

CITY OF WRAY, COLORADO



REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR  
BROADBAND PUBLIC-PRIVATE PARTNERSHIP

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## I. INTRODUCTION

The City is soliciting qualification-based sealed Statements of Qualifications for the selection of a partner to work with the City of Wray to bring next generation communication services to our businesses and residents over an open access middle mile broadband backbone infrastructure including but not limited to a fiber-to-the-premise (FTTP) broadband network.

Submitted proposals should include all of the following requirements listed within this Request for Qualifications (RFQ) to ensure that our 2,390 residents, businesses, and community organizations have access to sustainable, leading edge broadband services. Submittals will be accepted no later than **2:00PM (local time), November 11, 2016**, to:

CITY OF WRAY  
ATTN: JAMES DEPUE, CITY MANAGER  
245 W 4<sup>TH</sup> STREET  
P.O. BOX 35  
WRAY, CO 80758  
970-332-4431

The primary fiber backbone will interconnect key City and County sites, providing high-capacity, redundant fiber for internal operations and to support future utility needs. The backbone construction may be installed on existing utility poles or in underground conduit within the City right of way (ROW). Specific materials and installation techniques will be determined through a full engineering design and analysis. The goal of the broadband partnership is to use the strengths of each entity to add value to the partnership itself.

## II. BACKGROUND

The City of Wray, Colorado (City) believes that affordable, high-speed broadband services are essential to support the needs of our residents, businesses, and community anchor organizations throughout the community. By overturning Colorado Senate Bill 05-152 in November 2014, the citizens of Wray voted in favor of removing any statutory barriers to pursue any and all legal strategies to provide broadband services, directly or indirectly.

## III. SCOPE OF WORK (SOW)

The City of Wray adopted the Yuma County Broadband Master plan in May 2016. The adopted plan is available at [www.cityofwray.org](http://www.cityofwray.org). The City of Wray intends to invest in the design and construction of an open access middle mile broadband backbone at an estimated cost of approximately \$1.4M. The contemplated goals of this contract may include any of the following:

- A) Preliminary Phase: This phase involves those activities required for defining the scope of the project and establishing preliminary requirements, including but not limited to:

- a. Conferring with the City on project requirements, programming, finances, schedules, early phases of the project, and meeting with other concerned agencies and parties on matters affecting the project.
  - b. Assisting the City in preparation of necessary pre-applications, applications and required documents.
  - c. Planning, procuring, and/or preparing necessary surveys, field investigations, and architectural and engineering studies required for preliminary design considerations.
  - d. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, preliminary layouts, and costs estimates.
- B) Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design, including, but not limited to, the following:
- a. Conduct and attend meetings and design conferences with the City to obtain information and to coordinate or resolve design matters.
  - b. Evaluation of engineering data and field investigation(s), geotechnical engineering, surveys, architectural engineering, and environmental students prepared to support the design.
  - c. Preparing necessary engineering reports and recommendations.
  - d. Preparing detailed design and construction plans, technical specifications, and documents.
  - e. Providing copies of plans, specifications, and contract documents for review.
- C) Construction Phase: This phase includes all basic services of a construction contract, including, but not limited to, the following:
- a. Providing consultation and advice to the City during all phases of construction.
  - b. Preparation of construction management plans and review of contract construction schedule.
  - c. On-Site construction inspection and management, involving the services of a resident engineer, inspector or manager, fulltime or periodically during the construction or installation phase of a project as required by the City.
  - d. Observing or reviewing performance test(s) required by specifications.
  - e. Make final inspection and submit a final construction report for the completed project to the City.
  - f. Assist City with project closeout documents.
- D) Service Phase: This phase includes the partner assuming the operations and maintenance functions of and delivery of services to the resident and/or businesses. Services phase includes, but is not limited to, the following:
- a. Funding the distribution fiber, drops, wireless distribution, and any equipment needed to provide retail broadband services to residents, businesses, and community organizations.
  - b. Operations and maintenance functions of the network by taking over all management functions of the community infrastructure.
  - c. Providing retail services.
  - d. Providing customer service support in Wray, CO.
  - e. Able to provide 1 Gbps service to all end users.
- E) Proposers may be required to provide other technical services, or subcontract with third party individuals or companies for such services. Technical services include, but are not limited to, the following:

- a. Soils investigation, including core sampling, laboratory testing, related analyses, and reports.
- b. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- c. Land surveys and topographic maps.
- d. Field and/or construction surveys.
- e. Miscellaneous plans, studies, and assessment reports, including environmental, noise, drainage, etc.
- f. Prepare benefit-cost analysis.

**IV. CONTRACT LIMITATIONS**

- A) All parties competing for the work are advised that the work may be accomplished over the course of several grant projects.
- B) All parties are advised that some of the services listed may not be required and that the City reserves the right to initiate additional procurement actions for any services not included in the initial procurement.

