

Request for Proposal RFP # 10012022

**GigReady Broadband Implementation**

**PROPOSALS OPENED: December 7, 2022**

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All **questions** concerning this RFP must be submitted in writing (email is acceptable) by 5:00 PM EST of **November 10, 2022**, and addressed to:

**Stefanie Allemong, County Administrator**

**77 Fairfax Street, Room 101**

**Berkeley Springs, WV 25411**

**sallemong@morgancountywv.gov**

Proposals must be received by the date and time stated above or they will remain unopened and returned. No allowance will be made for postmark or error in delivery to incorrect address.

RFP Documentation and any Questions Submitted to the Morgan County Commission can also be viewed at **[www.morgancountywv.gov](http://www.morgancountywv.gov)**

Proposals shall be prepared at the bidder's expense and becomes a Morgan County Commission record and therefore public record. Submit three (3) copies of the proposal, including one original (clearly marked "ORIGINAL"), and one copy in WORD software or PDF, shall be submitted in a sealed container.

The face of the container shall be clearly marked in the lower left corner as follows:

RFP # 10012022

**GigReady Broadband Implementation**

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**Stefanie Allemong, County Administrator**

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## Milestone Dates

<b>Milestone</b>	<b>Date</b>
Release RFP to Vendors	10/12/2022
Vendor Questions (if any)	11/10/2022 5 pm
Answers to RFP Questions	11/18/2022 5 pm
Proposal Responses Due	11/28/2022
Proposal Responses Opened	12/07/2022
Vendor Selection (target)	12/21/2022* Subject to change
Contract Negotiations Complete	01/06/2023* Subject to change
Contract Signed	01/06/2023* Subject to change
Work Begins	2024

<b>Evaluation Criteria</b>	<b>Points</b>
Qualifications and Experience	20
Approach, Methodology and Timeline	20
Cost Proposal	20
Matching Funds	40

## Overview

The Morgan County Commission seeks qualified vendors to construct, own and operate fiber to the premise infrastructure to identified, unserved targeted locations. This project will be supported by funds from the state of West Virginia's GigReady broadband infrastructure grant program which utilizes American Rescue Plan Act (ARPA) funding which may include the ARPA Capital Projects Fund and State and Local Fiscal Recovery Fund, and the selected vendor will be required to comply with all procedures and rules associated with the state's GigReady Program.

This RFP process will identify a vendor that, together with the County, will form a public private partnership that will be the applicant for funding from the state of West Virginia's GigReady Program.

Awards will support broadband infrastructure that delivers reliable internet service that meets or exceeds symmetrical download and upload speeds of 100 megabits per second (Mbps), speeds that are needed for a household with multiple users to simultaneously access the internet to telework and access education and health monitoring.

In accordance with ARPA requirements, service providers are required to participate in the Federal Communications Commission's (FCC) Affordable Connectivity Program (ACP). The ACP helps ensure that households can afford the broadband they need for work, school, healthcare, and more by providing a discount of up to \$30 per month. The selected vendor will also be required to offer at least one broadband service, with no data caps, that is fully subsidized under the ACP program.

Private partners will be required to contribute matching funds to the project, in addition to county level matching funds, in order to meet the GigReady Program's required match of 25% of total project costs. The county has \$500,000 available as matching funds to add to a private partner's matching funds contribution.

Respondents are required to incorporate all Targeted locations specifically identified by the county in their response. The county has identified the following target area locations, more accurately depicted on the attached map(s). Please see Appendix A.

In addition to these specified Targeted locations, respondents are encouraged to propose funded service areas, made up of Targeted locations, as broadly as possible throughout the county. Applications into the GigReady Program may propose to pass non Targeted locations if those passings are necessary to serve Targeted locations, but no expenses for serving non Targeted locations can be included in the application.

Proposals must adhere to the state of West Virginia GigReady Program Procedures and Rules.

It is anticipated the selected vendor will continue to work with the county as a public private partnership applicant during additional rounds of GigReady Program funding that will be funded by the Infrastructure Investment and Jobs Act BEAD Program to expand broadband infrastructure to all unserved locations within the county.

