

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



December 4, 2014

Dear Bidder:

The City of Auburn, a municipal corporation (hereinafter "the City") is accepting written proposals for consulting services to design, cost, and present potential network options in the Downtown neighborhoods of the City of Auburn.

The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine is necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: the cost, the Consultant's performance on similar projects, recommendations and opinions from previous clients, and financial standing with the City. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals must be submitted in accordance with the following instructions. Please mark sealed envelopes plainly: **"Municipal Network Consulting Services – Bid 2015-004"**.

Questions regarding this Request for Proposals should be directed to Reine Mynahan, Community Development Director, at (207) 333-6601, ext. 1330.

Please submit your proposal to the City of Auburn by 2:30 p.m. **Tuesday, December 23, 2014.** Proposals will be opened at 2:30 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger  
Facilities Manager /Purchasing Agent

60 Court Street • Auburn, ME 04210  
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6620  
Fax [www.auburnmaine.gov](http://www.auburnmaine.gov)

**Table of Contents**

PROJECT DESCRIPTION..... 3

SCOPE OF WORK..... 3

REQUESTS FOR PROPOSALS ..... 4

INSTRUCTIONS AND CONDITIONS..... 4

COMPLIANCE WITH FEDERAL REGULATIONS ..... 4

PROPOSAL FORM..... 5

PROPOSAL FORMAT ..... 6

PROJECT MAP ..... 7

**PROJECT DESCRIPTION**

The City of Auburn intends to build a municipal network to provide high quality, wireless internet services to the Downtown area of Auburn that is predominantly occupied by low income households. The goal of the project is to provide no-cost/tiered broadband access to residents' of the Downtown.

**SCOPE OF WORK**

The City is seeking seeks consulting assistance from qualified vendors for design, cost estimates, and to present potential network options. Services to be provided include the following:

Base Bid: Tasks 1, 2, and 3

**Task 1) Kickoff Meeting**

The consultant will attend a kickoff meeting in Auburn with City government representatives and designated stakeholders to outline their approach.

**Task 2) Requirements Definition**

The consultant will work with the city to define network operational requirements including coverage area, service speeds, latency, maintenance requirements, and other items. The bidder shall outline their proposed requirements definition process in their proposal.

**Task 3) Preliminary Cost Estimate**

The consultant will provide a preliminary cost estimate for a range of options.

**Alternate 1) Network Design and Cost Estimates**

The vendor shall design a municipal network that meets the requirements defined during the previous stage. The design shall identify specific equipment and site locations. The consultant will estimate the capital costs associated with constructing the network. The consultant will also estimate the operational costs of running the network under different business models. These will include costs to third party operators and or the City government.

**Alternate 2) Research and Recommend Business Models for Network Operations and Economic Benefits of Broadband**

The consultant will research existing business models for municipally funded networks across the U.S. and outline lessons learned from both failed and successful deployments. The consultant will present several options for operational business models and make a recommendation based on the requirements outlined in Task 2. The consultant will analyze the social economic benefits to communities from providing high quality broadband service to low income residents. These may include educational attainment, improved earnings, and other metrics suggested by the consultant.

**REQUEST FOR PROPOSALS**

The City is requesting proposals for consulting services. The consultant will demonstrate their ability to carry out the assignment, and that the company has the skills and experience necessary to complete the task.

**INSTRUCTIONS AND CONDITIONS**

1. Bidders shall use the enclosed bid form.
2. Proposals must be completed in full, in ink and must be signed by firm official. The proposal **MUST** be notarized prior to bid being sealed and will be disqualified if not notarized. Proposals may be withdrawn prior to the time set for the official opening.
3. Proposals will be opened publicly. Bidders or representatives may be present at bid opening.
4. Awards will be made to the lowest responsible bidder, considering the cost, experience of the Contractor, and references, and is in the best interest to the City of Auburn.
5. Contract Performance: The report will be complete by March 31, 2015.

**COMPLIANCE WITH FEDERAL REGULATIONS**

1. Equal Employment Opportunity: The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City.
2. Save Harmless: The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.
3. Subcontracting: The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.
4. Warranty: The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.
5. Compliance with Federal Regulations: The Bidder will be required to comply with all applicable federal regulations, standards and laws of the Community Development Block Grant Program.

