

Wired West Cooperative



Request for Information FTTH Engineering Plan

Prepared By:	Kevin Cahill
Document Version:	1.2
Date:	1/18/2012

TABLE OF CONTENTS

1	EXECUTIVE SUMMARY	3
2	WIRED WEST COOPERATIVE OVERVIEW	4
3	RFI REQUIREMENTS PROCESS	5
3.1	PARTICIPATION TO RFI	5
3.2	RFI SCHEDULE	5
3.3	RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION	5
3.3.1	<i>Liabilities of Wired West</i>	6
3.3.2	<i>Confidentiality & RFI Ownership</i>	6
	MARKING RECORDS EXEMPT FROM DISCLOSURE (PROTECTED, CONFIDENTIAL, OR PROPRIETARY)	6
4	RESPONSE FORMAT	8

1 EXECUTIVE SUMMARY

Forty Seven towns in Western Massachusetts have worked to create a municipal cooperative for the purpose of bringing high speed intranet to the residents and business's of the same towns. The name is Wired West Communications Cooperative Corporation (hereinafter "Cooperative"). The plan is to use an anchor service provider to offer triple play services to the customers over the installed (FTTH) fiber optic to the home cabling. There are approximately 32000 housing units in the towns and approximately 2200 miles of cable that needs to be installed.

The Cooperative is planning to get funding within the first half of 2012 with construction starting as soon as funding and engineering is complete.

While some of the high level design work is being done from within the Cooperative, we are looking to get an engineering firm to work with us to meet the following goals:

1. Overall network and cabling design
2. Equipment selection to run and manage the network
3. Cable selection
4. Estimated costs for the entire project
5. Creation of an RFP for installation and implementation of the network

The Cooperative will provide detailed maps of the towns including telephone poles, customer's premises and locations for Central Office(s) for equipment. These are currently in ArcGis and will be made available to the chosen engineering firm from the RFP process.

This RFI is issued as a means of discovery and information gathering. This RFI is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of the Cooperative to make any purchases. This RFI should not be construed as a means to pre-qualify vendors.

Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a procurement process which, at the Cooperative's option, could include but not be limited to: a formal bid process, using an existing Cooperative contract, procurement via the Massachusetts GSA contract.

Participation in this RFI is voluntary and the Cooperative will not pay for the preparation of any information submitted by a respondent or for the Cooperative's use of that information

2 WIRED WEST COOPERATIVE OVERVIEW

Our Vision

High-speed internet access is now a necessity, not a luxury. Availability of superior telecommunications service is as fundamental to the future of our communities as was electricity in the last century – and taking local initiative to ensure success is just as paramount today as it was then.

We need a choice of service providers with multiple products and the competition to keep prices affordable. We need a network capable of handling the future bandwidth needs of residents, businesses, schools, healthcare providers and governments. We need a network that will enable regional commerce; be financially sustainable; and retain revenues from telecommunications services in the region. And we need a network that serves ALL.

The only construct that meets these requirements is a regional community-owned, universal, open-access, fiber-to-the-home network. It's a large and complicated project, but nevertheless achievable through local stewardship and the economies of scale our vast region provides, which will ultimately enable us to secure the vitality and prosperity of our communities today, tomorrow, and for the foreseeable future.

Our Mission

Our mission is to – as expeditiously and prudently as possible – plan, build and operate a community-owned, open-access fiber-optic network that enables the provision of comprehensive, affordable, reliable and high-quality internet, phone, television and ancillary services to all residents, businesses and institutions who are interested, in participating WiredWest towns.

Our Values

- **Universal Access:** We believe every home and business deserves access to 21st century telecommunications.
- **Community-Owned:** Participating towns have a role in governance and oversight of the organization, to ensure policies represent the best interests of our communities and our region.
- **Financially Sustainable:** The business model must be realistic in its assumptions, and be built on the premise that revenues will cover operational costs, debt service and repayment of capital investment within a reasonable timeframe.
- **Focus on Service and Affordability:** We will strive to enable the provision of comprehensive, high quality services, with secure, reliable connections, and at affordable rates.
- **Future-proof:** Building a high capacity network for our region is essential – but the upfront costs are high. Thus, the network must last a long time and be capable of highly scalable, economic upgrades as needs increase.

