



ADMINISTRATIVE SERVICES

222 Meigs Street
Sandusky, Ohio 44870
Phone: 419-627-5969
shamilton@ci.sandusky.oh.us

City of Sandusky, Ohio
Physical Network Infrastructure – Sandusky City Hall
Request for Qualifications
Responses Due: February 16, 2018, 10:00 a.m.

The City of Sandusky is inviting qualified Physical Network Infrastructure design and installation companies to submit their qualifications to undertake the design and installation of Network Infrastructure for the currently under construction Sandusky City Hall Administrative Facility (herein referenced as the "Project"). Qualification packages are due no later than 10:00 a.m. on February 16, 2018.

Background Information:

In 2016, the City of Sandusky began a process to relocate its administrative, police and municipal court operations into new or substantially rehabilitated facilities. The process resulted in the determination to separate the administrative functions from the police and municipal court functions into two (2) distinct sites. The site selection process for the relocated police and municipal court function continues. However, the location for the new administrative facility has been decided.

The City administrative facility will be relocated into two (2) existing buildings (known as the Kingsbury and Commercial Banking and Trust Co. on the northeast corner of Columbus Avenue and E.

Washington Row) as part of a larger 51,000 square foot, three (3) building renovation project. The City of Sandusky has signed a lease to occupy approximately 21,000 square feet – which is currently under construction and slated to be completed in December of 2018.

Per the lease however, the City is responsible for providing for the design and installation of all IT and Security requirements. This project will design and install the physical network infrastructure, and supply drawings of completed project.

The development of a complete Program of Requirements (POR), and completed drawings/schematics will be part of the project.

[Please see attached Exhibit A for Drawings of the Project Building](#)

Scope of Services:

With guidance from the City and Marous Brothers Construction (general contractor) and SandCity, LLC (developer and owner), the selected company will design, apply for and receive approval for any permits and install agreed upon project. More specifically, the selected company will:

- Design, in consultation with City staff, the most efficient and redundant physical network Infrastructure.
- Develop detailed site map for the network design for approval by staff.



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- Network/MDF/IDF equipment, installation and configuration. This is to include, but not limited to cable installation (termination, testing and labelling), fiber, switches, racks and access points
- Building wide secure guest Wi-Fi.
- Network is to be a minimum of CAT5e on each floor, with a fiber backbone between floors.
- Design, install and test all agreed upon equipment in accordance with all City permitting and inspection requirements.

It must be noted that these buildings are either individually listed on the National Register of Historic Places or listed as contributing members within a Nationally Registered Historic District. Therefore, any mutually agreed upon design and location may first require approval, by both the Ohio Historic Preservation Office and the City of Sandusky Landmarks Commission.

Further, since the City is leasing the space, any mutually agreed upon design and location must first be approved by the building owner.

Evaluation:

The City of Sandusky will form a Selection Committee comprised of City officials to review submitted Qualifications. The Selection Committee will evaluate and select the most qualified respondent.

The following criteria will be used in the physical network infrastructure evaluation process:

- Strength of project manager and strength/experience of key team members and proposed subcontractor key personnel.
- Past performance and success with projects of similar scope and size.
- Demonstrated understanding of technology, equipment, configuration and security.
- Proposed Project schedule.
- Location of project manager, key team members, company and proposed subcontractors.

Based on the Qualifications submitted, the City of Sandusky may conduct interviews of respondents that best demonstrate an understanding of the City of Sandusky's objectives and that adequately addressed all elements of the Request for Qualifications. Whether interviews are conducted or not, the City shall enter into contract negotiations with the respondent to determine final scope of services and approved project budget and delivery timeline. If negotiations fail, the City of Sandusky shall enter into negotiations with the second highest ranking Respondent. This process shall continue until a contract is successfully negotiated or the City of Sandusky determines to issue a second Request for Qualifications. The contract must be approved by Sandusky City Commission.



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All Qualifications shall be considered without regard to race, color, religion, sex, national original citizenship, age, mental or physical disability, veteran/reserve/national guard status or any other similarly protected status.

