



**Request for Qualifications (RFQ) for
Third Party Fiber Inspections
RFQ 326000448**

WORK SUMMARY: The Town of Gilbert is pleased to announce the opportunity to seek temporary third-party inspection services to assist with private fiber deployment projects. This initiative will facilitate the opening of 20 to 40 permits, with the possibility for future expansion. Over an anticipated 3- to 5-year construction period, the consultant will provide adequate inspections staff to meet the inspections needs of the assigned open permits. Services will include part-time to full-time field inspections to ensure compliance with applicable standards and proper execution of the fiber installation.

AWARD TERMS	The initial Agreement term will commence upon execution of the Agreement and continue through June 30, 2027
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ISSUE DATE	June 19, 2026
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DUE DATE	July 16, by 2:00PM
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PRE-PROPOSAL CONFERENCE	June 25, 2026, at 10:00AM Arizona Time Location Address: 50 E Civic Center Dr. Gilbert, Arizona 85296. Conference Room: Tower Room 146 It is highly recommended that all prospective Proposers attend.
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DEADLINE FOR INQUIRIES	The deadline for inquiries is June 30, 2026, at 2:00pm , Local Arizona Time. Questions and/or inquiries must be submitted in writing. Questions submitted after this date and time will not receive a response. The Town of Gilbert reserves the right to issue RFP amendments after the question-and-answer period. It is each Proposer's responsibility to check the website www.gilbertaz.gov/rfp for -addenda to this RFP.
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SUBMITTAL PROCESS	Please email your proposal to Bianca Morales at Bianca.Morales@gilbertaz.gov before 2:00pm Local Arizona Time, July 16, 2026 . The proposal shall be in pdf format, clearly marked with the name of the RFP, the RFP number (listed above) and the name of the proposer. Once your proposal is received you will receive email confirmation from Bianca Morales and the "As Read List" will be posted at www.gilbertaz.gov/rfp . Late proposals will be rejected.
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DOCUMENTS AVAILABILITY	Proposal documents are available at no charge at the Town of gilbert website www.gilbertaz.gov/rfp .
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CONTACT	Bianca Morales, 480-503-6707 bianca.morales@gilbertaz.gov
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RIGHT TO REJECT PROPOSALS	Gilbert reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the Award for any reason Gilbert determines.
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EQUAL OPPORTUNITY	Gilbert is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.
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RFQ 326000448 Third Party Consultant For Fiber Inspections

Project Description:

Extensive underground utility work is being completed in the Town of Gilbert by private fiber providers constructing networks that will offer fiber broadband services to residents. With these large fiber deployments, the Town of Gilbert is seeking to augment existing inspection services with a third-party consultant on a temporary basis. The total deployment duration is anticipated to be approximately 3 to 5 years.

Inspection needs may vary from part-time to full-time 40hr/wk inspections provided by multiple inspectors. The number of inspectors required will be determined by the number of open permits and workload demands.

Supplemental inspections would also be provided for Temporary Traffic Control setups that are used in conjunction with the Dry Utility construction. Any inspector provided for traffic control inspections would need to hold a current Traffic Control Technician certification from the American Traffic Safety Services Association (ATSSA).

Scope of Services to be provided by consultant:

1. Provide staff to perform visual field inspections of dry utility installations
 - a. Provided staff will observe and document:
 - i. Running line location;
 - ii. Verify depth of conduit installation;
 - iii. Verify contractors are potholing existing utilities;
 - iv. Ensure work being performed in accordance with MAG and Town Standards;
 - v. Ensure work areas are properly barricaded from public access and left in acceptable manner after work is complete;
 - vi. Ensure proper surface restorations are being completed;
 - vii. Perform final inspection of projects and ensure all work and restoration of project area is completed.
 - viii. Adequately document inspections for permanent construction records for the Town.
 - ix. Other work items ~~are~~ necessary to carry out inspection services for dry utility installation projects.
2. Provide staff to perform visual field inspection of temporary traffic control
 - a. Provided Staff will observe and document:
 - i. Traffic control devices are set up in conformance with approved Temporary Traffic Control Permit and most recent revision of the Manual of Uniform Traffic Control Devices (MUTCD)
 - ii. Attend pre-construction meetings to discuss traffic control configurations needed.
 - iii. Coordinate with Town Traffic Control staff
 - iv. Other work items necessary to carry out inspection services for traffic control setups.
3. Equipment to be provided by consultant:
 - a. Consultant to provide staff with:

- i. All personal protective equipment necessary to safely work in a dry utility workplace. Items to include by not limited to, safety vest, hard hat, safety glasses, ear protection etc.
- ii. A vehicle with some form of flashing strobe
- iii. Laptop computer
- iv. Cell phone
- v. Any other equipment necessary to carry out inspection services for dry utility installation projects.



