

# REQUEST FOR QUOTES FOR NETWORK ENGINEERING REVIEW



Quotes Solicited by:  
SEDA-Council of Governments  
201 Furnace Road  
Lewisburg, PA 17837

Dates of Publication: March 31, 2023  
Contact: Scott Kramer, SEDA-COG

## REQUEST FOR QUOTES

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

The broadband expansion project will provide a minimum of 100/100mb service to businesses and 50/10mb service to residents within the project areas (***see attachment A***).

Complete quote details, may be obtained by contacting:

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

Quotes will be accepted until 2:00pm prevailing time (EST), Monday, April 24<sup>th</sup>, 2023, 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, Principal IT Specialist  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

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

## **SECTION I: PROJECT OVERVIEW & DESCRIPTION**

SEDA-COG received Request for Bids from Internet Service Providers (ISPs) under a project currently under way in Clinton, Lycoming, Union, and Northumberland Counties, 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 140-150 households.
- Northumberland County – Southeastern Northumberland County between Leck Kill and Rt 125 containing 3-4 businesses and 80-100 households.

ISPs under this project have been judged based upon their 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.

## **SECTION II: SCOPE OF WORK**

The primary scope of work for the network consultant is to review the ISP proposals for feasibility and verify the performance metrics of the ISPs which involves:

1. **ISP Design Feasibility** – The consultant will work with the selected ISP to evaluate their network design feasibility and whether they can provide the service requirements outlined in the project requirements.
2. **ISP Payment Applications** – The consultant will review project invoices submitted by the ISPs to verify eligibility and completion of work. Eligible ISP project invoices shall be submitted to SEDA-COG within 10 days.
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 contract. No less than 4 site visits to the project area during construction and at project completion will be required.

## **SECTION III: PROJECT PARTNERS**

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. This

project has been made possible with funding allocated to Union County from the federal Appalachian Regional Commission and to the Northumberland County Industrial Development Authority (NCIDA) Redevelopment Assistance Capital Program grants to provide high-speed internet services to residents and businesses within the project area. Additional project partners include Clinton County, the County of Lycoming, and Northumberland County.

#### **SECTION IV: PROJECT SCHEDULE**

1. All quotes are due by 2:00 pm EST on Monday, April 24th, 2023.
2. As the selected ISP will be dictating the broadband expansion project timeline, the consultant shall provide estimates in submitted quotes for the items below:
  - a. Estimated time for Design review – Consultant will be receiving a detailed scope of work of the selected provider from SEDA-COG.
  - b. ISP Payment Applications – Consultant shall verify ISP payment apps for eligibility and submit to SEDA-COG.
  - 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 V: QUOTE PROPOSAL SUBMISSION**

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

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

The following will be considered the minimal contents of the consultant's quote:

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

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

#### **SECTION VI: BID EVALUATION**

SEDA-COG will evaluate all quotes 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/Readiness to start the project (20 points)
4. Costs (15 points)
5. MBE/WBE (5 points)

After evaluating all quotes, SEDA-COG may choose to interview the top candidates at its discretion.

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

#### **SECTION VII: SELECTION PROCESS**

Selection of the proposer for this project will be based on the criteria noted above. Upon approval, SEDA-COG will enter into negotiations with the selected proposer. Should SEDA-COG and the selected proposer 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 quotes.

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

**SECTION VIII: PRIMARY CONTACT**

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

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

Questions and responses will be made publicly available.

**SECTION IX: TERMS OF PAYMENT**

The Engineer will be required to enter into a written Professional Services Agreement with the SEDA Council of Governments, which will incorporate the information contained in this Request for Proposals. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Engineer on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Appalachian Regional Commission.

**SECTION X: GRANT FUNDING ASSISTANCE**

This project has been funded by federal Appalachian Regional Commission and Redevelopment Assistance Capital Program grants. Although unlikely due to the scope of work, should any publication be developed by the proposer in conjunction with the activity financed by these sources must be prepared as such:

“This Project was financed in part by a grant from the federal Appalachian Regional Commission, under the administration of the Commonwealth of Pennsylvania, Department of Community and Economic Development.”

RACP Project Name: 4-County Rural Broadband Expansion  
RACP ME project #: 2462-00

Redevelopment Assistance Capital Program grant funded project.

Financial assistance provided by the Commonwealth of Pennsylvania, Honorable (insert Governor’s name).

