

**REQUEST FOR PROPOSALS NO. 093019**

**MASTER BROADBAND PLAN**

**GILA COUNTY**



**\*BOARD OF SUPERVISORS\***

**Tommie C. Martin, Vice Chairman**

**Tim Humphrey, Member**

**Woody Cline, Chairman**

**\*County Manager\***

**James Menlove**



**GILA COUNTY  
PROCUREMENT GROUP  
NOTICE OF REQUEST FOR PROPOSALS**

**1400 East Ash Street  
Globe, Arizona  
85501**

**SOLICITATION NUMBER  
093019**

**BID DUE DATE:** November 8, 2019 **TIME:** 3:00 PM

**DESCRIPTION:** Master Plan for Broadband in Gila County

**PRE-BID CONFERENCE:** Not Applicable

**Bid Submittal Location:** Gila County Procurement, 1400 E. Ash St., Globe, AZ 85501

**Bid Opening Location:** Gila County Copper Building Conference Room  
1400 E. Ash Street, Globe, AZ 85501

NOTICE IS HEREBY GIVEN, that sealed competitive Proposals for the material or services as specified will be received by the Gila County Procurement Department, until the time and date cited.

Interested Bidders may obtain a copy of this solicitation by calling Gila County Procurement at 928-402-4355. Bidders are strongly encouraged to carefully read the entire Request for Proposal.

Proposals received by the correct time and date will be publicly opened and recorded thereafter in the Copper Building Conference Room, 1350 E. Monroe St., Globe, AZ, or another site, which may be designated. Any proposals received later than the date and time specified above will not be considered.

The County takes no responsibility for informing recipients of changes to the original solicitation document. It is the Offeror's responsibility to obtain a copy of any amendment relevant to this solicitation.

The Board of Supervisors reserves the right to reject any or all proposals, or to accept any proposal, or to waive any informality in any proposal, or to withhold the award if deemed in the best interest of Gila County.

All procurement activities conducted by Gila County are in conformance with the rules and regulations of the Gila County Procurement Code. A copy of the Code is available for review in the Deputy Clerk of the Board's office, Globe, AZ.

Arizona Silver Belt advertisement dates: October 23, 2019 and, October 30, 2019

Signed: \_\_\_\_\_  
The Gila County Attorney's Office

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

Signed: \_\_\_\_\_  
Woody Cline, Chairman, Board of Supervisors

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

## REQUEST FOR PROPOSALS

### INDEX

Section A	Request for Proposals
Section B	Purpose of the RFP/Intent/Evaluation Criteria
Section C	Instructions to Respondents
Section D	Qualifications
Section E	Scope of Work
Section F	Proposal Certification

### Gila County General Provisions

*\*NOTE: The General Provisions are being provided solely for the purpose of the potential Qualifier to be aware of Gila County's liability requirements and contract format.*

Section A. **REQUEST FOR PROPOSALS**

**RFP NO. 093019**

It is the intent of Gila County to hire an engineering firm to perform the services as outlined in the ‘Scope of Work’ for a Master Broadband Plan in Gila County.

**Master Broadband Plan**

Request for Proposals are to be received in the Office of:

Betty Hurst,  
Contracts Administrator  
Copper Building  
1400 E. Ash Street  
Globe, AZ 85501

Until: 3:00 p.m. on November 8, 2019, at which time a representative of the Purchasing Services Department shall announce publicly the names of those firms submitting Responses. No other public disclosure shall be made until after award of the contract.

All inquiries regarding this Request shall be directed to:

Name: Betty Hurst, Contracts Administrator  
Address: 1400 E. Ash Street  
Globe, AZ 85501  
  
Phone: (928) 402-4355  
Email: [bhurst@gilacountyaz.gov](mailto:bhurst@gilacountyaz.gov)

Section B. **PURPOSE OF THE RFP**

1. It is the intent of Gila County to hire a consultant to perform the services as outlined in the “Scope of Work” for a Master Broadband Plan for Gila County. The County has allocated limited funds for this project and the maximum funding available is \$12,000. Consultants interested in being selected for the proposed work shall submit their proposal to Betty Hurst – Contracts Administrator, by November 8, 2019 at 3:00 P.M.
2. Any questions regarding the proposed work must be submitted in writing no later than November 1, 2019 at 3:00 P.M. All questions will be answered in writing no later than November 5, 2019 at 3:00 P.M.
3. Proposals will be evaluated as follows:
  - Experience of the Consultant with similar projects 25 points
  - Qualifications of the proposed Consultant 25 points
  - Project understanding 20 points
  - Implementation of similar projects 30 points

Section C. **INSTRUCTIONS TO RESPONDENTS**

Request for Proposals shall be addressed and delivered to:

Name: Betty Hurst  
Contracts Administrator  
Address: 1400 E. Ash Street  
Globe, AZ 85501

Responses shall be in a sealed envelope marked as follows:

Name of Respondent  
Title of Respondent  
RFP Title and Number  
Date and Time Response is Due

No telephonic, telegraphic, or facsimile Responses shall be considered. Responses received after the time for closing shall be returned to the Respondent unopened.

