FAUQUIER COUNTY
A political subdivision of the Commonwealth of Virginia
Contract # 103-16smc, Broadband Feasibility Study
(Riding Culpeper County Agreement PZ-16-0501 dated 4/8/16)

This Agreement is made and entered into this 27th day of May, 2016 by Fauquier County, a political subdivision of the Commonwealth of Virginia hereinafter referred to as "Owner" and, **Design Nine** having its principal place of business at **2000 Kraft Drive, Suite 2200, Blacksburg, VA**, hereinafter referred to as "Consultant".

WITNESSETH that the Consultant and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Consultant shall provide a Broadband Assessment and Feasibility Study to the Owner, as set forth in the Contract Documents as outlined in the attached five-page Proposal received in response to the Owner's request May 20, 2016.

INSURANCE: By signing this contract, the Consultant agrees they will have the insurance coverage specified on the attached Insurance Checklist at the time the work commences. Additionally, the Consultant certifies that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Consultant shall furnish the certificate of insurance for the coverage required, endorsed to name Fauquier County as additional insured, within five business days of full contract execution, and shall continue to provide compliant insurance certificates throughout the term of the contract.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for services rendered during the contract term, forty-nine thousand, five hundred dollars ($49,500) as outlined in the Fee Proposal, page five of the five-page Proposal attached hereto.

CONTRACT PERIOD: This project is estimated to be complete within four (4) months of Notice to Proceed as outlined in the five-page Proposal attached hereto.

The contract documents shall consist of and are listed in order of priority:
(1) This signed form inclusive of the Insurance Checklist and Consultant's five-page proposal for the Owner;
(2) Culpeper County Agreement No. PZ-16-0501 dated April 8, 2016 and all documents included within that Agreement by reference as noted under Contract Documents. all of which are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Design Nine

By: Andrew Cohen

Title: PRESIDENT

Date: 5/31/16

Fauquier County, a political subdivision of the Commonwealth of Virginia

By: Susan Monaco
Susan Monaco, CPPO, CPPB

Title: Procurement Manager

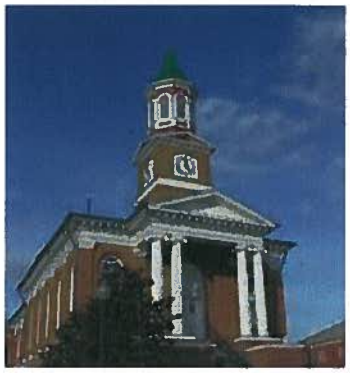
Date: 5/31/2016

DIVISION OF RISK MANAGEMENT
INSURANCE CHECKLIST

Items marked "X" are required to be provided as a condition of this Contract

Required		Coverage Required	Limits (figures denotes minimum)
X	1.	**Workers' Compensation** and Employers' Liability; Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes $100,000/$500,000/$100,000 Statutory Statutory
X	2.	**Commercial General Liability** General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better or its equivalent	2. $1,000,000 (CSL) Each Occurrence $2,000,000 $2,000,000 $1,000,000 $50,000 Per Occurrence
X	3.	**Automobile Liability** Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. $1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
___	4.	Prof. Errors and Omissions Best's Guide Rating-A-VIII or better or its equivalent	4. $1,000,000 (CSL) Each Claim
___	5.	Garage Liability	5. $1,000,000 CSL Each Occurrence
___	6.	Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
___	7.	Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	7. $1,000,000
___	8.	Other Insurance:	
X	9.	**Auto and General Liability Policies <u>shall be endorsed to name</u> Fauquier County as additional insured** (This coverage is primary to all other coverage The County may possess and must be shown on the certificate)	
X	10.	The Contractor shall provide 30 days written notice of any policy cancellation for policies specified on this Checklist to Fauquier County in accordance with the timelines and stipulations in Code of Virginia Section 38.2-231.	
X	11.	**The Certificate must state Bid/RFP No. and Bid/RFP Title.**	
X	12.	**Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.**	

Revised 4/4/13, Proc/HR



DESIGN NINE
broadband planners

Table of Contents

1 Introductory Letter
2 Work Activities & Deliverables
3 Timelines
4 Fee Proposal

Fauquier County

Proposal for Broadband Feasibility Study

Letter of Transmittal

Design Nine is pleased to submit a proposal to Fauquier County for a Broadband Assessment and Feasibility Study. We understand that Fauquier County intends to use the Culpeper County Agreement #PZ-16-0501 as the cooperative procurement method of contracting with Design Nine.

