



Request for Proposals

SANDPOINT BROADBAND FEASIBILITY STUDY AND BUSINESS PLAN

Overview

The City of Sandpoint seeks qualified vendors to conduct a broadband feasibility study and develop a comprehensive economic development and community telecommunications strategy. The City reserves the option to include additional related services in the resulting vendor contract after reviewing vendor proposals. A more detailed description of the desired deliverables is provided in the following sections of this document.

The City will consider proposals from single vendors or from multiple vendors working as a team, though a prime contractor is highly desired in the case of the latter. The ideal vendor will have excellent technical and analytic depth in areas of interest to the City under this RFP, and must be highly-effective communicators, particularly in translating technical concepts to non-technical audiences. The City prefers firms with experience working with public sector organizations, and particularly municipalities and rural communities like Sandpoint.

The City is employing this procurement method to both explore the costs and logistics of procuring the described services, while also evaluating alternative mixes of additional service offerings from a diverse vendor community. As such, the City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the City, or to suspend the procurement if the desired outcomes are not achieved.

Background, Project Justification and Key Drivers

The following information is provided to assist respondents in understanding the direction and intentions of the City of Spokane in procuring the services included in this RFP.

1. General:

The City of Sandpoint, Idaho is the largest city in, and the county seat of, Bonner County, with a population of approximately 7,500 people. The City lies on the shores of Idaho's largest lake, 43-mile-long Lake Pend Oreille, and is surrounded by three major mountain ranges, the Selkirk, Cabinet and Bitterroot ranges. It is home to Schweitzer Mountain Resort, Idaho's largest ski resort, and is on the International Selkirk Loop and two National Scenic Byways. Among other distinctions awarded by national media in the past decade, in 2011 Sandpoint was named the nation's "Most Beautiful Small Town" by Rand McNally and USA Today. The City has a total area of 4.79 square miles. Sandpoint's economy has grown steadily, and in addition to a strong travel and tourism sector, the City hosts manufacturing, aerospace, software and healthcare sectors to an extent that is unusual for a community of its size and distance from larger metropolitan areas.

The City has a strong and longstanding commitment to environmental stewardship and quality of life. The City government organization values customer service and is committed to transparency and communication with community members.

2. Past and Present Broadband Efforts:

Today, high speed internet is more than just an amenity – it is critical for business, education and day-to-day activities of all community members. Recognizing this, the City of Sandpoint, Sandpoint Urban Renewal Agency (SURA) and Bonner County have partnered to install a fiber optic backbone throughout downtown Sandpoint and in the industrial areas surrounding the Sandpoint Airport. This critical infrastructure will feature two fiber optic cables – one dedicated to government providers which will connect critical public facilities such as the courthouse, City and County administration, emergency services and transportation. The second cable is dedicated to fostering economic and community development.

