

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**REQUEST FOR PROPOSALS NO. 22-CPHD-RFP-500**

**ADDENDUM NO. 1**

Arlington County Request for Proposals No. 22-CPHD-RFP-500 for Broadband Study is amended as follows:

The following is clarification to questions received from vendors.

1. **Question: Can Arlington County confirm that non-US resources can support this project with appropriate data protections in place?**

Answer: Yes, as long as the firm is registered with the Virginia State Corporation Commission before award.

2. **Question: Will Arlington County be providing data regarding landlords who have exclusive contracts with internet service providers?**

Answer: Arlington County does not have large-scale datasets related to landlords who have exclusive contracts with internet service providers. Based upon conversations with our nonprofit housing providers, the use of exclusive contracts to offset infrastructure development is common practice among affordable housing providers. Staff will facilitate connection between the selected consultant and nonprofit housing developers and other stakeholders, including the Northern Virginia Chapter of Commercial Real Estate Development, Northern Virginia Apartment Association, Apartment and Office Building Association of Metropolitan Washington, and the Condo Owners and Renters Coalition, among others.

3. **Question: Can Arlington County confirm that the cover letter, project approach, project schedule, project cost, and organizational experience & capacity can all be submitted within the same document?**

Answer: All proposal components may be submitted within the same document.

4. **Question: Can Arlington County describe data it anticipates sharing regarding unserved/underserved populations? (E.g., are there data layers the County will share for vendor analysis?)**

Answer: Arlington County anticipates that the selected consultant would draw from secondary sources (e.g., U.S. Census Bureau, Federal Communications Commission) and local sources collected through the study process and provided by Arlington County. In addition to data currently available on the County's Open Portal, staff anticipates immediately sharing the following datasets:

- ConnectArlington network GIS layer, including fiber strand locations and Department of Technology Services hand holes
- Community facility locations and available County digital resources
- Committed Affordable Housing Properties GIS layer, including property address and number of units. The file may also be joined to another more comprehensive housing file that documents all properties, including building typology (i.e., Garden, Mid-Rise, High-Rise)

- Summarized responses in Word and Excel from the Digital Equity Access Project completed by Reingold
- GIS layers from the University of Virginia’s Data Commons Project – a shared, open data repository for the Washington, D.C., region. For the digital equity topic, UVA is pulling publicly available data from the U.S. Census, Federal Communications Commission, and Ookla, among others. Research questions were focused around access (Census data), quality (with Ookla speed data as a proxy), and affordability (Digital Equity Access Project data). In addition, UVA researchers are applying additional analysis to the data. Research is still in progress, but may be available prior to the consultant commencing work (or shortly thereafter). The selected consultant will be connected to the research team focused on digital equity and staff will request that the consultant receives GIS layers that are beneficial to this broadband study.

County staff has had several interdepartmental conversations about digital access and the underserved population. During the beginning of the study period, the core team will brief the selected consultant on information gleaned and will facilitate interdepartmental connections that may offer additional data related to programming and services that may inform the needs assessment. These departments include the Department of Human Services, Arlington Economic Development, Department of Parks and Recreation, Public Safety, Housing and Neighborhood Services in CPHD, Arlington Public Schools, Libraries, Arlington Employment Center, and Department of Technology Services.

**5. Question: Can Arlington County share its GIS shapefiles with participating firms so we may begin some preliminary analysis and include in our approach and response?**

Answer: Arlington’s publicly available data is located on the [County’s Open Portal](#). All other files are internal and will be shared after the selection process. Specifically, the GIS shapefile associated with the County’s municipal fiber network, ConnectArlington, must include a Non-Disclosure Agreement with the recipient. We will not execute multiple agreements with prospective consultants for this shapefile and will wait until a consultant has been selected. While this does not provide the same level of detail, this [high level map](#) (included in the RFP) shows the general footprint of the existing County-owned and managed network, spanning the main commercial corridors of Arlington County with links to County and school facilities.

