



TOWN OF  
**PETERBOROUGH**  
OFFICE OF  
PLANNING & BUILDING

1 Grove Street  
Peterborough, NH 03458  
Office: (603) 924-8000 ext. 104  
Fax: (603) 924-8001  
Email: [ocd@townofpeterborough.us](mailto:ocd@townofpeterborough.us)  
Web: [www.townofpeterborough.com](http://www.townofpeterborough.com)

**REQUEST FOR PROPOSAL (RFP)**  
Provision of Broadband to the Remainder of Town

*Issued:* Friday, June 19, 2020

## 1. DESCRIPTION

The Town of Peterborough is currently accepting proposals to provide broadband access, as defined by RSA 38:38, I(c), to the remaining parts of Town which are currently underserved or unserved. For the purposes of this RFP, all underserved and unserved locations are defined as locations that do not have access to at least 25 Mbps download and 3 Mbps upload speeds, hereinafter referred to as 25/3. The location does not need to be subscribing to this service, but the service must be available at the street location, either at a State or Town road.

Those underserved/unserved locations in Peterborough have been identified as roads on the map on the following page (see Figure 1, Page 3.) Hereinafter those identified underserved/unserved locations are referred to as Areas. The goal of this RFP is to provide high-quality broadband service of a minimum of 25/3 or better to those Areas.

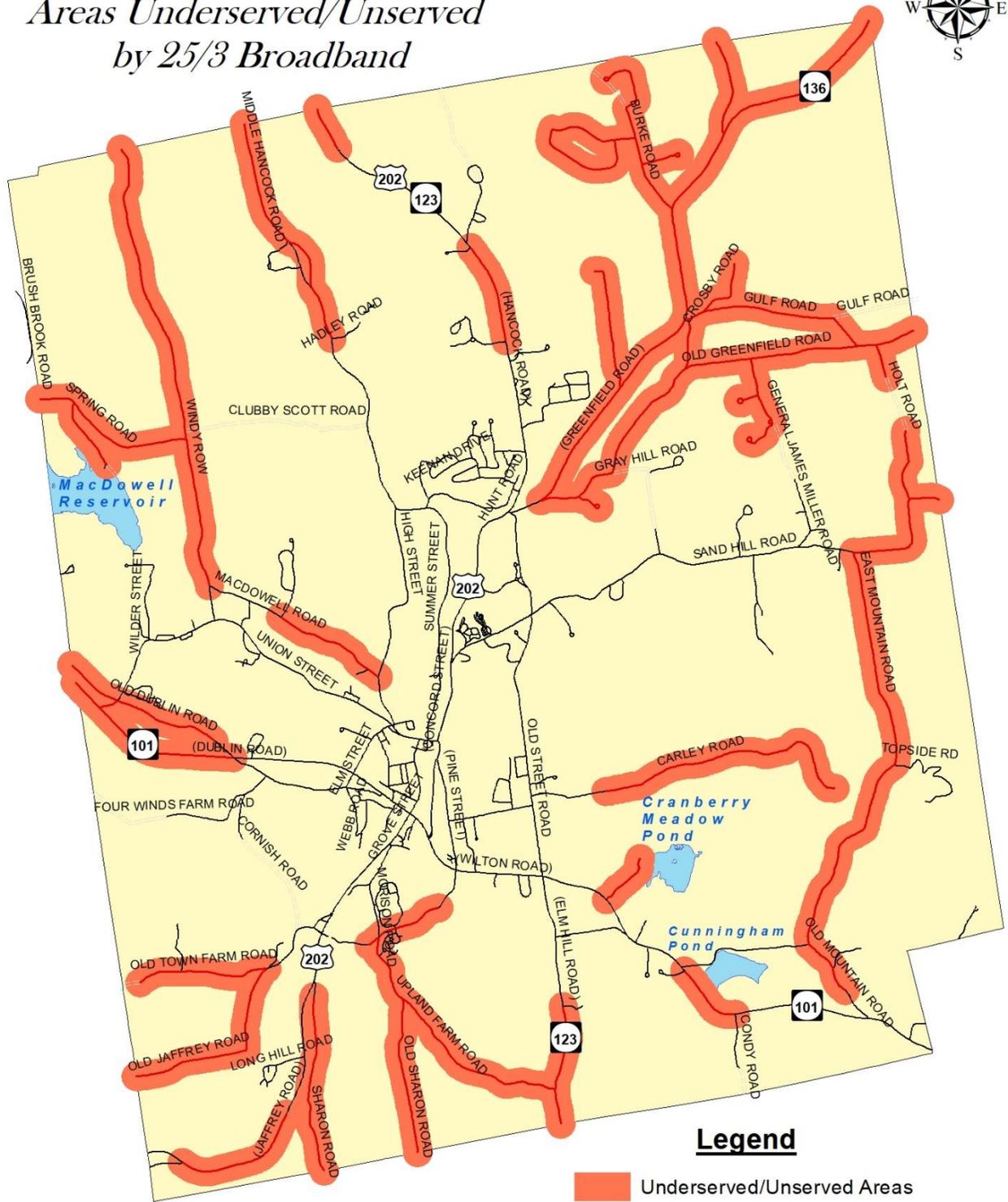
This RFP can be found on the Town of Peterborough Website under the Office of Planning and Building here: [https://www.townofpeterborough.com/index.asp?SEC=2D5449A3-3337-441A-990D-ED79529500A8&Type=B\\_BASIC](https://www.townofpeterborough.com/index.asp?SEC=2D5449A3-3337-441A-990D-ED79529500A8&Type=B_BASIC)

