

City of Hidden Hills, CA  
REQUEST FOR PROPOSALS  
FOR  
A P3 (PUBLIC-PRIVATE-PARTNERSHIP) FOR A FIBER TO THE  
HOME NETWORK SYSTEM



Issued by  
City of Hidden Hills  
**REQUEST FOR PROPOSALS**  
**DUE April 17<sup>th</sup>, 2020**

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## I. Introduction

The City of Hidden Hills releases this RFP with the goal of considering solutions from the private sector to bring next-generation, high-speed internet and other advanced IP based services to the residents of the City.

The City of Hidden Hills (the “City”) and its residents view high-speed broadband and its related infrastructure as a necessity, understanding that broadband services will drive major areas of its citizens lives for decades to come. Therefore, Hidden Hills is requesting proposals for a partner who will deploy broadband infrastructure including conduit and fiber to serve the City’s residents and to *enable the City to deploy, manage, and utilize Internet of Things (IoT) technologies throughout the community.*

The City’s leadership considers the objective of this project to be the provision of modern communications services to its residents. The City is home to powerful business leaders, the world’s most significant social influencers, Hollywood elites and others who demand the highest quality of life. In today’s world that means uninterrupted, best of class end user broadband services over state-of-the-art infrastructure including fiber optics and other technologies that will benefit the community when deemed appropriate. The residents of Hidden Hills demand always on, reliable, redundant high-speed internet services. The City considers this RFP and the resultant partnership an opportunity to enhance quality of life in the City by ensuring gigabit services for all residents.

The City seeks a partner who will assume technological and operational responsibilities and financial risk between the partner and the City in innovative ways. Responses to this RFP should state how the respondent’s approach will further the City’s goals of becoming a gigabit community. Hidden Hills is open to considering a variety business and operational models; therefore, rather than prescribe a set model, the City encourages respondents to provide details about what benefits and opportunities they will bring to Hidden Hills, what will be required from the City and its residents, and how the model will support quality of life and IoT technologies such as fire and environmental sensors, radio shed, speed sensors, HD cameras and other security related equipment and services.

In summary, the City’s goal is to drive City-wide FTTP and engage with an experienced operator, who can provide fiber and advanced IP-based services to support the needs of the City and its residents.

Some benefits that the City anticipates and expects to further explore include:

1. Reduce overall telecommunications costs and protect the City from future telecommunications cost increases. The fiber-optic network will permanently remove recurring operating costs for the City.
2. Develop a high-speed communications platform that will supplement Hidden Hill’s existing wireless/cable services, increasing speed and functionality while allowing Hidden Hills to enable new high-bandwidth services such as security, fire and smoke detection, automated meter reading, and other IoT projects.

3. Provide enhancements to public safety and disaster response and recovery services utilizing a high-speed communications platform.
4. Increased customer service satisfaction among City residents who will be end users of the proposed network. The City of Hidden Hills requires a local sales office to support the market.
5. Create a diverse connection for Round Meadow Elementary School's campus, which is located within the City's boundaries, adjacent to the HOA's southern boundary.
6. Connect to the office of Compass Real Estate, which sits just outside of the Long Valley Gate at 23500 Long Valley Road.

## **II. RFP Schedule**

- **February 25<sup>th</sup>, 2020 RFP Released**
- **March 5<sup>th</sup>, 2020 Deadline to RSVP for Optional Tour**
- **March 12<sup>th</sup>, 2020 Mandatory Pre-Proposal Meeting and Optional Community Tour**
- **March 20<sup>th</sup>, 2020 Deadline to submit Questions**
- **March 31<sup>st</sup>, 2020 Answers to Questions posted to respondents on the City's website at <https://hiddenhillscity.org/>**
- **April 17<sup>th</sup>, 2020 Proposal Submission to RFP Due**
- **April 30<sup>th</sup>, 2020 Finalist interviews to begin**

