

**TAYLOR COUNTY COMMISSION
STRATEGIC BROADBAND PLAN**

Taylor County Commission
Strategic Broadband Plan

PROPOSALS OPENED: June 19, 2018 at 6:00 p.m.

All **questions** concerning this RFP must be submitted in writing (email is acceptable) by:

3:00 PM EST on May 31, 2018

and addressed to:

Taylor County Commission
c/o Region VI Planning & Development Council
34 Mountain Park Drive
White Hall, WV 26554
regionvi@regionvi.com

Proposals must be received by the date and time stated above or they will remain unopened and returned. NO allowance will be made for postmark or error in delivery to an incorrect address.

Proposals shall be prepared at the bidder's expense and becomes a Taylor County Commission record and, therefore, public record. Submit seven (7) copies of the proposal, including one original (clearly marked "ORIGINAL") and one copy in MS WORD software or PDF on CD/Flash Drive, which shall be submitted in a sealed container. The face of the container shall be clearly marked in the lower left corner as follows:

Taylor County Commission Strategic Broadband Plan Update
c/o Region VI Planning & Development Council
34 Mountain Park Drive
White Hall, WV 26554

Proposal should include and will be evaluated based on:

1. Cover Sheet (Provided)
2. General Consultant Information Sheet (Provided)
3. Customer Reference Form (Provided)
4. Demonstrated Understanding of Scope of Work
5. Qualifications and Experience
6. Approach, Methodology and Timeline for Achieving Scope of Work
7. Company Resources and Project Team
8. Relevant Experience
9. Proof of insurance as described in Consultant Qualifications
10. Fee Schedule and Cost Proposal (The program has a committed dollar amount to be spent on the plan. The Consultant should detail and itemize, as much as possible, costs for each part of the plan that is proposed. All costs for travel time, meetings, mailings, printing or any reimbursable or time/ material accruals should be clearly identified on a per unit and aggregate basis. Proposal award will not be based solely on low price, but the overall best value to the Region in conjunction with all evaluation criteria.)

Milestone	Date
Release RFP to Consultants	May 16, 2018 and May 23, 2018
Consultant Questions (if any)	May 31, 2018
Answers to RFP Questions	June 7, 2015
Proposal Responses Due	June 15, 2018 at 3:00 p.m.
Proposal Responses Opened	June 19, 2018
Consultant Selection (target)	July 17, 2018
Contract Negotiations Complete	July 31, 2018
Contract Signed	July 31, 2018
Work Begins	August 1, 2108

Evaluation Criteria	Points
Qualifications and Experience	30
Approach, Methodology and Timeline	20
Company Resources and Project Team	20
Fee Schedule and Cost Proposal	30

OVERVIEW

The Taylor County Commission is seeking requesting proposals from qualified consultants or individuals to prepare an update of the 2013 Region VI Planning & Development Broadband Strategic Plan for a six-county area, which consists of the counties of Doddridge, Harrison, Marion, Monongalia, Preston, and Taylor and their 39 jurisdictions. Broadband is high speed Internet that achieves a minimum of 25 Mbps download speed and 3Mbps upload speed.

This project is funded through a Community Development Block Grant (CDBG), under HUD regulations for Planning and Capacity Building, 24 CFR 570.205. The selected firm will be required to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement, and Access to Records provisions and all other requirements as related to HUD-funded projects. The project will be implemented by a local project management team. Additional resources will be obtained through the West Virginia Broadband Enhancement Council and the State Office of GIS Coordination. The team will provide oversight and direction to the consulting entity selected.

BACKGROUND

This proposal will update the 2013 Region VI PDC Strategic Broadband Plan that covers the counties of Doddridge, Harrison, Marion, Monongalia, Preston, and Taylor and 39 jurisdictions.

APPROACH, METHODOLOGY AND TIMELINE

The shared goal of the Taylor County Commission and Region VI six-county area and its jurisdictions is to provide abundant, redundant and affordable Internet service to citizens, businesses and visitors. The services proposed by the consultant shall be sufficient to bring each participating jurisdiction in the Region to a consistent level of preparedness to allow the Region to move into a final design and construction phase upon completion of the plan.

The plan update will primarily address broadband connectivity through both terrestrial and wireless technologies, and include phone services, emergency management communications systems, and other connectivity content. The development of plan update shall also address the need to coordinate multiple private and public efforts towards a common goal of improving broadband capability within the region. All stakeholders, including both public and private, shall be invited to participate in the project. The creation of the plan update should contemplate significant involvement from, and work provided by, participating jurisdictions with direction, guidance, technical expertise, facilitation and document creation provided by the consultant.

All project activities must be completed no later than June 30, 2019.

SPECIAL REQUIREMENTS

- Experience in broadband policy development; broadband infrastructure development; and broadband project management with state and local government agencies in the past three years.
- Skills, technical resources and capabilities, experience and expertise in broadband development program of comparable scope and scale.
- Knowledge of related state and federal laws and requirements.
- Excellent technical depth and ability to convey technical concepts to non-technical audiences.

JURISDICTION OF GENERATED DATA

All materials, maps, reports and data generated through this project shall remain the property of the local governments. Data will also be provided to the State of West Virginia, West Virginia Broadband Enhancement Council, in electronic and paper format.

ASSISTANCE TO BE PROVIDED

The broadband committee will provide: The location of communications towers in the county/region; access to GIS data, including maps showing telecommunications assets as reported to the State Office of GIS Coordination; FiberLocator data; and internet speed test data as reported by the West Virginia Speed Test Portal via the West Virginia Broadband Enhancement Council.

