

CITY OF LOS ANGELES

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February 14, 2007

REF: BAS-084-07

REQUEST FOR QUALIFICATIONS (RFQ)

ADVANCED CITYWIDE WIRELESS NETWORK CONSULTING SERVICES FOR THE CITY OF LOS ANGELES

The City of Los Angeles Information Technology Agency (ITA) is seeking to hire an expert in citywide wireless broadband network technology to assist the City in identifying opportunities and strategies, providing recommendations, conducting pre-development analysis, developing a business plan and a Request for Proposals (RFP), and negotiating and overseeing contract execution for the development of an advanced citywide wireless broadband network.

The successful consultant(s) are expected to render services as described in the attached Request for Qualifications (RFQ). The successful consultant to this RFQ shall not be eligible to participate as a consultant in the subsequent wireless broadband network RFP(s) resulting from activities within this RFQ, nor shall the successful consultant be eligible to provide assistance or consulting services to any other entity participating as a consultant in any such RFP(s).

Submittals must include all required forms and follow the prescribed format detailed in the attached RFQ. To be eligible for consideration, consultants must submit an original and four (4) copies of all required documents. The deadline for submission of the required documentation is 4:00 p.m. on **March 14, 2007**.

All questions related to this Request for Qualifications shall be submitted in writing via e-mail to Mr. Terry Halberg, Senior Systems Analyst, at terry.halberg@lacity.org, no later than 12:00 p.m. (Pacific Time) on February 21, 2007.

Sincerely,

Ken Simmons
Interim General Manager

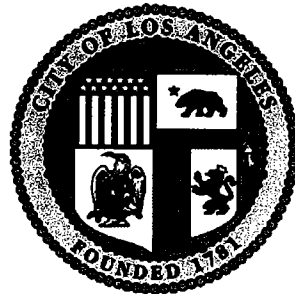
Attachments

REQUEST FOR QUALIFICATIONS

ADVANCED CITYWIDE WIRELESS NETWORK CONSULTING SERVICES

FOR

THE CITY OF LOS ANGELES



ISSUED BY

**CITY OF LOS ANGELES
INFORMATION TECHNOLOGY AGENCY**

February 14, 2007

Request for Qualifications

City of Los Angeles
Information Technology Agency

DATE ISSUED: February 14, 2007

TITLE: Advanced Citywide Wireless Network Consulting Services

DESCRIPTION: The City of Los Angeles ("City") is seeking responses from qualified firms or individuals interested in assisting the City of Los Angeles to identify citywide wireless broadband deployment opportunities and strategies, conduct pre-development analysis, provide recommendations, develop a business plan, prepare a Request for Proposal and negotiate and oversee contract execution for the development of a citywide wireless broadband network.

DEADLINE: Responses must be received at the address shown below by **March 14, 2007**
4:00 p.m. (Pacific Time)

RESPONSE DELIVERY ADDRESS:
Information Technology Agency
City Hall East, Room 1400
200 North Main Street
Los Angeles, CA 90012
Attention: Lisa Jordan

INQUIRIES: All questions related to this Request for Qualifications shall be submitted in writing via e-mail to Terry Halberg, Senior Systems Analyst, at terry.halberg@lacity.org, no later than 12:00 p.m. (Pacific Time) on February 21, 2007.

Additional information about this solicitation may be posted on the City of Los Angeles Business Assistance Virtual Network at: <http://www.labavn.org/>.

