



Town of Royalston

Where Many Waters Fall



18-10H
Request for Proposal
Final Engineering Design of a Fixed Wireless
Telecommunications Network
In Royalston, MA 01368

Awarding Authority:
The Town of Royalston
PO Box 125
Royalston, MA 01368

Owner's Project Manager:
John Leary
Westfield Gas + Electric
100 Elm Street
Westfield, MA 01085
413-572-0138
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II. INTRODUCTION REQUIREMENTS CRITERIA KEY-DATES

- A. This Request for Proposal seeks interested suppliers of a Final Engineering Design of a Fixed Wireless Telecommunications Network equipment and services, supporting the internet access needs of residences, municipal offices, schools and businesses in Royalston, MA. By the end of the construction project, it is expected that the entire network will be town owned.
- B. The Town will award the Final Engineering Design of a Fixed Wireless Telecommunications Network to the responsive and responsible Proposer. This solicitation is being conducted in accordance with the provisions of Massachusetts General Laws Chapter 30B and all purchase agreements must be strictly awarded in accordance with the requirements of this Request for Proposal. The Town of Royalston has no discretion under the law to consider proposals that do not comply with those requirements, except for minor informalities. If it becomes necessary to revise any part of this RFP or provide additional information, an addendum will be issued to all prospective Proposers who received copies of the original request.
- C. The Town in made up of 42.5 square miles with 1.39% water. There are 35.3 people per mile with 587 potential service sites. The Town is 87% forested. The most often observed tree species in Royalston's forests include deciduous hardwoods, beech, black birch, grey birch, paper (or white) birch, sugar maple, red maple, and red oak, and the conifers white pine and eastern hemlock.
- D. The Town of Royalston has available fiber optic backhaul (MBI Middle Mile) where needed to meet the needs of the design. Connection to the MBI middle-mile demark at Whitney Hall, 5 School Street, 42.630472/-72.1472338. The town will consider a range of vendor supplied backhaul solutions.
- E. The Town of Royalston prefers a staged modular turn on and commissioning of towers coinciding with a turn up of Customer Premise Equipment.

F. **PROJECT REQUIREMENTS**

- i. The Town of Royalston requires that each bidder of this project should be prepared to perform, subsequent to RFP submission and within 30 days' notice, an onsite Proof of Concept.
- ii. The budget for this Project is \$1,150,000.00 in addition to a 15% contingency.
- iii. The proposed towers must be TIA-22-G specification compliant, 180' in height or less, and not be located on State of Massachusetts or Federally owned land.

- iv. The Proposal must include a staged modular turn on and commissioning of towers coinciding with a turn up of Customer Premise Equipment.
- v. The Proposal must at least meet 25 Mbps download and 3 Mbps upload to all covered service locations.
- vi. The Proposer's final design must be validated to the satisfaction of the Town of Royalston that may include onsite testing, engineering assumptions, and peer review.
- vii. The Proposal must include industry best practices, standards based, software defined, active electronics, radios, switches and routers that are remotely upgradable.

G. PROJECT CRITERIA

- i. Proposed transaction terms.
- ii. The Town of Royalston resources and commitments required.
- iii. 96% end user Customer Premise Equipment coverage minimum, 100% preferred.
- iv. Third Generation Partnership Project (3GPP) LTE Release 10 specifications minimum including licensed or unlicensed spectrum.
- v. Network Performance and Capacity Planning benchmarks are a minimum of 25 Mbps download and 3 Mbps upload. Preferable speeds wherever possible to be 100 Mbps download and 20 Mbps upload.
- vi. The Proposal should predict RF heat maps, dBm for each CPE, sector used and projected throughput heat maps.
- vii. The Proposal should address over-subscription, peak period data usage and capacity planning.
- viii. The Proposed Design utilizes Self-Organizing Network (SON) support. To be included are self-configuration, self-healing and self-optimization of the network.
- ix. The Proposal should address solution obsolescence, cost of ownership, maintenance, fixed and variable costs, sustainability, and licensing.
- x. Projected Build-Out Timeline.
- xi. The Proposal shall consider network security enhancements according to NIST Special Publication 800-187, the Guide to LTE Security.

