

# Engineering, Design and Construction Management Of

## Fiber-to-the-Premise Network

### Request for Proposal

Lyndon Township Broadband Implementation Committee

Lyndon Township, Michigan

Responses must be printed and mailed or delivered in person to:

Lyndon Township

17751 N. Territorial Road, Chelsea, MI 48118

Electronic PDF versions of Responses must be  
in the same package and on a digital storage device

Proposals are due by 12:00 pm EST on Thursday, January 11, 2018

**Dated: December 14, 2017**

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## 1 Introduction

The Township of Lyndon, Michigan (“Owner” or “Township”) is a general law township in Washtenaw County, Michigan.

The Township of Lyndon (The Township), is preparing to install a Fiber-to-the-Premise (FTTP) broadband communication system capable of meeting long-term residential, commercial, industrial and civic needs in our community.

The installation of a modern and robust technology infrastructure will enable The Township to provide its residents and businesses with state-of-the art services such as high-speed Internet access as well as other high-tech communication offerings.

The Township is financing the system through bonds backed by a millage.

## 2 Project Overview

This project began in 2013 with the creation of the Western Washtenaw Broadband Group. This group met to define broadband issues and to make recommendations on broadband issues. In 2016 the Township funded a feasibility study which outlined costs, assets and tasks associated with launching a fiber system in the community.

In August of this year there was a referendum asking voters to approve the construction of a fiber to the home system within the township and to use tax revenue to secure and guarantee payment for the system. . The referendum passed with a 66% approval. The Township has secured funding for this project and desires to have the system constructed and operation by the end of 2018.

The Township is now inviting interested and qualified firms to submit a proposal for the design and optional construction management of our planned FTTP network. The FTTP network will encompass the Township limits but the design should consider the Township’s comprehensive plan to extend middle mile fiber to neighboring townships in the future.

This RFP is specifically for engineering services to design a fiber network throughout the Township and to then potentially manage the construction of the network. It is anticipated that the winning Proposer would be responsible to:

- Assist in creating an RFP or bid document and selecting a qualified construction firm.
- Design a fiber network to pass every home, business or government location within the Township. It is anticipated that the network will be 100% underground, either direct buried or in conduit. The design will include fiber to pass every existing premise in the Township. The design will incorporate a drop access / Network Access Point (NAP) design that will enable the easy placement of drop to premise locations who take service from the system, but drops will not be engineered to the customer premise. The design will take into account all FTTP electronics sites, splitters, huts and other items needed to make the fiber network functional for placement of electronics on the network. Our anticipation is that the design process will occur as follows: The engineer will design a network based upon information acquired on-site by the engineering firm. The design will be reviewed and approved by the Township and the Township’s representatives.

## FTTP Design / Construction Management RFP

The designed network will be documented and incorporated into an RFP that will be released to multiple construction firms.

- Prepare bid package information to be used for hiring a construction company including construction drawings, specifications, detailed materials specifications, equipment quantities and construction bid tabulations documents
- Assist with the development of the construction bid package and assist in the process of selecting a construction contractor.
- Participate in determining the best construction firm to construct the design.
- Identify and make applications for all needed permits and rights-of-way for all construction, RR crossings, water and wetlands crossings, and road crossings. The Proposer will be responsible for easement and Right of Way acquisition and documentation.
- Identify all locations for laying fiber (direct bury and conduit), as well as all splice points and network access points
- Assist the Township and its representatives during the construction process. This engineer's role will be to make certain that the construction meets all design, regulatory, safety and operational specifications.
- The Respondent will provide pricing for construction management/inspection and surveying. The survey will include obtaining GPS locations for the installed facilities. This information shall be used by the successful Proposer and included in the preparation of as-built drawings.
- Revise construction drawings and provide final as-built drawings to the Township showing the completed network, as constructed, including type, depth, location, and dimension. The as-built mapping must be supplied electronically in AutoCAD or other format so that it can be incorporated into Washtenaw County's and/or Operator's utility mapping and records systems. The mapping, location and other record information should be in a format that can be imported directly into a system to be specified by the Owner.
- Design and specify cable entrance facilities into the OLT location(s)
- Design and specify the Fiber Termination Panels / facilities for OLTs to interface the OSP fiber in the OLT location.
- Design and specify the 5ohm (or less) ground field for the OLT location

The RFP does not cover any of the following:

- Customer drops and customer electronics (other than having the approval of the Township for drop to NAP design).