**PROPOSAL FORM**  
**Due Tuesday, December 23, 2014**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Title \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Duns # \_\_\_\_\_ Employer ID # \_\_\_\_\_

STATE OF MAINE  
\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_

**PROPOSAL FORMAT**

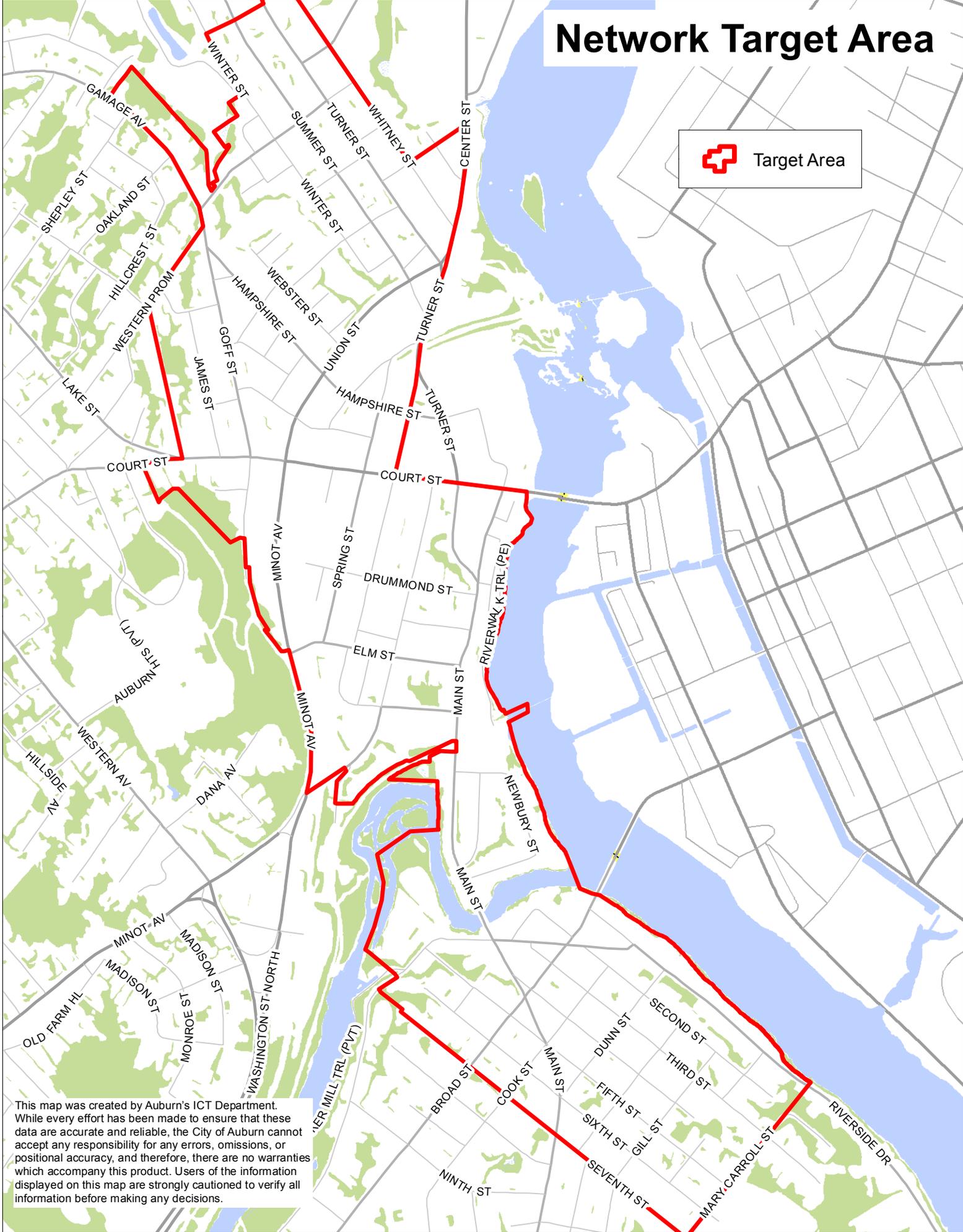
Proposals shall contain the following information:

1. Bid submission form – Authorization (page 5 of this Request for Proposals) ;
2. Name(s) of principal(s) in the firm;
3. Resume of responsible person and relevant project experience;
4. Compensation: A separate price for the base bid (tasks 1, 2, and 3), alternate 1, and alternate 2, as identified in the Scope of Work;
5. Any additional services to be provided that were not identified in this Request for Proposals;
6. Provide names of three client references for similar work; and
7. Any other information that would be useful to the City in evaluating your proposal.

# Network Target Area



Target Area



This map was created by Auburn's ICT Department. While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of the information displayed on this map are strongly cautioned to verify all information before making any decisions.

