

County Board Meeting

Agenda Items - Distributed June 24, 2021

Agenda Items

Page

XIV. New Business – Action Items

C. Adoption of Resolution No. 2021-209 establishing a broadband task force

1

D. Request approval to release an RFP for a county broadband study

2-15

XV. Discussion/Information Only

A. Update from Treasurer's Office

16

RESOLUTION NO. 2021-209

RESOLUTION ESTABLISHING A BROADBAND TASK FORCE

WHEREAS, Champaign County has received funds from the American Rescue Plan Act; and

WHEREAS, The Champaign County Board intends to invest a portion of the American Rescue Plan Act funds into projects to increase broadband accessibility in Champaign County; and

WHEREAS, The Champaign County Board wishes to establish a Broadband Task Force to guide the process of increasing broadband accessibility; and

WHEREAS, the Broadband Task Force shall include members of the Champaign County Board, the Chief Information Officer, and members of the community to be appointed by the County Board Chair; and

WHEREAS, The County Board Chair has selected Kyle Patterson, Brad Passalacqua, Jacob Paul, Samantha Carter, Eric Thorsland and M.C. Neal to serve on the Broadband Task Force; and, will appoint community members at a future date;

NOW THEREFORE, BE IT RESOLVED, By the County Board of Champaign County that the County Board establishes a Broadband Task Force which shall consist of Kyle Patterson, Brad Passalacqua, Jacob Paul, Samantha Carter, Eric Thorsland and M.C. Neal with community members being appointed, by the County Board Chair, at a future date.

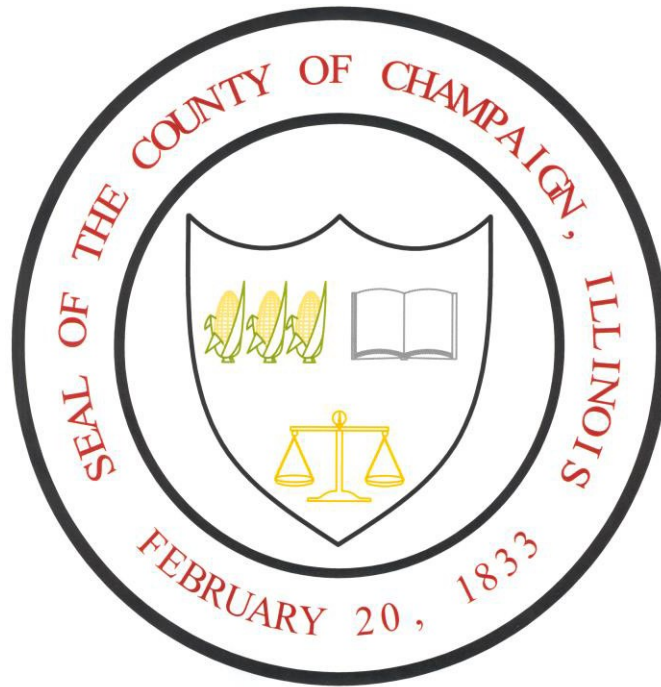
PRESENTED, ADOPTED, APPROVED, AND RECORDED this 24th day of June, A.D. 2021.

Kyle Patterson, Chair
Champaign County Board

ATTEST: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board
Date: _____

Approved: _____
Darlene A. Kloepfel, County Executive
Date: _____

CHAMPAIGN COUNTY EXECUTIVE'S OFFICE



REQUEST FOR QUALIFICATIONS (RFQ): 2021- ____

CHAMPAIGN COUNTY BROADBAND PLAN CONSULTANT SERVICES

Sealed Proposal Due Date: 1:30pm, Friday, July 16, 2021



**REQUEST FOR QUALIFICATIONS: 2021-
CHAMPAIGN COUNTY BROADBAND PLAN CONSULTANT SERVICES**

July 1, 2021

On behalf of the Champaign County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

Sealed Proposals: All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and eight (8) hard copies, and one electronic copy (Microsoft Office or PDF format) to the following address:

Attn.: Darlene Kloeppe, County Executive
Champaign County Administrative Services
Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802

By 1:30pm on Friday, July 16, 2021

**All proposals shall be delivered in a sealed envelope clearly marked
“SEALED PROPOSAL –
RFQ 2021- – Champaign County Broadband Plan Consultant Services”.**
**The proposal shall include the entire response to this Request for Qualifications
and any amendments which may subsequently be issued.**

**Proposals received after the above stated time will be considered a late quote and will
not be accepted.**

Please direct questions regarding the proposal package to Kathy Larson, ARPA Project Manager, at 217-384-3776 or klarson@ccrpc.org.