The Township has done an extensive amount of study into the feasibility of building a fiber system in the Township. For a copy of the official feasibility report see the following:

<http://www.mbcoop.org/wp-content/uploads/2016/09/Pulse-Broadband-Lyndon-Township-Feasibility-Report-6-13-16-1.pdf>

As part of that study the, Township was provided some detail regarding passings and road mileage within the Township. This pre-engineering work produced the following findings. Please note that this information is provided to give potential Proposer's an idea of the scope of the

project and the Township does not vouch for the validity or accuracy of any forecasted numbers. All information must be verified independently by the Proposer

- At the time of the pre-engineering study (early 2016), the Township had:
  - 1,158 passings in the Township
  - Approximately 65 miles of fiber plant required to pass all passings
  - Approximately 63 miles of roads requiring construction
  - GPON network architecture
  - 1X32 split ratio
  - 5 splitter sites

In preparing a fiber design the Proposer should consider the following requirements:

- Locating wire must be installed with the fiber network.
- Warning tape must be installed with fiber network 12 inches below final grade, except when directionally bored.
- Rights of way will require both public and private authority approval.
- There will be options to move to an aerial distribution method in certain areas as recommended by the successful Proposer to reduce costs of construction and/or reduce the timeline of the project

### **3 Township of Lyndon, MI Overview**

The Township is a General Law township in Washtenaw County in the U.S., State of Michigan. The Township is located in the northwest corner of Washtenaw County, with over 35 named lakes, rolling glacial terrain, woodlands, and wetlands within the Township.

The Township is proposing to build a Fiber-To-The-Premise (FTTP) network that would pass and provide easy and cost effective interconnection to the FTTP network for every premise in the Township that is able to be occupied (residence, business and/or public facility).

### **4 RFP Instructions, Definitions, and Schedule**

The proposal should be prepared simply and economically, providing straightforward and concise descriptions of the Proposer's capabilities to satisfy the requirements of the RFP. False or inaccurate information will result in the rejection of the proposal. Once a proposal has been submitted, material, process, design changes or product substitutions may not be made without the prior written consent of the Owner.

#### **4.1 Bid Title**

The bid title for this project is "*FTTP Design / Construction Management RFP.*"

#### **4.2 Definitions**

Please note the following definitions of terms as used in this RFP.

*Contractor* – Individual or firm, to which the Township awards the contract.

*Owner* – Lyndon Township, MI

*Proposer* – Individual or firm, including any and all subcontractors, who submit a formal proposal and which may or may not be successful in being awarded a contract.

*Request for Proposal* – The solicitation of a formal technical and cost proposal, including qualifications statement.

#### **4.3 Examination of Documents**

Proposers should carefully examine this RFP. It is the Proposer's responsibility to become familiar with the Township, its geography and other factors that may impact the FTTP network design and construction. It will be assumed that the Proposers have done such inspection through examinations, inquiries and investigation.

Proposers shall address all items as specified in this RFP. Failure to address specified items may disqualify a Proposer from further consideration.

Submission of a proposal shall constitute evidence that the Proposer has made all the above-mentioned examinations and is free of any uncertainty with respect to conditions which would affect the execution and completion of this project.

#### **4.4 RFP Modifications**

The Owner reserves the right to modify or change any information presented in this RFP as more information becomes available or as architectural/technological details are further defined. Any RFP modifications will be provided to all potential Proposers in a letter or by email.

#### **4.5 Responsibility for Costs**

The Proposer shall be fully responsible for all costs incurred in the development and submission of the proposal or any other costs incurred by the Proposer prior to issuance of an agreement or contract. The Owner shall not assume any contractual obligation as a result of the issuance of a proposal request, the preparation or submission of a proposal, the evaluation of proposals or the final selection of a proposal.

#### **4.6 RFP Inquiries**

All inquiries and requests for information affecting this RFP must be submitted in writing by email by January 5<sup>th</sup> 2018 to:

**Derrel Duplechin**  
**CCG Consulting**  
**Email: [dduplechin@ccgcomm.com](mailto:dduplechin@ccgcomm.com)**

#### 4.7 RFP Submission

##### 4.7.1 Deadline

RFP responses must be received no later than 12:00 P.M. EST on January, 11 2018. All RFP's must be clearly marked "FTTP Design / Construction Management RFP".

Responses received after the submission deadline will not be considered and will be returned unopened if the Proposer is identified on the envelope.

##### 4.7.2 RFP Deliverables

Four (4) original hardcopies and one (1) electronic copy in Adobe Portable Document Format (PDF) of the RFP response must be delivered in a sealed package on or before the due date, and must follow the format indicated in Section 4.7.5 "RFP Format" of this document. Faxed RFPs will not be considered.

