



ECONOMIC DEVELOPMENT

NOTICE / ADVERTISEMENT FOR  
REQUESTS FOR PROPOSALS

BROADBAND NETWORK ASSESSMENT  
AND NETWORK FEASIBILITY STUDY

## **NOTICE / ADVERTISEMENT**

### **NOTICE OF REQUEST FOR PROPOSALS FOR BROADBAND NETWORK ASSESSEMENT AND NETWORK FEASIBILITY STUDY**

The Center Economic Development Corporation will be receiving proposals from interested companies in completing a broadband network assessment and network feasibility study. Informational materials containing a general description of the project, scope, instructions to proposers, selection criteria and other materials will be made available through:

**Center Economic Development Corporation  
617 Tenaha Street  
Center, Texas 75935  
James P. Gibson, CEcD, Economic Development Director**

Proposals must be received no later than 2:00 p.m. on Tuesday, September 1, 2020, at the City Hall located at 617 Tenaha Street, Center, Texas 75935 attention James P. Gibson, CEcD, Economic Development Director. The Center Economic Development Corporation reserves the right to reject all proposals and waive any formalities.

## 2. INSTRUCTIONS FOR THE SUBMISSION OF PROPOSALS

**CENTER ECONOMIC DEVELOPMENT CORPORATION**  
**REQUEST FOR PROPOSALS**  
**BROADBAND NETWORK ASSESSEMENT AND NETWORK**  
**FEASIBILITY STUDY**

Instruction for the Submission of Proposals

**1.01 Purpose of Solicitation**

The Center Economic Development Corporation (EDC) wishes to engage the services of a professional firm for a broadband network assessment and network feasibility study. Respondents are invited to submit a proposal with qualifications specified herein. The Center EDC reserves the right to award one or more contracts for all or any portion of the work identified in the Request for Proposals, award multiple contracts to one or more respondents, or to reject any and all submissions if deemed to be in the best interests of the EDC.

**1.02 Address for Offers**

Proposals shall be identified as “BROADBAND NETWORK ASSESSEMENT AND NETWORK FEASIBILITY STUDY”, and delivered to:

**James P. Gibson, Economic Development Director**  
**City of Center**  
**617 Tenaha Street**  
**Center, Texas 75935**

**1.03 Signature Required**

Solicitations will not be considered unless the proposal is fully completed and a manual signature and date is provided by the offeror’s authorized representative.

**1.04 Submission**

Submit 5 (five) identical copies of the response no later than 2:00 p.m. on Tuesday, September 1, 2020.

Only proposals in the possession of the Center EDC by the indicated date and time shall be considered. Upon receipt the Center EDC will review the responses and may conduct interviews if deemed appropriate. If interviews occur, the short listed firms will be notified when and where interviews will be held.

### **1.05 Withdraw of Submissions**

If qualifications are retrieved prior to submission deadline, the person retrieving must sign a receipt. A submission may be withdrawn any time prior to award of contract by submitting a written and signed request to James Gibson, Economic Development Director.

### **1.06 E-Mail Contact and Address; Addenda to Request for Qualifications**

Each respondent is requested to provide the Center EDC with a single email contact and address. Any addendum will be sent via e-mail to the Respondent's designated e-mail contact and address. Any addendum will also be sent to Respondent by regular mail. Each written addendum shall be acknowledged on the execution of offer form provided herein. Failure to acknowledge an addendum may cause a Respondent's submission to be ineligible for the contract award. No oral or informal amendment to this solicitation shall be binding on the Center EDC.

### **1.07 Solicitation Costs**

This Request for Proposals does not obligate or commit the Center EDC to pay any costs incurred in the preparation and submission of the offer or to contract for the services specified. Further, the Center EDC is not obligated to pay any costs by a Respondent as a direct result of errors or omissions committed by the City of Center employees or agents in the processing of solicitation.

### **1.08 Criteria for Award**

The Respondent selected will be the Respondent whose qualifications, as presented in the response to the RFP, represents the best value to the Center EDC.

Submissions may be evaluated by the Center EDC Board Members and Staff. The criteria for evaluation and selection of the successful Respondent(s) for this award, will be based on factors listed herein. Respondents may be invited to make a presentation to the Center EDC regarding their qualifications. The Center EDC Board may consider the information offered in these presentations along with the formal evaluations presented by the Center EDC personnel prior to the actual awarding of a contract or contracts.