**SECTION XI: REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of three references where similar services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms’

status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

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

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**STANDARD ESTIMATE**  
**Network Engineering Review**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

1. Design review \$ \_\_\_\_\_

2. ISP Payment Applications \$ \_\_\_\_\_

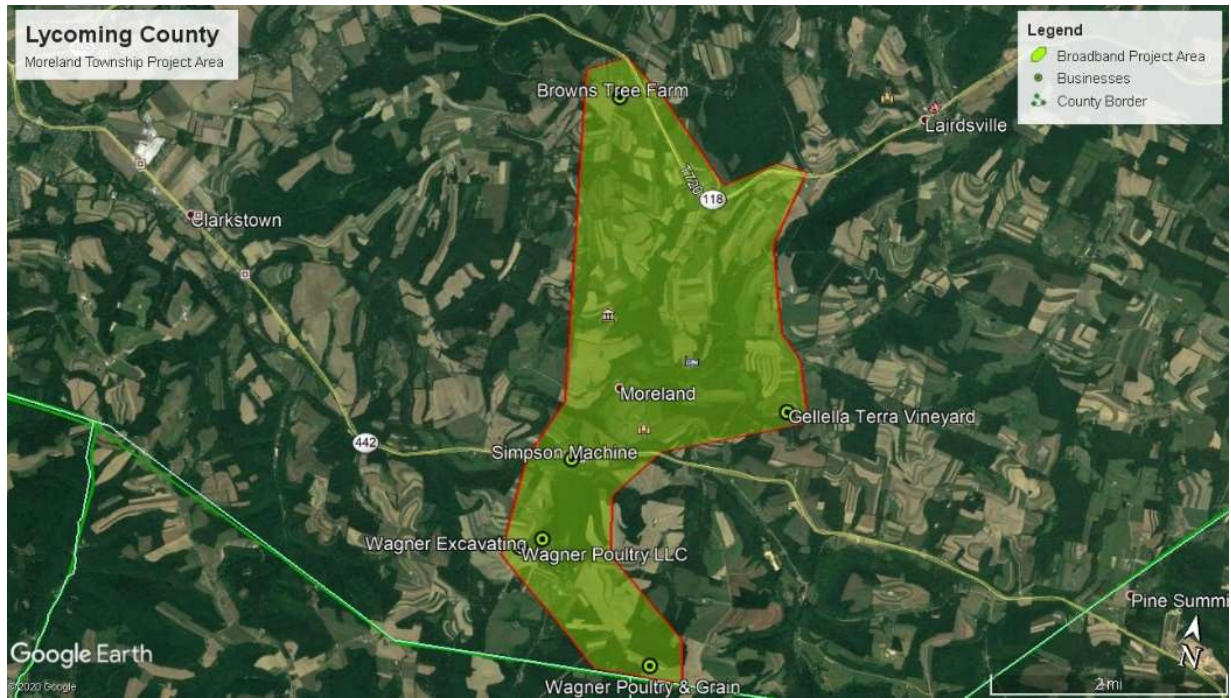
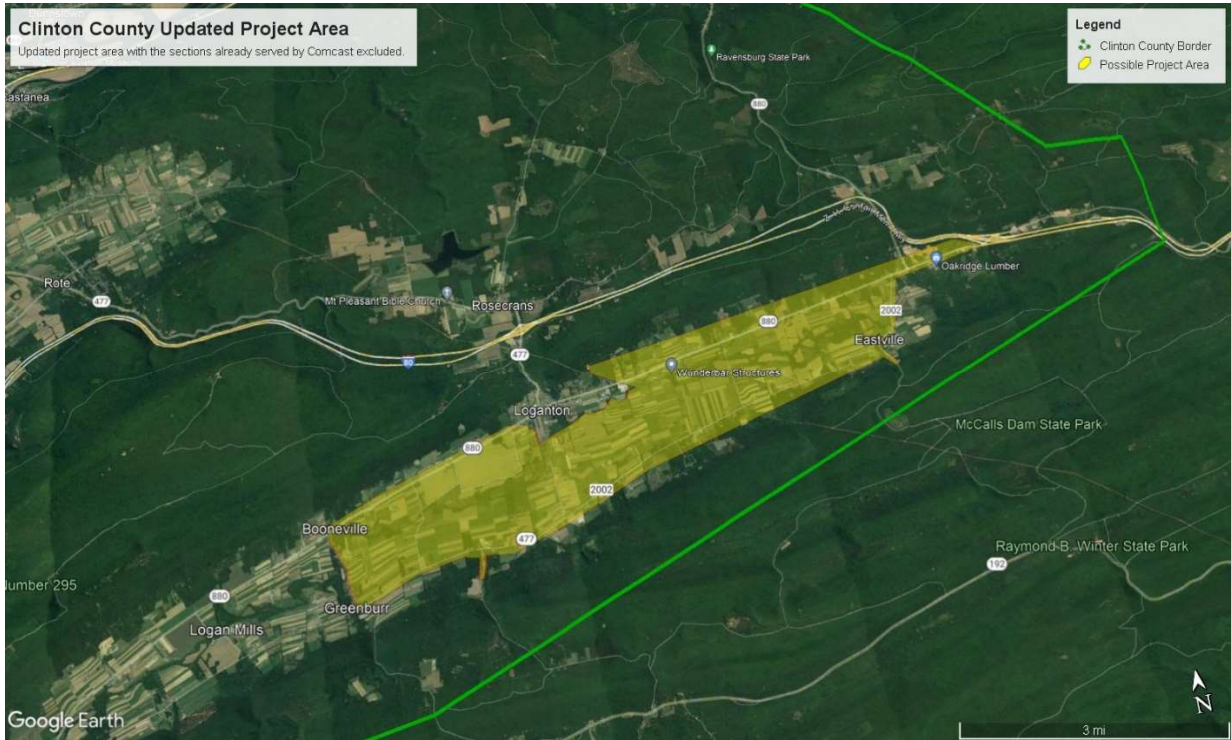
3. Performance verification \$ \_\_\_\_\_