**Submissions: Proposers should submit one (1) electronic copy via email and five (5) hard copies via mail to the contact below. The contact for all inquiries, notices, and submittals regarding this RFP is:**

Kerry Kallman  
City Manager  
City of Hidden Hills  
[Kerry@HiddenHillsCity.org](mailto:Kerry@HiddenHillsCity.org)  
6165 Spring Valley Road  
Hidden Hills, CA 91302

### **2.1 Pre-Proposal Meeting**

**A mandatory pre-proposal meeting is scheduled for Thursday, March 12, 2020 at 10:00 am PST, at the City's offices, 6165 Spring Valley Road. Proposers who would prefer to attend via teleconference may do so, but must provide notice to the City by Wednesday, March 11, 2020 at 12pm PST. Virtual meeting invites will only be forwarded to respondents who provide notice to the City that they will be attending virtually.**

Proposers who plan to be onsite for this meeting should enter City Hall via Burbank Blvd. See map in Attachment E.

Following the mandatory meeting, the City will conduct an optional tour of the community for interested proposers who are onsite. Please provide an email to [Kerry@HiddenHillsCity.org](mailto:Kerry@HiddenHillsCity.org) before March 5 at 12:00 pm PST if you intend to participate in the optional tour of the community. This tour is limited to one person per proposing organization.

### **III. Background**

#### **3.1 About the City**

The City of Hidden Hills is located in Los Angeles County. Hidden Hills is a gated community and City located adjacent to the City of Calabasas and northwest of Los Angeles, California, with direct access to Interstate 101. The City is located in the San Fernando Valley and near the Santa Monica Mountains.

The area of Hidden Hills is 1.7 square miles. According to the 2010 Census, 1875 people call Hidden Hills home. Data shows that 10.1% of individuals in Hidden Hills are over the age of 65 and 33% are under 18 years old, with an average age of 40. In addition, there are 593 housing units in Hidden Hills with an average household size of 2.76 people with 43.2% of households including a child under 18 years of age.

The City is considered a rural preservation of small-town California living in the midst of busy urban communities and boasts large lots and bridle trails throughout the community. The City possesses numerous Hollywood residents and an average household income of \$203,000. The City has no residents below the poverty line and the average household is valued at \$3,300,000.

The City of Hidden Hills operates as a general law city, shoulder to shoulder with its HOA. The HOA is the owner of all assets within the City's gates including all streets and bridle trails. City Hall, located at 6165 Spring Valley Road, is owned and operated by the City, while other facilities including the community center at 24549 Long Valley Road and three guard facilities are owned and operated by the HOA.

Round Meadow Elementary School, a campus of Las Virgenes Unified School District, lies on the south end of the City of Hidden Hills. While the school currently has a primary internet connection running south toward the 101 freeway, it seeks a diverse connection if possible, with an entry point at a different location than the existing one. Therefore, to provide this connection, the school's campus should be included in the design of a network for the City of Hidden Hills. A site map of Round Meadow's campus is included as Attachment D.

#### **3.2 The Project**

The City of Hidden Hills is seeking a private partner that can provide next-generation

FTTP services to the City and HOA facilities, Compass Real Estate, Round Meadow Elementary School, and residents in the community. The selected Partners should provide solutions for the delivery of advanced internet and other IP-based products and services. The City seeks innovative and creative solutions and welcomes various business models and approaches to consider. The entire infrastructure (100%) shall be constructed underground. Aerial installations within City limits will not be considered.

The planned Hidden Hills Network will be a resilient, secure network connecting the Hidden Hills City facilities, Round Meadow Elementary School's campus, and all residences. The Network will include construction of laterals to all residences to complete a gigabit, City-wide broadband infrastructure.

The network's route design should plan for connections to all Hidden Hills homes, the elementary school's campus (shown in Attachment D), and City facilities including its current sensor network (listed in Attachments A and C ) and camera locations along the City's boundaries (see Attachment B) and must ensure a contiguous backbone ring. Task orders for construction, as issued, will explicitly define which buildings will be connected.