Submit responses to:

**Township Clerk**  
**17751 N. Territorial Rd.,**  
**Chelsea, Michigan 48118**  
[clerkatlyndon@gmail.com](mailto:clerkatlyndon@gmail.com)  
**(734) 475-2401**

##### 4.7.3 RFP Questions

All questions pertaining to this RFP must be submitted in writing by email to:

**Derrel Duplechin**  
**VP Engineering, CCG consulting**  
[dduplechin@ccgcomm.com](mailto:dduplechin@ccgcomm.com)  
**(337)-654-7490**

Any written questions from bidders must be received no later than January 5, 2018. Questions or requests for clarification received after this deadline will not be considered. The Township will provide written answers to all questions and circulate the questions and answers to all bidders who have completed Exhibit 1 on a timely basis.

The Owner will also hold a conference call to answer questions from prospective bidders. Firms completing the Exhibit 1 showing intent to bid will be invited to this call. The call is optional and all questions asked on the call will receive written responses circulated to all potential Proposers no later than one week before the RFP is due. Note that any responses given on the call will be preliminary answers and the follow-up responses in writing from the Township or Township's representative will be considered as the official answers from the Township.

**4.7.4 Schedule of Activities**

The Owner has established the following schedule:

Issue Design / Construction Management RFP	December 14, 2017
Submit signed Exhibit I	As soon as possible after receipt
Optional conference call to address questions	Week of December 26
Final acceptance for Proposers' questions	January 5, 2018
<b>RFP responses due</b>	<b>January 11, 2018</b>
RFP review meeting	After Response Due Date
Select engineering firm	TBD
Begin project design	30 days after Selection

**4.7.5 RFP Format**

In order to facilitate timely and fair evaluation of RFP proposals, a standard response format has been developed and is documented in this section. All Proposers are required to format their proposal in a manner consistent with the guidelines below:

<b>Section</b>	<b>Topic</b>
1	Letter of Transmittal
2	Table of Contents
3	Executive Summary
4	Proposer Information
5	Construction Requirements
6	Scope of Services
7	Pricing
8	Additional Information

The topics must be organized under the specific section as stated above and indicated appropriately. Each topic must be addressed in the Proposer's proposal or the proposal may be rejected.

**4.7.6 Signature of Authorized Representative**

A person, who is authorized on behalf of the Proposer, must sign the original proposal document in ink, and include their title and position within the firm.

**4.8 Confidentiality**

The Owner shall use reasonable efforts to preserve the confidentiality of any proprietary or confidential information submitted by the Proposer which is clearly designated as such by the Proposer. Given that The Owner is a governmental entity, it has commitments and obligations subject to "freedom of information" laws or similar statutory disclosure requirements. The Owner is subject to full compliance with these laws and statutory requirements. Compliance with these laws or statutes shall be deemed not to constitute a breach of requested confidentiality of a given proposal response to the RFP. If the Proposer wishes to have the Township sign a Non-Disclosure Agreement (NDA) such document must be presented to the Township in sufficient time before the due date of the

RFP in order for the Township to consider the NDA. Note that even if the Township signs an NDA it does not relieve the Township of some legal requirements to disclose information.

**4.9 Effective Period of Proposal**

The proposal shall be binding upon the Proposer for one hundred and twenty (120) days after the proposal due date. The Proposer may withdraw or modify its proposal at any time prior to the due date upon written request, signed in the same manner and by the same person who signed the original proposal.

**4.10 Exceptions**

Proposers agree by their proposal to abide by the procedures set forth in this RFP. Material modifications in the description or responsibilities of the parties will not be accepted.

**4.11 Proposal Disposition**

Any proposals received in response to this RFP shall become the property of the Owner.

**4.12 Selection Process**

The Owner will evaluate each Proposer's information to successfully determine the right Proposer for the project. The Township and its representatives will be the sole judge and have complete discretion in selecting the successful Proposer and awarding the contract. The Township may reject any or all proposals, may request modifications to proposals, may request new proposals, and may request in-person interviews with one or more Proposers.

**4.13 Evaluation Criteria**

The Owner will evaluate each proposal and will make decisions based on the following criteria in no particular order:

- Conforming to the RFP and project approach
- Qualifications and experience of the Proposer and key staff
- Ability to perform and financial stability of the Proposer
- Unit costing and pricing for the project
- Project timeline
- Any other related factors deemed important by the Owner

All materials and documentation submitted for pre-qualification will be considered part of the Proposer's response.

