



REQUEST FOR PROPOSAL

CITY OF SANDY, OREGON
NOTICE AND REQUEST FOR PROPOSALS FOR:
CITY OF SANDY TELECOMMUNICATIONS MASTER PLAN

Proposals due at 5:00pm on March 11, 2024

The City of Sandy is soliciting proposals from qualified consulting firms to assist in creating the City of Sandy’s IT and Telecommunications Department Master Plan as outlined in this RFP. The Master plan is an important document for future planning and providing a list of opportunities for the Telecommunications department to consider as it grows and continues to serve the community.

Sealed RFP submissions must be received by Gregory Brewster, SandyNet General Manager at 39250 Pioneer Blvd, Sandy OR, 97055, on or before 5pm on March 11, 2024. Envelopes should be clearly marked “**CITY OF SANDY IT/TELECOMMUNICATIONS MASTER PLAN PROPOSAL.**” Please provide three hard copies of the proposal and one electronic copy to the email below using the subject line: **CITY OF SANDY IT/TELECOMMUNICATIONS MASTER PLAN PROPOSAL.**

Late submissions will not be accepted. Please send all proposals to Gregory Brewster, SandyNet General Manager at: gbrewster@ci.sandy.or.us.

All requests for clarification must be submitted in writing no later than 2pm on March 4, 2024, to Gregory Brewster, SandyNet General Manager at: gbrewster@ci.sandy.or.us.

PROPOSED TIMELINES

2/12/2024	RFP Posted
3/4/2024	Deadline for Clarifications
3/11/2024	Deadline for Submission of Proposals
3/20/2024	Review & Interview (if necessary)
3/25/2024	Intent to Award Contract
4/2/2024	Commencement of Services

NOTE: The City reserves the right to modify this schedule at the City’s discretion. Any modification will require the City to notify any bidders who have submitted an intent to bid.

BACKGROUND

Sandy is a growing suburban community located on the outskirts of the Portland metropolitan area and within Clackamas County. In 2000, Sandy’s population was only 5,300 and the city was too small to be provided with adequate telecommunications infrastructure. On November 19th, 2001, Sandy City Council adopted an ordinance, establishing Sandy’s municipal telecommunications utility, SandyNet. Since that time SandyNet has provided the community and its businesses both inside and outside of city limits with broadband service using various mediums such as wireless point-to-point, Digital Subscriber Lines (DSL) and most recently and most heavily utilized, fiber optics. SandyNet’s current Telecommunications Master Plan was adopted in 2009, when DSL was being phased out in favor of higher capacity wireless point-to-multipoint connections within Sandy city limits.

In 2011, SandyNet expanded its wireless service to various sections of unincorporated Sandy as well as sections of Boring, Oregon. In 2014, Sandy City Council approved the buildout of a city-wide fiber-to-the-home network with the vision of offering gigabit broadband service to every house within Sandy city limits.

To date, Sandy’s population sits at 13,000 and 100% of Sandy’s homes and new developments have the capability to sign up for SandyNet fiber optic service. Upwards of 90+% of businesses can obtain broadband service from SandyNet. Multiple Dwelling Units (MDUs) and apartments are still relatively underserved and are actively being constructed by using American Rescue Plan Act (ARPA) funds released by the federal government through the State of Oregon for COVID-19 relief to local governments.

Growth of both Sandy and its surrounding community have created higher demands for rural broadband service, including those outside of SandyNet’s current serving area. This digital divide has reached the desks of Clackamas County, who have created goals to begin addressing the inequity of broadband access. The Clackamas Broadband eXchange (CBX), a department of Clackamas County has been tasked with addressing those needs. SandyNet and CBX entered into an IGA in 2019 and later revised in 2023 to provide broadband services to underserved areas outside of the City of Sandy, but within the Sandy community.

The City has supported and grown SandyNet to ensure it meets community's needs by offering high speed, reliable and affordable broadband. It has long fulfilled its 2009 master plan and needs a new growth and management plan, staffing analysis, facilities need analysis and rate study to make sure it continues to benefit the community for the next 10 years.

