An initiative of the
Waukegan Community Broadband Taskforce
Community Broadband Master Plan
Request for Proposal

The Waukegan Community Broadband Taskforce (WCBT) is seeking proposals from qualified firms interested in creating a sustainable, broadband master plan to address existing digital inequities and barriers to access, adoption, and utilization of robust broadband by all residents, businesses, and institutions.

IMPORTANT DATES:
(Note: Waukegan is in Central Time Zone, all times noted are CST)

- RFP Released: May 26, 2021
- Vendor/proposer questions due: June 6, 2021
- Responses to vendor/proposer questions: June 16, 2021
- RFP Due: June 30, 2021
- Potential Consultant Zoom Interviews (as needed at discretion of Waukegan Community Broadband Taskforce): July 12-19, 2021
- Anticipated Decision Announcement: July 26, 2021
- Anticipated Project Start Date: (2-3 weeks from decision date) Aug 9, 2021
- Anticipated Project Conclusion: (4-5 months from project start date) Nov 30, 2021

SUBMISSION FORMAT:
Requests for Proposal shall be submitted electronically with the subject header:
Vendor/Firm Name : Waukegan Community Broadband Master Plan Design Project: RFP

All final RFP electronic submissions may be received by 5:00 PM CST on June 30, 2021.

All questions concerning this RFP must be submitted electronically by 5:00 PM CST on June 6, 2021 and addressed to: wcbtaskforce@gmail.com with subject header
Vendor/Firm Name : Broadband Master Plan Design Project : Questions
Or submitted via the website form

➢ RFP Documentation and any questions must be submitted to the Waukegan Community Broadband Taskforce by the deadlines and addresses noted. No allowances will be made for delivery to incorrect address or other exceptions. Proposals submitted after the deadline will not be accepted.
➢ Proposals and all related materials shall be prepared at the bidder’s expense and become the property of the Waukegan Community Broadband Taskforce.
➢ The selected consultant may be asked to provide multiple printed, bound copies of the proposal upon or after selection.
➢ Respondents are advised to review this entire document carefully and to follow instructions completely, as failure to make a complete submission may result in rejection of the submission.
➢ There will be a quiet period of time where all respondents are prohibited from making any contact with Waukegan Community Broadband Taskforce (WCBT) or any other administrator or employee of the City of Waukegan. The quiet period of time is scheduled from June 15, 2021 through June 28, 2021.
➢ WCBT reserves the right to decline in part or in whole a submission’s proposed sub-consultants or contractors, or to ask them to include alternates or additions.
➢ This RFP does not commit or require that the WCBT enter into a contract. WCBT reserves the right to award one, more than one, or no contract(s) relative to this RFP. WCBT reserves the right to waive informalities and irregularities in the submissions of proposals received. WCBT also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
CURRENT MEMBERS OF THE
WAUKEGAN COMMUNITY BROADBAND TASKFORCE
STEERING COMMITTEE:
**RFP Components:**

1) Background

2) Engagement Scope of Work and Deliverables
   a) Organization Support/Clarification
   b) Access Plan
   c) Adoption and Utilization Plan
   d) Funding Support
   e) Sustainability
   f) Communication and Community Engagement

3) Proposal Requirements
   a. Vendor Information
   b. Qualifications and Experience
   c. Demonstration of Understanding
   d. Approach Methodology and Timeline
   e. Project team and vendor resources
   f. Conflicts of Interest
   g. References
   h. Detailed work plan and fee schedule

4) Selection Process and Criteria
1) BACKGROUND
The City of Waukegan, Illinois is one of the oldest municipalities in the state, with records of first visitors to the area dating back to the late 1600’s. Yet, while history is a part of its legacy, it’s vision as a city of progress will pave the way for its future.