The HOA currently operates twenty (20) cameras and plans to install an additional ten (10) at various locations along the City's boundaries in the near future using a phased implementation process, while the City operates four (4) speed sensors, one (1) radio shed, and two (2) smoke detector devices. Four attachments are provided for respondents' consideration and use for route design:

- Attachment A – Hidden Hills' current sensor and smoke camera connections, which includes the City Hall building, guard gate houses and community center to be connected as identified by the City, along with all residences, all covered under this RFP.
- Attachment B – Planned approximate locations for Phase II camera deployment.
- Attachment C – City Map including Bridle Trail and Streets, which allow the partner multiple options for ROW's in which to construct the network.
- Attachment D – Track Map of Round Meadow Elementary School's campus.

Broadband infrastructure including conduit exists in Hidden Hills and should be utilized, if possible. This conduit is currently being used by Spectrum and ownership is unclear. Respondents to this RFP should obtain further information about these assets and include an evaluation of if and how they might be used in deployment of a network.

The City prefers a partnership model which contributes public and private assets including the public right-of-way (private streets) and private residential property and does not expect to contribute funds for the construction of the network. Preliminary capital projections for a City-wide fiber infrastructure, backbone and appropriate neighborhood or distribution fiber and laterals have not been completed and respondents are responsible for providing estimates and KMZ files of their proposed routes. It is understood that proposed plans and estimates will change as designs are finalized and

joint build opportunities fully explored. The Partner should provide details about proposed costs for residents to subscribe to services. These may include tiered or flat rate pricing structures. Hybrid models may also be considered.

The City of Hidden Hills consists of a network of streets and a bridle trail system. Both rights-of-ways can be considered for a network build by a potential provider. Maps are included as Attachment B.

Once the Hidden Hills Network has been built and is operational, the City intends for the selected Partner to market, operate and maintain the network for the life of the contract.

### **3.3 Project Goals and Objectives**

The City of Hidden Hills is soliciting proposals from qualified Proposers to form a public-private partnership (hereafter “P3”) to achieve the following objectives:

1. Develop and implement a single, resilient, secure, Citywide network connected by a fiber-optic backbone;
2. Connect with up to two (2) geographically diverse internet points of presence (PoPs);
3. Connect with and provide broadband services for:
  - a. City buildings including, guard gate houses
  - b. All existing and planned cameras, sensors, and meters (see Attachments A and B for maps), with the ability to support phased implementation of additional devices
  - c. All residential housing units
  - d. Connection to Compass Real Estate at 23500 Long Valley Road
  - e. A diverse entry point to Round Meadow Elementary School’s campus
4. Provide bandwidth speeds of 1 Gbps, 2 Gbps, and 10 Gbps;
5. Provide ongoing operations and management for the network infrastructure and services;
6. Later and at the request of the City, provide future connections of additional smoke sensors and security cameras etc. via fiber to the network backbone for access to data by the City (While specific camera locations are not provided due to security concerns, Proposers should assume that they will be placed at various places along the City’s boundaries. Information about their specific locations will be provided upon selecting a Partner. See Attachment B for approximate planned camera installations);
7. Permit the Partner to offer retail broadband services to City Hall, City-owned property, and residences within the boundaries of the City.
  - a. Retail services must be offered at bandwidth speeds to support residential IoT applications including but not limited to voice, video, and environmental management systems.

