



BOARD OF PUBLIC WORKS

CITY OF HANNIBAL

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www.hannibalbpw.org

ELECTRIC, WATER AND SEWER DEPARTMENTS

3 INDUSTRIAL LOOP DRIVE • PO BOX 1589 • HANNIBAL, MISSOURI 63401-1589

October 2, 2015

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES TO PROVIDE CONSULTATION ASSISTANCE FOR SELECTION OF FIBER OPTIC NETWORKING COMMUNICATION SOLUTION

The Hannibal Board of Public Works is requesting Statements of Qualifications from interested firms to provide professional services related to the development, selection, and deployment of a fiber optic networking COMMUNICATION solution. Qualified firms must demonstrate previous similar experience, have demonstrated creativity in and have expertise in the field of networking design and implementation.

The Statement of Qualifications must be received by the Hannibal Board of Public Works' Senior I.T. Specialist, Matthew Jones, on or before 3:00 P.M. on November 2, 2015. LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you have questions about the RFQ, please contact Matthew Jones at (573) 221-8050 or mjones@hannibalbpw.org.

The Hannibal Board of Public Works is an Equal Opportunity Employer and invites the submission of qualifications from minority and women owned firms.

Hannibal Board of Public Works
Attention: Matthew Jones
3 Industrial Loop Drive
PO Box 1589
Hannibal, MO 63401
Phone – 573-221-8050

October 2nd, 2015

INFORMATION AND INSTRUCTIONS TO APPLICANTS

A. SELECTION PROCESS:

1. The Statement of Qualifications must be received by the Hannibal Board of Public Works' Information Technology Director, Matthew Jones, on or before 3:00 P.M. on November 2, 2015. LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.
2. The minimum qualifications for this contract are:
 - i. Must have full understanding of complex networking protocols, equipment, and configuration. Be able to analyze existing infrastructure and have some knowledge of technologies being used by the organization including familiarity with virtual LAN (VLAN) environments.
 - ii. Able to meet the Hannibal Board of Public Works' insurance requirements.
 - iii. Must be able to provide references for three or more similar projects or studies.
 - iv. Provide time schedule and approximate costs for referenced projects.
3. Applicants not meeting these minimum requirements may not be evaluated nor considered for this project.
4. The consultant shall utilize their standard professional contract agreement, provided the agreement meets the approval of the Hannibal Board of Public Works.
5. The Statement of Qualifications should provide the following information in the order listed:
6. Background Information:
 - i. Provide company name, address, contact name and position held, phone number and fax number.
 - ii. Briefly describe the overall capabilities of, and services offered by, your firm specifically related to providing utility technology solutions. Additional work may include examples of previous work, application integration, cost/time saving benefits, and return on investment.
 - iii. Provide the number of employees that would be dedicated to the Hannibal Board of Public Works project and their ability to come on site if necessary.
7. Experience of the Firm:
 - i. List three examples of similar projects. For each project listed, provide the project name;

dates of service; reference name, phone number, and e-mail address; along with a brief description of the project and the role your firm played. Also include actual cost of the completed project.

8. Project Team:

- i. Provide the names of key personnel who will be assigned to this project and briefly discuss their role. List professional qualifications held by each key member, when applicable, and describe the office location for each team member. Also briefly discuss the experience of each key member as it relates to this project.
- ii. Identify any subcontractors that will be used and briefly discuss their role in the project.
- iii. Provide resumes in an Appendix for each key member, including key subcontractors, identified above. (Resumes will not be counted toward the maximum page count).

9. This Statement of Qualifications may not exceed 20 single-sided pages (maximum 8 ½" x 11") with a minimum of 10 pt. type. Submissions exceeding this page limit will be considered non-responsive and will be returned to the Applicant and will not be evaluated. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. Resumes shall be included in the Appendices; a resume shall be included for each key team member. Each resume shall be limited to a maximum length of two pages. The cover letter and resumes will not be included in the total page count.

10. An original plus two copies (total of three) of the Statement of Qualifications must be submitted. It is also requested that an electronic copy of the Statement of Qualifications be submitted on a DVD or thumb drive. Please mark the outside of the envelope with the Project Name "FIBER OPTIC NETWORKING COMMUNICATION SOLUTION" and mark to the attention of Matthew Jones.

11. The Hannibal Board of Public Works will appoint a selection committee to evaluate each submitted RFQ based strictly on qualifications and the weighting listed below to determine the three best qualified Applicants. The selection committee may conduct interviews of the three best applicants should it be deemed necessary.

12. The Selection Committee will then rank the Applicants in order of preference and select the highest ranked and most qualified firm. The Hannibal Board of Public will enter negotiations with the highest ranked firm to finalize a contract for the project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and the Hannibal Board of Public Works will enter negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

13. Questions regarding this Request for Qualifications must be submitted in writing, by mail or email to Matthew Jones

B. SELECTION CRITERIA / WEIGHTING

Background Information	5
Experience of the Firm	50
Project Team	30
Project Understanding	15
<hr/> Total Available Points	<hr/> 100 Points