



# CITY OF West Linn

## **Municipal FTTP Feasibility Task Force Operating Agreement**

### **Statement of Purpose:**

The municipal FTTP (Fiber to the Premise) feasibility task force has been convened in order to provide citizen oversight and guidance on the execution of a request for proposal to study the feasibility of a municipal fiber network throughout the city of West Linn. The task force is a limited duration working group focused on selection of the correct service vendor and ensuring a neutral business principal based approach is utilized.

### **Duration & Meeting Commitments:**

The task force is expected to operate from August 1, 2016 through January 31, 2017.

August 9 – Task Force Launch Meeting, Introductions & Review of Published RFP

August 16 – Finalization of RFP grading system

August 30 – Top Bidder Interviews with task force

September 20 – January 09 meetings to be determined by vendor supplied project plan

### **Roles & Responsibilities:**

This task force is charged with ensuring that the process of vendor selection and the feasibility study results stand up to public scrutiny. Specifically the vendor selected maintains an impartial objective data driven operation throughout the feasibility study. It is the responsibility of each member of the task force to provide input and guidance that lives up to these work group operating tenants:

- Represent the interests of the city as a whole, set personal bias and opinions aside.
- Educate and be willing to be educated through the process ensuring the task force benefits as a whole from your unique experience and education.
- Ask tough questions of the task force members, city staff, and vendors respectfully with the goal of improving the outcome and process to achieve the outcome.
- Provide oversight to the selected vendor and their process, but let the vendor be the subject matter expert we have hired them to be.

### **Members:**

Anathan Thrandi  
Mike Taylor

Amit Armstrong  
Kazi Ahmed

Brian Gilday  
Richard Sakelik

Ray Kindley  
Troy Wolfe

### **Objectives:**

1. Contract with the right service provider to conduct the feasibility study.
  - a. Evaluate all received proposals from bidding vendors and apply an objective numerical rating to each proposal.
  - b. Participate in interviews with the highest ranking vendors
  - c. Recommend one vendor to contract and supply the feasibility study
2. Provide oversight to the vendor conducting feasibility study.
  - a. Provide approval to the vendor submitted study project plan
  - b. Provide guidance on the process utilized by the vendor to achieve the final outcome
3. Provide an appraisal to council on the vendors overall performance
  - a. Provide positive or negative feedback on vendor supplied recommendation