

Project Manager Services
Request for Proposals

Issued by: Alleghenies Broadband, Inc.



Deadline for Submission: April 30, 2024, at 4:00 PM

Contents

General Guidelines.....3
Response Guidelines7
Response Evaluation.....8

I. General Guidelines

Introduction

The purpose of this Request for Proposals (RFP) is to solicit work by a qualified firm or team of firms to complete services on behalf of ABI pertaining to Project Manager duties. Alleghenies Broadband, Inc. (ABI) is a 501c3 non-profit organization dedicated to expanding reliable, high-speed internet to unserved and underserved communities in the Southern Alleghenies region. Further information regarding ABI can be found on our website, AllegheniesBroadband.com. To fulfill its mission, ABI is looking for respondents who will perform all Project Manger duties on behalf of ABI. As part of this RFP, Alleghenies Broadband, Inc. (ABI) requests information regarding the products, services, experience, and qualifications of interested firms, as it relates to this effort.

Response Information

1. **Closing Submission Date:** Responses must be submitted electronically no later than **4:00 PM on April 30, 2024**. It is the responsibility of all Respondents to ensure that ABI receives their response by the date and time specified above. Late submissions will not be considered.
2. **Submission Instructions:** Responses should be submitted in pdf format via email to Dustin Bishop at dbishop@allegheniesbroadband.com.
3. **Submissions Assistance:** For technical questions regarding the project or the RFP, please contact Dustin Bishop at dbishop@allegheniesbroadband.com.
4. **Selection Date:** ABI will evaluate the responses and anticipates the selection of a firm or team of firms by **May 7, 2024**.
5. **Anticipated Project Start Date:** It is anticipated that the selected firm(s) will begin their work immediately after a consultant is selected.
6. **Completion of Work:** The duties of the selected firm(s) will be performed indefinitely, upon agreement from both ABI and the selected firm(s). The respondent should be aware that this may be a long-term engagement.

Who May Respond

Parties submitting responses to this RFP are referred to herein individually as “Respondent” or collectively as “Respondents”. Respondents may be any legal entity, including a private corporation, a cooperative, or a limited liability company.

Conditions of Response

All costs incurred in responding to this RFP will be the responsibility of the Respondent and shall not be reimbursed by ABI.

Right to Reject

Alleghenies Broadband, Inc. (ABI) reserves the right to reject any and all responses received in response to this RFP. A contract for the accepted Respondent will be based upon the factors described in this RFP.

Notice of Decision

It is expected that a decision selecting the successful Respondent will be made by **May 7, 2024**. Upon conclusion of final negotiations with the successful Respondent, all other Respondents submitting responses to this RFP will be informed, in writing, of the name of the successful Respondent.

Non-Discrimination Provision

In selecting a Consultant or group of Consultants for the completion of the scope of work outlined below, ABI will not discriminate on the basis of gender, race, religious creed, color, handicap, ancestry, or national origin. In the acquisition of a Consultant or group of Consultants for the completion of the scope of work outlined below, the Consultant(s) or any person acting on behalf of the Consultant(s) shall not, by reason of gender, race, religious creed, color, handicap, ancestry, or national origin, discriminate against any citizen of the United States who is qualified and available to perform the work to which the employment relates.

Period of Performance

The anticipated period of performance for the project is indefinite, upon agreement from both ABI and the selected firm(s).

Project Timeline

Activity	Deadline
Submission Deadline	April 30, 2024
Firm(s) Selected	May 7, 2024
Beginning of Work	May 13, 2024

Scope of Work

Overall Purpose of this Role:

The Project Manager is responsible for planning, organizing, and implementing a variety of broadband deployment efforts in collaboration with ABI's partners. The selected firm(s) will oversee the day-to-day management of projects to ensure timelines are met, budgets are adhered to, and funds are administered appropriately.

