

REQUEST FOR PROPOSALS FOR NETWORK ENGINEERING REVIEW



Proposals Solicited by:

SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837

Dates of Publication: February 3, 2021
Contact: Scott Kramer, SEDA-COG

REQUEST FOR PROPOSALS

SEDA-Council of Governments (SEDA-COG) is requesting proposals from Broadband/Network Engineers to provide consulting services which will include, evaluation of proposals, verification of design feasibility, and verification of performance metrics, for a broadband expansion project currently underway in Clinton, Lycoming, Northumberland, and Union Counties.

The forementioned broadband expansion project will provide a minimum of 100/100mb service to businesses and 50/10mb service to residents within the project areas. The selected ISP will be eligible to apply for up to \$1 million per county in low interest loans and \$817,920 per county in reimbursable grants. These funds will be used to incentivize ISPs in expanding their services into the underserved project areas that have been identified in all four counties. **(see attachment A)**

Complete proposal details, including the required proposal format, may be obtained by contacting:

Scott Kramer
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposal details are also available at www.seda-cog.org – News, Notices, Publications.

Proposals will be accepted until 2:00pm prevailing time, Friday, March 12th, 2021, at which time they will be publicly opened at the offices of SEDA-COG. Proposals shall be on the forms required, sealed, and clearly marked on the outside, "NETWORK ENGINEERING REVIEW PROPOSAL," and submitted to:

Scott Kramer
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.

SECTION I: PROJECT DESCRIPTION

SEDA-COG will be receiving Request for Proposals (RFPs) from Internet Service Providers (ISPs) under a project currently under way, that will provide a minimum of 100/100mb service for businesses and 50/10 service for residents within the project areas.

- **Clinton County** - Sections East of Loganton and Bucktail Medical Center in Renovo comprising of 6.8 square mile area containing 7 businesses and 350-360 households.
- **Lycoming County** - Sections of Moreland Township comprising of 6.5 square mile area containing 5 businesses and 180-190 households.
- **Union County** - Area in and around Mazeppa & Kelly Township comprising of 7.76 square mile area containing 5 businesses and 740-750 households.
- **Northumberland County** - Rt 147 area south of Sunbury to Fishers Ferry which crosses Upper Augusta, Lower Augusta, and Rockefeller Townships comprising of 5.75 square mile area containing 7 businesses and 230-240 households.

The majority of the buildouts under this project must serve economic development interests, which can have a wide range of applications, from traditional commercial business enterprise and manufacturing to agriculture businesses and cottage industries. As a result of the COVID-19 Pandemic, working from home, distant learning, and tele medicine will also be targeted under this project. A secondary focus includes serving residential areas, which should ideally be in conjunction with servicing economic development activities.

Proposals under this project will be judged based upon the ISP capacity, target service speed of 100/100mb symmetrical to business and 50/10mb for households, the extent of the coverage that they are able to deliver, the pricing for services, and the ability to invest in excess of \$375,000 of their private sector and other investments, which may include assets already in place, in-kind services, and cash equity.

The primary scope of work for the network consultant involves:

1. **Request for Proposal Evaluation** – The consultant will evaluate the RFPs received from the ISPs and assist SEDA-COG and its partners in the scoring process.
2. **Design Feasibility** – The consultant will verify the ISPs network design feasibility and whether they can provide the service requirements outlined in the project.
3. **Verify Performance Metrics** – During construction and at project completion, the consultant will verify that the ISP met all the performance metrics outlined in the project. No less than 4 site visits to the project area during construction and at project completion will be required.

SECTION II: PROJECT PARTNERS

- **SEDA-COG** - SEDA-Council of Governments (SEDA-COG) is a local development district serving 11 counties within central Pennsylvania. Under the guidance of a public policy board, SEDA-COG provides leadership, expertise and services to communities, businesses, institutions, and residents.

