



Stokes County

Memorandum

To: Stokes County Board of Commissioners

From: Shannon Shaver, Interim County Manager
Glenda Pruitt, Purchasing/Project Manager

Date: November 18, 2021

Re: Wireless and Fiber Infrastructure

As requested at the last meeting of the Board of County Commissioners is the attached draft for review, discussion, and input from the Board on the RFP for Wireless and Fiber Infrastructure.

Stokes County, North Carolina

Request for Proposals ("RFP")

For

Wireless and Fiber Infrastructure

Date: _____

Proposal Submission Deadline:

Mail and/or Hand Deliver RFP Documents to Primary Contact:

Glenda Pruitt
Stokes County
Purchasing/Project Manager
PO Box 20
1014 N. Main Street
Danbury, NC 27016
gpruitt@co.stokes.nc.us

Note: This a formal Request For Proposals (RFP)

REQUEST FOR PROPOSAL

SUBJECT: Wireless and fiber infrastructure service covering an area of Stokes County as defined in the RFP and detailed in Appendix "A". Cover sheet for submission is in Appendix "B".

INQUIRIES: All inquiries or questions must be directed to:

Glenda Pruitt
Stokes County
Purchasing/Project Manager
1014 N. Main Street
Danbury, NC 27016
gpruitt@co.stokes.nc.us
336-593-2452

Questions must be received no later than **XXXXXXXXXXXXXXXXXX**. If a determination is made that a clarification or change to the RFP document is required, a written addendum will be posted on the appropriate sections of the websites of the Issuers. Respondents are responsible for obtaining all RFP updates. **(NOTE - Website or method of RFP issuance needs added)**

Responses must be delivered at the following address no later than **XXXXXXXXXXXXXXXXXX**

One hard copy submitted by hand delivery, mail delivery, FEDEX, UPS, etc. Faxes and electronic submissions will not be accepted. Postmarks are not accepted.

Glenda Pruitt
Stokes County
Purchasing/Project Manager
PO Box 20
1014 N. Main Street
Danbury, NC 27016

Submittals must be labeled:
"RFP for Wireless and Fiber Infrastructure"

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EXECUTIVE SUMMARY

The County of Stokes, North Carolina has been working with the North Carolina Information Technology's Broadband Infrastructure Office ("NC BIO") to find solutions to install Wireless and Fiber internet service as defined in this document and as described in Appendix "A". This is a summary of the accomplishments of this effort.

The County of Stokes is requesting proposals from qualified firms to create a wireless and fiber network as defined in Appendix "A". The scope of services includes the following: system design, equipment and licensing provision, Internet Service identification and/or provision, installation, the warranty necessary to create a public Wireless and Fiber network in the area described in Appendix A, and system monitoring, maintenance and upkeep. Purpose is to provide wireless and fiber infrastructure to all areas not currently receiving a minimum of 100 Mbps down and 20 Mbps up.

This RFP is intended to invite interested providers to submit their ideas for new wireless and fiber service delivery in the County of Stokes. Upon review of the RFP responses, The County will select a service provider and work with them in cooperation with the North Carolina Department of Information Technology (NCDIT BIO) to develop a robust deployment plan. The County can (at its sole discretion) reject all submitted RFP's and cancel this RFP if it so desires.

Note: The County of Stokes welcomes responses to this RFP from ALL interested or potentially interested parties. For the purposes of this RFP, the terms "respondents," "providers," and "vendors" refer to entities submitting written responses to this RFP.

RFP TIMELINE

Important Dates

Publish RFP	
Deadline for Questions	
Responses Due by 5 p.m.	
Review of responses completed by The County of Stokes	

Contact for questions and information requests

All general communications regarding the RFP or requests for additional information should be directed to:

Glenda Pruitt
Stokes County
Purchasing/Project Manager
PO Box 20
1014 N. Main Street
Danbury, NC 27016
gpruitt@co.stokes.nc.us
336-593-2452

OBJECTIVES OF THIS RFP

The Wireless and Fiber Infrastructure will be able to provide internet services within a defined area as described in Appendix "A". The broadband provided to citizens must meet the minimum bandwidth description as being 100 Mbps down speed, and 20 Mbps up speed as a minimum requirement under this RFP agreement.

PROJECT DESCRIPTION

The coverage area is defined in Attachment A. Although no estimate can be provided as to the expected service loads, it will be incumbent upon the vendor to provide user and packet prioritization to ensure guaranteed adequate bandwidth for system use.

The proposing firm shall include plans to assume maintenance, support, administration, and management of the wireless and fiber network, and to comply with a potential, to-be-negotiated Service Level Agreement.

