



**Greenbrier County Commission  
Request for Proposal (RFP)**

**ISP/Private Partner(s) for Design Assistance, Construction, Deployment, Operation, and  
Maintenance of Broadband Network**

**Greenbrier County Broadband Project**

**Attn: Lowell Rose  
Greenbrier County Commission  
912 Court Street N.  
Lewisburg, WV 24901  
Due Date: December 17<sup>th</sup>, 2021**



## REQUEST FOR PROPOSALS GREENBRIER COUTY BROADBAND PROJECT

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The Greenbrier County Commission (GCC) will accept sealed proposals to enable the County to identify one or more ISP (Internet Service Provider)/Private Partners interested in operation and maintenance of Broadband Internet Network throughout Greenbrier County, WV as specified.

RFP documents and specifications may be obtained at [www.reg4wv.org](http://www.reg4wv.org) Inquiries may be made by calling (304) 872-4970 ext. 301.

All interested respondents must submit a Letter of Intent to the GCC on or before **Friday, December 10<sup>th</sup>, 2021 at 4:00 P.M.** (local time). Sealed RFP's must be submitted to the Greenbrier County Commission 912 Court Street N., Lewisburg, WV 24901 on or before **Friday, December 17<sup>th</sup>, 2021 at 4:00 P.M.** (local time). All respondents are required to submit five (5) copies and an electronic copy or link of their RFP's documents at the time of submission. All RFP's submitted should be enclosed in a sealed envelope and clearly marked "Greenbrier County Broadband TIF Project" on the outside of the envelope. Any RFP's received after the time due will not be considered and shall be retained as documentation for the RFP file.

The GCC reserves the right to accept or reject any or all RFP's, to cancel this request for information and to waive technicalities in any part thereof deemed to be in the best interest of Greenbrier County.

By Order of the Commission

Lowell Rose  
912 Court Street N.  
Lewisburg, WV 24901  
[kelly.banton@greenbriercounty.net](mailto:kelly.banton@greenbriercounty.net)



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# GREENBRIER COUNTY BROADBAND PROJECT:

## REQUEST FOR PROPOSALS

### I. INTRODUCTION & PROJECT PURPOSE

The Greenbrier County Commission ("GCC") is seeking proposals from qualified respondents interested in providing the services as described in this request for proposals ("RFP"). The primary purpose of the project is to deploy a fiber and/or fixed wireless solution that will provide the businesses and residents of the project areas with broadband services of at least 25/3 Mbps. In addition, it is also desired for the selected ISP to aid in future development of broadband services throughout Greenbrier County, WV.

### II. PROJECT DESCRIPTION

The proposed Broadband project will bring a cost-effective broadband middle-mile and last-mile network throughout Greenbrier County. This procurement process, as mandated by the requirements for federally funded publicly owned projects, is being completed to procure a qualified provider for the purpose of operating and maintaining fixed fiber or fixed fiber/wireless combination throughout the County. The proposed primary fiber route starts near the intersection of I-64 and I-77 near Beckley, WV then follows I-64 to White Sulphur Springs. From this primary middle-mile route, last-mile fiber will service multiple communities throughout Greenbrier County, as identified. This project will be constructed by an openly procured broadband deployment contractor, owned by the Greenbrier County Commission, will be operated, and maintained by an Internet Service Provider (ISP) selected by the Greenbrier County Commission. A copy of draft Operation and Maintenance Agreement is included with the RFP and specification information.

### III. GOALS OF THIS PROCUREMENT

#### **Funding Availability**

The GCC is utilizing TIF funds for this project; ; however, attention is directed to the fact that the project may be undertaken with the combination of State and /Federal funds and all work must be performed in accordance with all applicable laws, rules, and regulations.

#### **Technical Goals**

The Greenbrier County Broadband TIF Project is proposed as a predominately fiber broadband solution using buried middle-mile and aerial last mile fiber optic lines to provide service of at least 25/3 (25 MBPS upload & 3 MBPS download) to customers in Greenbrier County, 100/100 Mbps is preferred.



There is limited access to redundant, gigabit level fiber network in the project area. In order to get reliable Internet backhaul for this project, a middle-mile network is required. The most likely means to provide Internet backhaul for the proposed last-mile network is via a fiber line along I-64.

### **Financial Goals**

The GCC seeks an ISP/Private Partner who is willing and financially able to share financial risk with the County in building and operating the proposed network. The County desires a Partner that will collaborate with it to pursue additional state and federal funding to expand broadband access and capacity to meet current and future demand.

### **Service Goals**

The GCC seeks an ISP/Private Partner who will deliver broadband services that meet at minimum the current FCC definition of broadband (25Mbps/3Mbps) to any customer in unserved areas with a preference for more up to date and desirable speeds such as 100/100Mbps. The GCC desires cost-effective services that are reasonably priced given the target market. The network should be neutral and non-discriminatory regarding applications, websites, type of use, and type of end-user device. The Partner should not impose caps on a user's total upload and download data capacity. The GCC desires a network that encourages increased Internet use to enable economically desirable activities such as home-based business, telework, telemedicine, and distance learning.

