

SECTION THREE

PROPOSAL FORMAT AND CONTENT

3.01 INTRODUCTION

One of the objectives of this RFP is to make proposals preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective. When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in Section 2.06.

Proposals must:

1. Include a transmittal letter to confirm that the Offeror shall comply with the requirements, provisions, terms, and conditions specified in this RFP.
2. Include signed Offer Form OF-1 with the complete name and address of Offeror's firm and the name, e-mail, mailing address, telephone number, and fax number of the person the HDOT should contact regarding the Offeror's proposal.
3. If Subcontractor(s) will be used, append a statement to the transmittal letter from each Subcontractor, signed by an individual authorized to legally bind the Subcontractor and stating:
 - a. The general scope of work to be performed by the Subcontractor
 - b. The Subcontractor's willingness to perform for the indicated Offeror
4. Provide all of the information requested in this RFP in the order specified.
5. Be organized into sections, following the exact format using all titles, subtitles, and numbering, with tabs separating each of the sections described below. Each section must be addressed individually and pages must be numbered. More detail on the content of each of these required sections is in Sections 3.02 through 3.05 of this RFP.
 - a. Transmittal Letter
See Section Six, Attachment 1, Offer Form OF-1.
 - b. Experience and Capabilities.
 - c. Work Plan
 - d. Pricing. See Section Six, Attachment 2, Offer Form OF-2.
 - e. Exceptions to this RFP.

3.02 EXPERIENCE AND CAPABILITIES

TEAM EXPERIENCE:

Provide a complete client listing for all of Offeror's related projects. For each Major Subcontractor, provide a complete client listing for that subcontractor's projects that are substantially similar to the work that the subcontractor will be performing on this project. For each project, include the following information: client name; a contact person from the client with personal knowledge of your work for that client; the contact person's phone number and e-mail address; the start and end dates of the project; your firm's role (prime contractor, subcontractor, vendor) on the project; the total value of the project and your firm's contract value (if different); and a brief description of the project.

Indicate the number of years Offeror and each Major Subcontractor has been in business and the number of years Offeror and each Major Subcontractor has performed services specified by this RFP.

KEY PERSONNEL:

Include a list and resumes of Key Personnel who will be working on this project, regardless of whether they work for Offeror or a subcontractor. At a minimum, this list shall include:

Project Manager – This person will serve as the Offeror's overall Point of Contact for the project. Document the experience of this individual to demonstrate a minimum of three (3) projects and five (5) years successfully managing projects of similar size and content.

Installation Manager - This person will serve as the Offeror's overall installation manager for the project. Document the experience of this individual to demonstrate a minimum of three (3) projects successfully completing projects of similar size.

Technical Lead - This person will serve as the Offeror's overall technical lead for the design of project. Document the experience of this individual to demonstrate a minimum of three (3) projects successfully installing projects of similar size.

Two (2) Technicians - These persons will perform the installation of the project equipment including hub installations, cabinet installation, fiber splicing, and perform the OTDR testing. Document the experience of these individuals to demonstrate a minimum of three (3) projects successfully installing projects of similar size. These persons must be certified in fiber optic installations and networks.

Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document the educational background and experience for each team member that demonstrates their expertise in the role assigned to them for this project (i.e., project management, design, installation, testing). Indicate the responsibilities each will have in this project and how long each has been with your company.

SUMMARY OF JUDGMENTS:

Provide a summary listing of judgments or pending lawsuits or actions against; adverse contract actions, including termination(s), suspension, imposition of penalties, or other actions relating to failure to perform or deficiencies in fulfilling contractual obligations against your firm and Major Subcontractors. If none, so state.

FINANCIAL CONDITION:

Provide a general description of the financial condition of Offeror and Major Subcontractors and identify any conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger) that may impede the Offeror's or any Major Subcontractors' ability to complete the project.

SUPPLEMENTAL INFORMATION:

Supplement the information called for in this Section as needed with additional description, and, provide examples of relevant documentation from other, similar projects.

3.03 WORK PLAN

Offeror shall submit a proposal that includes an overall strategy, timeline and plan for the work proposed as well as expected results, potential risks, and strategies to mitigate those risks. The Work Plan should demonstrate Offeror's understanding of the project and convey to the reviewers how the Offeror will complete all elements of the project in a timely, cost-effective manner. The timeline shall show the duration and dependencies for all major tasks. All assumptions used in the schedule (such as HDOT review periods or other items dependent on HDOT) should be described explicitly.

Offeror shall describe its technical approach, including:

1. Techniques for sequence and relationships of major steps, and methods for managing the project.
2. Comprehensive equipment list including manufacturer information, model numbers and quantities
3. Ease of integration with Offeror's technology
4. Overall installation requirements as per Task 3
5. A discussion of the risks to successful completion of the project and the strategy for mitigating those risks

3.04 PRICING

Refer to Section Six, Attachment 2, for Offer-Form OF-2.

3.05 EXCEPTIONS

Offeror shall list any exceptions taken to the terms, conditions, specifications, or other requirements listed herein. If the Offeror takes no exception, the Offeror shall state as such in its proposal. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any.