## Scope of Work

Grant recipients will be expected to:

1. Assist the county in preparing an application into the state of West Virginia's GigReady Program.
2. Execute a public-private partnership agreement with the county, to be negotiated.
3. Construct a fiber to premise network to all identified, unserved targeted locations, including all necessary permitting and environmental clearances.
4. Own and operate the fiber to the premise network offering retail service and customer support to subscribers.
5. Offer at least one broadband service, with no data caps, that is fully subsidized under the Affordable Care Act.
6. Contribute matching funds such that the public private partnership application meets the GigReady Program's 25% matching funds requirement.

## Proposal should include and will be evaluated based on:

- Cover Sheet (Provided)
- General Vendor Information Sheet (Provided)
- Demonstrated Understanding of Scope of Work
- Qualifications and Experience
- Approach, Methodology and Timeline for Achieving Scope of Work
- Company Resources and Project Team
- Relevant Experience
- Proof of insurance as described in Vendor Qualifications
- Fee Schedule and Cost Proposal
- Any other local requirements

## Proposal Requirements

Proposals should include the following:

- **Point of Contact**
- **Description of Vendor**
- **GigReady Program Familiarity:** Respondents must thoroughly review the state of West Virginia's GigReady Program Procedures such that proposals are compliant with that Program.
- **High Level Design and Cost Estimate:** to fully construct fiber to the premise network to all identified unserved targeted addresses. This cost estimate will serve as the basis for a grant funding request from the state of West Virginia's GigReady Program.
- **Timeline:** All project activities must be completed within 24 months of the award of funds from the GigReady Program.
- **Experience:** Describe respondent's experience delivering broadband service:
  - a. Experience in broadband development and broadband project management with state and local government agencies in the past three years.
  - b. Skills, technical resources and capabilities, experience and expertise in broadband development program of comparable scope and scale.
- **Proposed Services:** Specify the performance characteristics, including upload and download speeds, of all proposed retail service offerings that you will offer on the newly constructed fiber to the premise network including,
  - a. the proposed fully subsidized service.
  - b. All other proposed retail service offerings

- **Matching Funds:** Describe your matching funds contribution to the project, which at the least must ensure that the public private partnership’s application meets the GigReady Program’s 25% matching funds requirement.
- **Network Technology:** Describe in detail the network technology and network architecture of your proposed FTTP network. For example, “XGS-PON with a 1:32 field distributed split.”

### Assistance to be Provided

The Morgan County Commission will provide: Access to available GIS data related to the state’s GigReady Program including Target addresses, Other addresses and already funded areas; internet speed test data as reported by the West Virginia Speed Test Portal via the West Virginia Broadband Enhancement Council.

### Reporting

Subrecipients/grantees must comply with statutory/regulatory requirements and terms and conditions of award. Subrecipients must provide Morgan County Commission and WVDED with all information requested by the WVDED, so that it may report to the Treasury on subrecipient’s/grantee’s use of grant funds.

### Jurisdiction of Generated Data

All materials, maps, reports and data generated through this project shall remain the property of the local government. Data will also be provided to the State of West Virginia, West Virginia Office of Broadband in electronic and paper format.

### Access to Subrecipient Records

Recipients and subrecipients/grantees must maintain records and financial documents for five years after all funds expended or returned. Subrecipient must permit the Pass-Through Entity (WVDED, Office of Broadband) and auditors access to subrecipient’s records and financial statements as necessary.<sup>3</sup>

### Selection Process

#### Selection Criteria

Vendors will be evaluated on the following criteria:

1. **Qualifications and Experience:** The Morgan County Commission prefers firms with experience in the development, operations and maintenance of broadband infrastructure.
2. **Approach, Methodology and Timeline:** Capacity to perform the work within the given time limitations. Services proposed, how the local government will be involved in the planning and design process and the overall approach to the project.
3. **Cost Proposal and matching fund contribution.**

Minority and/or female-owned businesses are encouraged to apply. The county is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.

Vendors should review the complete RFP from the Morgan County Commission for instructions and specifications. The complete RFP is available here [www.morgancountywv.gov](http://www.morgancountywv.gov) or by contacting:

**Stefanie Allemong, County Administrator**  
**77 Fairfax Street, Room 101**  
**Berkeley Springs, WV 25411**  
**[sallemong@morgancountywv.gov](mailto:sallemong@morgancountywv.gov)**

Insert any required local government conditions and directions as needed to fully address local needs and requirements.