While Waukegan has grown, prospered, struggled and persevered over the years, today the city is home to approximately 90,000 individuals with broad diversity among its residents living in 25,000 households. It is the ninth largest community in Illinois, with a strong market foundation in downtown Waukegan which is home to business, entertainment, education, and the presence of city and county government. Offering one of the Midwest’s largest lakefront and downtown redevelopment opportunities, Waukegan boasts three linear miles of Lake Michigan shoreline including a beautiful harbor and 700 ship marina which offer access for commerce and leisure. Perhaps more critically, Waukegan has pivotal Lake Michigan access as a fresh water source that will become increasingly important as global climate change affects demand and use. Sitting nearly midway between two larger metropolitan areas, Chicago (40 miles south) and Milwaukee (55 miles north), Waukegan is poised to be pivotal in the development of this Midwest mega-region along the I-94 corridor.

There are few cities with the opportunities that exist within Waukegan. However, to truly become a ‘City of Progress’, Waukegan must have the vision and leadership to take the critical steps necessary to achieve its great potential. While 2020 brought challenges to communities around the globe, it also presented opportunities for innovation, collaboration, change and growth. The need is here and the time is now to take action.

According to an initial broadband community assessment completed by Foresite Group in 2020, the City of Waukegan has adequate broadband coverage in some areas, but not all, and suffers as well from a wide lack of participation by residents in the coverage that does exist. This is likely due to a variety of socio-economic issues including poverty, tech literacy and a true perspective on the value of robust broadband on improved functioning of daily life.

While Waukegan celebrates the diversity of its community, the potential challenges in Waukegan including those noted by Foresite, also include challenges presented with a large immigrant population who have difficulty overcoming related access barriers. Data collected in the American Community Survey, suggests that estimates gathered in the last three years place the non-citizen Latino population of Waukegan between 16-22%. Residents without legal documentation may ineligible or unwilling to apply for internet services from local providers. Language barriers experienced by this population also present obstacles when providing training for full utilization. According to the 2011-2015 American Community Survey for the City of Waukegan, 55.5% of residents speak a language other than English at home. And finally, lack of education is a factor in the community. According to recent statistics, almost 20% of the population in central and southern Waukegan does not have a high school education. COVID has had a devastating impact on this statistic with graduation rates for Waukegan High School potentially nearly doubling the number of students ending 12th grade without a diploma. In addition, a lack of appreciation of the value of broadband in the home is also an obstacle to utilization. While sufficient access exists for many areas, informal surveys of constituent groups in the community pre-COVID, indicated that only 40% of households had internet in their home beyond their cell phone. Many just did not see the need, nor understand the value of having more robust access. This unique set of challenges makes obtaining and utilizing broadband service a difficult problem for residents, any solution for the community needs to openly and directly respond to these particular challenges.
However, 2020 changed awareness. With the need for remote learning for the nearly 15,400 students in the Waukegan School District in 2020 and continuing in 2021, home access became critical. Several agencies, including those on the WCBT, the Waukegan Public Library and the Waukegan Community Unit School District 60, attempted to provide short term solutions including providing hundreds of WiFi hotspots for household use and multiple “WiFi-Drive-Up” locations across all public schools. While hotspots were a critical stop gap solution, they are an ill-suited response for long-term access for the community. They are costly, not well suited to multiple users in a household, and have limits to data capacity. It is critical for Waukegan to provide a more appropriate and visionary solution to help its community and residents live successfully in the 21st century.

Like many communities, Waukegan’s future visionary solution will take leadership, creativity and a right balance of design that will incorporate both the technology and sociology requirements of this community. As many have said, we are truly at “the broadband moment” – and Waukegan is ready to seize the opportunity.

Clearly there will be a need to develop a comprehensive broadband master plan solution that addresses the unique challenges in Waukegan while also recognizing and maximizing the opportunities. A unique approach to creative network ownership, competitive funding and sustainable business models, and as well as the right balance of infrastructure and human capital investments will be required.

