

Engineering, Design and Construction Management of Fiber-to-the Premises Network

Request for Proposals (RFP)

ToledoTel

Winlock Broadband

183 Plomondon Rd Toledo WA 98591

Responses are due in electronic format by 5 pm on October 31, 2022

Table of Contents

Engineering, Design and Construction Management of Fiber-to-the Premises Network	1
Project Overview	3
Scope of Work.....	3
Outside Plant Engineering.....	3
General Project Management and Guidance	4
Optional Services.....	4
Engineering Candidate Requirements	5
RFP Instructions	6
RFP Modifications	6
Responsibility of Costs.....	6
Intent to Respond.....	6
Questions related to the RFP	6
Proposal Submission	6
Clarification.....	6
Schedule of Activities.....	6
Proposal Requirements	6
RFP Format	6
Proposal Pricing.....	7
Selection Criteria.....	7
Notice Concerning Public Records.....	7

Project Overview

ToledoTel is soliciting proposals for potential engineering partners to assist with the engineering and construction management of a Fiber-to-the Premises (FTTP) deployment throughout the entire Winlock CenturyLink Exchange. The proposed system will serve 2300 new residences with broadband communications that will include voice and high speed internet, capable of at least symmetrical 1Gbps speeds. The total project will consist of 134 miles of mainline construction passing an estimated 2300 homes and businesses. It is anticipated that this will be a 4-year project with engineering starting immediately with the first phase of construction consisting of 16 miles and 139 location passings.

Funding for this Project will be provided via a partnership between ToledoTel and Lewis County from the Washington State Broadband Office. This funding derives from the Coronavirus State and Local Fiscal Recovery Funds, a subset of the American Rescue Plan Act of 2021. Some of the requirements of this RFP derive from constraints on this funding. The bidder would be a contractor, not a sub-award recipient, of the federal funding. The federal expenditure category for this contract is 5.19 "Broadband: Last Mile."

See Exhibit A: Phased Scope of Work

Scope of Work

This RFP is specifically for engineering and project management services to design and implement all the fiber network for Phases 1-9 of the project. Phases currently consists of 132 miles of buried plant and 2 miles of aerial plant. It is anticipated that the successful bidder would be responsible for the following:

Outside Plant Engineering

- **FTTP Architecture Selection:** ToledoTel has an existing fiber network within the City of Winlock and intends to leverage existing Calix E-7 technologies for all Phases of the project.
- **High Level FTTP Design:** ToledoTel has completed a high level design using Innovative Systems Map Kit to pass every home location within the proposed service area. The design shall reflect the decisions made in the FTTP Architecture. The design shall include the OLT electronics placement, splitter placement, and fiber routing/sizing. The winning bidder shall have a users license of Innovative Systems MapKit program.
- **On-Site OSP Engineering:** Once the High Level FTTP Design is produced and approved, the Engineer shall perform on-site engineering of the project. The result of this effort will be to produce detailed staking sheets and unit tabulation to be used in the OSP construction bid process. This process shall include the design of cable entrances facilities into the OLT locations.
- **Bid Package Preparation:** Producing a performance-based bid package used for soliciting proposals from OSP construction companies including construction drawings, specifications, detailed material specifications, and equipment unit quantities.
- **Bid Management:** Creating a potential contractor bidder list comprised of reputable contractors with whom the bidder has had previous successful projects or that have been vetted against standards established by the engineer. In addition, the Engineer shall

coordinate the distribution of calls for bids, conduct a pre-bid informational meeting with the prospective contractors, and administer the bid opening.

