



REQUEST FOR PROPOSALS

City of Florence Municipal Wireless Network Infrastructure Upgrade

**Mandatory Pre-Bid Meeting: August 25, 2026 at 2:00 P.M.
@ Florence Water Treatment Plant**

Deadline for Submitting Questions: August 31, 2026

Proposals Due: September 3, 2026, 2026, at 5:00 P.M.

Deliver to:

**City of Florence
600 West 3rd Street
Florence, CO 81226**

Attn: Cortlyne Huppe, City Clerk

Tel. 719-784-4848

Fax 719-784-0228

cortlyne.huppe@florencecolorado.org

www.cityofflorenceco.gov

City of Florence Municipal Wireless Network Infrastructure Upgrade

REQUEST FOR PROPOSALS (RFP)

PROJECT OVERVIEW

The City of Florence is requesting proposals from qualified firms with demonstrated expertise in wireless networking, industrial communication systems, and SCADA-supporting network architectures. The City intends to deploy a new wireless communication infrastructure that will serve as the primary Layer-2 transport for municipal controls and IP video traffic. The upgraded wireless solution must support VLAN creation, VLAN trunking (802.1Q tagged frames), and Layer-2 Ethernet bridging to maintain compatibility with the City's existing topology. The system must integrate seamlessly with the City's Operational Technology (OT) Managed Security Services Provider (MSSP) and comply with established network segmentation and security standards.

The existing 900 MHz ISM-band radio infrastructure will remain in full operational readiness and must serve as an automatic failover path. The system shall provide seamless failover and fallback without manual intervention.

SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, and engineering services required to design, install, test, and integrate a turn-key municipal wireless network infrastructure as specified herein..

Project Initiation and Coordination

- Conduct kickoff meeting with City staff and OT MSSP.
- Confirm project deliverables, communication expectations, and network interoperability requirements.
- Review existing wireless and 900 MHz infrastructure.

Wireless Infrastructure Design & Deployment

- Develop a design supporting VLAN segmentation and trunking.
- Provide Layer-2 Ethernet bridging capabilities over wireless links.
- Implement QoS ensuring controls/SCADA traffic receives highest priority.
- Ensure video traffic (up to ~16 Mbps per site) can be transported without degrading control performance.

Redundancy, Failover & Reliability

- Implement automatic failover logic between wireless links and existing 900 MHz radios.
- Ensure automated return to primary wireless link upon restoration.
- System MUST automatically drop/shed IP video camera traffic during a failover event to prevent bandwidth starvation of high-priority SCADA/controls traffic over the lower-bandwidth 900 MHz fallback link

Testing & Validation

- Validate bandwidth stability, segmentation behavior, and QoS performance.
- Demonstrate successful failover conditions and recovery actions.
- Work with OT MSSP to meet monitoring and security compliance.

Documentation & Training

- Provide topology diagrams, configuration documentation, and maintenance guidance.
- Provide training for City staff and MSSP as necessary.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

City of Florence
Attn: City Clerk
600 West Third Street
Florence, Colorado 81226
cortlyne.huppe@florencecolorado.org.

If a proposing Consultant finds discrepancies or omissions in the request for proposals (RFP), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum available to each proposing Consultant and shall become part of the request for any contract awarded. Oral interpretations are discouraged and the City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing, and all responses will be provided in writing, with copies being sent to all proposing Consultants. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each proposing Consultant to verify that every addendum has been received prior to submitting the proposals.

SUBMITTAL DATE AND LOCATION

All proposals must be submitted to the City of Florence, 600 West 3rd Street, Florence, Colorado 81226, by **5:00 p.m., September 3, 2026**. Proposals must be submitted in a sealed envelope marked “City of Florence Municipal Wireless Network Infrastructure Upgrade” and addressed to the City Clerk.

Late proposals will not be accepted under any circumstance and any proposals received shall be returned to the proposing consultant unopened. Proposals shall be submitted as five (5) hard copies AND one (1) searchable PDF version on a USB flash drive in a sealed envelope marked 'City of Florence Municipal Wireless Network Infrastructure Upgrade'.