If for any reason the Owner and the successful Proposer cannot execute an agreement, the Township may re-evaluate the remaining Proposers and may select the next qualified Proposer.

## 5 RFP Response Requirements

### 5.1 Letter of Transmittal

The Owner is requiring an intent-to-respond reply from each firm that intends to respond to this RFP. Please complete **Exhibit I** and return it as soon as possible after receipt of the RFP.

When the Proposer submits an RFP response, please provide a one- or two-page transmittal letter with the following:

- A brief statement of the Proposer's understanding of the project; this should be no more than 2 pages.
- Highlights of the Proposer's qualifications and ability to perform the project services;
- The name, title, phone number, fax number, e-mail address, and street address of the person in the Proposer's organization who will respond to questions about the RFP.

### 5.2 Executive Summary

Provide an executive summary (no more than 2 pages) with the following:

- Why the Owner should consider the Proposer to provide design and construction services;
- Advantages of the Proposer's solution;
- Synopsis of the Proposer's solution specific to this RFP.

### 5.3 Proposer Information

#### 5.3.1 Company Overview

Provide an overview including the following information about the Proposer:

- Company name, date established, number of employees, business address, phone number, fax number, e-mail address;
- Brief statement of the Proposer's background, demonstrating longevity and financial stability;
- Strategic partnerships;
- Lines of business conducted by the Proposer;
- Description of any recent mergers or acquisitions.

#### 5.3.2 Financial Viability

Please provide information as to the financial viability and stability of the Proposer. How long has the Proposer been in business? Provide financial statements or other verification for the most recent fiscal year.

#### 5.3.3 Project Experience

Describe all FTTP Design, Design / Build, and/or Design / Construction Management projects the Proposer has been involved with during the past

three years. The Owner may contact other project owners as references. Include the following for past projects:

- Customer name and contact information (phone and e-mail address);
- Type of customer (developer, rural telephone, electric utility, MSO (multiple system operator), municipality, etc.);
- Contract start and finish dates;
- Size of project (estimated number of connected subscribers: telephone, cable TV, internet);
- Overall scope of the project;
- Proposer's role in the project;
- Present stage of the project.

The Proposer should note how the parameters and details of this particular project are similar to other projects that it has engineered and managed and how the previous approach to FTTP design and construction lines up with this project and geographic nature.

#### **5.3.4 Insurance**

Proposer must provide documentation of insurance coverage per the requirements shown in Attachment A.

### **RFP Design and Construction Management Requirements**

The Owner requests that each Proposer provide point-by-point response for each section. The Proposer shall provide supporting explanations or additional information as needed. The Proposer must meet the specific requirements listed in this section.

#### **5.4 Project Management**

The Proposer must provide confirmation that it is able to perform the work as described. Provide a brief summation to the following.

- Provide information about key personnel that will be working on this project. Information should include resumes, their responsibilities, qualifications and their availability to work on this project.
- The Proposer firm should provide an organizational chart. The chart should include all key personnel and subcontractors and their roles and responsibilities.
- The Owner will require regularly scheduled meetings at the Township. Such meetings may be weekly but will probably be less frequent as determined as the project progresses. The Proposer must indicate that it can meet this requirement?
- The Proposer should address the amount of time that a project manager will be on-site and describe the manager's roles and responsibilities.
- The Proposer will be expected to produce the bid package used to obtain an outside plant construction firm.

- What quality control measures does the Proposer have in place to ensure quality of work?
- Describe the Proposer's methods and procedures for measuring project progress.

**5.5 Project Schedule**

The Proposer must provide a **time line** with the RFP response outlining the design, permitting/ROW acquisition and construction process from beginning to end. Note that The Owner will want to begin design as soon as practical after awarding this contract. Please verify that the Proposer could begin the design promptly (as soon as the contract is awarded). The time line should show any milestones needed to best describe the projected process.

If work is to be performed concurrently with other tasks or is dependent on other activities the Proposer should clearly identify the activities within the schedule. If any task or milestone is the responsibility of the Owner, please provide this information in the timetable. Also describe how the Proposer will work with the Owner to ensure each phase of the project will stay on schedule.

