



**THE CITY OF WINNIPEG**

# **Expression of Interest**

**EXPRESSION OF INTEREST NO. 57-2009**

**DOWNTOWN WIRELESS CITIZEN-ACCESS INTERNET NETWORK**

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## 1. INTRODUCTION

- 1.1 The City of Winnipeg (City) invites Expressions of Interest (EOI) from Proponents, with respect to Providing wireless internet access to citizens, visitors, and workers in Winnipeg aided by the use of any City-owned infrastructure, property, facilities, and/or services that could assist Proponents in this endeavour (the "Project"). The City wishes to encourage proponents to explore innovative and imaginative possibilities, and is attempting to learn "what is possible" rather than provide a blueprint to be followed.
- 1.2 **Proponents are advised that the Project is conditional on sustainable, privately funded proposals, and that no City funds for implementing this Project have been allocated at this time.**
- 1.3 This information package provides a brief overview of the Project and the associated terms of reference for this Expression of Interest.

## 2. GENERAL PURPOSE

- 2.1 The City wishes to assist in providing low cost or free internet access to citizens, area workers, and visitors; and is willing to work in partnership with qualified suppliers to accomplish this. The City has various properties and infrastructure (e.g. existing "backbone" networks, street-side facilities such as traffic lights) which might enable imaginative and innovative suppliers to meet this purpose. This Expression of Interest project is an initial step in determining which property and/or infrastructure and under which conditions, modifications, availability criteria, etc. an economical, reliable, and sustainable wireless project might be viable.
- 2.2 This information will assist the City in its decision-making process with respect to the Project.

## 3. BACKGROUND

- 3.1 There is general acknowledgement that no or low cost wireless access to the internet in a city is desirable for citizens and businesses alike. Many models for providing this have been attempted in various municipalities in North America with mixed results. The City of Winnipeg has recently discussed wireless internet access ventures with various stakeholders (mostly downtown but also in other areas of Winnipeg) and technical experts. This dialog hasn't yet produced a common, unifying vision but it is clear that, to encourage the no or low cost citizen access elements of a vision, the City is the stakeholder with key resources that might best assist private industry achieve a desired result. This Expression of Interest process will determine which City resources might be made available for a successful private endeavour.
- 3.2 Further, while the Downtown area was the original focus of this project, this Expression of Interest will encourage proponents to address two possible phases of expansion:
- 1) Service Provision to broader geographic areas of the City.
  - 2) Service Provision to City Departments where current or future fixed and mobile wireless communications needs could be addressed to mutual advantage- e.g. providing vendors an initial client and providing the City Departments a lower cost alternative to existing services.

## 4. SCOPE OF WORK

- 4.1 The Project consists of supplying information to the City outlining what Downtown Wireless Citizen-access Internet Network(s) could be provided in a 2009 timeframe, at what cost(s) to citizen clients, and which City facilities would be required as prerequisites.
- 4.2 Optionally, proponents may also submit Service Provision to broader geographic areas of the City in the same or a subsequent timeframe also including what cost(s) to citizen clients, and which City facilities would be required as prerequisites.

- 4.3 Optionally, proponents may offer Service Provision to City Departments as a lower cost alternative to the currently available commercial fixed and mobile high bandwidth wireless services

## **5. TECHNICAL REQUIREMENTS**

- 5.1 Proponents shall specify what technologies are proposed for their solution, e.g. WI-FI, WI-Max, GPRS/GSM, EVDO, etc.
- 5.2 Proponents shall specify which City facilities, infrastructure, etc. are required, and any modifications or conditions of use needed.
- 5.3 Proponents shall specify security measures they would take to protect the privacy of clients using the network, and the privacy of information transmitted on the network.
- 5.4 Proponents shall specify how the network will be maintained and sustained over a five-year time period.
- 5.5 Proponents shall specify whether, and in what time frames the network could be expanded in capacity and in geographic scope
- 5.6 Proponents shall specify whether network clients will be required to implement proprietary hardware (example – indoor wireless repeaters or USB/internal wireless adapters) or software on devices accessing the network.