- xii. The Proposal shall include proposed network build-out construction schedule and estimated schedule of value(s) to include a detailed Bill of Materials (BOM) and Statement of Work (SOW).
- xiii. The Proposal shall include product roadmap 5 to 7-year projections.
- xiv. All software to include version information and to be the vendors latest production software release level.

H. **KEY DATES:** Requests for proposals available: 8/22/2018
 Question submittal deadline: 9/26/2018 *
 Responses due 11:00 AM 10/26/2018

*Please submit inquiries through the portal <https://www.wgesourcing.com>

III. **PROPOSAL INSTRUCTIONS**

A. INSTRUCTIONS TO PROPOSERS

Proposers are hereby notified that issuance of this Request for Proposals and receipt of responses does not assure that a Proposer will be chosen. The Town of Royalston reserves the right to reject any and all proposals. The Town of Royalston and Westfield Gas + Electric, the owners project manager reserves the right to waive any of the formalities of this request for Proposals, to request additional information from any respondents, to award without negotiations or discussions, to negotiate with any respondents, to reject any or all proposals or parts of proposals, to solicit new proposals, or to reject any or all respondents as it deems in either's best interest.

The Town of Royalston is requesting proposals to construct a Final Engineering Design of a Fixed Wireless Telecommunications Network. The Proposals can be received to:

Westfield Gas + Electric,
ATTN: Christopher LaVertu, Utility Supervisor,
40 Turnpike Industrial Road
Westfield, MA 01085
No later than 4:00 PM September 19th, 2018

or through the department's electronic procurement platform located at <https://www.wgesoucing.com>, at which time proposals will be opened and recorded. Envelopes must be sealed and marked: "Town of Royalston Final Engineering Design of a Fixed Wireless Telecommunications Network Project". No telephone, facsimile or verbal quotations will be accepted.

Additional copies of the Request for Proposal documents are available upon request and also on the Department's electronic sourcing website at <https://www.wgesourcing.com>. Each Proposer is responsible for delivery of the Proposal. Proposals and/or Proposal revisions received after the date and time specified will not be considered. The Town of Royalston is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage due mail.

A proposal may be modified or withdrawn by a respondent prior to the time set for proposal opening by delivering a written notice to the location designated as the place where proposals are to be received.

Each written proposal must be an original and hard copy and be signed by an authorized member of the proposer's company.

B. INQUIRES

Prospective Proposers may request clarification of information contained in the Request for Proposals. All such requests must be received by the close of Business on 9/26/2018. A response to all written requests will be provided within seven (7) business days after the receipt of such request. Responses to any request for clarification will be provided in writing to all prospective Proposers who are on record as having received the Request for Proposals. All inquiries for clarification contained in the Request for Proposal must be submitted on the Proposal Inquiry Form (Exhibit I) to:

**Westfield Gas + Electric,
ATTN: Christopher LaVertu, Utility Supervisor,
40 Turnpike Industrial Road
Westfield, MA 01085**

Or

On the sourcing website
<https://www.wgesourcing.com>

C. GENERAL REQUIREMENTS

PROPRIETARY INFORMATION: The information provided in the Request for Proposals is intended solely for internal use by the Proposer in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

RESTRICTIONS ON COMMUNICATION: From the issue date of the request for Proposals until an Agreement has been awarded and announced, prospective Proposers, Selection Committee Members, employees and students are not allowed to communicate about the subject of the Request for Proposals or a specific Proposal except as provided in the inquires. (Reference Section IIB)

PROPOSAL COSTS: Any recipient of the Request for Proposals is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the Request for Proposals, or any negotiations incidental; to its Proposal or the Request for Proposals.

