

Summary and Background

The Waters At Lake Anna Home Owners Association (TWALA) is accepting proposals for wired and/or wireless internet transmission equipment and an internet service provider. The equipment may be placed on pre-installed poles at locations that are common area (association owned) for the purpose of having telecommunication equipment mounted to the top of each pole. It has been determined by an outside RF engineer that these seven locations serve as the best placement for the poles to be used in part to expand broadband internet throughout the community.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various companies, conduct a fair evaluation based on the criteria listed herein, and select the candidate who is best suited to accomplish this need by the community.

The Waters At Lake Anna is a community residing in Mineral, VA with over 400 estate lots it is uniquely located a short drive from Charlottesville, Richmond or Fredericksburg.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST August 31, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the TWALA lawyer and will include scope, budget, schedule, and other necessary items pertaining to the project.

Project Purpose and Description

The purpose of this project is as follows:

Installation and connectivity of broadband equipment throughout the community including end point connections to homeowners. Available locations for wireless transmission are seven 80 ft wooden pole locations which have been determined as the optimal locations for broadcasting broadband internet signals throughout the community. Any additional (or fewer) locations that may be needed will be considered based on accompanying materials explaining the need of the additional locations. The goal is to allow a provider the ability to offer high speed internet options to homeowners that currently are unable to receive service or are in need of improved Internet service.

Project Description:

The Waters At Lake Anna Home Owners Association is seeking a company that can offer a reliable high speed internet service to its homeowners. Based on research it has been determined that the most economical approach for this is using wireless technology, broadcasting signals from strategic locations placed about the community. The seven pole locations have been chosen based on a RF study taking in account topography, housing density and foliage. TWALA will provide a copy of the RF study to provider if requested before submitting their proposal. Although this has been determined to be the most economical approach the community is not set on bids for wireless only and want to be able to weigh all the pros and cons (including cost) of ALL possible solutions. The end

desire is a solution that has the ability to grow with our community and bandwidth needs as technology continues to evolve. If bidders find they cannot reach all resident location they will be required to present a contingency plan in reaching this subset of The Waters home locations.

Bidders Conference: We will be holding an optional bidders conference on Wednesday July 20th at 6pm for all interested parties. This is a chance to ask any questions involving the initiative.

The location will be:
841 Lake Forest Drive
Mineral, VA 23117

Project Scope

The selected bidder will be responsible for supplying all materials, installation, testing and connecting interested homeowners to the network. Bidder will also be responsible for providing their network design and what their approach is to reaching all potential users with a connection. Since the goal is to provide homeowners with broadband internet access technology used should keep in mind the goal of broadband centric speeds.

TWALA will undertake the responsibility of placing the recommended wooden poles (if used as part of the project) in the community, if vendor would like to bid on that as part of their RFP please include that as a separate proposal with detailed material and installation costs.

Request for Proposal Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST August 31, 2016.

Evaluation of proposals will be conducted from September 1, 2016 until September 15, 2016. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than September 22, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by October 15, 2016.

Notifications to bidders who were not selected will be completed by September 22, 2016.

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Pricing should be listed for all materials to be used.

NOTE: All costs and fees must be clearly described in each proposal.

Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Copy of business license
- Copy of liability insurance
- Timeframe for completion of the project
- Connection back haul pipeline to The Waters and bandwidth growth ability
- Network design to cover broadband transmission throughout The Waters community
- Proposed available speeds and associated costs

Proposal Evaluation Criteria

The Waters At Lake Anna HOA will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
- Bidders will provide customer support policies and procedures with response time plan
- Bidders will provide clear demarcation plans as to what is under their scope of responsibility, the TWALA, and the homeowner.

Please send all inquiries in relation to the RFP to TWALA_Broadband@gmail.com

Each bidder must submit a copy of their proposal to the address below by August 31, 2016 at 5pm EST:

The Waters At Lake Anna HOA
841 Lake Forest Drive
Mineral, VA 23117