## Proposal Cover Sheet

Name of Company	
Address of Home Office	
City of Home Office	
State of Home Office	
County of Home Office	
Zip Code of Home Office	
Phone Number of Home Office	
Federal EIN	
State EIN	

Contact Name:

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Contact Office Phone Number:

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Contact Cell Phone Number:

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Contact Email Address:

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“Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the Morgan County Commission.



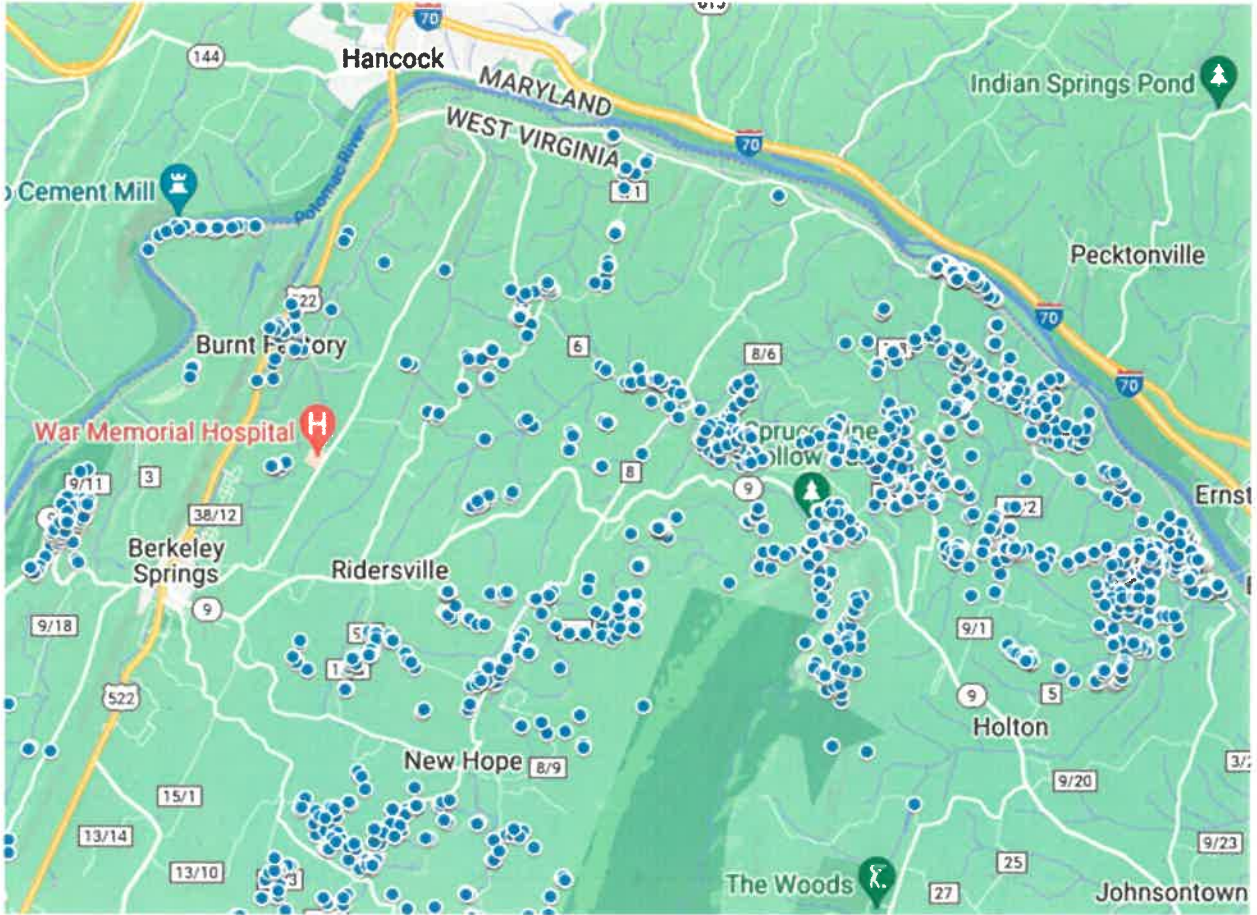
## General Vendor Information Sheet

Name of parent company	
Length of time in business	
Length of time in business of providing proposed service	
Gross revenue for the prior fiscal year	
Percentage of gross revenue generated by proposed	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full-time personnel in:	
Consulting	
Sales, marketing, and administrative support	
Internet fiber-optic technical staff	
Other (please note relevant staff)	
Where is your headquarters located? Field offices?	
Which office would service this account?	
Other significant statistics related to creating feasibility projects during the past year	