To access information on parcels and streets for the Town of Peterborough, please visit: <http://peterboroughnh.maps.arcgis.com/home/index.html>

We will have shapefiles of building footprints and street centerlines available for RFP applicants. Further contact information to access these files or for inquiries can be found on Page 7.

# Peterborough, NH

## Areas Underserved/Unserviced by 25/3 Broadband



Created by the Peterborough Planning Dept and IT/GIS Department, June 2020.



FIGURE 1 – Areas Underserved/Unserviced by 25/3 Broadband

## 2. BUSINESS MODEL: GENERAL CONSIDERATIONS OF TOWN

The Town is soliciting proposals to improve broadband access of 25/3 to the remaining Areas of Town. The Town's desire is to contract with one or more providers to address this goal.

The Town is following the requirements of *Connecting New Hampshire – Emergency Broadband Expansion Program*, as announced by Governor Sununu June 11, 2020, to pursue the opportunity to connect the final Areas which lack broadband access of 25/3. This RFP is composed as such to maintain eligibility criteria for the *Connecting New Hampshire – Emergency Broadband Expansion Program*; RFP submittals are strongly encouraged to adhere to the same criteria. The Town is taking advantage of this opportunity through the *Connecting New Hampshire – Emergency Broadband Expansion Program* to provide said areas with the current federal definition of broadband access, which is 25/3. For information regarding this program, please visit <https://www.goferr.nh.gov/covid-expenditures/connecting-nh>.

Areas of Town currently underserved/unserved by 25/3 broadband access are listed on the next page by Road (see Table 1, Page 5). Roads which have broadband access for only a segment of the road but no access for the remainder, are in yellow. Roads which are fully excluded from access to 25/3 broadband are listed in red.

Roads Currently Underserved/Unserved by 25/3 Broadband	
1	Ashlee Drive
2	Bogle Road
3	Brian Road
4	Burke Road
5	Carley Road
6	Contoocook Lane
7	Crosby Road
8	Cunningham Pond Road
9	East Mountain Road
10	Elm Hill Road
11	Field Road
12	General Miller Road
13	Greenfield Road
14	Gulf Road
15	Hancock Road
16	Holt Road
17	Jaffrey Road
18	Longview Drive
19	MacDowell Road
20	Middle Hancock Road
21	Monadnock Lane
22	Mountain Road
23	Old Bennington Road
24	Old Dublin Road
25	Old Greenfield Road
26	Old Jaffrey Road
27	Old Mountain Road
28	Old Sharon Road
29	Old Town Farm Road (Farm Road)
30	Powersbridge Road
31	Richardson Road
32	Sand Hill Road
33	Sharon Road
34	Slab Road
35	Spring Road
36	Stone Ridge Drive
37	Upland Farm Road
38	Wilton Road
39	Windy Row

*TABLE 1 – Areas Underserved/Unserved by 25/3 Broadband Listed by Road*

### 3. PROPOSAL ELEMENTS

All proposals must be submitted by the Response Date of July 24, 2020, 4 PM EDT.