## III. Scope of Work & Requirements

### 3.1 Proposer Requirements

Whilst the City wishes to consider various models, some key aspects should be considered. Respondents to this RFP must meet the following minimum requirements:

#### **Required Capabilities (*minimum necessary to fulfill the obligations of this solicitation*)**

- Project Management and Administration for construction of the proposed network
- Installation of underground conduit, fiber-optic cable, innerduct, handholds, splice cases, and related infrastructure to support residential and City use
- Construction of fiber infrastructure shall be underground and may utilize the public right-of-way (streets) or bridle trails or a combination of the two
- Local Customer Service
- Demonstrated ability to provide 24/7 network maintenance for always-on, reliable connectivity
- Demonstrated ability to provide marketing and operations of the network
- Ability to support:
  - Sensors for public safety and smoke detection
  - Speed sensors
  - Security cameras at any location along the perimeter of the City's boundaries
  - IoT Applications used by both residents and the City including any additional future initiatives the City or HOA wish to deploy

#### **Preferred Capabilities:**

- Possible revenue-sharing and/or in-kind agreement with the City of Hidden Hills, keeping in mind the City prefers not to contribute funds for the construction of the network.
- Ability to augment and/or expand the network as required in the future to meet the needs of the City and its residents

### 3.2 Response Requirements

1. **Letter of Interest:** Provide a Letter of Transmittal on company letterhead stating why the respondent is interested in developing a partnership with the City and provide a listing of any requirements listed in this RFP that you are unable to meet or that you are opposed to providing.

2. **Background of the Proposed Partner:** Provide an overview of the respondent's organization, services, and capabilities.

- a. Provide details on your company's (or its shareholders') knowledge, experience, and operations within the broadband telecommunications industry and, if applicable, infrastructure development in the region. Please include key expertise that qualifies you to be considered for this RFP and demonstrates current FTTP and advanced IP service experience.
- b. Include a statement of your firm's financial health and financial statements from the last three (3) years of operation.
- c. If you are a current broadband provider, provide an overview of your products and services, operations, total subscriber count, type of services (business/residential), local presence in California, and other markets served.
- d. Demonstrate any similar arrangements you have entered with municipalities, electric utilities, or other public-private partnerships. Explain how these initiatives have developed and lessons learned.
- e. Provide your company's organizational chart
- f. Provide a project organizational chart that describes the proposed relationship and key roles between the broadband provider and the City. Identify proposed local personnel. Please include any installation, sub-contractors, or service contractors in the region that may have been used in the past that may be utilized again for this project.
- g. State your organization's ability to operate, maintain and provide local 24x7 support for the City of Hidden Hills network. This includes all sites.

3. Narrative Description of Proposed *CITY NETWORK* Solution: Provide a complete narrative (not to exceed 5 pages) of the proposed network solution. The narrative shall fully describe the network architecture including:

- a. The transport and access technology, core / access equipment collocations in City/HOA facilities.
- b. What network services and other applications will be provided
- c. How laterals will be provided to residents, Round Meadow Elementary School, Compass Real Estate and City/HOA facilities and devices.
- d. Customer premise equipment (CPE) and inside plant (ISP) requirements.
- e. Methods for provisioning service.
- f. Proposed detailed project schedule for completing backbone and connecting all Phase 1 sites (as defined in Attachment A – *CITY NETWORK* Site Summary); targeted service levels.
- g. Summary of project management methodology.
- h. Testing and quality assurance processes for providing lit services, means of securing lit transport services, etc.
- i. A sample implementation plan based on your proposed business model that demonstrates how you would achieve the desired results for the provisioning and activation of services. Include a detailed project schedule, with phasing if applicable, including all steps from Notice to Proceed to completion of construction.
- j. Network and customer service plans including SLA's, response to outages, deployment of end user equipment and services, emergency response, after hours work, scheduling, periodic maintenance and other services necessary to

deploy, operate and maintain the network (attach sample Customer Services Agreement to response).

**4. Design of Core Network:** The network's fiber routes should be designed by Proposer, considering planned connections to City Hall, City devices, and all residences as detailed in this RFP's attachments. Supporting schematics are required including a logical network diagram, proposed fiber backbone and laterals to City/HOA facilities in KMZ files, and a PDF schematic of the proposed fiber routes.

**4a. Design Narrative:** The Proposer should submit a brief (no more than two pages) narrative detailing the network's design, which should include:

1. Location of two internet PoPs, including addresses.
2. Phased construction, along with estimated timelines for each phase.
3. Fiber strand count for core network.
4. Use of any existing network assets such as conduit. Proposers should investigate the use of existing conduit within Hidden Hills and include details about proposed use and how it might affect cost of constructing the network.

**4b. Network KMZ:** Network routes must be submitted via KMZ file, denoting and distinguishing by class:

1. Existing fiber and conduit routes – using existing fiber and conduit owned or controlled by Proposer or by another entity;
2. New fiber routes – covering inter-connection to create a resilient, secure backbone ring, and requiring new fiber installation, or leasing of fiber from third-parties;
3. Both internet PoPs;
4. Hidden Hills network sites (City Hall, Data Center, radio shed, sensors and security huts);
5. Connection to Compass Real Estate at 23500 Long Valley Road
6. Entry point to Round Meadow Elementary School's campus;
7. Proposed lateral connections to all sites.

**4c. PDF schematics of the proposed fiber network routes and logical network diagram.**

**5. Business Case Narrative:** The response should outline partnership requirements and expectations. Please articulate a vision for how assets would be leveraged to create a "Gigabit community" that has access to leading IP services and products. This should include:

- a. Revenue sharing with the City
- b. Any commitments, financial or otherwise, required on the part of the City including capital investment, in-kind considerations, waiver of permitting and/or

- encroachment fees, etc., keeping in mind that the City does not expect to contribute any capital for this project
- c. Separate costs (both one-time and recurring) and terms for connecting City and HOA facilities
- d. Separate costs (both one-time and recurring) and terms for connecting Round Meadow Elementary School campus
- e. Separate costs (both one-time and recurring) and terms for connecting Compass Real Estate
- f. Additional supporting information including, at a minimum, expected take-rate and/or confirmed subscribers prior to construction, market penetration data, business models, and expected ROI
- g. Additional “value-add” benefits to the City, HOA, and residents including service offerings such as voice, video, and IoT monitoring and management systems.

Respondents should demonstrate their technical abilities, other initiatives where similar services are provided, and proposed plans for connectivity to the City/HOA’s *public rights-of-way*. Concepts that outline sufficient connectivity and backhaul capacity, including redundancy options for the City should also be proposed.

6. **Response Matrix:** A completed Response Matrix, as shown in Exhibit A, below.

*Exhibit A: Proposer Response Matrix*

	Proposer’s Details
<b>Technology &amp; Operational Approach</b>	
Technology Used	
Fiber Strand Count & Type of Fiber	
Size of Cabinets	
Core Network Bandwidth	
Network Electronics	

Network Maintenance Approach including 24x7 Support	
<b>Community Benefits &amp; Business Approach</b>	
Tiered Services Offered	
Rate Structure	
Revenue Sharing	
Contributions Required from the City including capital, waived fees, or assets	
Agreement Terms	
Key Assumptions	
Cost/Terms for Connecting City/HOA Facilities	
Cost/Terms for Connecting Round Meadow Elementary	
Cost/Terms for Connecting Compass Real Estate	
Additional Community Benefits/Value-Added Services	
<b>Network Construction</b>	
Existing Assets Used	

Number of Phases	
Construction Timeline, by Phase	
Permitting Considerations	

7. **References:** Provide a minimum of 3 industry references that demonstrate the respondent’s ability to successfully plan, implement, and deploy broadband networks, products, and services using innovative public and/or private environments. Include the following:
  - a. Organization
  - b. Name and position
  - c. Email and phone number
  - d. Project name and timeframe
  - e. Project Cost
  - f. Number of nodes served
  - g. Brief Description of project
  
8. **Disclosures:** Provide potential conflicts of interest disclosure that is a direct or indirect financial investor, partner, employee, or member of any corporation, partnership, or other legal entity making or participating in this proposal. Define how your proposal will comply with local, state, and federal regulatory requirements.

