

## KAYSVILLE CITY, UTAH



### REQUEST FOR PROPOSALS FIBER TO THE PREMISES (FTTP) PARTNERSHIP

#### **SECTION 1 – INTRODUCTION**

Utah's Hometown. Kaysville is uniquely situated and conveniently located “in the middle of everything.” Kaysville isn’t just a great place to live, it’s a great place to do business. Great accessibility and low taxes are just some of the benefits our businesses enjoy. Kaysville is unique among its neighboring cities. For over a hundred years, Kaysville has owned and operated an electric power utility.

The City is soliciting proposals for the selection of a partner(s) to work with the Kaysville City to bring next generation communication services to our businesses and residents over a middle mile broadband backbone infrastructure including but not limited to a fiber-to-the-premise (FTTP) broadband network. Submitted proposals should include all of the following requirements listed within this Request for Proposal (RFP) to ensure that our 32,000 residents (roughly 8700 homes), businesses, and community organizations have access to sustainable, leading edge broadband services.

Submittals will be accepted no later than 2:00PM (MT), October 22, 2018. Submissions must be made via Bidsync and also emailed to [broadband@kaysvillecity.com](mailto:broadband@kaysvillecity.com).

#### **SECTION 2 – BACKGROUND**

Kaysville City, Utah believes that affordable, high-speed broadband services are essential to support the needs of our residents, businesses, and anchor organizations throughout the Community. The City is requesting proposals for a community wide next generation broadband network. The goal of the

partnership is to use the strengths and assets of each entity to negotiate a balanced partnership that is equally beneficial to the network end user, Kaysville City, and the selected provider.

### **SECTION 3 – PUBLIC PRIVATE PARTNERSHIP**

The City seeks a partner to design, engineer, project manage, build and operate a citywide fiber to the premise network with ten gigabit speeds to all addresses. Kaysville City desires to have some level of ownership and control of the fiber network, where possible and reasonable within the partnership, but wants to partner with one or more companies to maintain, operate and provide services on the network. Kaysville City desires to have a partnership with a service provider that can share revenue in a manner that helps expand the network and that provides positive long-term financial benefit to the City.

### **SECTION 4 – SCOPE OF WORK (SOW)**

The City is willing to invest in the design and construction of a fiber optic broadband backbone to interconnect key City sites, providing high-capacity, redundant fiber for internal operations and to support future utility needs. Furthermore, the City is seeking a partner to assist with the design and engineering, build out, and maintenance of a public fiber optic network; and invest, build out, and maintain the last mile to complete the fiber-to-the-premise broadband network. The City also seeks a partner able to provide customer service and technical support for future customers. The full scope of work contemplates three (3) phases; design, engineering, and construction. All phases of design, engineering and construction are to be complete within a reasonable period and identified in the proposal. The breakdown of the three phases are detailed below:

#### **4.01 Design and Engineering**

The City is seeking a partner that can design and engineer a fiber to the premise network. This network will require two path diverse connections for middle mile connectivity including a connection to the nearest dedicated IP Transit (IPT) connection as well as a secondary IPT provider. Also required is an engineered design to extend fiber from said network to all addresses within the City limits to connect residents, businesses, and anchor institutions to internet services with capabilities ranging from 1 Gbps through 10 Gbps symmetrical dedicated internet service. Responsibilities of the partner will include activities required to undertake and accomplish a full and complete project design, including, but not limited to, the following:

1. Conducting and attending meetings and design conferences with the City to coordinate or resolve design matters.
2. Preparing detailed design and construction plans, technical specifications, and documents.
3. Developing design schematics, sketches, environmental and esthetic considerations, project recommendations, preliminary layouts and cost estimates.
4. Recommending methodologies for conduit placement such as boring, trenching, micro trenching, or plowing and should include estimated cost for each option.
5. Providing strategy for connecting residential properties. (i.e. neighborhood microwave technology or direct connections)
6. Providing copies of plans, specifications, and contract documents for review.
7. Preparing necessary engineering reports.