## **6. SITE OR FACILITY INVESTIGATION**

- 6.1 Proponents must request information on City sites or facilities of interest to them from the Contract Administrator, identified in 20.
- 6.2 Should proponents wish to view City sites or facilities, site meetings will be organized by the Contract Administrator, identified in 20. Requests to be made before February 20, 2009 .
- 6.3 Proponents shall not be entitled to rely on any information or interpretation received at the site meeting or in response to verbal inquiries unless that information or interpretation is provided by the Contract Administrator in writing.

## **7. SUBMISSION COMPONENTS**

- 7.1 EOI Submissions should be in the form of a brief concept paper that includes the following information:
- (a) Name and description of Proponent;
  - (b) What specifically is being offered;
  - (c) Estimated price(s) that would be charged to citizen clients for use of the service(s);
  - (d) Responses to “Technical Requirements”, Section 5;
  - (e) Name and description of any partners or sub-contractors expected to participate;
  - (f) Any non-City facilities or infrastructure required for the project that the City would be asked to attempt to provide access to, e.g. owned or controlled by other government organizations or utilities; and
  - (g) Optionally, include information on Service provision to broader geographic areas and/or Service details and estimated costs if City Department clients are to be considered;
  - (h) Optionally, include information on Services that could be offered in the future to residents and/or businesses on a fee for service basis. Identify expectations for City facilities or infrastructure and discuss revenue sharing opportunities.
- 7.2 Following the submission deadline, Proponents may be asked to provide additional information. This additional information may include the following:

- (a) High-level Business case information demonstrating the viability and sustainability of the proposal;
- (b) Demographic information on targeted and expected clients.

7.3 The Proponent should submit one (1) copy of the EOI Submission in 8.5" x 11" format with the Proponent's name and contact information clearly visible on the front cover.

7.4 The City may require the Proponent to clarify any portion of its EOI Submission. Responses to such requests shall be in writing and shall become part of the EOI Submission.

## **8. EVALUATION OF EOI SUBMISSIONS**

8.1 The EOI Submissions will be reviewed and evaluated by an Evaluation Committee comprised of staff from the Corporate Support Services Department, Winnipeg Public Library and a Consultant. Any Consultant engaged for the evaluation of the submissions will have signed a confidentiality agreement.

## **9. EVALUATION CRITERIA**

9.1 EOI Submissions will be evaluated on the basis of affordability and practicality, and according to the following criteria:

- (a) Speed of proposed service. Includes adequate bandwidth for typical internet access;
- (b) Capacity of service, e.g. probability of service denial or system delays at peak usage;
- (c) Impact on City infrastructure and property. Includes consideration of City's future plans for facilities required by proponent;
- (d) Tolerance for mobile (roaming) clients;
- (e) Resiliency of planned service, e.g. tolerance of single points of failure;
- (f) Sustainability of planned service, e.g. allowance for technological upgrades over time;
- (g) Diversity of supported users, technologies and protocols, e.g. laptops, smartphones and PCs; outdoor and indoor; 802.11a/b/g/n and cellular, etc.

## **10. ANTICIPATED PROCESS**

### **EOI Evaluation**

10.1 The Proponents are encouraged to present EOI Submissions. The City will consider suggestions of Proponents presenting, in the City's opinion, the most advantageous Submissions.

10.2 The City may request Proponents to submit additional detail for their Submissions, if required.

10.3 The City will review, and clarify as required, all EOI Submissions received. If the City determines that the project will not proceed, the EOI process may be terminated and any Proponents so notified.

### **Request for Proposals (RFP) or Detailed Proposal Solicitation and Evaluation**

10.4 After completion of the evaluation of all EOI's, the City may prepare and issue an RFP, considering the content of the EOI Submissions.

