

REQUEST FOR PROPOSALS
Fiber-to-the-Home (FTTH) Network Design, Construction and Engineering
Fayetteville Public Utilities
Fayetteville, Tennessee

Contact information:

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FAYETTEVILLE PUBLIC UTILITIES
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FAYETTEVILLE, TENNESSEE 37334
(931) 433-1522

REQUEST FOR PROPOSALS

Fayetteville Public Utilities

Fiber-to-the-Home Network Design and Engineering

The Fayetteville Public Utilities is accepting Proposals for **Fiber-to-the-Home (FTTH) Network Design, Construction and Engineering** until 11:00 A.M. on Thursday, May 28, 2020 at the Fayetteville Public Utilities located at 408 College Street West, Fayetteville, Tennessee 37334. If delivered, Proposals are to be sent to 408 College Street West, Fayetteville, Tennessee 37334. If mailed, Proposals must be mailed to Post Office Box 120, Fayetteville, Tennessee 37334.

Proposals must be received at Fayetteville Public Utilities prior to 11:00 A.M. CST on May 28, 2020.

All questions regarding this Request for Proposals should be addressed to **Eric Reeves, Telecom Supervisor**, in writing and can be e-mailed to ereeves@fpu-tn.com. The cut-off date and time for questions is 11:00 a.m. CST on Wednesday, May 27, 2020. It is the responsibility of the Respondent to contact Eric Reeves at (931) 433-1522 to verify receipt of questions.

A copy of the RFP and associated documentation may be obtained as follows:

1. Fayetteville Public Utilities' website at www.fpu-tn.com.
2. Fayetteville Public Utilities located at 408 College Street West, Fayetteville, Tennessee 37334

INSTRUCTIONS
Fayetteville Public Utilities
Fiber-to-the-Home Network Design, Construction and Engineering

I. GENERAL INSTRUCTIONS:

All Proposals must be properly signed by an authorized representative with the legal capacity to bind the company to the contractual agreement.

Proposals may be withdrawn up to the date and time set for the opening of Proposals upon written, faxed, or e-mailed notice to the Fayetteville Public Utilities. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening. Negligence upon part of the Respondent in preparing their Proposal shall not constitute a right to withdraw a Proposal subsequent to the submittal deadline. A conditional or unqualified Proposal may be cause for rejection.

Only Proposals properly received will be accepted. Each Proposal and applicable documentation as requested must be submitted in a sealed envelope, addressed to:

Fayetteville Public Utilities
Fiber-to-the-Home Network Design, Construction and Engineering
Attention: Eric Reeves, Telecom Supervisor

Proposals shall bear the name of the Proposer and their address.

- If Proposal is to be delivered via private courier, such as FedEx, UPS, etc., it must to be sent to: **408 College Street, West, Fayetteville, Tennessee 37334.**
- If Proposal is to be mailed via USPS, it must to be sent to: **Post Office Box 120, Fayetteville, Tennessee 37334.**

The Fayetteville Public Utilities reserves the right to reject any or all Proposals, in whole or in part, to make multiple awards, partial awards, award by types, or item by item, whichever may be most advantageous to the Fayetteville Public Utilities. Upon selection, The Fayetteville Public Utilities will issue a Notice of Award and a contract must be completed and signed by all parties concerned within ten (10) days of issuance of the Notice of Award. If this date is not met, the Fayetteville Public Utilities may elect to cancel the Notice of Award (if the delay is not the fault of the Fayetteville Public Utilities). The Fayetteville Public Utilities reserves the right to incorporate standard contract provisions into any contract as a result of a Proposal submitted in response to this Request for Proposal ("RFP").

This RFP is issued to serve as the basis for the selection process for the design, construction and engineering of a Fayetteville Public Utilities-wide fiber-to-the-home (FTTH) network to be provided on an as-needed basis for the Fayetteville Public Utilities.

II. PROJECT OVERVIEW

Purpose: The Fayetteville Public Utilities is requesting responses to the RFP for services to design and engineer a readily constructible the Fayetteville Public Utilities-wide fiber-to-the-home (FTTH) network. This network will provide broadband services to residents and businesses within the Fayetteville Public Utilities proposed area.