#### Provisions of the proposal:

- Both wired and wireless technologies will be considered; however, fiber is preferred.
- The Town is willing to work with any and all providers with regard to siting equipment, e.g. poles or distribution equipment on town right-of-way or Town-owned property.
- If there are additional costs to connect customer premises, those costs must be identified in the proposal.
- The Town is not willing to utilize funds for plans or portions of plans which will provide service to those areas already currently serviced with 25/3 Mbps. However, providers are free to compete in those areas of town with their own funding, and with the cooperation of the Town with regard to the right-of-way access and Town-owned property.
- Proposals must address servicing all Areas listed in this RFP. Proposed solutions must be highly reliable (99.99% or better) and provide low-link-latency capable of carrying multicast, real-time streaming, and video conferencing. Service exceptions to the identified Areas must be identified in the proposal.

#### Proposals must include the information set forth below:

- Proposed project design.
- Description of the technology to be used and how it meets the requirements.
- Cost of installation onto the street level for all Areas of Town.
- Cost of installation from street to premises. This can include a per foot charge.
- Approximate timeline for installation. This should include estimates for tasks that may or may not be fully under the providers control, such as “make ready requirements” or easements. List of easements or approvals required from third parties.
- Proposed business model.
- Cost of monthly service for different performance specifications including rental of all equipment and if there is a time commitment for such pricing. Solutions that do not include data caps are preferred, however if the data caps are part of the service, these must be specified. Initial residential offers must be made available within the one (1) month prior to service becoming active.
- Service level agreement (SLA).
- Proposed insurance coverages and surety bond.
- The proposing entity’s qualifications, demonstrating the skill, ability, and integrity necessary to faithfully perform the work required, including those any subcontractors proposed to be used. Such qualifications shall include a description of project experience, including project name, location, costs; a brief description of the project(s); the firm’s role and team member roles; and the project reference with contact information.
- Contract recommendations and/or requirements for provider to work with the Town.
- A letter of transmittal with the name, signature, and the title of the person authorized to commit the proposing organization to the proposal terms.
- Ten (10) hard copies of the proposal.
- One (1) electronic version of the proposal in PDF format.

The Town reserves the right to reject any and all proposals; to waive any defect or informality in the proposals received; and to accept the proposal deemed to be most favorable to the best interests of the Town, including but not limited to, qualifications, project costs, project size, schedule, and business model. Approval of the proposal requires a prior public hearing be held in order to allow for public education and comment.

All contractual terms and conditions will be subject to review by the Town of Peterborough's Attorney and will include scope, budget, schedule, and any other necessary items pertaining to the project.

#### 4. CONTACT INFORMATION

*Please send all required application documentation to:*

Rodney Bartlett  
Town Administrator  
1 Grove Street  
Peterborough, NH 03458  
[rbartlett@peterboroughnh.gov](mailto:rbartlett@peterboroughnh.gov)

*For inquiries about submitting this proposal or for information regarding shapefiles of footprints and street centerlines, please contact:*

Danica Melone  
Town Planner  
[dmelone@peterbroughnh.gov](mailto:dmelone@peterbroughnh.gov)  
(603) 924-8000 ext 118

*To access information on parcels and streets for the Town of Peterborough, please visit:*

<http://peterboroughnh.maps.arcgis.com/home/index.html>

#### 5. TIMELINE

Once proposals are received, the Board of Selectmen will immediately begin review and selection. Final approval of the selected proposal will be finalized after a public hearing is held to review the proposed contract.

