



**TOWN OF MOUNTAIN VILLAGE COLORADO
CABLE AND BROADBAND DEPARTMENT
REQUEST FOR PROPOSAL
Broadband Assessment and Feasibility Study**

IMPORTANT DATES:

Date Issued:	June 29,2018
Pre-Proposal Conference or Site Visit:	July 11 ,2018 11:00 a.m.
Pre-Proposal Questions Deadline:	July 18, 2018
Town Response to Questions Due:	July 20, 2018
Proposal Due:	August 10, 2018 11:00 a.m.

For all Inquiries Contact:

Steven LeHane, Broadband Services Director

Town of Mountain Village

970-369-8240

slehane@mntvillage.org

Mountain Village, CO 81435

Introduction and Overview

Request for Proposal Introduction:

Town of Mountain Village (TMV) requests proposals for consulting services to assess TMV's Broadband and Cable infrastructure and to propose a strategic technology plan.

Goals include 1) an independent, comprehensive assessment of TMV's cable infrastructure, 2) a strategic plan that addresses all major aspects of cable department for TMV in the zero to two-year and two to five-year time frames, and 3) tactical recommendations for improvements.

In this RFP, broadband service refers to cable, video, internet, and phone services, end user and customer, network infrastructure

Requesting Department:

The Cable and Broadband Department is issuing this RFP. However, this is a request for a Town wide assessment and not limited to these departments.

Project Name:

Broadband Assessment and Feasibility Study (the "Project")

Purpose of RFP:

Town of Mountain Village is requesting proposals (RFPs) from qualified professional consulting firms to conduct a comprehensive broadband service assessment and feasibility study. The Study will include:

- (1) An assessment of the broadband service in TMV to identify and evaluate service and/or adoption gaps; and
- (2) A broadband strategy for TMV that creates the greatest opportunity to support current growth and long-term community broadband needs including, as applicable, a broadband partnership solution.

The study should provide a reasonable assessment of the needs and opportunities, and expansion (fiber to the home) in TMV. Additionally, the study should document opportunities to expand last mile coverage as well as express opinions of the sustainability of the expansion

including potential one-time and/or recurring third-party funding sources, and a deployment plan that will enable TMV and its commercial partners to take advantage of these opportunities in conjunction with broadband friendly public policy development.

The successful bidder will demonstrate their ability to utilize research methodologies such as public surveys, market analysis, business plan development, regulatory analysis, and operational best practice scenarios.

Background and Statement of Need

TMV is located in the Southwest corner of Colorado at the base of Telluride Ski Resort. The 3.27 square mile Town is home to 1300 residents plus non-resident property owners, businesses and guests. Broadband services are provided to not only the citizens and businesses located within TMV but also many TMV facilities in support of water and sewer, broadband and cable, infant and child care, transportation services including a gondola, police, parks and recreation, finance, administration, planning and development services, marketing and business development, public works, housing authority including a 200 plus unit rental property owned and operated by TMV and other TMV related services. As part of the deployment/implementation plan, consideration should be given to updating or creating a centralized citizen focused website that provides info and access points to services for TMV citizens.

The current need for high speed Internet is similar to the needs in many other areas. In today's world, it is essential for most businesses and entrepreneurs. Students need Internet access at home in order to accomplish many homework assignments. TMV officials realize that additional access to high-speed Internet service will provide benefits and opportunities for economic development, improvement in government and TMV services.

The study will include: an assessment of broadband service in TMV to identify and evaluate service and/or adoption gaps, and a broadband strategy for TMV that creates the greatest opportunity to support current growth and long-term community broadband needs including, as applicable, a broadband partnership solution.

The study should provide a reasonable assessment of the needs and opportunities in TMV. Additionally, the study should document opportunities to expand last mile coverage as well as express opinions of the sustainability of the expansion including FTTH potential one-time and/or recurring third-party funding sources, and a deployment plan that will enable TMV and its commercial partners to take advantage of these opportunities in conjunction with broadband friendly public policy development.