Goals: The Fayetteville Public Utilities expects the selected Respondent to design and engineer a complete phased FTTH network leveraging existing fiber optic network, conduit, and electrical distribution assets. The FTTH network will be providing internet services. No video services are anticipated. It is expected that the design will be completed within two (2) months of the award and construction will begin by August 3, 2020. The construction should be completed no later than June 1, 2022.

III. PROJECT SCOPE

GENERAL:

1. **Serviceable Addresses:** The Fayetteville Public Utilities' limit boundary and electric service locations will be provided to the Respondent to use as base maps for the FTTH design process. However, the Respondent will be responsible for identifying additional serviceable locations, placing them into the system, and incorporating them into the phased FTTH design.
2. **Review and Consultation:** The Respondent shall consult with the Fayetteville Public Utilities project lead, Eric Reeves, to determine the preferred method of managing the fiber system.
3. **Equipment Engineering:** The Respondent will be required to complete equipment engineering necessary to provide gigabit service to each end user including, but not limited to:
 - a. Material and equipment specifications
 - b. Power requirements including backup and redundant systems
 - c. Space requirements
 - d. Equipment huts
 - e. Environmental requirements for equipment
 - f. Fiber transmitters
 - g. Fiber termination rack and equipment elevations including a cable management system
 - h. Installation drawings and diagrams.
4. **Design and engineering should accommodate various equipment manufacturers.**

- 5. Outside Plant Design:** The Respondent shall complete a detailed design for all outside plant including the following:
- a. Design and construction plans for overhead and underground facilities. These should be electronically drafted and available for hard-copy printing to be used for construction documents.
 - b. Standards shall be developed in concert with the Fayetteville Public Utilities' staff and adhere to Fayetteville Public Utilities' guidelines and appropriate safety codes.
 - c. Include placement considerations for underground areas, key infrastructure equipment locations, fiber-optic link budgets and pole attachment locations.
 - d. Include equipment and material specifications.
 - e. Include recommendations for utility relocations or modifications.
 - f. Include address system reliability and the potential for fiber redundancy.

- 6. Meetings and Staff Coordination:** Respondent shall provide an overall project schedule including key milestones at project start up and electronic meeting minutes within two days of each meeting.

Minimum required Fayetteville Public Utilities staff meetings:

- Kickoff meeting
- 25% completed design meeting.
- 50% completed design meeting including plans and construction cost estimate.
- 75% completed design meeting including plans and construction cost estimate.
- Final submittal meeting including plans and construction cost estimate.

Additional meetings and associated cost must be clearly indicated. Schedule shall include a project calendar for each task which includes a Fayetteville Public Utilities review period for each stage of the design documents review.

- 7. Budget and Financing:** The Respondent shall provide a recommended method of financing the construction and maintenance of the system.
- 8. Construction Documents:** All construction documents for a fully constructible project shall be provided in electronic and printable format. To include:
- a. Bill of materials
 - b. Detailed design plans (e.g., staking sheets)
 - c. Construction specifications
 - d. Make-ready documents
 - e. Permitting requirements
 - f. A recommended phased construction approach with associated timeline

- 9. Assistance in developing RFP for construction contractors:** Respondent will assist in creating the construction RFP documents including, but not limited, to a bid

schedule with unit price breakout, construction plans and bill of materials per the Fayetteville Public Utilities procurement regulations.

10. Construction Management Services: During the construction period the Respondent will provide the following services:

- a. Coordinate, schedule and attend pre-construction meetings
- b. Site visits (as deemed necessary)
- c. Field/Change order review
- d. Construction contractor invoice review and approval assistance
- e. Substantial completion/punch list inspection
- f. Final acceptance testing/inspection guidelines and oversight

Any clarifications or re-design necessary due to incomplete or inaccurate work done by the Respondent shall be completed at no additional charge to the Fayetteville Public Utilities.