## **IV. SCOPE OF SERVICES**

Proposers must submit a detailed scope of work outlining the project plan, tasks, scheduling, and milestone events. Services are expected to include, at a minimum, the following:

- Assist in provide system design
  - Thompson & Litton (T&L) has been procured to provide all design & permitting for the project. The selected firm shall work with T&L to complete the network design.
- Provide specifications for all necessary equipment including access points, antennas, cpe's, power supplies, fiber, generators, etc. Equipment will be procured through a separate bid process.
- Provide customer recruitment, sign ups and end user hookups. Provide all operation and maintenance(including customer billing) of the system. Contract time period is expected to be 5 yrs.

## **V. ORGANIZATION OF THE PROPOSAL**

The organization of the proposed scope of work is described in this section of the Proposal guidelines. The proposal shall be limited to 10 pages, exclusive of pre-printed resumes, and similar material that the proposing firm believes will aid in determining its qualifications for the project. The following guidelines must be followed by all potential ISP/Private Partners.

### **A. General Provisions**

Responses to this RFP must include the following information:

1. The name, address and telephone number of the proposing firm.



2. Identification of the individuals and/or vendors comprising the project team for this project and what specific role each will take in completing the work.
3. A summary of your experience completing similar projects. Please provide examples of the design, equipment and results of these projects. Also include any names, addresses and phone numbers of clients involved with these projects.
4. A detailed work plan describing your approach to design, installation, testing and training. The description should, at a minimum, include a listing of manufacturers, including model numbers, for proposed equipment, subcontractors, and a project schedule.
5. Describe your training program.
6. Provide detailed warranty and support information.
7. A detailed analysis of backhaul Internet services options available to the Wi-Fi network.
8. A detailed listing of fees and costs to complete the project with separate costs for equipment and labor.

B. Supplemental Materials

Vendors may provide any material not specifically required as supplemental information. Additional material may include the following:

1. Additional reports, photos and/or descriptions of similar projects you have completed.
2. Promotional material describing your firm and its services.
3. Additional references.
4. Manufacturer literature.

C. Introduction

A general introduction and description of the proposed approach and methodology shall be provided. The introduction should include a statement of the firm's approach to providing design assistance, achieving the require middle-mile backhaul and providing business & internet service to the end users.

D. Scope of Work

Describe the work program to accomplish the scope of work described above. The work program should address issues identified in the Project Description and shall provide a detailed description of the work to be accomplished. The organization of the specific work activities in the scope of work should be broken down into tasks, subtasks, and the anticipated result or output as follows:

TASK:	An overview of a related group of subtasks or activities. Normally one or two sentences.
SUBTASK:	A detailed description of the work, including the methodology to be performed. Generally, one to ten paragraphs depending upon the complexity of the activities described in the subtask.
OUTPUT:	A description of what the result of this particular activity or subtask is.



Generally, one sentence.

E. Project Schedule

Describe the time schedule for each proposed task and subtask described above. Proposed work periods and completion dates, as well as anticipated meeting dates should also be identified.

F. Sub-consultants

Provide the name and background information of each member of the firm who will perform the actual work described in the RFP and who will work with the team on a regular basis.

G. Relevant Experience

Provide the name and background information of each member of the firm who will perform the actual work described in the RFP and who will work with the team on a regular basis. Additionally, provide the names and background of all other professional staff that will be working as part of your project team. An organizational chart should be included as well as resumes for each participating staff person.

Provide the relevant previous experience of the lead person for the project. Do not include work done by the firm that the lead person did not have a primary role in managing. The GCC reserves the right to contact a proposing firm's previous clients at any time.

H. Cost

Provide the total cost to complete the services described in Section III. The cost proposal should provide a breakdown of the costs based on the sections listed in the Scope of Services. A separate cost proposal should be prepared to demonstrate the anticipate project cash flow including revenues and operation and maintenance expenses.

## VI. SUBMITTAL OF THE PROPOSAL

- A. Respondents shall submit five (5) copies and an electronic copy or link of their RFP's documents at the time of submission. The completed proposal package must be received by the **Greenbrier County Commission, 912 Court Street N., Lewisburg, WV 24901 by 4:00 p.m. on Friday, December 17<sup>th</sup>, 2021.** Please provide an electronic copy of the submitted RFP to [asmarr@reg4wv.org](mailto:asmarr@reg4wv.org). Faxes will not be accepted.
- B. All proposals, as well as any modifications, received at the GCC office after the hour and date specified above, will not be accepted. Postmarks are not accepted. All proposals will become the property of the GCC and will not be returned.
- C. The proposal shall be signed by an officer or officers authorized to execute legal documents on behalf of the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.



## VII. PROPOSAL ACCEPTANCE

Primary consideration will be given to the general appropriateness of the proposal for the project, the technical competence and creative ability of the ISP/Private Partner (as described in the proposal) and the firm's willingness to work closely with the GCC and project team. The GCC reserves the right to reject all proposals that are inappropriate or inadequate.

