

# REQUEST FOR PROPOSALS

2022  
LINCOLN TRAIL AREA DEVELOPMENT DISTRICT (LTADD)  
BROADBAND FEASIBILITY STUDY



LTADD  
613 College Street Road  
Elizabethtown, KY 42701

PROPOSALS DUE BY AUGUST 12, 2022

**Table of Contents**

Proposed Schedule ..... 2  
Lincoln Trail Area Development District Information ..... 2  
Invitation ..... 3  
Evaluation Criteria ..... 6  
Submittal ..... 7  
Signature Page..... 8

**Proposed Schedule**

Advertisement Date	July 29, 2022
Last Day for Questions	August 5, 2022
Questions Answered by LTADD	August 8, 2022
Proposals Due to LTADD	August 12, 2022
Selection Committee Review by	August 17, 2022

**Lincoln Trail Area Development District Information**

The Lincoln Trail Area Development District (LTADD) is comprised of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington Counties in North Central Kentucky and includes the incorporated cities of Cloverport, Hardinsburg, Irvington, Caneyville, Clarkson, Leitchfield, Elizabethtown, Radcliff, Sonora, Vine Grove, West Point, Upton, Hodgenville, Bradfordsville, Lebanon, Loretto, Raywick, Brandenburg, Ekron, Muldraugh, Bardstown, Bloomfield, Fairfield, New Haven, Mackville, Springfield, and Willisburg and all areas within the boundaries of the eight counties.

The Lincoln Trail Area Development District (LTADD) was formed in 1968 as a quasi-government agency with federal, state and local authority to be a regional clearinghouse and federally designated Economic Development District (EDD). The mission of the LTADD is to preserve and advance the quality of life and economic well-being for the citizens of the LTADD through regional collaboration.

A robust telecommunications infrastructure is vital to these eight counties in order to maintain access to quality education; community quality of life; and advancing economic development within the community. LTADD seeks a detailed analysis of the

fundamental 21st century broadband needs of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington County, Kentucky.

## **Invitation**

LTADD is inviting proposals from highly qualified firms (“Respondents”) with expertise in municipal governmental entities, qualifications and background to the fundamental broadband needs assessment and feasibility study for the Utility.

LTADD seeks an affordable and reliable high-speed broadband access for residents and businesses, improving the quality of life for this and future generations by enhancing the economic development opportunities, agriculture, education, healthcare, tourism and government services. Funding for this project comes from the U.S. Economic Development Administration's CARES allocation through Kentucky's Department of Local Government (DLG).

### A. Scope of Services

The selected firm must be able to provide the following services including, but not limited to:

1. Understand and assess current infrastructure and network capabilities within Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington Counties - provide inventory of existing facilities and broadband assets (i.e. towers, wireless facilities, fiber, conduit) within or adjacent to the eight counties and evaluate existing broadband and wireless coverage.
2. Conduct local broadband market assessment - Identify existing broadband options and costs across community. Profile the ten counties and provide assessment of telecommunications environment detailing types of services, pricing, availability and limitations.
3. Assist LTADD with anticipated stakeholder outreach.
4. Provide a listing and informational analysis of potential providers - Identify and engage potential provider-partners with intent to:
  - a. Identify entities that can be service provider to end-user
  - b. Engage providers early to understand network infrastructure and operations
  - c. Determine if providers can bring financial resources and investment to project
5. Provide assessment of benefits/risks, gap analysis and project map on a county-by-county basis for the eight (8) LTADD members - Identify key issues limiting broadband expansion. Create comprehensive map that provides analysis of local broadband environment.

6. Recommendation for broadband strategies - Based on consultant's analysis and feedback from LTADD and key stakeholders, respondent will conduct an analysis of business models, identify cost options based on various or optional levels of service, identify potential funding sources as outlined in #9 and provide an outline for LTADD to indirectly or directly improve and/or provide broadband services within each county and sections or segments of each county based on largest impact to smallest impact. This should include consultant's recommended approach to implementation of preferred business model strategies.
7. Develop network conceptual design for each of the LTADD member counties - Ensure that business model is viable and develop network footprint and conceptual design.
8. Conduct cost analysis as outlined above - Conduct thorough cost analysis to provide critical information regarding network capital expenditure estimates, financing alternatives, market penetration, rates and service offering information.
9. Evaluate financing and funding availability - Evaluate financing needs including:
  - a. Stakeholder or potential third-party contributors
  - b. Grant funding options
  - c. Establishing a public-private partnership, if viable
  - d. Capital, revenue bond and municipal self-funding options.

