

# County of Henry

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**JANUARY 28, 2021  
REQUEST FOR PROPOSAL  
RFP # 21-03033-A236  
HENRY COUNTY PURCHASING DEPARTMENT**

The County of Henry and the City of Martinsville solicits firms to submit proposals for “Broadband Planning Services.” The original and FIVE (5) submittals **(FOR A TOTAL OF SIX (6) PROPOSALS) AND ONE (1) ELECTRONIC COPY,** marked “Broadband Planning Services” RFP #21-03033-A236 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, MARCH 3, 2021, in the:  
**Purchasing Department, Room 210  
Attn: Carole Jones, Chief Purchasing Agent  
Henry County Administration Building  
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or  
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

**RFP #21-03033-A236**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). **Contract shall last as long as needed to complete the tasks outlined in this RFP.** Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

This contract shall be available for piggy backing for any other state and local agency or government agency.

**Illegal Aliens**

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

**Permits/Licenses**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

**Contact for RFP**

Please contact Christian Youngblood at [cyoungblood@co.henry.va.us](mailto:cyoungblood@co.henry.va.us) for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 21-03033-A236**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this **RFP# 21-03033-A236** for **Broadband Planning Services**.

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Vendors Company Name** \_\_\_\_\_

**Vendors Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendors Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors.

# **Request for Proposal**

## **Broadband Planning Services**

### **PROJECT PURPOSE**

The localities of Henry County and City of Martinsville, Virginia are soliciting proposals from qualified firms to assist with a planning project for community-based broadband expansion. The successful consultant will undertake a comprehensive approach that includes identification of existing infrastructure, need within the community for additional broadband, and the potential economic and social impact that new broadband telecommunications infrastructure would produce.

This project will result in the production of a Community Telecommunications Plan containing a mapping and 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 a) provide a tool for the Localities to assist in future implementation projects that will lead to enhanced educational opportunities, improved medical services, additional economic development opportunities, and improved quality of life, and b) provide sufficient documentation to be useful in the pursuit of federal and state broadband grant opportunities.

A project management team, consisting of local officials, local businesses, medical and educational entities, regional economic development partners, and other stakeholders, will implement the project. The team will provide oversight and direction to the consulting entity selected.

### **SCOPE OF SERVICES**

A Community Telecommunications 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 a comprehensive community profile, perform a gap analysis of current reported broadband coverage, identify

current and emerging broadband demand based on usage trends, develop projections of potential broadband service take rates, and examine how the community's efforts and policies to-date relate to ongoing and future regional telecommunication efforts. Map current public and private telecommunications and broadband infrastructure, including wired and wireless networks, describing how the data will be obtained. Identify and map potential community anchor institutions, public safety, school, government, and business locations of need.

### Business and Financial Modeling

Provide the Localities with a ten-year financial pro forma (including a profit and loss statement, balance sheet, and income statements). This pro forma will provide officials with a detailed projection of revenue, expenses, debt costs, take rate projections, capital expenses, and build out plans.

### Governance and Ownership Strategy

Assist the Localities with the identification of a governance and ownership strategy that provides the appropriate incentives for private sector participation while ensuring that the County and City's interests and needs are well-represented during the initial development of the network and provides significant input and decision-making ability over the long term.

### Funding and Financing Analysis

Review potential financing structures, and related governance and collateral models, available to the Localities, which may include alternative network ownership vehicles such as joint powers agencies, 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 on the business case.

### Public/Private Partnership Development

Develop a strategy to engage operators of existing utilities to encourage them to deploy broadband services in the community. Assist the Localities with the development of public and private partnerships needed for financial success.

Identify key community anchor institutions for network services, identify incumbent internet service providers (ISPs) and broadband infrastructure owners. Determine key factors needed to create a critical mass of network customers, service providers, and asset owners.

## **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. All information should be submitted succinctly. The statement should include information describing other completed projects of similar size and complexity finished with the past five (5) years. 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 five (5) years.

### **2. Organization and Staffing**

Include an organizational chart showing your firm's project management team and their organizational relationship. Provide resumes for the project team, including a resume for the Project Manager and for each proposed sub-consultant, if applicable. Each resume should be no more than one (1) page in length.

### **3. Proposal**

Respondents must provide an explanation of how they propose to accomplish the project outcome within the stated timeframe. The proposal should include task-by-task detail, including milestones that will require review and input from the Broadband planning team. Provide a timeline that shows the planned starting time and duration of each task in your scope of work. Provide a table that shows your firm's cost for the service, listed by task.

## **SELECTION PROCESS**

The localities will appoint a Selection Committee 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 Localities may ask top ranked firms to attend a presentation interview as part of the evaluation process.



## SELECTION CRITERIA

The respondents will be evaluated on the following criteria:

- 30% Recent public sector experience with local government broadband initiatives, particularly for work completed within the past five-years.
- 25% Staff expertise and overall experience of the proposed team.
- 15% Demonstrated experience developing financial and business models for broadband initiatives.
- 15% Experience with the management and oversight of construction and operation of community broadband initiatives.
- 15% Pricing & Schedule

## ADDITIONAL INFORMATION/NOTES

All inquiries or requests for any reasonable accommodation for any type of disability to participate in this solicitation should be directed to the contact for the RFP.

**Please note that overnight delivery services (e.g. Federal Express, UPS, etc.) do not guarantee morning delivery to Henry County and the City of Martinsville, VA. Next day delivery usually arrives in mid-to-late afternoon. Also, please note that USPS deliveries require additional days for delivery.** If you will be using one of these services for delivery of your proposal, please consider this information. It is the Proposers responsibility to ensure that the package is delivered by the due date and time.

## QUESTIONS

Questions shall be directed to Christian Youngblood, Henry County Director of Information Services, via email at: [cyoungblood@co.henry.va.us](mailto:cyoungblood@co.henry.va.us).