In determining whether and to whom to award a contract, the Center EDC will base its selection on a point system to evaluate the offerers and will consider the following criteria:

Criteria	Points
Previous Project Experience – Broadband network assessment methods	20
Previous Project Experience – Broadband network development and feasibility methods	20
Experience of Firm’s Personnel	15
Reputation, Stability, and References	15
Process of Planning and Project Management	25
Proposed Project Cost	5

**TOTAL 100 points**

Consideration may also be given to any additional information and comments at each selection phase if they should increase the benefits to the Center EDC. Submission of qualifications indicates Respondent’s acceptance of the evaluation technique and Respondent’s recognition that some subjective judgments must be made by the Center EDC during the evaluation process.

**1.09 Recognition of Solicitation**

The Center EDC may, by written notice to the Respondent, reject any solicitation after it is determined by the Center EDC that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to an officer, employee, or member of the Center EDC Board with a view toward securing a contract or securing favorable treatment with respect to the award or amendment of the RFP.

**1.10 Clarification**

If any Respondent is in doubt as to the meaning of any part of this solicitation, a request for clarification should be submitted via e-mail and confirmed by a written document. The request should be submitted to James Gibson, Economic Development Director, no later than 2:00 p.m., August 15, 2020, and sent to 617 Tenaha Street, Center, Texas 75935 and [jgibson@centertexas.org](mailto:jgibson@centertexas.org). An interpretation of the request shall be made only by written response, duly issued, with a copy mailed or delivered to each firm receiving the Request for Qualification.

### **1.11 Prohibition Against Contact**

Respondents are prohibited from approaching members of the Center EDC or any officer of the Center EDC Board of Directors in an attempt to gain advantage in the award process prior to award of the contract. The Center EDC may, by written notification to the Respondent, reject an offer for violation of this clause.

### **1.12 Requests for Non-Disclosure of Information**

If the offeror selected for award has requested in writing the nondisclosure of trade secrets and other proprietary data so identified, James P. Gibson, CEDC Executive Director or his designee, shall examine the request in the submission to determine its validity prior to entering negotiations. If the information so identified is determined to meet the exceptions of the Public Information Act it will be withheld from public disclosure; however, if, after award, a written request is received requesting disclosure under the Public Information Act, at the CEDC's discretion, the information will be disclosed or forwarded to the Attorney General for a decision. His decision about whether or not the information is protected by an exemption to the Public Information Act will be final. Information contained in offers not awarded the contract are not open to public inspection until award and will not be revealed to other offerors until after award of the contract.

### **1.13 Contract Award Process**

The Center EDC shall evaluate statements of proposals and may select a firm in two phases.

In Phase One, the Center EDC may evaluate each offeror's experience, technical competence, and capability to perform, the past performance of the offeror's team and members of the team, and other appropriate factors submitted by the team or firm in response to the RFP.

The Second Phase of the selection process may involve an interview of selected firms and the Center EDC may request additional information regarding demonstrated competence and qualifications, the ability of the offeror to meet schedules, costing methodology, or other factors as appropriate. The governmental entity shall rank each proposal submitted on the basis of the criteria set forth in the RFP. The Center EDC shall select the firm that submits the proposal offering the best value for the Center EDC on the basis of the published selection criteria and on its ranking evaluations. The Center EDC shall first attempt to negotiate a contract with the selected offeror. If the Center EDC is unable to negotiate a satisfactory contract with the selected offeror, the Center EDC shall, formally and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the selection ranking until a contract is reached or negotiations with all ranked offerors end.

#### **1.14 Additional Inspection of Facilities/Sites and Documents**

Representatives of a qualified firm may contact James Gibson, Economic Development Director, if they wish to conduct additional on-site inspections.

## CENTER ECONOMIC DEVELOPMENT CORPORATION BROADBAND NETWORK ASSESSMENT AND NETWORK FEASIBILITY STUDY

The Center Economic Development Corporation is seeking proposals from qualified firms to conduct a broadband/fiber network analysis, utility feasibility study, and business plan development. The project will be in two component parts with an optional third part.