In December 2020, following several months of discussions and efforts by community partners, the Waukegan Community Broadband Taskforce (WCBT) was formed to begin to create the vision and solution for a critical pathway to recovery and resurgence in this community. This public/private collaboration of city staff, anchor institutions, and community partners sees the critical obstacles that exist when access, adoption and full utilization of broadband is not available to all.
SUMMARY OF ACTIVITY TO DATE:
The COVID-19 pandemic laid bare the reality of broadband deficiencies and contributed to the struggles of the community. Seeing firsthand the impact to families struggling with loss of income, remote schooling, inability to access available resources through with online tools, two community partners, Beacon Place and Heart of the City, initiated discussions to explore looking beyond the band-aid solutions being patched together to provide emergency support. These community partners wanted to formulate a vision for a community where robust broadband was accessible, and widely adopted and utilized by all to support their ability to lead productive and successful lives in the 21st century.

The following outlines the activities following the earliest discussions:

- **April 2020**: Beacon Place and Heart of the City began discussions regarding shared observations of client families struggling to connect to on-line learning and accessing telehealth services as a result of COVID-19.
- **May 2020**: Through a third-party introduction, Beacon Place introduced FORESITE GROUP, a national broadband engineering consulting firm to the conversation. The three parties agreed that a first step in solutioning, involves completing a community assessment. Four critical steps were identified as part of broadband improvement planning: community assessment, masterplan, network implementation, and technology deployment.
- **June 2020**: Heart of the City engaged the Julian Grace Foundation in the dialogues. Julian Grace agrees to fund the Community Assessment which provided the energy to initiate the first step toward a long-term broadband vision for Waukegan.
- **August 2020**: FORESITE completed the Waukegan Community Broadband Assessment and delivered initial results to Beacon Place, Heart of the City, and the Julian Grace Foundation.
- **September 2020**: Beacon Place and Heart of the City shared the results of the Community Assessment with Mayor Sam Cunningham of Waukegan, and then with the Waukegan City Council. The primary observations shared clearly indicated the need for three critical next steps:
  - Formation of a public private partnership to guide the broadband vision for the community
  - Pursue critical second step in broadband improvement: development of a master plan;
  - Immediately begin work to secure soon the be available state and federal funding
- **Oct 2020**: Beacon Place and Heart of the City presented a summary of the Community Assessment and update from conversations with the City of Waukegan to the Lake County Funders Alliance seeking support for the second step, the community master plan; FORESITE provided to Beacon Place and Heart of the City, a proposal to complete a broadband master plan for the City of Waukegan.
- **November 2020**: Two potential partial funders emerge, but concerns existed over the City of Waukegan's ability to manage and prioritize a long-term vision for broadband; Mayor Sam Cunningham kicks off a first meeting of the Waukegan Community Broadband Taskforce (WCBT)
- **Early Dec 2020**: Mayor Cunningham appointed Thomas Maillard, Director of Operations for the City of Waukegan and David Motley Director of Marketing and Public Relations to co-chair the WCBT and initiates the first meeting of the executive committee including representatives from City administration and operations and City Council, Heart of the City and Beacon Place, Waukegan Community Unit District 60 (WPS60), the Waukegan Public Library, the Lake County Health Department, Waukegan Township, Waukegan Park District, and a private funder representative.
• **Mid-late Dec 2020**: The WCBT began weekly meetings to discuss the potential to secure funding for a broadband master plan and initial consulting engagement for solutioning. An initial target of March 31, 2021 was discussed as the filing date for the next release of CONNECT ILLINOIS state grants for broadband improvements; these were determined to be shovel ready fundings so no application was ultimately submitted.

• **Jan 2021**: Continued bi-weekly meetings of WCBT, determined need for pre-consultant work to understand potential solution models before master plan development and determine interest in applying for Illinois Connected Communities Program.

• **Feb – Mar 2021**: Researched and held initial interviews with national partner resources to identify potential broadband masterplan consultants and explored the masterplan process and outcomes. Determined no need for pre-consultant but instead submitted application to Illinois Connected Communities Round 2 Cohort March 8 for advisory support.

