

REQUEST FOR PROPOSAL (RFP)

BROADBAND IMPROVEMENT IMPLEMENTATION

**Town of Dublin
P.O. Box 277
Dublin, NH 03444
July 26, 2019**

1. DESCRIPTION

The Town of Dublin is currently accepting proposals to improve broadband coverage in Town to the unserved locations as defined by RSA 38:38, I(c). An unserved location is defined as a location that does not have access to at least 25 Mbps download/3 Mbps upload speeds. The location does not need to be subscribing to this service, but the service must be available at the street location (State or Town Road).

The Town currently has very uneven broadband access availability and speeds. About 83% of the town does not have the availability of 25 Mbps download and 3 Mbps upload speeds (FCC spec). Most of the current town service is provided by the incumbent carrier with some other providers supplying service for a handful of locations. Other providers, such as satellite and cell companies, are removed from this consideration since they have significant download cap limitations that make them unsuitable for practical use in homes and businesses. Once these caps are reached, service falls significantly to 1-3 Mbps, below the FCC spec.

A survey for the Dublin Master Plan update was conducted in 2016 and the number one concern from respondents was broadband coverage in the town.

2. BUSINESS MODEL: GENERAL CONSIDERATIONS OF TOWN

The Town is soliciting proposals to improve broadband coverage in the town to address the needs of the unserved premises. The Town's desire is to contract with one or more providers to address this goal.

The Town is following the requirements of New Hampshire (2018) SB 170 in order to pursue the option of issuing bonds to fund the upgrade of the broadband infrastructure to meet the current federal definition of broadband, which is currently 25/3. This allows for the Town to issue bonds and enter into a public-private partnership for these improvements. Since the Town would fund and bond the improvements, requirements of the New Hampshire Municipal Bond Bank and the State must be followed. The most significant is the requirement that the Town own the Bonded assets until the Bond is paid off. After the Bond is paid off, the Town would be willing to transfer these assets to the partner in the agreement subject to the bond requirements. These "buyout" provisions need to be part of the proposal.

- Both wired and wireless technologies will be considered; however, fiber is preferred.
- The Town is willing to work with any and all providers with regard to siting equipment, e.g. poles or distribution equipment on town right of way or town-owned property.
- If there are additional costs to connect customer premises, those costs must be identified in the proposal.
- The Town is not willing to fund plans or parts of plans to provide service to those areas with 25/3Mbps service currently available from providers. However, providers are free to compete in those areas of town with their own funding, and with the cooperation of the Town with regard to right-of-way access and town-owned property.
- Proposals that include improvements to premises already served by 25/3 or greater are welcome.

Once proposals are received, the Board of Selectmen will review these proposals and select the partner or partners to work with. Final approval and acceptance of the proposal must be done at a Town Meeting where a Bonding Article will have to be accepted by the Town voters. Several hearings may be required before this goes to Town vote. Meeting dates will be determined after proposal acceptance.

3. PROPOSAL GUIDELINES

All proposals must be submitted by the Response Date of August 29, 2019, 4pm EDT.

Include within each proposal package:

- A letter of transmittal with the name, signature and title of the person authorized to commit the proposing organization to the proposal terms;
- Ten (10) hard copies of the proposal;
- One electronic version of the proposal in PDF format.

The Town reserves the right to reject any and all proposals, to waive any defect or informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town, including, but not limited to, qualifications, project cost, project size, schedule, and business model.

Approval of a proposal requires the acceptance by the Board of Selectmen and the Town voters at a Town Meeting.

In addition to the above requirements, proposals must include:

- Description of the technology to be used and how it meets the requirements.
- Cost of installation to the street level for each specified unserved area of Town
- Cost of installation from street to premises. This can include a per foot charge.
- Approximate timeline for installation. This should include estimates for tasks that may or may not be fully under providers control, such as “make ready requirements” or easements. List of easements or approvals required from third parties.
- Cost of monthly service for different performance specifications including rental of all equipment and if there is a time commitment for such pricing. Solutions that do not include data caps are preferred, however if data caps are part of the service, these must be specified.
- Service level agreement (SLA)
- Buyout provisions of Town investment after bond is paid off
- Credentials of Provider: examples and references to other systems installed and managed
- Contract recommendations/requirements for provider to work with Town

Proposals should address all of the unserved premises of Town. Exceptions, if any, should be identified.

