



## **REQUEST FOR PROPOSALS**

**For**

**OTTER CREEK**

**COMMUNICATIONS UNION DISTRICT**

**PROJECT MANAGERS SERVICES**

**Date of Issuance: December 8, 2022**

**Proposal Submission Extended Deadline:**

**January 6, 2023**

*(previously December 22, 2022)*

## **Otter Creek CUD Project Manager Services RFP**

Otter Creek CUD (“Otter Creek”) is issuing this Request for Proposals (“RFP”) for Project Management Services (“Services”) during its efforts to deliver fiber speed connectivity to all unserved/underserved residents, businesses, and government agencies throughout its service territory. Proposals from multitalented individuals and firms are welcome. Those submitting a Proposal (“Proposer”) shall do so in accordance with this RFP.

### **I. Introduction**

Otter Creek is a Communications Union District (CUD), a municipal organization established in 2020. At present, Otter Creek is comprised of 17 Vermont communities, including: Benson, Brandon, Castleton, Chittenden, Fair Haven, Goshen, Hubbardton, Rutland Town, Mendon, Pawlet, Pittsford, Poultney, Sudbury, West Rutland, Rutland City, Wells, and West Haven.

The Project Manager will be responsible for overseeing all Otter Creek contractor activities that lead toward implementation of multiple fixed-wireless (where necessary) and fiber-to-the-premises projects. We anticipate these projects could take up to five years.

It is anticipated that the initial contract term will be for a period of six months, as funding for the position is from grants. While this is a temporary contract, funds will be sought to extend the term of this position through completion of the Otter Creek CUD’s plan to make universal service available throughout its service territory.

### **II. Scope of the Work**

The scope of the work is set out in Attachment I, Project Manager Job Description.

### **III. RFP Instructions and Procedures**

#### **A. Submissions**

Proposals must be received via email by Tony Ferraro at [info@occud.org](mailto:info@occud.org) by 5:00 PM on January 6, 2023.

All Proposals shall become the property of Otter Creek CUD.

Proposers are prohibited from contacting any person or institution involved in the selection process concerning this RFP.

#### **B. Cancellation; Rejection**

Otter Creek reserves the right to cancel this RFP, in whole or in part, at any time. Otter Creek may reject any or all Proposals received in response to this RFP in its sole discretion.

### C. Costs and Expenses

Each Proposer is responsible for its own costs and expenses involved in the preparation and submission of its Proposal, and any supplemental information requested by Otter Creek. Otter Creek shall not reimburse any such costs or expenses.

### D. Notification

Otter Creek will notify the Proposer of their selection for negotiation.

### E. Public Information

Otter Creek is a municipal organization that must conduct its business subject to existing laws and regulations. Accordingly, the following principles will apply to the Proposal, negotiations, and contract:

The names of all Proposers submitting Proposals may be announced publicly, but the Proposals and individual negotiations with Proposers will not be made public. Proposer should clearly identify any business confidential material in the Proposal.

Any contract negotiated with a Proposer, excluding business confidential material, will be made public after execution.

### F. Intellectual Property Rights

All work performed shall be “work for hire” and shall be owned exclusively by Otter Creek, and the Proposer shall not obtain or retain any rights or licenses from any work produced under the contract, unless otherwise agreed to by the parties in writing.

## **IV. Selection Criteria**

This RFP is designed to enable Otter Creek to determine which Proposer will best satisfy the organization’s requirements and ability to enter into a satisfactory agreement. Otter Creek reserves the right to select the best value for the performance of the Services, which may not be the lowest price bidder.

Each Vendor will be evaluated against the same set of criteria, which shall include:

1. Experience, key personnel, and references.
2. Price.
3. Acceptance of terms and conditions.

## **V. Proposal Format**

### **A. Proposal Submissions**

Proposals shall be submitted using the following format:

1. Table of Contents
2. Executive Summary
3. Individual/Company name, address, point of contact with email and phone number
4. Experience, Qualifications and Accomplishments (including experience with publicly-owned entities)
5. Describe your remote office location and capabilities.
6. Key Personnel List (if a company proposes multiple parties for services)
7. References, with email and phone number
8. Proposed Price
9. Assumptions and Exclusions if any
10. Miscellaneous Information of the Proposer's choosing
11. Relationships and Conflicts of Interest

Describe any relationship between the individual, company with Otter Creek, or members of its Board.

12. Resumes of Key Personnel

## **Attachment 1**

### **SUMMARY**

OCCUD (Otter Creek Communications Union District) is seeking to contract with a multi-talented individual or firm to fill the role of Project Manager with experience in coordinating and managing large projects. We are looking for a confident and capable manager to assist with our pre-construction and construction efforts including managing our data, grants, and interfacing with our selected partner(s). This position directly interfaces with the OCCUD Governing Board, regional utilities, local municipalities, contracted vendors, and reports to the OCCUD Executive Committee. The optimal candidate will have relatable experience and a proven track record in the industry. We are looking for an ambitious and highly motivated contractor that will help steer a fledgling organization seeking to solve broadband inequity in Rutland County and the town of Goshen in Addison County.

### **PRIMARY RESPONSIBILITIES**

- Actively manage project-level activities with internal and external resources to expedite delivery of broadband service to all underserved addresses in OCCUD's service area.
- Collaborate with partner(s), state and federal agencies to help defray construction costs through grants.
- Manage existing grants.
- Develop and maintain a budget of OCCUD cash flow.
- Project planning fundamentals: initiating, planning, estimating, resourcing, scheduling, and budgeting.
- Monitor budgets, scheduling, and scoping tasks on multiple projects.
- Maintains all project documentation and filings. Update required records for state issued grants.
- Maintains all project documentation and filings.
- Daily and weekly reporting on project milestones and updates.
- Ability to go into the field on an as-needed basis.
- Act as the point of contact for our contractor(s) - Facilitate communication and weekly meetings.
- Manage all contract modifications.
- Maintain a public dashboard that reflects the progress of all work underway.
- Other duties as assigned.

### **EXPERIENCE REQUIRED**

- Experience in grant management.
- Website maintenance experience is a plus.
- Experience in negotiating Contract Agreements, producing Statements of Work (SOW) and Requests for Proposal (RFP).
- Ability to track progress, document decisions, and update project status.
- Effective interpersonal skills with all levels of management.
- Proficient in Microsoft Office & Google Earth.
- Experience in ESRI is a plus.
- Highly organized and detail oriented.
- Bachelor's degree or equivalent experience.

## **EXPERIENCE DESIRED**

- An understanding of the Vermont broadband community assets.
- Fearless in group situations.
- A knowledge of and experience in contract administration and enforcement.
- Experience with publicly-owned entities.

## **CONTRACT TERMS**

Working conditions are hybrid, with most work being done remotely. Except for meetings, hours are flexible 10-20 hours a week. Some travel may be required.

It is anticipated that the initial contract term will be for a period of six months starting in January 2023 as funding for the position is from grants. While this is a temporary contract, funds will be sought to extend the term of this position through completion of the Otter Creek CUD's plan to make universal service available throughout its service territory. Please note that any contract entered into as a result of this RFP will require the contractor to comply with all applicable requirements associated with the grant funding for this position.