



**Conway Township, Michigan**

**Request for Proposals  
for Design, Engineering, and Consulting Services  
for a Fiber Broadband Network in Conway Township**

**December 28, 2017**

For information, please contact:

**Todd Anderson, Township Clerk**  
Conway Township  
PO Box 1157 – 8015 N. Fowlerville Road  
Fowlerville, MI 48836  
517-223-0358 voice  
517-223-0533 fax  
clerk@conwaytownship.com

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**Conway Township, Michigan  
Request for Proposal  
Design, Engineering, and Consulting Services  
for a Fiber Broadband Network in Conway Township**

**December 28, 2017**

**NOTICE TO VENDORS**

**PROJECT:** CONWAY TOWNSHIP  
Design, Engineering, and Consulting Services for  
a Fiber Broadband Network in Conway Township

**OWNER:** CONWAY TOWNSHIP  
PO Box 1157  
8015 N. Fowlerville Road  
Fowlerville, MI 48836

**SUBMISSIONS:** All submissions relative to this project and the RFP shall be made to Conway Township, directed to the attention of **Todd Anderson, Township Clerk**, and identified as “**Fiber Broadband Engineering Design Consultant RFP**,” in any one of the following manners:

**In person:**  
**CONWAY TOWNSHIP HALL  
8015 N. FOWLERVILLE ROAD  
FOWLERVILLE, MI 48836**

**By mail:**  
**CONWAY TOWNSHIP  
PO BOX 1157  
8015 N. FOWLERVILLE ROAD  
FOWLERVILLE, MI 48836**

**By email:**  
**clerk@conwaytownship.com**

BID PROPOSALS ARE REQUESTED AND WILL BE RECEIVED AS A “SINGLE LUMP SUM PROPOSAL” ON OR BEFORE JANUARY 29, 2018 -10:00 am.

## **SECTION I— Purpose of the Request for Proposal (“RFP”)**

Conway Township, a Michigan general law township (“Township”) is seeking proposals from qualified network and engineering design and consulting contractors for professional design, engineering, and consulting services (“Design Consultant”) for developing a Township owned fiber broadband network capable of providing Internet and optional communication services to all current residents and businesses within the Township (“Project”). The first responsibility of Design Consultant (Phase 1) is to identify a reasonably reliable and not-to-exceed cost for construction and service of the fiber broadband network that services the entire Township. This figure will be used by the Township, at a minimum, for purposes of federal or other loan application, millage question to Conway Township voters, and associated bond funding. If the Project is approved by voters and necessary financing obtained, then Design Consultant’s next goal (Phase 2) is to prepare the engineering plans (“as built”) necessary to build the broadband fiber network. Phase 2 work is contingent upon the residents voting approval of a millage for the cost of construction (as identified in Phase 1).

The Township’s Clerk, Todd Anderson and retained Technology Consultant, Gracon Services, Inc. (GSI), will be the points of contact for this project for the Township.

## **SECTION II— Schedule of Events**

The following is the required schedule of events for this project. The Township reserves the right to change the schedule for any reason at any time.

Event	Time	Date
Date of RFP Issue	X:xxpm	Thursday, December 28, 2017
Intent to Bid Deadline	4:30pm	Tuesday, January 9, 2018
Bidders Conference	10:00am	Monday, January 15, 2018
Deadline for Submission of Questions	4:30pm	Monday, January 22, 2018
Proposals Due	10:00am	Monday, January 29, 2018
Interviews with Finalists	TBD	Wednesday, February 7, 2018
Township Decision		Tuesday, February 13, 2018
Execution of Contract		Wednesday, February 14, 2018
Work to Begin		Wednesday, February 14, 2018

### **RFP Issue**

Publication and communication of this RFP shall be made by the Township in the manner which is most likely to bring the information to the attention of the greatest number of appropriate and qualified professionals. This shall include, at a minimum, publication in a newspaper, direct dissemination to known qualified professionals, and communication through the Township’s website and/or other social media.

### **Intent to Bid**

Any Design Consultant interested in submitting a Proposal for consideration must first submit an Intent to Bid Form. It is the responsibility of the Design Consultant to submit the Intent to Bid Form

by the date set forth above. Intent to Bid Forms received after the deadline may not be accepted. The Intent to Bid Form is attached as Appendix A –FORMS.