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. As an attachment to your proposal, submit full details of all terminations for default experienced by the vendor during the past **five years**, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The [LOCAL GOVERNMENT] will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the required attachment.

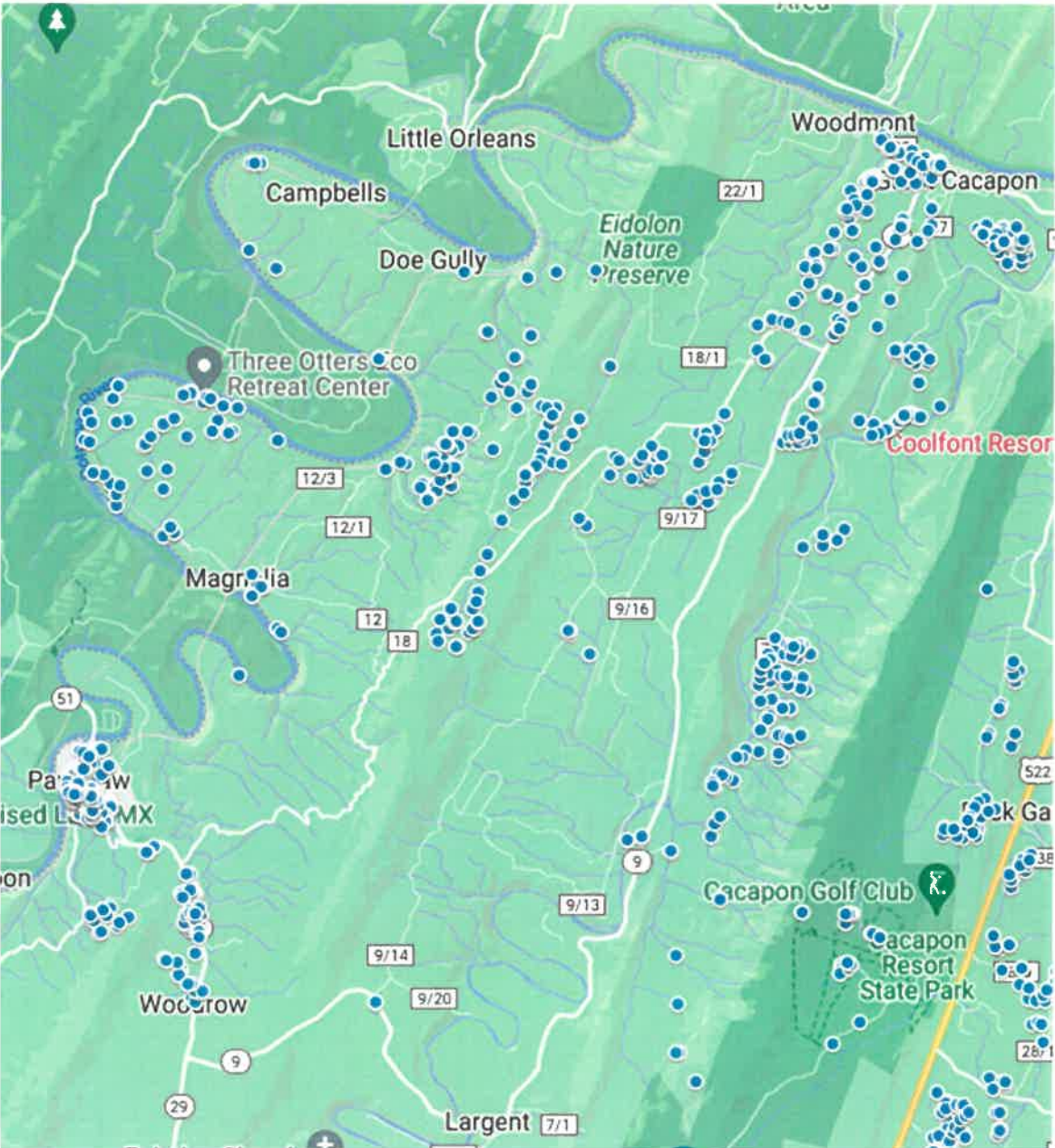
# Morgan County Targeted Addresses

## Northern Morgan County Targeted Addresses

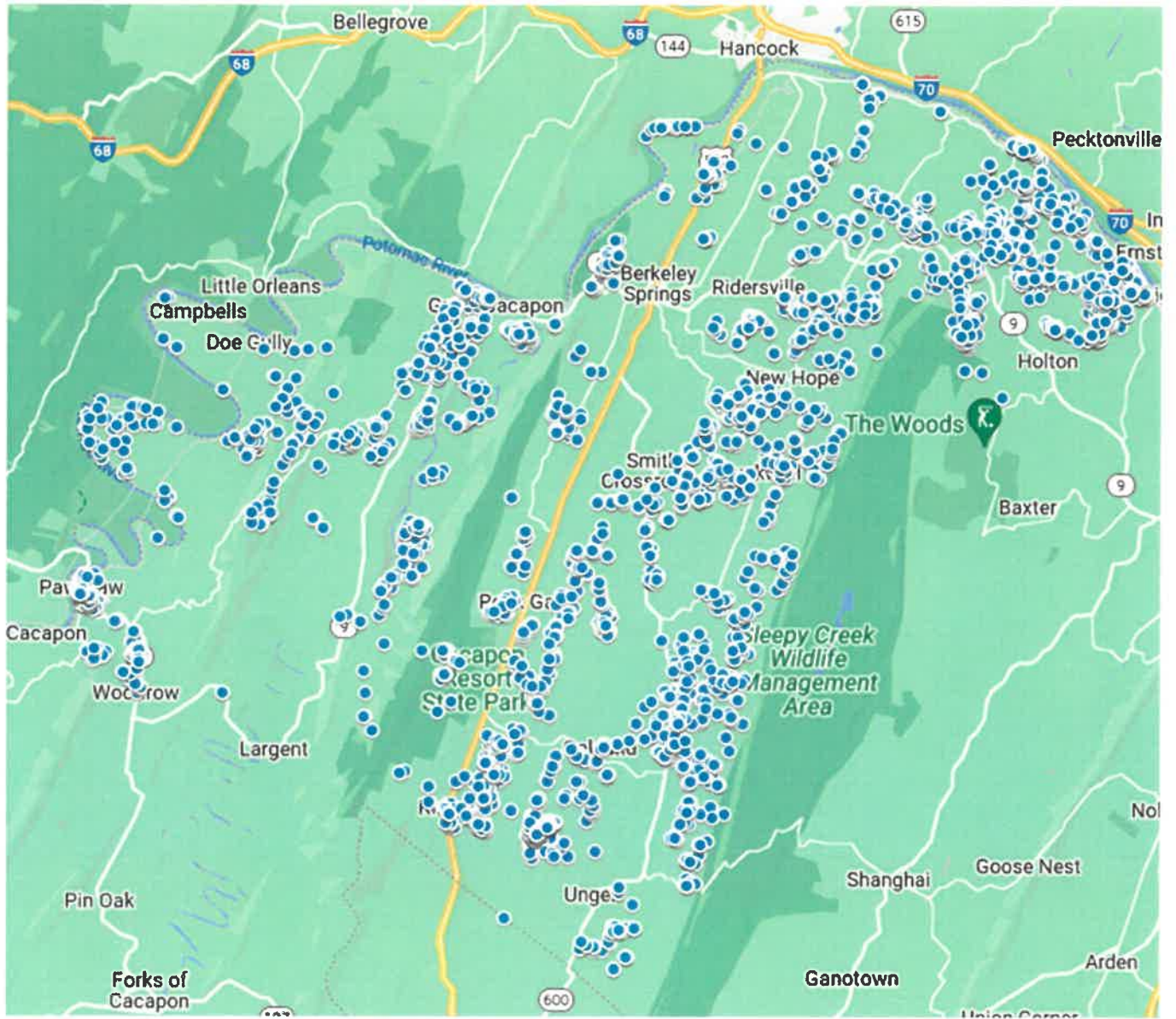


