

## Request for Expression of Interest

The City of Watsonville, as the fiscal agent for the Central Coast Broadband Consortium, has been approved by the California Public Utilities Commission (CPUC) to begin work on the Connected Central Coast broadband deployment, access and adoption project. This project is funded by the CPUC through the California Advanced Services Fund at \$150,000 per year for three years, with funding for the final two years contingent on meeting established milestones.

Complete information on the project work plan, schedule and budget is in the final revision (dated 3 January 2012) of the grant application (Grant Document), which is available at:

<http://www.tellusventure.com/ccbc/>

The approved plan calls for the services of four individuals and one team (or an individual with all the requisite skill sets) to be contracted (the Contractors). The Contractors are:

1. Economic development analyst: \$40,000 in each of Years 1, 2 and 3.
2. GIS analyst: \$20,000 in each of Years 1, 2 and 3.
3. Infrastructure specialist: \$40,000 in Year 1, \$20,000 in Year 2, \$2,000 in Year 3.
4. Network specialist: \$10,000 in each of Years 1 and 2, and zero in Year 3.
5. Web/database development team: \$5,000 in Year 1, \$20,000 in Year 2 and \$48,000 in Year 3.

Complete information on the responsibilities, deliverables and timeline is in the Grant Document. Although the City of Watsonville retains the option of using its own employees for the above assignments, doing so is not under consideration now, except for the GIS analyst contract.

In addition to the budget approved for personnel, the project is also allocated certain amounts for expenses for deliverables that are the responsibilities of the Contractors. These funds will be administered by the Contractor with responsibility for a given deliverable and will be expended only on the specific items detailed in the Grant Document. These funds are not to be used for general or indirect expenses. The Grant Document also ties certain amounts of matching funds to these items, which may be provided by the Contractors.

The Contractors will be retained on a flat rate, fixed price basis, and must agree to provide all deliverables associated with any given contract for the amounts listed above. The Contractors must bear all costs associated with completing the deliverables, including personnel costs. No reimbursement will be made for out of pocket expenses, except for items specified in the Grant Document and detailed in the associated contracts.

No additional compensation will be provided for personnel time or other exigencies.

The approved grant allows for a small amount of advance payment which could be included in the Contractors' payment schedule, but otherwise all payment will be made upon satisfactory achievement of milestones and completion of deliverables as specified in the associated contracts. We recognize that organizations have a variety of preferred contracting methodologies and to the extent possible we will attempt to accommodate those preferences in contract language so long as this strict principle of a fixed price, as stated above, for specific deliverables is maintained.

Any parties interested in performing this work should submit a brief (maximum 2 pages) Expression of Interest (EOI) via email to Joel Staker, network administrator, City of Watsonville ([jstaker@ci.watsonville.ca.us](mailto:jstaker@ci.watsonville.ca.us)) by close of business, Tuesday, 28 February 2012.

The EOI should contain the following:

1. The name of the person (or in the case of the web/database development team, the persons) who will be performing the work and be responsible to the City of Watsonville for the deliverables.
2. A brief description of the person's experience and suitability for the tasks assigned. Links to online biographies, resumes and other additional information are encouraged.
3. Proposed process for determining a replacement should this person's services become unavailable.
4. An outline of how the deliverables will be produced and accountability maintained.
5. A description of the matching contributions proposed.
6. A statement accepting the above terms.
7. Contact information for further questions.

The City of Watsonville, in cooperation with the project Executive Committee, will review the EOIs, request any additional information required and determine next steps. It is anticipated that this review will take approximately one week and will be followed by in-depth discussions with interested parties, leading to contracts within an additional two weeks. However, the City of Watsonville reserves the right to reject any or all expressions of interest received and proceed further at its discretion.

Questions concerning this Request for Expressions of Interest may be directed to Joel Staker. Any answers provided may be shared generally.