

CITY OF CHANHASSEN, MINNESOTA
REQUEST FOR PROPOSALS OFFICIAL APPLICATION FORM

Applicants interested in submitting a proposal for a cable communications franchise shall submit the following information as required by Minnesota Statutes Section 238.081, subd. 4, to the City of Chanhassen, Minnesota ("City") on or before April 14, 2021.

- A. Plans for channel capacity, including both the total number of channels capable of being energized in the system and the number of channels to be energized immediately.
- B. A statement of the television and radio broadcast signals for which permission to carry will be requested from the Federal Communications Commission.
- C. A description of the proposed system design and planned operation, including at least the following items:
 - 1. The general area for location of antenna and headend, if known;
 - 2. The schedule for activating cable and two-way capacity;
 - 3. The type of automated services to be provided;
 - 4. The number of channels and services to be made available for access cable broadcasting; and
 - 5. The schedule of charges for facilities and staff assistance for access cable broadcasting.
- D. Terms and conditions under which particular service is to be provided to governmental and educational entities.
- E. A schedule of proposed rates in relation to the services to be provided and a proposed policy regarding unusual or difficult connection of services.
- F. A time schedule for construction of the entire system with the time sequence for wiring the various parts of the area requested to be served.
- G. A statement indicating the applicant's qualifications and experience in the cable communications field, if any.
- H. An identification of the municipalities in which the applicant either owns or operates a cable communications system, directly or indirectly, or has outstanding franchises for which no system has been built.
- I. Plans for financing the proposed system, which must indicate every significant anticipated source of capital and significant limitations or conditions with respect to the availability of the indicated sources of capital.
- J. A statement of ownership detailing the corporate organization of the applicant, if any, including the names and addresses of officers and directors and the number of shares held by each officer or director, and intercompany relationship, including the parent, subsidiary or affiliated company.

K. A notation and explanation of omissions or other variations with respect to the requirements of the proposal.

Substantive amendments may be made to a proposal after a proposal has been submitted only upon approval of the City and before the award of a franchise. All proposals must be notarized and must include responses to the above information requests, as well as the information requested in the Notice by the City of Its Intent to Franchise a Cable Communications System, available from the City upon request. The City reserves its right to request additional information of any applicant at any time during this process.

Pursuant to Minnesota Statutes Section 238.081, subd. 8, applicants are required to reimburse the City for all necessary costs of processing a cable communications franchise. Each application shall include an application fee of Twenty Thousand and No/100 Dollars (\$20,000.00) in the form of a check made payable to the City of Chanhassen, Minnesota. Any unused portion of the application fee shall be returned to the applicant and any additional fees required to process the application and cable communications franchise beyond the application fee, shall be assessed to the applicant as a condition in any franchise adopted by the City.

Any questions regarding this Request for Proposals may be directed in writing to Jake Foster, Assistant City Manager, City of Chanhassen, 7700 Market Boulevard, Chanhassen, MN 55317; telephone number: (952) 227-1118; JFoster@ci.chanhassen.mn.us.

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