

Issue date: March 27, 2023
Please respond by: April 24, 2023

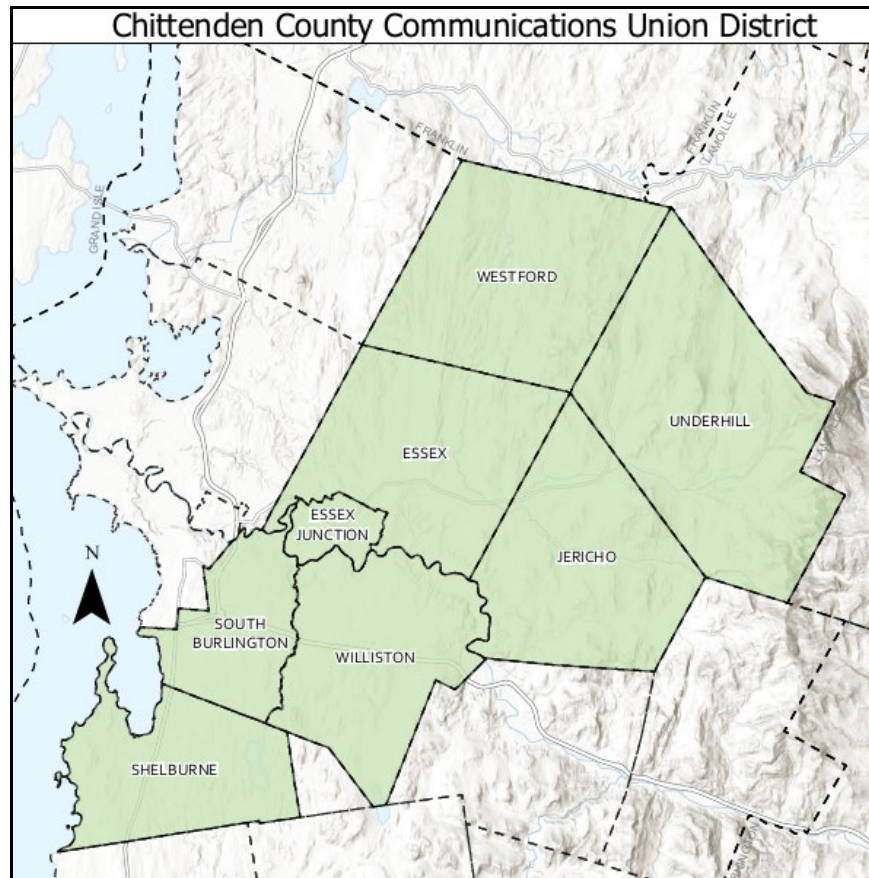
Request for Proposals

CONSULTANT NEEDED TO DEVELOP AND MANAGE REQUEST FOR PROPOSALS FROM INTERNET SERVICE PROVIDERS

And optionally provide ongoing project management services to

Chittenden County Communications Union District

Chittenden County CUD (CCCUD) is issuing this Request for Proposals ("RFP") for consultant services to identify one or more internet service providers to partner with in its efforts to deliver fiber speed connectivity to all unserved/underserved residents and businesses throughout its service territory. Proposals from qualified firms are welcome. Those submitting a Proposal ("Proposer") shall do so in accordance with this RFP.



INTRODUCTION

The Chittenden County Communications Union District was formed to ensure accessible, affordable, and ubiquitous broadband throughout the Chittenden County region. Future-proof broadband infrastructure to every on-grid premises in the region will improve opportunities across education, healthcare, workforce, economic development, and the quality of life of residents. At present, the CCCUD is comprised of 8 Chittenden County communities, including: Essex, Essex Junction, Jericho, Shelburne, South Burlington, Underhill, Westford and Williston. Learn more about CCCUD at <https://www.ccrpcvt.org/our-work/broadband/>

CONSULTANT SCOPE OF WORK

The selected consultant will be responsible for:

- Developing a Request for Proposal for local internet service providers,
- Launching and overseeing the RFP process,
- Receiving RFP submissions,
- Leading the evaluation of RFP submissions working closely with CCCUD's Governing Board, and
- Working with CCCUD's legal counsel to negotiate one or more contracts with one or more internet service providers to extend fiber networks to unserved/underserved premises in the district.