Submittal Requirements:

Please include in the Qualification packet/submittal:

- Experience of company and personnel to be assigned to this Project that will uniquely qualify your company to complete this Project – including resumes and locations of key Project team members **(maximum 5 pages)**.
- Descriptions of the company's overall understanding of the Project and recommended scope of services to accomplish the stated goals **(maximum 2 pages)**.
- A Project management schedule showing all milestones and completion dates to achieve completion no later than September 30th, 2018. **(maximum 2 pages)**.
- Project staffing plan **(maximum 1 page)**.
- Listing of references **(maximum 1 page)**.

One (1) original Qualification packet and one (1) electronic copy on CD or via email in PDF or Microsoft Word format shall be submitted by February 16, 2018 at 10:00 a.m. to:

Stuart Hamilton
IT Manager
City of Sandusky, Information Technology Department
222 Meigs Street, Sandusky, Ohio 44870

If under 20MB in file size, the requested electronic copy can be emailed to Stuart Hamilton at shamilton@ci.sandusky.oh.us. Please call (419) 627-5969 with any questions.

Sandusky Register: January 25 & February 1, 2018



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**Evaluation Form
City of Sandusky
Professional Services
Physical Network Infrastructure – Sandusky City Hall**

Name of Firm:

Name of Evaluator:

Date of Evaluation:

	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team and proposed subcontractor key personnel.	15	
2	Past performance and success, and adherence to budget with projects of similar scope and size and support of such projects.	25	
3	Proposed Project schedule.	20	
4	Demonstrated understanding of technology, equipment, configuration and security	30	
5	Location of project manager, key team members, company and proposed subcontractors.	10	
	TOTAL		



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EXHIBIT A – Floor Plans of Project Site
See Attached

**COLUMBUS AVENUE REVITALIZATION
CITY OF SANDUSKY CITY HALL**



COLUMBUS AVENUE VIEW LOOKING NORTHEAST



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
June 6, 2017



NOTE: This drawing is not to be used as a contract. It is for informational purposes only. The City of Sandusky, Ohio is not responsible for any errors or omissions in this drawing. The City of Sandusky, Ohio is not responsible for any errors or omissions in this drawing. The City of Sandusky, Ohio is not responsible for any errors or omissions in this drawing.