The successful bidder will demonstrate their ability to utilize research methodologies such as public surveys, market analysis, business plan development, regulatory analysis, and operational best practice scenarios.

A. Proposer must have experience conducting community broadband feasibility studies of similar size and scope to the Alexander County project. The proposer must demonstrate its capabilities providing these services to similarly sized counties/towns and its ability to work creatively with incumbent providers and other key stakeholders.

B. Proposer's organization must have been in business providing community broadband planning services for a minimum of 4 years. Proposer must have conducted broadband planning projects with other communities and demonstrate this through its proposal.

C. Direct industry experience is a fundamental requirement of the consultant to ensure business viability of the proposed strategies. Proposer must have direct experience working within the telecommunications or broadband industry (carrier or Internet service provider) in a network planning, engineering and business development capacity. This experience must be documented specifically in the proposal with references.

D. Proposer must have implemented and/or operated community broadband networks or demonstrate supporting experience through its proposal, citing specific networks that are currently in operation.

E. Proposer must be able to demonstrate its ability to work quickly and thoroughly with adequate resources. TMV believes time is of the essence and an emphasis will be given to those who can complete this project within the shortest timeline.

F. If Proposer intends to use any subcontractors, the response must demonstrate the applicable experience of subcontractor(s) per above. The Proposer is responsible for Liability Insurance for anyone performing work.

Scope of Work:

Your proposal must address the following pieces of work, including how you intend to carry out the various tasks, and your experience in performing these tasks. In total, this narrative section should be no longer than ten (10) single-spaced pages in length.

1. Conduct Needs Assessment: Gather, evaluate, and analyze broadband information and broadband dependent needs from users (i.e. residents, businesses, TMV operations and services, public safety, and visiting guests) such as affordability of services and as applicable, Internet-enabled devices, digital literacy levels, perceived value to users, etc., via industry

accepted evaluation methods. The needs assessment should include current and future needs of these users. Develop a communications and outreach strategy to engage stakeholders, disseminate information and provide opportunities for inclusion in the process. Bidder must clearly define their stakeholder evaluation process including their recommended participant level to reach statistically reliable results. Broadband standards should be compared to those provided by the FCC.

2. Conduct Local Broadband Market Assessment: Identify existing broadband options and costs across the community, particularly those for users identified in the Needs Assessment. Provide an assessment of the broadband environment detailing the types of services, pricing, availability and limitations and compare to Target Broadband Standards. Identify potential areas for partnership between TMV and incumbent/competitive providers.

3. Evaluate the Town's Current Broadband Network Capabilities: Perform a technical evaluation of the town's existing fiber-optic network resources (public & private) and its ability to become fiber ready and support commercial broadband expansion to users identified in the Needs Assessment. The evaluation should include documentation of existing conduit, fiber-optic cable, vaults, boxes and related outside plant infrastructure as well as capacity and usability. To the extent possible, compare the town's existing fiber-optic network with incumbent providers' networks for possible synergies and/or gaps. Preferably a minimum 50 Mbps down and 5 Mbps up. The evaluation should include opportunities throughout TMV to increase broadband access as well as upload and download speeds to achieve greater opportunities for economic development activity.

4. Provide a GIS-Based Analysis for the Project: Build a comprehensive database utilizing ArcGIS to facilitate analysis of TMV's broadband environment, including: current broadband infrastructure, penetration and usage of broadband services, service territories, backhaul routes, capacity, providers and other relevant information for the project.

5. Perform a Gap Analysis of the Current Broadband Environment: Evaluate the current environment against the current and future needs of TMV, including all stakeholders defined in the project. The Gap Analysis should include an evaluation of key issues limiting broadband expansion, access, and/or uptake. And take into consideration geographic areas in item number 3.

6. Development of Market-Driven Demand Planning Tools: Develop a GIS-based demand planning tool that identifies customer segments across the community and estimates demand for services. The tool(s) should identify physical locations of all customers across multiple

segments and identify the potential volume and demand that will be utilized to forecast the feasibility of building into different areas of TMV.

