



INFORMATION NO. I1580.15

DATE ISSUED: **December 23, 2014**

CITY CENTER BROADBAND INFRASTRUCTURE IMPLEMENTATION / EXPANSION

INVITATION TO BID
BY
CITY OF HAGERSTOWN
FINANCE DEPARTMENT
1 EAST FRANKLIN STREET, 4TH FLOOR
HAGERSTOWN MD 21740

SUBMIT BIDS TO:

City of Hagerstown
Office of the City Clerk
1 East Franklin Street, 2nd Floor
Hagerstown MD 21740

INFORMATION SUBMISSION

DEADLINE:

4:30 P.M on Friday, February 20, 2015

PLEASE NOTE:

This is **NOT** an invitation for bids or requests for proposals, therefore, no City terms and conditions or contractual language is contained herein, nor is it required in your response. No contract award will result from this solicitation. For purposes of the RFI, the term "Respondent" or "Vendor" means the entity providing a written response to this RFI.

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INVITATION TO RESPOND

The City of Hagerstown, Maryland issues this Request for Information (RFI) to gather ideas and recommendations for developing and expanding City-wide broadband infrastructure and improve high-speed bandwidth opportunities for businesses and residents in our City. This process will inform the development of a comprehensive telecommunications infrastructure that supports economic growth by meeting the technological needs of current and future businesses and institutions and ultimately ensure that all citizens of Hagerstown have access to reliable wired and wireless service at adequate speeds and affordable pricing.

The City seeks ideas and comments from Respondents on one or more of the following goals:

- GOAL 1:** Create a 1 GB and/or greater fiber network in a targeted commercial corridor known as “City Center Hagerstown” to foster innovation, drive job creation, and stimulate economic growth
- GOAL 2:** Establish free wireless networks in parks and public spaces across the City, with primary focus on the following areas: City Park, Pangborn Park, Hellane Park, Wheaton Park, and Fairgrounds Park.
- GOAL 3:** Evaluate the opportunity to expand wired/wireless services to areas beyond our City Center urban core to include underserved residential areas, business parks, and/or target commercial areas.
- GOAL 4:** Provide connectivity opportunities from the proposed fiber paths for the existing City Police camera surveillance system including expansion into other developing areas of the City.
- GOAL 5:** Establish a presence within the community in the form of co-location facility and/or business branch office space in which to conduct business.

These goals support the City’s efforts to become a location of choice for high-tech business opportunity, as well as for those looking to establish a residence in a high-tech serviced area. To further these goals, the City may offer a variety of supporting assets, including access to City Electric Utility poles, right-of way access to utility property, limited use of utility labor force in construction of middle-mile access, coordination with planned City / private contractor construction work on City maintained streets, a streamlined permit process, potential tax and other economic incentives if establishing a business presence in the target area, or other opportunities as may arise during this process.

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INVITATION TO RESPOND (Continued)

The City welcomes ideas and recommendations from all interested or potentially interested parties, including organizations with a commercial interest in this project. Potential respondents are encouraged to collaborate in offering ideas and recommendations. Respondents are not required to submit responses pertaining to all four goals and the City encourages interested parties to respond to any and all relevant aspects of this RFI.

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II. OBJECTIVES OF THE RFI

The City of Hagerstown is committed to making the critical investments required to ensure that Hagerstown is prepared to meet the demands of the 21st century economy. Providing the resources necessary for Hagerstown to attract higher paying jobs through recruitment of hightech business, as well as retaining our existing core of high-end business and residents, is necessary for Hagerstown’s sustainability. Availability of and access to a high-speed broadband network is recognized as critical infrastructure, similar to electricity, water and roadways. Today, broadband is not uniformly accessible to all businesses/residents and the speeds currently available do not provide an adequate foundation in which to move the City forward in a technology-based economy.

This Request for Information (RFI) arises from the City of Hagerstown’s interest in partnering to build a community-wide fiber-to-the-premise (FTTP) network with a highly motivated and highcaliber private sector partner. The initial deployment of this network would be in our designated City Center area, as well as in four of the City’s more popular parks. The City of Hagerstown seeks input from potential partners regarding the terms and conditions under which partners would construct, own, and operate a high-speed broadband data network to connect over fiber optics to residents and businesses initially in City Center, then throughout the City.