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APPENDICES

THE FOLLOWING FORMS ARE TO BE SUBMITTED BY THE SUCCESSFUL CONSULTANT UPON RECEIPT OF NOTIFICATION OF AWARD OF A CONTRACT:

Appendix A - Standard Provisions (Rev. 10/03)

Exhibit 1 - Insurance Requirements:

- Workers' Compensation Certificate, Form Gen. 137/WC (Rev. 12/2003)
- General Liability Certificate, Form Gen. 135 GL (Rev. 12/2003)
- Automobile Liability Certificate, Form Gen. 134/AU (Rev. 12/2003)
- Professional Liability Certificate, Form Gen. 140/PL (Rev. 12/2003)

Appendix B - Affirmative Action Plan (Rev. 7/6/00)

1. Equal Employment Opportunity Officer
2. Ethnic Composition of Total Workforce
3. Certification for Contracts of More Than \$100,000, or Certification for Contracts of More Than \$1,000 but Not in Excess of \$100,000
4. Mandatory Provisions

Appendix D - Equal Benefits Ordinance, Los Angeles Administrative Code Section 10.8.2.1 Certification of Compliance with EBO

Appendix E - Contractor Responsibility Ordinance (CRO)

1. Responsibility Questionnaire (Service)
2. Pledge of Compliance with CRO

Appendix F - Slavery Disclosure Ordinance

THE FOLLOWING FORM IS TO BE SUBMITTED WITH THE CONSULTANTS SUBMISSION:

Appendix C - Headquarters/Workforce Information, CF92-0021 Declaration of Non-Collusion

I. INTRODUCTION

The City of Los Angeles (City) is the second most populous city in the United States with an estimated 2005 population of 3.96 million persons. The City covers a geographic area of 465 square miles which includes varied topography and geography. Examples include; flat residential areas, non-contiguous areas of beach or waterfront, industrial and commercial areas (some also non-contiguous), and two mountainous areas which cut through, or border the City.

As home to the film, television and recording industries, as well as important cultural facilities, the City serves as a principal global cultural center. Other significant service areas that contribute to local employment include wholesale and retail trade, manufacturing, government, financial service industries, tourism, transportation, utilities and construction.

Public services provided by the City include police; fire and paramedics; residential refuse collection and disposal, wastewater collection and treatment, street maintenance, traffic management, storm water pollution abatement, and other public works functions; enforcement of ordinances and statutes relating to building safety; public libraries; recreation and parks; community development, housing and aging services; and planning. The City obtains water and electricity from the Los Angeles Department of Water and Power (DWP), one of the largest publicly-owned utilities in the nation.

Today, public access Wi-Fi services are available in many locations, including over 65 libraries throughout the City, at the Van Nuys Civic Center, in Pershing Square, Little Tokyo, Los Angeles International Airport (LAX) and the Convention Center. There are also a number of special purpose wireless networks that use licensed and unlicensed frequencies for private or internal use.

With the goal of keeping the City of Los Angeles at the leading edge of innovation and creativity, this effort aims to expand the existing public Wi-Fi services through development of a Citywide wireless broadband network which will:

- Enable efficiencies and improvements in delivering government services (Internal City use for mobile workers);
- Fill in the gaps in access to affordable broadband services (Digital Inclusion), and;
- Support the economic development of the LA region by attracting business visitors and tourists and helping local businesses compete.

II. SCOPE OF WORK

The intent of this RFQ is to establish a contract with individuals and/or firm(s) that can provide expert assistance in developing a comprehensive study and

providing other services related to the implementation of a metro-scale wireless broadband network in the City of Los Angeles.

The City seeks responses to this RFQ from market-leading consulting firms/individuals that have experience assisting large cities in developing advanced, cost-effective, high bandwidth citywide wireless broadband initiatives. The selected consultant shall provide all materials, labor and related expenses to perform the requested services and will work closely with the Information Technology Agency (ITA) and the Department of Water and Power (DWP) to develop an independent report containing an actionable plan that meets the City's requirements, and may be asked to provide additional consulting services related to the creation of business plans, RFPs and other documents. The selected consultant will be asked to provide services and to prepare and present reports that will address the topics raised in this scope.

The following are phases and tasks assumed necessary. Complete responses will address all phases and services outlined below.

NOTE: Consultants may suggest a modified scope as part of their response. A proposal with modified scope should be submitted as a separate proposal.

