



REQUEST FOR PROPOSALS FROM

QUALIFIED FIRMS FOR

**The Development of a Broadband Needs Assessment and
Business Plan for
The Village of Yellow Springs,
Ohio**

Prepared by:

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PROJECT PURPOSE

The Village of Yellow Springs, Ohio is soliciting proposals from qualified firms to determine need, feasibility and justification for providing affordable broadband high-speed fiber infrastructure to business and residents with a minimum speed of one (1) gigabit per second.

This project will result in the production of a Broadband Business Plan containing a needs assessment, preliminary engineering and construction cost estimates, organizational and operational recommendations for future network implementation projects, and funding strategies for potential projects. The desired outcome of this planning effort is to provide a tool for the Village to implement an installation plan to serve the Village with fiber, connect businesses, and implement fiber to the homes (FTTH). This can be done as a single-phase rollout or in multiple phases, and the assessment should address this issue. **The Village, specifically, has an interest in making high-speed fiber internet service available to all residents and businesses at an affordable price.**

BACKGROUND

Yellow Springs is a community encompassing approximately 2 square miles, with approximately 3,700 residents, located in central Ohio between Dayton and Columbus. Yellow Springs provides utility services including water, sewer, storm water, and electric.

DETAILS OF YELLOW SPRINGS' EXISTING FIBER NETWORK RESOURCES

The Village of Yellow Springs currently owns no existing fiber-optic infrastructure. However, through collaboration and partnership with the Yellow Springs Exempted Village School District, Greenon Local School District and the Miami Valley Educational Computer Association (MVECA), the Village has been able to utilize fiber-optic connectivity for its primary location at 100 Dayton Street. Additionally, limited excess capacity does exist along fiber routes utilized by the Greenon Local School District and Antioch College. The Village currently enjoys a full gigabit of Internet connectivity and is directly connected to MVECA's public, non-profit datacenter. The datacenter features multi-carrier fiber connections, access to the Ohio Academic Research Network (OARNet), diverse paths for fiber-optic entry, generator backup, and other amenities that would make MVECA's datacenter an ideal and affordable place for head-end operation of a municipal network.

SCOPE OF SERVICES

A Broadband Business Plan is the product that will be produced through this project and will include the following:

Mapping and Needs Assessment

Conduct a needs assessment to gather information on the current telecommunication needs and

usage in the community, perform a gap analysis of existing telecommunications services in relation to demand and high-speed broadband availability, identify emerging trends that could disrupt subscription rates, examine user rates, develop projections of potential broadband service, and examine how the community's efforts relate to on-going and future regional telecommunication efforts. Map current public and private telecommunications and broadband infrastructure, including fiber and wireless networks from available data. Determine if there is a need for high-speed internet services or the need for an additional community data center. Identify and map potential anchor tenants, public safety, school, government, and business locations of need. Address the benefits and weaknesses of a single-phase build versus a multi-phase approach.

Business and Financial Modeling

Provide the Village with a ten year financial pro forma (including a profit and loss statement, balance sheet, and income statements). This pro forma will provide the Village with a highly detailed projection of revenue, expenses, debt costs, subscription rate projections, capital expenses, and build out plans. The analysis should provide detailed schedules that show:

- Operating income and cash flow
- Net present value analysis
- Projected revenues and benefits
- Uses and sources of funds
- Operational expenses
- Depreciation schedule
- Debt service analysis
- Key Assumptions

Governance and Ownership Strategy

Assist the Village with the identification of a governance and ownership strategy that both protects and leverages the Village's investment and determines what private sector participation could be beneficial and which create risk to the Village utility. Ensure that the Village's interests and needs are well-represented during the development and operation of the network and provides significant Village input and decision making ability over the long term. Options must include full government ownership of the utility.

Funding and Financing Analysis

Review potential financing structures, and related governance and collateral models, available to the Village, which may include alternative network ownership vehicles such as public/private partnerships, economic development corporations, and others. Assist with legal strategies related to potential project risks. Provide an analysis of a variety of funding options including, but not limited to, public/private partnerships, federal/state/private grants, general obligations

bonds, revenue bonds and others where appropriate. The analysis will discuss the advantages and disadvantages of each financing option and the potential effects of different financing strategies and other variables on the business case.