• **April 2021**: Draft work completed on consultant RFP, continued conversations with broader community stakeholders and funders.

• **May 2021** – RFP finalized and released

The Waukegan Community Broadband Community Assessment, provides a comprehensive review of the current broadband environment in the City of Waukegan on pages 28-35. This summary suggests that access is not the primary issue for Waukegan the way it may be in more rural areas. This initial review suggests that 98.4% coverage exists (FCC 477 data estimates) from incumbent broadband providers (AT&T and Comcast primary wireline providers, 7 backhaul providers and a variety of cellular providers), and most areas of the city are covered by satellite, fixed wireless or cellular service. However, these assessments may be overstated as recognized by faults in data collection nationally, and this wide coverage will likely not be sufficient for increased usage demands. As has been noted, while access may exist, it is not fully utilized by portions of the population due to the issues outlined. The creative, sustainable solutions proposed in a broadband master plan and solution design presented for the City of Waukegan and its residents must address all barriers and lead the community forward.
2) ENGAGEMENT SCOPE OF WORK AND DELIVERABLES

The goal of the Waukegan Community Broadband Initiative is to improve the quality of life for residents, businesses, non-profit agencies, governments, visitors, and other community partners by improving secure internet accessibility, affordability, and reliability within the greater Waukegan community. Solutions are envisioned with a concentrated focus on enabling education, telehealth, senior access, improved safety, smart city applications, and increased economic development within the community. As a ‘City of Progress’, Waukegan wants to be at the forefront of taking advantage of the unique opportunities in the broadband environment at this moment in time that we know will be essential for spring boarding the Waukegan community forward.

The City has identified the goal, but needs assistance in establishing a plan to achieve it. At this time, the WCBT (Waukegan Community Broadband Taskforce) seeks to hire a consultant to design the broadband masterplan needed to address the three critical areas noted: access, adoption and utilization. These plans will become the foundation for applications for public and private funding needed for implementation. The comprehensive broadband masterplan should be designed with the consideration of all possible sustainable alternatives available for promoting advanced broadband services to residents, businesses, and institutions.

It is imperative that this plan is completed now, to enable the critical stakeholders in Waukegan to be positioned to secure the ‘once in a generation’ funding opportunities that may soon be available.

SCOPE OF WORK
We expect that the broadband master plan consulting project scope of work will include the components detailed below. If your team disagrees with any of these components, or feels additional work is required or recommended, your proposal should clearly articulate your recommended modifications.

The selected consultant team will be expected to complete the following:

1) ORGANIZATION AND LOCAL LEADERSHIP:
   Working with the existing Waukegan Community Broadband Taskforce (WCBT), the consultant will help to clarify the leadership structure for the ongoing deployment by identifying the requisite stakeholders and resources that are required for best practice and effective planning and leadership. In addition, organizational recommendations will be anticipated to support the recommended management and deployment of the proposed solution design. This may include but not be limited to clarifying participants, roles, commitments, organizational structure (formal and informal), and making necessary recommendations to the WCBT and related stakeholders on resources and organizational structure necessary to support this initiative now and into the foreseeable future.

2) ACCESS PLAN:
   a) Technical Analysis: Building on the initial work of the Foresite Group’s 2020 assessment, the project effort will include researching and validating existing public and private sector internet infrastructure, technology, and assets within the City; develop an inventory and provide recommendations for expanding broadband services to residents and businesses. Identify potential network routes and interconnection points, existing and possible infrastructure recommendations to support and maximize service utilizing regional assets with an emphasis on identifying areas for funding priorities based on various demographic components for development.
   b) Market Analysis: Compile and analyze information on needs, usage and currently available solutions for all constituent groups including residents, businesses, institutions and agencies;
perform a gap analysis matching existing service providers and products to those constituent groups, while identifying trends and opportunities.