1. Award Terms

This is NOT an all or nothing proposal solicitation. The Town reserves the right to obtain the services sought in this RFQ from multiple sources.

2. Proposal Content and Submittal

2.1. Proposal Format

All proposers shall submit all information requested herein in the proposal document in its entirety, **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

1. **COVER LETTER** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:
 - a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and phone numbers for all key personnel.
 - b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.
2. **PROPOSAL NARRATIVE** Include responses to all questions and components using the fillable **"RESPONSE WORKBOOK"** attachment and submit as their proposal narrative. For ease of readability, please organize your narrative using the headers identified in the **"RESPONSE WORKBOOK"**, listing the section headers above your response.
3. **PRICING:** **"RESPONSE WORKBOOK"**.
4. **REQUIRED COMPLIANCE DOCUMENTS:** Complete the proposal documents and required compliance forms listed in the checklist below and found in the fillable **"RESPONSE WORKBOOK"**. **Proposals submitted without REQUIRED COMPLIANCE DOCUMENTS may result in the proposal being declared non-responsive and rejected.**



All the Proposal Documents apply to and become a part of the terms and conditions of the proposal.

PROPOSAL CHECKLIST	
Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
PROPOSAL SUBMITTAL	Checklist
Proposal is in PDF format and is organized using headers	
Proposal prices offered have been reviewed	
Proposal is addressed to Bianca Morales at Bianca.Morales@gilbertaz.gov	
Proposal has been identified with the RFQ number and title along with the name of the proposer.	
The Proposal contains the Proposal Documents listed below	
The Proposal contains the Required RFQ Compliance Documents listed below	
PROPOSAL DOCUMENTS	Page #
One-page Cover Letter (on company letterhead)	
Table of Contents/Proposal Checklist	
Proposal Narrative- Organizational Capacity and Experience (Response Workbook)	
Proposal Narrative- Methodology, Work Plan & Quality Control (Response Workbook)	
Proposal Narrative- Professional Licensing and Training (Response Workbook)	
Proposal Narrative- Understanding of Project Requirements (Response Workbook)	
Cost Proposal (Response Workbook)	
REQUIRED RFP COMPLIANCE DOCUMENTS	Page #
Addendum Responses and Acknowledgement (Response Workbook)	
Conflict of Interest Statement (Response Workbook)	
Reference Form (Attachment A)	
Proposal Form signed (Response Workbook)	
Authorized Signature Form signed (Response Workbook)	



2.2.Submittal Instructions

- 4.2.1 Proposals will be sent via email to Bianca Morales bianca.morales@gilbertaz.gov by **2:00 P.M., Local Arizona Time, July 16, 2026**. Emails must be clearly marked with the name of the RFQ, the RFQ number (listed above) and the name of the proposer. Late proposals will be rejected. The list of the proposers will be posted at www.gilbertaz.gov/rfp
- 4.2.2 Proposal Documents Available: The Proposal Documents are available for downloading from www.gilbertaz.gov/rfp or by contacting Bianca Morales bianca.morales@gilbertaz.gov 480-503-6707.
- 4.2.3 Incorporation of Proposal Documents: All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.
- 4.2.4 Proposal Form: Proposals must be submitted only on the “RESPONSE WORKBOOK”. All proposals must be emailed with the email clearly marked “**Proposal for 326000448 Third Party Consultant for Fiber Inspections**”, include the proposers name in the subject line of the email.
- 4.2.5 Proposal Preparation:
- 4.2.5.1 Format. Proposers shall email their proposals (pdf format) either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document must be legible and contain the same information requested on the forms.
- 4.2.5.2 Typed or Ink Corrections. The Proposal shall be typed or in ink. Erasures, interlineations or other modifications in the Proposal shall be initialed in ink by the person signing the Proposal.
- 4.2.5.3 No Modifications. Modifications shall not be permitted after Proposals have been opened except as otherwise provided under applicable law.