- Since 1994 we have worked with more than 25 Virginia communities on broadband planning and implementation projects and dozens of other towns, cities and counties in more than twenty states. Our business and financial planning work has led to many successful projects. No other company has as many broadband planning successes in Virginia.
- Our plans are focused on creating practical, achievable results that reflect the funding realities of the community. Our recommendations are based on real world best practice.
- As a Virginia company, we know the state and its unique economic and community development challenges and the Virginia regulatory environment. We also understand the geographic and terrain issues and will bring our broad experience with both fiber and wireless solutions to this planning effort.

The contact for this proposal is:

Andrew Cohill, Ph.D.
Design Nine
2000 Kraft Drive, Suite 2200
Blacksburg, VA 24060

Voice: 540-951-4400, Fax: 540-242-3201
Email: cohill@designnine.com
Web: www.designnine.com

The Design Nine team will put together the information that you need to intelligently evaluate the potential of broadband infrastructure investments by the Fauquier County. As we work to understand the broadband needs of Fauquier County, Design Nine will survey the County's current broadband access and future needs in relation to regional plans and current telecommunications networks. We will make certain that our strategies focus on economic development and take into account the broad impact that enhanced broadband services can have on education, public safety, and healthcare. The potential of enhanced broadband—especially increased availability of broadband in under-served areas—can have a far reaching impact on the quality of life especially for those who seek to work at home even part of the time.

Our decades of experience with community broadband planning and development (since 1993—longer than any other firm in the country) gives us an edge when looking at how broadband is used and what applications will help your County take full advantage of high performance broadband. We take pride in our ability to work with local Internet service providers. We will survey their capabilities and as we have done many times before, we will make certain we identify specific opportunities for partnerships and cooperation.

Our mapping software and sophisticated demand-focused Web survey tools allow us to identify the best options for providing last mile coverage for your area. Among our many successes, we planned, designed, and built the Wired Road in Carroll and Grayson counties, the nation's first fully integrated fiber and wireless network.

The County will gain from our extensive experience both *planning and building* successful fiber projects that are deeply integrated into the economic fabric of the communities and their surrounding areas. We will provide Fauquier County with an extensive analysis of several different business models that can achieve your economic, education, and social goals while preserving and

enhancing the overall quality of life. We are fully committed to making certain you receive a full explanation of all models including a careful comparison of the weaknesses and strengths of each one including how they relate to your communities' goals.

In addition to a comprehensive strategy for your current and long term needs, Design Nine will deliver a wealth of business information including specific analysis of business model options and governance/ownership recommendations, as well as time-tested strategies to help you evaluate the critically important financial sustainability of broadband infrastructure investments.

Communities following our recommendations for broadband investments have never failed.

Projects like Danville (8th year of operation), Palm Coast (7th year of operation), and the Wired Road (8th year of operations) have been successful in lowering the cost of broadband to businesses and institutions. They have brought Gigabit broadband to business and commercial areas, and have been able to attract new jobs and businesses to their areas.

We will deliver to the County all of the requested work activities described in the RFP including an assessment of the current broadband situation, the current and future demand for broadband, and a comprehensive strategy for broadband in Fauquier County. Getting the right solution to governance, ownership, and operations is critical to success. Design Nine will also identify broadband public policies that will help expand broadband service in the County.

Our reports provide the needed strategies to make certain that any last mile solutions are cost effective, achievable, and will meet the area's needs now and well into the future.

Our commitment is to assist you by providing the data, information, and recommendations that will allow you to control your future instead of letting the future control the County. Design Nine planning studies have been the inspiration and road maps to success for many communities in Virginia, from Accomack and Northampton counties on the Eastern Shore to Carroll, Grayson and Galax in far southwest Virginia, and communities in more than twenty other states.

After you have received our final deliverables, you will know exactly where you stand and you will have a practical, feasible roadmap for the future. Our reports will clearly explain the options and tradeoffs with different technologies, business/financial plans, operational models, and deployment plans. Design Nine also provides exact recommendations for the next steps required to meet your broadband planning goals including funding strategies. We are confident that Design Nine can not only meet, but exceed your expectations for this work, and can do so affordably. We look forward to the opportunity to work with you.