**6. Question: Who is a part of the designated project team from Arlington County? How much time will they allocate to this project?**

Answer: The project will be led by the Department of Community Planning, Housing, and Development (CPHD). The study team will include a project lead (~50% of time) and three additional interdepartmental staff members (~5-15% of time). Other staff may be used as needed to provide information, data, and review deliverables over the course of the project. In addition, three department directors from Department of Technology, CPHD, and Libraries will serve as advisors to the project.

**7. Question: Our understanding is this contract will be fixed-price, however the RFP refers to a not-to-exceed cost and asks for hourly rates for proposed team members. Can Arlington County clarify how the detailed hours estimates and individual rates will be used to evaluate proposals and manage project delivery?**

Answer: The contract cost may be negotiated and will be executed on a fixed price. Offerors are asked to provide rates and individual hours to justify their project cost proposal. Scoring for the “Project Cost” category will be based on the presence of a fixed price cost for the total project,

itemized costs by project task or element (identified in the scope or other proposed tasks by the offeror), and whether the cost is justified by staff costs and other associated costs.

8. **Question: Has the County determined a budget to support the Broadband Study that can be shared with perspective bidders?**

Answer: The County has established a budget for this project, but it will not be made available.

9. **Question: Regarding the Section IV. Scope of Work in Element 1, at “1.8 Assess the scale and nature of landlords who have exclusive contracts with internet service providers”, can the County share additional insight into this particular task? Is the intention to survey and determine perspective landlords that have entered into exclusive contracts with internet service providers and that this broadband service provider is the only vendor contractual eligible to offer broadband services to the landlord’s tenants? Is this task directed at residential or business landlords, or both? Does the County know of any landlords that have these exclusive arrangements?**

Answer: Based upon conversations with our nonprofit housing providers, the use of exclusive contracts to offset infrastructure development is common practice among affordable housing properties. Exclusive contracts/lack of competition also surfaced during the Digital Equity Access Project’s survey/focus group work with low-income residents.

The intention of the task is to determine how many landlords/properties have entered into exclusive contracts with a single internet service provider. From our preliminary understanding, this may take the form of marketing of the service or limiting the available service to tenants to a single provider. If possible, we would like to uncover the nature of the contract as well since the information may impact the internet service delivery model.

Staff believes we could assess this topic across Arlington’s affordable housing portfolio at a minimum. However, we are also interested to know whether this is an issue more broadly experienced in Arlington among market-rate multifamily and commercial tenants. Staff understands that this task is challenging as it relies on private landlords to supply information. As such, we recognize that the selected consultant may not be able to offer a complete assessment of this topic, though we hope to better understand this issue through data.

Staff will facilitate connection between the selected consultant and nonprofit housing developers and other stakeholders, including the Northern Virginia Chapter of Commercial Real Estate Development, Northern Virginia Apartment Association, Apartment and Office Building Association of Metropolitan Washington, and the Condo Owners and Renters Coalition, among others.

For this task (and others), the County welcomes consultant suggestions and creativity. If one or more components of a task are infeasible, staff asks that offerors state so and why when preparing their project approach.

10. **Question: For item 12.4, the County requests a hyperlink to a final report for an example project. Is it a mandatory requirement for all example projects to have a publicly available report?**

Answer: Providing publicly available documentation is ideal, though not mandatory. Providing documentation of the work product enables the Selection Advisory Committee to appropriately assess the quality of firm’s past experience and applicability to Arlington. Thus, it is in the

offeror's best interest to provide documentation (either publicly available or not) in addition to the narrative response.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Sy Gezachew  
Procurement Officer  
[sgezachew@arlingtonva.us](mailto:sgezachew@arlingtonva.us)

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** Tilson Technology Management, Inc.

**AUTHORIZED SIGNATURE:**  **DATE:** Jan 19, 2022  
Joshua Broder, CEO & President

ARLINGTON COUNTY, VIRGINIA  
REQUEST FOR PROPOSALS NO. 22-CPHD-RFP-500

PROPOSAL FORM

ELECTRONIC PROPOSALS WILL BE RECEIVED BY THE COUNTY VIA VENDOR REGISTRY NOT LATER THAN  
3:00 P.M., JANUARY 20, 2022.