2.3.Requirements for Proposers

- 2.3.1. *Town's Right to Reject Proposals:* The Town of Gilbert reserves the right to reject any and all proposals and to waive technicalities.
- 2.3.2. *Late Proposals:* Late submittals and/or unsigned proposals will not be considered under any circumstances. Envelopes containing proposals with insufficient postage will not be accepted by Gilbert. It is the sole responsibility of the Proposer to see that his/her proposal is delivered and received by the proper time and at the proper place.



- 2.3.3. *Proposal Amendment or Withdrawal:* A proposal may be withdrawn any time before the proposal due date and time. A Proposal may not be amended or withdrawn after the proposal due date and time except as otherwise provided by applicable law.
- 2.3.4. *Public Record:* All proposals submitted in response to this solicitation and all evaluation related records shall become property of Gilbert and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to Gilbert in proposals submitted, and the information sought to be protected clearly marked as proprietary. Gilbert will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. Gilbert will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.
- 2.3.5. *Solicitation Transparency Policy:* Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Deputy Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.
- 2.3.6. *Persons with Disabilities:* Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town of Gilbert Purchasing Division, Bianca Morales at bianca.morales@gilbertaz.gov. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 2.3.7. *Proposal Acceptance Period:* All proposals shall remain open for 180 days after the day of the opening of proposals, but Gilbert may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his proposal during this period without written permission from Gilbert. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, Gilbert may retain the security (as applicable), not as a penalty, but as liquidated damages.



2.3.8. *Proposal Bond:* No bonds are required for this RFP or contract.

2.3.9. *Clarifications.* Gilbert reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.

2.3.10. *Waiver and Rejection Rights.* The Town of Gilbert reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.

2.3.11. *Solicitation Addendum Acknowledgement.* Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.

2.3.12. *Evidence of Intent to be Bound.* The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.

2.3.13. *Non-Collusion and Non-Discrimination.* By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

2.3.14. *Inquiries*

2.3.14.1. *Duty to Examine.* It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Contractor claim.

2.3.14.2. *No Right to Rely on Verbal Responses.* A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.



3. Evaluation and Award

3.1. Evaluation Criteria

General Evaluation Standards

Gilbert seeks to obtain the services described in the Scope of Work. Gilbert will evaluate proposals on the selection criteria set forth below. Gilbert will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in Town's sole judgment may be rejected and not considered.

Gilbert reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

A Proposer (including each of its principals) who is lawfully prohibited from any public procurement activity may have its proposal rejected.

Organizational Capacity and Experience (35%)
A strong proposal will demonstrate Proposer's overall capacity and experience that is relevant to the work in this RFP, as well as ability to provide successful program management, technical and data expertise, partnership management and efforts during the term of the contract. Experience should be demonstrated through the references provided. Proposers must disclose whether they currently have direct contract(s) with fiber service providers.
Methodology, Work Plan & Quality Control (35%)
Referring to the soundness of the Proposer's planned approach to the project, including ability to gather data, address current and future challenges, planned approach to working in partnership with the Town of Gilbert.
Professional Licensing and Training (10%)
Assesses whether the vendor demonstrates the necessary qualifications, certifications, and training capacity required to meet industry and regulatory standards. Evaluators will review the vendor's professional licenses, staff credentials, training programs, and documented experience to verify compliance and ensure they can reliably deliver the required services. +
Understanding of Project Requirements (10%)
Measures how well the consultant demonstrates comprehension of the scope, challenges, and expectations. Clarity in describing project understanding, awareness of schedule sensitivity and public impact considerations, understanding of restoration requirements and utility locating practices. Ability to anticipate project risks or coordination challenges. Responsiveness to the Town's goals for quality, safety, and public convenience
PRICE (10%)



3.2. Selection Process, Award and Protest Procedures

3.2.1. Award

Contractor awards shall be made to the offers deemed most advantageous to the Town, based upon the evaluation criteria listed above, and that meets the minimum requirements and criteria set forth in this RFQ solicitation.

3.2.2. Evaluation of Competitive Sealed Offers

The Town will use its discretion in applying the following processes to this solicitation. Any ties in scoring will be resolved with a best and final price request and the lowest price will prevail.

Best and Final Offer (BAFO):

A BAFO is an option available for negotiations. Each Proposer in the Competitive Range, which is determined in the Town's sole discretion, may be afforded the opportunity to amend its Offer and make one BAFO.