Proposal should include a fixed price for additional address points that may be discovered throughout the buildout process that are not part of the original scope of work. Any housing development started after this agreement shall not be subject to funding as part of this agreement.

The qualified firm will propose a solution and equipment that would best meet the County's stated goals.

PERFORMANCE EXPECTATIONS

Aesthetics

All equipment (access points, antennas, customer premise equipment (cpe's), power supplies, etc.) should not negatively impact the appearance of publicly visible areas, and County owned property.

Frequency Coordination and RF Analysis

Assumptions will be made that any design planning would incorporate analysis of existing RF frequencies and signal strengths that will assist with designing and implementing equipment proactively, to include frequency coordination with existing Wi-Fi networks. The County may arrange vendor access to County-owned/private owned facilities to assist in any site surveys.

Security

Proposed equipment must offer the latest security methods utilizing industry-standard technologies. The system must be upgradeable by way of firmware, software, or ROM upgrades as new security technologies are standardized.

Back Haul ISP

Identification of Internet Service Provider options for Internet Service to the Wireless network. The expectation is that the proposal will include options for acquiring or for the provision of Internet service for the Wireless network.

Performance and Reliability

Any implemented network should maintain a minimum of 99% uptime of any managed device, and connectivity.

Provider must provide quarterly reports of number of customers that can be served, number of customers being served, down time of equipment

Physical Requirements

All outdoor equipment must operate in an ambient temperature range of -40 degrees to +140 degrees Fahrenheit, have enclosure and cable connections that are weatherproof, withstand shock and vibration and high wind speeds.

Warranty and Post Implementation Support

Provide manufacturer and vendor warranties on equipment and installation services covering firmware, hardware and software.

SCOPE OF SERVICES

Vendors must submit a detailed scope of work outlining the project plan, tasks, scheduling, and milestone events. In general, the County anticipates a "turnkey" full service process. To the end, services are expected to include, at a minimum, the following:

- Provide system design
- Provide all necessary equipment including access points, antennas, customer premises equipment (cpe's), power supplies, etc.
- Provide all installation services for all equipment (The vendor will be responsible for securing any required permits, if applicable)
- Provide all necessary software and latest firmware updates
- Conduct necessary testing to assure acceptable service in the coverage area
- Provide and administer the manufacturer's warranty
- Provide options for back haul Internet service for the Wireless network
- Provide post installation support of the system, as needed

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 consultants.

General Provisions

Responses to this RFP must include the following information:

- The name, address, email and telephone number of the proposing firm.
- 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.
- 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.
- Provide the full legal name of the Provider and the type of entity.
- The cover sheet "Appendix B" must be signed by an owner, corporate officer, or agent authorized by the Provider.
- The names of all principals of the Provider must be disclosed on the cover sheet; specifically, all persons who have equity interest in the Provider organization and/or hold a senior leadership position in the Provider organization.
- 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.
- Describe your training program.
- Provide detailed warranty and support information.
- Detailed analyses of back haul Internet services options available to the Wi-Fi network.
- A detailed listing of fees and costs to complete the project with separate costs for equipment and labor.
- Supplemental Materials

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

- Additional reports, photos and/or descriptions of similar projects you have completed.
- Promotional material describing your firm and its services.
- Additional references.

Scope of Work

Describe the work program to accomplish the scope of work. 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.
- 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.
- List all sub-consultants proposed for this project. Include their resumes, qualifications and specific responsibilities.

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 County 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. List at least three projects of a similar scope and nature to this proposal that the lead person from your firm had primary responsibilities including:

- Project Address
- Reference (with telephone number and email address)
- Year of Completion
- Brief written description of the project

The County reserves the right to contact a proposing firm's previous clients at any time.

Cost

Provide the total cost to complete the services described in your response. The cost proposal should provide a breakdown of the costs based on the defined project scope as defined in this document, including the cost to deploy the system within the area as defined within the Coverage Map. The County reserves the right to exclude certain geographic locations from the final Scope of Work, based on the cost/benefit of system deployment, aesthetics, etc.

SUBMITTAL OF THE PROPOSAL

Proposals must be submitted to Glenda Pruitt, Purchasing/Project Manager by hard copy hand delivery, mail delivery, FEDEX, UPS, etc. by _____ as detailed in this RFP. Faxes and electronic submissions will not be accepted.

Glenda Pruitt
Stokes County
Purchasing/Project Manager
PO Box 20
1014 N. Main Street
Danbury, NC 27016

To confirm receipt of RFP please contact Glenda Pruitt at 336-593-2452 or gpruitt@co.stokes.nc.us

All proposals, as well as any modifications, received at the County after the hour and date specified above, will not be accepted. Postmarks are not accepted. All proposals will become the property of the County of Stokes and will not be returned.

