

October 21, 2010

Ocala Star Banner

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Legal Ads

Please publish the following legal ad in the 10/24/10 or soonest available issue of the Ocala Star Banner and provide proof prior to publication and a proof of publication:

**PUBLIC NOTICE
ADVERTISEMENT FOR BIDS**

City of Dunnellon d/b/a Greenlight Communications is accepting sealed bids until 2:00 p.m. on Wednesday, November 10, 2010 for a Fiber To The Home Communications Network that meets bid specifications. Bid specifications may be obtained by contacting the City Clerk's Office at 352-465-8500 or from the City's website www.dunnellon.org under services & info tab. Bids must be submitted in a sealed envelope, clearly marked "FTTP Design / Build RFP #2010-11", and sent to the City of Dunnellon, 20750 River Drive, Dunnellon, Florida 34431. Bids received timely will be opened and read aloud, as soon thereafter as practical. However, no award of bid will be made at that time. The City reserves the right to waive any informalities and irregularities or to reject any or all bids.

Sincerely,

Dawn M. Bowne, M.M.C
City Clerk

Request for Proposal #2010-11
with not to exceed Price per Mile

Fiber To The Home
Communications Network
Design / Build

October 21, 2010

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City of Dunnellon FTTH Design/Build

1 Introduction

The City is a small City located in central Florida in Marion County. State Highway 41 and County Road 484 intersect in the heart of Dunnellon. Interstate 75 is to the east of the City. Natural resources are abundant with the Rainbow River and Withlacoochee River converging in the City.

2 City FTTH Project Overview

The City, Florida is requesting proposals for a design/build of a fiber to the home communications network. The design/build will encompass 200 fiber miles passing 7,000 homes.

3 Project Assumptions

The City has chosen the following methods of implementing a FTTH solution. The following assumptions can be made for the purposes of this bid:

- G-PON using Zhone Fiber gear is the City's preferred technology. However, the City has obligations to provide point to point service to some users. Therefore the City requires extra fiber strands in the network that could be used to provide some point to point connections. Since the businesses/industries that may want this extra bandwidth are located throughout the City, the extra fibers need to be network wide. The successful Proposer will need to provide a design that provides point to point capabilities.
- The City requires the network to be designed with a maximum of 1:32 splits.
- The City requires to use OFS ADSS fiber
- The City requires to use Tyco Fiber Enclosers
- The City will provide fiber gear, fiber and enclosers
- The Network is approximately 200 fiber miles
- The City requires completion in 9 – 12 months
- The City requires testing to start in February

- It shall be the responsibility of the Contractor, prior to the initiation of construction on easements through private property, to inform the property owner of his intent to begin construction.

4 Terms and Conditions

4.1 Award of Contract

A letter indicating the selection of the successful Proposer will be issued by the City. This letter will state that the Proposer has been tentatively selected to design and build the fiber plant and that a contract will be awarded upon, and only upon, successful negotiation between the Proposer and the City.

Upon issuance of the letter of Proposer acceptance, it shall be necessary for the City and the Proposer to negotiate a mutually acceptable detailed contract based on this document and the proposal. The contract will indicate all approved exceptions, all agreements reached during negotiations, any options approved, implementation schedule, and final acceptance criteria. The resulting contract document shall be used as the basic project document and shall be considered binding on both parties. If a Proposer has a standard contract they prefer, a copy should be included with the proposal for City's review.

4.2 Bid Bond

Proposers must submit with their proposals a certified check or a bid bond in an amount of not less than ten percent (10%) of the final "not to exceed" price. The bid bond will be returned to all proposers upon signing of a contract with the successful Proposer. However, this bid bond shall be retained if the successful Proposer fails to execute a contract and furnish satisfactory performance and payment bond to cover the full amount of the contract within ten (10) days of the award of the contract. The City may then award a contract to another Proposer or call for other proposals as the City may deem best.

4.3 Warranty

To protect the investment of the City, the successful Proposer shall fully guarantee all hardware, materials, and workmanship for a minimum period of one year. Preference will be given to proposers that provide a longer warranty. Deficiencies, any non-conforming or defective work which occur within the first year after system acceptance will be corrected by the successful Proposer within thirty (30) days following notification by the City and at no additional cost. The original warranty period for any item corrected will remain in effect.

4.4 Certificate of Acceptance

Once final inspection and acceptance has occurred, the successful Proposer must submit a certificate of acceptance before final payment will be made by the City.

4.5 Assignment

The Proposer shall not assign in whole or in part any contract resulting from this RFP without the prior written consent of the City. The Proposer shall not assign any money due or to become due to him under said contract without the prior written consent of the City.