PROPOSAL INFORMATION CONTROL: The following process described is intended to ensure all prospective Proposers have equal access to information relative to the Request for Proposals. As part of the Request for Proposal preparation, which may have included previous discussions with selected prospective Proposers; every effort has been made to provide prospective Proposers with adequate disclosure. Each Proposer shall prepare a Proposal based only on the information contained in the Request for Proposals, notwithstanding any information that may have been previously provided. A prospective Proposer noting any inconsistency between the information contained in the Request for Proposals and any information previously provided, should request clarification (Reference II B). No information communicated, either verbally or in writing, to or from Proposer shall be effective unless confirmed by written communication contained in the Request for Proposals, an addendum to the Request for Proposals, a request for clarification or written response thereto, or in the Proposal.

ADDENDA TO THE PROPOSAL: Should it become necessary to revise any part of the Request for Proposal, notice of the revision will be given in the form of an addendum to all prospective Proposers on record as having received the Request for Proposals. Each Proposer must acknowledge receipt of addenda but the failure of a Proposer to receive or acknowledge receipt of any addendum, shall not relieve the Proposer of the responsibility for complying with the terms thereof. Acknowledgement shall consist minimally of returning a signed copy of all addenda cover sheets as part of the request for Proposals. Acknowledgement of all addenda received must be submitted by the request for Proposals closing date and time.

OPENING OF PROPOSALS 30B compliant: At the specified time and date stated in Section IIA, all submitted Proposals shall be opened and recorded. All pricing proposals will be held by the CPO to be opened after Selection Committee Members have deliberated. No immediate decision will be rendered. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Selection Committee Members, except as required by law.

RESERVATION OF RIGHTS: The Town of Royalston reserve the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The Town of Royalston reserves the right to conduct discussions, request additional information, and accept revisions of Proposals from any and or all Proposers. The Town of Royalston reserves the right to negotiate with the Proposer whose submission is deemed strongest by the Selection Committee. Proposals may not be

withdrawn within sixty (60) days after the opening date. The Town of Royalston reserves the right to make such investigations as deemed prudent to determine the Proposers qualifications and eligibility including, but not limited to, requests for financial statements and company profiles.

FINALITY OF DECISION: Any decision made by The Town of Royalston, including the selection of a Proposer shall be final.

EQUAL OPPORTUNITY: The Town of Royalston hereby notifies all respondents that minority and women's business enterprises will be afforded full opportunity to submit offers and or proposals in response to this Request for Proposals and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

RELEASE OF INFORMATION: No respondent shall make any press conference, news release or announcements concerning its selection or non-selection for an award prior to The Town of Royalston's public release of said information or prior to the written approval of The Town of Royalston.

IV. **PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS**

This outlines the information that must be provided by Proposers and the required format for the Proposal. Any proposal not providing the required information, or not conforming to the format specified, may be disqualified.

All proposals shall include the following:

1. Each Proposer must submit with the signed original Proposal, three (3) complete copies. Proposal shall include legal name and address of the Proposer. One upload shall be sufficient when uploading documents rather than supplying hard copies
2. Each Proposer must submit the pricing proposal in a separate sealed envelope, one (1) complete copy of the pricing proposal is required for submission. Submittals to the sourcing website will automatically be separated by the system as required above.
3. The Proposer must certify that the Proposal has been made in good faith without collusion or fraud and that they will comply with the laws of the Commonwealth of Massachusetts by a signed copy of Exhibit II
4. The Proposal must include a signed copy of Exhibit III, Certificate of Tax Compliance.

V. **PROPOSAL EVALUATION CRITERIA**

The following criteria will be used.

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
i. Proposed transaction terms.	Proposal is for a direct and immediate purchase of a Final Engineering Design of a Fixed Wireless Telecommunications Network with no conditions beyond those agreed to by The Town of Royalston in this solicitation.	Proposal is for a direct and immediate purchase of a Final Engineering Design of a Fixed Wireless Telecommunications Network with only reasonable conditions beyond those agreed to by The Town of Royalston in this solicitation.	Proposal is for a direct and immediate purchase of a Final Engineering Design of a Fixed Wireless Telecommunications Network with unreasonable conditions beyond those agreed to by The Town of Royalston in this solicitation.	Proposal is not for a direct and immediate purchase of a Final Engineering Design of a Fixed Wireless Telecommunications Network with unreasonable conditions beyond those agreed to by The Town of Royalston in this solicitation.
ii. The Town of Royalston resources and commitments required.	Proposal makes no demands of The Town of Royalston beyond those agreed to and described in this solicitation.	Proposal makes only reasonable demands of the Town of Royalston.	Proposal demands additional resources and improvements from The Town of Royalston.	Information provided is not sufficient to make a determination.
iii. 96% end user Customer Premise Equipment coverage minimum, 100% preferred.	The Proposal includes 100% coverage.	The Proposal includes less than 99% coverage.	The Proposal includes less than 98% coverage.	The Proposal includes less than 96% coverage.