Duties/Responsibilities:

- Develops and coordinates projects with ABI's partners to include the fit-up of existing telecommunications towers, construction of new towers, and the deployment of both direct bury and overhead fiber-optic cable.
- Provides management and oversight of subcontractors, purchasing, permitting, and utility considerations.
- Develops Request for Proposals as necessary, reviews proposals for consideration by funding partners, and completes progress and financial reports as required.
- Completes all aspects of project management and works closely with internet service providers (ISPs), subcontractors, landowners, tower owners, electric utilities, and telecom providers to ensure timely completion of deployments.
- Identifies and defines performance targets for subcontractors and monitors progress.
- Coordinates with ABI's GIS and planning staff resources to develop a strategy for future projects and initiatives.
- Supports and contributes to the development of funding proposals and deployment plans as appropriate.

- Contributes content to ABI's social media accounts and website on a regular basis.
- Oversee ABI's activities related to projects from several state and federal agencies, including the Pennsylvania Broadband Development Authority (PBDA), the National Telecommunications and Information Administration (NTIA), and the Appalachian Regional Commission (ARC).
- Conduct grant writing and project oversight activities for projects funded by several state and federal programs, including the American Rescue Plan Act (ARPA), the NTIA Broadband Infrastructure Program (BIP), the Capital Project Funds (CPF) Program, and the upcoming Broadband Equity Access and Deployment (BEAD) Program.
- Routine attendance of ABI's monthly Board of Directors meetings, held on the fourth Wednesday of every month.

Required Skills/Abilities:

- Ability to advance projects from concept through completion while coordinating with asset owners, permitting authorities, and subcontractors to attain all necessary approvals and procure the equipment and other products needed to complete the project.
- Ability to effectively communicate with funders, suppliers, and partners to advance projects in a timely fashion.
- Understanding of various broadband solutions and technologies.
- Passion and motivation for expanding broadband access to those who need it.
- Ability to multi-task while maintaining attention to detail.

II. Response Guidelines

Response Outline

The Respondent should describe how it intends to carry out these various tasks and detail its experience in performing the tasks:

Part A: Scope of Work

To achieve the objectives outlined in the proposed scope of work, ABI is seeking a qualified and innovative firm or collaborative team of firms with a demonstrated ability to perform the necessary activities. The selected Respondent(s) must possess a demonstrated understanding of the following items:

1. Technical knowledge in various broadband planning efforts, including digital equity activities, grant writing/application submissions, financial planning, project oversight, and other necessary activities related to broadband planning.
2. Experience in community engagement to the general public, non-profits, local governments, schools, businesss, and other organisations pertaining to broadband planning activities.
3. Experience in mapping software (including GIS) related to broadband planning, including mapping existing broadband assets and coverage, data analysis, and collaboration with various partners (including non-profits, local governemts, ISPs, etc.) to develop connectivity plans to close coverage gaps through partner engagement.
4. Provide statements of qualifications and resumes for project team members with specific mention of related projects including their role specific knowledge and experience.

Part B: Pricing and Rate Information

The Respondent must also indicate the following pricing information:

5. Indicate all prices for contracted services, including hourly rates and the projected number of hours the respondent plans on working. If there are multiple persons who will contribute their time to the project, provide pricing and rates for various positions that

will undertake the proposed tasks outlined in the scope of work. ABI will select respondents based upon prices and terms most advantageous to ABI and the program.

III. Response Evaluation

Response Contents

All responses must follow the specified format and include all required elements listed in Section II of this RFP.

Scoring Matrix

When scoring the evaluations, 75% priority will be given to the qualifications of the respondent and 25% will be given to the proposed pricing.

Ineligible Responses

Proposals may be judged ineligible and removed from further consideration if any of the following occur:

1. The response is not received timely in accordance with the terms of this RFP.
2. The response does not follow the specified format.
3. The response is not adequate for the reviewers to form a judgment that the proposed undertaking would comply with federal and state requirements.