



- Topographical analysis of optimum placement of wireless transmission facilities to reach largest geographical area (GIS analysis)
  - Recommended data backhaul options and cost, taking into consideration parallel efforts to examine and build a redundant link into the County, possibly from the east
  - Emergency services telecommunications inventory in region
- B. Customer analysis
- Type and number of subscribers, including identification of potential anchor tenants such as tribes, schools, clinics, and banks
  - Pricing
- C. Financing
- Costs & projections
  - List of Federal, State, and private funding sources for rural telecom infrastructure development.
- D. Implementation plan

### III. PROPOSAL FORMAT

Proposals should adhere to the following format and shall not exceed seven pages in length (single sided, 12 point font):

- A. Contact Information: name, current position and organization, mailing address, phone number, and e-mail address
- B. Work plan: Specify methodology to complete each deliverable listed in Scope of Work section above.
- C. Timeline: Specify when project will begin and end. Identify several project milestones (e.g. surveys) and list their target completion dates.
- D. Budget: Proposed line-item budget for conducting the scope of work as defined above. Each line item should include a description of the item, justification for the item, and cost of the item. For labor costs, specify hourly rates. Total project budget shall not exceed **\$35,000**.
- E. Identify any limitations on your availability.
- F. Qualifications
  - Indicate why you are qualified for this project. Include a resume and/or narrative of your educational background and professional experience related to this project. Give examples, dates, persons, and scope of work performed.
  - List three references (with contact information) from people who have knowledge of your recent relevant work.

### IV. PROPOSAL SUBMITTAL

**Application Process:** Deliver three (3) copies of your proposal to:

**Rio Anderson, Industry Cluster Coordinator**  
 County of Humboldt  
 520 E Street  
 Eureka, CA 95501  
 (707) 445-7745 Fax (707) 445-7219

All proposals shall be submitted in a sealed envelope, which is clearly marked with **Business Plan for Deploying Wireless Broadband- Orick, RFP Number 29, closing date and time: 5:00 pm Friday, May 5, 2006**

Late proposals will not be accepted. All proposals, whether selected or rejected, shall become the property of the County of Humboldt. Cost of preparation of proposal shall be borne by the Proposer. Proposals shall be signed by an authorized employee in order to receive consideration. The County will not be responsible for proposals delivered to a person/location other than specified herein

**V. AWARD CRITERIA AND SELECTION PROCESS**

The County is using the competitive negotiation process, wherein the experience of each Proposer is evaluated as it relates to the Scope of Work and grant purpose. The County is particularly interested in receiving proposals from small, female, and minority and locally owned businesses. Each firm will be rated using the following criteria and rating schedule:

- Proposed scope of work
- Professional qualifications including telecommunications expertise
- Educational background
- Knowledge of local area
- Availability
- Completeness of proposal
- Budget
- Ability to manage State and Federal Funds

- A. County staff will notify each bidder of the acceptance or rejection of their proposal. Each proposal will be evaluated separately by the Humboldt County Community Development Services Department to determine adequacy for this RFP. The County may require qualified applicants to be interviewed in Eureka, California. The County reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.
- B. County staff will notify each bidder of the acceptance or rejection of their proposal. The top firm will then be recommended to Humboldt County’s Counsel for approval.
- C. Conflict resolution shall be handled by County staff upon receiving a written statement from the bidder about the procurement process. The County reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the County, best serves the interests of the County.
- D. The County reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.

**VI. CONFLICT OF INTEREST**

Consultant warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

**VII. INSURANCE REQUIREMENTS**

The successful Proposer shall furnish County with certificates and original endorsements affecting the required insurance coverage prior to execution of a Contract by County. The endorsements shall be on forms as approved by the County’s Risk Manager or County Counsel. The successful Proposer shall provide a Certificate of Insurance naming County of Humboldt as additional insured for the following:

- A. Employer’s liability insurance in the amount of at least \$1,000,000 per accident for bodily injury and disease as required under the applicable laws relating to workers’ compensation insurance, all of their employees working on the agreement, in accordance with the Workers’ Compensation and Insurance Act, at Division IV of the Labor Code of the State of California and Acts amendatory thereof.
- B. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence from CG 0001), in an amount of \$1,000,000 per occurrence. If work involves explosive, underground or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply

separately to this project or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with the provision that the policy shall not be canceled or materially reduced in coverage without thirty-days prior written notice (ten-days for non-payment of the premium) to the County by certified mail.

- C. Automobile liability insurance with coverage at least as broad as Insurance Services Office form CA 0001 06092, Code 1 (any auto), for vehicles used in the performance of this Agreement with minimum coverage of not less than \$1,000,000 per accident combined single limit (CSL). Such policy shall contain or be endorsed with the provision that coverage shall not be canceled without thirty-days prior written notice (ten-days for non-payment of premium) to County by certified mail.
- D. The policy shall not be cancelable without thirty-days advance written notice to the County, and shall be in a form and by a surety approved by the County.
- E. In the event the policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, the County may obtain the required insurance and deduct the premium(s) from contract monies due to the Contractor.
- F. If the policy is a claims made policy, the policy shall contain language providing coverage up to six months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term "Contractor" includes the Contractor, and its officers, agents or employees.

**VIII. INDEMNIFICATION**

Contractor agrees to indemnify, defend and save harmless County, its Board of Supervisors, its offices, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged resulting from any wrongful acts, errors and omissions, or negligence of Contractor, its agents and employees, pertaining to the performance of this agreement.

**IX. ASSIGNMENT**

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

**X. INQUIRY**

Direct all inquiries regarding **RFP Number #29** to:

**Rio Anderson, Industry Cluster Coordinator  
County of Humboldt  
520 E Streets  
Eureka, CA 95501  
(707) 445-7745 Fax (707) 445-7219**