### **Bidder's Conference**

A highly recommended Bidders Conference will be held on the date and time set forth above at the Conway Township Hall, 8015 N. Fowlerville Road, Fowlerville, MI 49936. Only those Design Consultants that have submitted a timely Intent to Bid Form shall be permitted to attend the Bidders Conference. The purpose of the Bidders Conference is for Design Consultants to review the RFP with and ask questions of Township officials and the Technology Consultant. Due to space allocations, only two representatives from each Design Consultant will be allowed to attend. The Design Consultants will be required to sign in to verify attendance.

### **Questions**

Questions that Design Consultants may have regarding this RFP prior to the Bidders Conference should be addressed at the Bidders Conference. Questions after the Bidders Conference may be submitted in writing to the Township by the Deadline for Submission of Questions. All questions will be reviewed as expeditiously as possible and any response shall be distributed to all Design Consultants that have submitted an Intent to Bid Form by the deadline. The manner in which the Township responds to inquires shall be at the Township's discretion.

### **Proposal Submission**

Proposals must be submitted in accordance with this RFP. Proposals that are late, incomplete, not properly endorsed or signed, or otherwise contrary to instructions may be rejected by the Township as non-responsive. All Proposals shall include one digital copy, which may be emailed or provided on a "thumb drive".

### **Proposal Contents**

Design Consultants are encouraged to prepare Proposals using clear and concise language that respond to the RFP in a straightforward manner. Please explain all acronyms and technical terms. Design Consultants are requested to organize their RFP submission consistent with this section, including any additional attachments as may be deemed appropriate.

### **Transmittal Letter**

Proposals should include a transmittal letter introducing the Design Consultant and including, at a minimum, the following:

- Brief statement of Design Consultant's understanding of the project
- Outline of the information being submitted for consideration
- Name, title, and contact information of the persons who are authorized to respond definitively to questions
- Endorsement and signature

## **Describe Project Plan and Schedule**

Based on the Scope of Work and Network Design Objectives described in Section IV of this RFP, provide a description of the approach the Design Contractor will use to meet project goals and requirements. All Design Consultants shall include a comprehensive schedule of project events including a summary table that shows each task along with the assigned team member if known, estimated hours/days, and scheduled completion date. Proposals should indicate any restrictions, qualifications, additions, or deviations from the services requested in this RFP, with explanation.

## **Project Cost**

The Design Consultant is expected to provide two distinct Project costs for the Design Consultant's work to be performed pursuant to this RFP. See Appendix A—FORMS.

Phase 1: In 2018 the voters of Conway Township will be asked to approve a millage in order to construct a publicly-owned broadband fiber network. The Design Consultant is expected to provide a preliminary cost figure for the Township's use in this millage question and for purposes of financing. The Design Consultant should provide a not-to-exceed figure for Design Consultant's services to provide the preliminary cost figure, and otherwise perform the services outlined in Section IV.

Phase 2: If the millage is approved and financing can be obtained, the Design Consultant will continue with the Project into Phase 2 as outlined within the RFP. The Design Consultant should provide a not-to-exceed figure for Design Consultant's services to provide the balance of work outlined in this RFP.

The Conway Township is exempt from Federal and Michigan State Sales and Excise Taxes, and no such taxes should be included in the proposal.

## **Design Consultant Qualifications and Previous Project Experience**

Proposals should explain fully the Design Consultant's qualifications, industry knowledge, and ability to perform the work identified in this RFP. Specific reference to the Design Consultant's license number and information must be provided. Time should be taken to describe all relevant fiber optic network projects that Design Consultant has been involved in, including client, location, size, project duration, and whether the project was completed within budget and schedule. Clearly note specific experience with municipalities and government entities. See also Section V.

## **Design Consultant References**

Proposals should provide at least three professional references from projects listed in Design Consultant's previous project experience. Design Consultant should include the name, title, address, and phone number of persons involved with the prior project who can provide information to the Township on Design Consultants qualifications and performance.