It is anticipated that the contract term for this scope of work will be until all approved contracts with internet service providers are finalized.

OPTIONAL PROJECT MANAGEMENT SCOPE OF WORK

CCCUD is also seeking to contract with a qualified firm or individual to fill the role of Project Manager with experience coordinating and managing large broadband projects. The project management scope of work would include assisting with pre-construction and construction efforts including:

- Managing grants,
- Interfacing with state and federal agencies and other communications union districts,
- Developing and monitoring CCCUD's budget,
- Attending CCCUD Governing Board meetings,
- Adhering to all municipal open meeting laws, and
- Working with contracted partners to ensure high level of community and end user satisfaction among other administrative duties.

It is anticipated that the contract term for this scope of work will be ongoing as needed and could range from 10 to 20 hours a week depending on workflow. This work would be compensated monthly at an hourly rate based on number of hours worked.

HOW TO APPLY

To be considered, please submit a letter in Microsoft Word or PDF explaining your interest in one or both scopes of work and addressing the categories below.

- **Qualifications:** Please summarize the qualifications and experience of your organization with a focus on those who would be leading this work.
- **Proposal:** Please specify how you would approach the scope of work.
- **Success:** Define what measures you will use to evaluate and define success for the scope of work.
- **Availability:** Please indicate your availability for this work, including expected start date.
- **RFP Consultant Costs:** Please provide a task/deliverables-based budget for the RFP Consultant scope of work
- **Optional Project Management Costs:** If interested in ongoing project management scope of work, please provide an hourly rate.
- **References:** Please provide names and contact information for three references who can speak to your qualifications along with a brief description of the work performed for them if not already referenced.
- **Licensing:** Please indicate if you are licensed to do business in the State of Vermont. Contractors are not required to be licensed to respond to this RFP, but they will be required to obtain a license prior to being awarded this contract.

Please note that any contract entered into as a result of this RFP will require the contractor to comply with all applicable requirements associated with CCCUD's grant funding.

All proposals shall become the property of CCCUD. CCCUD reserves the right to cancel this RFP in whole, or in part at any time. CCCUD may reject any or all Proposals received in response to this RFP in its sole discretion. Each Proposer is responsible for its own costs and expenses involved in the preparation and submission of its Proposal and any supplemental information requested by the CCCUD. The CCCUD shall not reimburse any such costs or expenses.

The evaluation of proposals shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The CCCUD is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

Please send this information **no later than 5 PM on Monday, April 24, 2023** to Ann Janda at ajanda@ccrpcvt.org.

QUESTIONS

Please email Ann Janda at ajanda@ccrpcvt.org if you have any questions about this request for proposals no later than 12:00 PM (noon) on Friday, April 7, 2023.

RESPONSES TO QUESTIONS

We will email a list of questions received and our responses to these questions no later than 4:00 PM on April 14, 2023 to all respondents that have submitted questions or that have requested the responses.

INTERVIEWS

The CCCUD reserves the right to select and invite the top three scoring consultants for interviews prior to awarding the contract. In this process, the review committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the Consultants to clarify or elaborate on their qualifications without restating the proposal to the review committee. The interview and presentation will be held via Zoom or another digital meeting platform.

ADDITIONAL CONSULTANT REQUIREMENTS

1. **INVOICING:** If a monthly payment schedule has been agreed upon, the consultant shall submit a detailed project status report on the first of each month to the CCCUD indicating the percent completion for each project task. The CCCUD Board reserves the right to request supplemental information to ensure appropriate project progress.
2. **OTHER CONTRACT PROVISIONS:** Prior to beginning any work, the Consultant shall obtain Insurance Coverage. The certificate of insurance coverage shall be documented on forms acceptable to the CCCUD.

EVALUATION & SELECTION

Proposals will be evaluated based on the following criteria:

1. Commitment to meet the goals and requirements of this RFP
2. Prior experience and qualifications pertaining to the scope of work
3. Experience and capabilities of team members assigned to the scope of work
4. References

A consultant partner is expected to be selected by May 31, 2023 by the CCCUD Governing Board.