A. PHASE I – CONDUCT CITYWIDE WIRELESS STUDY AND OUTREACH

Conduct comprehensive fact finding, analysis, education and outreach activities regarding citywide Wi-Fi in general, and in particular, assess Los Angeles area market opportunities, technical issues and the local needs, objectives, attitudes and priorities of stakeholders and potential end-users (to the extent proposed stakeholder/end-user assessments will require public meetings, consultants can assume that these meetings may be conducted in conjunction with various City Boards and Committees). Participate in various meetings to provide expert advice as required and directed by the City. Serve on the City's Working Group under the direction of the City's Project Manager. Present the findings and recommendations of this phase as required and directed by the City.

Prepare an independent written report that includes findings and recommendations addressing the following areas:

1. Assessment of key stakeholders' and potential end-users' needs and interests with regards to citywide wireless broadband and the City's participation in a community network. Participants will include, but may not be limited to:
 - Local Businesses (Business Improvement Districts, Area Chambers of Commerce, Business Associations);
 - Regional Technology Experts (Colleges/Universities, Community Technology Centers);

- Local Community and Neighborhood Groups (Neighborhood Councils, Community Based Organizations, Healthcare and Social Service Organizations);
 - Schools;
 - City/County Departments and Agencies.
2. Wireless Market Analysis, including:
 - The state of wireless communications technology, service providers, etc.;
 - The cost of construction, maintenance and operation of wireless networks;
 - Types of programs and applications deployed using citywide wireless broadband networks, e.g., municipal applications, digital inclusion programs;
 - Various funding mechanisms and revenue models to consider; and
 - Potential citywide business models appropriate for the development of a wireless broadband network (e.g., privately owned and operated, creation of a non-profit organization, etc.).
 3. Inventory of existing telecommunications infrastructure and assets the City owns (or has access to) that would be suitable for use in a citywide wireless network. Examples include fiber optic cable, radio communications facilities, towers, street lights, utility poles, existing City Wi-Fi networks, and buildings suitable for installing radio communications facilities. This section will also include recommendations for streamlining processes to facilitate the wireless network construction.
 4. Strategies and opportunities for the City to leverage its telecommunications assets in a way that is compatible with, or can support a citywide wireless broadband network.
 5. Technical review of broadband availability and usage by type (e.g., wire line services, wireless). Results will be provided in mutually agreeable GIS format.
 6. Analysis of radio frequency (RF) spectrum options available in the Los Angeles region for the development of citywide Wi-Fi (e.g., Wi-Fi vs. WiMAX vs. Cellular). This section will also include an analysis of potential interference effects from cellular and Wi-Fi services and recommendations for methods to mitigate the impact of such RF interference.
 7. Overview of relative state and federal legislative issues regarding citywide broadband.
 8. Top three (3) options recommended for a citywide wireless network deployment in Los Angeles, describing the business model, ownership

model, technology used, services offered, and other characteristics associated with each option. Options must be ranked based on their likelihood of success. For each option, consultant must include a high-level implementation plan, requirements and other information such as cost, ability to meet the City's objectives, operational requirements, benefits and risks to the City.

B. PHASE II – ASSIST THE CITY'S WORKING GROUP IN DEVELOPING A FINAL REPORT AND RECOMMENDATIONS BASED ON PHASE I ACTIVITIES WHICH MAY INCLUDE PREPARING A REQUEST FOR PROPOSALS (RFP)

1. Based on findings from activities listed in Section II-A (Phase I), assist the City's Working Group in developing a detailed Citywide Wireless Broadband Network report that:
 - clearly communicates the vision, opportunities, motivations and policy position related to a wireless broadband initiative to stakeholders and constituencies,
 - makes recommendations with respect to the process for facilitating and monitoring the development of a wireless network, and ensuring successful implementation of the negotiated contract terms, and
 - includes a recommended implementation plan with proposed timeline and milestones.