3 RFI REQUIREMENTS PROCESS

3.1 PARTICIPATION TO RFI

All vendors confirming their participation should send a Letter of Interest and any attachments thereto, and any additional material required by this RFI, should be printed on 8½" by 11" paper. One (1) unbound original, five (5) unbound copies and one (1) electronic version (.pdf or .doc) of the Letter of Interest and associated attachments shall be submitted to the attention of:

**Wired West Cooperative
Old Court House
99 Main Street
Northampton, MA 01060**

Attn: Kevin Cahill

Kevin@WiredWest.net

3.2 RFI SCHEDULE

RFI key dates are the following:

January 18, 2012	RFI made available to the responders
February 8, 2012	Deadline for addressing questions
February 22, 2012	Response to all questions
March 7, 2012	Deadline for receiving responses (all material)
March 8 – March 15, 2012	Responses to be evaluated.
March 15, 2012	Decision to launch an RFP

3.3 RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions related to this RFI should be directed to

**Kevin Cahill
413-629-9088
Kevin@WiredWest.net**

Vendors must ensure that the information is delivered to the following address on or before **March 7, 2012**

**Wired West Cooperative
Old Court House
99 Main Street
Northampton, MA 01060**

Attn: Kevin Cahill

Any notices with respect to this RFI should also be mailed to the above Contact and Address.

3.3.1 Liabilities of Wired West

This RFI is only a request for information about potential products / services and no contractual obligation on behalf of the Cooperative whatsoever shall arise from the RFI process.

This RFI does not commit the Cooperative to pay any cost incurred in the preparation or submission of any response to the RFI.

3.3.2 Confidentiality & RFI Ownership

RFI Ownership: All responses to the RFI will become the property of the Cooperative and will not be returned. All responses, related documentation and information submitted in response to this RFI are subject to the Massachusetts Freedom of Information Law, M.G.L. c. 66, §10, and to M.G.L. c. 4, §7(26), regarding public access to such documents. Any statements reserving any confidentiality or privacy rights in submitted applications or otherwise inconsistent with these statutes will be void and disregarded. Any information that a respondent has identified as “sensitive information” in the hard copy of their application should be deleted from the electronic copy prior to submission to the Cooperative.

If you have any questions about disclosure of the records you submit with your informational material, please contact the RFI Coordinator.

Marking Records Exempt From Disclosure (Protected, Confidential, or Proprietary)

If you believe any of the records you are submitting to the Cooperative as part of your informational material are exempt from disclosure, you can request that they not be released before you receive notification. To do so, you must complete the Non-Disclosure Request Form (“the Form”) included below. You should very clearly and specifically identify each record and the exemption(s) that may apply.



Non Disclosure
Request Form .doc

The Cooperative will **not** withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the Cooperative receives a public disclosure request for any records you have properly and specifically listed on the Form, the Cooperative will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the Cooperative, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the Cooperative from releasing the records. If you fail to obtain a Court order within the ten days, the Cooperative may release the documents.

The Cooperative will **not** assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to the Cooperative for that (those) record(s) you can then seek an injunction to prevent release. By submitting a response to this Request for Information, Respondent acknowledges this obligation; and also acknowledges that the Cooperative will have no obligation or liability to the proposer if the records are disclosed.

4 RESPONSE FORMAT

Question	Response
Vendor Information	
Name of person responsible for the information contained in this RFI	
Company Name Company Address Telephone number Fax number Email address Web page	
Have you designed any FTTH networks of a similar size to Wired West Cooperative? If so, please provide reference information and details.	Attach as required.
Total number of designed FTTH networks which have been carried out by your organization?	
Describe any third party alliances, relationships, or dependencies.	
Is your company a public or privately held company?	
Equipment	
Have you specified Adtran equipment before? If so, please provide details.	Attach as required.
Have you specified Cisco equipment before? If so, please provide details.	Attach as required.
Have you specified Juniper equipment before? If so, please provide details.	Attach as required.
Have you specified 3M equipment before? If so, please provide details.	Attach as required.
Have you specified Calix or Occam equipment before? If so, please provide details.	Attach as required.
Have you specified Huawei equipment before? If so, please provide details.	Attach as required.
Have you specified Ericsson equipment before? If so, please provide details.	Attach as required.
Have you specified Zhone equipment before? If so, please provide details.	Attach as required.
What fiber cable types have you specified?	Attach as required.
What fiber cable manufacturers have you specified?	Attach as required.
Project Management	
Do you offer Project Management services? If so, please provide details on your methodology for Project Management.	Attach as required.
How many projects of similar size to the Wired West Cooperative have you managed?	
Provide details on your methodology for cost estimating.	Attach as required.