COLUMBUS AVENUE REVITALIZATION CITY OF SANDUSKY CITY HALL



COLUMBUS AVENUE VIEW LOOKING NORTHEAST

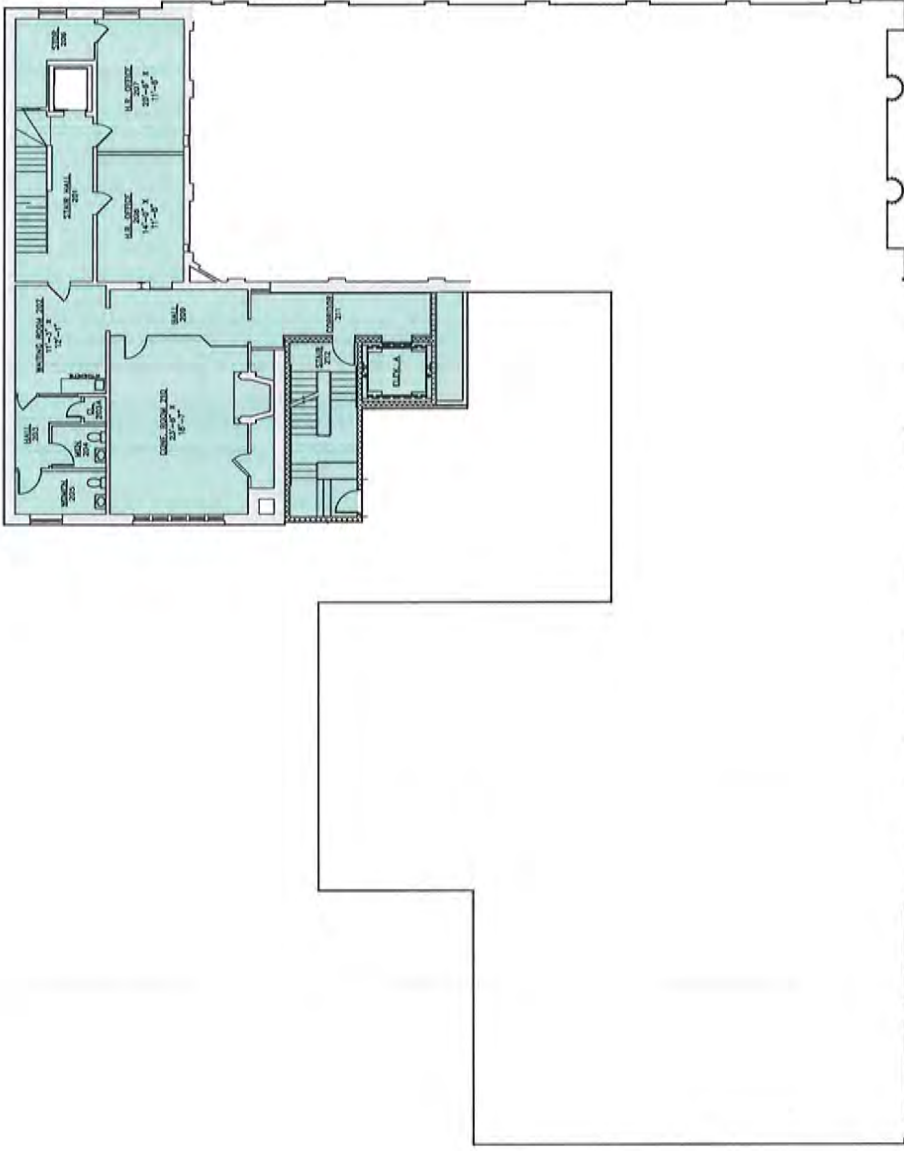


CITY OF SANDUSKY LEASE OUTLINE DRAWINGS

June 6, 2017

NOTES:
THESE SPACE PLANS REPRESENT A PRELIMINARY DESIGN AND ARE NOT TO BE USED FOR CONSTRUCTION. THESE PLANS HAVE BEEN REVIEWED AND APPROVED BY THE CIVIL DIVISION AND PREPARATION OFFICE (COPOL). THESE PLANS ARE SUBJECT TO THE CITY ENGINEER'S REVIEW AND APPROVAL. ANY CHANGES FOR APPROVAL, CONSISTENT WITH THE CITY ENGINEER'S REVIEW AND APPROVAL, SHALL BE SUBMITTED TO THE PREPARATION AND CREDIT PROGRAMS. THE FINAL SPACE PLAN CONTRIBUTION IS CERTAINLY SUBJECT TO THE CITY ENGINEER'S REVIEW AND APPROVAL BY CIVIL.