To be clear, the City seeks proposals from entities that can finance the majority of the network themselves or identify alternative sources of financing. For purposes of this RFI, the City will contribute in-kind services and support, but little to no funding. The private partner the City may select as the result of a future RFP process will build the network with a significant majority of its own funds. The City will strongly endorse the partner, support the development of any grants necessary for additional financing, and provide in-kind services (pole attachments, streamlining of permits, potentially some labor) to enable the successful construction of the proposed network.

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II. OBJECTIVES OF THE RFI (Continued)

The City believes this arrangement represents a fair and equitable distribution of risk and reward. The private partner will invest in a proposed open access network, and in turn receive the City's full cooperation and assistance with network design and build-out, full ownership and operational rights to the network it builds, and a significant entry into the underserved broadband Quad-State area.

The City has identified **5 GOALS** to achieve for this project. They are detailed below.

GOAL 1: Create an open access gigabit fiber network in a targeted commercial corridor known as "City Center Hagerstown" to foster innovation, drive job creation, and stimulate economic growth.

The City's first step toward achieving affordable high-speed Internet access for all of Hagerstown will build upon existing infrastructure to serve the target area of our Community City Center Plan with gigabit speed broadband and focus on providing immediate access to the businesses located along this urban corridor. Key to this effort will be to leverage existing infrastructure (utility poles and conduit), accessing existing private or deploying new fiber if necessary, and connecting the network backbone to serve new and existing businesses / residents in target locations.

The City's primary goal is to increase penetration of affordable broadband service to foster innovation, drive job creation and stimulate economic growth.

To help the City achieve these goals, Respondents should include in their response ideas and recommendations for accomplishing the following objectives:

- A. Provide gigabit service at a substantial discount to current market prices of comparable service for established businesses.
- B. Increase competition to drive down prices, so large corporations receive faster speeds at cheaper prices.
 - a. Provide a reliable platform for technology and research institutions that require high-speed broadband to conduct business.
 - b. Enhance educational opportunities at our local education centers and delivery of health care services.
 - c. Stimulate new product, application, and service development through increased bandwidth and network capacity.
 - d. Allow businesses to focus on growing their business, not the lack of access to needed telecommunications infrastructure.

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II. OBJECTIVES OF THE RFI (Continued)

- C. Provide discounted gigabit service in targeted corridors of the City to drive (re)location of select businesses to those areas.
 - a. Support the City's economic development strategy through (re)location incentives.
 - b. Support the Community City Center Plan as developed by Urban Partners, Inc.
 - c. Drive targeted economic development efforts in specified areas of the City.
 - d. Position Hagerstown as a leading destination for next-generation, technology focused business relocation.

- D. Provide discounted or no-cost gigabit service to urban anchor institutions where gigabit service is available.
 - a. Provide priority access to the University Center of Maryland – Hagerstown facilities, other post-secondary educational institutions, and the Maryland Theatre as identified in the Urban Partners report.
 - b. Provide access to other non-profits and other organizations in the City Center area that serve the community.

In addition, the City anticipates that implementation of a gigabit-speed fiber network will:

1. Create a platform for technology companies to create the next generation of products and services
2. Leverage and coordinate ongoing infrastructure improvement efforts to reduce network development costs.
3. Encourage competition and transparency
4. Provide a comprehensive broadband infrastructure that can be expanded upon to serve other areas of the City in the future.
5. Position Hagerstown as a regional / national leader in technology and innovation.

II. OBJECTIVES OF THE RFI (Continued)

GOAL 2: Establish free wireless networks in parks and public spaces across the City, with primary focus on the following areas: City Park, Pangborn Park, Hellane Park, Wheaton Park, and Fairgrounds Park.

In addition to providing high-speed broadband services to our City Center, the City is also looking to provide free wireless Internet service to our larger parks across the City. Expansion of access in these public spaces will add to the vibrancy of Hagerstown's neighborhoods and contribute to local economic activity. In addition to better serving the thousands of visitors annually to Hagerstown each year, local residents will also have the benefit of staying connected while enjoying the many outdoor spaces across our nationally award winning public spaces.