CONDITIONS OF PROPOSAL SUBMITTAL

Proposing Consultants shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

An authorized official of the proposing Consultants must sign the proposal. No proposal will be accepted from any Consultants that are in arrears for any obligation to the City, or that otherwise may be deemed non-responsive by the City of Florence.

Only one proposal will be accepted from any Consultant.

All prices quoted must be for a period of thirty (30) days following the opening of the proposal.

The City of Florence will not return proposals or other information supplied to them by any proposing Consultants.

The City of Florence reserves the right to reject any and all proposals.

The right is reserved to waive any formalities or information contained in any proposal and to award the proposal to the most responsive and responsible proposing Consultants as deemed in the best interest of the City.

EVALUATION OF PROPOSALS

All proposals will be evaluated by the City Manager for recommendations to the City Council of the City of Florence. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City Council may make a selection on the basis of the proposals received and may choose to "short list" prospective Consultants for further negotiations. The Consultants selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Florence and not necessarily on the basis of the lowest price. The City may reject any and all proposals for any reason.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated based on the following criteria:

1. The completeness of the proposal;
2. Consultant's experience and approach to similar projects;
3. Consultant's proposal and plan for accomplishing the Scope of Work;
4. The proposed contract price as a-not to exceed sum based on the Consultant's current fee schedule, inclusive of all costs, fees, and expenditures;
5. References from previous projects;
6. Professional qualifications of individuals who will be assigned to the project;
7. Consultant's demonstrated ability to manage project costs and manage schedules;

SUBMITTAL FORMAT FOR PROPOSALS

1. Outside cover letter to read "City of Florence Municipal Wireless Network Infrastructure Upgrade".
2. Transmittal Letter:
 - a. A description of the firm, including, but not limited to, the number of employees employed by the Consultant; the employees available for the work and their areas of specialization; the number of years the Consultant has been in operation; and the location of office(s) proposed to handle the work. Limit to one single-sided page.

- b. The names, contact information, and resumes of key staff who will be assigned to this work in a format that identifies each team member's education and qualifications. Limit to one single-sided page per staff member.
 - c. The identity and contact information of the Project Manager.
 - d. If multiple consulting organizations will be working together on the project, include the identity of the lead Consultant.
 - e. A statement summarizing how the Consultant and/or Project Team are specifically qualified for this project. Limit to one single-sided page.
 - f. A response that defines the proposing Consultant's plan and timeline to perform the services outlined in the Request for Proposals.
 - g. A minimum of three (3) references for comparable projects, including identification of the specific project and communities for which those projects were completed and reference contact information. Include contact names, addresses, and telephone numbers, if available.
 - h. One copy of the transmittal letter must be marked Original and have the original signature of an officer of each principal firm that comprises the Consultant.
3. Proposal Narrative (*Limit to one single-side page*).

The Proposal Narrative shall describe the Consultant's approach and technical plan for accomplishing the project elements described in the RFP's Scope of Work, including methods and team member participation. The Consultant is encouraged to elaborate and improve on the list of tasks in the Scope of Work but shall not delete any of the Scope of Work tasks described herein.

Submittal of a proposal shall serve as certification that the Consultant has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will provide a contract deemed suitable by the City's legal counsel. The Consultant shall be required to sign the written contract with the City within ten (10) business days of notification of their selection.

Once the contract is executed by both parties, the Consultant will be instructed to commence providing the work as outlined in the executed contract, and this RFP.

The contract shall include the following:

1. The requirement for the Consultant to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the City and covering assigned personnel who will be engaged on the project, together with the requirement for the Consultant to provide a certificate of insurance, give advance notice of cancellation, and name the City as an additional insured;

2. An indemnification clause that indemnifies, protects, and holds the City harmless against the negligence and willful misconduct of the Consultant, its employees, and its subconsultants;
3. An acknowledgment that all work products used or created in conjunction with the services covered by this Agreement shall be the sole property of the City of Florence, and that, in the event of cancellation or termination, such products will remain in the possession of the City of Florence;
4. An acknowledgment that the Consultant will be compensated as an independent consultant and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all of the Consultant's and sub-consultant's employees assigned to the City's project; and
5. Such other provisions as deemed necessary for the protection of the City's best interests.