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
iv. Third Generation Partnership Project (3GPP) specification standards minimum Release 10 including licensed or unlicensed spectrum.	The Proposal includes Third Generation Partnership Project (3GPP) specification standards minimum Release 13 including licensed or unlicensed spectrum.	The Proposal includes Third Generation Partnership Project (3GPP) specification standards minimum Release 10 including licensed or unlicensed spectrum.	The Proposal includes Third Generation Partnership Project (3GPP) specification standards minimum Release 9 including licensed or unlicensed spectrum.	The Proposal does not include Third Generation Partnership Project (3GPP) specification standards.
v. Network Performance and Capacity Planning benchmarks are a minimum of 25 Mbps download and 3 Mbps upload. Preferable speeds wherever possible to be 100 Mbps download and 20 Mbps upload.	The Proposal is at least 100 Mbps download and 20 Mbps upload to all covered service locations.	The Proposal is at least 50 Mbps download and 10 Mbps upload to all covered service locations.	The Proposal is at least 25 Mbps download and 3 Mbps upload to all covered service locations.	The Proposal does not meet at least 25 Mbps download and 3 Mbps upload to all covered service locations
vi. The Proposal has predicted RF heat maps, dBm for each CPE, sector used and projected throughput heat maps	The Proposal has predicted RF heat maps, dBm for each CPE, sector used and projected throughput heat maps.	The Proposal has predicted RF heat maps and dBm for each CPE.	The Proposal has predicted RF heat maps.	The proposal does not have predicted RF heat maps.
vii. The Design Proposed addresses over subscription, peak period data usage and capacity planning and traffic shaping.	The Proposal addresses over subscription, peak period data usage and capacity planning and traffic shaping.	The proposal addresses peak period data usage, and capacity planning and traffic shaping.	The proposal addresses subscription rate.	The proposal does not address subscription rate and peak period data usage and capacity planning and traffic shaping.

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
viii. The Design proposed utilizes Self-Organizing Network (SON) support. Self-configuration Self-healing network Self-optimization.	The Design proposed utilizes Self-Organizing Network (SON) support. Self-configuration Self-healing network Self-optimization.	The Design proposed utilizes Self-Organizing Network (SON) support. Self-configuration Self-healing network.	The Design proposed utilizes Self-Organizing Network (SON) support. Self-configuration.	The proposal does not address 3GPP (SON) support.
ix. The Proposal should address solution obsolescence, cost of ownership, maintenance, fixed and variable costs, sustainability, and licensing.	The Proposal does provide a detailed analysis of solution obsolescence, cost of ownership, maintenance, fixed and variable costs, sustainability, and licensing.	The Proposal does provide a detailed analysis of cost of ownership, maintenance, fixed and variable costs, sustainability, and licensing.	The Proposal does provide a detailed analysis of maintenance, fixed and variable costs, sustainability, and licensing.	The Proposal does not provide a detailed analysis of solution obsolescence, cost of ownership, maintenance, fixed and variable costs, sustainability, and licensing.
x. Projected Build-out Timeline.	The Proposal supports an aggressive construction schedule, utilizing all possible solutions, to verify and commission the entire network by August 1 st , 2019.	The Proposal supports an aggressive construction schedule, utilizing all possible solutions, to verify and commission the entire network by September 1 st , 2019.	The Proposal supports an aggressive construction schedule, utilizing all possible solutions, to verify and commission the entire network by October 1 st , 2019.	The Proposal will be rejected if it does not support an aggressive construction schedule, utilizing all possible solutions, to verify and commission the entire network by December 31 st 2019

