

Town of East Millinocket

Request for Proposal Town of East Millinocket, ME

Assessment and Development of a Broadband Engineering Plan for the Town of East Millinocket

General Statement:

The Town of East Millinocket is seeking a qualified consultant or consultant team (hereafter referred to as the “Consultant”) to prepare a Broadband Engineering Plan. This Plan shall be a comprehensive report (“Plan”) that:

- Defines the geography to be served by creating a fiber design/network map,
- Defines the location and design of the Central Office/Point of Presence (CO/POP),
- Engineering should include development of a comprehensive RFP for construction

General Plan Principles

The primary scope of the Plan shall be as follows:

- Collect relevant data throughout the entire Town,
- Meet with the Town Representatives as needed to facilitate the project,
- Lead one public meeting, upon completion of the final written plan with findings.

The plan shall include cost estimates for any proposed build out of a comprehensive broadband network.

Scope of Services

Desired deliverables include the following. Consultant is encouraged to prioritize these items in submissions of this RFP:

- Project timeline.
- Meetings with Town Representatives to coordinate efforts and solicit input as needed.
- Facilitation of one public meeting after the plan is completed to explain findings.
- A written plan that shall include:
 - A) Define the geography to be served by creating a map
 - B) Define the location and design of the Central Office / Point of Presence (CO/POP).
 - Preferably a standalone prefabricated concrete structure (approximately 10' wide x 16' long x 8' high)
 - Propane powered generator with a minimum 200 gallon tank.
 - 200 Amp single phase commercial electrical service
 - Automatic transfer switch for on-site generator
 - Manual transfer switch for mobile generator should onsite generator fail
 - 24 hours battery backup
 - HVAC
 - Associated iron-work, fiber jumper routing and grounding system
 - Location should be as centrally located within the serving area as possible, but give the small serving area size, it could be most anywhere.
 - Bidders should include site development engineering, including drainage, driveway/parking, etc.
 - C) Dedicated fiber from CO/POP to each potential subscriber location, with 20% extra capacity
 - D) Engineering should include detailed drop design to each potential subscriber premise
 - E) Network to be operated as either PON with splitters located in central office or as Active Ethernet or as open access without optical / electronics
 - F) Engineering should specify CO/POP optical electronics, switching and routing to Internet Backhaul, as well as customer premise ONT's with optional battery backup for subscriber location and optional integrated wireless router
 - G) Capacity should be designed as 1Gbps symmetrical service to all potential subscriber locations
 - H) Engineering to include utility pole data collection, including:
 - GPS coordinate
 - ELCO/TELCO pole IDs
 - Photograph of each pole
 - I) Engineering should include detailed estimate of pole make-ready costs
- Engineering should include development of a comprehensive RFP for construction
- All survey and assessment data collected in support of the findings shall be included in the Plan as appendices.

The Points of Contact (PoC) for questions associated with the RFP shall be the following:

Kyle Leathers, Vice-Chair
Board of Selectmen
Town of East Millinocket
53 Main Street
East Millinocket, ME 04430
Tel: (207) 746-3376
Email: kyleleathers23@gmail.com
Fax: 207-746-3550

Angela Cote
Administrative Assistant
Town of East Millinocket
53 Main Street
East Millinocket, ME 04430
Tel: (207) 746-3376
Email: acote@zwi.net
Fax: 207-746-3550

Project Schedule:

4:00 p.m. (EDT) December 20, 2019, Submission Deadline. Six (6) copies of the proposal and one electronic copy (Adobe Acrobat) provided on CD/CVD/or other PC-readable media, must be received at the East Millinocket Selectmen's Office, clearly marked "Town of East Millinocket Broadband Plan." **Please submit proposals, by mail or in person, to:**

Selectmen's Office
Town of East Millinocket
53 Main Street
East Millinocket, Maine 04430
Tel: 207-746-3376

Proposals or amendments received after this deadline will not be considered. No faxed or emailed proposals will be accepted.

