



City of Biddeford

Planning & Development Department

Request for Proposal City of Biddeford Maine

Assessment and Inventory of Existing High Speed Internet and Development of a Broadband Plan for the City of Biddeford

General Statement:

The City of Biddeford is seeking a qualified consultant or consultant team (hereafter referred to as the “Consultant”) to prepare a Broadband Plan. This Plan shall be a comprehensive report (“Plan”) that:

- Identifies existing high-speed internet assets in the City,
- Identifies areas of the City lacking adequate high-speed internet service, where augmented high-speed internet service will be required to meet the demands of future “smart” infrastructure,
- Identifies the need for greater access to high-speed internet and computer equipment for low-to-moderate income individuals and families that will promote Digital Inclusion.

The City has assembled a ‘Broadband Team,’ made up of community members and city staff, to oversee this project.

General Plan Principles

The primary scope of the Plan shall be as follows:

- Collect relevant data throughout the entire City,
- Meet with the Broadband Team as needed to facilitate the project,
- Lead one public meeting,
- Prepare a final written plan with findings and strategies.

The plan shall include cost estimates for any proposed expansion of high-speed internet service.

A \$15,000 grant from the Maine Community Foundation (MCF) funds this project. The successful bidder will be required to comply with all applicable requirements of MCF and the City of Biddeford. The City is relying on professional consultants with significant experience in this area to provide this body of work.

Scope of Services

Desired deliverables include the following. Consultant is encouraged to prioritize these items in submissions of this RFP :

- Project timeline.
- Meetings with City staff and the Broadband Team at each step of the development of the Plan to coordinate efforts and solicit City input.
- Facilitation of one public meeting (including under-served populations) after the plan is in draft to solicit public input.
- A written plan that shall include:
 - Graphic and written representation of high speed internet assets in the City
 - Location and direction of existing lines,
 - Type (e.g. DSL, fiber optics, coaxial cable),
 - Ownership,
 - Download and upload speeds.
 - Recommendations (in graphic and/or written form) of areas of the City likely to require expansion of high-speed service and the most appropriate download and upload speeds to satisfy future demand. This may include low-to-moderate income neighborhoods,
 - Recommendations for enhanced Digital Inclusion of low-to-moderate income households,
 - Summary of public comments and input.
- All survey and assessment data collected in support of the findings shall be included in the Plan as appendices.

The Points of Contact (PoC) for questions associated with the RFP shall be the Community Development Coordinator or the Economic Development Coordinator:

Linda M. Waters
Community Development Coordinator
City of Biddeford
205 Main Street
Biddeford, Maine 04005
Tel: (207) 284-9105
Email: linda.waters@biddefordmaine.org
Fax: 207-286-9388

Brad Favreau
Economic Development Coordinator
City of Biddeford
205 Main Street
Biddeford, Maine 04005
Tel: (207) 571-1612
Email: brad.favreau@biddefordmaine.org

Project Schedule:

2:00 p.m. (EDT) Friday, April 12, 2019. Questions related to the interpretation of this Request for Proposals must be submitted in writing to either Point of Contact (letter, facsimile or e-mail). All questions and replies will be made public on the City of Biddeford website no later than 5:00 p.m. (EDT) Monday, April 8, 2019.

5:00 p.m. (EDT) Friday April 26, 2019. Submission Deadline. Ten (10) copies of the proposal and one electronic copy (Adobe Acrobat) provided on CD/CVD/or other PC-readable media, must be received at Biddeford City Hall, clearly marked "City of Biddeford Broadband Plan." **Please submit proposals, by mail or in person, to:**

Planning and Development Department
City of Biddeford
Room 208
205 Main Street
Biddeford, Maine 04005
Tel: 207-284-9115

Proposals or amendments received after this deadline will not be considered. No faxed or emailed proposals will be accepted.