## **Iran-linked Businesses Ineligible**

Any Design Consultant that is an Iran linked business as defined in the Iran Economic Sanctions

Act, MCL 129.311 et seq., 2012 PA 517, is not eligible to respond to this RFP. All Proposals shall include a certification that the Design Consultant is not an Iran linked business, which is defined as either of the following: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

### **Interview**

The Township will select Design Consultant finalists. The finalists will be invited to meet with the Township and its Technology Consultant to discuss their proposals and answer questions. The Township expects the proposers to bring the person who will be the company's project manager and lead consultant, and other members of the team as the company deems appropriate.

### **Township Decision**

The Townships will consider the criteria set forth in Section V when making its decision. In so doing, the Township may accept, revise, or reject any Proposal for any reason. The Township may waive or change some bid specifications, and not necessarily award the contract to the lowest Bidder. The decision of the Township is final.

### **Contract**

This RFP and the Design Consultant's Proposal, including any statement, condition, or response submitted as part of the Proposal, shall become contractual obligations of the successful bidder unless specifically amended, revised, or waived by the Township. A final schedule will be established prior to contracting with the successful Design Consultant. The Township attorney shall prepare and present a Contract for execution by all parties incorporating these and other reasonable terms.

### **Work to Begin**

Design Consultant shall begin work within seven days of execution of the signed contract with the Township. Design Consultant shall be expected to adhere to its proposed project plan and schedule.

## **SECTION III—GENERAL TERMS AND CONDITIONS**

### **Costs Incurred by Design Consultant**

The Township will not be liable or responsible for any cost incurred by the Design Consultant related to this RFP or negotiations associated with award of a contract.

### **Addenda to RFP**

Interpretations, clarifications, corrections, and changes to the RFP will be made by written

addendum issued by the Township. Interpretations, clarifications, corrections, or changes to the RFP made in any other manner will not be binding on the Township, and the Design Consultants shall not rely upon such interpretations, clarifications, corrections, or changes. Addenda will be emailed to all who have submitted an Intent to Bid Form and posted at the Township's website:

***www.conwaytownship.com. It is solely the responsibility of the Design Consultants to determine whether any addenda has been issued and received.***

### **Omissions**

Omission in the Proposal of any provision herein described shall not be construed as to relieve the Design Consultant of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

### **Subcontractors**

The Design Consultant shall not be permitted to use subcontractors for this project.

### **Equal Employment Opportunity**

By submitting a Proposal, the Design Consultant agrees that Design Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

### **Compliance with Laws and Regulations**

The Design Consultant's performance of the work shall comply with applicable federal, state, and local laws, rules, and regulations. The Design Consultant shall give required notices, shall procure necessary governmental licenses, permits and inspections, and shall pay without burden to the Township, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the Design Consultant shall pay all fines and penalties, including attorney's fees and other defense costs and expenses in connection with to violation.

### **Insurance Coverage**

Before work may be commenced, the Design Consultant awarded the Contract shall have obtained the insurance required under this section, and shall keep such insurance in force during the entire life of the Contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Township. The requirements below should not be interpreted to limit the liability of the Design Consultant. All deductibles and SIR's are the responsibility of the Design Consultant. The Design Consultant shall procure and maintain the following insurance coverage:

#### **General Liability**

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A)

Contractual Liability; (B) Products and Completed Operations; (C) Independent Design Consultants Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.

### **Professional Liability**

Professional Liability in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. If this policy is claims made form, then the Design Consultant shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 (three) years after the termination of this contract.

### **Auto Liability**

Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

### **Workers' Compensation and Employer's Liability**

Workers' Compensation and Employer's Liability Insurance shall meet minimum requirements set by the State of Michigan, but in no case less than Five Hundred Thousand Dollars (U.S. \$500,000.00).

### **Proof of Insurance**

Commercial General Liability and Automobile Liability policies shall include an endorsement stating the following shall be "additional insureds": Conway Township, all elected and appointed officials, all employees, agents, attorneys, contractors, and volunteers, all boards, commissions, and their members and volunteers. It is understood and agreed by naming the Township as additional insured, coverage afforded is considered to be primary and any other insurance the Township may have in effect shall be considered secondary or excess.

All policies shall contain a provision for notification to the Township thirty (30) days in advance of any material change in coverage or cancellation.

If any of the above coverages expire during the term of this contract, the Design Consultant shall deliver renewal certificates and endorsements to the Township at least ten (10) days prior to the expiration date.