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.

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 consultants (as described in the proposal) and the firm's willingness to work closely with County Staff. The County reserves the right to reject all proposals that are inappropriate or inadequate.

Project Started: Within 180 days of signed contract

Project Completed: Within 3 years of signed contract based upon availability of supplies, materials, and labor. Extensions may be approved by request in writing with supporting documentation by.

COUNTY REQUIREMENTS

The contract will be awarded only to a reputable provider. In order to qualify as Reputable, a prospective company must meet the following standards, as they pertain to this Request for Proposals.

- The Company 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.
- The Company 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).
- The Company must be able to comply with the proposed or required performance schedule.
- The Company must have a satisfactory record of contractual performance.
- All bid solicitations must acknowledge the use of funding for contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- The Company must maintain the auditable records, documents and papers for inspection by authorized County of Stokes representatives.

Each Company must be able to provide insurance coverage as follows in conformance with the County of Stokes's requirements:

- General Liability Insurance \$1,000,000
- Automobile Insurance \$1,000,000
- Workers Compensation Insurance \$1,000,000
- Professional Errors and Omissions Insurance \$2,000,000

COUNTY CRITERIA FOR SELECTING A WIRELESS COMPANY

The County's criteria in selecting a consultant 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 County of Stokes on a regular basis.
- The background of all consultants 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 County's defined needs.
- The firm's ability to meet the County's schedule.
- The firm's ability to meet minimum guaranteed performance requirements and reliability.

- 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
- Cost of the system.

SELECTION PROCESS

Vendors are invited to schedule a voluntary pre-submittal meeting with County Staff between the dates of **XXXXXXXXXX**. The meetings will provide an opportunity for vendors to ask questions and view County conditions. All proposals are due on **XXXXXXXXXX**

Proposals that meet RFP criteria will be presented by county staff to the Board of Commissioners at a regular meeting on **XXXXXXXXXXXXXX**.

Stokes County reserves the right to reject any or all proposals submitted, to waive technicalities and informalities in bidding, and to accept a proposal other than the lowest submitted if such action is deemed to be the best interest of the County. Final approval will be dependent upon adequate funding for the project.

TERMS, CONDITIONS AND DISCLAIMERS FOR RFP

Responses to this RFP become the exclusive property of the County of Stokes. All documents submitted in response to this RFP may be regarded as public records and may be subject to disclosure. No material submitted in response to this RFP will be returned. Respondents are solely responsible for all expenses associated with responding to this RFP.

Confidentiality

All submissions are subject to North Carolina Public Records Law. To the extent that respondents desire to submit proprietary information to the County of Stokes, the County of Stokes represents that it will use all reasonable efforts to claim available exemptions under the NC Public Records Law (NCPL), and will notify the affected respondent if an NCPL request is received in connection with that proprietary information. The respondent will be given an opportunity to seek court action to prevent release of information. All materials that the respondent believes are proprietary MUST be labeled "CONFIDENTIAL." The County of Stokes cannot guarantee that its efforts to claim available exemptions will be successful and the County of Stokes may be required to disclose the respondent's information, even that which is labeled proprietary, privileged and/or confidential.