Proposals should be concise, and must include:

1. **Summary**
Provide a brief summary of the Consultant's understanding of the project and relevant knowledge/experience. Provide information on all collaborators if more than one firm is involved.
2. **Work Plan**
Provide an outline of the approach proposed to accomplish the Scope of Services and the manner in which the Consultant will work with the City of Biddeford and the Biddeford Broadband Team to complete the project. Creative approaches to the project are encouraged. Optional approaches, if any, must be clearly identified.
3. **Qualifications**
Provide a description of the Consultant's qualifications, capabilities, and organizational structure. Identify the project team including qualifications, experience, and specific responsibilities of the project manager and staff that will be assigned to the project (include a resume for each person).
4. **Relevant Work Experience and References**
Provide examples of projects similar in scope and scale completed by the Consultant, especially related to similar work for municipal entities (by the staff that would be assigned to this project if possible). Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

5. Work Schedule

Provide a detailed schedule indicating how the project tasks will be organized to complete the work. The schedule must include a matrix of the project tasks and hours assigned broken down by personnel assigned to each task.

6. Insurances

Provide proof of workman's compensation insurance, liability insurance of at least \$300,000 combined single limit and professional liability insurance. During the term of the contract, the Consultant agrees to maintain such insurance and provide the City with current proofs of insurance. An insurance certificate listing the City of Biddeford as "additionally insured" as appropriate shall be required.

7. Indemnification

Acknowledge that the selected Consultant shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance including claims of professional malpractice or negligence.

8. Cost Proposal

The Consultant's proposed budget and "not to exceed" cost for completing the project must include a task breakdown of project cost by each staff/team member and hours assigned to each staff/team member. A separate cost breakdown for any proposed additional items shall be provided apart from the Scope of Work outlined herein.

Modification of Proposals

Modifications to proposals received prior to the submission deadline will be accepted, and must be submitted in a sealed envelope identifying the name and address of the Consultant and clearly marked "MODIFICATION TO PROPOSAL – CITY OF BIDDEFORD, BROADBAND PLAN", along with the date of modification and modification number.

Ten (10) copies of modifications to the proposal shall be submitted along with one (1) electronic copy. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining the reason for the modification and a detail indexing the modifications. The City will not be responsible for misdirected or poorly labeled modifications.

Selection Process

Upon release of this RFP, the Points of Contacts and Broadband Team will be responsible for the review of proposals and the selection of a Consultant. All Proposals will be opened after the submission deadline and be available for public inspection. A register of all applications will be prepared.

Evaluation Criteria

1. Submission of a complete and concise proposal with the Consultant's approach to the project, which contains all information, services, and requirements in this RFP.
2. Thoroughness of services the Consultant proposes to provide.
3. Familiarization with the City of Biddeford and its technological network regarding high-speed internet.
4. Stated ability to execute a contract within 1 week of selection, and to perform and complete all work as indicated in the final Scope of Services.
5. Overall experience and past performance on similar projects.
6. Stated ability to appear for an interview, if requested.
7. Adequate assigned resources and staffing to do the work.
8. Comparative costs of the proposals will be considered, but will not be the only basis for selection.

Proposals will be evaluated based on technical merit and on the criteria listed above. Finalists may be interviewed by the Biddeford Broadband Team as part of the evaluation process. The Broadband Team will rank the finalists, and recommend to the Biddeford Finance Committee at the May 7, 2019 meeting that a contract be awarded to the Consultant submitting the proposal most favorable to the Broadband Team and the City of Biddeford. Additional copies of proposals may be required from Consultants at this stage, to be provided at the sole cost of the Consultant.

5:00 p.m. (EDT) Friday, May 10, 2019. Announcement of Award

Miscellaneous

1. All proposals submitted in response to this RFP become the property of the City of Biddeford. The City of Biddeford has the right to disclose information contained in the proposals after an award has been made. All submitted reports, documents, and materials shall be considered public information and shall be the property of the City of Biddeford. All products, both paper and digital, as well as borrowed materials, if any, shall be delivered to the Point of Contact prior to final payment.
2. The City of Biddeford specifically reserves the right to reject or request modification of any and all proposals if it is determined by the Broadband Team, Finance Committee, or City Council to be in the best interests of the City.
3. The City of Biddeford reserves the right to accept and or reject any or all bids or parts thereof for any causes whatsoever, and to waive any informality in the bids as deemed necessary in the best interest of the City.

5:00 p.m. (EDT) Friday August 16, 2019. Final Plan is due to the Points of Contact on behalf of the Broadband Team, unless otherwise agreed upon by all parties.