



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

March 26, 2015

Request for Proposals No. 2015-004

IT and Telecom Infrastructure Design and Planning

SECTION I – SUMMARY	1
SECTION II – BACKGROUND	2
SECTION III – INSTRUCTIONS TO BIDDERS	2
SECTION IV – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL	3
SECTION V – SCOPE OF WORK	5
SECTION VI – PROPOSAL EVALUATION	7
SECTION VII – SAMPLE CONTRACT	8

SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks a contractor to provide IT and telecom infrastructure design and planning for the relocation of its headquarters from 939 Ellis Street to 375 Beale Street in San Francisco. The Air District is looking to select a single contractor for this design and planning engagement. However, the Air District reserves the right to hire other contractors should it see fit. Bidders may submit proposals that include sub-contractor arrangements to perform certain parts of the services.

To respond to this RFP, an interested company should submit two hard (2) copies and one (1) electronic copy of its proposal to:

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109
czhang@baaqmd.gov

**Proposals must be received at the Air District offices at
939 Ellis Street, San Francisco, California, 94109 by 4:00 PM on April 20, 2015.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Cynthia Zhang at czhang@baaqmd.gov.**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-two member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of the proposal.
2. The Air District may modify the RFP or issue supplementary information or guidelines during the quote preparation period prior to the due date. Please check our website for updates.
3. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
4. The Air District reserves the right to reject any and all proposals.
5. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.
6. All questions must be in written form and emailed directly to Cynthia Zhang, Purchasing Agent, and arrive by 4:00 pm on April 9, 2015. All questions will be answered in writing and posted on the BAAQMD RFP webpage by the close of business on April 14, 2015.

B. Submittal of Proposals

1. A copy of the proposal must arrive at the address specified in Section I by 4:00 pm on April 20, 2015.

2. Proposals received after the time and date provided previously specified will not be considered.

SECTION IV – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information.

1. Technical Proposal

- a. Cover Letter – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
- b. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact
 - Name of project manager, if different from the individual designated as the contact
- c. Table of Contents – Clearly identify material contained in the proposal by section
- d. Summary – State overall approach to the scope of work described in Section V below.
- e. Firm Organization – Provide a statement of your firm’s background and related experience in providing similar services. Describe the technical capabilities of the firm. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
- f. Project Organization – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically address the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the schedule described in Section V below.
- g. Assigned Personnel – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project by level and name.

Provide a description of their background, along with a summary of their experience in providing similar services, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.

- Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
- Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project.

h. Subcontractors – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.

2. Cost Proposal

The cost proposal must list all the fully-burdened hourly rates and the total number of hours estimated needed to complete the entire scope of the project detailed in Section V. The cost proposal does not need to be a separate, sealed document.

B. Proposal Submission

All proposals must be submitted according to the specifications set forth in Section IV (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Signature – All proposals should be signed by an authorized representative of the bidder.
2. Due Date – All proposals are due no later than 4:00 pm, April 20, 2015, and should be sent to Cynthia Zhang at czhang@baaqmd.gov, 939 Ellis St., San Francisco, CA 94109.
3. Submittal – Submit two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Hard copies of the proposal shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
4. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, if it is not in the prescribed format, or if it is not signed by an individual authorized to represent the firm.

5. Public Records - All responses to this RFP become property of the District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion "confidential." The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked "confidential" in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked "confidential," a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys' fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District's non-disclosure of any such designated portions of a proposal.

SECTION V – SCOPE OF WORK

Background

The Air District will be moving its headquarter office from 939 Ellis Street, San Francisco to 375 Beale Street, San Francisco in the December 2015 - January 2016 timeframe. In addition, the Air District is due for a refresh of its computer server, storage and network infrastructure, much of which is at end of life.

The Air District supports a total of approximately 400 users, predominately on Microsoft Windows Operating System hardware clients. 100 of the 400 users work in the field regularly. Approximately 20 users are stationed in a remote office in Richmond, California. Server infrastructure is highly virtualized and centralized at a single location housing approximately 150 virtual servers and approximately 20 physical servers. In addition, the District currently operates CISCO VOIP, and maintains a geographically remote backup/DR site connected by a Metro-E WAN link and a separate ISP connection.