c) **Current Use and Need/Value Analysis:** Analyze and summarize the current solutions in place to bring internet to residents that are being implemented across the city – including any temporary solutions implemented during the COVID-19 pandemic for short term response and determine effective sundown and replacement plans. Utilize various methods of evaluation to explore the presence and level of internet service among stakeholders, specifically probing the value equation to assess current interest, appetite and need priority. Identify unserved and underserved areas specifically.

d) **Preliminary Design and Cost Estimates of Broadband Solution Model:** The high-level broadband solution model should present a detailed view of the solutions, business models, sustainability requirements and funding models. In addition, the plan should include detail in the development strategy and concept for network design, outline type(s) of technology and business delivery models; identify rights-of-way, and describe network specifications and structural options. Include preliminary cost estimates for construction of the proposed installations and related costs including but not limited to engineering, permitting, legal services, project administration and GIS mapping, maintenance, etc. Include GIS mapping of the following: a) existing infrastructure, b) areas of need, and c) proposed infrastructure routes of connectivity solutions.

e) **Network Operation Options:** Provide an assessment of the telecommunications environment detailing the types of services, pricing, availability and limitations. Identify all potential service providers and investigate potential collaboration opportunities among key stakeholders and vendors. Review viable technical and delivery methods as allowed by state and federal law. Develop a comprehensive public-private agreement template of the possible organizational/ownership structures for any proposed broadband infrastructure components between potential network owners and other potential business partners.

f) **Technical Broadband Development and Deployment Project Plan:** Building on the work completed in items a. through e. above, develop a technical broadband development and deployment project plan that includes: an assessment of service territories, backhaul routes, interconnection points, suggested routes, capacity, providers, technical and delivery models, market analysis, expansion strategies, cost estimates, funding resources, best practices, and other appropriate factors to address barriers at local and regional levels, with an emphasis on unserved and underserved areas.

3) **ADOPTION AND UTILIZATION PLAN:**

   a) **Gap Analysis:** Evaluate the current environment affecting adoption and utilization identifying key issues limiting broadband expansion – for households, businesses and institutions. Explore obstacles and barriers impacting current and future usage. Identify all stakeholders defined in the project who are appropriate participants in the solution implementation based upon current success and programs, as well as potential future programs and services. Determine the economic and community impact of broadband issues, the universe of potential users, and the presentation of potential opportunities achieved through the implementation of the plan.

   b) **Broadband Deployment Strategies to Address Adoption and Utilization:** Develop a communications and outreach strategy to engage public and private stakeholders, internet service providers and related partners and groups. Identify the targeted agencies or partners best positioned to deliver, determine potential existing examples and resources, along with high level cost/benefit analysis. Propose any necessary solutions needed to increase adoption and utilization including but not limited to support programs and services that could be delivered identifying the recommended anchor institutions.
4) **FUNDING FOR ACCESS AND ADOPTION/UTILIZATION**

Both plans (Access Plan and Adoption/Utilization Plan) must detail strategies that would assist the Waukegan Community Broadband Taskforce (WCBT) in identifying, applying for, and obtaining needed funds from targeted broadband-specific funding programs both public and private best matched to the solution design presented. The funding plan should outline fees for any services provided by the vendor or agent, for any and all grant writing support, or, should include similar information from a referral or partner agency that provides such services. The Waukegan Community Broadband Taskforce is anticipating applying for available state and federal funds when notices are issued, and will use the plans created and will be seeking a partner to assist in these applications. The Funding Plan should include steps, funding sources, grant writing resources, and recommendations based on past successes. If funding applications become available during the masterplan engagement, the WCBT would expect the vendor/agent engaged to be prepared to support the application process with any preliminary work already completed. As noted above, this would potentially be completed by the agent, or, through the recommended third party.

5) **SUSTAINABILITY PLAN:**

**Sustainable Access Solution Plan Model** – Identify and outline a long-term forecast for sustainability (for example a 5, 10, 15 and 25 year or another appropriate phasing plan and timeline). The business sustainability model for the Access Plan and proposed network ownership/ISP solution outlined above should cover all cost and income modeling assumptions for the network ownership solution proposed which could include but not be limited to solutions such as policy only, or expanded to full or partial municipal network ownership and all potential proposed configurations in between. There is no predetermined course of action/ownership at this time.