### **Indemnification**

The Design Consultant selected for the Project shall indemnify and hold harmless Conway Township, its Technology Consultant, elected and appointed officials, all employees, agents, attorneys, contractors, and volunteers, all boards, commissions, their members and volunteers, and anyone acting on behalf of the Township ("Indemnified Parties"), from or on account of any injuries or damages, received or sustained by any person or property during or on account of any

operation connected with the Project; or by consequence of any negligence (excluding negligence by the Township) in connection with the same; or on account of any act or omission of said Design Consultant or its members, agents, contractors, or employees. The Design Consultant further agrees to indemnify and hold harmless the Indemnified Parties against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Design Consultant, its agents, associates, or employees.

The indemnification provided above shall obligate the Design Consultant to defend at its own expense or to provide for such defense, at the Township's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Township or one of the Indemnified Parties which may fall under the purview of this indemnification provision.

### **Advertising**

The Design Consultant agrees not to use the results from this RFP as a part of any commercial advertising without prior written approval of the Township.

### **Confidentiality--FOIA/OMA**

All Proposals submitted in response to this RFP become the property of the Township and, under the Michigan Freedom of Information Act, MCL 15.231, et seq., 1976 PA 442 ("FOIA"), are public records. Public records may be subject to public review. The Township does not intend to make the Proposals available to the public until the due date for submission of Proposals has passed. Note that meetings are open to the public and may be recorded, in compliance with the Michigan Open Meeting Act, MCL 15.261, et seq., 1976 PA 267 ("OMA"). If a Design Consultant claims a privilege against public disclosure under the FOIA or OMA, such privilege must be clearly stated and the information must be clearly identified in the Proposal. The Township attorney will review the claimed privilege and the Township will act accordingly. The project cost is not considered privileged information. If a decision on the qualification for exemption of certain material is needed in advance of the Proposal submission, the Design Consultant is encouraged to notify the Township to allow sufficient time to review the request.

## **SECTION IV – PROJECT SPECIFICATIONS**

### **Existing Conditions**

As part of its research and planning work, the Township's Internet Committee conducted a survey of the Township residents regarding the current internet services being provided by existing Internet Service Providers (ISPs) within the Township. According to the survey the majority of the current Township residents do not have sustained internet services that exceed 5Mbps down and 1Mbps up speeds. According to industry standards, the residents are "under-served" by internet services. The service most receive is inferior to higher density and less rural nearby communities.

There are approximately 1,183 residential premises within the Township. The Township has approximately 72 miles of roads, including County roads, Township roads, and private roads. A preliminary "ride out" was conducted and maps were compiled reflecting the target geographic service boundaries of the fiber broadband network. The Conway Township geographic profile is

attached as Appendix B.

## **Scope of Work**

The Design Contractor will be required to perform all work described herein. The work will be performed, and project costs should be bid by the Design Consultant, in two phases. Phase 1 shall be performed. Phase 2 is contingent upon voter approval of the millage and the Township's ability to obtain the necessary financing. In either phase, Design Consultant shall be expected to work with Township attorneys and other professional advisors and attend Township meetings as needed and appropriate.

### **Phase 1: Develop a comprehensive plan for the Project**

The Design Contractor shall develop and present a plan for the desired Fiber Broadband Network identified above as the Project. The Design Consultant shall:

- Specify network architecture and technology
- Identify permitting requirements
- Design optimal fiber routes, presenting options and recommendations where appropriate
- Survey utility poles
- Determine a not-to-exceed cost to build and service the network
- Otherwise fulfill Network Design Objectives (below)

### **Phase 2: Prepare for and oversee preparation for building of the Project**

Should the contingency on Phase 2 be removed, the Design Consultant shall prepare plans necessary to bid and obtain a builder for the Project and oversee the preparation of the Township for the build. The Design Consultant shall:

- Oversee the pole and conduit licensing process
- Oversee utility pole "make ready" work (performed by the public utility companies depending on pole ownership)
- Negotiate and coordinate with public utility companies
- Support the Township's efforts to obtain financing, an approved millage, and bond, which may include but is not limited to provision of information, data, and analyses to the federal government's USDA Broadband Funding Program
- Assist in the preparation of the construction bid package
- Specify testing procedures, perform construction quality assurance/quality control
- Perform any other functions that may be needed to ensure successful construction and operation of the contemplated fiber optic broadband network in the Township
- Assist and prepare the Township for compliance with Michigan law including but not limited to the Telecommunications Act, 1991 PA 179 in terms of substance and timing.
- Otherwise fulfill Network Design Objectives (below)

## **Network Design Objectives**

The network design and plan must accommodate the Township's Broadband Network requirements, which include but are not limited to the following:

- The network must have the ability to provide access to all premises in the Township, although not all residents or businesses may choose to connect. The access is meant to accommodate all current and future homes and businesses.
- The network should be expandable in a manner as efficient and effective as possible to increase capacity and to accommodate advances in technology as may reasonably be expected to become available over the life of the network (at least 20 years). This means, at a minimum, a sufficient number of spare fiber strands in the backbone and distribution routes, as well as enough expansion slots in electronics cabinets to accommodate expansion cards for all future subscribers.
- The network and its construction must adhere to all current and generally accepted technical standards, building codes, construction practices, and other regulations, specifications, and standards as may apply in the broadband networking industry. Also, all federal, state, and local laws, regulations, and codes applicable to the network, its construction, and its operation and services must be observed.
- The network will connect to an uplink at a designation to be determined in the near future.
- The network will be centralized with the “core” operation to be housed within the Township Hall location. Upon recommendation of GSI, the Township will determine the location within the Township Hall facility.
- The network must provide high-speed data connection to the internet and capable of supporting other communication services, such as IP-based telephony and Internet Protocol Television (IPTV) and other internet-based video services yet to be determined.
- The network is not expected to provide traditional Cable TV service although the system must be fully and robustly capable of accommodating current-state Internet Protocol Television (IPTV) and other internet-based video services, including interactive video services.
- Design a “last mile” fiber-to-the-premise network, including optimal fiber routes, that meets the design objectives.
- Survey utility poles along public and private ways and evaluate where fiber optic cables should be placed along the poles versus where they should be buried.
- Identify special situations, private roads, unusual cable runs, remote parcels, or other obstacles, if any, that may affect installation costs, where access or permission may need to be negotiated with a private party, or where an alternative “delivery of Internet services” may be advantageous.
- Work with GSI to identify third-party approvals or permits that will be needed, if any, including but not limited to conservation, environmental, and historical preservation permits, waivers, and easements.
- Identify “hut” and distribution hub locations, equipment enclosures, any additional construction requirements (such as power, burial, etc.) all of which shall be included in the Design Consultant’s estimate of cost for the building of the broadband fiber network.
- Oversee the utility pole and conduit licensing process, including verifying pole information and applying for pole attachments. GSI will contact the pole owners to determine the need for pole rental agreements. The Township will pay application fees, make-ready costs, and rents directly to pole owners; these costs should not be included in the response to this RFP.
- Oversee utility pole “make-ready” work (to be performed by DTE or other entities depending upon pole ownership).
- Advise the Township on competitive rental and pole lease/rental rates by other public entities.
- Specify testing and quality assurance procedures necessary to ensure that the completed

Township's Broadband Network will perform as designed and that all work performed is acceptable and meets standard quality standards.

- Identify and support actions necessary to comply with Michigan Telecommunications Act, as applicable.
- Work with GSI to prepare the construction bid package that the Township will issue as an Invitation for Bids to identify a construction contractor. The RFP must include all detailed specifications, construction scope of work, required bidder qualifications, and all other content required for a complete and proper bid package.
- Work with GSI to identify and describe any other functions and services that may be required or recommended to ensure successful, timely, and responsive construction and operation of the Township's Broadband Network.
- Create a budget for the build-out/construction that includes all aspects of permitting, utility pole agreements, construction costs (including fiber cable installation, "hut" construction, and all other construction elements), construction oversight, network equipment (including premise terminal equipment), connection fees, etc.
- Work with GSI to develop options for operational management and maintenance of the system and an annual budget to operate the network.
- Work with GSI to develop detailed estimates of future operating and maintenance expenses as well as revenue models using various assumptions of service pricing and subscriber "take rates."