**5.6 Subcontractors**

Proposers have the option of subcontracting parts of the services they propose. The proposal must include a description of any anticipated subcontracting arrangements and the information stated below. The successful Proposer shall ensure fulfillment of all contractual provisions by subcontractors. Each subcontractor is subject to the approval of the Owner if the Proposer wishes to include a subcontractor after the successful Proposer has been awarded the contract. If the Proposer will be using outside subcontractors to complete the project, please provide the following:

- Provide the subcontractor's company information and its qualifications.
- List projects that the subcontractor has completed.
- Describe how the Proposer manages its subcontractors.

**5.7 Mapping and Design**

The Proposer will be expected to create construction drawings sufficient for permit applications and to create a bid package for outside plant construction. The anticipation is that the entire fiber network will be buried or underground, but the selected engineering/design firm will make recommendations regarding construction types during the design phase.

Please include a description of the Proposer's mapping software and describe other projects where its mapping has been used to design a system and/or to secure construction contracts.

**5.8 Design Benchmarks**

The Township has a preference for using a Gigabit Passive Optical Network (GPON) system. The Owner has not yet chosen an equipment vendor and will not be the entity providing services over the Fiber Network. The Township has

established a few design benchmarks to ensure full utilization of PON architecture:

- A split of no more than 1:32.
- Design a fiber-to-the-premise system to pass every home, business public structure in the Township.
- Use local convergence points in the design.
- Optimize the Network Access points for drop installation to any home, business or public entity requesting service within the township.

## **5.9 Engineering Outside Plant**

The Proposer should explain in detail its method of designing a FTTP (GPON) Passive Optical Network deployment.

### **5.9.1 Materials and Labor**

The Proposer will be expected to deliver the following finished products:

- A complete bill of materials required to construct the network based on the design agreed upon.
- A complete description of labor elements required to complete the agreed upon design.
- Bid specifications for all materials and labor along with completed other bid material needed to hire a contractor and obtain materials.
- Bid tabulation tables for insertion into RFP based on the material and labor required to construct the system.
- A list of potential vendors for ordering materials.
- A list of potential construction companies
- An expected cost of all material and labor costs required to construct the design.
- A complete set of Construction Drawings describing the project to include in the bid package to construction companies.

The Township has not yet determined how it will handle purchasing and warehousing during the construction process. Proposers may propose to handle these two functions. If a Proposer does so, the cost for these functions should be clearly separated from the cost of the other tasks specified in this RFP. It should be noted that the Township has property on M-52 that may be suitable for the construction company to part construction equipment while construction ensues. Insurance and liability issues will have to be addressed, but there is a potential to use this property.

### **5.9.2 Engineering**

The Proposer should provide reasonable information about its ability to design a FTTP network. The Proposer should be able to comply with the following:

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- Demonstrate knowledge of FTTP standards and specifications including materials required for the construction of the network.
- What methods are used to compile a complete list of materials needed including spare parts?
- Please provide a sample of the bid package the Proposer normally uses to solicit prices from construction contractors.

The Proposer shall perform the following tasks:

- Make recommendations to Owner for a functional FTTP design for their specific area of expected construction
- Design a FTTP PON network and demonstrate and defend that design's optimum functionality and expected construction price for the objectives laid out by the Owner
- Prepare a list of materials and labor costs for designs being considered.
- Provide all facility mapping, location and records in a format that is tied to the State Plan Coordinates and can be used in any GIS-capable mapping and records system.
- Meet all objectives listed under Section 2 above

### 5.9.3 Permitting/Right of Way acquisition

All installations shall conform to the National Electric Safety Code. The selected contractor should be able to comply with the following:

- Identify and make applications for all needed permits and rights-of-way for all construction on public and private property, RR crossings, water and wetlands crossings, and interstate crossings.

### 5.9.4 Supervising Outside Plant Construction/Inspection

The selected Proposer will be prepare, provide a price and make a proposal for overseeing all outside plant construction and management of field activities. Again, as an option, the Proposer may also offer a price for purchasing and construction management. Please provide an explanation of the following:

#### Construction Supervision/Inspection

- The Township's general concept is that the Proposer will provide a proposal to be responsible for ensuring that construction is performed to meet the design specifications. Please describe how the Proposer would supply these services to the Township. As an example, the Proposer may want to have somebody on site to do pre-construction locates in front of the construction crews. Describe the Proposer's ideas on how it would provide this function in detail.
- Michigan has a program called MISS DIG that provides all notification to underground utilities. Residents will need to marker

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all undocumented cables, sprinkler, etc. Someone at the township will lead this effort.

