



The Wired Road Authority
1117 E. Stuart Drive
Galax, VA 24333

ISSUE DATE: 6/19/2017

DUE DATE: 7/13/2017

TITLE: ENGINEERING SERVICES – FIBER OPTIC NETWORK

PURPOSE: The Wired Road Authority is seeking proposals from qualified firms to provide all engineering services for the construction of an approximately 4.25 mile extension to the existing fiber optic network. The planned extension will connect the Wildwood Commerce park with the Carroll County Industrial Park, connect businesses in the SW Virginia Farmers Market, and connect other businesses and residents along the route. The connection between the two endpoints will provide an 'all fiber' connection to all users currently on the Carroll County side of the fiber network. All proposals shall be turned in no later than 4:00 p.m. on July 13th, 2017. Any proposals received after that time will not be accepted.

RFP CONTACT: Matt Bussing
Project Manager, WideOpen Networks
bids@thewiredroad.net
540-552-2150

PROJECT DESCRIPTION

1. The Wired Road Authority (“The Authority”) is constructing a fiber optic network (the “Network”) from the Wildwood Commerce Park to the Carroll County Industrial Park in Carroll County, Virginia. For this effort the Proposer will provide engineering services for the construction of an approximately 5 mile fiber optic network. The Proposer shall be responsible for producing engineered drawings of the network extension, obtaining appropriate permits for construction, producing construction bid documents, and providing ongoing support while construction is underway. The desired design is for two 1 1/4” conduits, and a 144 strand fiber optic cable to be installed along the route, with handholes and splice enclosures installed so the Authority can construct drops to adjacent buildings. During the construction a drop will be constructed to all eligible businesses that sign up.

NOTICE TO PROPOSERS

2. The Wired Road Authority (“The Authority”) is soliciting responses to this Request for Proposals (RFP) from Proposers based the requirements in this document.
3. All proposals shall be in accordance with the specifications and information contained herein, plus any supplements included by the Proposer.
4. The contract shall be awarded to the most qualified Proposer, based on, and evaluated by criteria included in this document.
5. The Authority intends to make an award within 30 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 Any proposal submitted cannot be withdrawn for 90 days subsequent to the date of the RFP opening.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 shall 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.
6. 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.
7. 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, scope, or delete any item in from the proposal.

The Authority reserves the right to negotiate on price and scope with the most qualified Proposer.

8. The RFP Contact will respond to questions up to the due date of the RFP. Any addenda released will be released 10 days or more prior to the due date.
9. Responses are due on July 13th 2017 at 4:00PM.
10. Proposers shall thoroughly examine and be familiar with all the specifications and requirements described herein. The failure of any Proposer to 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. **Proposal Content:** Each proposal shall include the following information -
 - 11.1. Introductory letter of interest that evidences the Proposer's understanding of the scope of services set forth in the RFP.
 - 11.2. Statement of Qualifications and experience of the Proposer and the specific personnel assigned to the project.
 - 11.3. A list of three to five references for whom the Proposer has performed representative projects, including information for the clients. Do not use the Authority as a reference.
 - 11.4. Proposed project schedule, including milestones and dates for various project elements.
 - 11.5. Costs structures and activities (not a pricing proposal)
 - 11.6. A certificate of insurance shall accompany the proposal and demonstrate the following coverage limits, which shall be maintained throughout the contract period:
 - 11.6.1. Workers Compensation – Statutory requirements and benefits
 - 11.6.2. Employer's Liability - \$100,000
 - 11.6.3. Commercial General Liability - \$1,000,000 Combined Single Limit

12. **Submittal:** Proposers shall submit one original response, five paper copies of the response, and one digital copy on a DVD, CD, or USB Stick of the response to the address below:

The Wired Road Authority

Attn: Matthew Bussing

1117 E. Stuart Drive

Galax, VA 24333

13. Each copy of the proposal shall be bound or contained in a single volume where practical. All materials submitted in response to this RFP become the property of the Authority.
14. The Proposal shall be signed and shall be enclosed in a sealed opaque envelope and received in the appointed location by the deadline. Late proposals will be returned unopened to the sender.
15. Hand-delivered proposals shall be delivered before 4:00PM on the due date.
16. Communication and Additional Information
- 16.1. Communication pertaining to the scope of work or technical inquiries should be directed to:
Matthew Bussing, Project Manager - bids@thewiredroad.net - 540-552-2150
17. Minority and/or female-owned businesses are encouraged to apply. The Wired Road Authority Network is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.
18. A proposal may be modified or withdrawn by the offeror at any time prior to the time and date set for the receipt of proposals. The offeror shall notify the Authority in writing of its intentions. Modified and withdrawn proposals may be resubmitted up to the date and time set for the receipt of proposals.
19. By submitting a proposal in response to this RFP, the offeror acknowledges that it has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposal preparation in connection with this project.
20. Proposers that intend to respond shall email or call the RFP contact 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