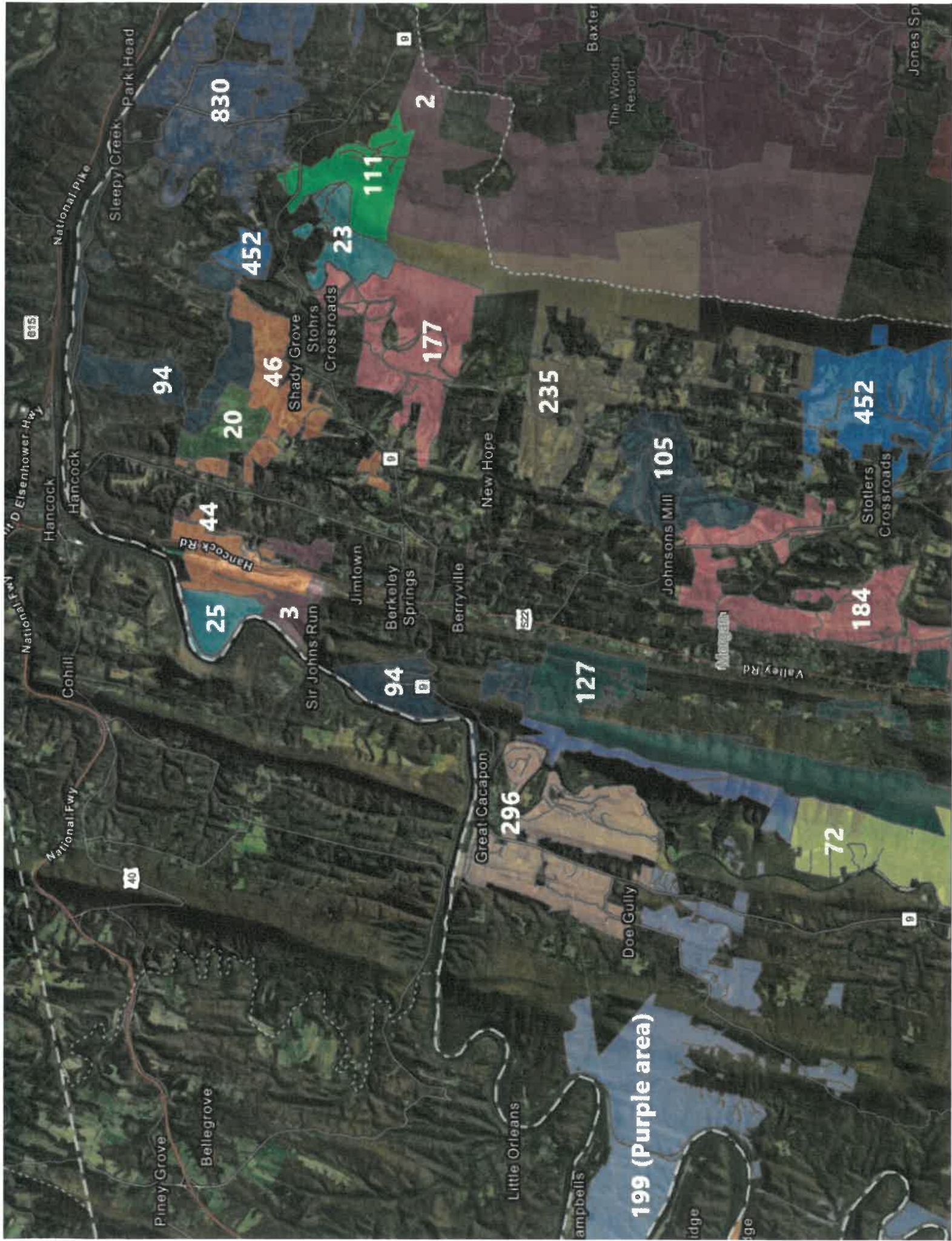


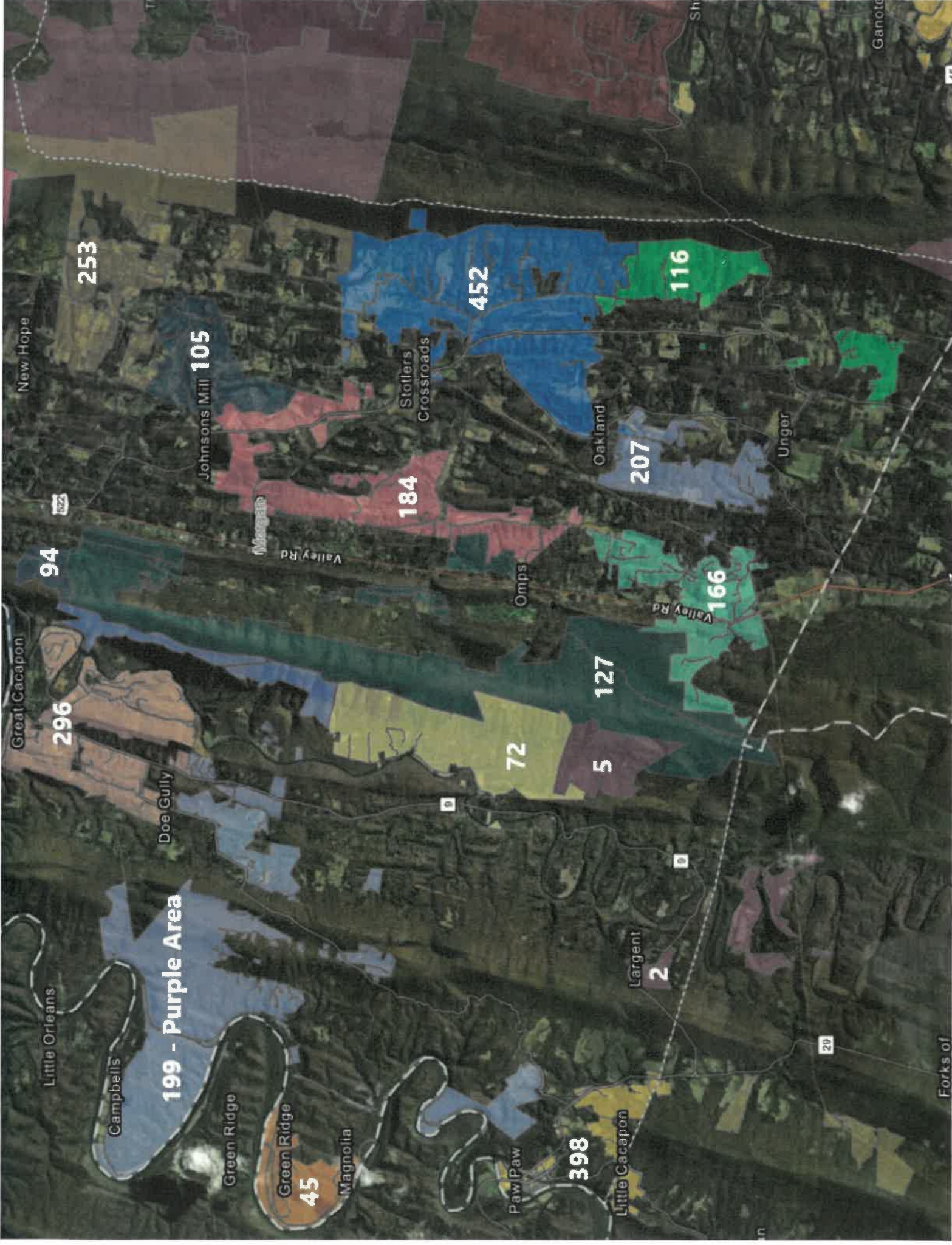
Western Morgan County Targeted Addresses



County-wide Target Addresses







199 - Purple Area

45

116

452

184

207

166

127

72

5

2

398

94

253

296

105

20

Little Orleans

Campbells

Green Ridge

Green Ridge

Magnolia

Paw Paw

Little Cacapon

Doe Gully

Great Cacapon

Valley Rd

Margain

Omps

Stollers Crossroads

Oakland

Unger

Forks of

Ganote

Sh

AK