PROJECT OVERVIEW

The City of Sandy is seeking a consultant from a professional firm to review the existing department and deliver recommendations on identifying its business direction and growth options. The analysis will help provide a roadmap of possibilities that reflect the community's vision for SandyNet. In addition to the master plan, there should be focus for providing information for future reports and analysis. Beyond this RFP, there will be future documents produced internally or by a future consultant for (1) a staffing analysis that identifies the organizational staffing structure and roles, (2) a space needs analysis for the departments future new office and construction yard, and (3) a future rate study that will help fulfill the Sandy City Council goal of growing SandyNet to become a self-sustaining department. While those three identified reports are beyond the scope of this RFP, this project must consider those future documents and present any relevant information in the master plan.

The City expects the firm and its consultant to have experience in preparing a minimum 10 year plan that meets the previously identified needs. As provided by ORS 279B.060, the firm or consultant is required to meet the highest standard prevalent in the industry in providing the appropriate services.

SCOPE OF SERVICES

The consultant shall provide professional services to support each of following described tasks. The City will work with the awarded consultant to develop a final and comprehensive report that will then be brought before Sandy City Council for adoption.

Review and Analyze Existing Assets and Levels of Services

The City of Sandy has operated its SandyNet department for over 20 years, and during that time, the City has invested significant capital, time, and other resources into building its ISP. Since its creation, SandyNet has operated to meet the needs of the community and help drive improvement/innovation and adapt to changes as they occur. SandyNet impacts the community on several fronts, including affordability, reliability, and local support and fostering economic development. Since SandyNet is a municipally owned and operated ISP, additional consideration to community development and impact should be considered when comparing or relating to other ISP models.

Identify Long Term Department Goals/Initiatives

After the analysis of SandyNet’s current assets and standing, long term goals should be established for the department to consider when seeking actions such as service area expansion, rate adjustment, funding opportunities, etc. These long-term goals will help guide SandyNet in meeting the community’s needs and attempt to forecast at least 10 years into the future.

Examples of those long-term goals may include, but are not limited to paying down existing debt, new ventures or avenues for expansion or increased revenue generation. Community expectations or desires, economic development opportunities, digital equity, and smart city initiatives.

Funding Opportunities

A section of the master plan should consider both current and expected funding options for municipalities and ISPs. Funding options should be relevant and connected to the long-term department initiatives. While funding options and opportunities changes over time, expected or typical models for funding should be considered to identify how to best position the department to apply and receive funds.

Regulatory Analysis

An analysis of the regulatory environment should be performed to ensure SandyNet compliance with all local, state, and federal requirements for telecommunication providers. The report should include recommendations for actions to meet or exceed legal and regulatory requirements.

Presentation

A presentation to the Sandy City Council is expected by the consultant to inform and answer any questions that may arise before the final report is brought forward for adoption. The presentation should cover all six sections of the analysis and provide recommendations, including an implementation timeline.

Recommendation and Analysis Package for Approval

The consultant shall provide a final document including the analysis and recommendations that can be adopted by Sandy’s City Council. The document is expected to be written and prepared by the consultant, and the consultant shall work with any relevant stakeholders to research or benchmark information for their analysis. The consultant shall work with SandyNet and other City staff on specific areas or direction needed for both the analysis and final document.

PROPOSAL FORMAT

Interested and qualified firms are invited to submit a proposal that demonstrates their experience in performing a program of this scale and complexity. To assist with the evaluation, it is desirable to format the proposal similar to the headings listed below. The submittal should be clear and concise.

Documentation shall contain at a minimum, the following information:

- 1. Cover Letter.**
 - a. Project Title
 - b. Full legal name of proposing business entity
 - c. Name(s) of person(s) authorized to represent the proposer in any negotiations
 - d. Name(s) of person(s) authorized to sign any contract that may result
 - e. Contact person's name, mailing or street address, email, phone numbers
 - f. Narrative of expressed interest in the project
- 2. Firm Profile.** Provide the firm's length of time in business, number of employees, and the locations of key offices supporting the project. Describe the firm's overall experience with providing professional services related to preparing space needs analyses or documents of a similar nature. Provide a brief profile of the firm and available firm resources. Describe any special skills, software, or services that the firm offers, that would be relevant to complete the project.
- 3. Team Qualifications.** Provide a brief profile of the key team members including principle, project manager, and other subject matter experts that would be available to support the information gathering, analysis or writing of the final document. Include a brief description of the experience and expertise offered by each team member. List staff with electronic and or local presence that would be available for regular meetings.
- 4. Related Experience and References.** Describe the firm's experience in performing similar projects for either small ISPs, municipalities or other governments/non-government organizations that operate in a similar nature or offer similar services to SandyNet. Provide three examples of relevant experience. Include the proposed team members that worked on those past projects. Provide the contact information (name, title, email, address, and phone numbers) for owner/agency project staff on these projects.
- 5. Program Approach.** Describe your approach to complete the six tasks previously listed. Describe how you will determine the project needs and scope, assign staff and coordinate with the City, its staff and the relevant stakeholders through the execution of the project.
- 6. Signature Page (1 page maximum).** The proposal shall be signed by a representative authorized to bid the team and shall expressly state the proposal is valid for 90 days. The signature page must also include a statement that the firm is not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- 7. Appendices.** Resumes of relevant members that reflect education, registration, experience of key staff including subconsultants/contractors and certifications.

EVALUATION CRITERIA AND PROTEST

Selection and Evaluation Process

The City reserves the right to reject any and all proposals that meet the criteria under **ORS 279B.100 Cancellation, rejection, delay of invitations for bids or requests for proposals**. The City will not be liable for, nor pay any cost incurred by responding firms related

to the preparation of proposals or the making of presentations. Each proposal will be evaluated and ranked using the following criteria.

Table 1: Written Proposal Scoring Criteria

1.	Meets Minimum Qualifications	Pass/Fail
2.	Firm Profile	15
3.	Project Team	20
4.	Related Experience and References	30
5.	Price	15
6.	References	20
	Total	100 points

The City will perform technical evaluations, rank submittals, and make selection recommendations. Staff will evaluate proposals and may ask a short list of consultants to participate in an interview process.

Presentation/Interview

At the option of the city, the top scoring proposers (based on the criteria points) may be asked to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount original proposed. The City’s project manager will schedule the time and location of these presentations and notify the selected firms. If the city elects to conduct a presentation/interview process, 100 criteria points will be assigned to the process and will be added to the participating proposers’ total points.

Table 2: Interview (optional) Scoring Criteria

1.	Project Team and Approach	100
	Total	100 points

The City will award the Project contract to the Respondent with the highest total sum of points awarded for project proposal and interview (if conducted) (200 points maximum).

Investigation of References

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion of deliver of a project on schedule and its lawful payment of employees and workers.

Clarification of Proposals

The City reserves the right to obtain clarification of any point regarding a proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

Intent of Award

Upon review of the proposals submitted and recommendations by the selection committee, the SandyNet General Manager may negotiate a scope of work and a general services agreement with one firm or may select one or more firms for further considerations.

Unsuccessful firms will be notified after an intent to award has been determined. The City has the right to reject any or all proposals for good cause in the public interest, and the Procurement Officer may waive any evaluation irregularities that have no material effect on upholding a fair and impartial evaluation and selection process.

Protest of Solicitation or Award

Any protest must be in writing, addressed to SandyNet General Manager at the address above, and must be submitted on or before the application protest deadline. A protest of the city's intent to award a contract may only be filed in accordance with OAR 137-049-0450, 137-049-0260 or OAR 137-047-0740, as applicable.

- **Solicitation Protest.** A consultant may protest the terms and conditions of the RFP if they believe that the solicitation procedures, or its terms and conditions of the RFP are unlawful or unduly restrict competition. In order to be considered, the City must receive a solicitation protest no later than ten (10) days prior to the date proposals are due. The protest shall include the legal and factual grounds for the protest, a description of the resulting prejudice to the consultant if the protest is not granted, and any proposed changes to the terms and conditions of the RFP.
- **Award Protest.** An adversely affected consultant may protest the City's intent to award a contract. In order to be considered, the City must receive an award protest no later than 2pm on the date that is ten (10) days after the date the City issues a notice of intent to award the contract. The City will issue the notice of intent to award by posting it to its website at the following address: <https://www.ci.sandy.or.us/rfps>. A protest of the City's intent to award must show that the selected consultant, and any consultants ranked higher than the protesting consultant failed to meet the requirements of the RFP, and that, as a result, the protesting consultant is entitled to be awarded the contract.