- **Make Ready Engineering and Pole Loading:** Collecting all existing attachment heights on existing poles, performing Make Ready Engineering, and completing applicable pole loading analysis (PLA) as necessary. This effort shall include recommendations on any Make Ready construction that will be necessary for the project. The results of the Make Ready Engineering shall be delivered to ToledoTel for arranging the Make Ready construction required to accommodate the proposed fiber.
- **Permitting:** The engineer shall not be responsible for obtaining the easements associated with existing easements that are in place for electrical lines.
- **Quality Assurance:** Providing inspectors suitable for monitoring the quality and production of the OSP construction process. This shall include verifying all mainline and drop construction, collecting sequentials, and collecting field notes to be used in the future as-built record process. In addition, the engineer shall be responsible for providing fiber optic testing of the network on the completion of construction to verify it will perform per specifications.
- **Final Inventory and Contract Closeout:** Coordination of the closeout of the contract between ToledoTel and the OSP contractor. As part of this process, the bidder shall use the unit tabulation generated in the As-Built Records and Mapping phase of the project and will work with the contractor to reconcile final inventory for the OSP construction project. This final inventory shall be used to determine the final cost for the work performed by the OSP contractor. In addition, the bidder shall prepare all final documents and contract closeout forms for the project and coordinate the execution of the forms with the vendor and ToledoTel. These forms shall include items such as the Contract Closeout Certification, the Certificate of Contractor, and the Certificate of Completion that accompanies the final inventory. The Engineer shall also work with the contractor to obtain the Waiver and Release of Lien documents from the contractor, material suppliers, and subcontractors for the project.
- **As-Built Records:** At the completion of the project the bidder shall provide as-built drawings of the project detailing the actual construction that took place. This shall include fiber splicing information and all drops that were installed as part of the contract. This information shall be provided in MapKit format.

General Project Management and Guidance

Throughout the project, the bidder shall manage the project. This shall include managing project schedule and providing periodic updates. In addition, the bidder shall provide to the client the necessary technical and regulatory advice required for a successful project.

Optional Services

The bidder shall indicate if they are able to support the following services.

- FCC reporting requirements
- Regulatory updates
- Grant funding assistance
- ONT Installation

- Central Office miscellaneous material installation
- Fiber Main Distribution Frame (FMDF) Installation
- Central Office DC power engineering and installation
- FTTP electronics provisioning
- Data and voice transport equipment engineering
- IP address procurement
- CALEA trusted third party services
- Transport equipment provisioning
- NESC Code review
- Geocoding
- CPE Installation

Engineering Candidate Requirements

The bidder must meet the following requirements and provide a response/explanation to each of the following:

- The selected Bidder shall directly employ a Professional Licensed Engineer registered with the state of Washington and have at least 10 years of personal experience with the deployment of FTTP networks.
- The Bidder is not allowed to accept or offer any financial or in-kind compensation from any contractor or vendor for work associated with this project.
- The Bidder company must have a minimum of 15 years of deploying FTTP projects.
- The Bidder shall have the expertise in house to perform all portions of the scope of work.
- As part of their proposal, the bidder shall provide documentation of their insurance requirements. At a minimum insurance shall \$1,000,000 each occurrence for Bodily Injury and Property Damage, \$2,000,000 Annual General Aggregate and \$2,000,000 of Combination Single Limit Policy.
- The bidder shall be registered currently with SAM.gov (provide your unique entity identifier) and in good standing to receive federal funds (not suspended or debarred).
- The bidder shall not be in collusion with ToledoTel, Lewis County, the WSBO, or any other bidder and shall not attempt to influence the selection in any way other than through submission of a proposal.
- The bidder must be familiar with and able to comply with the Equal Employment Opportunity Act, Americans with Disabilities Act, Civil Rights Act, Work Hours and Safety Standards Act, Clean Air Act, Federal Water Pollution Control Act, Byrd Anti-Lobbying Amendment, section 60023 of the Solid Waste Disposal Act concerning procurement of recovered materials, and Public Law 115-232 prohibiting acquisition of certain telecommunications and video surveillance equipment under circumstances detrimental to national security.

Note: Minority businesses and women's business enterprises are strongly encouraged to apply. In accordance with Title VI of the Civil Rights Act of 1964, ToledoTel hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined by 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin, or sex in consideration for an award.

RFP Instructions

RFP Modifications

ToledoTel reserves the right to modify or change information presented in this RFP. Any RFP modification will be provided to all potential bidders by email or letter.