PROJECT SCHEDULE

The Consultant shall begin work upon contract approval and shall prepare and maintain a detailed project schedule outlining all major tasks, milestones, and review periods.. The project shall be completed by November 30, 2026. The schedule shall allow adequate time for staff coordination at each phase. The Consultant is expected to provide regular progress updates and adjust the schedule as necessary in coordination with the City to ensure timely and efficient project completion.

GENERAL REQUIREMENTS

The successful proposing Consultant will be required to maintain insurance coverage for the duration of the contract period as outlined in the Request for Proposals.

The successful proposing Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Florence.

The successful proposing Consultant and its employees and subconsultants will operate as independent consultants and will not be considered employees of the City of Florence.

- An RFP Pathway Survey has already been completed see supplemental information/document.

RESPONIBILITES OF THE CONSULTANT

Managing the project, serving as the primary point of contact, and maintaining the project schedule and deliverables.

Reviewing existing plans, policies, and regulations to inform the update process.

Ensuring all deliverables are clear, legally sound, and aligned with City goals, and supporting presentations through adoption, including optional implementation tools if authorized.

RESPONSIBILITIES OF THE CITY OF FLORENCE

Designating a City Representative to serve as the primary point of contact and coordinate City involvement.

Providing relevant documents, data, and guidance on local procedures and requirements.

Reviewing deliverables in a timely manner, providing feedback, and supporting the adoption process.

INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Florence, and its officers, employees, and representatives, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage which may arise out of or is in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the negligent act or omission, error, professional error, mistake, accident, or other fault of the Consultant, subconsultant of the Consultant, or any officer, employee, or agent of the Consultant.

INSURANCE

The Consultant agrees to procure and maintain in force during the term of the contract, at its own expense, the following coverage:

- A. Worker's Compensation insurance as required by the Labor Code of the State of Colorado and Employer's Liability Insurance.
- B. Commercial General or Business Liability Insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate.
- C. Technology Professional Liability / Cyber Liability Insurance with limits of not less than \$2,000,000 per occurrence and aggregate, covering network configuration, cybersecurity vulnerability, and operational technology disruption risks.
- D. A Certificate of Insurance, with the City of Florence listed as an additional insured, shall be completed by the Consultant's insurance agent(s) as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the City of Florence prior to commencement of any services. The completed Certificate of Insurance will be filed with the City Clerk.

PAYMENTS

Unless otherwise approved by the City, the Consultant shall invoice City for work completed once per month. City shall pay approved invoice after deduction of five (5) percent of each

invoice as retainage. Retainage shall be released to Consultant 30-days after City issues Notice of Substantial Completion, unless obligations remain unpaid by the Consultant.

SUBMITTAL PACKAGE INSTRUCTIONS

1. Five (5) copies of the Submittal are required AND one (1) searchable PDF version on a USB flash drive
2. Pages shall be stapled single-sided, letter-size (8 ½ x 11 inches).
3. The Submittal must be in a sealed envelope plainly marked on the outside as follows:

Consultant's Name

Proposal for City of Florence Municipal Wireless Network Infrastructure Upgrade

City of Florence, 600 West 3rd Street

Florence, CO 81226

Attention: Cortlyne Huppe, City Clerk
4. Submittals must be received at Florence City Hall, 600 West 3rd Street, Florence, CO, 81226 no later than **5:00 p.m., September 3, 2026**.
5. Bidders are responsible for all of their costs in preparing and submitting bid proposals for this RFP.
6. Upon selection, the successful proposer shall be required to enter into a written contract with the City within ten (10) business days of notification of selection.
7. The total cost for the Work should be provided on a lump-sum, not-to-exceed basis.
8. Proposals should include a milestone billing schedule which acknowledges that the City of Florence will hold 5% of the project funding until the final product has been approved.
9. Cost proposals should identify the hourly rate for personnel associated with work that may be considered optional or outside the scope of the engagement.

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CONSULTANTS SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representative's authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this proposal is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name _____

Title _____

Signature Required

Date _____