2. If findings from Section II-A (Phase I) suggest that the development of a citywide wireless network is appropriate, then assist the City in preparing a Request for Proposals (RFP) document for a citywide wireless network to be released by the City. The proposed RFP should include, but not be limited to the City's requirements, such as:
 - Preferred business and revenue model(s)
 - Technical requirements and specifications,
 - Programs and applications, and
 - Digital inclusion plan.

3. Assist in making presentations, as required, to stakeholders relative to both the Citywide Wireless Broadband Network Business Plan and the proposed RFP.

NOTE: The successful consultant to this RFQ shall not be eligible to participate as a consultant in the subsequent wireless broadband network RFP(s) resulting from activities within this RFQ, nor shall the successful consultant be eligible to provide assistance or consulting services to any other entity participating as a consultant in any such RFP(s).

C. PHASE III – ASSIST IN THE SELECTION PROCESS AND CONTRACT NEGOTIATION

1. Assist the City in the evaluation of RFP responses, including technical, financial and other aspects of the proposals, as appropriate.
2. Assist the City in the negotiation of agreement(s) resulting from the RFP.
3. Assist in evaluating and proposing improvements to the City's current processes and procedures in order to facilitate, monitor and/or support the wireless network development.

D. PHASE IV – ASSIST IN OVERSEEING CONTRACT IMPLEMENTATION

1. Assist the City in overseeing the implementation phase:
 - Assist the City during design and planning activities with the entity awarded for the citywide wireless broadband network construction contract.
 - Measure project performance to identify variances from the awarded plan and recommend corrective actions as necessary.
2. Assist in reporting progress and making presentations to stakeholders.
3. Provide further recommendations and/or issues to be considered.

IV. RFQ RESPONSE REQUIREMENTS

A. SUBMISSION OF RESPONSES

In order to be considered responsive, one (1) original response package and a cover letter, each signed in ink, and four (4) hard copies, and a PDF version of the response package on CD-ROM (including all forms, attachments, appendices, and exhibits) must be submitted. **Responses must be received by the ITA at the delivery address specified below no later than March 14, 2007, 4:00 p.m. (Pacific Time).** Timely submission of responses is the sole responsibility of the consultant. No fax or e-mail response will be accepted.

Information Technology Agency
City Hall East, Room 1400
200 North Main Street
Los Angeles, CA 90012
Attention: Lisa Jordan

B. RFQ RESPONSES FORM AND CONTENTS

1. Cover Letter

Each consultant must submit a cover letter from an authorized representative indicating affirmative interest in providing the requested services. If the consultant is proposing any alternatives/conditions to the required tasks within the RFQ, an explanation of the alternatives offered/conditions placed shall be detailed within this cover letter.

2. Qualifications and Experience

a) Corporate Qualifications

Provide company profile, including brief history, vision, year founded, annual revenue, location of headquarters and any subsidiaries, services provided, total number of personnel, qualifications, education and experience of key personnel assigned to this project.

b) Background and Experience

Provide the name, title, contact information, background and résumé of the individual(s) proposed to perform services and submit a detailed summary of each individual's capabilities and experience.

c) Disclosure

Indicate whether your firm or company, or any staff in your firm or company, have any interests (financial interest, stocks, contracts, etc.) which may constitute a conflict of interest in representing the City of Los Angeles in this engagement and, if so, please provide full explanations.

d) References

Provide list of past and current contracts indicating relevant experience. Also provide names, titles and contact information of at least three (3) references that demonstrate that the consultant has successfully provided services which are similar in scope during the past three (3) years.

3. Proposal of Services

Provide a comprehensive description of the proposed services, as outlined in Section II – Phases I through IV, and

a) Indicate the approach, methodology, and process proposed for each service,

b) State ability to stay within projected quote,

c) State ability to stay within projected timeline, and

d) Indicate all resources (staffing support, documents, office space, etc.) that are required from the City to perform and complete each proposed service.

NOTE: Consultants may suggest a modified scope as part of their responses. A proposal with modified scope should be submitted as a separate proposal.