4.6 Suspension for Noncompliance with Contract Requirements

The City may order suspension of any work in whole or in part for such time as deemed necessary because of the failure of the Proposer to comply with any of the requirements of this agreement.

When the City orders any suspension of the work, the Proposer shall not be entitled to any costs or damages resulting from such suspension.

4.7 Certificate of Insurance

The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors, if applicable.

Minimum Scope of Insurance:

- General Liability
- Auto Liability, if applicable
- Worker's Compensation Insurance
- Professional Liability, when applicable
- Performance Bond

Minimum Limits of Insurance:

General Liability — No less than \$1,000,000, with \$2,000,000 being the preferred limit per occurrence for bodily injury, personal injury and property damage. General aggregate limit shall apply separately to each project/location and limit shall not be less than the required occurrence limit.

Auto Liability:

No less than \$1,000,000, with \$2,000,000 being the preferred limit per occurrence combined single limit per accident per for bodily injury and property damage.

Workers Compensation and Employers Liability:

Workers Compensation as required by the State of FLORIDA and Employers Liability limits of no less than \$1,000,000 for bodily injury per accident.

Deductibles and Self-Insured Retention:

Any deductible or self-insured retention must be declared to and approved by City.

Other Insurance Provisions

The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor insurance to be considered primary for losses that occur as a direct result of the contractor's actions. The policy should name the City as an additional insured for any liability arising out of the activities performed by or on behalf of the contractor, including products and completed operations of the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of the protection afforded to the City, its officers, officials, employees or volunteers.
2. Coverage shall state that the contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

4.8 Verification of Coverage

The Proposer shall furnish the City with certificates of insurance and with original endorsements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and/or endorsements are to be provided to City on standard form before a contract is valid.

5 RFP Instructions and Schedule

The Proposer's RFP response should be prepared simply and economically, providing straightforward and concise descriptions of capabilities to satisfy the requirements of this RFP.

False or inaccurate information will result in the rejection of the Proposer's response. Once the proposal has been submitted, material, process, design changes or product substitutions may not be made without prior written consent of the City.

5.1 Proposal Title

The bid title for this project is "*FTTP Design / Build RFP #2010-11.*"

5.2 Examination of Documents

Proposers should carefully examine this RFP. It is the Proposer's responsibility to become familiar with the City area and other factors that may impact the FTTP network 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.

5.3 RFP Modifications

The City 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.

5.4 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 City shall not assume any contractual obligation as a result of the issuance of this proposal request, the preparation or submission of a proposal by a Proposer, the evaluation of proposals or final selection.

5.5 RFP Inquiries

All inquiries and requests for information affecting this RFP must be submitted by email to:

Jessie Mason
General Manager
jmason@dunnellon.org

All inquiries and requests must be received no later than November 5, 2010. Questions and or requests for clarification received after this deadline will not be considered. The City will make every attempt to address each question within two (2) business days.

All potential proposers will receive copies of all questions and answers.

5.6 RFP Deadline

RFP responses must be received no later than 2pm EST in a sealed envelope on November 10, 2010 at which time all responses will be opened and publicly read. All RFP's must be clearly marked "FTTP Design / Build RFP #2010-11".

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

5.7 RFP Deliverables

Two (2) hardcopies, and one (1) electronic copy in Microsoft Office (Word, Excel, PowerPoint, or Visio) and/or Adobe Portable Document Format (PDF) of the RFP

response must be delivered in a sealed package clearly marked "FTTP Design / Build RFP #2010-11" on or before the due date. Please mark one hardcopy as "Original".

Submit responses to:

City of Dunnellon
20750 River Drive
Dunnellon, FL 34431

Faxed or Emailed RFPs will not be considered.

5.8 Schedule of Activities

The City has established the following schedule:

- | | |
|--|--------------------------|
| • Issue Design / Build RFP | October 22, 2010 |
| • Return of Intent to Bid / Pre-Bid Meeting(Exhibit A) | October 29, 2010 |
| • Final acceptance for proposers' questions | November 5, 2010 |
| • RFP responses due | November 10, 2010 |
| • Award design/build firm | November 17, 2010 |

5.9 Signature of Authorized Representative

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

5.10 Confidentiality

City shall use its best efforts to preserve the confidentiality of any business proprietary or confidential information submitted by the Proposer which is clearly designated as such by the Proposer. Given that City is a government entity; it has commitments and obligations subject to "Public Record" laws or similar statutory disclosure requirements. City 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.

