

Request for Proposals (RFP)

Engineering Services

Issue Date: October 16, 2019

PART ONE: OVERVIEW

US Ignite is seeking a wireless network design business to assist with scoping, designing, and documenting a wireless communications network for its Fort Carson Transportation Testbed project. The network will be used to collect sensor and autonomous vehicle data created by the smart base pilot project that US Ignite is launching at Fort Carson (located near Colorado Springs, Colorado) this year.

The RFP process will proceed according to the following schedule. The target dates are subject to change.

Target Date	Description
Oct 16, 2019	RFP made available to select organizations and posted on US Ignite's website.
Nov 1, 2019	Responses are due to meghan.histand@us-ignite.org by 12:00 pm eastern.
Nov 5, 2019	Responses to be evaluated by US Ignite. Follow-up interviews and negotiations, as necessary.
Nov 12, 2019	Vendor selected.
Nov 15, 2019	Master Services Agreement and Task Order(s) finalized.
by Nov 15, 2019	Period of Performance begins (or sooner).

PART TWO: US IGNITE OVERVIEW

US Ignite Overview

US Ignite is a national nonprofit, a 501(c)(3), that is accelerating the smart city movement – and creating value for an entire ecosystem – by guiding communities into the connected future, creating a path for private sector growth, and advancing technology research that's at the heart of smart city development. Why is this important? Because local governments need to improve quality of life and ensure economic development in their communities, particularly during a time of rapid technological change. Businesses recognize the importance of the emerging market around smart communities and need to find commercial strategies that are repeatable, scalable, and sustainable. And foundations and federal agencies need to channel their institutional aims into efforts ranging from cutting-edge research to practical economic development initiatives that deliver measurable benefits.

As a trusted partner, US Ignite brings this entire smart city ecosystem together, successfully pairing financial investment with technical and organizational expertise. Through the public-private partnership programs we run, US Ignite is a catalyst for communications network advancement, and for innovation in smart city services that are powered by a new generation of technologies.

PART THREE: DESCRIPTION OF THE PROJECT

Description of the Fort Carson Transportation Testbed Project

US Ignite recently launched a new project in its portfolio. Earlier this month, US Ignite kicked off a smart transportation testbed and autonomous vehicle (AV) pilot project in coordination with Fort Carson, neighboring

Colorado Springs, and the University of Colorado's Research and Engineering Center for Unmanned Vehicles (RECUV).

This \$4 million project is funded by the U.S. Army Engineer Research and Development Center (ERDC), and is designed to use research with AVs and sensor-based technologies to help the Department of Defense reduce transportation costs, improve public safety, and deliver faster services on military installation. You can read more about the project on US Ignite's website, as well as [here](#). This RFP solicits wireless engineering services specifically for the Fort Carson Transportation Testbed Project.

PART FOUR: SCOPE OF SERVICES

US Ignite is seeking a wireless network design engineering business to assist with scoping, designing, and documenting a wireless communications network for the Fort Carson Smart Base project. The network will be used to collect sensor and autonomous vehicle data created by the smart base pilot project that US Ignite is launching at Fort Carson this year.

Specifically, the business selected will assist US Ignite by:

1. Understanding and clarifying the goals of the project and the wireless network necessary to achieve those goals. The engineer must then document the goals of the project and the wireless network necessary to achieve the goals of the project;
2. Determining the scope and size of the wireless network needed to achieve the project's goals, specifying requirements such as reliability, security, encryption and eliciting other wireless networking needs. The engineer should then document these scope and size requirements;
3. Documenting a review of various wireless networking technologies available to achieve the project's goals and the pros and cons of each of those technology options;
4. Providing a detailed network design, an equipment list, and an estimated deployment cost, and project plan for at least one of those technology options;
5. Creating a diagram of the network design for use in communicating options to the project's stakeholders;
6. Coordinating with existing or planned upgrades to Fort Carson commercial assets (i.e. AT&T);
7. Providing wireless engineering expertise and guidance, as requested; and,
8. Providing network design equipment lists, costs, and project plan modifications, as requested.

PART FIVE: TERM OF CONTRACT

US Ignite intends to enter into a contract with the winning proposer(s) for a 3-month term beginning November 15, 2019 and concluding on January 15, 2020.

PART SIX: QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Proposers may submit written questions and requests for clarification regarding the RFP. The questions or requests for clarification must be submitted via e-mail and received by US Ignite prior to 8:00 p.m. Eastern Time October 24, 2019. Please direct any questions or clarifications to Meghan Hestand at meghan.hestand@us-ignite.org.

PART SEVEN: QUALIFICATIONS AND INSTRUCTIONS FOR SUBMISSION

US Ignite intends to issue a time and materials contract, to an engineering business who demonstrates the capacity to deliver quality scope of services and is the most responsive to the requirements of the RFP. US Ignite anticipates that the contract ceiling for the 3-month contract will not exceed \$40,000 without express written permission, and US Ignite intends on procuring one engineering business.

