



**CITY OF PALM COAST  
REQUEST FOR PROPOSAL**

**RFP-IT-18-05  
Municipal Broadband Network Business Plan**

**GENERAL DESCRIPTION:** The City of Palm Coast desires to solicit qualified proposals for a consultant team to create a Municipal Broadband Network Business Plan to guide the operation, expansion, implementation, maintenance, regulation, and funding of its municipal broadband assets and related technologies in accordance with this Request for Proposals (RFP). The preferred consultant must demonstrate prior experience working with government agencies development business plans for Municipal Broadband Networks.

**DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION:** Bid/proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Bid/proposal submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

**CONTACT:** All prospective Bidders/Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than Central Services staff regarding this bid/request at any time prior to the bid/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your bid/request submittal.

**QUESTIONS:** Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

**ADDENDA:** Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal.

**AWARD OF CONTRACT:** All submittals will be evaluated by City staff in accordance with the criteria set forth in the bid/proposal documents. The City reserves the right to reject all bids/submittals, to waive any formalities, and to solicit and re-advertise for new bids/proposals, or to abandon the project in its entirety.

**QUESTION DEADLINE: October 26, 2017 at 2:00 PM**

**BID/PROPOSAL DEADLINE: November 2, 2017 at 2:00 PM**

**PUBLIC OPENING:** The public opening shall take place November 2, 2017 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

**ADA INFORMATION:** Persons with disabilities needing assistance to participate in any of the proceedings should contact the City Personnel Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this bid/proposal.

**FOR PUBLICATION ON WEDNESDAY, OCTOBER 4, 2017**

**CITY OF PALM COAST  
CENTRAL SERVICES DIVISION – PURCHASING  
160 LAKE AVENUE, PALM COAST, FL 32164  
[www.palmcoastgov.com](http://www.palmcoastgov.com)  
(386) 986-3730**