Public/Private Partnership Development

Assist the Village with the development of public and private partnerships needed for financial success. Identify key anchor tenants for network services, identify private sector service providers and broadband infrastructure owners. Determine key factors needed to create a critical mass of network customers, service providers, and asset owners.

Infrastructure Recommendations

Provide the Village with recommendations on the kind and type of telecom and broadband infrastructure needed to achieve the Village goal of fiber to all premises, as well as public safety needs and requirements. Identify key technical requirements needed to support network operations. Provide recommendations on operations, management and extensibility of any infrastructure (e.g. telecom conduit, dark fiber, micro/nano cell antenna, etc.) owned by the Village.

PROPOSAL CONTENTS

1. Statement of Qualifications

All respondents must submit a written Statement of Qualifications to include information about the respondent directly related to each of the Selection Criteria. Proposals must detail the team that will be working on the project, should you be the successful respondent. All information should be submitted succinctly. Provide names, addresses, telephone numbers, and e-mail addresses of clients for whom the Consultant has performed projects of a similar type and size within the last 5 years. Please provide a brief description of projects performed of similar type and size. Please submit four (4) paper copies and one (1) electronic copy of the proposal.

2. Proposal

Respondents must provide an explanation of how they propose to accomplish the project outcome within the stated timeframe. **It is Yellow Springs's goal to have the needs assessment and business plan completed by December 31, 2016.**

The proposal must include estimated costs broken down for each item listed within the Scope of Services above.

TIMEFRAME

Electronic proposals shall be submitted by email to pbates@vil.yellowsprings.oh.us in any combination of the following formats: Word, Excel and PDF formats are acceptable.

- In order to allow for an appropriate response time for questions prior to the Proposal due date, all questions must be submitted by 4:00 p.m. on August 1, 2016. These shall be submitted via email to pbates@vil.yellowsprings.oh.us. Answers to the questions will be posted at the following location: www.yso.com within 24 hours of the receipt of the question.
- An informational session for respondents to this RFP will be held on **Monday, August 1, 2016 at 11:00 A.M.** in the Village of Yellow Springs Council Chambers, 100 Dayton Street, Yellow Springs, Ohio 45387.
- Proposals Due: 1:00 p.m. local time on August 22, 2016
- Proposal Evaluation Completed by: September 2, 2016
- Interviews with finalist firms no later than: September 16, 2016
- Village Council contract approval anticipated on September 19, 2016.
- Contract Finalized no later than: September 23, 2016
- Selected firm begins work: October 3, 2016.
- Project completion date: December 31, 2016.

SELECTION PROCESS

The Manager of Yellow Springs has appointed a Manager's Fiber Advisory Board to review and evaluate all proposals submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria. The Village of Yellow Springs may ask top ranked firms to attend a presentation interview as part of the evaluation process. Firms invited to interview should be prepared to have general discussions on non-binding estimates of cost to provide requested services.

At the conclusion of the evaluation process, the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the Village of Yellow Springs. If a contract satisfactory to both parties cannot be negotiated, the Village of Yellow Springs will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached.

SELECTION CRITERIA

The respondents will be evaluated on the following criteria. Please reference specific projects.

25%	Recent public sector experience with local government fiber initiatives.
20%	Staff expertise and overall experience of the proposed team.
20%	Demonstrated experience developing financial and business models for fiber initiatives.
15%	Experience with the management and oversight of construction and operation of community fiber initiatives.
20%	Pricing.

SUBMITTAL

All proposals are due 1:00 p.m. local time on August 22, 2016. Proposals received after the deadline will not be considered. Proposals must be submitted via priority or certified mail. Four (4) hard copies and one (1) complete electronic version are required. Faxed proposals will not be accepted. Vendors assume the risk of the methods of dispatch or delivery chosen. Office hours for receipt of mailed or expressed proposals are: Monday through Friday, 8:00 am - 4:30 pm (EDT).

CONTACT INFO

- Questions regarding this Request for Proposal shall be directed to pbates@vil.yellowsprings.oh.us (as stated on page 6, under the Timeframe section).