Proposals should be concise, and must include:

1. Summary
Provide a brief summary of the Consultant's understanding of the project and relevant knowledge/experience. Provide information on all collaborators if more than one firm is involved.
2. Work Plan
Provide an outline of the approach proposed to accomplish the Scope of Services and the manner in which the Consultant will work with the Town of East Millinocket to complete the project. Creative approaches to the project are encouraged. Optional approaches, if any, must be clearly identified.
3. Qualifications
The Town is relying on professional consultants with significant experience in this area to provide this body of work. Provide a description of the Consultant's qualifications, capabilities, and organizational structure. Identify the project team including qualifications, experience, and specific responsibilities of the project manager and staff that will be assigned to the project.
4. Relevant Work Experience and References
Provide examples of projects similar in scope and scale completed by the Consultant, especially related to similar work for municipal entities. Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

5. Work Schedule

Provide a detailed schedule indicating how the project tasks will be organized to complete the work.

6. Insurances

Provide proof of workman's compensation insurance, liability insurance of at least \$300,000 combined single limit and professional liability insurance. During the term of the contract, the Consultant agrees to maintain such insurance and provide the City with current proofs of insurance. An insurance certificate listing the Town of East Millinocket as "additionally insured" as appropriate shall be required.

7. Indemnification

Acknowledge that the selected Consultant shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance including claims of professional malpractice or negligence.

8. Cost Proposal

The Consultant's proposed budget and "not to exceed" cost for completing the project. A separate cost breakdown for any proposed additional items shall be provided apart from the Scope of Work outlined herein.

Modification of Proposals

Modifications to proposals received prior to the submission deadline will be accepted, and must be submitted in a sealed envelope identifying the name and address of the Consultant and clearly marked "MODIFICATION TO PROPOSAL – TOWN OF EAST MILLINOCKET, BROADBAND PLAN", along with the date of modification and modification number.

Six (6) copies of modifications to the proposal shall be submitted along with one (1) electronic copy. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining the reason for the modification and a detail indexing the modifications. The Town will not be responsible for misdirected or poorly labeled modifications.

Selection Process

Upon release of this RFP, the Points of Contacts and Broadband Team will be responsible for the review of proposals and the selection of a Consultant. All Proposals will be opened after the submission deadline and be available for public inspection. A register of all applications will be prepared.

Evaluation Criteria

1. Submission of a complete and concise proposal with the Consultant's approach to the project, which contains all information, services, and requirements in this RFP.
2. Thoroughness of services the Consultant proposes to provide.
3. Stated ability to execute a contract within 1 week of selection, and to perform and complete all work as indicated in the final Scope of Services.
4. Overall experience and past performance on similar projects.
5. Stated ability to appear for an interview, if requested.
6. Adequate assigned resources and staffing to do the work.
7. Comparative costs of the proposals will be considered, but will not be the only basis for selection.

Proposals will be evaluated based on technical merit and on the criteria listed above. Finalists may be interviewed by the East Millinocket Board of Selectmen as part of the evaluation process. The Board of Selectmen reserves the right to accept or reject any or all bids or to waive any or all formalities or informalities.

Additional copies of proposals may be required from Consultants at this stage, to be provided at the sole cost of the Consultant.

4:00 p.m. (EDT) January 7, 2020. Anticipated Announcement of Award

Miscellaneous

1. All proposals submitted in response to this RFP become the property of the Town of East Millinocket. The Town has the right to disclose information contained in the proposals after an award has been made. All submitted reports, documents, and materials shall be considered public information and shall be the property of the Town of East Millinocket. All products, both paper and digital, as well as borrowed materials, if any, shall be delivered to the Point of Contact prior to final payment.
2. The Town of East Millinocket specifically reserves the right to reject or request modification of any and all proposals if it is determined by the Board of Selectmen to be in the best interests of the Town.
3. The Town of East Millinocket reserves the right to accept and or reject any or all bids or parts thereof for any causes whatsoever, and to waive any informality in the bids as deemed necessary in the best interest of the City.