**Sustainable Adoption and Utilization Plan Model** - In addition, outline the sustainability model for the programs, supports and services required in the Adoption and Utilization Plans.

6) **COMMUNICATION AND COMMUNITY ENGAGEMENT PLAN:**

To support the development of access, adoption and utilization, a strategic plan for communication and community engagement needs to be developed. The WBCT will rely on the consulting partner to advise and assist in the development of a best practice communication model. This model will be needed to support the plan development process for recruitment of participants in the needs and use assessments and gap analysis, as well as for the on-going deployment efforts.

**DELIVERABLES:**

The Waukegan Community Broadband Plan should include all six components outlined in the Scope of Work, and any additional components recommended by your team and approved by the WCBT. Each component should be clear, succinct and easily interpreted by the Waukegan Community Broadband Taskforce which includes individuals with varying levels of technical expertise. Non-technical language and references are preferred for this engagement, though technical information, where appropriate, should be provided as additional, supplemental, or exhibit material. Each plan component may include short-, medium- and long-term phases that will maximize impact in the most efficient manner possible. All materials produced for this engagement will become the property of the WCBT, its members, and/or its assigns. All materials are to be provided, upon the conclusion of the engagement, in PDF form as well as in the format originally produced. Additional requests for the provision of materials may be discussed during the engagement.
PROPOSAL REQUIREMENTS (RESPONSE)
The following factors will be considered minimal contents of the proposal submitted in response to this RFP. To the greatest extent possible, examples should be provided and documentation should be shared that highlight consultant’s work that is for communities with similar size, complexity, and demographic profile, or otherwise deemed similar to Waukegan for the purposes of this project. The proposal must demonstrate how the vendor agent is uniquely qualified to assist the Waukegan Community Broadband Taskforce (WCBT) and future partners in achieving their goals.

1) Vendor Information: Provide background on organization, history, leadership, and approach to broadband consulting, noting unique approaches and notable successes.

2) Qualifications and Experience: Provide information on agency background and experience in the following areas:
   1. Access: Outline the direct knowledge and experience your company has regarding technical infrastructure broadband solutions to address access gaps for municipal clients
   2. Adoption and Utilization: Outline the direct knowledge and experience your company has regarding solutions to address adoption and utilization gaps for municipal clients
   3. Financial: Describe direct experience and knowledge your company has creating and analyzing financial plans and models including capital requirements, operational pro formas, grant writing and funds obtainment, and financing options for similar solution challenges.
   4. Regulatory/Legal: Describe any direct experience and knowledge your company has in analyzing and interpreting the regulatory and legal landscape and providing analysis and guidance on these issues as they pertain to the various options contained in the proposal.
   5. Certifications and Expertise of team members (in cybersecurity, designing fiber, permit processes, aerial and underground fiber, and other pertinent areas).
   6. Services: Describe any direct experience and knowledge your company has in providing additional services such as grant writing, deployment project management, and business community analysis and other support and guidance surrounding broadband services.
   7. Project Management: Outline your company’s direct knowledge and experience with structured project management.
   8. Partnerships: Share your company’s experience in working with state and local governments and public-private sector collaborations.

3) Provide a restatement of the goals, objectives and project tasks to demonstrate the responder’s view of the project and your approach to this project. Clearly discuss any modifications, additions, and/or deletions recommended to the project scope.

4) Approach Methodology and Timeline for achieving defined scope of work.

5) Project team and vendor resources – Provide names, titles, roles, biographies and relevant experience of all staff that will be assigned to this project. In addition, provide the same or similar information for any partners or subcontractors necessary to support the completion of the scope of work. No change in key personnel assigned to the project will be allowed without the approval of the local project team. Address experience in working with communities of similar size, complexity and demographic profile.
6) Name of PMP certified Project Manager and certification information.