### Design Phase Expectations

1. The City shall remain fully engaged in the design process, able to provide input, able to understand the design approach and rationale, and able to adjust the approach as the project proceeds.
2. Network design must include local and backhaul redundancy.
3. The design specifications should contemplate aerial vs buried and should be designed in the most cost-effective manner for both the short and the long term. The partner shall make a recommendation regarding construction method.
4. Drawings should be provided in an electronic format compatible with City's GIS system.

### 4.02 Construction

This phase includes all basic services of a construction contract, including, but not limited to the following:

1. Acting as project manager for all construction phases.
2. Preparing construction management plan and reviewing of contract construction schedule.
3. On site construction inspections and management, involving the services of an inspector or manager, fulltime or periodically during the construction or installation phase of the project as required by the City.
4. Observing or reviewing performance test(s) required by specifications.
5. Making final inspections and submitting a final construction report for the completed project to the City.

The network construction includes four (4) phases and are shown in order of importance, those include:

1. Construction of or acquisition of a connection to the IPT and an additional middle mile provider or path diverse route to IPT.
2. Construct 500 home proof of concept.
3. Business and Industrial Areas
4. Residential neighborhoods

### Construction phase expectations:

1. Construction should commence as quickly as possible after receiving notice to do so, and work should be done in a timely manner as to fully support the completion of the project within the construction timeline.
2. As available, fiber drops should be installed, and fiber should be lit to expedite service to end users.
3. The City may, from time to time, during the progress of construction, make changes, additions to, or subtractions from the plans, fiber placement locations, and sequence of construction as conditions may warrant.

4.03 Minimum Mandatory Requirements

Attachment A shows the Minimum Mandatory Requirements for the proposed solution and partnership. Vendors that do not meet these minimum requirements will not move forward in the evaluation process and will not have the rest of their proposals reviewed.

4.04 Service

This phase includes the partner assuming the operations and maintenance functions of and delivery of services to the residents and businesses. The service phase includes but is not limited to:

1. Funding the drops, wireless distribution, and equipment needed to provide retail broadband services to residents, businesses, and community organizations.
2. Operating and maintaining functions of the network by providing all management functions of the infrastructure.
3. Providing an estimated maintenance schedule for the fiber network to the City.
4. Providing competitively priced retail services.
5. Providing a physical location in Kaysville City to provide personal customer service support.
6. Providing billing and provision assistance.
7. Ability to provide 1 Gbps or faster service to all end users with future enhancement capabilities.

Service expectations:

1. The City expects to meet or beat the gold standard set by the industry, which is Gigabit to the home at a cost of \$80 or less per month. That monthly cost expectation includes both the fiber line cost and Internet Service Provider (ISP) cost.
2. The selected provider will be the face of the project to the customer. They will install equipment and services into the customer premises, maintain the equipment and services, provide end customer service, provide equipment and service upgrades, and generally be responsible for customer service and satisfaction.

Please describe the service level expectations for City, business owner, and home owner.

Please describe the expected response time to a service level disruption.

Please describe the expected recovery time to a service level disruption to most common outages.

Please describe the expected support level the City can expect from your service to the home and business owner.

Please list the Internet Service Providers you can provide to the consumer of fiber internet.

4.06 Timeline

Please propose a project plan and schedule that will have construction start within six (6) months of RFP award and project completion as soon as possible.

The suggested project timeline proposed by the Kaysville City is as follows:

November 2018 – January 2019	Contract and Partner Negotiations
February 2019 – April 2019	Design and Engineering Phase
May 2019 – May 2021	Construction Phase
May 2021	Completion of project. (Fiber to every home)

Through the engineering and design process, the project timeline is subject to change. Any submitted timeline proposals should include a timeline for the design, engineering, and construction phases of the project broken down into a number of major milestones. It is the expectation of the City that a substantial amount of construction will be completed within 12 months of start date.

4.07 Partnership Considerations

Kaysville City is investing in this project to enhance the infrastructure of the City and to cater to the needs of our businesses, community organizations, and residents to be determined based on proposal.