SCOPE OF WORK AND DELIVERABLES

This project will result in the production of a conceptual and strategic broadband development plan to support future infrastructure/implementation project(s) with a clear strategy and preliminary application(s) for funding. Specific components and deliverables must include:

- **Technical Analysis:** Research existing public and private sector internet infrastructure, technology, and assets within the project area; develop an inventory and provide recommendations for expanding broadband services to residents and businesses. Identify potential network routes and interconnection points, existing and possible infrastructure recommendations to support and maximize service utilizing regional assets.
- **Market Analysis:** Compile and analyze information on needs and usage, perform a gap analysis of existing services, Identify trends by existing and potential residential and business users and anchor institutions.
- **Current Use Analysis:** Utilize the WV Speed Test Portal <https://broadband.wv.gov/>, surveys and other methods to evaluation presence and level of internet service among stakeholders. Identify unserved and underserved areas.
- **Connectivity Solutions:** Provide strategic guidance in planning broadband connectivity projects.
- **Broadband Development Strategies:** Develop a communications and outreach strategy to engage public and private stakeholders, internet service providers and related groups.
- **Preliminary Design and Cost Estimates:** Develop strategy and concept for network design, outline type(s) of technology; identify rights-of-way, describe network specifications and structural options. Include preliminary cost estimates for construction of proposed solutions. Include GIS mapping of the following: a) existing infrastructure, b) areas of need, and c) proposed infrastructure routes of connectivity solutions (base mapping will be provided).
- **Network Operation Options:** Provide an assessment of the telecommunications environment detailing the types of services, pricing, availability and limitations. Identify all service providers. Investigate willingness to collaborate. Review viable technical and delivery methods as allowed by state and federal law.
- **Technical Broadband Development Plan:** Develop a technical broadband development plan that includes: an assessment of service territories, backhaul routes, interconnection points, suggested routes, capacity, providers, technical and delivery models, market analysis, expansion strategies, cost estimates, funding resources, best practices, and other appropriate factors to address barriers at local and regional levels, with an emphasis on unserved and underserved areas.

- **Gap Analysis:** Evaluate the current environment against current and future needs. Include all stakeholders defined in the project. Determine the economic and community impact of broadband issues, including evaluation of key issues limiting broadband expansion.
- **Preliminary Infrastructure Application(s):** Identify funding sources and incorporate requirements to provide basis for a grant/loan application to support project implementation. Develop a phased approach to project development and assist local governments in the development of conceptual/preliminary application(s) for infrastructure funding. Possible funding sources may include, but not be limited to, U.S. Department of Agriculture, U.S. Economic Development Administration, Appalachian Regional Commission, U.S. Department of Housing and Urban Development, and other public and private funding sources.

SELECTION PROCESS

SELECTION CRITERIA

Consultants will be evaluated on the following criteria:

- **Understanding of Scope of Work:** Direct industry experience is a fundamental requirement of the consultant to ensure viability of proposed strategies. This experience must be documented specifically in the proposal.
- **Qualifications and Experience:** The Taylor County Commission and broadband committee prefers firms with a minimum of three-years of experience in the development of broadband infrastructure on behalf of government entities. Consultant must have direct past experience working within the telecommunications or broadband industry (carrier or Internet service provider) in a network planning, design and business development capacity.
- **Approach, Methodology and Timeline:** Capacity to perform the work within the given time limitations. Services proposed by the local government will be involved in the planning and design process and the overall approach to the project.
- **Company Resources and Project Team:** Professional qualifications and experience of project team. Consultant is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Taylor County Commission and broadband committee.
- **Relevant Experience:** Knowledge of State and Federal telecommunications laws and familiarity with West Virginia CDBG program. Names and contact information of clients for whom the Consultant has worked in a similar capacity within the last three years.
- **Consultant Qualifications:** Consultant must have the authority to do business in the State of West Virginia and be properly insured.
- **Fee Schedule and Cost Proposal.**
- **Insert any other required local government conditions and directions as needed to fully address local needs and requirements.**

Minority and/or female-owned businesses are encouraged to apply. The Taylor County Commission is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.

COVER SHEET

Name of Company	
Address of Home Office	
City of Home Office	
State of Home Office	
County of Home Office	
Zip Code of Home Office	
Phone Number of Home Office	
Federal EIN	
State EIN	

Contact Name:

Contact Office Phone Number: Contact Cell Phone Number: Contact Email Address:

Authorized Signature

“Proposal and cost schedule shall be valid and binding **ONE HUNDRED EIGHTY (180) days** following the proposal due date and will become part of the contract that is negotiated with the Taylor County Commission.”

GENERAL CONSULTANT INFORMATION

Name of parent company	
Length of time in business	
Length of time in business of providing proposed	
Gross revenue for the prior fiscal year	
Percentage of gross revenue generated by proposed	
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	
Internet fiber-optic technical staff	
Other (please note relevant staff)	
Where is your headquarters located? Field offices?	
Which office would service this account?	
Other significant statistics related to creating feasibility projects during the past year	

If the consultant 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 consultant's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the consultant to be in default. In the space provided below, submit full details of all terminations for default experienced by the consultant during the past **five years**, including the other party's name, address, and telephone number. Present the consultant's position on the matter. The [LOCAL GOVERNMENT] will evaluate the facts and may, at its sole discretion, reject the consultant's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the consultant. If no such terminations for default have been experienced by the consultant in the past five years declare so in the space provided.

Client Reference Form (Include Information for Three References)

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer Size/Service Area	
Start Date	
End Date	
Contract Amount	

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer size service	
Start Date	
End Date	
Contract Amount	

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer Size/Service Area	
Start Date	
End Date	
Contract Amount	