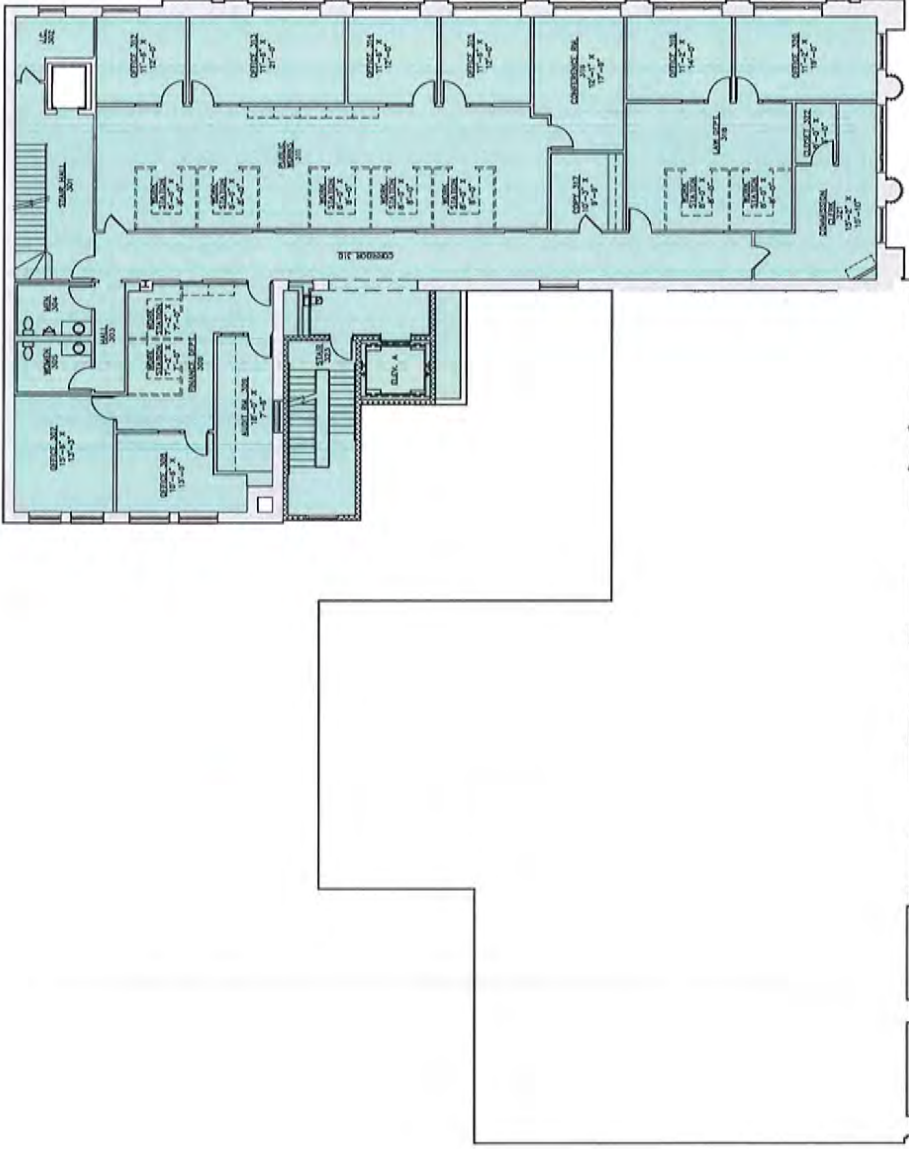
NOTE: THESE SPACE PLANS REPRESENT A PRELIMINARY DESIGN AND ARE NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE OHIO HISTORIC PRESERVATION OFFICE (OHHP). THESE PLANS ARE SUBJECT TO THE OHHP REVIEW AND APPROVAL PROCESS. THE OHHP WILL REVIEW THE PLANS FOR COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT AND THE NATIONAL HISTORIC PRESERVATION REGULATIONS. THE OHHP WILL ISSUE A LETTER OF APPROVAL OR A LETTER OF DISAPPROVAL. THE OHHP WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH THE OHHP REVIEW AND APPROVAL PROCESS.



SECOND FLOOR PLAN 0 5 10 15 FEET (NOT TO SCALE)

CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
June 6, 2017





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 PROCESS FOR APPROVAL. CONSISTENT WITH
 THE OHHP REVIEW PROCESS, THE
 OHHP WILL REVIEW THE PLANS FOR
 HISTORIC SIGNIFICANCE AND
 DETERMINE IF ANY ADJUSTMENTS
 TO THE PLANS ARE NECESSARY.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR
 OBTAINING ALL NECESSARY PERMITS
 AND APPROVALS FROM THE OHHP.

