

RFP FOR INSTALLATION OF NEIGHBORHOOD POLES

RFP# WR11012018-01

NOTICE TO BIDDERS

1. The Wired Road Authority (“The Authority”) is soliciting responses to this Request for Proposals (RFP) from Proposers based on the enclosed requirements and specifications which are to provide all materials, qualified labor, vehicles, tools, and efforts in general to construct neighborhood poles on an as needed basis for the Authority.
2. All proposals shall be in accordance with the specifications and information contained herein, plus any supplements included by the Proposer.
3. The contract shall be awarded to the most qualified Proposer based on and evaluated by criteria included in this document.
4. The Authority intends to make an award within 90 days of the submission deadline for this RFP. Any proposal submitted cannot be withdrawn for 90 days subsequent to the date of the RFP opening. The successful Proposer must be willing, at the Authority’s discretion, within 10 days after written notification of an award, to execute a contract and immediately assume all responsibilities described in this RFP and the response.
5. Pricing on materials shall be valid for 90 days from contract signing - after 90 days if the pricing of materials has changed the Proposer shall be able to submit revisions to the Authority. Revisions, once submitted shall be valid for 90 days from their submission.
6. The resulting contract shall be for a duration of one year with possible renewals. Labor pricing shall be valid for one year from the contract signing date. If the contract is renewed proposer may have the option to submit pricing revisions if pricing has changed. Any revisions submitted shall be valid for 1 year from their submission.

7. After an award is made, if the Authority and the Proposer are not able for any reason to execute a contract, the Authority may reject the proposal and make the award to the next most qualified Proposer.
8. The Authority reserves the right to accept proposals by item or as a whole, or at its discretion, reject all proposals and re-advertise for new proposals, or reject all proposals and take no further action if it is deemed in the best interest by the Authority. The Authority reserves the right to waive any informality in any proposal and change the quantity or delete any item from the proposal. The Authority reserves the right to negotiate on price and scope with the most qualified Proposer.
9. All questions must be submitted by November 30, 2018. Any addenda to the RFP will be distributed 10 or more days prior to the RFP opening date.
10. Proposers shall thoroughly examine and be familiar with all the specifications and requirements described herein. The failure of any Proposer to not visit the site and become fully acquainted with the existing conditions shall in no way relieve the Proposer from any obligations with the respect to the performance of the contract and the work described therein.
11. Submittal: Proposers must submit one (1) original response, two (2) paper copies of the response, and one (1) digital copy of the response to the address below:

The Wired Road Authority
Attn: Matt Bussing
1117 E. Stuart Drive
Galax, VA 24333
12. Minority and/or female-owned businesses are encouraged to apply. The Authority is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.
13. RFP Timeline:
 - 13.1. The RFP will be advertised on November 5, 2018.
 - 13.2. All Questions must be submitted to the Project Manager (see below) by November 30, 2018.

13.3. Responses are due by January 4, 2019 by 4:00PM ET.

14. The Network Operations Representative, and Project Manager (“Project Manager”) for this RFP is as follows:

Matt Bussing, Network Engineer, WideOpen Networks

540-552-2150

15. Proposers that intend to respond must contact the Project Manager to express their interest, receive RFP / bid documents, resources, and receive any addenda made to the RFP. The failure of any Proposer to register their intent to respond and receive all addenda shall in no way excuse Proposers for material not included in their response, nor relieve the Proposer from any obligations described in their response or any resulting contract.

GENERAL REQUIREMENTS

16. Each neighborhood pole will be constructed on public property or private property where the Authority holds a lease for installation of the pole. Proposer will not be required to coordinate any part of the lease; however, Proposer shall communicate with property owners directly regarding access to the property, scheduling, etc.

17. Two poles have been specified as part of this project, heavy duty, and light duty.

18. Heavy Duty: The heavy duty pole shall be the Commscope ST-ERR60 *OR EQUIVALENT*. Please see the specification attached.

18.1. Heavy duty pole shall be furnished with the optional removable climbing pegs.

18.2. Heavy duty sites will have access sufficient to park a 60’ boom lift or bucket truck adjacent to the pole and access equipment. Sites will be generally level, however some leveling may be required to operate lift equipment.

19. Light Duty: The light duty pole shall be the Commscope ST-SVPEH40 *OR EQUIVALENT*. Please see the specification attached.

19.1. Light duty sites will have sufficient access to move 4 wheeled vehicles and equipment on and off site, but may not have enough access or be sufficiently level for boom truck / bucket trucks.

20. H-frame: At each location the Proposer is responsible for installing an h-frame similar to the photo below. H-frame shall be sufficient to support electrical service and network equipment cabinet for the tower site.



21. Equipment Box: At each site Proposer shall supply a 3'x3'x1' or larger outdoor rated equipment box, i.e., cabinet. Equipment box shall be NEMA 4 rated, must be lockable using standard padlocks, and must come from the factory painted tan or gray. Proposer shall submit documentation for the electrical box and obtain written approval on the design prior to furnishing boxes.