In conjunction with the move, the District intends to refresh all server, storage, network, monitoring, IT security and disaster recovery infrastructure.

This RFP is intended to select a vendor or multiple vendors to provide design services for the technology refresh. The selected contractor will provide the following services under contract to the Air District.

Services and Deliverables

Project Plan: Contractor will develop a project plan that details all activities, resources, and schedules required for the design, procurement and implementation of the new IT and telecommunications infrastructure required for the relocation to the new District Headquarters at 375 Beale Street, San Francisco. The project plan will also include detailed tasks required to migrate each IT service to the new Air District Headquarter location without unplanned service disruption. The project plan will be broken down into tasks that require no more than 16 person hours to complete. The project plan will be delivered as a pdf document file, and as a Microsoft project electronic file.

For the following activities, the District's preferred technologies include: CISCO/Simplivity servers and storage, CISCO network technologies including CISCO ASA firewalls/VPN and CISCO Nexus 9000 family of network switches, and CISCO VOIP.

Server and Storage Design and Specifications: Contractor will analyze the Air District's projected future needs and deliver a detailed Server and Storage design and specification document sufficient to hand off to an implementer without any substantial redesign required. Design specifications will map Air District software applications and services to physical and virtual servers and include memory, IO and storage needs for each server. Specifications will also include a detailed bill of materials and cost estimate for server and storage procurement. Specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets. Project plans for implementation will be included in the Project Plan deliverable listed above.

Network Design and Specifications: Contractor will analyze the Air District's projected future needs and deliver a detailed Network design and specification document sufficient to hand off to an implementer without any substantial redesign required. Design specifications will include all Air District physical and virtual networks including but not limited to backup and DR networks, air monitoring networks, in office networks and VPN. Specifications will also include a detailed bill of materials and cost estimate for network equipment procurement. Specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets. Project plans for implementation will be included in the Project Plan deliverable listed above.

IT Security Design and Specifications: Contractor will analyze the Air District's projected future needs and deliver a detailed enterprise information security design and specification document sufficient to hand off to an implementer without any substantial redesign required. Design specifications will include all Air District perimeter and internal firewalling, VPN access, and intrusion detection/prevention scheme, in accordance with industry best practices and any relevant compliance standards (PCI-DSS, HIPAA, etc.). Specifications will also include a detailed bill of materials and cost estimate for equipment procurement. Specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets. Project plans for implementation will be included in the Project Plan deliverable listed above.

System Monitoring Design and Specifications: Contractor will analyze the Air District’s projected future needs for monitoring of servers, storage and networking equipment and deliver a detailed design and specification document sufficient to hand off to an implementer without substantial redesign required. Design specifications will include a list of hardware and software required as a bill of materials, and a cost estimate to procure it. Specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets. Project plans for implementation will be included in the Project Plan deliverable listed above.

VOIP Upgrade Design and Specification:

Contractor will assess the current hardware, software and licensing components of the existing Cisco UCS voice communications platform and develop specifications and project plans to upgrade to the most current platform version.

The specifications and plan will include an analysis of all current and future feature requirements which include telephone services, carrier integration, unified messaging and auto-attendant services. The vendor will also work in conjunction with District staff to analyze the need for optional value added features such as new functionality for remote workers, mobility solutions, Microsoft Lync integration and audio and video conferencing. All newly identified features will be included in the specifications and project plans.

The specifications and plan will include details for a physical migration to 375 Beale Street. The new design will incorporate improved redundancy elements, and also leverage virtualization technology wherever possible. The specification and plan presented must mitigate the impact to the user community of both the upgrade and the physical move to 375 Beale Street and remain financially viable. Specifications will be delivered as a series of Microsoft Word documents and Excel spreadsheets. Project plans for implementation will be included in the Project Plan deliverable listed above.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. Proposals will be evaluated on the following criteria:

Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm’s ability to perform and complete the work in a professional and timely manner.*	20%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other similar entities	19%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	19%

Cost	Cost or cost effectiveness and resource allocation strategy	20%
References	References of the firm	20%
Firm's Specialty Focus Area	Local business/Green Business	2%
	Total	100%

- * "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>