If a Proposer's BAFO modifies its initial Offer, the modifications must be identified in the BAFO. The Town will evaluate BAFOs based on the same requirements and criteria applicable to initial Offers. The Town will adjust appropriately the initial scores for criteria that have been affected by Offer modifications made by a BAFO. Based on the criteria defined in the solicitation as weighted, the Town will then perform final scoring and prepare final rankings.

The Evaluation Panel will recommend the Offer that is the best value and most advantageous to the Town based on the evaluation criteria.

The Town reserves the right to make an award to a Proposer whose Offer is the highest rated, best value, and most advantageous to the Town based on the evaluation criteria, without conducting written or oral discussions with any Proposer, without negotiations, and without soliciting BAFOs.

Detailed Evaluation of offers and determination of competitive range:

During deliberations, the Evaluation Panel will reach a consensus score for each evaluation criterion except price. The Procurement Officer will score the price, which will be added to the overall consensus score. The overall consensus scores will determine the Proposers' rankings and which Offers are within the Competitive Range, when appropriate.

3.2.3. Offers Not Within Competitive Range

The Town may notify Proposers of Offers that the Town determined are not in the Competitive Range.

Discussions with Proposers in the Competitive Range:

1. The Town will notify each Proposer whose Offer is in the Competitive Range or made the 'short list' and provide in writing any questions or requests for clarification to the Proposer. Each Proposer so notified may be interviewed by the Town and asked to discuss answers to written or oral questions or provide clarifications to any facet of its



Offer. The Proposers in the competitive range may be required to provide a demonstration of their product.

2. Demonstrations - Proposers in the competitive range may be invited to construct a hands-on sample or presentation of their solution at the Town of Gilbert. In addition, each finalist may prepare and deliver a presentation of their proposed solution based on the script developed by the evaluation panel. The Town may also require a hands-on lab demonstration designed specifically for the evaluation panel. The results of the surveys will be tabulated and delivered to the evaluation team for the final review and solution selection session(s).
3. If an Offer in the Competitive Range contains conditions, exceptions, reservations or understandings to or about any Contract or Solicitation requirement, the Town may discuss or negotiate the conditions, exceptions, reservations or understandings during these meetings. But the Town in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and the Town may instruct any Proposer to remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so, the Town may determine the Offer is nonresponsive, and the Town may revoke its determination that the Offer is in the Competitive Range.
4. To the fullest extent permitted by law, the Town will not provide any information, financial or otherwise, to any Proposer about other Offers received in response to this solicitation. During discussions with Proposers in the Competitive Range, the Town will not give Proposers specific prices or specific financial requirements that Proposers must meet to qualify for further consideration. The Town may state that proposed prices are too high with respect to the marketplace or otherwise unacceptable. Proposers will not be told of their relative rankings before Contract award.

3.2.4. Disqualification

If the firm, business or person submitting this proposal has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Proposer shall fully explain the circumstances relating to the preclusion or proposed preclusion in the proposal. The Proposer shall include a letter with its proposal setting forth the name and address of the governmental entity, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Proposers, and participants in such collusion will not be considered in future proposals for the same work.



4. Solicitation Terms and Conditions

GENERAL CONDITIONS

OPTION 1: Agreement Term; Renewal. If funds for this Agreement are not appropriated or budgeted by July 1, 2026, Gilbert may terminate this Agreement by giving written notice to Contractor. Otherwise, The Agreement term commences upon execution of the Agreement and continues through June 30, 2027.

Cooperative Use of Agreement: In addition to the Town of Gilbert and with the approval of the Contractor, this Agreement may be extended for use by other municipalities, school districts, and government agencies of the State. A current listing of eligible entities may be found at www.mesaaz.gov/business/purchasing/save. Any such usage by other entities must be in accordance with the ordinance, charter and /or procurement rules and regulations of the respective political entity.

Protests: Pursuant to the Municipal Code Section 2-368, an interested party may protest a solicitation by filing a protest in writing to the purchasing officer not fewer than five days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of nonresponsiveness or nonresponsibility by the Town by filing a protest in writing with the purchasing office not more than five days after issuance of notice of such determination by the Town. An unsuccessful Proposer or Bidder may protest a contract award by filing a protest in writing with the purchasing office not more than five days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

Solicitation Transparency Policy: Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded, or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers") including, without limitation, members of the evaluation panel, the Town Manager, Deputy Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at 50 E. Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four



(24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**