

City of Casper, Wyoming

Request for Proposal

Ford Wyoming Center Managed WiFi Service

The City of Casper, Wyoming (hereinafter referred to as “City”) is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as “Vendor”) for a whole stadium Wi-Fi solution with associated management and implementation services to be provided by the Vendor. The proposals should be designed to provide the City with a clear understanding of the costs for materials, installation, and service fees. Such proposals shall be submitted to the City of Casper, Attn: Michael Szewczyk, Information Technology Office, 123 W 1st St., Casper, WY 82601, by 4:00 p.m. local time, December 7th, 2023.

I. Introduction

Located in central Wyoming, the Ford Wyoming Center (FWC) is a 28,000 square foot multi-purpose facility, built high on a hill overlooking the city of Casper, Casper Mountain, and the scenic Platte River Valley. The arena features a horseshoe-shaped seating bowl with 8,000 seats. The facility is owned by the City of Casper, Wyoming and managed by **OVG360**, a division of Oak View Group.

Capabilities within the building are limited for publicly accessible high speed Internet access. While adequate service exists for staff, there is no high-speed WiFi option available for the general public.

II. Scope of Services

Technical Requirements

The City is seeking proposals for a turnkey, managed WiFi solution capable of providing high speed Internet service for the 8,000 seat arena, as well as the other internal spaces and corridors, including, but not limited to offices, kitchen, locker rooms, concessions, box office, etc. Vendor’s proposal must address the following requirements:

- 1) Turnkey design, installation, and ongoing management services.
- 2) Quantity, brand, and management system of access points to be installed.
- 3) Dedicated Internet service – minimum of 1gigbit per second speeds (upload and download).
- 4) Capability for network traffic segmentation (i.e. public and protected/secure access methods)
- 5) Minimum of 25/3 megabits per second WiFi service for FWC customers.
- 6) Documented maintenance schedules and service response times.
- 7) Estimated schedule of completion from contract award date.

General Requirements

Vendors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, Vendors may make exceptions to, or propose alternative methods, without their proposal being disqualified. These exceptions must be duly noted in the response documents.

The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification or due to omission of information. Vendors should be prepared to make an oral presentation as part of the evaluation process.

III. Timeline

The following table presents the RFP and Award Schedule. The City reserves the right to alter this schedule at any time.

Milestones	Date
RFP Issue Date	October 25, 2023
Site Visit	November 7, 2023
Vendor Question Deadline	November 13, 2023
City Response to Questions	November 28, 2023
Proposal Submission Deadline	December 7, 2023
Finalists Notified	December 14, 2023
Finalist Interviews	Week of January 8, 2024
Vendor Selection & Contract Approval	February 20, 2024

IV. General Criteria for Evaluating Qualification Statements

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff. The evaluation shall be for the express purpose of selecting the proposal that most clearly meets the RFP requirements. The City reserves the right to select a Vendor/solution it considers best fit for the organization. The following areas will be considered in the selection:

Criteria	Weight
Technical Requirements	35%
System Management & Support Services	25%
Cost (One-Time & Recurring)	25%
References & Experience	15%

V. Subcontractors

The Vendor shall be responsible to retain, and pay for the services of, any subcontractor necessary to complete the work. The City shall approve of any subcontractor the Vendor may retain, and such approval shall not be unreasonably withheld.

VI. Contract

The Vendor will be required to sign a City contract document. A contract template has been attached for review.

VII. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Experience, Expertise, and Workability: The experience of the proposed Vendors should be documented, including any experience in projects similar to the project proposed by the City of Casper. This experience will be examined (at a minimum) on the basis of actual experience, length of time in business, and established working relationship with the City.

Conflicts of Interest: The qualification statement shall specifically address any possible conflicts of interest and the Vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.

Special Qualifications: The qualification statement shall identify any specific credentials which might make the Vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Statement of Project Requirements: Each Vendor shall state in sufficient terms its understanding of the project requirements presented in this RFP. Please use the Functional Requirements worksheet to indicate the ability to meet designated requirements.

Scope of Work: Each Vendor shall describe in narrative form their plan for accomplishing the work. Please use the Scope of Services tasks provided in this RFP as the point of departure. Additions to, or modifications of the Scope of Services descriptions are permissible, but reasons for changes shall be fully documented.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities each person will have in the project and indicated the previous related work experience of each individual. Personnel indicated having appropriate expertise for this project must be assigned to the project and actively engaged in completion of the tasks. Please clearly identify the project manager and list their three (3) most recent projects. Any changes in assignment of personnel shall be reviewed with the City of Casper to assure consistent technical expertise throughout the term of the project.

The Vendor is requested to make specific recommendations to the City of Casper for the successful implementation of this project. In addition to providing specific steps to be taken to accomplish the specific concerns identified, an itemized breakdown of the costs should be included.

Pricing: Pricing shall be for a complete solution, including, but not limited to, equipment, installation, configuration, implementation, travel, training, and associated maintenance costs. Pricing shall be separated with line items for each.

Sealed Proposals: Each sealed proposal shall be submitted to the City of Casper, Attn: Michael Szewczyk, IT Division, 123 W 1st St, Casper WY, 82601

VIII. Interviews

City staff will review all proposals and may require that the Vendor appear before a selection committee for an interview.

IX. Contract Award

The City of Casper reserves the right to accept, reject, or request changes in proposals. The City is not liable for any costs incurred by the Vendor prior to contract issuance.

X. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Vendors invited to respond.

XI. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.

XII. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right.

XIII. Acceptance of Proposal Content

The contents of the proposal of the successful Vendor may become a contractual obligation if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a contract may result in cancellation of the award and such Vendor may be removed from future solicitations.

XIV. Reference Checks

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Vendor's performance on previous assignments. In reverse chronological order, please list references for municipality projects of similar size and scope over the last four years.