5.11 Effective Period of Proposal

The proposal shall be binding upon the Proposer for ninety (90) days after the proposal due date. The Proposer may withdraw or modify their 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.

5.12 Exceptions

Proposers agree by their proposal to the RFP requirements to abide by the procedures set forth therein. Material modifications in the description or responsibilities of the parties will not be accepted. The City reserves the right to reject any and all submittals.

5.13 Proposal Disposition

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

5.14 Evaluation Criteria

The City will evaluate each response and make judgment based on the following criteria with the associated point system (total points = 100):

- Conforming to the RFP and project approach – 5 Points
- Qualifications and experience of the company and key staff – 20 Points
- Ability to perform and financial stability of the firm – 15 Points
- Unit costing and pricing for the project – 35 Points
- Project timeline – 10 Points
- Florida based Company – 15 Points

If for any reason City and the Proposer cannot execute on an agreement City will re-evaluate the remaining firms and select the next qualified Proposer.

6 RFP Format

To help ensure that all proposals receive the same considerations, a standard layout for submittal will be required.

Section	Topic
1	Letter of Transmittal
2	Table of Contents
3	Executive Summary
4	Proposer Information
5	Construction Requirements and Methods
6	Price
7	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 RFP response or the response may be rejected.

As stated previously, other than requiring the above sections, Proposers can use their own expertise to provide the required information. Proposers are encouraged to include as much pertinent data and information as necessary to allow City to make an informed and thoughtful decision. The Proposer should go into enough detail that City can understand the proposed design, its benefits to City, and any qualities that make the proposed design superior to other designs.

6.1 Letter of Transmittal

The City is requiring a reply from each firm that intends to respond to this RFP. Please complete **Exhibit A** and return it by October 29, 2010. Provide a one or two page transmittal letter with the following:

- A brief statement of the Proposer's understanding of the project
- Highlights of the Proposer's qualifications and ability to perform the project services
- The name, title, phone number, e-mail address, and street address of the person in the Proposer's organization who will respond to questions about the RFP
- Only Proposers that complete and submit a notice to bid will receive further correspondence concerning this RFP

6.2 Executive Summary

Provide an executive summary (less than 2 pages) with the following:

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

6.3 Proposer Information

6.3.1 Company Overview

Provide an overview including the following information about your Company:

- 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 company

6.3.2 Financial Qualifications

Provide a narrative describing the firm's financial condition and willingness to undertake and complete the project proposed and to furnish services in accordance with this RFP. Provide two (2) bank references with corresponding contact names, addresses, phone numbers and email addresses. Any additional financial information not specifically requested above that the Proposer believes would prove their financial condition should be provided.

6.3.3 Workforce

Describe the Proposer's organizational structure and breakdown of number of employees by function. Indicate the % of local workforce to be used.

Provide a profile for each of the persons holding major corporate responsibilities over the last four years related to this FTTH solution (e.g., CEO, CFO, CTO, VP R&D, VP Engineering, VP Marketing; VP Sales, VP Manufacturing). Indicate how long each person has held their position.

Identify local account manager, local technical resources, and additional staff that Proposer feels critical to success of the City's project. Indicate persons that will be direct participants within the daily activities of the project. Identify what part(s) of the project each person would be responsible for.

6.3.4 Project Experience

Describe all FTTH Design / Build projects your company has been involved with during the past five (5) years. Preference will be given to those Proposers that can exhibit past experience with municipal FTTH projects. The City may contact other project owners as references. Include the following for past projects:

- Customer name and contact information (phone and e-mail if available)
- Type of customer (developer, rural telephone, electric utility, MSO, municipality, etc.)
- Contract start and finish dates
- Size of project (fiber miles and number of home passed)
- Overall scope of the project
- Proposer's role in the project
- Present stage of the project
- Any unusual problems overcome or novel approaches employed

6.3.5 Current Projects

Describe any current projects or projects set to begin during the next six (6) to twelve (12) months. Describe how these projects will impact City's project.

6.3.6 Proposer History

Provide a statement whether the Proposer or any other entity which they control or which has a controlling interest in their operations, has

- Filed for bankruptcy within the last five (5) years
- Been suspended or barred from bidding on government contracts
- Been subjected to any federal, state, or local audits
- Had any contracts relevant to the work requested in this RFP terminated either voluntarily or involuntarily within the last five (5) years

- Has had any legal actions brought against them for any illegal activities relevant to the work requested

6.4 RFP Construction Requirements

The City requests that each Proposer's proposal describes how they will meet each of the following items. Sufficient detail should be provided so their proposals can be thoroughly evaluated. The Proposer shall provide supporting explanations or additional information as needed.