#### **IV. No Bidding Commitments**

This RFP is being issued purely for information gathering purposes and does not constitute a request for proposals or a contract for procurement under applicable laws. Nothing in the RFP shall preclude the City of Hidden Hills from obtaining relevant information from other sources or through other processes, nor shall the RFP in any way create an association, partnership, or joint venture among Respondents and the City of Hidden Hills. The issuance of the RFP and any subsequent response by a Respondent does not create a binding obligation on the part of the City of Hidden Hills to enter any form of agreement with the Respondent, for the development of a broadband/fiber network, delivery of products and services or otherwise.

#### **V. Clarification of Proposals**

Notwithstanding any other provision of this RFP, the City of Hidden Hills reserves the right to:

1. Conduct discussions with any or all potential Respondents for the purpose of

- clarification.
2. Cancel or amend this RFP or issue other requests for information or requests for proposals.
  3. Use any and all concepts presented in any response to obtain the most beneficial and effective path to achieving its desired goals for the project and the island's community.
  4. Reject any or all bids

## **VI. Miscellaneous Provisions**

### **6.1 Response Costs**

Respondents are responsible for all expenses they incur in preparing and submitting a response to this RFP or any follow-up discussions with the City of Hidden Hills.

### **6.2 Errors and Omissions in the RFP**

If the City of Hidden Hills becomes aware of an error or omission in the RFP, it will post a notice on the City's website (<https://hiddenhillscity.org/>). If it discovers an error or omission after the responses are submitted, it may in its discretion proceed or reissue the RFP. Even if it elects to reissue the RFP, the City of Hidden Hills will not be liable for any costs or damages incurred by any Respondent in preparing and submitting the original response.

## **VII. Ownership and Confidentiality of Responses**

The City of Hidden Hills will not pay for any information requested, and all responses submitted become the property of the City. Responses will not be returned and may be subject to disclosure pursuant to the federal Freedom of Information Act and/or state law or code. The City of Hidden Hills may receive information that may be confidential as part of a response. If a Respondent believes that any portion of its response includes proprietary or other confidential information, it must clearly label the confidential information as such, and the Respondent must state the basis for the claim to confidential treatment. Unless otherwise required by law, the City of Hidden Hills will treat such information as confidential and will not disclose it to a third party without prior notification and authorization.

## **VIII. Review and Evaluation of Proposals**

As proposals are received by the City, the City shall periodically, on a rolling basis, review and evaluate proposals for responsiveness to the RFP. The City may also investigate qualifications of all proposers, and the City may request clarifications of proposals directly from proposers.

An interview of proposers may be scheduled to facilitate evaluation of each proposal. Proposals will be evaluated on the following criteria:

Scoring Matrix for potential P3 Selection:

1.	Overall quality of response and suggested business model, proposed financial arrangement with City, and ability and commitment to invest capital dollars, and provide a revenue stream to the City.	Max 20 points
2.	Experienced Network operator and ability to provide reliable, always-on gigabit residential broadband services.	Max 20 points
3.	Ability to provide connectivity for City facilities and Smart City applications or other innovative service practices, telehealth/educational services, and other community benefits.	Max 20 points
4.	Explanation of similar P3 relationships with any local or regional government, and where the relationship may involve the leasing of fiber and provision of telecom services	Max 20 points
5.	Feedback from any provided references.	Max 10 points
6.	Explanation of proposed implementation plan and City-wide approach.	Max 10 points
Total score		Max 100 points