- The Proposal price for construction supervision/inspection shall include the proposer being responsible for delivering final as-built drawings showing how the final network was placed in the ground. Please provide an example of as-built drawings the Proposer has supplied on a similar project.
- The proposed price for this task shall describe how the Proposer will handle requests from the contractor for change orders during construction process.
- The Proposal for this task will include construction observation and surveying. The survey will include obtaining GPS locations for the installed facilities. This information shall be used by the Proposer in the preparation of and be included in the as-built drawings and records.

Purchasing and Warehousing. If the Proposer proposes to purchase materials or provide warehousing, please answer the following questions:

- How it will provide a secure staging area for all materials.
- What system will be utilized for materials management?
- Please detail the procedures the Proposer would use to buy quality materials at the lowest possible price.
- What is the procedure for procuring, receiving, distributing and reporting to Owner the materials management?
- What are the Proposer's procedures for testing and accepting or rejecting materials?

### 5.9.5 Standards and Code references and applicability

The selected proposer shall create a design that exhibits adherence to, and compliance with, the codes and standards referenced below, and with the Township's unique requirements and design solutions. Requests to deviate from the industry standards and design solutions prescribed in these guidelines may be submitted, on a case-by-case basis, in accordance with the instructions in the Policy and Procedures section of these guidelines.

- NATIONAL ELECTRICAL CODE, NFPA 70  
The National Fire Protection Association has acted as the sponsor of the National Electrical Code (NEC) since 1911. The original Code was developed in 1897 as a result of the united efforts of various insurance, electrical, architectural, and allied interests. The purpose of the NEC is the practical safeguarding of persons and property from hazards arising from the use of electricity. The NEC provides the minimum code requirements for electrical safety. In

telecommunications distribution design, the NEC must be used in concert with the ANSI/EIA/TIA standards identified below, which are intended to insure the performance of the telecommunications infrastructure.

- ANSI/TIA/EIA STANDARDS

The Telecommunications Industry Association/Electronics Industry Association (TIA/EIA) engineering standards and publications are designed to serve the public interest through eliminating misunderstandings between manufacturers and purchasers. The standards facilitate interchangeability and improvement of products, and assist the purchaser in selecting and obtaining the proper product for his or her particular need.

The TIA/EIA Standards are updated every five years. Due to the rapid changes in the telecommunications and electronics industries, TIA/EIA publishes periodic Telecommunications Systems Bulletins (TSB), which provides additional guidance on certain technical issues that must be addressed prior to the next scheduled revision of the standards. The information contained in TSBs is usually incorporated into the applicable standard during the next standards revision. Standards and publications are adopted by TIA/EIA in accordance with American National Standards Institute (ANSI) patent policy. The TIA web site is: <http://www.tiaonline.org/>

- FIBER OPTIC TEST STANDARDS, TIA/EIA-526 (SERIES)

The TIA/EIA-455 series, together with its addenda, provides uniform test procedures for testing the fiber optic components intended for, or forming a part of, optical communications and data transmission systems. This series contains standard test procedures for optical fibers, cables, transducers, and connecting and terminating devices.

- CUSTOMER OWNED OUTSIDE PLANT (OSP), ANSI/TIA/EIA-758

The ANSI/TIA/EIA-758 provides industry standards for the design and construction of customer owned OSP infrastructure. Unless specified otherwise by the Township, OSP designed and constructed within the Township will be in compliance with ANSI/TIA/EIA-758.

- NATIONAL ELECTRIC SAFETY CODE

The NESC sets the ground rules for practical safeguarding of persons during the installation, operation, or maintenance of electric supply & communication lines & associated equipment. It contains the basic provisions that are considered necessary for the safety of employees & the public under the specified conditions. The NESC continues to be a stronghold in the U.S. electrical industry & communications fields, & serves as the authority on safety requirements for power, telephone, cable TV, & railroad signal systems.

## 6 Pricing

The Proposer should supply a summary of pricing along with enough detail for the Owner to understand the pricing proposal. Pricing should be provided as detailed below.

The Proposer will be providing several different functions for the Owner at different stages of the project. The Township is asking that the Proposer provide pricing accordingly. **Note that all quoted prices should include the cost for all supplies, supervision, transportation and other overhead needed to complete the tasks.**

Please provide pricing as follows:

- The Owner wants not-to-exceed pricing for each of the following tasks:
  - network design; including labor and material estimates for construction of the designed system
  - preparing bid package information and construction drawings to place into an RFP to select the construction company;
  - identifying rights-of-ways;
  - acquiring permits and rights of way authority;
  - preparing final as-built drawings including splice records and GIS eq. Locations; supplying as-built drawings in an electronic format (or formats) acceptable to Owner and network Operator;
  - construction Management/Inspection services – including construction tabulations, weekly reports and modifications to construction drawings for feed into as-built documentation.
- The RFP asks for assistance in construction inspection and supervision. The Township understands that it may be difficult to give a fixed price for this function before the network is designed. The Proposer may provide a guaranteed hourly or daily rate for this work and describe the sorts of functions to be performed in this area. Also provide a cost estimate for the function, but note that only the hourly or daily rate will be fixed with the proposal and not the total estimate.
- The RFP has also asked for an optional proposed price if the Proposer wants to propose to the Owner to perform purchasing and warehousing functions. If the Proposer elects to bid on these functions, supply a separate proposed not-to-exceed price for each task. If the selected Proposer does not propose to offer these functions, these functions will be added to the work requirement for the construction contractor.

In preparing the Proposer's pricing, the Proposer should note the following: The Proposer will be expected to execute and complete all specified work to the satisfaction of the Owner in accordance with good technical practices, with due diligence and in accordance with the requirements, stipulations, provisions and conditions of this RFP, applicable law and the resulting contract.

The Owner reserves the right to choose all or some of the functions listed in this section.

6.1 Invoice and Payment Clause

Deliverables under the contract shall be delivered on a schedule to be agreed upon in a contract with the Owner. The Contractor may submit invoices to the designated Owner Project Manager in accordance with the schedule to be negotiated and included in the contract. Upon approval of each invoice, the Owner will process payment to the Contractor. Invoices must provide clear descriptions of the work performed. Invoices should be detailed enough to allow the Owner to understand the work being performed. Any change orders to the agreed upon contract will include a formal change order process with associated pricing adjustments.

## 7 Additional Information

Please include:

- Applicable company brochures;
- Information with regard to Proposer's resources that are deemed advantageous to the success of the project. This might include other management capabilities and experience, general equipment list, technical resources, and/or operational resources not directly assigned to this project, but available if needed;
- Comments about proposed schedule included in Section 4.7.4 "Schedule of Activities" of this RFP, including whether or not the Proposer can support this schedule, or possible availability dates;
- General comments or suggestions;
- Solution sketches as appropriate;
- Other information Proposer may deem relevant and useful to The Owner in the evaluation of the RFP response.

## 8 General Provisions

### 8.1 RFP Acceptance and Rejection

The Owner reserves the right to accept any proposal or part of a proposal; to reject any or all proposals; to waive irregularities or informalities in any proposal; and to make the award, if any, in any manner deemed in the best interest of the Owner.

### 8.2 Presentations and Site Visits

Any, all of some Proposers may be invited to make a presentation in person or by conference call. If so, the Owner will notify Proposer of the date and time of its presentation. In addition, certain Proposers may be asked to participate in one or more site visits with the Owner's representatives to investigate the Proposer's ability to meet the project requirements. All costs incurred by the Proposer in the presentations or site visits will be the responsibility of the Proposer.

**8.3 Selection Criteria**

The Owner intends to select and contract with the Proposer that demonstrates, in the Owner's opinion, the highest degree of technical and professional merit for these services at a reasonable cost as determined in the sole discretion of the Township. The lowest cost proposal will not necessarily be a successful proposal. Evaluations will be structured, systematic and fair. The Township will then negotiate with the selected firm over the technical aspects of the scope of work, deliverables, schedule and fees. However, if a negotiated agreement cannot be reached, Township may choose to open negotiations with the Proposer that demonstrates the next highest degree of merit as determined in the sole discretion of the Township. The Township is not bound by any oral or informal explanation of the requirements of the Township for this project.

**8.4 Contract Cancellation**

If the Proposer's proposal progresses to a contract for services, The Owner reserves the right to terminate all or any part of the contract at any time upon prior written notice to the Proposer. Thereafter, the Township will pay Proposer's costs properly allocated to work performed prior to the termination.

**8.5 Indemnification**

The successful Proposer shall save and keep harmless and indemnify the Township against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the successful Proposer.

**8.6 Miscellaneous**

All Proposers must disclose any potential conflict of interest with the Township, any of its employees or its consultants.

The Proposer may be required to demonstrate financial stability to the Township.

Each Proposer shall hold all information provided in its proposal in confidence and shall not reveal its proposal to or discuss its proposal with others until all relevant contracts pursuant to this RFP have been awarded. By the submission of a proposal, the submitting Proposer represents and warrants that in connection with the proposal:

1. The prices or other information stated in the proposal has been arrived at independently, without consultation, communication or agreement with any other Proposer for the purpose of restricting competition;

## **FOTP Design / Construction Management RFP**

2. The prices or other information stated in the proposal have not knowingly been disclosed by the Proposer and shall not knowingly be disclosed by the Proposer prior to the award of any contracts.