Partner Contributions

City contributions include:

1. Access to City Street and Alley Right-of Ways
2. Access to City Infrastructure and Utility Poles
3. Ability to expedite right-of-way permitting for identified partner
4. Ability to expedite pole attachments for identified partner
5. Potential financial contribution
6. Authorization to negotiate rates for leased bandwidth

Partner assets should include:

1. Design and engineering expertise and capabilities
2. Construction experience, expertise, and capabilities
3. Financial and other resources necessary to complete the build out and operate the network
4. Ability to act as service provider
5. Maintenance capabilities for broadband/fiber network
6. Other assets not included to be identified by partner

4.08 Partnership Proposal

Please describe your proposal to the ideal roles of each party in the private-public partnership with Kaysville City. Please describe what level of ownership and/or control your partnership will provide the City over the existing Communications Transport (CT) Ring. Please describe how your partnership will limit the amount financial impact and risk to the City.

In addition to your proposed description of the partnership, please use Attachment B, the Responsibility Assignment Matrix, to illustrate your proposed partnership. Vendors should indicate the expected roles in the partnership with Kaysville City using the RACI model. R = Responsible. A = Accountable. C = Consulted. I = Informed. Vendors should indicate exactly one A (Accountable) for each role. In the Responsibility Assignment Matrix, unless otherwise noted with an R (Responsible), the Accountable party will also be the Responsible party.

All parties are advised that some of the services listed in Attachment B may not be required and the City reserves the right to initiate additional procurement actions for any services not included in the initial procurement and/or partnership.

The fourth column labeled “City’s Representative” in Attachment B is an independent third-party agent working on behalf of the Kaysville City to ensure that their interests are represented in the construction of the network.

## **SECTION 5 – COST PROPOSAL**

The vendor must submit a separate cost proposal allowing costs to be evaluated independently of other technical, scope, or project criteria in the proposal. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being deemed as non-responsive.

The Cost Proposal must be attached as a separate document and identified as “Cost Proposal” with your company. The following formula shall be used to determine the cost score to the City and subscriber:  $\text{Weight Rating Percentage} * ((2 - (\text{proposed cost} / \text{lowest proposed cost}))$ ). The following formula shall be used to determine the investment score by the partner:  $\text{Weight Rating Percentage} * (\text{proposed investment} / \text{highest proposed investment})$ .

The Cost Proposal Form Attachment C included in this RFP must be completed and submitted for your proposal to be considered.

Please include with the following with your Cost Proposal Form:

1. A funding plan and description on the sources of planned costs either to the partner or the City and how your plans limit costs to the City or the taxpayer. The plan should include funding expectations and capital investment.
2. The past two fiscal years of audited financial statements to demonstrate financial strength, including a complete list of partner assets.

## **SECTION 6 – SELECTION PROCESS**

A short list will be developed from submittals received. Upon review each company will be asked to attend an interview for the City to hear proposals, and to make a final partner selection. A schedule of fees will then be negotiated with the selected partner for services to be performed.

## **SECTION 7 – PROPOSAL RESPONSE FORMAT**

The technical proposal must be no more than ten (10) pages, exclusive of cover letters, Attachments A and B, or letters of transmittal containing introductory language only. The Proposals should include

1. A cover letter.
2. Partnership plan describing in detail the anticipated relationship between the City and proposer. Please respond to and reference Section 4.07, Section 4.08, and Attachment B.
3. Business and technical plan describing its approach to the project described in this RFP. The business plan shall describe the Provider’s approach to design, construction, operation and management of the Network and the services to be provided over the Network in sufficient detail

to allow the City to effectively consider the proposal. Please respond to and reference Section 4.01 and 4.02.