To help the City achieve this goal, Respondents are invited to submit ideas and recommendations on approaches for providing free wireless Internet service to these five(5) parks, as well as the anticipated expansion into our other smaller public spaces.

GOAL 3: Evaluate the opportunity to expand wired/wireless services to areas beyond our City Center urban core to include underserved residential areas, business parks, and/or target commercial areas.

In addition to providing cutting edge broadband service for commercial and industrial sectors, wide-spread access to reliable, affordable high-speed Internet service is critical for ensuring all residents of the City are connected to the modern economy. Low-income and disadvantaged residents are often underserved by Hagerstown's current broadband infrastructure and a lack of universally available, affordable broadband service. Overcoming geographic or financial barriers to connect all residents of Hagerstown to the educational, cultural, and economic opportunities and resources they deserve is essential to empower our citizens to be at the forefront of an increasingly borderless, digital world. The initial implementation of these services would be targeted in the same Community City Center already identified for commercial high-speed access. The ultimate conclusion to this goal would be to have high-speed access available to all neighborhoods or our City.

To help the City achieve this goal, Respondents are invited to submit ideas and recommendations on approaches to providing free or heavily discounted gigabit or multi-megabit Internet service over a wired or wireless network to residential parcels in the Community City Center target area, ultimately expanding this service to other City neighborhoods.

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II. OBJECTIVES OF THE RFI (Continued)

GOAL 4: Provide connectivity opportunities for existing City Police camera surveillance system, including expansion into other developing areas of the City.

The City of Hagerstown current operates over 100 cameras located in various areas of the city. These devices predominantly communicate via either point-to-point wireless signal or cellular provider air cards. This communications configuration limits the ability for public safety staff to stream video from these cameras, creating obvious issues in response and monitoring.

The City would like to work with the partner to incorporate fiber technology in those areas where cabling is available and where connection to cameras is both geographically and economically feasible.

To help the City achieve this goal, Respondents are invited to submit ideas and recommendations on approaches for providing this fiber connectivity to enhance public safety's camera monitoring capabilities.

GOAL 5: Establish a presence within the community in the form of co-location facility and business branch office space in which to conduct business.

The City of Hagerstown City Center area is a very mobile and close-knit area. The ability of a partner private entity to establish a local presence in our City Center area to provide customer service and economic activity of its own would add greatly to this overall opportunity. The City would also like the partner to consider development of a modest co-location facility to provide a common meet point for all public and private fiber, including our Washington County Public Network (WCPN) and Network.Maryland (NET.MD) fiber.

The City would look to work with this partner in finding available space conducive to such an operation, as well as provide economic incentives when appropriate.

To help the City achieve this goal, Respondents are invited to submit ideas and recommendations on approaches to establishing a business presence in our City Center as well as the needs / infrastructure required to establish a collocation facility.

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III SCOPE OF REQUESTED INFORMATION

A. Target Geographic Area *

The City invites responses that include ideas and recommendations regarding the development of a gigabit fiber network in our Community City Center area, as well as expanded wired and/or wireless broadband service to our defined public parks and underserved / disadvantaged residential City Center areas. Comprehensive responses will examine existing resources and evaluate the feasibility of network expansion in these areas, including the necessary steps and additional resources to develop an expansive network.

Respondents would look to identify specifically the development of a gigabit fiber network that offers services at a reduced cost for the entities within the City Center development area as shown on the map available at www.hagerstownmd.org.

Respondents are encouraged to propose wired and/or wireless service at a discounted or free price to disadvantaged / underserved residential areas to include those shown on the same map.

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III SCOPE OF REQUESTED INFORMATION (Continued)

B. Desired Network Characteristics

The City intends to be an infrastructure partner only and does not intend to act as a retail service provider or network operator. Desired network characteristics are outlined below.

General Requirements for All Technology Solutions

Gigabit fiber, Wired or Wireless Multimegabit Broadband and Wireless Parks

Customers should be able to attach any device to the network, as long as they do not impair network performance. Customers must also be able to post and access any lawful content on non-discriminatory terms. Data must be encrypted while traversing the broadband network in order to ensure the security and privacy of customers.