4. Cost and Fee Structure

The cost section of the response should:

- a) Provide a detailed breakdown showing the firm costs to the City for the performance of each service outlined in Section II above, Phases I through IV. Cost provided should include all costs associated with the consultant(s) responsibilities for the services, expenses, travel, and material used for the completion of the proposed services,
- b) Provide an itemized summary cost sheet to include subtotals for each phase and all elements of the scope of work as well as a grand total cost for all proposed services, and
- c) Provide a list of hourly rates for all personnel who will be working in this engagement. This rate will be applied should the City choose to request additional services from the firm.

5. Proposed Timeline for Services

Consultant shall indicate its proposed completion timeline for all proposed services and provide a proposed payment schedule, including a description, a proposed payment amount, and a proposed payment date for each major deliverable or work product, with references to the associated section/page in the RFQ.

Proposals with an aggressive schedule and timeline for delivering services and deliverables will be viewed favorably.

6. Administrative Requirements and Forms

The City's responsibilities are twofold when entering into proposed contracts. First, the City must protect the best interests of the citizens and ensure all contracts are a good use of City funds and that the best possible value for taxpayers has been identified. Second, the City wishes to encourage the kind of business conduct that benefits the entire community. This includes ensuring that all City contractors treat employees and subcontractors fairly; that good business practices are exercised; that business is encouraged within the City, and encouraged amongst the broadest spectrum of contractors and subcontractors. For these reasons, the City Council and Mayor have enacted various ordinances where compliance is required by every potential consultant, and the Office of Contract Compliance sets forth standard terms and conditions within each RFQ. Submission of a response indicates acceptance of the provisions detailed in the attached forms. With the exception of Appendix C, the successful consultant will be required to submit all required forms (see Section VI, General Requirements), completed and accurate, upon receipt of recommendation of award of a contract.

V. RESPONSE REVIEW AND EVALUATION CRITERIA

To be considered responsive to this solicitation, consultants must submit complete responses to all items requested in this document. Failure to include satisfactory responses to these items may result in the City rejecting such responses as non-responsive.

Each complete response will be reviewed on the basis of the consultant’s experience, proposed services, proposed timeline, and proposed costs. Each consultant will be notified of the City’s decision in writing upon completion of the review process.

The City will evaluate only written and signed responses from firms who specifically accept full responsibility for fulfilling all services to be performed by the consultant as requested in this notice. The evaluation process may involve interviews with the consultant(s) for clarification of responses and/or to obtain additional information.

The City’s evaluation of proposals submitted in response to this RFQ will be based on the following criteria:

Evaluation Criteria	Points
A. Qualifications and Experience	40
B. Proposed Services and Approach	10
C. Cost and Fee Structure	20
D. Schedule and Timeline	30
Total	100

The City reserves the right to exercise its best judgment in the evaluation of all responses. The City reserves the right to pursue any or all of the following actions in regard to this RFQ:

- Exercise its discretion in this selection as deemed appropriate by the City.
- Reject any or all responses and to waive any informality in the process when to do so would be to the advantage of the City.
- Withdraw this notice.
- Reject any response(s) for noncompliance with the provisions outline in this notice.
- Not award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City.
- Award one or multiple contracts based on the evaluation results.
- Reject the response of any consultant who has previously failed to timely and satisfactorily perform any contract with the City.
- Limit award to one or more phases.
- Take other actions deemed in the interest of the City.

VI. GENERAL REQUIREMENTS

The consultant to whom the award is made will be required to enter into a contract with the City, subject to approval by the City Attorney. A copy of this notice may be incorporated into and made a part of the final contract. The attached "Standard Provisions for City Personal Services Contract" (Appendix A) will also be incorporated into the contract. All Standard Provision exhibits must be signed where applicable and returned upon notification of award of contract. All materials or services supplied by the consultant shall conform to the applicable requirements of the City Charter, City ordinances, and State Law, as well as conforming to the requirements contained in this notice.