Where there are technical or architectural design alternatives, and where there are multiple types, brands, or models of equipment, the Design Consultant will be expected to identify all options and present to the Township a reliable and understandable explanation of each, along with an explanation of tradeoffs in terms of functions, features, and costs.

### **Project Management Services**

Project Management services for the construction of the broadband fiber network is beyond the scope of this RFP; however, Design Consultant is encouraged to comment on Design Consultant's interest and availability in continuing on with the Township in that phase of the project in the Proposal. The Township makes no representations, promises, or guarantees of any kind that Design Consultant will be awarded any additional contracts after this RFP; the Township expressly reserves the right to select its future consultants in its sole discretion. The Design Consultant selected for this RFP will not be allowed to bid on the construction or build of the broadband fiber network.

### **Section V - EVALUATION PROCESS AND CRITERIA**

The contract will be awarded to the Design Consultant offering the most advantageous proposal, taking into consideration responsiveness to Township requirements, other comparative evaluation criteria, and project cost. The contract will be awarded by the Conway Township Board based upon the recommendation of its Technology Consultant and other professional advisors. The Township reserves the right to reject any and all proposals in whole or in part, and to waive irregularities and informalities, at its sole discretion and to the extent permitted by law, if and when it is deemed to be in the best interest of the Township.

In addition to overall project cost, consideration will be given to the following criteria:

### **Design Consultants Qualifications and Experience**

- Demonstrates significant expertise and experience in completing similar broadband network design, engineering, and consulting projects.
- Demonstrates a track record of success in completing projects of similar size and scope within scheduled timeframe and budget.
- Demonstrates expert knowledge of all FTTP and advanced wireless technologies, standards, and protocols related to passive and active broadband networking and is able to articulate benefits, costs, and tradeoffs among all options.
- Is familiar with emerging next-generation systems and technologies and is able to assess their potential future impact.
- Demonstrates experience working with key stakeholders (government officials, network industry representatives, utility company representatives, property owners, etc.).

### **Design Consultants Response to Requirements**

- States in a clear and concise manner an understanding of the project.
- Addresses an approach to each defined task in a credible and sensible way.
- Demonstrates mastery of the process necessary to manage projects and complete tasks.
- Has a clear and credible approach to dealing with unknowns and project contingencies if and when they emerge.
- Provides a comprehensive, well-conceived project plan with logical steps and realistic timeframes.
- If warranted, identifies sensible changes to the Scope of Work, addressing missing or poorly conceived activities.
- Is credible in addressing specific requirements.

### **Design Consultant's Staffing Plan**

- Is clearly and comprehensively articulate in the response.
- Provides a firm time commitment of all key personnel, including the Project Manager.
- Is clear in identifying project team members, their roles, and time commitments.
- Is clear in identifying sources of staffing per task.
- Demonstrates appropriate skills and qualifications of all staff to be assigned.
- Demonstrates convincingly that the proposed staffing level is sufficient to meet project requirements within the scheduled timeframe.

### **Design Consultant's Communication Skills**

- Proposal clearly and comprehensively explains plans, approaches, technical information, and all other data in a manner that is understandable to both technical and non-technical audiences.

### **Quality of Interview (If Interviewed)**

- Key personnel on the project team, including the Project Manager, attended the meeting and each demonstrated his/her skill and expertise, and comprehensively communicated a thorough knowledge of the services required to address the scope of work.

### **Results of Reference Checks (If Checked)**

- References show that the firm, the identified Project Manager, and key personnel have positively and successfully completed similar, relevant projects on time and within budget.

**Appendix A - FORMS**

**INTENT TO BID FORM**

**Fiber Broadband Engineering Design Consultant RFP**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Web Site Address \_\_\_\_\_

Submitted by \_\_\_\_\_

Print Name

Signature

SUBMIT FORM TO:  
**Todd Anderson, Township Clerk**  
**Conway Township**  
**8015 N. Fowlerville Road**  
**Fowlerville, MI 48836**  
[clerk@conwaytownship.com](mailto:clerk@conwaytownship.com)

