



City Manager's Office • 102 N Neil St • Champaign IL 61820 • (217) 403-8710 • fax (217) 403-8980 • www.ci.champaign.il.us

May 23, 2011

**SUBJECT: Request for Letters of Interest:
Business Model Options and Development of Business Plan for UC2B – A Fiber Optic Network**

Your firm is invited to submit a Letter of Interest to be considered for an interview to provide professional services to assist the Cities of Champaign and Urbana and the University of Illinois, collectively as the "Urbana-Champaign Big Broadband" consortium in evaluating and developing a business model and plan for the operational phases of UC2B.

Background materials, including those listed below, may be found online at www.UC2B.net.

1. The Broadband Technology Opportunities Program application and award document;
2. The Illinois Department of Commerce and Economic Opportunity application and award document;
3. The Intergovernmental Agreement among the parties identified above providing for the creation of the Consortium/operating entity to deliver big broadband services; and
4. The By-Laws of the UC2B Policy Committee which has the authority to deliver the mission of the Consortium.

Your Letter of Interest shall include the following information:

1. Name of firm, contact information, and name of person to receive correspondence.
2. Statement of interest and availability for the project.
3. Statement of Qualifications.
4. Personnel to be assigned to this project. Describe recent relevant experience the assigned personnel have and their involvement in the reference projects listed in Item 6 below.
5. Details of the proposed use of subconsultants, if any. Describe relevant experience of the subconsultants. Indicate whether or not your firm has worked with this subconsultant before. Preference will be given to subconsultants that worked with your firm on projects described in your three references.
6. List of three references which may be contacted. Include project name, project address, contact person, including phone number and e-mail address, and a brief description of your role in the project. References shall be for projects that are very similar to the UC2B project. Specifically, your role in the evaluation of sustainable business model options and development of business plans will be considered.

7. The above information should be contained on 2 pages. You are invited to include a maximum of 2 pages of additional information not covered above which you feel may be useful and applicable to this project.

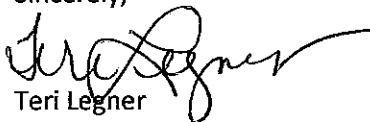
Your Letter of Interest may be returned to me via email at teri.legner@ci.champaign.il.us or delivered to the above address with an original and 5 copies no later than Noon CST, Tuesday, May 31, 2011. Letters of Interest delivered late will not be considered.

Questions should be addressed in writing to the above email address at least 2 calendar days before the deadline for submission. Any answer to questions which may affect a firm's submission, containing information not generally available to the public, will be sent to all firms to whom a request for a Letter of Interest has been sent. Firms must have an approved Equal Opportunity in Purchasing Ordinance status with the City of Champaign before a contract is approved, though not necessarily at the time of submission of your Letter or Interest. If your firm is not currently qualified, you may contact the City's Community Relations Office at 217/403-8830.

The Cities of Champaign and Urbana and the University of Illinois, and in their combined role as UC2B, encourage all firms doing business with us to develop a diversified work force. Additional consideration will be given to firms that have made demonstrable and articulated efforts to achieve a more racially diverse work force. This information should be included in your response.

Please be aware that, as lead agency for operations of UC2B, it is the City of Champaign's policy not to compensate for any time or expenses incurred during the selection or negotiation process. I will distribute timely responses for review by representatives of each of the member agencies. These representatives will jointly select the top 3-5 qualified firms for telephone interviews during the week of May 31, 2011. Based upon results from these interviews and information gathered from reference checks, UC2B will determine the best qualified firm to assist with this project and begin negotiations to develop a scope of work and draft a contract for services. Ideally, a contract will be completed and a firm hired to begin work no later than July 1, 2011.

Sincerely,



Teri Legner

Economic Development Manager/UC2B Consortium Coordinator

Cc: Deb Feinen, Chair, UC2B
Brandon Bowersox, Vice Chair, UC2B
Mike Smeltzer, University of Illinois
Fred Stavins, City Attorney, Champaign