Responsibility of Costs

The bidder shall be fully responsible for all costs associated with the creation and submission of their proposal.

Intent to Respond

In order to be considered for the project, the bidder shall send an email stating their company name and their intent to provide a proposal to the following email address by October 26, 2022 at 5pm.

winproject@toledotel.com

Questions related to the RFP

All inquiries and requests for information must be submitted by email by October 28, 5pm to:

winproject@toledotel.com

Questions received after the deadline will not be considered. All questions received, and their corresponding answers will be delivered to all potential candidates by November 11, 5pm.

Proposal Submission

Proposals must be received no later than November 23, 5pm 2022. Proposals shall be delivered in PDF format via email to the following address:

winproject@toledotel.com

Clarification

ToledoTel may, in its discretion, request (a) bidder(s) to clarify information submitted.

Schedule of Activities

- | | |
|--|-----------------------|
| • Publish notice of RFP | October 15 & 22, 2022 |
| • Notification of Bidder Intent to Respond | October 26, 2022 5pm |
| • RFP Questions Due | October 28, 2022 5pm |
| • Responses to Questions Provided | November 11, 2022 5pm |
| • Proposals Due | November 23, 2022 5pm |
| • Engineering Firm Selection | December 9, 2022 5pm |
| • Contract Execution | December 16, 2022 |
| • Commence Project Design | TBD |

Proposal Requirements

RFP Format

The Bidder's proposal shall consist of the following standard response format. At a minimum, all bidders are required to include the following sections in their proposal:

- Company Information
- Scope of Work Responses demonstrating plan to accomplish the work
- Optional Services Responses
- Engineering Candidate Requirement Responses
- Bidder References
- Proposal Pricing

Bidders may submit Additional Information if they so choose.

Proposal Pricing

The Bidder shall provide pricing for each item shown in the scope of work. ToledoTel reserves the right to award only portions of the scope of work to the successful bidder(s).

Selection Criteria

ToledoTel will award the contract to the most qualified bidder whose proposal is deemed to be in the best interests of ToledoTel. ToledoTel may accept one or more proposals or portions of (a) proposal(s), or may reject all proposals. ToledoTel reserves the right to issue a new RFP for such services as it chooses.

ToledoTel and the winning bidder(s) will negotiate a contract to implement the proposal. If no agreement can be negotiated, ToledoTel may enter into negotiations with the highest-ranked remaining bidder or bidders and so on until an agreement is reached.

Selections shall be made based on the following criteria (not in order of preference):

- Qualifications and Experience 1 to 60 points
- Status as a Minority business or Women's business enterprise – 1 to 20 points
- Status as a Domestic United States enterprise - mandatory
- Quality of References - 1 to 20 points
- Quality of Prior Work - 1 to 20 points
- Price - 1 to 20 points
- Time in which Work Can Be Accomplished - 1 to 20 points
- Scope of Services Offered – 1 to 20
- Quality of Work Plan Demonstrated in Responses - 1 to 20 points
- General evaluation of the proposal in meeting the project objectives - 1 to 20 points
- MapKit experience and license - mandatory

Notice Concerning Public Records

This RFP solicits publicly funded work. All information submitted is presumed to be open to public inspection following the deadline for submissions in accordance with the Washington Public Records Act. (Ch. 42.56 RCW) and the Freedom of Information Act (Public Act 442). However, a bidder may designate information that it believes is proprietary and confidential, such as via trade secret protection, which will not be disclosed, subject to applicable law and the following:

- The proposal must reasonably and thoughtfully differentiate confidential from non-confidential information and mark confidential pages accordingly. Proposals that are designated confidential in their entirety will not be protected from disclosure.
- The responder must clearly invoke this protection, in writing, in its cover letter and executive summary.

The responder must submit a letter or memorandum stating the reasons why protection is necessary. Upon receipt of a proposal that designates portions as confidential and proprietary, the County Prosecutor will make a determination of the applicability of the exclusions, and send a proposer a written determination of the scope and applicability of the protection. The responder may then remove its entire proposal or the unprotected information from consideration, at its election, by taking prompt action.