Cordially yours,

Darlene Kloeppe, County Executive

TABLE of CONTENTS

I.	INTRODUCTION	5
II.	INSTRUCTIONS to PROPOSERS	5
III.	MINIMUM QUALIFICATIONS	6
IV.	TERMS and CONDITIONS	7
V.	SELECTION CRITERIA	7
VI.	BACKGROUND INFORMATION	10
VII.	SCOPE of SERVICES DESIRED	10
VIII.	PROPOSAL FORMAT	14
IX.	TIME SCHEDULE	14

I. INTRODUCTION

Champaign County is seeking proposals from qualified firms interested in creating a sustainable, broadband master plan for the entire county to address existing digital inequities and barriers to access, adoption, and utilization of robust broadband by all residents, businesses, and institutions.

Although sections of Champaign County, home to some of the world’s supercomputers, are well-served by broadband access, other areas are woefully unserved or underserved. The COVID-19 pandemic brought to light the importance of a more robust broadband system for all sectors of the county, and the County Board has undertaken the formation of a Broadband Task Force to further this cause. The county is interested in developing a comprehensive multi-year strategy to support broadband coverage for the entire county.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:
Darlene Kloeppe, County Executive
Brookens Administrative Center
1776 East Washington St.
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to (e-mail accepted):

Kathy Larson, ARPA Project Mgr.
Brookens Administrative Center
1776 East Washington
Urbana, IL 61802
e-mail: klarson@ccrpc.org

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2021- – Champaign County Broadband Plan Consultant Services**”. All proposals must be received by 1:30pm on Friday, July 16, 2021. One (1) original and eight (8) hard copies of your response, and one digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

4. An authorized representative of the firm must complete and sign the proposal.
5. The County Executive or representative will notify appropriate firms if the County wishes to interview them and will establish the timeline for those interviews.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

III. MINIMUM QUALIFICATIONS

The County encourages proposals from all insurance firms meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFQ.) Provide information on agency background and experience in the following areas:

1. Access: Outline the direct knowledge and experience your company has regarding technical infrastructure broadband solutions to address access gaps for municipal clients
2. Adoption and Utilization: Outline the direct knowledge and experience your company has regarding solutions to address adoption and utilization gaps for municipal clients
3. Financial: Describe direct experience and knowledge your company has creating and analyzing financial plans and models including capital requirements, operational pro formas, grant writing and funds obtainment, and financing options for similar solution challenges.
4. Regulatory/Legal: Describe any direct experience and knowledge your company has in analyzing and interpreting the regulatory and legal landscape and providing analysis and guidance on these issues as they pertain to the various options contained in the proposal.
5. Certifications and Expertise of team members (in cybersecurity, designing fiber, permit processes, aerial and underground fiber, and other pertinent areas).
6. Services: Describe any direct experience and knowledge your company has in providing additional services such as grant writing, deployment project management, and business community analysis and other support and guidance surrounding broadband services.
7. Project Management: Outline your company's direct knowledge and experience with structured project management.
8. Partnerships: Share your company's experience in working with state and local governments and public-private sector collaborations.

IV. TERMS and CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.

V. SELECTION CRITERIA

The County will screen all proposals and generally evaluate them on the criteria outlined below. The County's Evaluation Team shall include members of the County's Broadband Task Force, County Executive, ARPA Project Manager and County Chief Information Officer.

Proposals should include at minimum:

- 1) Name of PMP certified Project Manager and certification information.
- 2) Conflicts of Interest: Provide any information on prospective conflicts of interests, including existing or financial relations with equipment vendors,

ISPs or other firms or with any representative (official, employee, or agent) of the County of Champaign.

- 3) References: Include at least three but no more than five, references from previous similar projects. Provide a brief description of the project, the timeframe for completion (actual dates), the cost of the project, the project team member(s) involved, and the contact information for the reference.
- 4) Detailed work plan and fee schedule to complete the entire Scope of Work to include:

What you will do and how you will do it:

- a. Tasks to be accomplished and the budget hours to be expended for each task and subtask. (This will be used as a work plan and managing tool for basis of invoicing.)
- b. Identify project timeline with deliverables and key milestones.
- c. Outline the project management approach that your company will employ to executethis project and identify individual(s) responsible for the various areas in the outline.
- d. Identify areas of risk for all aspects of the consulting engagements including but notlimited to financial, legal, organizational, human resources, etc.

What it will cost:

- e. Provide detailed cost estimate of the project, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a "Not to Exceed" cap. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.

What it will require:

- f. Commit to working closely with the Broadband Taskforce and outline specific requirements and expectations of this committee or other local resources including noting knowledge and local expertise areas needed, estimated time commitments from critical partners, etc. Clearly define any assumptions for the provision of information, materials, or research by the Taskforce members, and which member or resource you

anticipate will provide the materials. This should include an identification of local resource roles, areas of expertise, and schedule of anticipated time commitments that are anticipated from critical parties in Champaign County to ensure a successful completion of the engagement. If survey work or local data collection is anticipated, please provide details on experience in this area and the requirements of the Taskforce that will be needed to complete.

- g. There will be a minimum of one initial, one final and monthly status meetings required (on-site preferred) to be included in the work plan in addition to any regular input/review meetings. At least one public presentations (these could be in front of the County Board or other public forums) should be anticipated to close out the project.

Proposal evaluation criteria will include:

1. Compliance with the RFQ requirements.
2. Expertise of project team.
3. Demonstrated ability to provide services for a county the size of Champaign with similar scope of activities.
4. The accuracy of the firm's perception of the County's needs and the firm's method(s) for meeting those needs.
5. References for past work.
6. The fee proposal for providing the requested services.
7. The availability of other related support services.
8. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Champaign has a population of 209,741 according to 2010 U.S. Census. It is the 10th largest county in the state of Illinois, and home to the University of Illinois at Urbana-Champaign, several national/international companies, and a large arts community. Most of the county’s land area is committed to agricultural uses. Located in East Central Illinois, the county is a transportation hub for highway, rail and air traffic.

The policy making body is the twenty-two (22) member county board. The FY2021 ap-proved General Corporate Fund operating budget is \$41,992,568. The County’s fiscal year is from January 1st through December 31st.

VII. SCOPE of SERVICES DESIRED

We expect that the broadband master plan consulting project scope of work will include the components detailed below. If your team disagrees with any of these components, or feels additional work is required or recommended, your proposal should clearly articulate your recommended modifications.

The selected consultant team will be expected to complete the following:

1) ORGANIZATION AND LOCAL LEADERSHIP:

Working with the Broadband Taskforce, the consultant will help to clarify the leadership structure for the ongoing deployment by identifying the requisite stakeholders and resources that are required for best practice and effective planning and leadership. In addition, organizational recommendations will be anticipated to support the recommended management and deployment of the proposed solution design. This may include but not be limited to clarifying participants, roles, commitments, organizational structure (formal and informal), and making necessary recommendations to the Task Force and related stakeholders on resources and organizational structure necessary to support this initiative now and into the foreseeable future.

2) ACCESS PLAN:

- a. Technical Analysis: Building on the initial work of local providers’ assessments, the project effort will include researching and validating existing public and private sector internet infrastructure, technology, and assets within the County; develop an inventory and provide recommendations for expanding broadband services to residents and businesses. Identify potential network routes and interconnection points, existing and possible infrastructure recommendations to support and maximize service utilizing regional assets with an emphasis on identifying areas for

- funding priorities based on various demographic components for development.
- b. **Market Analysis:** Compile and analyze information on needs, usage and currently available solutions for all constituent groups including residents, businesses, institutions and agencies; perform a gap analysis matching existing service providers and products to those constituent groups, while identifying trends and opportunities.
 - c. **Current Use **and** Need/Value Analysis:** Analyze and summarize the current solutions in place to bring internet to residents that are being implemented across the city - including any temporary solutions implemented during the COVID-19 pandemic for short term response and determine effective sundown and replacement plans. Utilize various methods of evaluation to explore the presence and level of internet service among stakeholders, specifically probing the value equation to assess current interest, appetite and need priority. Identify unserved and underserved areas specifically.
 - d. **Preliminary Design and Cost Estimates of Broadband Solution Model:** The high-level broadband solution model should present a detailed view of the solutions, business models, sustainability requirements and funding models. In addition, the plan should include detail in the development strategy and concept for network design, outline type(s) of technology and business delivery models; identify rights-of-way, and describe network specifications and structural options. Include preliminary cost estimates for construction of the proposed installations and related costs including but not limited to engineering, permitting, legal services, project administration and GIS mapping, maintenance, etc. Include GIS mapping of the following: a) existing infrastructure, b) areas of need, and c) proposed infrastructure routes of connectivity solutions.
 - e. **Network Operation Options:** Provide an assessment of the telecommunications environment detailing the types of services, pricing, availability and limitations. Identify all potential service providers and investigate potential collaboration opportunities among key stakeholders and vendors. Review viable technical and delivery methods as allowed by state and federal law. Develop a comprehensive public-private agreement template of the possible organizational/ownership structures for any proposed broadband infrastructure components between potential network owners and other potential business partners.
 - f. **Technical Broadband Development and Deployment Project Plan:** Building on the work completed in items a. through e. above, develop a technical broadband development and deployment project plan that includes: an assessment of

service territories, backhaul routes, interconnection points, suggested routes, capacity, providers, technical and delivery models, market analysis, expansion strategies, cost estimates, funding resources, best practices, and other appropriate factors to address barriers at local and regional levels, with an emphasis on unserved and underserved areas.

3) ADOPTION AND UTILIZATION PLAN:

- a. Gap Analysis: Evaluate the current environment affecting adoption and utilization identifying key issues limiting broadband expansion - for households, businesses and institutions. Explore obstacles and barriers impacting current and future usage. Identify all stakeholders defined in the project who are appropriate participants in the solution implementation based upon current success and programs, as well as potential future programs and services. Determine the economic and community impact of broadband issues, the universe of potential users, and the presentation of potential opportunities achieved through the implementation of the plan.
- b. Broadband Deployment Strategies to Address Adoption and Utilization: Develop a communications and outreach strategy to engage public and private stakeholders, internet service providers and related partners and groups. Identify the targeted agencies or partners best positioned to deliver, determine potential existing examples and resources, along with high level cost/benefit analysis. Propose any necessary solutions needed to increase adoption and utilization including but not limited to support programs and services that could be delivered identifying the recommended anchor institutions.

4) FUNDING FOR ACCESS AND ADOPTION/ UTILIZATION

Both plans (Access Plan and Adoption/Utilization Plan) must detail strategies that would assist the Broadband Taskforce in **identifying, applying for, and obtaining** needed funds from targeted broadband-specific funding programs, both public and private, best matched to the solution design presented. The funding plan should outline fees for any services provided by the vendor or agent, for any and all grant writing support, or, should include similar information from a referral or partner agency that provides such services. The Broadband Taskforce is anticipating applying for available state and federal funds when notices are issued and will use the plans created and will be seeking a partner to assist in these applications. The Funding Plan should include steps, funding sources, grant writing resources, and recommendations based on past successes. If funding

applications become available during the masterplan engagement, the County would expect the vendor/agent engaged to be prepared to support the application process with any preliminary work already completed. As noted above, this would potentially be completed by the agent, or, through the recommended third party.

5) SUSTAINABILITY PLAN:

Identify and outline a long-term forecast for sustainability (for example a 5, 10, 15 and 25 year or another appropriate phasing plan and timeline). The business sustainability model for the Access Plan and proposed network ownership/ISP solution outlined above should cover all cost and income modeling assumptions for the network ownership solution proposed which could include but not be limited to solutions such as policy only, or expanded to full or partial municipal network ownership and all potential proposed configurations in between. There is no predetermined course of action/ownership at **this time**.

In addition, outline the sustainability model for the programs, supports and services required in the Adoption and Utilization Plans.

6) COMMUNICATION AND COMMUNITY ENGAGEMENT PLAN:

To support the development of access, adoption and utilization, a strategic plan for communication and community engagement needs to be developed. The Task Force will rely on the consulting partner to advise and assist in the development of a best practice communication model. This model will be needed to support the plan development process for recruitment of participants in the needs and use assessments and gap analysis, as well as for the ongoing deployment efforts.

DELIVERABLES:

The Broadband Plan should include all six components outlined in the Scope of Work, and any additional components recommended by your team and approved by the Task Force. Each component should be clear, succinct and easily interpreted by the Broadband Taskforce which includes individuals with varying levels of technical expertise. Non-technical language and references are preferred for this engagement, though technical information, where appropriate, should be provided as additional, supplemental, or exhibit material. Each plan component may include short-, medium- and long-term phases that will maximize impact in the most efficient manner possible. All materials produced for this engagement will become the property of Champaign County. All materials are to be provided upon the conclusion of the engagement in PDF form as well as in the format originally produced. Additional requests for the provision of materials may be discussed during the engagement.

VIII. PROPOSAL FORMAT

The proposal **must** be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. Provide a brief company history and description including size and number of employees.
2. **A response to each item as set forth in the “Scope of Services Desired” in Section VII and a description of how your firm will approach delivery of those services.**
3. Resumes of the service team that would be assigned to Champaign County’s account.
4. At least three references from **current** public sector clients, including contact names, addresses and telephone numbers.
5. Information on the firm’s experience in evaluating and developing alternative insurance coverages.
6. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFQ.
7. An explanation of what distinguishes the services the submitting firm can provide from other Agents or firms.

IX. TIME SCHEDULE

The County has established the following timetable which should result in the award of contract for Broadband Plan Consultant Services no later than August, 2021. The following schedule is tentative and is subject to revision during the process of review and selection by the County. If revised, the latest date the County Board would approve award of contract is September, 2021.

June 25, 2021	Request for Proposal Posted and Advertised
July 16, 2021-1:30pm	Proposals Due
July 16, 2021 – 2:00pm	Proposals Opened – <i>Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL</i>

*Champaign County RFQ 2021-
Champaign County Broadband Plan Consultant Services*

Last week of July	Presentations by Finalist Firms to Evaluation Team
First week of August	Selection of Top Ranked Firm by Evaluation Team
Second week of August	Negotiation of Agreement with Selected Firm
August 19, 2021	Award of Contract Approved by County Board



Cassandra “CJ” Johnson

COUNTY TREASURER
CHAMPAIGN COUNTY, ILLINOIS
MEMORANDUM

TO: County Board

FROM: Cassandra Johnson, County Treasurer

DATE: June 24, 2021

RE: Treasurer Update

In response to the concerns of the auditor with regards to bank reconciliations, we acknowledge the delays with the reconciliations and submit further detail regarding what has been amended.

Facts not previously provided:

1. The Chief Deputy Treasurer was not available to assume the position until the second week in January, which created a gap in some functions of the Treasurer’s office.
2. The bank reconciliation process adopted by the auditor is more cumbersome than the processes implemented previously within the Treasurer’s office.
3. The handover and explanation of the bank reconciliation process utilized did not take place until mid-February.
4. The adjustments made in January to reconcile 2020 created more difficulty with beginning the process of completing the 2021 reconciliations.

Recommendation: As we are on track to be caught up on the reconciliations as discussed prior to this past board meeting, we recommend that the Treasurer’s office be given the space to correct the issues caused by the deficiencies of multiple parties within the past few years. Each office has their own responsibilities for a reason and we respectfully request that we be allowed to do ours without diverting attention to something that has already been discussed, albeit not in a manner that addresses the process changes.

Secondarily, we are requesting additional funds to allow the former Chief Deputy Treasurer to assist with build out of systems of tracking for the Treasurer’s office. To adequately compensate for the additional assistance, we would need to increase his pay by \$15 per hour allowing time for our office to focus on catching up on previous years’ overdue items. The expectation is that this process will take roughly 45 hours of additional time resulting in a need for an additional \$600-\$700.

Respectfully,
Cassandra “CJ” Johnson
County Treasurer