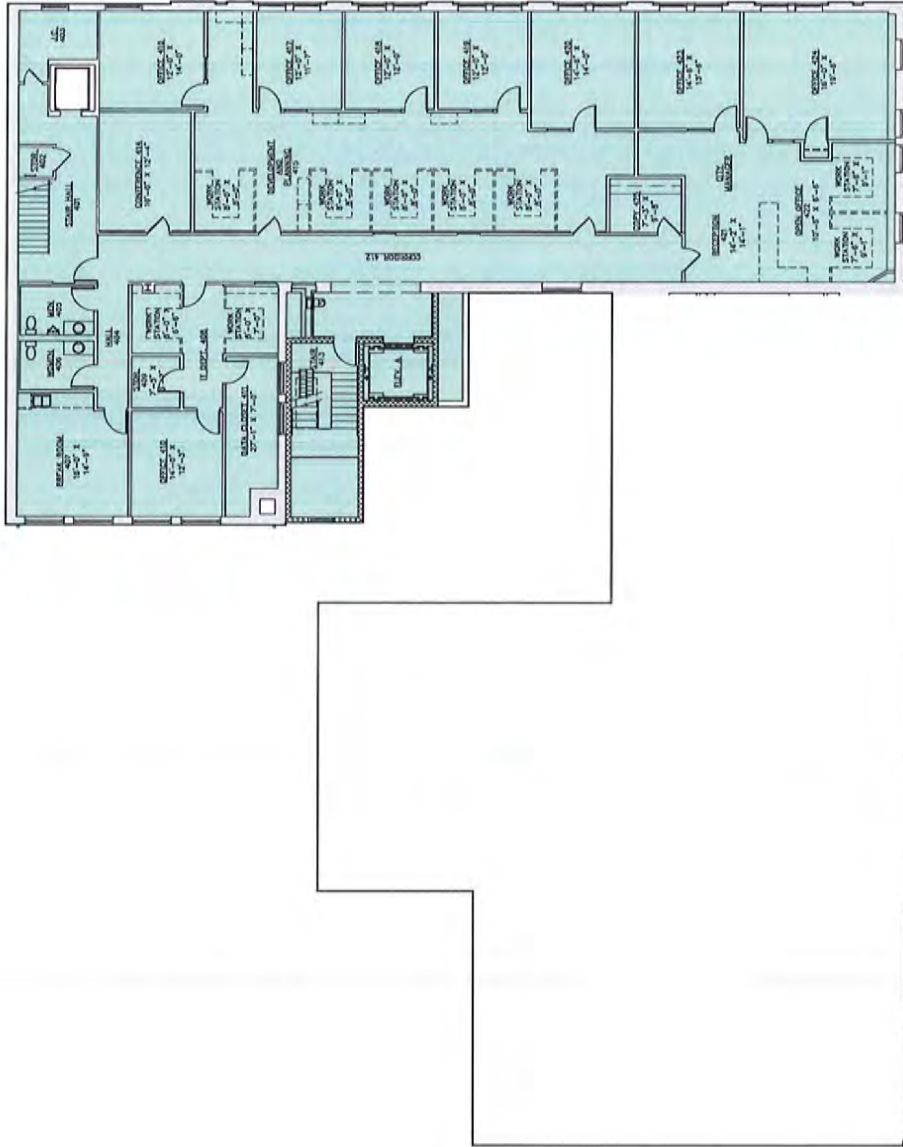


City of
SANDUSKY, Ohio

THIRD FLOOR PLAN
 SCALE: 1/8" = 1'-0"

CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
 June 6, 2017





NOTE: SPACE PLANS REPRESENT A REVISION TO WHAT WAS SUBMITTED AND APPROVED BY THE HISTORIC PRESERVATION OFFICE (HPO). THESE PLANS HAVE BEEN REVIEWED BY THE HPO FOR APPROVAL, CONSISTENT WITH THE REQUIREMENTS OF THE DHD HISTORIC PRESERVATION ACT. THE FINAL SPACE PLAN CONFIGURATION IS THE CONTINGENT DISCIPLINARY BY DHP.

FOURTH FLOOR PLAN
SCALE (IN FEET)



