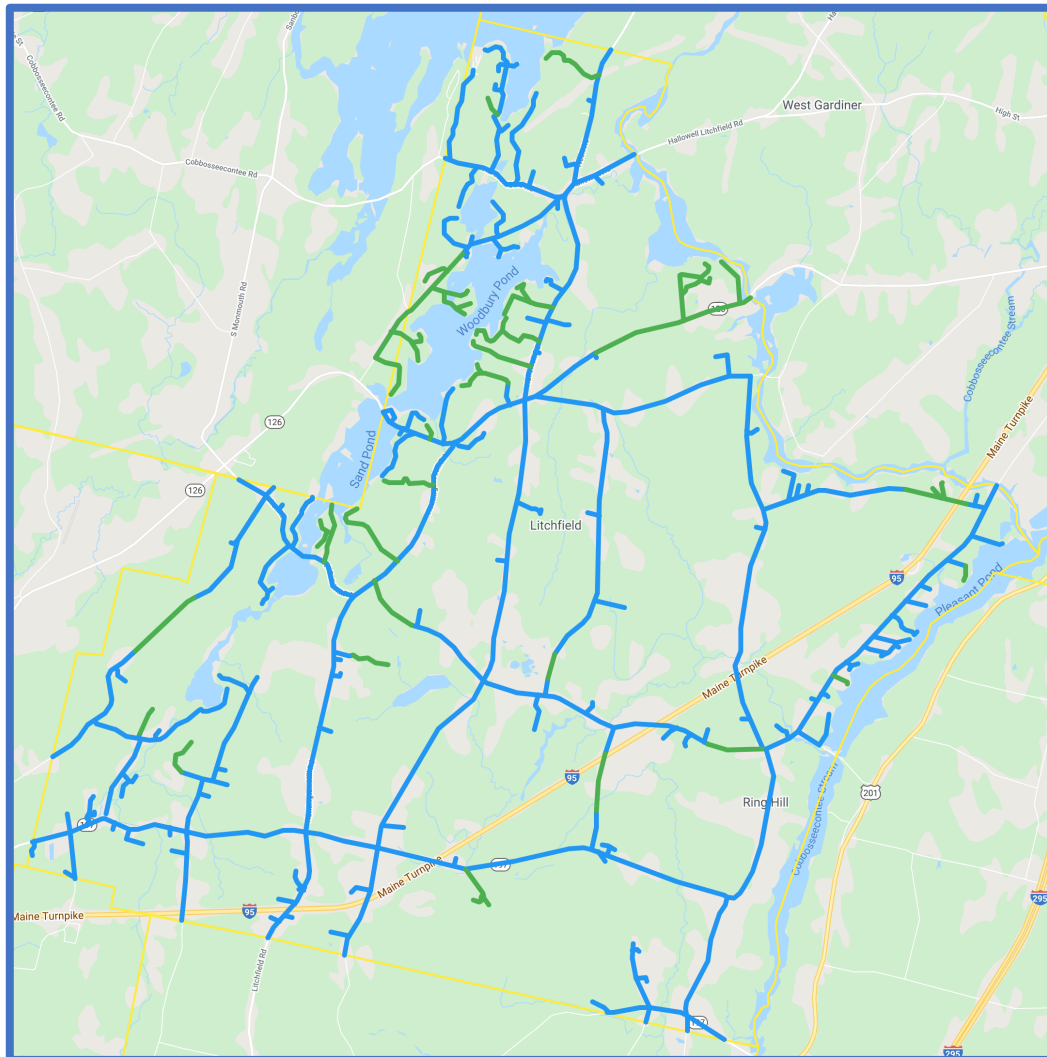




Request for Proposal High-speed Internet Network



Town of Litchfield

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1 Overview

1.1 General Information

The Town of Litchfield (Litchfield) is issuing this Request for Proposal (RFP) to seek initial interest, high level proposals from Internet Service Providers (ISPs) to assist the town in building a high-speed Internet Network (Network) to cover approximately 2,000 total household and business locations.

1.2 RFP Schedule

All deadlines are 4:00 PM Eastern Time on the date listed.

RFP Schedule	
RFP Released	April 27, 2021
Pre-Bid Meeting via Zoom	May 4, 2021
Questions due	May 11, 2021
Notification of Intent to Respond (Mandatory)	May 18, 2021
Responses to Questions Posted Online	May 25, 2021
RFP Responses due	June 8, 2021
Bid Opening	June 10, 2021
Finalists Named (Expected)	June 15, 2021
Bid Award Announced (Expected)	June 29, 2021

1.3 Background

By our estimate, Charter (Spectrum) provides service to 88% of the potential subscriber locations. Consolidated Communications, Inc. (CCI) is the predominate incumbent phone/DSL provider and TDS is the incumbent phone/DSL provider in a very small portion at the northern end of the Town. Additional detailed information is available in the Broadband Planning Report, which is posted on our website (<https://www.litchfieldmaine.org/>) alongside this RFP and a Google KMZ file created in support of that Report. *(Note: The "location types" of "residential" and "year-round" included in the KMZ file should be ignored as we have made no attempt to determine the type of location.)*

Town Metrics	
Cable TV Mileage	77.5
Potential Subscriber Locations	1,760
Average per mile	22.7
Uncabled Mileage	17.7
Potential Subscriber Locations	239
Average per mile	13.5
Total Mileage	95.2
Total Potential Subscriber Locations	1,999
Average per mile	21.0

The network is desired to be configured as a Gigabit Passive Optical Network (GPON), with optional Active Ethernet (AE) where demand dictates, but the Town will consider alternate technology.