The consultant is also advised that he/she shall be required to comply with the following:

1. Compliance with Laws
The resultant contract, if any, shall obligate the consultant to abide by and obey all applicable Federal, State and local laws, rules and regulations and ordinances, including but not limited to, the nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City of Los Angeles.
2. Affirmative Action
The City's Administrative Code (Division 10, Chapter 1, Article 1, Section 10.8) establishes an Affirmative Action Program for consultants doing business with the City. The successful consultant will be required to complete the attached Affirmative Action forms (Appendix B). Any questions related to completion of these forms should be directed to the City's Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922 or on the web at <http://www.lacity.org/bca/>.
3. Business Tax Registration Certificate (BTRC)
The successful consultant will be required to show evidence of a valid BTRC issued by the City of Los Angeles and in force during the period of the contract. Application information may be obtained by contacting the City of Los Angeles, Office of Finance, Tax and Permit Division, at (213) 473-5901. A Tax Registration Application (PDF version) may be obtained online at the following Internet address: <http://www.lacity.org/finance/pdf/TaxRegistrationV4.pdf>
4. Insurance
The successful consultant must submit evidence of insurance coverage for the term of the contract before initiating work on the contract. Insurance requirements for this notice are described in Exhibit 1 of the "Standard Provisions for City Personal Services Contracts". Also included are the City's Insurance Certificates which must be completed at the time of award of contract.

Failure to procure and maintain the required insurance or self-insurance program during the entire term of the Agreement shall constitute a material breach of the City's agreement under which the City may immediately terminate the agreement.

Note to Small Business Owners: For a fee, the consultant can buy the necessary general liability insurance through the City.

5. Reports and Documents

All reports and documents generated by this project will become the property of the City of Los Angeles and may be used for any City purpose.

6. Workforce Information

Council File 92-0021 (Appendix C) requires firms contracting with the City to provide the following information:

- a. The headquarter address of your firm;
- b. Total workforce;
- c. Percentage of total workforce residing in the City of Los Angeles.

Consultants are required to complete and submit Appendix C with their response package.

7. Equal Benefits Ordinance

To comply with the City's non-discrimination provisions, Los Angeles Administrative Code, Section 10.8.2(a), the City has adopted the Equal Benefits Ordinance (Appendix D). The successful consultant must complete forms contained in Appendix D, upon receipt of recommendation of award of a contract.

If further information and assistance is required, contact the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922 or <http://www.lacity.org/bca/>.

8. Contractor Responsibility Ordinance

In accordance with Council File 98-0202 and the Los Angeles Administrative Code, Section 10.40 et al, a determination is required that prospective contractors are responsible and capable of fully performing the work before being awarded a contract. The successful consultant must complete forms contained in Appendix E, upon receipt of recommendation of award of a contract. If further information and assistance is required, contact the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-1922 or <http://www.lacity.org/bca/>.

9. Slavery Disclosure Ordinance

Unless otherwise exempt in accordance with the provisions of this Ordinance, the resultant contract is subject to the applicable provisions of the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code, as may be amended from time to time. Unless a specific exception applies, the Ordinance requires contractors/consultants to complete an affidavit certifying that contractor/consultant has searched any and all records of its company regarding records of participation or investments in, or profits derived from Slavery, including Slaveholder Insurance Policies issued during the Slavery Era and to disclose such records and identify the names of any enslaved persons or slaveholders described in the records.

Only the successful consultant will be required to submit the affidavit.

Failure to fully and accurately complete the affidavit may result in termination of the contract.

10. Public Documents

All material and documents submitted in response to this notice will become the property of the City of Los Angeles and will be a matter of public record, subject to the State of California Public Records Act (California Government Code Section 6250 *et seq.*). Consultants must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the California Public Records Act (CPRA). Any consultant claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the consultant claims is not subject to disclosure under the Act. Please note that wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a response is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

Any consultant claiming such exemption must also state the following in the response:

"The Consultant agrees to indemnify the City and its officers, employees, and agents, and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

Failure to include such a statement shall constitute a waiver of a Consultant's right to exemption from disclosure.