

Rutland Regional Planning Commission

## **Request for Proposals: High-Level Fiber Engineering**

June 16, 2021

### **Table of Contents**

Objective	2
Background	2
Scope of Work	2
Deliverables	2
Project Schedule	3
RFP Response Process	3
RFP Response Requirements	3
Terms and Conditions	4

## **Objective**

Rutland Regional Planning Commission (RRPC) on behalf of the Otter Creek Communications Union District requests proposals to produce a high level engineering study (inclusive of mapping, narrative, and as-needed consulting) for the Rutland County area (excluding Pittsfield and including Goshen).

This RFP describes the work, the hard deadline for completion, the process for selecting a vendor, and the terms and conditions that must be included in the contract.

## **Background**

The Otter Creek Communications Union District (OCCUD) currently covers Rutland County, VT, with the exception of Pittsfield and with the addition of Goshen. While we do not yet have all municipalities in the county voted as members yet, the OCCUD would like this initial engineering study to incorporate the entirety of this region (except for Pittsfield as mentioned and to include Goshen). The 2019 broadband statistics from Dept of Public Service show 30,584 buildings in the potential coverage area of OCCUD (this does not account for areas that are already built out with an FTTP network). The goal of the CUD is to ensure high speed internet infrastructure – through FTTP – is built out across the region and accessible to any who choose to pursue services.

## **Scope of Work**

The selected vendor will:

- Through field work (site visit) and remote, produce a high level engineering study of the Rutland County area (excluding Pittsfield and including Goshen) for the build out of a FTTP network. The study shall include the sizing of the fiber optic cable necessary to provide current and future capacity to serve all premises; incorporate available existing fiber assets; address assets needed to buildout the network (to include electronics needed to support the network, and electronics and drops needed to serve regional customers). Costs at the customer location (loops and customer electronics) should be priced separately, with costs provided on a per-customer basis so that we can apply the results to different expected numbers of customers.
- Add a construction contingency and explain why you chose the amount of contingency.
- When completed, data shall be based in a GIS format (preferably ESRI compatible) and provided to the OCCUD.
- Produce a written report to include narrative of work undertaken, analysis, and findings.
- Provide strategic planning and consulting advice as need especially with regards to the pursuit and development of potential public private partnership to bring to fruition the OCCUD's mission of high speed internet buildout for any who want it in the greater Rutland County area.

## **Project Deliverables**

The selected vendor will:

- Undertake a site visit.
- Produce a high level engineering study of the Rutland County area (excluding Pittsfield and including Goshen).
- Produce a written report, which will include an opinion of costs.
- Provide any GIS/mapping that is produced as a result of the study.
- Provide strategic planning advice.

## Project Schedule

The start date is open to discussion but work must be finished no later than Nov 1, 2021.

## RFP Response Process

### A. Communications / Contact

Questions regarding the RFP should be directed to Amanda O'Connor at amanda@rutlandrpc.org. Responses to the RFP should be sent by email to the address above.

### B. Questions and Answers

Answers to any questions regarding the RFP that are submitted by any respondent by the close of business on Wednesday June 23, will be sent to the email addresses of all respondents on or before Friday, June 25.

### C. Proposal Submission Deadline

Responses are requested by the close of business on Wednesday 6/30/2021.

### D. Vendor Selection Process

Otter Creek Communications Union District will discuss with selected respondents the proposals they have submitted upon request of the respondents. Otter Creek Communications Union District will then negotiate a contract with the respondent that is selected. Otter Creek Communications Union District, by way of the RRPC, will notify the respondents that are not selected for further consideration. Otter Creek Communications Union District intends to make a vendor selection on or before July 2, 2021.

### E. Award

The award will be made to the bidder whose offer is the most advantageous to the Otter Creek Communications Union District for reasons of suitability to purpose, qualifications of staff, demonstrated experience, capacity to deliver, and price or for any other reason deemed by Otter Creek Communications Union District to be in its best interest.

Otter Creek Communications Union District reserves the right to accept or reject any or all the responses received. A response to this RFP does not commit Otter Creek Communications Union District to paying any costs incurred in the preparation of bids. All costs associated with responding to this RFP are the exclusive responsibility of the respondent.

### F. Project Completion Schedule

The Otter Creek Communications Union District intends for all project deliverables to be completed by Nov 1, 2021 and invoiced by Dec 1, 2021.

## **RFP Response Requirements**

Please include the following in your proposal response:

### **A. Overview of your company**

Please include a couple recent project examples.

### **B. Overview of how you will meet our objectives**

### **C. Scope of your work to meet Otter Creek Communications Union District objectives**

### **D. Proposed timeline from kickoff to deliverable**

Respondent shall outline the steps and timing required to complete the proposed scope of work no later than **Nov 1, 2021 and invoice no later than Dec 1, 2021.**

### **G. Fixed Price**

Respondent shall propose an all-inclusive net price to the Otter Creek Communications Union District for the proposed scope of work.

### **H. Acceptance of Terms and Conditions**

Respondent shall agree to the terms and conditions stated below which will govern responses to this Request for Proposals and any contract for services to which the Otter Creek Communications Union District and respondent may agree. If respondent does not agree with any of these terms and conditions, respondent shall state its objection and propose an alternative

### **I. Contact**

State the names, mailing addresses, email addresses, and telephone numbers of respondent's primary points of contact to the Otter Creek Communications Union District.

## **Terms and Conditions**

### **A. Contract Duration**

The price quoted for the proposed scope of work shall be valid for a period of one year.

### **B. Expenses**

All costs and expenses incurred by respondent to prepare, develop, and/or submit a proposal or participate in any presentation or negotiation leading to a definitive agreement shall be borne exclusively by respondent regardless of whether or not respondent's proposal is accepted. No such costs or expenses may be included in any fees for the requested services.

### **C. Response Preparation**

Respondent's proposal must contain all the information specifically required by this RFP or must acknowledge any information that is not applicable or is otherwise omitted.

#### D. Bid Evaluation and Negotiation

This RFP is designed to enable Otter Creek Communications Union District to determine which respondent will best satisfy the organization's requirements. Each respondent will be evaluated against the same set of criteria, which shall include:

- Completeness and quality of response.
- Price and basis for price.
- In-house services.
- Acceptance of terms and conditions.

#### E. Bid Effectiveness

Your response to this RFP will constitute a firm offer provide the services described at the price that is proposed. The response may in no way be contingent upon any further review or approval by respondent.

#### F. Acceptance or Rejection

Nothing contained in this RFP or implied by the proposed evaluation process outlined in this document creates any obligation on the part of Otter Creek Communications Union District to select any firm for the requested services. Otter Creek Communications Union District reserves the right at its sole discretion to select any firm on any basis that it deems appropriate (whether or not such basis is price), to decide not to select a firm, or to otherwise modify its approach to the project.