7) Conflicts of Interest: Provide any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, ISPs or other firms or with any representative (official, employee, or agent) of the City of Waukegan, Waukegan Community School District 60, or any of the WCBT partners.

8) References: Include at least three but no more than five, references from previous similar projects. Provide a brief description of the project, the timeframe for completion (actual dates), the cost of the project, the project team member(s) involved, and the contact information for the reference.

9) Detailed work plan and fee schedule to complete the entire Scope of Work to include:

What you will do and how you will do it:

a. Tasks to be accomplished and the budget hours to be expended for each task and subtask. (This will be used as a work plan and managing tool for basis of invoicing.)
b. Identify project timeline with deliverables and key milestones.
c. Outline the project management approach that your company will employ to execute this project and identify individual(s) responsible for the various areas in the outline.
d. Identify areas of risk for all aspects of the consulting engagements including but not limited to financial, legal, organizational, human resources, etc.

What it will cost:

e. Provide detailed cost estimate of the project, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a “Not to Exceed” cap. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.

What it will require:

f. Commit to working closely with the Waukegan Community Broadband Taskforce and outline specific requirements and expectations of this committee or other local resources including noting knowledge and local expertise areas needed, estimated time commitments from critical partners, etc. Clearly define any assumptions for the provision of information, materials, or research by the WCBT members, and which member or resource you anticipate will provide the materials. This should include an identification of local resource roles, areas of expertise, and schedule of anticipated time commitments that are anticipated from critical parties in Waukegan to ensure a successful completion of the engagement. If survey work or local data collection is anticipated, please provide details on experience in this area and the requirements of the WCBT that will be needed to complete.

g. There will be a minimum of one initial, one final and a minimum of 3 anticipated monthly status meetings required (on-site preferred) to be included in the work plan in addition to any regular input/review meetings. At least two public presentations (these could be in front of the school board, City Council, or other public forums) should be anticipated to close out the project.
ADDITIONAL DOCUMENTS:
Waukegan Community Assessment, Foresite, 2020

CONTACT:

Waukegan Community Broadband Taskforce
C/O Beacon Place NFP
603 S. McAlister
Waukegan, IL 60085

Email: WCBTaskforce@gmail.com
SELECTION CRITERIA
Proposals will be evaluated on the following criteria:

1. Understanding of Scope of Work: Direct industry experience is a fundamental requirement of the vendor to ensure viability of proposed strategies. This experience must be documented specifically in the proposal.

2. Qualifications and Experience: The WCBT prefers firms with experience in the development of broadband infrastructure in communities of similar size, complexity and demographic profile, or otherwise recognizably similar. Vendor must have direct past experience working within the telecommunications or broadband industry (carrier or Internet service provider) in a network planning, design and business development capacity. Vendor must demonstrate a working knowledge of federal funding programs and demonstrated success in obtainment of grant funds.

3. Creativity of approach, methodology and timeline: preference given to vendors with demonstrated success with a variety of plan solutions and an ability to perform the work within the given time limitation in an expeditious fashion.

4. Company Resources and Project Team: Professional qualifications and experience of project team.

5. Relevant Experience: Sample plans for other communities relevant to the scope of work described will be used to evaluate the vendor/agent. Any information required to be redacted should be addressed prior to submission. WCBT will not be responsible for redacting information from proposals or supplemental materials.

6. References: Please provide current information. If the person/people you worked with are no longer accessible, please do not list this project as a reference (though you can still include it among the examples of prior work).

7. Vendor Qualifications: Vendor must have the authority to do business in the State of Illinois, and the City of Waukegan and be properly insured.

8. Competitive Fees and Expenses, clearly assigned and delineated.

9. Additional services (grant writing, etc.) and potential for on-going engagement through Phase 1 implementation.

Minority and/or female-owned businesses are encouraged to apply. The Waukegan Community Broadband Taskforce is an equal opportunity entity and does not discriminate on the basis of race, color, creed, national origin, gender, or against faith-based organizations.