### Anticipated Project Schedule:

<b>Pre-Submittal Meetings, Question Period</b>	<b>Friday, December 3<sup>rd</sup> Thru 4 p.m. Friday, December 17<sup>th</sup>, 2021</b>
<b>Written Proposals Due at 4:00 p.m.</b>	<b>Friday, December 17<sup>th</sup>, 2021</b>
<b>Announcement of Short List Proposers and Interviews (if required)</b>	<b>The Week of December 20<sup>th</sup>, 2021</b>
<b>Selection Committee Recommendation</b>	<b>Monday, December 27<sup>th</sup>, 2021</b>
<b>Contract Negotiation with Successful Proposer</b>	<b>The Week of December 27<sup>th</sup>, 2021</b>
<b>GCC Approval / Notice to Proceed</b>	<b>Monday, January 4<sup>th</sup>, 2022</b>
<b>Middle-Mile Portion Completed</b>	<b>April 2023</b>
<b>Last-Mile Portion Completed</b>	<b>May 2024</b>
<b>Project Closeout</b>	<b>July 2024</b>

## VIII. GCC REQUIREMENTS

The contract will be awarded only to a responsible ISP/Private Partner. In order to qualify as responsible, a prospective Partner must meet the following standards, as they pertain to this Request for Proposals.

- A. The ISP/Private Partner must have adequate technical and financial resources for performance, as well as adequate equipment, or have the ability to obtain and to manage such resources and equipment as required during the performance period of the proposed contract.
- B. The ISP/Private Partner must have the necessary experience, organization, technical qualifications, skills and facilities or have the ability to obtain and to manage them (including any sub-consultant requirements).
- C. The ISP/Private Partner must be able to comply with the proposed or required performance schedule.
- D. The ISP/Private Partner must have a satisfactory record of contractual performance.
- E. The ISP/Private Partner must maintain the auditable records, documents and papers for inspection by authorized Greenbrier County Commission representatives.





- F. Each ISP/Private Partner firm must be able to provide insurance coverage as follows in conformance with the GCC requirements:
- |  |             |
|--|-------------|
| 1) General Liability Insurance                 | \$1,000,000 |
| 2) Automobile Insurance                        | \$1,000,000 |
| 3) Workers Compensation Insurance              | \$1,000,000 |
| 4) Professional Errors and Omissions Insurance | \$2,000,000 |
- G. The ISP/Private Partner must be otherwise qualified and eligible to receive an award under all applicable laws and regulations.

### **GCC CRITERIA FOR SELECTING AN ISP/PRIVATE PARTNER**

The GCC's criteria in selecting an ISP/Private Partner will include but is not limited to:

- The firm's background and capabilities, including each firm's history and areas of specialization, or particular expertise.
- The background of the individuals who will do the actual design work and who will work with the GCC on a regular basis.
- The background of all team members on the project team who are proposed to assist in the development of this project.
- The relevant experience of the lead person for each firm on the project.
- The firm's expertise with similar projects.
- The firm's expertise in providing accurate and timely cost estimates.
- The firm's ability to provide a system design that meets the project's defined needs.
- The firm's ability to meet the GCC's schedule.
- The firm's ability to meet minimum guaranteed performance requirements and reliability. Preference shall be given to guaranteed performance above and beyond the minimum required 25/3 Mbps threshold for service.
- The firm's design of scalability or the seamless ability to easily increase capacity and coverage areas.
- The firm's ability to maintain the system.

### **IX. SELECTION PROCESS**

Vendors are invited to schedule a voluntary pre-submittal meeting with GCC Staff between the dates of **December 3<sup>rd</sup>, 2021 and December 17<sup>th</sup>, 2021**. The meetings will provide an opportunity for vendors to ask questions and view project conditions. **All proposals are due on Friday, December 17<sup>th</sup>, 2021 by 4:00 P.M.**

A Committee will review the Proposals and select firms to be interviewed. It is anticipated the same Committee will be present at the interview.



## **X. LIMITATIONS**

- A. All reports and pertinent data or materials shall be the sole property of the GCC, and may not be used or reproduced in any form with the explicit written permission of the GCC.
- B. The GCC reserves the right to extend the time allotted for the proposal to examine verbally the bidder in person, and to request a best and final offer, should the GCC deem that it is in its best interests to do so.
- C. This Request for Proposals does not commit the GCC to award a contract, or to pay any costs incurred in the preparation of the proposal. The GCC reserves the right to accept or reject any or all proposals received as a result of this Request for Proposals, to negotiate with any qualified ISP/Private Partner, or to cancel this request in part or in its entirety. The GCC may require the selected ISP/Private Partner to participate in negotiations and to submit such technical, price, or other revisions to their proposal as may result from negotiations.

## **XI. ATTACHMENTS**

- 1. Overall Project Location



## Overall Project Location