6.4.1 Project Management

The Proposer must provide a brief summation of the following:

- The Proposer should provide an organizational chart. The chart should include all key personnel and subcontractor's and their roles and responsibilities
- The Proposer should address the amount of time that a project manager will be on-site and describe his roles and responsibilities
- Please describe how your firm will manage plant materials for this project
- What quality control measures do you have in place to insure quality of work?
- What are your methods and procedures for measuring project progress?
- What is your method for providing status meetings to measure progress?

6.4.2 Project Schedule

The Proposer must provide the City a timetable outlining the design and construction process from beginning to end. Milestones should be established to monitor progress. If work is to be performed concurrent with other tasks or is dependent on other activities the respondent should clearly identify the activities within the schedule. If any task or milestone is the responsibility of the City, please provide this information in the timetable. Updates between the selected firm and the City are critical during this phase of the project. Describe how your firm will work with the City to ensure this phase of the project will stay on schedule.

6.4.3 Subcontractors

If your firm seeks the help of outside contractors to perform portions of the work required on the project, please provide the following:

- Provide the subcontractor's company information and its qualifications
- The percentage of the work that the subcontractor will perform. If multiple subcontractors are proposed, list the percentage of work each subcontractor will perform
- List projects that the subcontractor has completed

- How do you manage your subcontractors?
- The Proposer shall ensure fulfillment of all contractual provisions by subcontractors
- The City must provide approval if the Proposer wishes to include a subcontractor after they have been awarded the contract

6.4.4 Mapping and Fiber Management

The City uses ESRI's ArcInfo as its GIS mapping platform. The City has also chosen Enghouse as its fiber management software. Preference will be given to Proposers that use this software to track all outside fiber plant construction (fiber splicing, fiber closures etc.). However, if a Proposer uses another package, the final data must be provided in a format that can be used by Enghouse. Upon completion of the project the contractor must present the City updated designs and drawings in a format that can be imported into ArcInfo.

6.4.5 Engineering

The Proposer should provide reasonable information about their ability to construct a FTTP network. Your firm should be able to comply with the following:

- Demonstrate the contractor knowledge of FTTP standards and specifications including materials required for the construction of the network
- What methods of construction are used to hang fiber?
- What methods are used to compile a complete list of materials needed including spare parts?

6.4.6 Outside Plant Construction

The Proposer will be responsible for all outside plant construction and management of field activities. The project manager and construction team will provide all materials management. Please provide an explanation of the following:

- The construction team should provide a secure staging area for all materials. Describe how this will be accomplished
- What system is utilized by the firm for materials management?
- What are your procedures for testing and accepting or rejecting materials?
- The construction team will manage all customer care and notifications during the major construction phase. Describe how this is done?
- For all underground construction please describe how you repair the structure or sidewalk to its original state
- How often has your firm requested change orders during construction projects and how did you facilitate that order?

6.5 Price

The City requests unit pricing is included for all items expected to be used during construction including major material and equipment. Sufficient detail should be provided to allow comparisons with other bids. **The Proposer will also need to include a “not to exceed” price to ensure budgetary concerns are met.**

The following shall be required to:

- Furnish all supplies excluding fiber, outside plant network materials excluding electronics, supervision, transportation and other accessories, services and facilities
- Provide and perform all necessary labor
- Execute and complete all specified work to the satisfaction of the City in accordance with good technical practices, with due diligence and in accordance with the requirements, stipulations, provisions and conditions of this RFP and the resulting contract
- Provide on-site project management throughout the entire project including implementation, testing and acceptance
- Provide all test results, in paper and electronic format
- Provide electronic and paper as-built maps

6.6 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
- General comments or suggestions
- Solution sketches as appropriate
- Other information Proposer may deem relevant and useful to City in the evaluation of the RFP response

Exhibit A

Acknowledgement of “FTTP Design / Build RFP #2010-11” and Intent to Respond

Please complete this page by close of business, 4 P.M. EST October 29, 2010 and return via email or regular mail to:

Jessie Mason – jmason@dunnellon.org
20750 River Drive
Dunnellon, FL 34431

I _____
(Authorized Individual)

representing _____
(Company Name)

has received the City request for proposal for the Fiber Design/Build of the planned FTTP network for the CITY. I have received the following documents:

RFP package Yes____ No____

and

do____ intend to submit a proposal.

do not ____ intend to submit a proposal.

(Mark one with an x)

Please provide company's contact info, including phone number and email address for the above individual below:
