

REQUEST FOR QUALIFICATIONS

FEASIBILITY STUDY FOR BROADBAND DEPLOYMENT

ELIZABETHTON ELECTRIC DEPARTMENT

OCTOBER 12, 2021

CITY OF ELIZABETHTON, TENNESSEE
REQUEST FOR QUALIFICATION
FEASIBILITY STUDY FOR BROADBAND DEPLOYMENT

OVERVIEW

The City of Elizabethton, Tennessee is requesting qualifications from individuals or firms for a Feasibility Study of a Fiber to the Home (FTTH) Broadband Deployment. The services to be provided may include: engineering and design cost estimates on complete FTTH broadband deployment, surveying the local populous to prepare a defensible take rate estimate; perform a market analysis of incumbent providers; prepare and explain financial models that reasonably predict the financial performance potential of a broadband operation; prepare grant applications on behalf of the City, aid in the preparation of a Request for Proposal (RFP) should the study be operationally beneficial, coordination with City Staff.

SCOPE OF SERVICES

The City of Elizabethton is evaluating entering the broadband industry. The Feasibility Study will determine the validity and if feasible, the City's most advantageous level of participation and should include, but is not limited to:

- Collaboration with the City Staff to develop the proper project assumptions.
- Develop engineering and design models based off the assumptions.
- Determine a reasonable take rate estimate.
- Develop financial models to incorporate the full deployment costs with the take rate estimate, operational cost estimates, and other industry specific costs.
- Developing and updating detailed financial schedules and engineering timelines.
- Attend meetings with the City to ensure assumptions are reasonable throughout the term of the study.
- Aid City Staff with the application of grants regarding broadband deployment.
- Should the study be favorable, develop Request for Proposals for options to operate a fiber broadband network.

At the sole option of the City and pending the results of the Feasibility Study, the City may proceed to issuing a Request for Proposal (RFP). The City reserves the right to utilize the individual or Firm selected for the Feasibility Study in future phases, or the City may choose to move to another individual or Engineering Firm at its sole option pending performance during the Feasibility Study.

STATEMENT OF QUALIFICATIONS

The format of the Statement of Qualifications shall be submitted per the responding firm's judgement. In general, the Statement of Qualifications shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. The Statement of Qualifications shall be no more than thirty (30) pages in total length.

FIRM PROFILE INFORMATION:

- A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- A statement of the firm's philosophy, goals, vision statements and/or guiding principles.
- Firm name, identify legal entity that would enter into contract with the City.
- Address of principal office where work will be performed.
- Name and information of the individual who will be the City's primary contact.
- General statement of firm's history and financial stability.
- Identify any conflicts of interest the firm or key personnel may have with the project, if applicable.
- Number of years the firm has been in business in its current capacity.
- Insurance information.

Personnel Information:

- A resume of each team member, the resume should detail relevant experience, length of service with the firm, job duties, educational and professional background.
- Provide an organization chart of all key team members who will be directly involved in providing services to be assigned specifically to this project.
- Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.

Experience:

- List at least five (5) most recent relevant projects, either currently in progress or complete. Relevant projects should have been completed in the last ten (10) years. The information provided shall be as follows.
 - List only projects involving the key team members proposed for this project.
 - List projects in date order with newest projects listed first and include the following:
 - Brief project description
 - Owner's representative having knowledge of the firm's work. Include the contact name organization, phone number, and email address;
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.
 - Specifically reference broadband deployment feasibility studies that have been implemented, and how the estimated take rate compares to the actual.
 - Describe the firm's and the key team members' past success in meeting established schedules and budgets for similar projects.
 - Describe the methods, procedures, and policies used to maintain schedules and budgets.
 - Discuss the availability of your key team members, particularly for the next 3-6 months.

Quality Control:

- Briefly describe the firm's quality control program, specifically its Engineering and Financial model review process.

- Describe the firm's Project Management and Quality Control procedures, processes for performance, and past involvement of these types of projects.
- Discuss the firm's management and quality control procedures related to subcontractors.

Qualifications Package Evaluation Criteria:

A selection committee made up of City personnel will evaluate the information submitted. Primary evaluation criteria and anticipated weights the City intends to select the most qualified firms are listed below. The City reserves the right to alter this criteria and weights assigned throughout the selection process. The selection committee will read, review and evaluate the qualifications independently based on the evaluation criteria and recommend selected firms for an interview. Selection is subjective in many areas and the decision of the City will be final and not subject to re-evaluation by the firms submitting Statement of Qualification.

The following factors will be used in the evaluation process:

- a. Reputation, quality, and experience (30 points possible)
- b. Experience of proposed team (30 points possible)
- c. References (20 points possible)
- d. Quality Control (10 points possible)
- e. Approach (10 points)

Submitting Requirements:

Statement of Qualification shall be mailed to:

Attn: Greg Workman (Purchasing Director)

136 South Sycamore Street, Suite 203

Elizabethton, Tennessee 37643

Statement of Qualification shall be submitted using the United States Postal Service or hand delivered to the address mentioned above by Thursday October 28, 2021 at 11:00 am eastern standard time. No electronic submittals will be accepted. It is requested that the interested individual or firm submit one (1) original and one (1) copy with their submittal.

Statement of Qualification shall be received by Thursday October 28, 2021 at 11:00 am eastern standard time. Statement of Qualification received after this deadline will not be considered.

Questions regarding this request should be directed to Greg Workman and will be accepted until Thursday October 21st, 2021 at 3:00 pm eastern standard time. Questions must be submitted in writing and delivered via email (gworkman@cityofelizabethton.org). All responses to questions will be posted by 5:00 pm on Friday October 22nd, 2021 on the City's website (cityofelizabethton.org) as an addendum to the Request for Qualification and/or the addendum can be requested by email submission.

The City reserves the right to call for interviews with submitting firms following an initial review of the Statement of Qualification submitted. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City.

- Recommendation and City Council Approval November 18, 2021

Thank you for your time and consideration in this process

Greg Workman

Purchasing Director

City of Elizabethton, TN

423-542-1505

gworkman@cityofelizabethton.org