

Request for Qualifications

The Stillwater Utilities Authority seeks qualified firms to complete a feasibility study of a community owned and operated broadband network utility

For questions or to obtain a RFQ packet contact:

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To submit a response, mail or deliver one copy of the response to:

City Clerk
City of Stillwater
723 S. Lewis Street
PO Box 1449
Stillwater, OK 74076

Responses Due:

April 30, 2018, 5 PM (CST)

Section 1 – General Information

Stillwater is located in north-central Oklahoma. Stillwater is home to the main campus of Oklahoma State University, with more than 36,000 students, 7,400 employees, and campuses located in Stillwater, Tulsa, Oklahoma City and Okmulgee. As of 2016, the Stillwater population was estimated to be 49,504. The Stillwater Micropolitan Statistical Area has an estimated population of 78,399.

The Stillwater Utilities Authority was established to operate and maintain the city utilities system, which provides electric, trash and recycling collection, and water and wastewater collection to Stillwater residents, businesses and industries.

The Authority, a public trust operating under a trust indenture dated April 1, 1979, was created by a city ordinance with the City of Stillwater as the beneficiary. The mayor and city council serve as trustees and govern the authority. The trustees approve the Authority's rates and budget.

The Authority has an interest in determining the feasibility of a community broadband network. The vision for this proposed network is to provide reliable, cost-effective, and fast broadband internet service to residents, business, and industry in and around Stillwater. We envision a network capable of a minimum symmetrical download and upload bandwidth of 1 Gbps. The proposed utility will need to generate at least enough revenue to cover the full cost of operations.

Section 2 – Scope of Services

Responses should provide a clear and concise description of the respondent's capabilities, experience, and qualifications, and a minimum of three references.

The scope of services describes the basic level of service and is not intended to be a comprehensive list. Respondents are encouraged to propose additional services or to better define the listed services to develop a complete response. Responses should address experience and qualifications related to the following:

- Investigate current Authority and City of Stillwater needs, market, and capabilities to offer broadband services.
- Evaluate and recommend appropriate broadband service model(s) for Stillwater:
 - Full-retail service: provide full network service directly to the public.
 - Dark fiber and conduit: provide infrastructure for lease to internet service providers.
 - Open access: build and operate fiber network available to multiple independent service providers.
 - I-Net: connect and serve local public institutions, with potential for expanded services near those locations.
 - Partnership(s)
 - Oklahoma State University
 - Central Rural Electric Cooperative
 - Other potential public and private partners
 - Other viable model(s) known to respondent and not listed above.
- Inventory and evaluate existing broadband infrastructure.
- Recommend additional infrastructure and other operational needs for recommended service model(s).
- Complete feasibility analysis for recommended service model(s), including but not limited to:
 - Market analysis
 - Cost comparison to existing broadband providers
 - Community needs assessment
 - Risk analysis
 - Capital costs
 - Financing options
 - Staffing and compensation

- Anticipated operating revenue and expenditures
- Project schedule – the Authority has not determined the schedule for this project. We will rely on respondents to propose project components and schedule. This will be a consideration in evaluation of qualifications.

- **Section 3 – Evaluation and Selection Process**

The Authority seeks the most qualified firm to complete the feasibility analysis and make recommendations. The Authority retains the right to reject any or all responses and to re-solicit.

Evaluation criteria include but are not limited to the following:

- Background and experience.
- Responses to items listed in the scope of services.
- Proposed project schedule.
- References.

The Authority will make a selection as follows:

- Review the qualifications submitted and all respondents will be ranked based on qualifications.
- Select up to three of the most qualified respondents who will be asked to submit a proposal, including detailed scope of services and fee schedule.
- Select the best proposal based on careful evaluation and an in-person interview.
- Begin contract negotiations with the selected respondent. In the event that we are unable to reach a suitable agreement with the selected respondent, the Authority will begin negotiations with the next highest ranked respondent.
- Upon completion of negotiations, a proposed contract will be sent to the trustees for review and consideration.
- The trustees reserve the right to approve, reject, direct staff to negotiate changes to the proposed contract, or take any other action deemed by the trustees to be in the best interests of the Authority.

The Authority anticipates that the feasibility study will consist of two phases, with phase I being the services listed in this RFQ. Upon completion of phase I (if it is determined that a community broadband network is feasible) the Authority may negotiate for additional services in phase II, which would consist of work related to creation of the broadband service utility.