The network must be characterized by a transport infrastructure that is physically and logically redundant and provide raw Layer 3 transport in addition to IPv4 and IPv6 Layer 3 routing. The infrastructure must be capable of providing 99.9% availability, be resilient with low latency and jitter, and ensure that packets sent and received at the network edges are identical.

Gigabit Fiber Network Requirements

In addition to the general requirements outlined above, the City requires an open network architecture that allows for multiple service providers and equal access to fiber infrastructure at reasonable wholesale cost, providing dedicated bandwidth to all customers and service providers. The network must be sufficient to support data services at gigabit speed, in both upstream and downstream directions, to residents, businesses and institutions.

Wireless Service Requirements for Parks and Public Spaces

In addition to the general requirements above, wireless service provided at parks and public spaces must have a minimum connection speed of 6 Mbps and utilize MIMO technology. The maximum number of clients that can associate per access point is 24. The minimum number of clients supported per location is expected to vary by location and can be determined at a later date based on park size and potential usage opportunity.

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III SCOPE OF REQUESTED INFORMATION (Continued)

C. Public Assets and Infrastructure

The City of Hagerstown possesses a variety of public assets and infrastructure that may be leveraged to support the development and expansion of a comprehensive telecommunications network. The use of these assets may be subject to certain restrictions, regulations, and/or additional authorization by City departments. Some assets may be preempted from use due to existing contractual relationships, or removed from consideration for another reason. Any such preemption may be disclosed at any time.

In addition to the assets outlined below, the City may also consider additional investments and support for broadband infrastructure expansion. The Respondent is encouraged to propose additional areas where the City could extend support.

a. Fiber:

The City owns a small amount of fiber used as part of the Electric Utilities SCADA system. This fiber could be made available based upon location and ability to secure transmissions across the network. The remaining fiber utilized by the City for institutional purposes is not available for use in any economic development initiative due to restrictions in place with the Internet Service Providers.

b. Rights-of-Way:

The City of Hagerstown has hundreds of miles of roadways consisting of major streets, residential streets, and alleys. The City also has an extensive network of utility assets that can potentially be utilized to support expansion of a broadband infrastructure.

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III SCOPE OF REQUESTED INFORMATION (Continued)

D. Market Potential

The City of Hagerstown participated in a Needs Assessment Study in 2013 to identify the opportunity available for broadband expansion. It was determined that Hagerstown has a total of 56,386 households, and 10,044 commercial entities within its corporate boundaries. Of these entities, 73% operate with “little” broadband capabilities, including cable modem / DSL / wireless. 27% have no Internet capabilities or exist on dial-up connectivity.

Within the initial City Center target area, there are several small “high tech” companies and privately-held real estate available for several larger entities to locate here. There is also a mix of small “mom/pop” type businesses, and an increasing number of dining establishments to complement our Arts & Entertainment District. Finally, the City has a significant residential population with the 15 square block area that would benefit in having high-speed connectivity.

The City is willing to work with the Respondents to analyze potential demand within the City Center and other key development areas to pull together data on existing private broadband spending and demand for gigabit services. Respondents are invited to propose additional areas in the City where network expansion supports economic growth and presents viable economic opportunity for a potential service provider.

A copy of the Washington County Broadband Recommendations / Needs Assessment document is available at <http://www.hagerstownmd.org/index.aspx?nid=274>.

III SCOPE OF REQUESTED INFORMATION (Continued)

IV General Terms for RFI.

Disclaimer

Responses to this RFI become the exclusive property of the City of Hagerstown. All documents submitted in response to this RFI may be regarded as public records and may be subject to disclosure. This RFI is issued solely for information and planning purposes and does not constitute a solicitation. No material submitted in the response to this RFI will be returned. Respondents are solely responsible for all expenses associated with responding to this RFI.

A. Confidentiality

All submissions are subject to the State of Maryland Public Information Act. To the extent that the Respondent desires to submit proprietary information to the City, the City represents that it will use all reasonable efforts to claim available exemptions under the state's Freedom of Information Act (FOIA) law, and will notify Respondent if a FOIA request is received in connection with that proprietary information. All materials that the respondent believes are proprietary **MUST BE LABELED "PROPRIETARY, PRIVILEGED AND CONFIDENTIAL."** The City cannot guarantee that its efforts to claim available exemptions will be successful and the City may be required to disclose the Respondent's information.