Sincerely,

Andrew Michael Cohill, Ph.D.
President, Design Nine

Work Activities and Deliverables

Design Nine will deliver a road map for targeted infrastructure investments that will improve both affordability and speed of broadband to county businesses and residents.

The County needs more and better information about what its residents, businesses and institutions (e.g. K12 schools) are doing for with broadband and what speed and capacity may be needed for new services and applications in the future.

A basket of funding strategies that are matched to the recommendations for new and improved infrastructure investments.

A preliminary network design that reflects the geographic and financial realities of both residents and County government financing capacity. The technical design needs to provide the County with enough information to move forward, using a phased, multi-year approach that is matched with funding capacity.

The County needs a clearly written description of the ownership and and organizational options available to it, including information about what is happening in nearby localities.

The County needs to know what public/private partnership opportunities are available to it, including both opportunities to work with private sector Internet providers and to partner with other localities if there is a good fit.

Work Process and Deliverables

- Map existing and planned broadband infrastructure, including conduit, fiber, wireless towers, business parks, commercial areas, government facilities, industrial locations, and other key locations and areas of demand.
- Demand aggregation analysis of current and future projections of bandwidth needs.
- An evaluation of incumbent providers, including current offerings, current services, what services the new network may need to offer to compete effectively, and define a broadband standard.
- Gap analysis and demand aggregation analysis using local demographic data.
- Analysis of existing telecom infrastructure (conduit, cable, vaults, cabinets, facilities, etc.).
- A written Recommendations Report to the County, and will include ample time to review a draft of the recommendations.
- Next steps material that is inclusive and specific, and will include estimated costs for each implementation step.
- Business planning information that includes the data and insights from other work tasks.
- GIS-based maps and the accompanying shapefiles to the County.
- Summary reports from the demand marketing and telephone survey efforts.
- Presentation at a public meeting and/or a BoS meeting.

TIMELINES

Month 1

- Kick off meeting with County, stakeholders and interested parties
- Identify regulatory governance and operations options
- Begin broadband and market assessment, start gap analysis
- Conduct current asset and infrastructure owner analysis
- Collect and map existing asset data and identify other pertinent assets
- Set up market demand Web site and test with County staff and stakeholders
- Begin current and future bandwidth needs analysis
- Deliver draft version of statistically reliable random telephone survey

Month 2

- Meetings with County, stakeholders and interested parties
- Further develop governance and operations options analysis
- Service provider identification, documentation of offerings, prices
- Begin collecting data from market demand Web site, telephone survey
- Business model and public/private partnership analysis development
- Delivery of ownership and business model options
- Additional visits to County as needed as part of asset inventory and infrastructure assessment

Month 3

- Additional meetings with County, stakeholders and interested parties
- Presentation of draft assessment results
- First draft of financial and business model work
- Draft funding strategies options delivered
- Draft results and report from telephone survey, market demand survey
- Delivery of regulatory analysis results

Month 4

- Integration of materials into the Final Report
- Draft recommendations and next steps options delivered for review and feedback
- Meeting with County, stakeholders and interested parties, presentation of draft report and recommendations, next step discussion
- Incorporate feedback and comments into final report
- Deliver final report
- Presentation of report findings to County Board of Supervisors

Fee Proposal

We are prepared to complete all the tasks outlined in this proposal for a $49,500. This includes both professional services and any direct cost of normal and ordinary travel expenses (e.g. mileage, lodging, meals, etc.).

Hourly Rates

For work activities outside the scope of the proposal, we can work on an hourly basis, and will provide detailed billing reports showing dates worked, number of hours, and staff who completed the work.

Rate Schedule for Staff	Hourly Rate
Broadband Architect	$125.00
Network Engineer	$125.00
Senior Broadband Planner	$105.00
Financial engineering	$125.00
GIS/CAD design and mapping work	$85.00
Technical support and Web development	$65.00

Financial And Contractual

Invoices are payable within 30 days. Interest is, therefore, charged in the event of non-payment within 60 days. An interest rate of 1% per month will be charged to the unpaid balance.

Travel Expenses

Cost of mileage (6-7 visits) and occasional overnight stays is estimated at $1600. Travel expenses are billed at actual cost with no markup.