All contractual terms and conditions will be subject to review by the Town of Dublin’s Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project. The Town has a right to accept or refuse any/all proposals.

4. CONTACT INFORMATION

Address to:

**Sherry Miller
Town Administrator
P.O. Box 277
Dublin, NH 03444**

Email: townadministrator@townofdublin.org)

Contact Sherry Miller by email (townadministrator@townofdublin.org) with any questions about submitting the proposal.

5. TIMELINE

Proposal review and selection will begin immediately upon date of close.

6. PROPOSAL EVALUATION CRITERIA

The Town of Dublin will evaluate all proposals based on the following minimum criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed outlines must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Organizations will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Organizations will be evaluated on examples of their work, including references
- Value and cost: Organizations will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Organizations must provide descriptions and documentation of staff technical expertise and experience

7. PROPOSAL ELEMENTS

Proposals must include the information set forth below:

- Letter of transmittal, signed by an individual authorized to bind the proposing entity contractually, certifying that the proposing entity will, if awarded a contract, execute contracts in accordance with the terms of the proposal within a reasonable time.
- The proposing entity's qualifications, demonstrating the skill, ability and integrity necessary to faithfully perform the work required, including those of any subcontractors proposed to be used. Such qualifications shall include a description of project experience, including project name, location, costs; a brief description of the project, the firm's role, team member roles, and project reference with contact information.
- Proposed project design
- Proposed business model
- Anticipated project schedule
- Proposed insurance coverages and surety bond

8. Terms of RFP

Town Discretion: The Town reserves the right to cancel this RFP at any time, to reject any and all proposals, to waive any defect or informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town.

No Costs: This solicitation does not obligate the Town or any other person associated with the project to pay any costs incurred in preparing and submitting proposals.

No express or implied services: This solicitation does not obligate the Town or any other person associated with the project to accept or contract for any expressed or implied services.

Proposing Entity duty to examine: Submission of a proposal shall be conclusive evidence that the proposing entity has examined the premises and the contract documents and is familiar with all the conditions of this procurement. Upon finding any omissions or discrepancy in the proposal documents, the proposing entity shall notify the Town immediately so that any necessary addenda may be issued. Failure of the proposing entity to completely investigate the premises and/or to be thoroughly familiar with the contract documents (including plans, specifications and all addenda) shall in no way relieve the proposing entity from any obligation with respect to the proposal. Proposing entity is responsible for verifying all statements in this RFP with the proper authorities.

Incomplete Proposal: Proposals that are incomplete, contain any omissions, erasures, alterations, additions or irregularities of any kind may be rejected, but the Town is not obligated to reject such proposals.

Proposal Withdraw or Modification: Any proposing entity may withdraw or modify its proposal by written request at any time prior to the Response Date. Telephonic proposals, amendments or withdrawals will not be accepted. Unless otherwise specified, no proposal may be withdrawn for a period of sixty (60) days from the Response Date. The Town may waive minor informalities or allow the proposing entity to correct them. The Town may permit a proposing entity to withdraw a proposal if a mistake is evident on the face of the document but the intended correct offer is not similarly evident. Negligence on the part of the proposing entity in preparing the proposal confers no rights for the withdrawal of the proposal after it has been received.

Proposing Entity Inquiries: All substantive inquiries from prospective proposing entities concerning this RFP must be submitted via email with subject line "Dublin Broadband" to the defined contacts as defined in the Contact Information section and may be shared with other prospective proposing entities. All responses to substantive questions shall be via email and will be posted to the Town of Dublin website.

Selection of Successful Proposal: The Town shall evaluate all Proposals on the basis of the following criteria:

- Adequacy of Proposal:
- Proposal submitted in a timely fashion;
- Complies with the RFP's terms and conditions;
- Qualifications and Experience
- Project Design
- Business Model
- Project Schedule

- Agreement with Contract terms
- Insurance

After opening of the bids, the Town may seek such additional information and enter into negotiation of contract terms as the Town, in its sole discretion, deems appropriate.

The Town is not obligated to select the lowest cost proposal, the lowest responsible proposal or to follow any other criteria in selecting the successful proposal. The Town shall select the proposal which in the Town's view, after evaluation of the qualifications of the proposing entity and proposed design, business model, and schedule, is most advantageous to the Town.

Final acceptance of the successful proposal requires the approval of the Board of Selectmen, and the Town voters at a Town Meeting.