1. **Broadband/fiber network analysis.** This project phase will examine the current broadband fiber structure and availability in Center. This will include but not be limited to:
  - The availability of fiber to the City
  - Identification of fiber network ownership
  - Current internet service levels and current service adequacy
  - Currently available resources for Center residents and businesses that could serve as a fiber network backbone.
2. **Network feasibility study.** Using the foundational information from the previous phase, create a model of a residential/small business community fiber network.

The issues in this part of the analysis will include, but not be limited to:

- Regulatory barriers for network deployment
- Options for the business entity or arrangement for network ownership and operation, e.g. municipally-owned, public-private-partnership, a utility co-op, etc.
- Develop operational aspects of how the fiber network can connect and be deployed: where and from whom would the network access and purchase data and how much data would need to be purchased to resell on the network, projected data costs.
- Customer cost structures
- If applicable, network best management and operational structure e.g. direct employees, contract out service with another firm.
- If applicable, required personnel and equipment for network operations.
- If applicable, customer service options.
- Other costs for network operation.

Conduct a survey of Center residents and businesses to determine needs for broadband service and price points.

The conclusion of this analysis will be a determination of the best approach to deploying a fiber network in Center. Options to consider include, but are not limited to: A partnership with an existing broadband provider or creating a mechanism for a locally-controlled network.

If the Consultant determines that a locally-controlled network is feasible, then the Consultant will make a report which will include but not be limited to:

- Total fiber network deployment costs
- Projected network maintenance and operation costs, and
- Projected debt service structure.
- Customer growth patterns and projected revenue streams
- Anticipated profitability
  
- Recommended network ownership and management structure (e.g. a municipally-owned network, a public-private-partnership, an arrangement with a co-op, contracting service with a third-party provider, etc.)

The Consultant will present their findings to the Center EDC and the Center City Council and make a determination of the fiber network's feasibility and the appropriate ownership and management structure. The Center EDC and Center City Council will make the determination whether to authorize proceeding to phase 3.

**Deliverable: Broadband Network Analysis and Network Determination and Feasibility Report**

3. **Business plan development.** Using the results of phase 1 and phase 2 of the study, plus the decision by the Center EDC and Center City Council, the Consultant will proceed with developing a business plan for the implementation of the conceptual fiber network.

**Deliverable: Network Business Plan and Implementation Guide**

Proposing firms will provide a project price for Phase 1 and 2 with a separate price for the optional Phase 3.

CENTER ECONOMIC DEVELOPMENT CORPORATION  
BROADBAND NETWORK ASSESSMENT AND NETWORK FEASIBILITY STUDY  
REQUEST FOR PROPOSALS

Please provide the following information for the firm in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information

1.1 Name of Firm

1.2 Address

1.3 Phone and Fax

1.4 Form of Business Organization (corporation, partnership, individual, joint venture, other)

1.5 Year Founded

1.6 Primary Individual to Contact Regarding This Response.

2. Organization

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other former names has your organization operated?

2.3 *If* your organization is a corporation, answer the following: Date of Incorporation, State of Incorporation, President's Name, Vice President's Name(s), Secretary's Name, and Treasurer's Name.

2.4 *If* your organization is a partnership, answer the following: Date of Organization, Type of Partnership (if applicable), Name(s) of general partners.

2.5 *If* your organization is individually owned, answer the following: Date of Organization, Name of Owner.

2.6 *If* the form of your organization is other than those listed above, describe it and name the principals.

### 3. Experience

3.1 List the last 5 broadband network assessment and network feasibility studies your company/firm has developed for communities of a similar nature. Further, provide details on the performance and outcomes of each project.

### 4. Firms Proposed Personnel

4.1 Identify by name the specific employee and any other personnel you would assign to this Project.

4.2 Provide resumes and any other pertinent information regarding these individuals.

### 5. Schedule and Budget Control

5.1 Describe in detail the project scheduling system or methodology you propose to use in this project.

### 6. Expectations.

The Center EDC expects the respondent to have regular communication with City personnel to discuss project status. Describe in detail how agency personnel will interface with EDC personnel and how information and activity reports will be made available.

### 7. References

7.1 In addition to references listed in Item No. 3.1 above provide five (5) other references. (Provide name, phone/fax numbers of individuals the EDC may contact as references regarding your organization's services.)

### 8. Uniqueness

8.1 In 500 words or less explain why you believe your organization is uniquely qualified to perform a broadband network assessment and network feasibility study for the Center EDC.