Informal Request for Proposal:

[Municipality] Broadband Feasibility Study

Responses Due: [date]

[Municipality] is a rural municipality in [location] with a population of about [population]. This area is significantly unserved in terms of broadband access – a minority of households have access to DSL or fixed wireless, but no households have access to cable or other infrastructure capable of providing sufficient broadband speeds. This request is seeking informal proposals to conduct a feasibility study to provide broadband to all households in [municipality].

# 1.0 Project Description

* 1. **Required Actions**
     + **Stakeholder Kickoff Meeting:** Conduct a meeting, preferably in person, with project stakeholders discussing goals and decision points for the project.
     + **On-Site Plant Review:** Conduct on-site review and analysis of proposed service area to determine relevant location details that may inform wireline vs wireless viability, aerial vs underground viability, boring vs trenching viability, property density, potential make ready costs, etc.
     + **Stakeholder Consultation Meeting:** Conduct a meeting with project stakeholders discussing preliminary findings to enable final report to effectively meet community goals.
     + **Stakeholder Report Presentation:** Conduct a meeting to present the findings of the report to the stakeholders, and field any questions.
  2. **Required Deliverables**
     + **Design Narrative:** Discussion regarding the recommended approach to be used for access to rights of way, pole structure, outside plant fiber layout, impact of active versus passive networks, central hub equipment location, wireline vs wireless, and other pertinent decision points.
     + **Detailed Project Costs:** Analysis of all costs for design, implementation, and maintenance of broadband infrastructure build to serve each improved property in [municipality].
     + **Infrastructure Map:** A summary map depicting proposed fiber routes, sizes, and towers/antennas (if applicable).
     + **Bandwidth Analysis:** Investigatelocal bandwidth providers and obtain quotes for appropriate levels of service.
     + **Assumptions:** Enumerate assumptions and unknowns, including justifications for assumptions.
     + **Financial Model:** A model that takes into account project costs and projected take rates to determine overall project feasibility.
     + **Funding Analysis:** An analysis that compares various available funding options including loans, grants, taxes, and public/private partnerships.

# Qualifications and Experience

2.0 **Experience and Expertise** Applicants will be evaluated based upon prior experience and expertise. Please include the following with your proposal:

* + - A list of three (3) examples of your firm’s work that best reflect your capabilities and their relevance to this project.
    - Current references for three (3) current or former clients.
    - Briefly describe your firm’s organizational capacity to complete this study (e.g. staff, equipment, software, physical space, office location, etc)
    - An accurate, realistic time frame for completion of the study.

# Submissions

* 1. **Price Quote:** Submissions shall include a price quote to deliver the items in section 1.0.
  2. **Submission:** Responses to this informal RFP shall be submitted by end of day on [date] via email to [email].
  3. **Questions:** Questions should be directed to [email] or [phone].