**Total Lump Sum** \$ \_\_\_\_\_

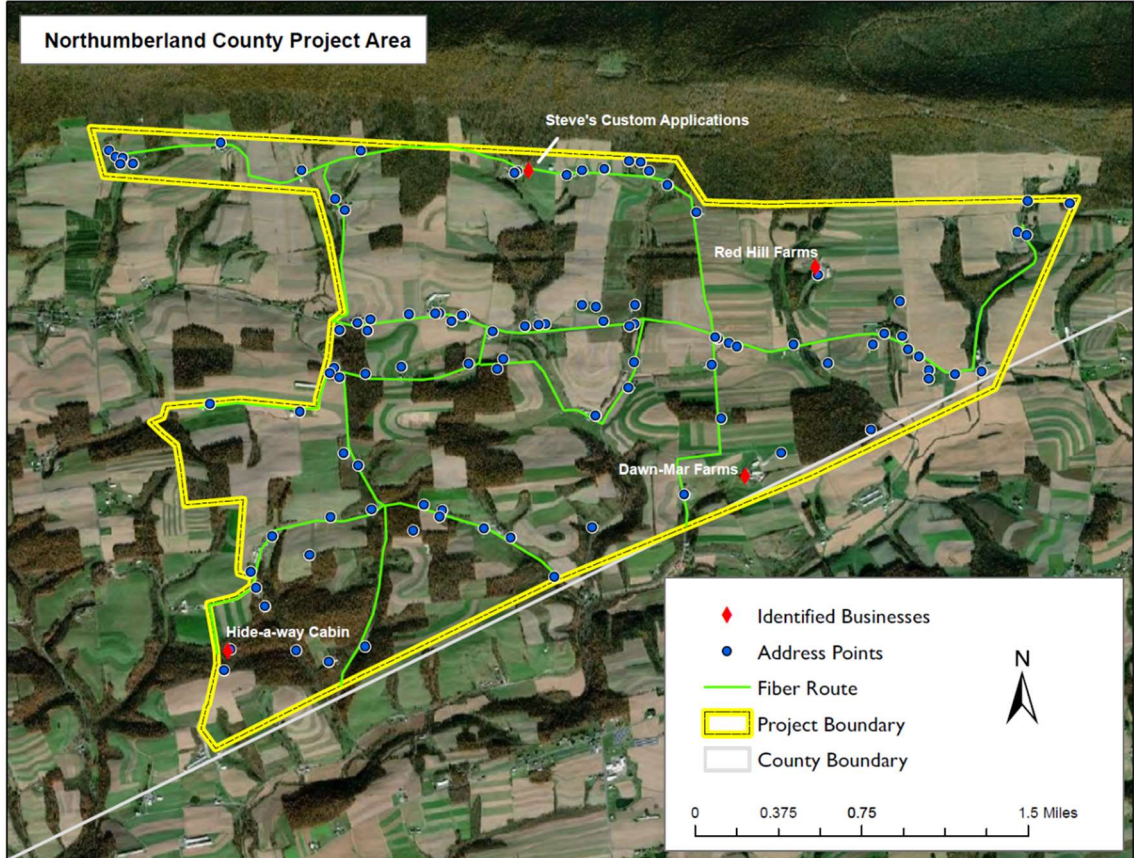
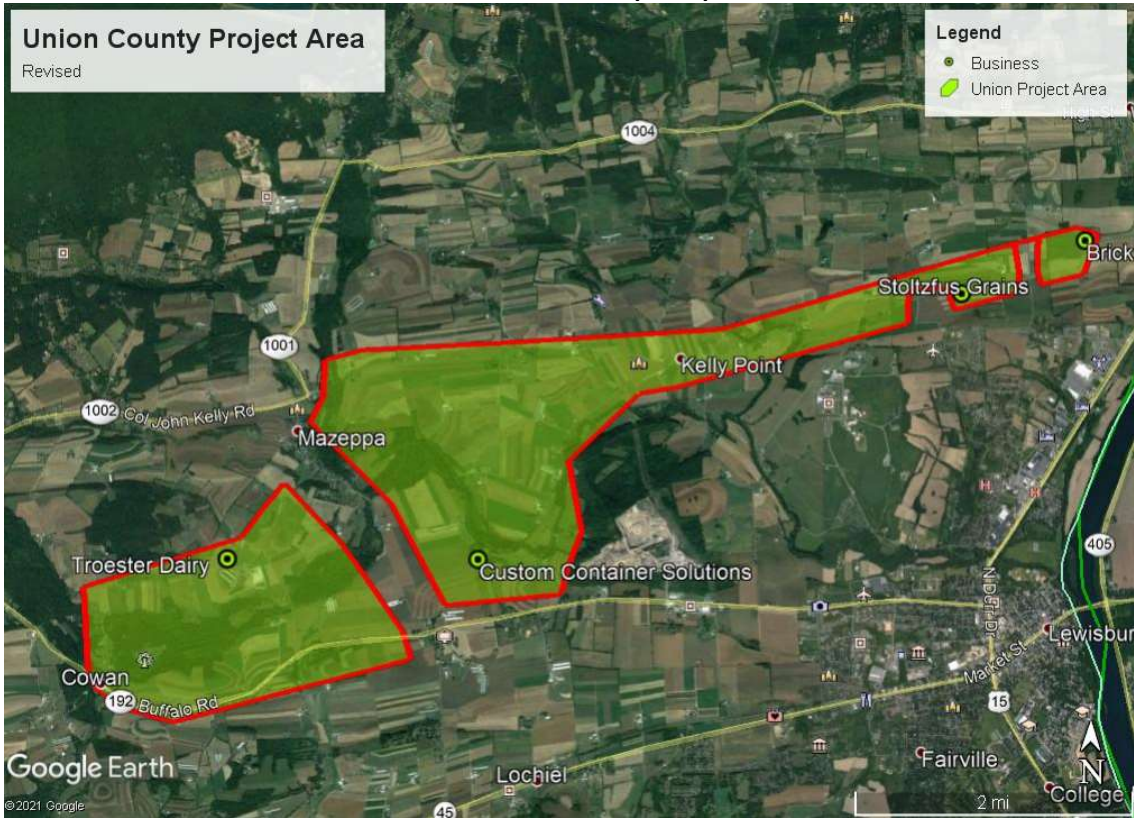
I, \_\_\_\_\_, an authorized representative of the above indicated firm, have reviewed, and understand the Network Engineering Review in SEDA-COG's Request for Bid, and I/we am/are prepared to provide the required services for the above costs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





ATTACHMENT A (cont.)



**TO BE SUBMITTED WITH THE QUOTE**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

|                   |                   |
|-------------------|-------------------|
| Name of Bidder:   | Project Name:     |
| Address:          | Bid Opening Date: |
| Email Address:    |                   |
| Telephone Number: | Contact Person:   |

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

| <b>Company Name &amp; Telephone Number</b> | <b>MBE*</b><br>(enter code from below) | <b>WBE</b><br>(X) | <b>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</b> | <b>Total Dollar Amount of Quote Received</b><br><br>(Please mark NR if no response was received) | <b>Total Dollar Amount Awarded</b><br><br>(If not awarded indicate reason) |
|--|--|-------------------|---|--|--|
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
|  |  |                   |   |  |  |
| Prepared By:                               |  |                   | Title:  |  |  |

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

**MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION**

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

*Where the goals are not met*, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date