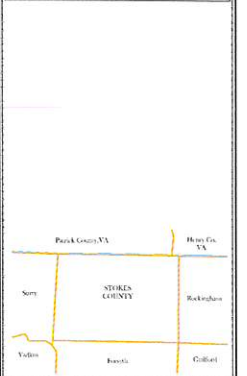
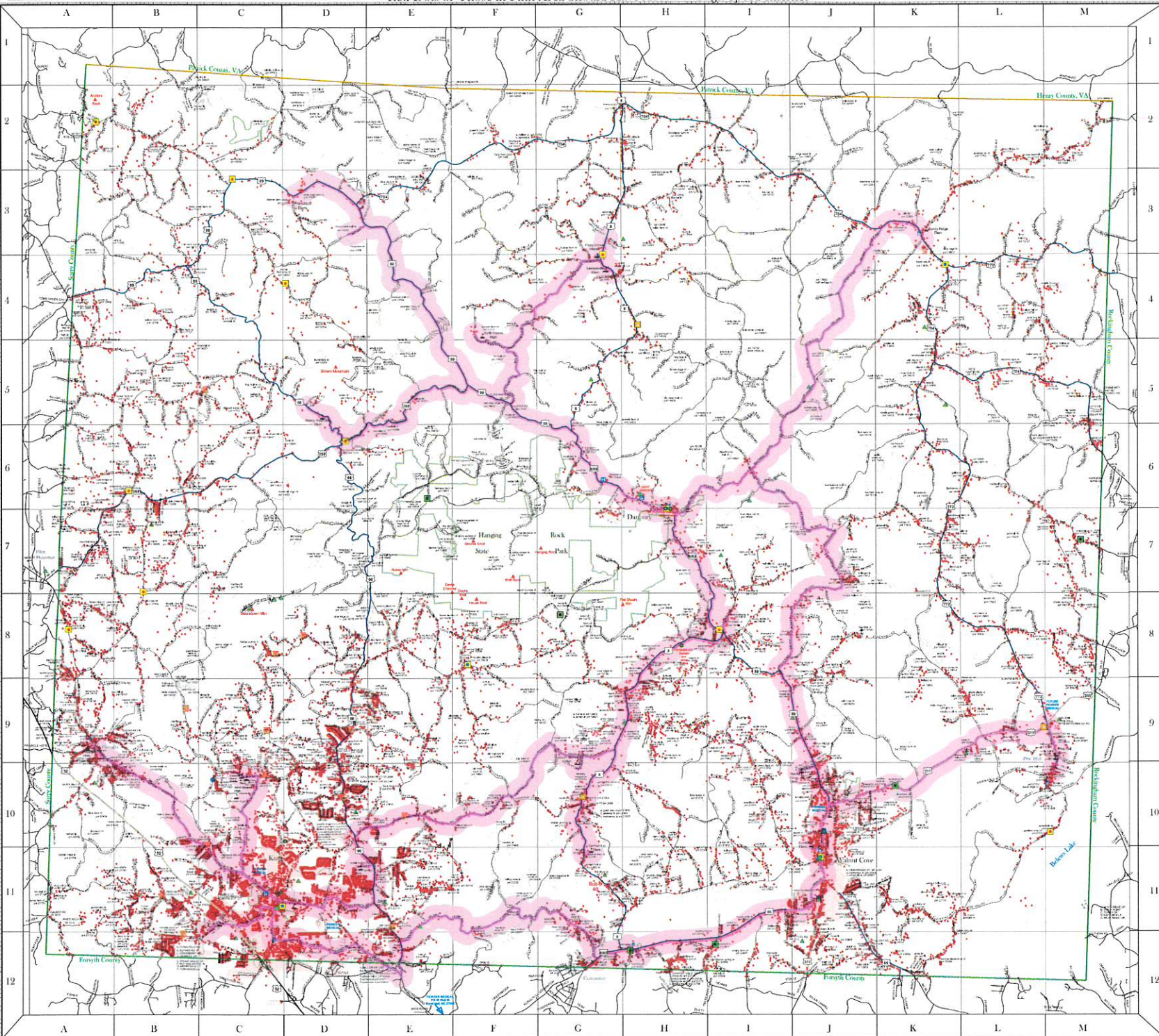
Incurred Costs

The County of Stokes will not be liable in any way for any costs incurred by respondents in replying to this RFP, including, but not limited to, costs associated with preparing the response or participating in any site visits, demonstrations, conferences or oral presentations.

APPENDIX "A"

Highlighted area is coverage as identified through Stokes County GIS.
Proposed map attached

Map of all Communication Services
Proposed and Known
Red Dots or Those in Pink Area Should Have Access to High Speed Internet



Legend

DATA PROVIDED BY PRIVATE AND PUBLIC RESOURCES
"2009 YEAR DATA"

- NO INTERNET - UNLESS IN PINK AREA
- HAS HIGH SPEED INTERNET
- Pink Area Should Have Fiber Optic Service
- CELLULAR
- FUTURE CELL
- TOWER
- WATER TOWER
- CENTRAL OFFICE
- DSL EXCHANGE
- DSL 2009
- DSL RT
- EXCHANGE

Map of the Cities and Road Index on Back

- CELLULAR
- FUTURE CELL
- Other Stokes Co. Building
- Plumber Services
- Auto
- Truck
- Hotel
- Library
- Post Office
- Police
- Post Office
- Power Line
- State Line
- Water
- Water

Created By
Stokes County
GIS Mapping
Department
www.co.stokes.va.us
(800) 295-2811

STOKES COUNTY
GIS MAPPING DEPARTMENT
DISCLAIMER
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10/2021

APPENDIX B: COVER SHEET

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
Federal Tax ID Number:	
Contact Person - Name	
Contact Person - Address	
Contact Person - Phone Number (s)	
Contact Person - e-mail address	

By signing this *Cover Sheet* I hereby attest: that I have read and understood all the terms listed in the RFP and I have read and understood all terms listed in this request.

Signature of Authorized Representative
Representative

Printed Name of Authorized

Date

Printed Title of Authorized Representative