7. Recommended Broadband Strategy Based on consultant's analysis in steps 1-7 and feedback from TMV, prepare a broadband strategy for TMV that creates the greatest opportunity to support current growth and long term community broadband needs including, as applicable, a broadband partnership solution.

8. Recommendations for each process, skill and technology area with a suggested plan and sequence for implementation

9. Estimated cost and implementation time for each recommendation and alternative including cost models for an in-house designated implementation plan versus outsourcing or a hybrid model utilizing both in-house and outsourcing. Provide specifics on number of hours that a contractor will apply to ongoing innovation support beyond implementation.

10. Presentation to TMV management staff and subsequently Town Council, including summaries of the Broadband Assessment and Feasibility Study and recommendations for a non-technical audience.

Submittal Requirements:

1. Submit a hard copy of the proposal and an electronic version of the proposal in Adobe
2. The response to this RFP shall consist of the following sections:
 - Executive summary
 - Background and experience
 - Financial statement
 - Project staffing and organization
 - Technical approach
 - Cost proposal
 - A. Executive Summary – This section shall consist of the proposal cover letter, highlighting the contents of this proposal, and bearing the authorized representative's signature. State your understanding of the City's needs. Summarize your firm's qualifications for providing these services in a timely manner. Include any material assumptions that either enhance or limit service performance
 - B. Background and Experience – This section shall provide a history of your firm as relevant to the purpose and scope of this RFP. A list of references (including contact persons and telephone numbers) for which similar work which has been performed at the municipal level

shall be included. Experience working with governmental entities is critical and should be included in this section

- C. Financial Statement – The section shall provide the most recently audited financial statement or similar evidence of financial stability
- D. Project Staffing and Organization – This section must include the proposed staffing, deployment, and organization of personnel to be assigned to this project. Include resumes and any recommendation or commendation letters received from recipients of your services in the past 4 years. List any applicable professional certifications
- E. Technical Approach – This section shall include, in narrative, outline, and/or graph form the proposed approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included. Provide detailed requirements of Town staff for support and any additional hardware, software, or office space needs.
- F. Cost Proposal – The cost of each work activity defined under the Objectives/Scope of Work must be identified separately. Proposal costs must include: a. Personnel costs (including hourly rates and total hours) b. Travel and Subsistence Expenses c. Subcontractor Costs (if any) d. Other Costs (e.g., office expenses) e. TOTAL COST: A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading

Proposal Schedule:

The following dates and deadlines are considered the “Proposal Schedule” of the Project.

Day	Date	Deadline
Friday	June 29, 2018	Public Notice Published in <i>The Daily Planet</i> Newspaper and posted on line
Wednesday	July 11, 2018 11am	Pre-Proposal Conference/Site Meeting
Wednesday	July 18, 2018	Pre-Proposal Questions Deadline
Friday	July 20, 2018	Response to Questions Available
	Aug 10, 2018 11am	Sealed Proposals Due/ Proposal Opening
	Aug 15, 2018	Proposal Award
	Aug 20, 2018	Complete Contract Signed
	Aug 22, 2018	Contract Begins

	No later than Sept 28,2018	Report and Recommendations Due
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Please note that this Proposal Schedule is subject to change with notice.

Pre-proposal Questions:

Questions regarding the Request for Proposal, the proposal process, and program specifications shall be in writing and filed with Steven LeHane at slehane@mtnvillage.org Questions shall be submitted on or before the Pre- Proposal Questions Deadline.

Town representatives will not conduct private or unilateral consultations with Respondents prior to the receipt of proposals. All questions received shall be answered by the Response to Questions Available deadline and shall be submitted to all Respondents that attend and submit their email address to the TMV at the Pre-Proposal Conference/Site Meeting.

Submission Deadline:

Respondents shall submit a Proposal to the Mountain Village – Town Hall c/o Steven LeHane at: 455 Mountain Village Blvd., Suite A, Mountain Village, Colorado 81435, and to slehane@mtnvillage.org on or before the date and time as indicated in the Proposal Schedule. On the date the sealed proposals are due, all received proposals will thereafter be publicly opened and read aloud. The results will thereafter be referred to the TMV evaluation committee for review, recommendation and award.