1. Responses shall be submitted in **3** copies.
2. No department, school, or office at the County has the authority to solicit official responses

other than the Finance Department. All solicitation is performed under the direct supervision of the Finance Director and in complete accordance with Gila County policies and procedures.

3. Responding firms **may** be requested to meet with the selection committee to discuss their Request for Proposals. Scheduling of these discussions shall be accomplished by the Public Works Department.
4. Any information considered to be proprietary by the Proposer shall be placed in a separate envelope and marked "Proprietary Information." To the extent the Finance Director concurs, this information shall not be considered public information. The Finance Director is the final authority as to the extent of material which is considered confidential. Pricing information cannot be considered proprietary.
5. If responding by express mail, allow sufficient time for delivery. Globe is considered a rural area; thereby Federal Express deliveries are often made late in the afternoon. Request for Proposals may not be faxed nor electronically transmitted to the County. Proposals, which are received after the deadline, will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above.
6. Proposals shall be signed by an authorized agent of the company.

#### Section D. **QUALIFICATIONS**

1. Provide information on your prior experience designing and implementing a residential Broadband solution for cities and/or counties.
2. Identify your ability to complete the Master Broadband Plan with maximum project funding of \$12,000.
3. References

Respondent shall include references for Master Broadband Plans developed by the Consultant of similar scope and size. Be sure to include the name, title, phone number and e-mail of persons able to discuss project(s) in detail.

#### Section E. **SCOPE OF WORK**

Gila County is interested in obtaining the services of a competent Consultant/firm to develop a master broadband plan that includes:

- Conceptual design for a fiber to the home/business network supported by a reliable middle mile fiber network,
- Conceptual cost feasibility for design, installation, and operation of the fiber network,

- A market analysis, including conducting survey of residents and businesses,
- Identification of risk to the County and mitigation plans,
- Development of project plan and benchmarks,
- Implementation plan,
- Specification of inside plant and outside plant equipment,
- Prepare an RFP for Network Design,
- Prepare an RFP for Network Design Construction,
- Assist with analyzing the RFP results
- Develop financial pro-forma
- Assist with community and partner engagement plan

The selected firm will provide most of the work with assistance and input from Gila County. Firms interested in providing this service should have experience in fiber networks and preferably in assisting government communities in deploying fiber-to-the home/business networks.

Section F. **RESPONSE CERTIFICATION**

\_\_\_\_\_  
(DATE)

Purchasing Services Department

The undersigned certifies that to the best of his or her knowledge: (check one)

- There is no officer or employee of Gila County who has, or whose relative has, a substantial interest in any Contract award subsequent to this Response.
- The names of any and all public officers or employees of Gila County who have, or whose relative has, a substantial interest in any Contract award subsequent to this Response are identified by name as part of the submittal

The undersigned further certifies that their firm (check one)  **IS** or  **IS NOT** currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the County of any change in this status, shall one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposals No. 093019 Master Broadband Plan for Gila County, and after carefully reviewing all the terms and conditions imposed therein, the undersigned

agrees to furnish such services in accordance with the specifications/scope of work according to the Proposal submitted or as mutually agreed upon by subsequent negotiation.

_____	_____
(signed)	(by)
_____	_____
(firm)	(title)
_____	_____
(address)	(phone number)

Section G **CONTRACT**

- a. The county reserves the right to award the total proposal, to reject any and all proposals and to waive any informality or technical defects if, in the County's sole judgment, the best interest of the County be so served;
- b. The County reserves the right to request clarification of information from any firm submitting a proposal;
- c. The County reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP;
- d. The Contract resulting from acceptance of a proposal by the County shall be in a form supplied by the County and shall reflect the specifications of this RFP.
- e. The County reserves the right to reject any proposed agreement that does not conform to the specification contained in this RFP, and which is not approved by the County Attorney's office;
- f. Engineering firm analysis should include the foundation and any concerns regarding supporting buildings or structures;
- g. The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP;
- h. Selection criteria of the RFP will be evaluated on Professional Qualifications, Fees and Experience;
- i. All bid documents are public record and subject to disclosure.

Section H **COST LIABILITY**

The County assumes no responsibility or liability for costs incurred by the Consultant prior to the execution of a Professional Services Agreement. The liability of the County is limited to the terms and conditions outlined in this Agreement.