IV. CONFLICT OF INTEREST AND GOOD FAITH

In preparation of the Proposal, Respondent must declare among their team, any business entity or individual who is, or is associated with in any way, likely to create a conflict of interest or a perception of conflict of interest. Furthermore, by submitting a Proposal, the Respondent is declaring that its submittal is in good faith and will disclose to the best of their knowledge whether there are any circumstances whereby any member of the Fayetteville Public Utilities or any officer or employee of the Fayetteville Public Utilities would gain any pecuniary interest, direct or indirect and that it has not and will not participate in any collusive scheme with any entity or person in developing this RFP.

If the Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the Fayetteville Public Utilities could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the Fayetteville Public Utilities at the earliest possible date and request that the Fayetteville Public Utilities provide an advance interpretation as to whether the relationship or association will likely create a conflict of interest or a perception of conflict of interest.

Failure to comply with this provision may result in disqualification of the Proposal from the RFP process or, if the Fayetteville Public Utilities becomes aware of a breach of this provision after the detailed Proposal has been requested, disqualification from further processes.

V. CONFIDENTIALITY AND PRIVACY

Information provided to a Respondent by the Fayetteville Public Utilities, or acquired by a Respondent by way of further enquiries or through investigation, is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Fayetteville Public Utilities. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFP and any subsequent

proposal to the media or any member of the public without the prior written authorization of the Fayetteville Public Utilities.

Respondents are advised that the Fayetteville Public Utilities is subject to freedom of information laws, such as the Tennessee Open Records Act and FPU's Public Record Policy. The Respondent will be expected to comply with the obligations imposed upon the Fayetteville Public Utilities.

To the extent permitted, the Fayetteville Public Utilities shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released if required by the Fayetteville Public Utilities policy or procedures, by other authorities having jurisdiction, or by law.

All Proposals submitted to the Fayetteville Public Utilities will be kept in confidence with the Fayetteville Public Utilities' administrators for the sole purposes of evaluating and developing the best possible strategic option for the Fayetteville Public Utilities. Submitted Proposals will become the property of the Fayetteville Public Utilities. The Fayetteville Public Utilities will have the right to make copies of all Proposals for its internal review process and to provide such copies to its staff, legal, technical and financial advisors and representatives.

All information will become and remain the property of the Fayetteville Public Utilities; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

VI. INSURANCE AND INDEMNIFICATION REQUIREMENTS

The Respondent(s) and Proposal(s) chosen by the Fayetteville Public Utilities (hereinafter identified as the "Contractor") shall be required to maintain, and keep in full force and effect, a policy or policies of Commercial General Liability, Automobile Liability and Workers' Compensation with minimum limits of One Million Dollars (\$1,000,000.00) for each occurrence. Respondent must also list the Fayetteville Public Utilities as the Certificate Holder.

The Contractor shall agree to maintain in force at all times during the performance of work under the agreement worker's compensation insurance as required by law.

The Contractor shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of the agreement.

The Contractor understands and agrees that if it does not keep the aforementioned insurance in full force and effect, the Fayetteville Public Utilities may immediately terminate the agreement.

VII. SELECTION PROCESS AND SCHEDULE

The Fayetteville Public Utilities shall be the sole and exclusive judge of quality and compliance with Proposal specifications in any of the matters pertaining to this RFP. The Fayetteville Public Utilities reserves the right to award the contract in any manner it deems to be in the best interest of the Fayetteville Public Utilities.

All Proposal information will be evaluated according to the criteria listed herein, and the firms selected will be chosen on their apparent ability to best meet the overall expectations of the Fayetteville Public Utilities.

By submitting an RFP submission and participating in the process as outlined in this document, Respondent expressly agree that no contract of any kind is formed under, or arises from, this RFP and that no legal obligations will arise. The Fayetteville Public Utilities will have no obligation to enter into negotiations, or to contract, with a Respondent, even though one or all of the Respondents are determined to be responsible and qualified, and the proposals are determined to be responsive.

If the Fayetteville Public Utilities proceeds to request a more detailed Proposal from Respondents, who are determined to be qualified under the RFP process, the Fayetteville Public Utilities will have no obligation to award a Contract where:

- a. One submission is received; or
- b. In the judgment of the Fayetteville Public Utilities, the interests of the Fayetteville Public Utilities would best be served by not entering into a Contract.