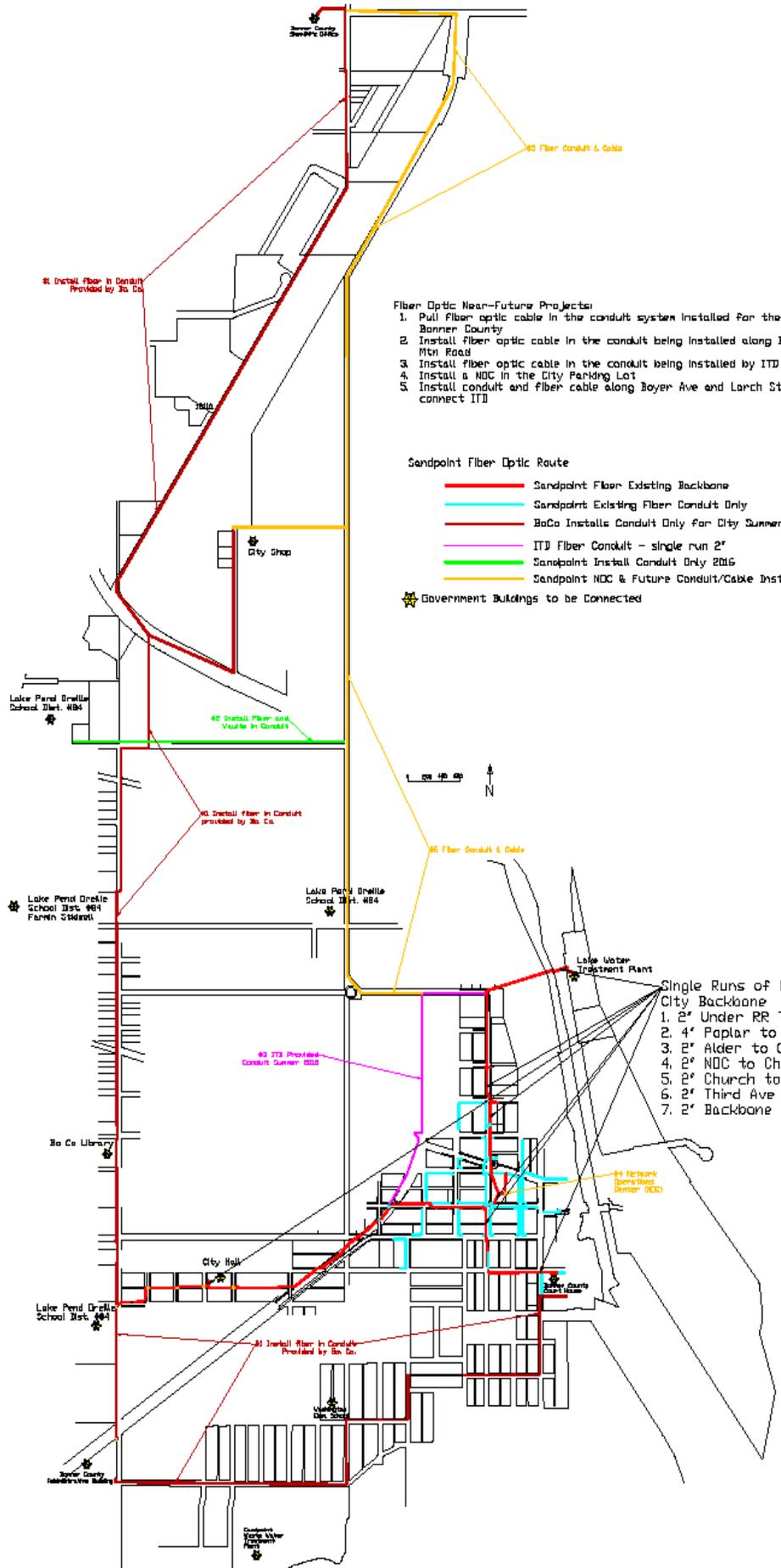
The City has been preparing for a fiber optic system for about ten years. In the downtown business core, the standard cross section for frontage improvements includes a future-fiber 2” schedule 40 electrical conduit buried 18” deep at the back of the street curb. The conduit is under a paver step-out zone so it can be accessed without disturbing concrete sidewalk. This conduit-only system has tight radius corners, is not continuous, and has not been “proofed”, so the system may be of marginal use for larger fiber count cables. This system is indicated as “Sandpoint Existing Fiber Conduit Only” on the following drawing.

In the last year, the City installed an underground fiber conduit backbone (“Sandpoint Fiber Existing Backbone” on the following drawing). This backbone typically includes 2 ea. schedule 40 2” electrical conduits buried 24” deep with 36” sweeps and polymer concrete vaults spaced roughly 300’ apart. The City has purchased 144f cable and a contract is under way to install two side-by-side cables (the “government” cable and the “economic development” cable) in one of the conduits. The contract completion date is May 31st, 2016 and includes equipment, splicing and termination of cables. The City will be releasing an RFP for an internet service provider with the goal of having internet connectivity to City Hall and the Bonner County Administration Offices by the end of June, 2016. The economic development cable will also be spliced, terminated and tested.

As the City has been installing the Phase I backbone of the larger project, its partner Bonner County is planning for the Phase II of the broader project (labeled “BoCo Installed Conduit Only For City” on the following drawing). Bonner County has recently released an RFP for the installation of two underground 2” conduits with a 144f government cable in one of those conduits. The second conduit will be given to the City to expand the future economic development fiber cable. Likewise, the City will be given a 2” conduit installed in 2016 by the Idaho Transportation Department (labeled ITD Fiber Conduit on the following drawing) in trade for a conduit already installed by the City.