21. Proposers shall be familiar with all VDOT requirements, as well as any local and state permitting requirements that apply to the project.
22. Proposer shall be familiar with all CDBG requirements that apply to the project. The CDBG project manual can be found at <http://www.dhcd.virginia.gov/index.php/business-va-assistance/blighted-structures/community-development-block-grant-cdbg/10-community-development-block-grant-cdbg.html>
23. Proposers shall be familiar with project resources as follows. Please contact the Project Manager to obtain copies of project resources.
 - 23.1. Project mapping - twr-airport-extension-route-150710r.pdf
24. Proposers shall demonstrate in their response their capacity to perform the work, and start immediately upon the signing of a contract.
25. Pricing: Proposers shall describe cost structures and all possible charges, fees, etc., for activities covered by their proposal in their response. Proposer shall not make a lump sum price proposal for the work.

SCOPE REQUIREMENTS AND NETWORK INFORMATION

26. Proposer shall identify all permitting requirements applicable to construction of the network extension.
27. Proposer shall perform a field surveys of the route and document utility poles, drainage features, underground utilities, rights of way, impediments to construction, and any other pertinent features. During field surveys the Proposer shall identify all buildings adjacent to the route, buildings shall be identified in the plans by their physical address. Field surveying shall be done as needed to complete the successful permitting and bidding of the project.
28. Proposer shall prepare and submit permits to all permitting entities, manage the permitting process to the successful permitting of the project, and ensure that all active construction conforms to the permit

requirements. The Proposer is responsible for any close-out activities required by the permitting agencies.

29. Proposer shall track and coordinate activities with utility pole owners, electric utilities, and property owners to obtain any agreements or easements required for the construction of the project.
30. Proposer shall track and coordinate make ready processes required for the construction of the project. It is expected that the project will be constructed approximately 100% underground. Though some aerial construction may be necessary if deemed best for stream crossings, road crossings, or avoiding other obstacles to underground construction.
31. Proposer shall prepare final engineered GIS or CAD based maps of the network based on preliminary planning and data collected during the field surveys. The construction plans shall meet the requirements of VDOT, other permitting agencies, and DHCD.
32. Environmental and Historical Review requirements for the project have already been completed and shall not be included in the scope of the Proposers response.
33. Proposer shall prepare a final Bill of Materials, and Engineers estimate for construction of the project.
34. Proposer shall prepare splicing tables/diagrams/instruction to be included in the construction bid documents.
35. Construction bid documents shall include the construction of the main network extension as well as drops to businesses along the route. Businesses receiving a drop will be identified during the engineering process.
36. Proposer shall prepare construction bid documents for the network meeting DHCD and VDOT requirements.
37. Proposer shall work with the Authority and the Project Manager while evaluating construction bid documents and provide a recommendation for award to the Authority.
38. During construction the Proposer shall:
 - 38.1. Track construction activities and report on progress to the Project Manager
 - 38.2. Identify bottlenecks and obstacles that are or could delay construction and report them to the Project Manager, and provide recommendations or plans to get the project back on track.

- 38.3. Inspect active and completed construction to ensure that all work meets requirements set by permitting entities, the Authority, and industry standards.
39. For the duration of the project the Proposer shall provide a weekly status report to the Project Manager.

TIMELINE AND EVALUATION CRITERIA

40. **Timeline** - Proposers shall be ready to start field surveying and permitting activities immediately after a contract with the Authority is signed. If possible, the Authority expects to have all permits submitted within 4-6 weeks of contract signing.
41. **Evaluation** - Proposals will be evaluated on the main categories as follows:
- 41.1. Ability to perform the work on the given timeline - The ability of the engineer to work quickly once given a notice to proceed is a critical factor in the evaluation of Proposals.
 - 41.2. Qualifications & References - The Proposers ability to perform the work as demonstrated by the qualifications and references will be a major factor in the evaluation of Proposals.
 - 41.3. Previous experience with similar projects.
 - 41.4. Previous experience with CDBG Requirements, and previous work with the Authority. If the Proposer has had previous experience with CDBG or federally funded projects please indicate so in the Proposal.