The Fayetteville Public Utilities reserves the right to reject in whole or in part any or all proposals. The Fayetteville Public Utilities reserves the right to cancel or modify this solicitation at any time. Interested parties are advised to monitor the website for any updated information released after initial distribution of this RFP.

TITLE VI COMPLIANCE

FPU complies with Title VI of the Civil Right Act of 1964. Title VI requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

BID SUMMARY / FEE PROPOSAL
Fayetteville Public Utilities
Fiber-to-the-Home Network Design and Engineering

PROPOSAL:

The Respondent shall submit three (3) paper copies and an electronic copy of their Proposal. All Proposals shall be limited to the following prescribed information:

- 1. LETTER OF TRANSMITTAL:** Clearly indicate the single contact (principal-in-charge), mailing address, email address, telephone and facsimile numbers.
 - a. Indicate unique features of the organization and the project team that makes the team uniquely suited to undertake these types of projects.
 - b. Signify commitment to comply with all insurance requirements.

- 2. KEY PERSONNEL:** Identify the individuals from the firm who will be involved in projects and their responsibilities. Provide brief biographical data of the primary participant(s); resumes can be included.

- 3. APPROACH, ORGANIZATION AND MANAGEMENT OF THE PROJECT:**
 - a. Describe how projects will be organized, both internal by the Respondent and how coordination with the project stakeholders will be undertaken.
 - b. Describe the Respondent's management approach and philosophy to the project. Describe how the Respondent will accomplish the work in a thorough, effective, and timely manner.
 - c. Provide a projected timeline with: an estimate of how many hours it would take the Respondent to provide a comprehensive study for the Fayetteville Public Utilities and a breakdown of those hours related to the Respondent's approach and management of the study.

- 4. PROJECT EXPERIENCE:** Describe the Respondent's experience in similar projects. Provide examples of previous similar projects that involved services which have similar size and work elements to those identified in this request for proposal.

- 5. PROPOSED COST:** Complete and sign Bid Summary / Fee Proposal for the scope and services described herein. Respondent's may also consider, develop and propose value-added concepts, programs and components such as cost-avoidance and efficiency measures, useful additional services and capabilities not mentioned in the solicitation and value maximization that would further enhance the quality and value of the proposed acquisition related to this solicitation. This may be described as Optional Costs/Scope on the Bid Summary/Fee Proposal.

6. **BILLING RATES AND EXPENSES:** Provide current billing rate sheet(s) and a list of possible reimbursable expenses.
- a. **BILLING RATES:** Any billing rate shall include a complete list of classifications and hourly billing rates for all of the Respondent's personnel. The hourly rate schedule shall equal payroll cost times a markup for overhead and profit.
 - b. **ADDITIONAL REIMBURSABLE EXPENSES:** An expense list shall be submitted for any additional or unforeseen services that may be required. The Respondent shall include the cost of travel, meals, mileage, miscellaneous printing and producing up to five (5) sets of documents for any project.

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I. Base Bid: Costs shall be inclusive of all management, operators, tools, supplies, equipment, material, transportation, coordination, reviews, applicable reimbursements and labor necessary to ensure timely performance of the required services unless otherwise specified.

Item	FTTH Network and Design	Estimated Cost	Approximate Hours
#1	Serviceable Address		
#2	Review and Consultation		
#3	Recommendation		
#4	Equipment Engineering		
#5	accommodate various equipment manufacturers		
#6	Outside Plant Design		
#7	Meetings and Staff Coordination		
#8	Cost		
#9	Budget and Financing		
#10	Construction Documents		
#11	Construction Management should be in order of magnitude since it will be hard to determine until bids are received from contractors		
NOT TO EXCEED TOTAL			

II. Optional Costs / Scope: Options listed may be utilized if funding is available, provide on separate sheet, if required.

Item	Description	Option Cost
#1	Implementation	
#2		

SIGNED: _____ TITLE: _____
 PRINTED NAME: _____
 COMPANY: _____
 ADDRESS: _____
 DATE: _____ TELEPHONE NUMBER: _____
 EMAIL: _____