Proposal Copies and Conditions:

One (1) signed copy of the Proposal shall be submitted and shall be enclosed in a sealed envelope bearing the name of the Respondent and the name of the Project. One signed copy of the Proposal shall be submitted via email to slehane@mtnvillage.org The Proposal shall be delivered by the time and to the place stipulated in this Request for Proposal. It is the Respondent’s sole responsibility to see that its Proposal is received on time. Any Proposal received after the scheduled closing time for receipt of Proposals will be returned to the Respondent unopened.

The Respondent shall furnish a complete Proposal, including a price for all Proposal items in the Proposal. The failure to submit a complete Proposal shall render the Proposal incomplete and may cause it to be rejected.

Pre-proposal Conference/Site Visit:

There is a site visit located at Mountain Village Town Hall, 455 Mountain Village Blvd., Suite A, Administration Conference Room, Mountain Village, CO 81435, which all Respondents may attend in order to be more-qualified to submit a proposal. We will do provide for participation via conference call. It shall be assumed that the Respondent is familiar with the project, existing site conditions, including residential areas, access tracts and winter challenges. It will also be assumed that the Respondent has a clear understanding of the specification requirements.

Execution of the Contract

The Respondent that is awarded the Project based on its submitted Proposal will be notified by the TMV and contract negotiations will commence immediately thereafter. The contract will be on a form acceptable to the TMV and approved to the Town Attorney's office.

Right of First Refusal

TMV reserves the right to reject any or all Proposals, to waive any minor irregularities in this Request for Proposal or the Proposal and to make awards in the best interest of TMV.

Contact Information

All Respondents shall provide an authorized contact person in their Proposal and, at the discretion and direction of the Town, respond to requests for information or clarification concerning the submitted Proposal.

Services**Management, Administration and Operations**

The Respondent shall provide the necessary management and administrative personnel whose expertise will assure efficient operation of the services herein specified. All facilities, equipment, supplies and services required in the operation of the service shall be furnished by the Respondent, unless specifically identified in this document to be contributed by TMV. The Respondent agrees to perform all work outlined in such a manner as to meet all accepted standards for safe practices during operations. The Respondent shall comply with all local, county, state, federal or other legal requirements and shall at all times protect all persons including employees and agents of TMV, vendors and members of the public or others from foreseeable injury or damage to their property.

Insurance & Other Policy Requirements

Introduction

On or before the start date of the Contract between TMV and the Respondent, TMV must receive from the Respondent certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of all insurance policies applicable to this Request for Proposal.

The certificate of insurance provided to TMV shall be completed by the Respondent's insurance agent as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be reviewed and approved by TMV prior to commencement of the contract. The certificate shall identify the contract and shall provide that the coverage afforded under the policies shall not be canceled, terminated or materially changed until at least thirty (30) days prior written notice has been given to TMV. The completed certificate of insurance shall be sent to:

Town of Mountain Village

ATTN: Finance Director

455 Mountain Village Blvd, Suite A

Mountain Village, Colorado 81435

The policies required by this Request for Proposal shall be endorsed to include TMV, its officers, agents and employees as additional insured. Every policy required by this Request for Proposal shall be primary insurance, and any insurance carried by TMV, its officers, agents and employees or carried by or provided through any insurance pool of TMV shall be excess and not contributory insurance to that provided by the Respondent. No additional insured endorsement to the policy required by this Request for Proposal shall contain any exclusion for bodily injury or property damage arising from completed operations. The Respondent shall be solely responsible for any deductible losses under any policy required by this Request for Proposal.

The parties hereto understand and agree that TMV is relying on, and does not waive or intend to waive by any provision of the Contract, the monetary limitations (presently \$150,000 per person and \$1,000,000 per occurrence) or any other rights, immunities and protections provided by the

Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., as amended from time to time, or otherwise available to the Town, its officers, agents or its employees.