3. No attempt has been made nor will be made by the Proposer for the purpose of restricting competition, to induce any other person or Proposer to submit, or conspire with any other parties to restrict or otherwise manipulate prices or competition relating to this RFP or any resultant contracts.

The Township does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The Township is committed to providing an inclusive and welcoming environment for all members of our staff, citizens, volunteers, contractors, vendors and clients. The Township expects the Proposer to comply with these standards.

ATTACHMENT A

Bonds, Insurance

The successful respondent will be required to carry insurance of the kind and in the amounts shown below for the life of the project.

**CERTIFICATE OF INSURANCE**

**CERTIFICATE HOLDER:**

**INSURED:**

**ADDITIONAL INSURED:** Township of Lyndon, MI, its officials, employees, agents, and representatives

**AGENT:**

**GENERAL OR BUSINESS LIABILITY INSURANCE:**

**Policy No.** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Insurance Company:**

( ) Claims Made

( ) Occurrence

**LIMITS: [Minimum]**

Bodily Injury and Death:

\$500,000 for one person

\$1,000,000 for each occurrence

Property Damage:

\$200,000 for each occurrence

-OR-

Combination Single Limit Policy

\$1,000,000 or more

**REQUIRED ENDORSEMENT:** Include an "all services, products, or completed operations" endorsement.

**COVERAGE PROVIDED:**

Operations of Contractor: YES

Operations of Sub-Contractor (Contingent): YES

Does Personal Injury Include Claims Related to Employment? YES

Completed Operations/Products: YES

Contractual Liability (Broad Form): YES

Governmental Immunity is waived: YES

Property Damage Liability Includes:

Damage Due to Blasting	YES
Damage Due to Collapse	YES
Damage Due to Underground Facilities	YES
Broad Form Property Damage	YES

**ALL APPLICABLE VEHICLE LIABILITY INSURANCE:**

Policy No. \_\_\_\_\_

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Insurance Company:**

(X) Any Applicable vehicle

**LIMITS: [Minimum]**

Bodily Injury:

\$500,000 each person                      \$1,000,000 each occurrence

Property Damage:

\$500,000 each occurrence

-OR-

Combined Single Limit Policy:                      \$1,000,000 each occurrence

**ARE ANY DEDUCTIBLES APPLICABLE TO BODILY INJURY OR PROPERTY DAMAGE ON ANY OF THE ABOVE COVERAGES:**

If so, list:    Amount: \$\_\_\_\_\_ [Not to exceed \$1,000.00]

**WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY:**

Worker's Compensation per Minnesota Statute

Employer's Liability shall have minimum limits of \$500,000 per accident, \$500,000 per employee, \$500,000 per disease limit.

Contractors with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the Township with a letter verifying their number of employees.

**PROFESSIONAL LIABILITY INSURANCE:**

\$1,000,000 per occurrence  
\$2,000,000 aggregate

**CONTRACTOR MAY NOT BEGIN WORK UNTIL A CERTIFICATE OF INSURANCE COVERING REQUIRED INSURANCE IS APPROVED AND THE PROJECT MANAGER HAS ISSUED A NOTICE TO PROCEED. INSURANCE IS TO REMAIN IN EFFECT FOR THE DURATION OF THE ORIGINAL CONTRACT AND ANY EXTENSION PERIODS.**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL TEN (10) DAYS WRITTEN NOTICE TO THE PARTIES TO WHOM THIS CERTIFICATE IS ISSUED.

Dated at \_\_\_\_\_ On \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Insurance Representative

**Exhibit I**

**Acknowledgement of RFP and Intent to Respond**

You must complete this form if you wish to be notified of the responses to any questions asked by potential Proposers.

Please complete this page and return via fax or email to:

**Derrel Duplechin**  
**VP Engineering, CCG Consulting**  
**Email: [dduplechin@ccgcomm.com](mailto:dduplechin@ccgcomm.com)**

I \_\_\_\_\_  
(Authorized Individual)

Representing \_\_\_\_\_  
(Company Name)

have received The Owner's Request for Proposal for the Design and Construction Management of the planned FTTP network for Lyndon Township, MI.

Please send my Company the responses to any questions posed by potential Proposers to:

\_\_\_\_\_ Name

\_\_\_\_\_ email address