1.4 Business Model: General Considerations of the Town

1.4.1 Network Ownership

All models of ownership are open for consideration including but not limited to a municipality owned network. As part of such a partnership with the ISP, Litchfield would consider an exclusive long-term contract with the ISP to manage and service the network for an agreed to time duration and fee schedule.

1.4.2 Service Speeds

At minimum 100Mbps upload speed / 10Mbps download speed service must be available in the offering to customers, but lower cost / lower speed options should be available for more cost sensitive or casual households. Upward adjustment of upload / download speed capacity as technology and demand changes over the life of the proposal should be addressed.

1.4.3 User Costs

Monthly costs to subscribers should be market competitive throughout the life of the proposal, and no more expensive than incumbent ISPs currently providing service to town.

1.4.4 ISP Contributions

Litchfield welcomes the ISP to contribute capital to make the project economics more attractive to the town. Litchfield also welcomes and will act more favorable to an ISP that will partner with the town on securing any available grants.

1.4.5 Litchfield Funding

ISPs should assume Litchfield will consider contributing to the capital plan with a combination of government grants and other standard array of instruments available to municipalities. However, Litchfield favors financing options that minimize risk to the town and even potentially provide a net positive revenue stream to the town.

1.4.6 Project Commencement

Based on the responses to this RFP; Litchfield will seek approval to proceed with the project at its annual or special Town Meeting, to be scheduled no later than June 30, 2021. **Contracts arising from this RFP will be conditionally awarded and executed, with payment and performance obligations subject to Town Meeting approval of the contract price.**



2 General Information

2.1 Response Information

2.1.1 Single Point of Contact

All communications concerning this Request for Proposal (RFP) are to be sent by email to:

Larry Bell - Broadband Committee Chair
Town of Litchfield
2400 Hallowell Rd
Litchfield, ME 04350
Lbell248@gmail.com

2.1.2 Pre-Bid Meeting

Each Proposer to this RFP is invited to attend a pre-bid meeting via Zoom at the date/time listed in Section 1.2. Those wishing to attend the pre-bid meeting should email the Single Point of Contact for the Zoom link. Litchfield disclaims any and all responsibility for injury to Proposers, their agents or others while examining the site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

2.1.3 Questions and Answers

Questions about the RFP and the proposal contents need to be in writing and submitted to the Single Point of Contact on or before the date listed in Section 1.2. All questions and answers will be answered in writing and posted to the Town website at a location to be determined.

2.1.4 Revisions to RFP

If Litchfield determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, a supplement will be posted to the Town website. Litchfield reserves the right to amend the RFP at any time prior to the deadline for submission of responses and will notify all bidders who are on the pre-bid meeting attendance sheet.

2.1.5 Proposal Deadline

Please provide Litchfield with an original plus eight (8) copies of the firm's proposal in a sealed envelope, marked "Litchfield Broadband Proposal", addressed to the Litchfield Single Point of Contact on or before the date and time listed in Section 1.2. Proposals must be submitted in hardcopy form

and supplemented with an electronic copy within the sealed bid envelope. Proposals received after that date and time may not be considered.

2.1.6 Bid Opening

Bids shall be opened by the Litchfield Select Board, in public at the Litchfield Town Office and specific time to be determined, but no later than seven (7) calendar days after the Proposal Deadline. A tabulation of all received bids will be made available for public inspection.

2.2 Other Preparation Information

2.2.1 Proposal Acceptance

Litchfield reserves the right to accept or reject any or all proposals, in whole or in part, as deemed to be in the best interest of Litchfield, or to extend the Bid Award date should additional review time be required. Litchfield may elect to negotiate with multiple entities prior to making final decisions.

2.2.2 Business Good Standing

To be awarded a contract by Litchfield, a Respondent must demonstrate that it is authorized to conduct business in Maine as evidenced by a certificate of good standing from the Maine Secretary of State's Office.

2.2.3 Costs of Preparation

The Respondent shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

2.2.4 Other Response Information

Unless otherwise specified in the RFP, all communications responses, and documentation must be in English, and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFP.

Litchfield may provide reasonable accommodations, including providing material in an alternative format, for qualified Respondents with disabilities or other hardships. Respondents requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to Litchfield.



2.3 Contract Award Information

Litchfield may award one or more contracts and reserves the right to make additional awards to the same bidder at any time during the contract term if such award is deemed to be in the best interest of Litchfield.

2.3.1 Contract Evaluation

Litchfield intends to evaluate all submitted proposals as quickly as possible. Upon completion of the evaluation process, Litchfield may select one or more ISPs with which to simultaneously execute contracts, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of Litchfield.

2.3.2 Standard Terms and Conditions

The successful Proposer(s) shall be required to sign a Contract with the Town. Bidders shall provide a template of such proposed contract as part of their proposal.

2.3.3 Public Records

The successful response will become part of the contract file and will become a matter of public record as will all other responses received.