Work Item	Deadline
Publish of RFP	Friday, June 19, 2020
Proposal Submission Deadline	Friday, July 24, 2020 at 4:00 PM
Contract Approval (tentative)	Friday, July 31, 2020
Services to Begin (tentative)	Monday, August 10, 2020 at 8:00 AM
Deadline for all Work to be Finished	Friday, December 11, 2020 at 4:00 PM

## 6. PROPOSAL EVALUATION CRITERIA

The Town of Peterborough will evaluate all proposals based on the following minimum criteria. To ensure considerations for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- *Overall Proposal Suitability:* proposed outlines must meet the scope and needs included herein and be presented in a clear and organized manner.
- *Organizational Experience:* Organizations will be evaluated on their experiences as it pertains to the scope of this project.
- *Previous Work:* Organizations will be evaluated on examples of their work, including references.
- *Value and Cost:* Organizations 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:* Organizations must provide descriptions and documentation of staff technical expertise and experience.

## 7. TERMS OF RFP

**Town Discretion:** The Town reserves the right to cancel this RFP at any time; to reject any and all proposals; to waive any defect or informality in the proposal received; and to accept the proposal deemed to be most favorable to the best interests of the Town.

**No Costs:** This solicitation does not obligate the Town or any other person associated with the project to pay any costs incurred in preparing and submitting proposals.

**No Express or Implied Services:** This solicitation does not obligate the Town or any other person associated with the project to accept or contract for any expressed or implied services.

**Proposing Entity Duty to Examine:** Submission of a proposal shall be conclusive evidence that the proposing entity has examined the premises and the contract documents and is familiar with all the conditions of this procurement. Upon finding any omissions or discrepancy in the proposal documents, the proposing entity shall notify the Town immediately so that any necessary addenda may be issues. Failure of the proposing entity to completely investigate the premises and/or to be thoroughly familiar with the contract documents (including plans, specifications, and all addenda) shall in no way relieve the proposing entity from any obligation with respect to the proposal. Proposing entity is responsible for verifying all statements in this RFP with the proper authorities.

**Incomplete Proposal:** Proposals that are incomplete; contain any omissions, erasures, alterations, additions, or irregularities of any kind may be rejected, but the Town is not obligated to reject such proposals.

**Proposal Withdraw or Modification:** Any proposing entity may withdraw or modify its proposal by written request at any time prior to the Response Date. Telephonic proposals, amendments, or withdrawals will not be accepted. Unless otherwise specified, no proposal may be withdrawn for a period of sixty (60) days from the Response Date. The Town may waive minor informalities of allow the proposing entity to correct them. The Town may permit a proposing entity to withdraw a proposal if a mistake is evident on the face of the document, but the intended correct offer is not similarly evident. Negligence on the part of the proposing entity

in preparing the proposal confers no rights for the withdrawal of the proposal after it has been received.

**Proposing Entities Inquiries:** All substantive inquiries from prospective proposing entities concerning this RFP must be submitted via email with subject line “Peterborough Broadband” to the defined contacts as defined in the Contact Information section and may be shared with other prospective proposing entities. All responses to substantive questions shall be via email and will be posted to the Town of Peterborough website. Applicants are strongly recommended to visit the Town’s parcel viewer website (<http://peterboroughnh.maps.arcgis.com/home/index.html>) should they be in need of parcel or street information.

**Selection of Successful Proposal:** The Town shall evaluate all Proposals on the basis of the following criteria:

- Adequacy of Proposal
- Proposal submitted in a timely fashion
- Complies with the RFP’s terms and conditions
- Qualifications and experience
- Project design
- Business model
- Project schedule
- Agreement with contract terms
- Insurance

After opening of the bids, the Town may seek such additional information and enter into negotiation of contract terms as the Town, in its sole discretion, deems appropriate.

The Town is not obligated to select the lowest cost proposal, the lowest responsible proposal, or to follow any other criteria in selecting the successful proposal. The Town shall select the proposal which in the Town’s view, is the most advantageous to the Town of Peterborough based on evaluation of the qualifications of the proposing entity, the proposed design, business model, and schedule.

Final acceptance of the successful proposal requires approval of the Board of Selectmen and a public hearing to allow for public education and comment.