## **11. SUBMISSION REQUIREMENTS**

11.1 Further to 7.3, interested parties shall submit one (1) unbound copy of their Submission enclosed and sealed in an envelope clearly marked "EOI No. 57-2009 Downtown Wireless Citizen-Access Internet Network and the Proponent's name and address to:

The City of Winnipeg  
Corporate Finance Department

Materials Management Division  
185 King Street, Main Floor  
Winnipeg, MB R3B 1J1

- 11.2 The deadline for sealed EOI Submissions is 4:00 PM, Winnipeg Time, March 30, 2009.
- 11.3 EOI submissions determined by the Manager of Materials to have been received later than the EOI deadline may not be accepted and returned upon request.
- 11.4 The Contract Administrator or the Manager of Materials may extend the submission deadline by issuing an Addendum at any time prior to the Submission Deadline in accordance with Clause 16.
- 11.5 If the EOI Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- 11.5.1 The Proponent is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- 11.6 EOIs submitted by internet electronic mail (e-mail) will not be accepted.
- 11.7 EOI Submissions will not be opened publicly.

## 12. ENQUIRIES

- 12.1 All enquiries shall be directed to the Contract Administrator as identified in Clause 20.1.
- 12.2 If the Proponent finds errors, discrepancies or omissions in the EOI, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- 12.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- 12.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the EOI document will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- 12.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the EOI document will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- 12.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to Clause 12.1 unless that response or interpretation is provided by the Contract Administrator in writing.

## GENERAL CONDITIONS

### 13. NO CONTRACT

- 13.1 **This is an inquiry only. By submitting an EOI Submission and participating in the process as outlined in this EOI, Proponents expressly agree that no contract of any kind is formed under, or arises from this EOI and that no legal obligations will arise.**

### 14. PROPONENT'S COSTS AND EXPENSES

- 14.1 Proponents are solely responsible for their own costs and expenses in preparing and submitting an EOI Submission and participating in the request for EOI including the provision of any additional information or attendance at meetings.

## 15. OWNERSHIP OF SUBMISSIONS

- 15.1 The City will be entitled to retain all Submissions in response to this request for EOI without pay or compensation. However, information provided will be used for evaluation purposes only. Proponents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

## 16. RIGHT TO ALTER

- 16.1 The City of Winnipeg reserves the right to at any time prior to the Submission deadline, issue Addenda correcting errors, discrepancies or omissions, alter any of the conditions and criteria outlined in this EOI, or clarify the meaning or intent of any of the provisions therein, by posting Addenda on Bid Opportunity page at the City of Winnipeg, Corporate Finance, Material Management Branch internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.
- 16.2 The Proponent is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Branch internet site for Addenda regularly and shortly before the Submission Deadline.

## 17. GOOD FAITH DECLARATION

- 17.1 The Proponent declares that, in submitting its EOI Submission, it does so in good faith and that to the best of its knowledge no member of Council or any officer or employee of the City would have any pecuniary interest, direct or indirect, should the Proponent be awarded a contract for the Project.

## 18. CONFIDENTIALITY

- 18.1 Information provided to a Proponent by the City, or acquired by way of further enquiries or through investigation, **is strictly confidential**. Such information shall not be used or disclosed by the Proponent in any way without the prior written authorization of the City.
- 18.2 The Proponent shall **not** make any statement of fact or opinion regarding any aspect of the EOI to the media or to any member of the public without the prior written authorization of the Director of the Internal Services Department.

## 19. COMPLIANCE WITH LEGISLATION

- 19.1 Proponents must respect all legislation governing their industry of activity and those of the parties to their business offering. Applicable legislation would include, but is not limited to, current municipal, provincial, federal laws governing construction, including zoning, permit and licensing requirements applicable to the Project.

## 20. CONTRACT ADMINISTRATOR

- 20.1 All enquiries should be directed to:
- Contract Administrator  
Doug Hamm  
Manager, Connectivity  
510 Main Street  
Winnipeg, Manitoba R3B 1B9  
Tel: (204) 986-2363  
Fax: (204) 986-5966  
Email: [dhamm@winnipeg.ca](mailto:dhamm@winnipeg.ca)