Once responses are received, reviewed and LTADD selects a preferred or acceptable respondent, LTADD will then enter into an Agreement for Services with the selected respondent.

Should LTADD determine that the project should move forward from the needs assessment and feasibility study phase, LTADD, at its sole and absolute discretion, reserves the right to amend the existing agreement and/or enter into a new agreement with the successful firm or elect to use the material provided and issue a new RFP. LTADD reserves the option to award contracts to multiple firms but would prefer to award to a single firm which is the able to provide all the services requested.

#### B. Submittal Instructions

Submittals are due to Sherry Johnson, Interim Executive Director, Lincoln Trail Area Development District (LTADD) at 613 College Street Road, Elizabethtown, KY, 42701 for the time and recording on or before 4:30 pm EDT on August 12, 2022.

Deliver Two(2) bound copies of your submittal and an electronic version, clearly marked as **2022 LTADD BROADBAND FEASIBILITY STUDY**, to [sherry@ltadd.org](mailto:sherry@ltadd.org) and [mskaggs@ltadd.org](mailto:mskaggs@ltadd.org). **All questions should be directed by email only to [mskaggs@ltadd.org](mailto:mskaggs@ltadd.org).**

All RFPs must be received, and time and date recorded by authorized LTADD staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP response is received on time at the stated location. Any responses received after due date and time will be returned to the Respondents.

LTADD reserves the right to reject any and all responses, to waive any information or irregularities therein, and to accept the proposal that, in the opinion of LTADD, is in the best interest of the Lincoln Trail Area Development District. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

#### C. Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Preferred or Acceptable Response will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the LTADD with price and other factors considered.
3. The LTADD reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposals if deemed in the best interest of the LTADD to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the LTADD's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party. The Respondent understands that no contract or purchase order can be executed, if partial funding is needed, until and unless the Center for Rural Development accepts, reviews and approves the Application for Funding Assistance that LTADD will submit to the Center. At that time, the Respondent will be notified as to the proper submittal process for invoices for the services rendered to LTADD.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the

- LTADD no later than the time indicated in the “Request for Proposal”.
7. The proposed price shall be exclusive of any Federal or State taxes from which the LTADD is exempt by law.
  8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. LTADD will not be responsible for oral clarification.
  9. Confidential/Proprietary Information: RFPs submitted in response to the “Request for Proposal” and any resulting contract is subject to the provisions of the **Kentucky Open Records Act of 1922**, KRS 61.870 to 61.884, as amended. Any restriction on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
  10. LTADD reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

### **Evaluation Criteria**

Please respond to the evaluation criteria with comments that are concise and to the point. The best fit will be recommended by the selection committee to the LTADD Board of Directors, authorizing LTADD to enter into a professional services agreement. The selection committee will evaluate and score the submittals using a weighted average based upon:

- A. Statement of Interest (SOI). In up to two(2) pages, express your interest in the project, specifically addressing:
  1. Specialized experience in community broadband planning services.
  2. Analysis/identification of issues - identify constraints as well as opportunities.
  3. Goals - identify how your project goals meet or exceed the project goals.

- B. Project Approach
  - 1. Examples of similar projects - quality finished projects.
  - 2. Innovative solution - discuss project alternatives, and/or opportunities to add value to the project.
  - 3. On-time and budget - accountability for time, budget and value engineering if needed
  - 4. Availability.
  - 5. Provide a detailed project schedule highlighting critical path and milestones for completion of the project.
  
- C. Project Team Listing
  - 1. Provide a listing of team members that will be involved in the process, relevant experience and other material that is pertinent and concise.
  
- D. References
  - 1. Submit three references for similar projects completed within the last three years, along with contacts for the project.
  
- E. Cost Proposal
  - 1. A not-to-exceed amount for all phases of the Scope of Services.

**Submittal**

Please submit the following information in the order listed below:

- 1. Name of your company/organization
- 2. Type of Organization (Corporation, Partnerships, etc.)
- 3. Address
- 4. Name(s) and Address of Project Team or Firm
- 5. Contact Person(s)
- 6. Telephone, Fax, Email
- 7. Statement of Interest
- 8. Project Approach
- 9. Project Team Listing
- 10. References
- 11. Cost Proposal

**Signature Page**

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

<b>Contact Information</b>	<b>Response</b>
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website (if applicable)	

**By signing below, I certify that:**  
I am authorized to bid on my company's behalf.

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**Signature of Authorized Person**

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**Date**

Note: If you cannot verify the above statements, please explain in the space provided below.