22. Electric service: It is the responsibility of the Proposer to make the site ready for an electrical service, order the electrical service, and coordinate the installation of the electrical service. Accounts for the electrical service to the tower shall be set up in the Authority's name. Fees charged by the electrical utility will be paid by the Authority. The Proposer is responsible for initiating the order for a new power service at each site and coordinating the installation of the service with the electric utility provider. The new power services shall be underground unless otherwise specified and should avoid crossing other utilities or conduit between the cabinet and the tower. All charges, fees, and construction costs charged by the electrical utility provider shall be billed directly to the Authority.

23. Proposer shall install a 2” conduit from the equipment cabinet to the tower base. At the cabinet the conduit shall terminate inside the cabinet. At the tower base the conduit shall terminate two feet above ground with a weather head (a.k.a. weathercap, service entrance cap).
24. Ethernet cabling shall be carrier grade and intended for outdoor use. Ubiquiti TC-Pro or equivalent.
25. Inspections: Proposer is responsible for any building permits and inspections required to construct a working system.

SCOPE REQUIREMENTS

26. **Status Reports** - During active construction Proposer shall provide a weekly written status report to the Project Manager via email. Proposer may issue a separate report for each site, or organize report to separate activities at each site.
27. **Neighborhood Pole Materials** - Furnish 10 **heavy duty** neighborhood pole structures to the Authority at 1117 E. Stuart Drive, Galax VA. It is the authority’s understanding that the shipping cost is a significant factor and that ordering poles individually is not an economical solution.
 - 27.1. Cost shall include any equipment and effort required to offload, take delivery of the shipment, and inventory delivered materials.
28. Furnish 10 **light duty** neighborhood pole structures to the Authority at 1117 E. Stuart Drive, Galax VA. It is the authority’s understanding that the shipping cost is a significant factor and that ordering poles individually is not an economical solution.
 - 28.1. Cost shall include any equipment and effort required to offload, take delivery of the shipment, and inventory delivered materials.
29. **Neighborhood Pole Construction - For heavy or light duty poles:** Proposer shall adhere to all requirements stated above in “General Requirements”. Please provide pricing for neighborhood pole construction as follows:
 - 29.1. Transfer neighborhood pole from Authority’s staging area at 1117 E Stuart Drive to the job site.

- 29.1.1. Proposer may assume that all sites will be within 1 hour 20 mins of staging area.
- 29.2. Furnish all materials and labor necessary and install pole in ground per manufacturer specifications.
- 29.3. Furnish and install H-Frame structure at site
- 29.4. If site requires leveling for crane, boom truck, bucket truck, or similar equipment, furnish all materials and labor necessary to create a level spot. Any resulting contours adjacent to the level area shall be gradual enough to mow with a riding lawn mower.
- 29.5. Furnish and install equipment cabinet on h-frame at site
- 29.6. Coordinate ordering of electrical service to the h-frame
- 29.7. Furnish and install meter-base per electric utility requirements
- 30. Restore all damage to property, seed and straw, etc.,
 - 30.1. If underground power is installed at the site, proposer shall be responsible for seed & straw on grounds disrupted by the power company (up to 200'). If the power company's repairs are sufficient this will not be required but our experience is usually that additional restoration is needed after the power utility has completed work.
- 31. **Evaluation** - Proposals will be evaluated on the main categories as follows:
 - 31.1. Cost
 - 31.2. Timeline (per site)
 - 31.3. Proposers ability to do the work, and references
 - 31.4. Proposers previous work experience with similar projects
- 32. **Cooperative Procurement** - This procurement is being conducted on behalf of The Wired Road Authority and other public bodies in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act.
 - 32.1. If approved by the Contractor, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The Contractor shall deal directly with any public body it approves to use the contract.

32.2. With the approval of the Contractor, any public body using the resultant contract has the option of executing a separate contract with the Contractor to add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

32.3. The Wired Road Authority its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the Authority, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Authority contract.

32.4. It is the Contractors responsibility to notify other public body(s) of the availability of the contract(s).

PROPOSAL CONTENTS

- 33. Cover Letter
- 34. Approach to the work & timeline per site
- 35. Company information and references
- 36. Cost proposal / Bid Form

PLEASE ATTACH ALL REFERENCES AND RELATED MATERIALS TO THIS FORM

BID FORM:

HEAVY DUTY COST TO FURNISH 10 POLES A. _____

COST PER POLE (*A divided by 10*) B. _____

HEAVY DUTY NEIGHBORHOOD POLE CONSTRUCTION C. _____

HEAVY DUTY - TOTAL COST PER SITE (*B+C*) _____

LIGHT DUTY COST TO FURNISH 10 POLES E. _____

COST PER POLE (*E divided by 10*) F. _____

LIGHT DUTY NEIGHBORHOOD POLE CONSTRUCTION G. _____

LIGHT DUTY - TOTAL COST PER SITE (*F+G*) _____

COST PROPOSAL IS INCLUDED [] YES

QUALIFICATIONS AND REFERENCES INCLUDED [] YES

ORIGINAL & TWO COPIES ENCLOSED [] YES

DIGITAL COPY ENCLOSED [] YES

Signature: _____ Date: _____

Name: _____

Company: _____

Email: _____

Phone: _____