Additional fiber conduit runs are planned. There is a large “T” splice vault in the downtown City parking lot that will likely become a Network Operations Center for both the government and economic development cables. Additional fiber conduits, cable and NOC’s will be installed as possible. In addition, there is a planned Phase III of this project which is labeled “Sandpoint NOC

& Future Conduit Cable Installation” on the attached map to create a complete municipal broadband loop. Ideally, the buildout of this phase will occur in 2017.



- Fiber Optic Near-Future Projects**
1. Pull fiber optic cable in the conduit system installed for the City by Bonner County
 2. Install fiber optic cable in the conduit being installed along Baldy Mtn Road
 3. Install fiber optic cable in the conduit being installed by ITD
 4. Install a NDC in the City Parking Lot
 5. Install conduit and fiber cable along Boyer Ave and Larch St. to connect ITD

- Sandpoint Fiber Optic Route**
- Sandpoint Fiber Existing Backbone
 - Sandpoint Existing Fiber Conduit Only
 - BoCo Install Conduit Only for City Summer 2016
 - ITD Fiber Conduit - single run 2"
 - Sandpoint Install Conduit Only 2016
 - Sandpoint NDC & Future Conduit/Cable Installation
- ★ Government Buildings to be Connected

- Single Runs of Conduit In City Backbone**
1. 2" Under RR Tracks
 2. 4" Poplar to Alder
 3. 2" Alder to Cedar
 4. 2" NDC to Church
 5. 2" Church to Pine
 6. 2" Third Ave to First Ave
 7. 2" Backbone to City Hall

★ Install fiber in Conduit Provided by Bo Co

1816

City Shop

Lake Pend Oreille School Dist. #84

★ Install Fiber and Vents in Conduit

★ Install fiber in Conduit provided by Bo Co

Lake Pend Oreille School Dist. #84
Faren Gilbert

Lake Pend Oreille School Dist. #84



★ Install Fiber Conduit & Cable

Lake Water Treatment Plant

Bo Co Library

City Hall

Lake Pend Oreille School Dist. #84

★ Install fiber in Conduit Provided by Bo Co

Bonner County Health/Service Building

Community Center

★ Network Backbone (BoCo)

County Court House

3. Broadband Vision Statement

The vision of the City of Sandpoint is to provide a world-class community telecommunications infrastructure to our community for the 21st century and beyond, facilitated by new access to the public's local telecommunications assets. Broadband is a critical service for quality of life and economic development. Every home, business, nonprofit organization, government entity, and education institution should have the opportunity to connect affordably, easily and securely. Sandpoint's broadband services will be shaped by the values of the community.

The City of Sandpoint intends to empower its citizens and local businesses to be network economy producers, not just consumers of network information and data services. This requires access to gigabit-class broadband infrastructure to support these needed services and capabilities:

1. **Broadband Infrastructure:** Provide the infrastructure to enable every Sandpoint home, business, public or private institution and visitor the opportunity to access affordable high speed broadband connections to the internet, and other networks.
2. **Open Access:** Demonstrate, support and build a non-discriminatory, open-access infrastructure that should, to the maximum extent possible, be open to all users, service providers, content providers, and application providers and be usable via all standard commercial devices.
3. **Competitive Marketplace:** Facilitate a local broadband marketplace that is as competitive as reasonably possible.
4. **Compete Globally:** Provide stakeholders with the broadband capacity, affordability and local, regional and national connectivity they need to compete successfully in the global marketplace.

Section II: Requested Services and Deliverables

The City of Sandpoint is interested in engaging a highly-qualified and experienced consulting firm to assist in providing detailed, actionable guidance for the planning and implementation of a successful community broadband initiative. As evidenced by the use of a Request for Proposals (RFP) process to solicit proposals, the City will rely on the experience and creativity of firms to design proposals and provide services that successfully complete the following general project tasks:

- 1) Evaluate the current and future demand for broadband products and services in the City of Sandpoint through a range of efforts and methodologies, including but not limited to conversations with:
 - a. Private stakeholders (e.g. local businesses, business organizations, health care providers, digital divide advocates, other interested consumers and interest groups).
 - b. Broadband providers regarding the demand for, and adoption of, their products.
- 2) Research and evaluate the current supply of broadband communications assets, products and services in the City and region through a range of efforts and methodologies identified by the successful firm.