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
xi. Network security enhancements according to NIST Special Publication 800-187, the Guide to LTE Security.	The Proposal does include the 4 General Cybersecurity Threats and provides details on how each will be addressed including out of band network management.	The Proposal does include the 4 General Cybersecurity Threats and does not provide details on how each will be addressed including out of band network management.	The Proposal does include the 4 General Cybersecurity Threats and not provide details on how each will be addressed.	The Proposal does not address the 4 General Cybersecurity Threats and does not provide details on how each will be addressed out of band management network.
xii. Proposed includes Network build-out construction, including towers and poles, a schedule and estimated schedule of value to include a detailed Bill of Materials (BOM) and Statement of Work (SOW).	The Proposal includes a complete construction schedule by week and an estimated schedule of value, including a detailed BOM, SOW and the entire costs that will be used for the construction bidding process.	The Proposal includes a complete construction schedule by week and an estimated schedule of value, including a detailed BOM, and the entire costs that may be used for the construction bidding process.	The Proposal includes a complete construction schedule by week and does not include an estimated schedule of value and does not include a detailed BOM and SOW.	The Proposal does not include a complete construction schedule by week and does not include an estimated value. And does not include a detailed BOM and SOW.
xiii. Product roadmap 5-7-year projections.	The Proposal contains clear and concise 5 to 7-year product roadmap projections.	The Proposal contains clear and concise 4 to 5-year product roadmap projections.	The Proposal contains clear and concise 2 to 3-year product roadmap projections.	The Proposal does not contain product roadmap projections.
xiv. All software to include version information and to be the vendors latest production software release level.	The Proposal includes a list of all recommended software versions and dates released including latest version.	The Proposal includes a list of recent software versions and release dates including latest version	The Proposal includes a list of latest version and release date.	The Proposal does not include a list of all recommended software versions and dates released including latest version.

Exhibit I

**WESTFEILD GAS + ELECTRIC
100 ELM ST
WESTFIELD, MA 01085**

**PROPOSAL FORM FOR THE TOWN OF ROYALSTON FINAL ENGINEERING DESIGN OF A FIXED
WIRELESS TELECOMMUNICATIONS NETWORK PROJECT**

1. Name of person submitting proposal _____

Address: _____

Telephone _____

Property _____

2. Please check one of the following:

() Company, incorporated in the State of: _____

() Partnership, Names of partners are: _____

() Individual

() Other: _____

Signature of Offeror: _____

Exhibit II

CERTIFICATE OF NON-COLLUSION

As per Chapter 30B, Section 10, any person submitting a bid or a proposal for the procurement of goods or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

The undersigned certifies under penalties of perjury that his/her bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, Department, union, committee, club, or other organization, entity, or group of individuals.

SIGNATURE: _____

PRINTED NAME: _____

COMPANY: _____

DATE: _____

Exhibit III

CERTIFICATE OF TAX COMPLIANCE MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support. Signed under the pains and penalties of perjury:

(1) Individual Contractor:

Contractor's Name: _____

Signature: _____

Social Security Number: _____

(2) Company, Association or Partnership

Contractor's Name: _____

Federal Tax ID Number, or Social Security Number _____

By: _____

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made. (b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. (c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter

and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions. (d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract. (e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 7.

Attachment 1

PRICING PROPOSAL FORM

Each Proposer must submit the pricing proposal in a separate sealed envelope, one (1) complete copy of the pricing proposal is required for submission. Submittals to the sourcing website will automatically be separated by the system as required above.

Please do not include any pricing with the technical specification. If pricing is present the proposal will be voided.

(1) Contractor:

Contractor's Name: _____

Signature: _____

(2) Company, Association or Partnership:

Contractor's Name: _____

Federal Tax ID Number, or Social Security Number _____

By: _____

(Authorized Signature)

(3) Pricing Proposal Summary:

Design Pricing: _____

Equipment Pricing: _____

Construction Pricing: _____