



City of Hillsboro - Informal Request for Proposals

Date: 12/24/14

Title: Fiber Optic Feasibility Study

Contact: Greg Mont, Information Services Director, Greg.Mont@Hillsboro-Oregon.gov

Response Due Date and Time: January 21, 2015, 5 PM local time in Hillsboro, OR

The City of Hillsboro seeks proposals to provide fiber optic market analysis, engineering, and business plan development services described below in the Scope of Work.

Proposals must be submitted to the email address above. Late responses will not be considered.

Background

The City of Hillsboro recognizes the importance of ubiquitous high-speed internet service in a thriving and successful community. No longer is it simply a convenience for shopping or entertainment. It is a critical service leveraged by schools, businesses, and governments to interact with their students, customers, and citizens.

The City is considering several options to ensure that access is available and affordable to all areas of Hillsboro. One potential solution is the construction of a fiber optic cable network owned and operated by the City of Hillsboro. City staff have conducted some initial research and believe it is a viable option.

The next step is to conduct a comprehensive feasibility study of the Hillsboro community to assess both the financial viability of a municipally owned network and the community's interest in such a network.

The key to conducting a successful feasibility study will be creativity. The City of Hillsboro is interested in looking at new ways to partner with other organizations and companies, innovative uses for a fiber network that connects every building in Hillsboro, and a variety of ways to potentially fund the project.

Scope of Work

The selected Contractor will provide the City a study regarding the feasibility of creating and operating a fiber to the premise (FTTP) network.



Based on similar work done for comparable jurisdictions, it is expected that the Contractor will perform work similar to the following:

1. Conduct a review of the current incumbent providers in the community (primarily Comcast and Frontier) including their services, pricing, and customer service levels.
2. Create a competitive pricing model for a city provided service and conduct a survey of residences and businesses to determine a projected take rate.
3. Conduct an engineering analysis of sufficient scale to produce an approximate cost and timeline to build the proposed network and implement the required services.
4. Conduct an assessment of any legal requirements or risks that may be encountered in the creation of the network and the provisioning of the services.
5. Conduct an analysis of potential partners and how those partnerships may benefit the Hillsboro community.
6. Conduct an analysis of the various possible funding mechanisms to provide the capital necessary to build and operate the network.

The final study should include at least the following:

1. The results of all of the assessments conducted (current providers, conceptual City provided services and survey, engineering analysis, etc.)
2. An analysis of potential options for ownership and services including:
 - a. City built and operated network and services.
 - b. City built and operated network but services provided by a third party.
 - c. Suggested possible public/private partnerships that would meet the goals of the project.
3. A thorough business plan showing likely revenues and expenses, staffing requirements, marketing strategy, and timelines.
4. Options for financing such as bonds, generating revenue from alternate sources (advertising), or public/private partnerships.
5. Possible timeline for implementation.
6. Suggested next steps.

We are excited by the opportunities that we will create if we choose to build this network and we are looking for experts who share that passion. We truly appreciate creativity and working with people who are a little “out there” so have some fun developing the response, just make sure it gets here on time!



Estimated Timeline

- 1/28/15 Contractor Selected
- 2/15/15 Project Begins

Proposal submission:

Please provide the following information and/or documentation in your proposal:

- Proposer information, including: company name, headquarters address, website and phone as well as: contact person, his/her business address, phone, and email address.
- Describe your firm’s experience performing similar services. Provide three references, for which you performed similar services. Include the client name for which the services were performed and dates of the project and the contract value. Describe the project and your firm’s role. Provide at least two contact persons for each reference including the title, email address, and phone number for each individual.
- Describe the outcomes of the projects above and the lessons learned on each project.
- Provide three sample reports previously provided to contracted clients. These reports should demonstrate work substantially similar to the Scope of Work herein and highlight ideas demonstrating creativity and innovation.
- Identify the staff or team members who would be assigned to this project if you are contracted to perform the work, and provide a resume/work biography for each staff member. Please specify the City’s primary contact throughout the project.
- Describe your approach to the work, including the challenges you identify and how you would approach these challenges.
- Provide a proposed scope of work with sufficient detail to clearly outline tasks that will be completed along with specific deliverables.
- Provide a proposed project plan showing significant tasks, milestones, and timeline.
- Provide the hourly rates of staff or team members.
- Provide total proposed cost to complete the project along with a proposed payment schedule. Include travel and all other reimbursable expenses.

The selected Contractor will be expected to sign the City’s standard professional services contract which is attached. Please email the contact person with any objections you may have to these contract terms or conditions. At a minimum, please list in your proposal any objections to these terms and conditions.