Please send your proposal to meghan.histand@us-ignite.org with a subject line of “RFP: Engineering Services – Your Organization”. Please include the following in your response:

1. Proposer Information and References

- 1.1. Provide primary contact information, including name, phone number, email, and main point of contact for the engineer(s) proposed for the project
- 1.2. Provide a description of your business.
- 1.3. Provide a list of three professional references that US Ignite can contact – please include the following: a summary of the work provided, the name of organization, the main point of contact, phone number, and email address.
- 1.4. A summary of the qualifications of the engineer(s) committed to proposed project, including resume(s). Please note that the engineer(s) promised for this project may not be substituted with any other resources to conduct project work, without US Ignite’s written prior approval.

2. Qualifications and Response to Scope of Services: Please detail how the engineer(s) will perform the services and meet the requirements outlined in “Part 4: Scope of Services”.

3. Small Business Category: Please note whether the business meets the definition of any of the following small business categories (you may select more than one):

- 3.1. Veteran Owned Small Business (VOSB)
- 3.2. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)
- 3.3. HUBZone Small Businesses (HUBZone)
- 3.4. Small Disadvantaged Businesses (SDB) including ANCs and Indian Tribes
- 3.5. Women-Owned Small Businesses (WOSB)

If applicable, please provide proof of your selected business categories.

4. Cost Proposal: Please provide detailed estimated costs showing the cost to deliver the services outlined in “Part 4: Scope of Services ” for the 3-month period.

- 4.1. You should include the position, position qualifications, rate per hour for the position, and hours per position for the work you have proposed.
- 4.2. Please note that travel to Fort Carson, located in Colorado Springs, may be necessary. After a contract is signed, US Ignite will pay engineer(s) for travel and other costs associated with serving US Ignite as a client. US Ignite will reimburse these costs in accordance with Federal and US Ignite travel policies. Do not estimate travel costs within the Cost Proposal.

Closing Date and Time:

US Ignite must receive proposals by email (please email to meghan.histand@us-ignite.org) no later than **November 1, 2019 at 12:00 PM eastern.**

Proposal Preparation Guidelines:

1. All proposals must be submitted in writing.
2. All proposals must be emailed to US Ignite point of contact listed, Meghan Hestand.
3. Organization may modify or withdraw proposal prior to the submission deadline.
4. Proposals may not be changed after the submission deadline.

Other Key Considerations:

- It is US Ignite policy to comply with PL 99-661, Section 1207 which sets for the 5 percent goal for awards to small and disadvantaged businesses, and PL 100-180 to increase DOD awards to small disadvantaged businesses.
- Please note that the Proposer may need to access Fort Carson and would need to follow Fort Carson’s Access Control Policies. Individuals that do not have a Department of Defense (DoD) Identification (ID)

Card and require entry on to Fort Carson Installation will be subjected to a National Crime Information Center Check (NCIC Check). The individual must have a valid U.S. or State issued photo ID, or U.S. Passport to show for proof of identity. If the individual is driving a vehicle, he/she must have a valid driver's license with current registration and insurance for the vehicle being driven on the installation. All identification presented must meet the requirements of the Real ID Act. All persons requesting unescorted access will continue to be vetted through the NCIC prior to being issued a locally produced ID or pass. If a visitor requesting access does not have REAL ID Act compliant form of identification and cannot provide supplemental identity proofing documents, they must be escorted at all times while on the installation. Vendors will only be granted access onto Fort Carson Installation if the NCIC III check on the individual shows no disqualifying issues in the check.

- Having some experience in coordinating with government authority-to-operate requirements is a plus.

PART EIGHT: TIMELINE FOR EVALUATION AND SELECTION

US Ignite and its partner stakeholders will review all proposals submitted and will ensure that all proposals are reviewed in a fair, competitive, transparent, and in-depth manner. If a proposer is invited to make a presentation to US Ignite, the costs for such presentation will be the responsibility of the proposer. After review of the submissions the US Ignite may request to meet with organizations prior to selecting an engineering firm. US Ignite plans to select the proposer within one month after the submission deadline and reserves the right not to select any organization if conditions change between the time of the RFP release and completion of the review process.

No contractual obligation on behalf of US Ignite whatsoever shall arise from the RFP process. Additionally, this RFP does not commit the US Ignite to pay any cost incurred in the preparation or submission of any response to the RFP.

US Ignite may reject any or all proposals in whole or in part, waive a technicality in any proposal, make awards in a manner deemed in the best interest of US Ignite and, unless otherwise specified by the organization, accept any item in the proposal. US Ignite reserves the right to award one or more contracts, if necessary.

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The proposals will be evaluated based on the following criteria:

1. Knowledge of project requirements as demonstrated under *"Part 4: Scope of Services"*
2. Qualifications and range of experience of proposed engineer.
3. Project costs and overall value.
4. Business must qualify as one of the five Small Business Categories (see Part 6, Number 3)

Please direct any questions to meghan.histand@us-ignite.org.