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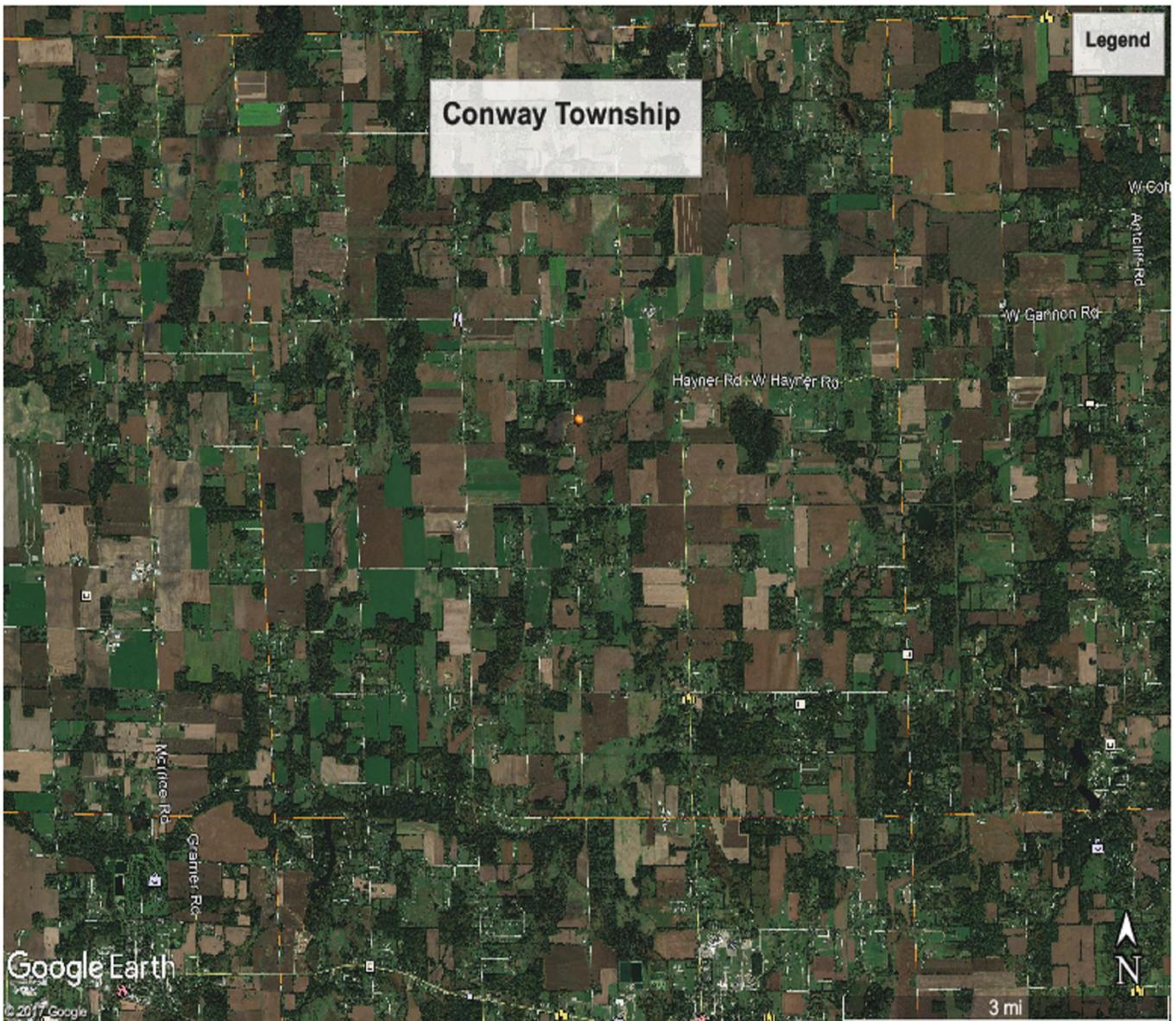
For Township Use Only

Date & Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_

### PROJECT COSTS

PHASE 1	
PHASE 2	
Total	

## Appendix B – TOWNSHIP GEOGRAPHIC PROFILE



<https://www.google.com/maps/place/Conway+Township,+MI/@42.7317521,-84.131839,13292m/data=!3m1!1e3!4m5!3m4!1s0x8823178b4dd78277:0xa4a730085b2badc8!8m2!3d42.7305418!4d-84.0801613>