FOR PROVIDING BROADBAND STUDY PER THE SOLICITATION.

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS PROPOSAL MUST BE WRITTEN IN THE SPACE BELOW. THIS PROPOSAL FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE OFFEROR, OR THE PROPOSAL MAY BE REJECTED.

**SUBMITTED BY:**

*(legal name of entity)*

Tilson Technology Management, Inc.

**AUTHORIZED SIGNATURE:**



**PRINT NAME AND TITLE:**

Joshua Broder, CEO & President

**ADDRESS:**

16 Middle Street

**CITY/STATE/ZIP:**

Portland, ME 04101

**TELEPHONE NO.:**

207) 653-0573

**E-MAIL**

**ADDRESS:**

jbroder@tilsontech.com

**THIS ENTITY IS INCORPORATED**

**IN:**

The State of Maine

**THIS ENTITY IS A:**

*(check the applicable option)*

CORPORATION



LIMITED PARTNERSHIP



GENERAL PARTNERSHIP



UNINCORPORATED ASSOCIATION



LIMITED LIABILITY COMPANY



SOLE PROPRIETORSHIP



**IS OFFEROR AUTHORIZED TO TRANSACT BUSINESS IN THE  
COMMONWEALTH OF VIRGINIA?**

YES



NO



**IDENTIFICATION NO. ISSUED TO THE ENTITY BY THE**

**SCC:**

F2009142

*Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.*

ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER: (if available) 015482673

HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED FROM SUBMITTING PROPOSALS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS? YES  NO

OFFEROR STATUS: MINORITY OWNED:  WOMAN OWNED:  NEITHER:

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:  
  
THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE FROM THE VENDOR REGISTRY WEBSITE AT:  
[HTTPS://VRAPP.VENDORREGISTRY.COM/BIDS/VIEW/BIDSLST?BUYERID=A596C7C4-0123-4202-BF15-3583300EE088](https://vrapp.vendorregistry.com/bids/view/bidslst?buyerid=A596C7C4-0123-4202-BF15-3583300EE088).  
  
POTENTIAL OFFERORS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

1. OFFEROR MUST SUBMIT: ONE ELECTRONIC COMPLETE SIGNED PROPOSAL THAT INCLUDES AS ITS FIRST PAGE THIS PROPOSAL FORM.
2. INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO QUESTIONS REGARDING THIS PROPOSAL.

NAME (PRINTED): Adam Quinlan TITLE: Manager Broadband Consulting

E-MAIL ADDRESS: aquinlan@tilsontech.com TEL. NO.: (207) 229-4849

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, an Offeror seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the proposal that I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the proposal that I have submitted does contain trade secrets and/or proprietary information.

PROPOSAL FORM, PAGE 3 OF 5

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers, sections, and paragraphs, of the proposal that contain such data or materials:

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State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:

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If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the proposal will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this proposal is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: Stephanie McCort

ADDRESS: 16 Middle Street  
Portland, ME 04101

E-MAIL: smccort@tilsontech.com

OFFEROR'S PRINTED NAME: Tilson Technology Management, Inc.

ACKNOWLEDGEMENT OF COUNTY COVID-19 VACCINATION POLICY

I, Tilson Technology Management, Inc. (hereinafter referred to as "Offeror"), certify that I will comply with the COVID-19 Vaccination Policy as a condition of contract award which requires that all contractor employees or subcontractors who will be working on the contract are fully vaccinated against COVID-19, being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

Signed:  Date: Jan 19, 2022

Joshua Broder, CEO & President

Name of Offeror: Tilson Technology Management, Inc.

# Arlington, VA Consulting Proposal

Final Audit Report

2022-01-19

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## "Arlington, VA Consulting Proposal" History

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