July 27 at 9:00pm EDT**, meet at 74 West St. (Town Hall back parking lot)

Question submission cut-off date: **Friday August 5, 2022 by 3:00pm EDT**

Proposal Due Date: **Wednesday, August 10, 2022 at 10:00 a.m. EDT** to the Public Works Dept., 101 Russell

Proposal Selection Date: TBD

Project Start Date: TBD

Project Completion Date: TBD

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall provide four (4) sets of the following information to the Director of Public Works/ Town Engineer, Raz Alexe, P.E. **in the Public Works Department at 101 Russell St, Litchfield, CT by 10:00 a.m. EDT, Wednesday, August 10, 2022.** An electronic version of the RFP response on a USB flash drive shall accompany the submission. The submission should include:

- Letter of Introduction;
- Firm's Information Package;
- An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services;
- Detailed fee proposals identified by task as presented in the Scope of Services, including a total cost for completing the initial Scope of Services;
- Recommendations for the management of the Project;
- At least three references for on-going and/or recently completed GIS work (including contact person and phone number/e-mail);
- Qualifications of the firm;
- Certificate of insurance (Appendix A) - NOTE: Can be provided after the award of the project.
- Any additional information that will assist in evaluating the qualifications of the consultant;
- Schedule for completion of initial scope of services.

Proposals must provide a clear description of tasks to be completed, a detailed approach in how such tasks will be completed, in addition to proposed deliverables

Additional Requirements

Respondents with questions regarding the submission requirements or requesting an electronic version of this request for proposals may contact the following personnel ***via email only*** (telephone inquiries related to proposal requirements shall not receive a response):

Raz Alexe, P.E., Public Works Director/Town Engineer
ralexe@townoflitchfield.org

Selection of Consultant(s) (TBD)

The Board of Selectman (BOS) shall make a decision based on the Green Team recommendation. The Green Team shall evaluate the responses, and if desired, create a short list for the purpose of conducting interviews. The Green Team shall recommend the retention of a consultant(s) to the BOS, who shall select the consultant(s) based upon Town administrative policy and procurement procedures.

All submissions shall be final and binding on the respondent for acceptance by the Town for 30 days from the proposal closing date and time.

The Town of Litchfield is an Affirmative Action - Equal Opportunity Employer.

The Town of Litchfield is issuing this request for proposals for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a consultant. The Town of Litchfield reserves the right to enter into a contracted service agreement with more than one consultant as may be required to ensure the fair due process of the application review process and to meet the specialized needs of the Commission.

The Town reserves the right to reject any, or any part of, or all Bid Proposals; to waive informalities; and to accept that Bid Proposal which the Town deem to be in the best interest of the Town, whether or not it is the lowest dollar Bid.

Consideration in the awarding of the contract will be given, but not limited to, price, the accuracy and responsiveness of the contractor, the experience, competence and financial condition of the contractor, time for completion and/or labor force adequate to perform the work, the nature and size of the contractor's organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the contractor, and a determination by the Town that the contractor has the ability to complete the project successfully.

The individual or firm selected will be required to abide by the Town of Litchfield Insurance policy. (See Appendix A)

Dated at Litchfield, CT this XXX day of XXX, 2022.

APPENDIX A INSURANCE

The Consultant will carry the following insurance coverages with an insurance company licensed in the State of Connecticut and approved by the Town of Litchfield. The insurance company must have at least an A-rating by A.M. Best Company. All policies will provide a 30-day notice of cancellation as well as a 10-day notice of any material change in the policies to the Office of the First Selectman for the Town of Litchfield.

The contractor will file with the Town of Litchfield, the following evidence of insurance. Certificates must be on file with the Town before acceptance of Bid or work commences.

Workers Compensation Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident \$ 100,000 per person

Bodily injury by disease \$ 100,000 per person

Bodily injury \$ 500,000 aggregate

Comprehensive Commercial Liability

Bodily injury; General Limit \$ 1,000,000 aggregate

Products/Completed Operations \$ 1,000,000 aggregate

Personal and Advertising Injury \$ 1,000,000 aggregate

Each Occurrence \$ 1,000,000 aggregate

Fire Damage Limit \$ 1,000,000 aggregate

Medical Expenses \$ 100,000 per person

Coverages:

Premises/Independent Contractors Contractual/Completed Operations/Products

Contractual/Liability will be Broad Form

XCU (explosion/collapse/underground utilities)

Comprehensive Broad Form Liability endorsement or Equivalent Broad Form Property

Damage Liability

Automobile Liability

Bodily Injury \$1,000,000 per person

Aggregate \$1,000,000 per person

Property Damage \$1,000,000 per person

Coverages:

All owned/non-owned/hired/borrowed Contractual liability to be included

Contractors must name the Town of Litchfield as an additional named insured on all certificates. All policies will provide thirty (30) days' notice of cancellation as well as ten (10) days' notice of material change in the policies to the First Selectman's Office of the Town of Litchfield._