4. Discussion of the anticipated middle and last mile deployment strategy, last mile phases, scope and timing of the proposed rollout. The discussion should identify the levels of committed demand necessary to trigger rollout obligations and any factors likely to influence the scope or timing of the rollout and explain how those factors effects the strategy. Please respond to and reference Section 4.01 and 4.02.
5. Establish timelines for project milestones including middle mile design and engineering completion, middle mile construction start date, middle mile completion date, last mile phases design and engineering, last mile phases construction start date, last mile phases construction completion. Please respond to and reference Section 4.05.
6. Broadband service offerings (type of broadband service, speed tiers, differences between business and residential offerings). Please respond to and reference 4.04.
7. A completed Minimum Mandatory Requirements form as described in Section 4.03.
8. A completed Cost Proposal Form, funding plan, and financials as described in Section 5. The costs and financial documents need to be submitted as separate documents to ensure the cost proposal is scored independently from the technical proposal.
9. Submittals must contain the name, address, email, and daytime telephone number for the individual authorized to enter into a contract with the City.
10. All submittals must be submitted in a PDF format via BidSync.
11. In addition, all submittals must be submitted in a PDF format via a link to OneDrive, Dropbox or other cloud-based storage platform. Email to [broadband@kaysvillecity.com](mailto:broadband@kaysvillecity.com) with "Proposal for Fiber to the Premises (FTTP) Partnership" in the subject line and the link to your proposal with your contact information in the body.
12. Technical Proposal must be a single file no larger than 10mb. The Cost Proposal, audited financials, and funding plan must be separate documents.
13. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

The City invites interested parties to submit proposals to perform the above-described services. Respondents should submit proposals via BidSync and Email no later than Monday, October 22, 2018 2:00PM MT.

Any submittal received after the identified date and time will be unopened.

## **SECTION 8 – REQUESTS FOR CLARIFICATION**

All questions about the meaning or intent of this request are to be submitted to the Information Systems Manager in writing via BidSync. Questions received less than seven (7) calendar days prior to the date for submission deadline will not be considered. Interpretations or clarifications considered necessary by Information Systems Manager in response to such questions will be issued by Addenda and made available to all parties upon request via BidSync.

## SECTION 9 – PROPOSAL EVALUATION

The criteria to be used to evaluate proposals, listed with their relative weight in points are as follows :

**Mandatory Minimum Requirements:** Responses to Attachment A – Mandatory Minimum Requirements will be evaluated on a Pass/Fail basis. Vendors that do not meet these minimum requirements will not move forward in the evaluation process and will not have the rest of their proposals reviewed.

### Technical Proposal Requirements:

CRITERIA	POINTS POSSIBLE
Capability to perform all aspects of project	25
Presented costs to City and Fiber Customers and ability to meet schedules within budget	25
Proximity and availability of key personnel to City's project facilities and/or creation of local jobs such as local staff	15
Demonstration of desire and commitment to developing a successful partnership	10
Degree to which the response accomplishes the project's goals	10
Demonstration of collaborative approach to project	5
Familiarity with the project location and understanding of the City and proposed project	5
Strong sense that Proposer is genuinely interested in the Kaysville community and providing quality services now and in the future	5
<b>TOTAL</b>	<b>100</b>

## SECTION 10 – GENERAL PROVISIONS

The City herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the City.
2. To consider the competency and responsibility of proposers and of their proposed sub consultants in awarding any contract.
3. To make the award based on the City's best judgment as to which proposal best meets the City's expectations of a project of the highest quality and innovation.
4. To negotiate the terms and conditions of the contract, including but not limited to the statement of work and contract price, in order to meet the City's project expectations.



5. To make such changes or correction in plans, specifications or quantities of the RFP as City may deem necessary or desirable during the RFP process. It is Proposer's responsibility to monitor the RFP throughout the RFP and subsequent processes.
6. The right to withdraw the entire project or any Project Element(s) from award consideration if it is in the best interest of the City to do so.
7. To select, assign, and remove partner(s) from the Network Operator role.
8. Besides retaining ownership of initial and future infrastructure, City will maintain suggestion and approval rights.

A short list may be developed from submittals received. Upon review, some companies may be asked to attend an interview for the City to hear proposals, and to make a final partner selection. A schedule of fees and contract would then be negotiated with the selected partner for services to be performed. Kaysville City reserves the right to skip the interview process and choose a consulting partner without conducting interviews.