SECTION III: PROJECT SCHEDULE

1. All proposals are due by 2:00 pm EST on Friday, March 12th, 2021.
2. As the selected ISP will be dictating the broadband expansion project timeline, please provide estimates for the items below:
 - a. **Estimated time for RFP evaluation** – Consultant will be receiving provider RFPs from SEDA-COG the week of March 22nd.
 - b. **Estimated time for Design review** – Consultant will be receiving a detailed scope of work of the selected provider from SEDA-COG in April.
 - c. **Estimated time for Performance verification** – Consultant will need to coordinate with the selected providers for key milestones in the buildout to ensure that all the metrics have been met.
3. Consultant will provide written reports/updates on each of the above items.

SECTION IV: PROPOSAL SUBMISSION

Each proposer shall provide all information herein requested. Limit the proposal to ten (10) pages. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety. Three (3) copies of the proposal must be submitted to:

SEDA-Council of Governments
Attn: Scott Kramer
201 Furnace Road
Lewisburg, PA 17837

The following will be considered the minimal contents of the proposal:

1. Provide a restatement of the goals, objectives, and project tasks to demonstrate the responder's understanding of the project and your approach to this project. Please reference the Project Description section in your responses.
2. Provide your background and experience in the following areas:
 - a. Network Engineering: summarize your company's business experience in designing high-speed broadband networks.
 - b. Services: describe any direct experience and knowledge your company has in providing broadband consultant services.
 - c. Partnerships: share your company's experience in working with state and local governments and public-private sector collaborations.
3. Provide any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, ISPs/WISPs or other firms.
4. Each proposer shall provide a minimum of three (3) references where similar projects have been completed. These projects should be similar in design and scope. Identify key personnel who will conduct the project and provide details of their training and work experience.

5. Include MBE/WBE certifications and list potential MBE/WBE subcontractors.

Note: Subcontractors working for the contractor must meet all the requirements of the Request for Proposal (RFP) and any contract between the contractor and the subcontractor must include all contract terms agreed to between the SEDA-COG and the successful contractor.

SECTION V: PROPOSAL EVALUATION

SEDA-COG will evaluate all proposals using the following criteria to conduct a best-value evaluation:

1. Experience and qualifications of the provider. (35 points)
2. A clear understanding of this project. (25 points)
3. Availability to start the project. (20)
4. Pricing (15)
5. MBE/WBE (5 points)

After evaluating all proposals, SEDA-COG may choose to interview the top candidates.

SEDA-COG reserves the right to accept or reject any, and all proposals or to waive any irregularities thereof.

SECTION VI: SELECTION PROCESS

Selection of the consultant for this project will be based on the criteria noted above. Upon approval, SEDA-COG will enter into negotiations with the selected consultant. Should SEDA-COG and the selected consultant fail to satisfactorily reach an agreement, SEDA-COG may enter into negotiations with the respondent judged second in the evaluation process or SEDA-COG may re-advertise for proposals.

SECTION VII: PRIMARY CONTACT & KEY DATES

Inquiries concerning any aspect of this RFP and potential contract award should be directed to:

Scott Kramer
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Questions and responses will be made publicly available.

Key Dates

RFP Release Date	February 2nd, 2021
RFP Opening Date	March 12th, 2021
Review Proposals	Week of March 15th, 2020
Interview Qualified High Scoring Proposals	Week of March 15th, 2020
Select Desired Contractor	March 19th, 2021

STANDARD ESTIMATE
Network Engineering Review

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

Please answer the questions below for project proposal.

Project Area:

- Cost of Proposal Evaluation _____
- Cost of Design Feasibility Review _____
- Cost of Performance Metric Verification _____
- Cost per Project Area Visit _____
- Other _____

I, _____, an authorized representative of the above indicated firm, have reviewed, and understand the Network Engineering Review in SEDA-COG's Request for Proposal, and I/we am/are prepared to provide the required services for the above costs.

Signature: _____ Date: _____