- 3) Assist the City with the development of an RFP and selection of an internet service provider for government services and make recommendations for management of the government cable, possible while ensuring proper security protocols.
- 4) Consider how the City might use its own dark fiber dedicated to economic development and related assets to enable world-class, cooperative public/private broadband services, while enhancing service quality, synchronous speeds, cost-effectiveness and competition in Sandpoint.
- 5) Consider opportunities to pursue a broader regional approach and expansion of the existing City dark fiber network; leveraging telecommunications assets in support of regional cooperation. Assist and participate in regional outreach and planning efforts.
- 6) At a point in the analysis that proves most advantageous, prepare and aid in the administration of an exploratory Request for Information (RFI) that will be distributed to potential partners to gauge private interest in using public infrastructure to expand broadband services in Sandpoint. The City views this as an expeditious, “real-time” input to the overall analysis that will enhance its value and actionability.
- 7) Using the results of the entire analysis, develop a comprehensive written report that presents alternatives for deploying broadband services throughout the community, assuming the use of the City’s existing and planned economic development dark fiber infrastructure and other available telecommunications assets. The analysis must consider a wide continuum of business models and highlight associated costs for expansion, maintenance and operations. It must propose a maintenance strategy and action plan which includes best management practices and procedures to protect assets. It must propose a pricing, marketing and management strategy and action plan for the City’s dark fiber network. The proposed model, strategy and action plan should be financially sustainable, providing for long term solvency and security.
- 8) Identify other funding options that may be available to the City to support the development and maintenance of its broadband infrastructure, including grants, contracts, etc.

Section III: Administrative Information and Requirements

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary.

Milestone	Date
Release RFP to Vendors	05/20/2016
Vendor Questions (if any) Due	06/02/2016
Answers to RFP Questions Released	06/06/2016
Proposal Responses Due	06/16/2016
Finalist interviews	06/23/2016
Vendor Selection (target)	06/27/2016
Contract Negotiations Complete	06/30/2016
Contract Signed	07/07/2016
Work Begins	07/11/2016

Upon release of this RFP, all questions shall be directed to the RFP Coordinated listed below by June 2, 2016. Written copies of all questions and answers will be provided to all vendors who have submitted letters of intent as further described below.

Jennifer Stapleton
City Administrator
City of Sandpoint
1123 Lake Street
Sandpoint, ID 83864
(208) 265-1483
jstapleton@sandpointidaho.gov

Vendors wishing to submit proposals are encouraged to provide a written letter of intent to propose by June 6, 2016. An email attachment sent to jstapleton@sandpointidaho.gov is optimal. The letter must identify the name, address, phone, and email address of the person who will serve as the key contact for all correspondences regarding this RFP.

All responses must be received in the Office of the City Clerk (1123 Lake Street, Sandpoint, Idaho) by no later than June 16, 2016 by 5:00 p.m. local time. Please state "SANDPOINT BROADBAND FEASIBILITY STUDY AND BUSINESS PLAN RFQ" on the outside of the response package.

This solicitation is being offered in accordance with Idaho statutes governing procurement of professional services. The City of Sandpoint reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Section IV: Required Proposal Response Forms

The proposal must provide a summary of the vendor's qualifications to perform the duties outlined in Section II – Requested Services and Deliverables. This section contains forms vendors must complete to properly submit their proposals. Vendors must complete all of the forms in this section as well as other requests for information contained herein. The following forms are included:

- 1) Cover Letter
- 2) Proposal Summary
- 3) General Vendor Information
- 4) Project Staff List
- 5) Key Project Staff Background Information
- 6) Customer References
- 7) Task Area Descriptions
- 8) Project Schedule and Work Plan

9) Fee Schedule and Cost proposal

To prepare your proposal, follow these instructions:

1. Using your word processing application's copy and paste commands (Microsoft© Word 2007 or later is required), copy sections and forms as necessary and paste them into a new file.
2. Complete all the forms in your word processing and spreadsheet applications as applicable. Also, please create a table of contents with page numbers. Delete instructions (i.e., materials contained in brackets) from each form.
3. When your proposal is finished, refer to the proposal submission instructions in Section III.