Indemnification

The Respondent shall agree to indemnify and hold harmless TMV, its officers, employees and insurers from any and all liability, claims and demands, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the services to be performed by the Respondent, if such injury, loss or damage is caused by the negligent act, omission or willful misconduct of the Respondent, any subcontractor of the Respondent or any officer, employee, representative or agent of the Respondent. The Respondent also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent.

TMV will not provide indemnity to the Respondent.

Insurance

The Respondent shall procure and maintain, and shall cause any subcontractor of the Respondent to procure and maintain, the minimum insurance coverage listed herein. Such coverage shall be procured and maintained with forms and insurers acceptable to TMV. All coverage shall be continuously maintained to cover all liabilities, claims, demands and other obligations assumed by the Respondent. In the case of any claims made on the policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

Worker's Compensation Insurance. The Respondent shall provide Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under the Contract. Respondent shall provide Worker's Compensation Insurance to cover obligations imposed by applicable insurance with minimum limits as required by Colorado Law. Evidence of qualified, self-insured status may be substituted for the Worker's Compensation Insurance requirements of this paragraph.

General Liability Insurance. The Respondent shall provide General Liability Insurance with the minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises, services and operations. The policy shall include coverage for bodily injury, broad form property damage

(including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

Automobile Liability Insurance. Respondent shall provide Comprehensive Automobile Liability Insurance with minimum, combined, single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000.00) each occurrence with respect to each of the Respondent's owned, hired or non-owned vehicles assigned to or used in the performance of services. The policy shall contain a severability of interest's provision.

Necessary Information from Respondents

Introduction

Respondents must establish their qualifications and capabilities to provide the requested services. The strength and experience of the Respondent in developing and operating such services, as well as the Respondent's reliability and fiscal stability. Respondents must meet the minimum qualifications set forth below to be considered eligible to compete for the Project.

Additional Basic Submittal Content Requirements

Each Respondent is required to supply the following information. Additional sheets may be attached, if necessary.

Respondent:

1. Company Name

2. Address

3. Telephone _____
4. Type of Entity: Individual () Partnership () Corporation ()
5. Entity organized under the laws of the State of _____
6. Names and Titles of all officers of the firm:

7. Number of years of experience _____ (insert appropriate industry experience.
8. Other services of this nature within the last five (5) years. Please include the following information: Contract Type, Period of Contract, Contract

Amount, Name of Owner/Entity, Name and Phone Number of Owner's Representative:

9. Person(s) assigned as liaison for this Proposal and this Contract. (Please attach resume. If more than one person, please attach a resume for each person listed.)

Respondent's Subcontractors: (Please complete one sheet for each subcontractor)

1. Company Name

2. Address

3. Telephone _____

4. Type of Entity: Individual () Partnership () Corporation ()

5. Entity organized under the laws of the State of _____

6. Names and Titles of all officers of the firm:

7. Number of years of experience _____ (insert appropriate industry experience.)

8. Responsibilities of Subcontractor:

9. Other services of this nature within the last five (5) years. Please include the following information: Contract Type, Period of Contract, Contract Amount, Name of Owner/Entity, Name and Phone Number of Owner's Representative:

10. Person(s) assigned as liaison for this Proposal and this Contract. (Please attach resume. If more than one person, please attach a resume for each person listed.)

Respondent's Statement

TO: THE TOWN OF MOUNTAIN VILLAGE
MOUNTAIN VILLAGE, COLORADO

The undersigned Respondent hereby proposes to furnish all labor, material, equipment, tools and services necessary to perform all work required under this RFP:

In accordance with the intent of said specifications, plans and all addenda issued by TMV prior to opening of proposals:

Respondent agrees that, as soon as practical after notice of award and Contract negotiations have been completed it shall execute a Contract.

Respondent further agrees to complete all work required under the Contract within the time stipulated in said specifications, and to accept in full payment therefore the price named in the Proposal Schedule.

Dated: _____

Respondent

Signature

Title

Each proposal must include an overview of pricing based on the scope of work proposed above.