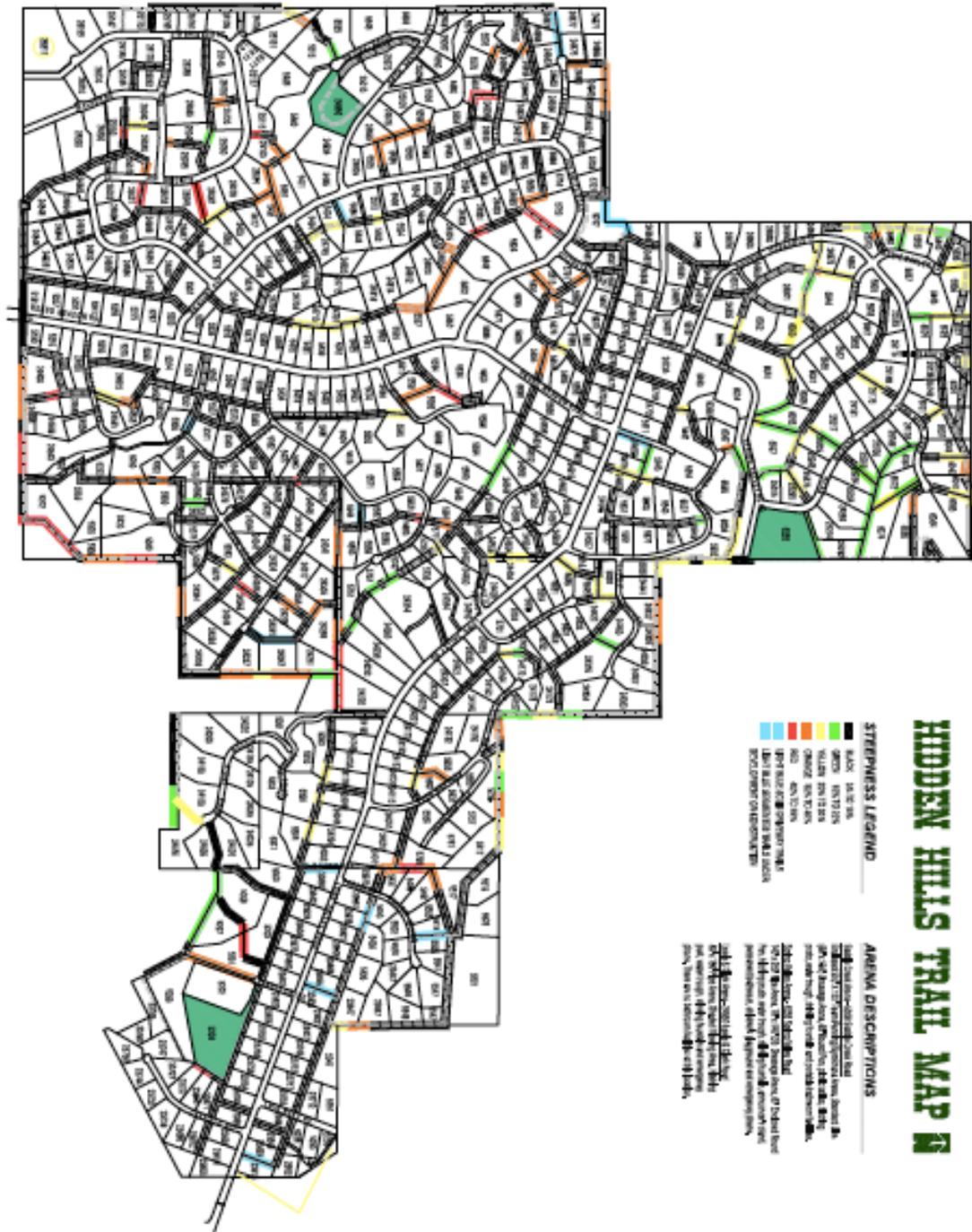


## Attachment B. Planned Phase II Camera Deployment Map

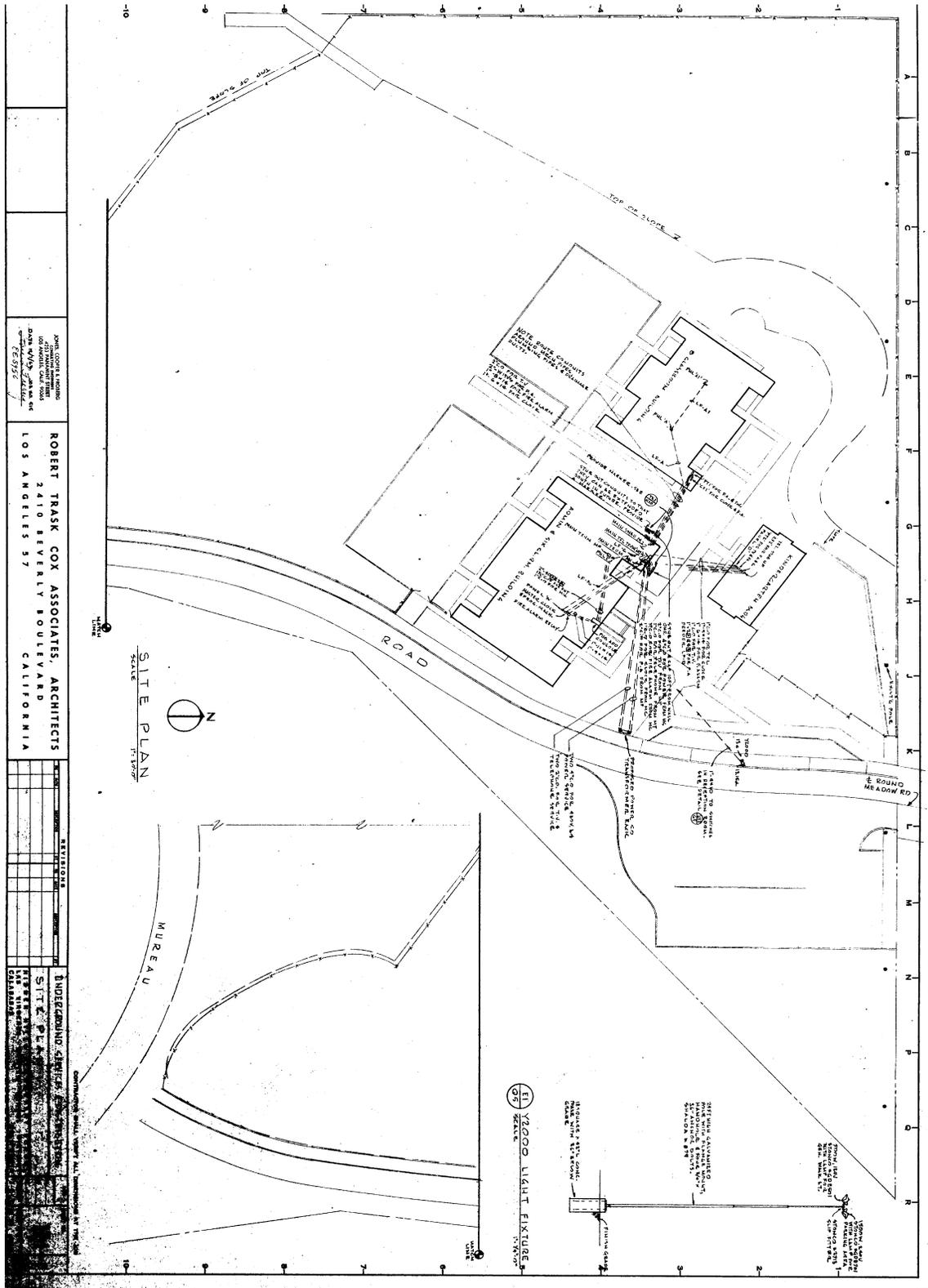


Areas highlighted in yellow display approximate locations of cameras.

# Attachment C: Road and Trail Maps



# Attachment D: Round Meadow Elementary School Track Map



**Attachment E: Street Map to City Hall**

