PUBLIC UTILITY DISTRICT NO. 1 OF GRAYS HARBOR COUNTY
REQUEST FOR PROPOSALS
GRAYS HARBOR BROADBAND FEASIBILITY STUDY

PUBLIC UTILITY DISTRICT NO. 1 OF GRAYS HARBOR COUNTY (the “District”) is soliciting proposals from vendors for a Grays Harbor Broadband Feasibility Study, that includes but is not limited to, a broadband vision and strategy, a detailed business plan, community outreach milestones, a plan for improving digital literacy, engineering, technical specifications, cultural and historical resources, permits and acquisition as referenced specifically in the District’s Scope of Work below:

Purpose and Goal of Study:

The goal of this project is to provide the District a broadband feasibility study analyzing and detailing the concept, and evaluating the physical and financial feasibility of developing an open-access broadband distribution system, consisting of fiber optic and wireless technologies, to the communities of Oakville, Porter, Malone, Cedarville, South Elma, and the Confederated Tribes of the Chehalis Reservation. (Please see Exhibit “A”).

The study will provide general recommendations, design specifications, and technical designs and documentation for the installation of fiber optic and wireless technologies and identify the available bandwidth each proposed system could potentially deliver.

The study will identify all local, State, Federal, Tribal, and other impacted agencies or entities requirements for the installation of the recommended facilities, including, but not limited to, permits, easements, agreements, and right-of-ways.

The study would provide information relating to the potential economic benefits to the residential, educational, first responder and Tribal communities and provide a business analysis of the revenue potential within the scope of the project.

The study will identify ways for the public sector to participate and potential public/private partnerships.

The study will develop a communication piece to use in marketing the concept to each respective community identified in the project scope and private and public partners.

Additionally, the study will provide estimated costs of proposed systems, estimated life-cycle of each proposed system or technology, and estimated costs for on-going operation and maintenance of systems.
In summary, the Feasibility Study is intended to produce information that will make modern broadband services to the communities of Oakville, Porter, Malone, Cedarville, South Elma, and the Confederated Tribes of the Chehalis Reservation, a reality.

The District will provide the successful company a preliminary broadband assessment study consisting of a GIS based electronic map and database of Grays Harbor County indicating location, broadband speeds available, type of locations (i.e., residential, commercial, agricultural, first responder, educational, medical, Local, State, Federal, Tribal, military veterans, etc.), current technology available, previously proposed systems, census information, distance to nearest broadband service, per zip code. This study also includes a technical analysis of the extension of proposed broadband systems, recommendations and descriptions of an optimal and alternate installations for the proposed systems, description of facilities proposed in each community, and indication of potential corridors to interconnect the fiber optic cable to urban centers. Additionally, the District will provide minimum construction and material specifications.

**Project Deliverables:**

A technical analysis of the extension of each proposed broadband system, recommendations and descriptions of an optimal and alternate installations for the proposed systems, description of facilities proposed in each community, a detailed business plan, community outreach milestones, a plan for improving digital literacy, engineering, technical specifications, cultural and historical resources, permits, and acquisition and indication of potential corridors to interconnect the fiber optic cable to urban centers.

The study should provide a reasonable assessment of the strengths and weaknesses of the open-access broadband systems being proposed, document opportunities to expand last-mile coverage, and express opinions of the sustainability of the expansion.

The successful firm awarded this Contract must demonstrate the ability to utilize and develop research methodologies such as public surveys, market analysis, business plan development, regulatory analysis, and operational best practice scenarios.

*The successful firm must be able to complete and submit the Project to the District no later than April 1, 2021.*

**Proposer Experience Requirements:**

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. The proposer must demonstrate capabilities providing these services to similarly sized cities and
counties, and the ability to work creatively with incumbent providers and other key stakeholders. Proposing firm must be able to demonstrate its ability to work quickly and thoroughly with adequate resources.

Please provide a list of at least three (3) reference contracts of a size and scope similar to the work described herein that your company has performed. Please also include a brief description of the project, the contract period, and the name of contact person(s) directly involved in the project along with an e-mail address, and phone and fax numbers.

The successful company awarded this contract will be required to provide a Certificate of Insurance that meets the District’s current requirements.

Proposal Schedule:

October 23, 2020 - Request for Proposals (RFP) distributed

October 30, 2020 - Questions from prospective applicants are due no later than 4:00 p.m. Pacific Standard Time (PST). Questions regarding RFP content must be submitted via e-mail to telecom@ghpud.org.

November 16, 2020 – The District's written response to questions will be submitted to all known prospective companies submitting proposals. If you are interested in receiving responses to submitted questions, please e-mail Sara Travers at stravers@ghpud.org to make that request in writing, in advance.

December 11, 2020 – Proposal submission deadline. Proposals are due to the District no later than 5:00 p.m. Pacific Standard Time (PST).

December 16, 2020 – Bid proposal award notification

Proposal Award Criteria:

Proposals will be ranked using a simple ranking process (first, second, third, etc.) based on the selection criteria below. Preference will be given to the proposal that can perform the services prior to April 1, 2021. The company recommended for a contract with the District will be the company that provides the best value for the District based on the selection criteria.

Selection Criteria – The following criteria will be used to evaluate the proposals received:

- Demonstrated understanding of issues related to broadband analysis and consulting.
- The experience and level of commitment of the firm and/or proposed key individual(s).
- Responsiveness of the proposal to the purpose and scope of service.
• Ability and history of successfully completing contracts of this type, meeting project deadlines and experience in similar work.
• All costs, fees, and other expenses associated with the project.
• The ability, capacity, and skill of the bidder to perform the contract or provide the service required prior to April 1, 2021.

District will evaluate the proposals received prior to District’s deadline, and may award a contract to the company whose proposal best fits the needs of the District.

All qualification data and proposals, and information provided in response to this Request for Proposals, are subject to disclosure pursuant to the Public Records Act and may be available for public review upon request. Proprietary data, trade secrets or other information that relate to a unique method of conducting business or a unique product or service may be exempt from public disclosure pursuant to applicable law and should be clearly identified as such by the vendor. Vendors responding to this Request for Qualification Data and Proposals shall specifically designate and clearly label as “CONFIDENTIAL” any and all materials or portions thereof which they deem to contain trade secrets or other proprietary information which is exempt from public inspection and copying.

Any proposals received after the specified date and time will not be considered. It is the sole responsibility of the company to ensure proper delivery of its proposal. Alterations to the proposal documents will not be allowed after the deadline for submission.

Each company shall be fully responsible for all proposal development and submission costs, and any other costs associated with its response to this Request for Proposals.

Unless otherwise stated in the company’s proposal, the District will rely on the proposal and any documents submitted with the proposal as a statement of the company’s ability to perform the services identified in this Request for Proposals and within the proposed fees. Information and fee quotations presented to the District in the Request for Proposals process will be considered to be contractually binding. The District intends to use this information in making its final selection.

The District does not assume any contractual obligation as a result of the issuance of this Request for Proposals, the preparation or submission of proposals and any information accompanying the proposal submitted by a company, the evaluation of an accepted proposal, or the final selection of a company.

The District reserves the right to cancel all or part of this Request for Proposals. The District also reserves the right to request additional material that it believes is necessary to evaluate proposals, and to modify or alter any or all of the requirements herein. The District reserves the right to reject any and all proposals with no penalty, and to waive any formality in the proposals.
received, to waive immaterial defects and minor irregularities contained within proposals and/or any information accompanying proposals, to accept or reject any or all of the items in the proposals, and to award the contract in whole or in part if it is deemed in the District’s best interest.