SELECTION PROCESS
The WCBT will be responsible for the review of all proposals. The WCBT shall have the right to reject any and all proposals, in whole or part; to reject a proposal not accompanied by the required proposal documents; or reject a proposal that is in any way incomplete or irregular. The selection committee will be composed of members from the Waukegan Community Broadband Taskforce, and may also include interested members of the community and expert outside resources serving in an advisory capacity to the WCBT including but not limited to the Illinois Connected Communities Cohort and others.

Proposal shall be valid and binding for one hundred and eighty (180) days following the proposal due date and will become part of the contract that is negotiated with the Waukegan Community Broadband Taskforce.
**PROPOSAL COMPONENTS:**

- Proposal Cover Sheet (form included)
- Response Summary
  - Scope of Work Restatement
  - Qualification Summary
  - Methodology and Timeline
  - Company Resources and Project Team
  - Experience Samples
  - Client References
  - Vendor Qualifications
  - Fee Summary
  - Additional Services

- General Vendor Information Sheet (form included)
- Client Reference Form (form included)
- Vendor Request for Proposal Signature Page (form included)
**Proposal Cover Sheet**

Name of Company
Address of Home Office
City of Home Office
State of Home Office
County of Home Office
Zip Code of Home Office
Phone Number of Home Office
Federal EIN
State EIN

Contact Name:

Contact Office Phone Number:

Contact Cell Phone Number:

Contact Email Address:
General Vendor Information Sheet

Name of parent company

Length of time in business

Length of time in business of providing proposed service

Gross revenue for the prior fiscal year

Percentage of gross revenue generated by proposed Services

Total number of clients

Total number of clients in the proposed service area

Number of public sector clients

Number of full-time personnel in:

Consulting
Sales, marketing, and administrative support
Internet fiber-optic technical staff
Other (please note relevant staff)

Where is your headquarters located? Field offices?
Which office would service this account?
Other significant statistics related to creating feasibility projects during the past year

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. In the space provided below, submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The WAUKEGAN COMMUNITY BROADBAND TASKFORCE will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFQ may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided

List any litigation, arbitration and alternative dispute resolution involving the firm as a party, pending or initiated, within the last five years arising of any work for STATE/FEDERAL governmental entity; and whether still pending, or if concluded, the final result, and please provide an explanation of the above.
Client Reference Form (minimum of 3 required, no more than 5 may be provided)

CONTACT NAME: __________________________
Title: ____________________________________
Organization: ____________________________
Address
_____________________________________
_____________________________________

Email: ___________________________________
Phone: ___________________________________
Engagement Description: ______________________
________________________________________
________________________________________
________________________________________
________________________________________

CONTACT NAME: __________________________
Title: ____________________________________
Organization: ____________________________
Address
_____________________________________
_____________________________________

Email: ___________________________________
Phone: ___________________________________
Engagement Description: ______________________
________________________________________
________________________________________
________________________________________
________________________________________

CONTACT NAME: __________________________
Title: ____________________________________
Organization: ____________________________
Address
_____________________________________
_____________________________________

Email: ___________________________________
Phone: ___________________________________
Engagement Description: ______________________
________________________________________
________________________________________
________________________________________
________________________________________
Vendor Request for Proposal

CONNECT WAUKEGAN

An initiative of the Waukegan Community Broadband Taskforce

Signature Page

Date of RFP:

Vendor Name:

Vendor Address:

Authorized Representative:

By my signature below, I affirm/swear that I am authorized by my Company/Partnership to present to the Waukegan Community Broadband Taskforce this statement as to the Company/Partnership's qualifications as related to the above named project and that the information provided herein is true and sufficiently complete so as not to be misleading.

Signature: ____________________________

Title: ________________________________

Date: ________________________________

Signed and sworn before me this ___ date of ________, 2021

Notary Public: ______________