FORM 1: COVER LETTER

[Use this space to compose a cover letter for your proposal. All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Form 2.

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the city."
3. Company name, address, and telephone number of the vendor submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons who are authorized to represent the vendor and to whom correspondence should be directed.
5. Proposals must state the proposer's federal and state taxpayer identification numbers.
6. Please complete and attach the Non-Collusion Certificate included as Attachment A. TEXT WITHIN THE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 2: PROPOSAL SUMMARY

[Use this form to summarize your proposal and your vendor's qualifications. Additionally, you may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

[THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR PROPOSAL SUMMARY.]

FORM 3: GENERAL VENDOR INFORMATION

[Use this form to provide information about your firm.]

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

1. Please complete the following table:

Name of parent company	
Length of time in business	
Length of time in business of providing proposed service	
Gross revenue for the prior fiscal year (in US dollars)	
Percentage of gross revenue generated by proposed services	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full-time personnel in:	
• Consulting	
• Sales, marketing, and administrative support	
• Other (please note relevant staff)	

2. Where is your headquarters located? Field offices?
3. Which office would service this account?
4. If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default.

In the space provided, submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The city will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor.

If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

If the vendor has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

[Please use this space to respond to Question 4 of Form 4. Your response may take as many pages as needed to fully answer the question. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 5: KEY PROJECT STAFF BACKGROUND INFORMATION

[Complete the following table for each of the key project staff members. Use your word processor's copy and paste commands to create additional copies of this table as necessary. Please allow one page for each table. At a minimum, key staff must include your proposed project manager and key contributors to this project. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Name	
Staff member name	
Position in the company	
Length of time in position	
Length of time at company	
Project position and responsibilities	
Education	
Previous work experience	
Technical skills and qualifications for the project position. Include specific skills and experience associated with the work to be completed under this RFP.	

FORM 6: CUSTOMER REFERENCE FORM

[Using the tables below, please list all public sector clients for whom you have completed broadband feasibility study projects relevant to this RFP over the past three (3) years. Use your word processor's copy and paste functions to create additional tables as needed. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Customer/client name				
Reference name				
Title				
Phone number				
Mailing address				
URL where plan copy is available for view (if applicable)				
Customer Size	Service Description	Start Date	End Date	Contract amount

FORM 7: TASK AREA DESCRIPTIONS

[Describe your overall approach to fulfilling the tasks and objectives included in Section II – Requested Services and Deliverables. Your combined response to this form should not exceed twenty-five (25) pages. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 8: PROJECT SCHEDULE AND WORK PLAN

[Provide a detailed project implementation plan that includes:

- ◆ A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations).
- ◆ A table listing vendor staff assignments and proposed labor hours for all tasks.
- ◆ A brief description of each task and its work products.
- ◆ A description of each proposed deliverable.

The project plan must present the vendor's approach for completing the tasks and objectives included in its response to Form 8.

Insert pages as needed to allow space for your Gantt chart and work plan. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Gantt Chart

[Use this section to include your Gantt chart showing beginning and end dates of all tasks.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Staff Assignments/Hours

[Use this section to include a table of vendor staff assignments and proposed labor hours for all tasks. Signify if staff assigned is a designated individual or FTE equivalent.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Task Descriptions

[Use this section to include brief descriptions of all tasks, milestones and associated work products.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Deliverables

[Use this section to include brief descriptions of all project deliverables.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 9: FEE SCHEDULE AND COST PROPOSAL

[Provide a detailed fee schedule and project cost proposal as follows:

The proposal must contain a fee schedule and detailed cost proposal that includes estimated hours, rates, and overall price (including all estimated travel and ancillary expenses). It is highly desired that the cost proposal tie closely to your response to Form 8 – Project Schedule and Work Plan.

It is of critical importance that vendors use this cost proposal form to clearly delineate the relevant cost categories, associated unit pricing and overall estimated cost for the project so as to alleviate ambiguities over proposed project scope and associated costs.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]