The following table illustrates the ideal roles of each party in the proposed public-private partnership.

Function	Partner	City of Wray	Owner’s Representative
Funding	X	X	X
Project Management	X	X	X
Permitting & ROW	X	X	
Design/Engineering	X	X	X
QA/QC on Design/Engineering	X		
Warranties on Design/Engineering	X		
Construction	X		X
QA/QC on Construction	X		
Warranties and Construction	X		
Network Operations & Upgrades	X		
Customer Service	X		
Billing & Provisioning	X		

*The fourth column labeled “Owner’s Representative” is an independent third party agent working on behalf of the City of Wray to ensure that their interests are represented in the construction of the network.*

**V. SELECTION PROCESS**

A short list will be developed from submittals received. If a decision cannot be made based on written materials, proposals on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected partner for the services to be performed.

It is the intent of the City to negotiate terms of a potential agreement with the most qualified firm no later than December 2016. The execution of a negotiated agreement of a Broadband Provider/Partner is contingent upon the City securing funding for the project.

**VI. CONTENTS OF STATEMENT OF QUALIFICATIONS**

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
- a. A cover letter.
  - b. A narrative statement detailing the firm's understanding of the requirements of the City and the capability to perform all or most aspects of the project phases proposed.
  - c. A general description of the firm, including company organizational structure, size of company, recent experience in comparable projects, and experience in providing broadband services.
  - d. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
  - e. A business and technical plan describing its approach to the project described in this RFP. The business plan shall describe the Providers approach to design, construction, operation and management of the Network and the services to be provided over the Network in sufficient detail to allow the City to effectively consider the proposal. The business plan should include a financial statement, identifying projected capital outlays, ongoing operational costs, and expected revenues from wholesale and retail services for at least the first 5 (five) years of construction and operation
  - f. A description of the day-to-day operations and the management of all responsibilities related to the project and explain how the Vendor will fulfill the scope of work.
  - g. Project completion timeline.
  - h. A discussion of the anticipated deployment strategy, scope and timing of the proposed rollout. The discussion should identify the levels of committed demand necessary to trigger rollout obligations and any factors likely to influence the scope or timing of the rollout, and explain how those factors impact the strategy.
  - i. A description of proposed wholesale or retail service offerings that the provider anticipates offering to institutional, business and residential customers.
  - j. Broadband service offerings (type of broadband service, speed tiers, differences between business and residential offerings)
  - k. Explanation of Provider's willingness to work with the City to develop unique pricing or packages for key community stakeholders (e.g., government, university facilities, K-12 facilities)
  - l. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns.
  - m. Evidence of general liability and professional liability insurance.
  - n. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the City.
- B. The City invites interested parties to submit Statements of Qualifications to perform the above- described services. Respondents should submit seven (7)

copies of the Statement of Qualifications no later than Friday, November 11, 2016 at 2:00PM (local time) to:

CITY OF WRAY  
ATTN: JAMES DEPUE, CITY MANAGER  
245 W 4<sup>TH</sup> STREET  
P.O. BOX 35  
WRAY, CO 80758  
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- C. Any submittal received after the identified date and time will be returned unopened.
- D. All packages must be submitted in a sealed envelope and clearly marked on the outside: "**STATEMENT OF QUALIFICATIONS FOR BROADBAND PARTNERSHIP**".
- E. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.

## **VII. REQUESTS FOR CLARIFICATION**

A Pre-RFQ Response Meeting with Q&A will be held on Friday, October 28, 2016 at 11 a.m. at the City of Wray Ambulance Barn, 304 W 3<sup>rd</sup> St., Wray, CO 80758. Those wishing to respond are encouraged to attend.

All questions about the meaning or intent of this request are to be submitted to the City Manager in writing and addressed to James DePue. Interpretations or clarifications considered necessary by City Manager in response to such questions will be issued by Addenda and made available to all parties upon request. Questions received less than seven (7) calendar days prior to the date for submission deadline will not be considered.

Direct contact with City elected officials or City staff (with the exception of the City Manager) during the selection process, except when and in the manner expressly authorized by the Request for Proposals documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

**VIII. SELECTION CRITERIA**

Selection criteria will be applied in the following order of importance:

<u>CRITERIA</u>	<u>POINTS POSSIBLE</u>
Recent experience in similar projects	20
Capability to perform all aspects of the project	35
Reputation	25
Ability to meet schedules within budget	15
Quality of previous projects undertaken	20
Familiarity with the project location and understanding of the City and proposed projects	25
<b>TOTAL POINTS POSSIBLE</b>	<b>140</b>

A short list will be developed from submittals received. If a decision cannot be made based on written materials, proposals on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected partner for the services to be performed.

It is the intent of the City to negotiate terms of a potential agreement with the most qualified firm no later than January 2017. The execution of a negotiated agreement of a Broadband Provider/Partner is contingent upon the City securing funding for the project.