B. Incurred Costs

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

C. False Statements

Any person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the City for a civil penalty of not less than \$500 and not more than \$1,000, plus up to three times the amount of damages which the City sustains because of the person's violation of this section. A person who violates this section shall also be liable for the City's litigation and collection costs and attorney's fees.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the City for the same penalties for the violation.

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IV GENERAL SUBMISSION INFORMATION

Each submission must be accompanied by a cover letter that references the title of this RFI, contains a general statement of purpose for submission, and includes the following information:

- A. Full Legal Name(s) of the Respondent
- B. Address(es)
- C. Website(s)
- D. Type(s) of organization(s). Additionally, a primary contact should be identified and contact information provided. Necessary contact information includes: Name, Title, Organization Name, Address, Phone Number, and email address. The primary form of communication will be by email. **NOTE:** In the case of multiple organizations submitting one response, a lead organization should be identified as well a primary contact within that organization.
- E. Description of relevant prior organizational experience related to the financing, construction and management of wired / wireless infrastructure networks, mainly dealing with municipal broadband networks.
- F. Description of currently owned and/or operated infrastructure in the region that could facilitate achievement of the City's desired goals.
- G. Identification of prior and/or current relationship(s) with other entities that could aid in achievement of these goals.

All responses will be returned no later than 4:30 PM, February 20, 2015 via email to snicewarner@hagerstownmd.org or via CD/DVD (if file too large for email) to City of Hagerstown, c/o Scott Nicewarner, 1 E. Franklin St., Hagerstown, MD 21740, with the subject Hagerstown Broadband Initiative RFI Response. Any submissions received after that date may not be reviewed. The City may contact the respondent for further information after that time.

The Respondent may access the Community City Center Plan at www.hagerstownmd.org and following the link on the home page. The Washington County Broadband Recommendations documentation, including the needs assessment and map of the Community City Center area, is available at the City website at <http://www.hagerstownmd.org/index.aspx?nid=247>.

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(SUBMIT 2 COPIES)

BIDDER'S MUST STATE THE FOLLOWING:

COMPANY NAME: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

This form was completed and submitted by: _____
(Please print or type full name)

Title of Individual: _____

Signature of Individual: _____

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Bidder's Company Name

SIGNATURE TO BIDS

NOTE: Bidders shall use this page as a cover page when submitting their bid.

Each bid must show the full business address and telephone number of the Bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the Bidder to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data resulting from this contract are the City's property. The City has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The Bidder warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. All erasures and/or changes shall be initialed by the individual making modifications to the Bid.

BIDDER MUST SIGN HERE AND RETURN THIS PAGE AND THE BID FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Bidder does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form.

Bidder acknowledges receipt of Addenda by initialing the following:

Addendum No. 1		Addendum No. 2		Addendum No. 3	
Addendum No. 4		Addendum No. 5		Addendum No. 6	

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(SUBMIT 2 COPIES)**

AFFIRMATION REGARDING COLLUSION

I AFFIRM THAT:

Neither I nor, to the best of my knowledge, information, and belief, the below stated business has:

- (a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Bidder or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other State or federal law, **except as follows** (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

BIDDER'S COMPANY/FIRM: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE PRINTED: _____

TELEPHONE & FAX NUMBER: _____

DATE: _____ FEDERAL EMPLOYER'S IDENTIFICATION NO. _____

For Informational Purposes Only: Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise? (Please check below.)

_____ Yes _____ No

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The following information is required as part of your response to this solicitation.

REFERENCES: The bidder must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Please list below three (3) references for which you have performed work similar to those specified in this Bid within the past 4 years.

1. Company: _____
Contact: _____
Phone Number: _____
Date of Service: _____
Value: \$ _____

2. Company: _____
Contact: _____
Phone Number: _____
Date of Service: _____
Value: \$ _____

3. Company: _____
Contact: _____
Phone Number: _____
Date of Service: _____
Value: \$ _____