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS

June 6, 2017



City of SANDUSKY, Ohio



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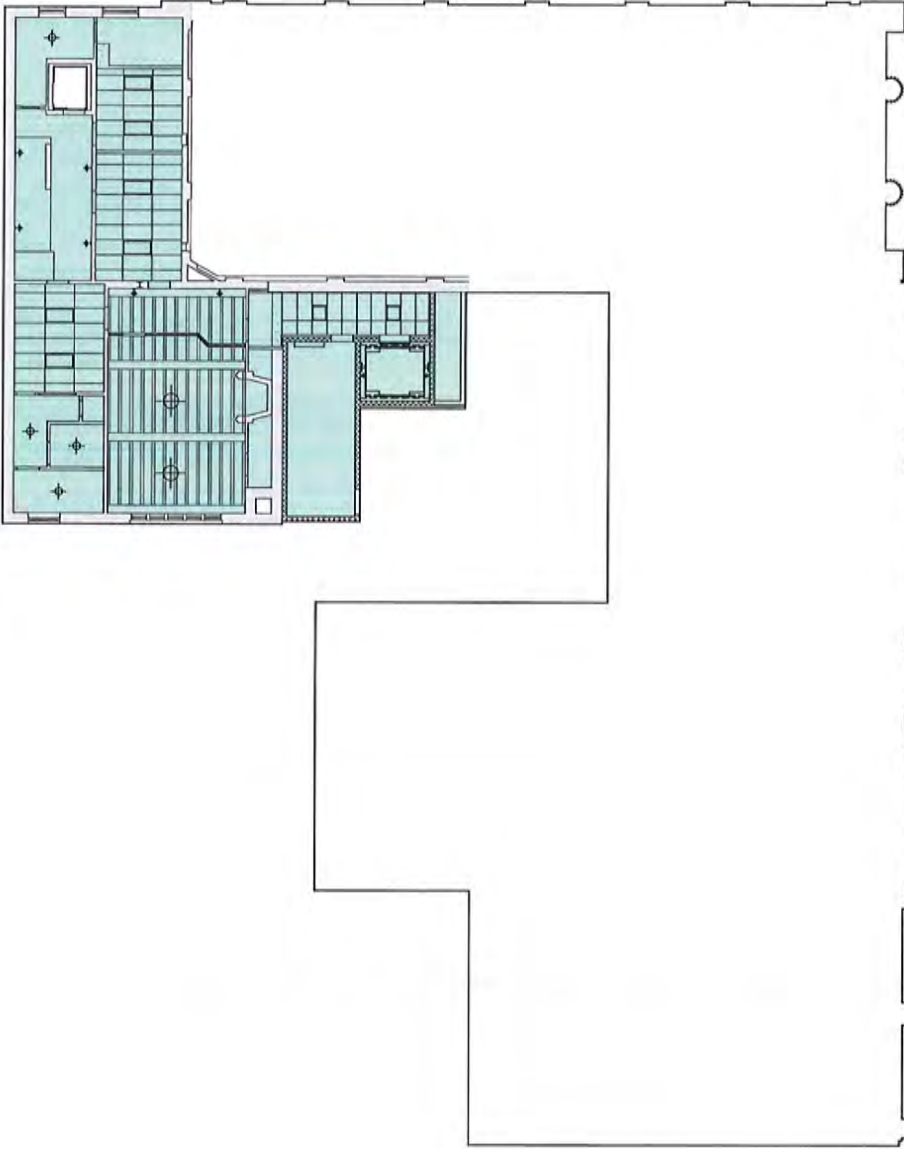
FIRST FLOOR REFLECTED CEILING PLAN 1/8" = 1'-0" SCALE (VERTICAL)



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
June 6, 2017



City of SANDUSKY, Ohio



SECOND FLOOR REFLECTED CEILING PLAN 1/8" = 1'-0" (AS SHOWN)

NOTE: THESE SPACE PLANS REPRESENT A PRELIMINARY DESIGN AND ARE NOT TO BE USED FOR CONSTRUCTION. THESE PLANS HAVE BEEN APPROVED BY THE LAND DEVELOPMENT AND PRESENTATION OFFICE (DPO). THESE PLANS ARE SUBJECT TO THE REVIEW AND APPROVAL OF THE CITY ENGINEER AND THE CITY COMMISSIONERS. THESE PLANS DO NOT REPRESENT A CONTRACT DOCUMENT. THE FINAL SPACE PLAN COMPARISON IS TO BE PROVIDED TO THE CITY ENGINEER AND THE CITY COMMISSIONERS FOR APPROVAL.



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
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THIRD FLOOR REFLECTED CEILING PLAN 0 3 4 8 16
SCALE (IN FEET)



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS
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FOURTH FLOOR REFLECTED CEILING PLAN 0 2 4 8
SCALE (IN FEET)



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