



REQUEST FOR PROPOSAL

I. Project **Urban Renewal Agency Fiber To The Home Construction Project**

II. Contact Information Rich Sattler
Utility Manager
City of Sherwood
15527 SW Willamette Street
Sherwood, Oregon 97140
Telephone (503) 925-2319
SattlerR@SherwoodOregon.gov

III. Project Description
The City of Sherwood is seeking construction services for a fiber to the home network within the Urban Renewal Boundary of the City of Sherwood, Oregon.

IV. Process for Proposal Evaluation and Contract Award
It is the intent of the City to enter into an agreement with the most suitable Contractor(s) to complete this project. Once a Contractor(s) has been selected, the City will enter into contract negotiations.

Contractors will submit their proposal per the outline of Section D – Format of Proposal of Exhibit A - Project Overview

The City will select a team to review and evaluate all proposals received. If needed, the City may schedule interviews to determine the most qualified Contractor.

V. Schedule

- Request for Quote Issued November 1, 2021
- Quotes Due at Public Works Department December 7, 2021 at 10:00 AM
(15527 SW Willamette St, Sherwood)

VI. Submittal Requirements
Contractor shall submit an electronic proposal to Rich Sattler at SattlerR@sherwoodoregon.gov no later than 10:00 AM on December 7, 2021. Bids received after 10:00 AM will not be accepted.

Each proposal must contain a statement as to whether the Contractor is a Resident Bidder as defined in ORS 279A.120.

The City of Sherwood reserves the right to reject any or all bids submitted, or to waive any minor formalities of this request if, in the judgment of the City Manager or his designee, the best interest of the City would be served (ORS 279B.100).

VII. Other Information

Firms that intend to submit a proposal should notify Rich Sattler at SattlerR@SherwoodOregon.gov via email to request to be added to the "Intent to Submit" list. Individuals on this list will be notified of any addenda to the RFP

Request for clarification: To ensure all proposers receive consistent and accurate information, questions regarding this proposal will only be accepted through email. Questions will be responded to in email format and all proposers on the Intent to Submit List will be copied on the response. Deadline for questions will be November 18, 2021 at 3:00 PM.

Questions regarding this Request for Proposal should be directed to:

Rich Sattler
Utility Manager
email: SattlerR@sherwoodoregon.gov

DATED this 1st day of November 2021.

CITY OF SHERWOOD



**Craig Sheldon
Public Works Director**

EXHIBIT A
PROJECT OVERVIEW

Urban Renewal Agency Fiber To The Home Construction Project

The City of Sherwood is seeking construction services for a fiber to the home network within the Urban Renewal Boundary of the City of Sherwood, Oregon.

A. PROJECT OVERVIEW AND GOALS

The City of Sherwood is seeking construction services for a fiber to the home project within the City's Urban Renewal Boundary (or URA) of the City of Sherwood, Oregon. The project will consist of underground construction to build a fiber to the home distribution network covering all premises within the City. The network is specified as a 1 and 10 gigabit XGS-PON system with passive splitter cabinets in the field and active electronics within the City's headend. This bid covers only the fiber construction components of the project and does not include any active electronics.

The selected contractor will be responsible for labor, storage, installation, restoration, safety and quality control. The selected contractor will also be responsible for all installation of fiber, splice closures, cabinets, fiber splicing, testing, inspections, safety and restoration. The City of Sherwood has procured conduit, vaults, splice cases and fiber for this project. A complete network design including construction prints, and permits shall be supplied to the selected contractor upon award of this contract. It is at the sole discretion of the City to award this project to one or multiple contractors as deemed in the best interest of the City.

B. CONTRACTOR STANDARDS

In constructing the URA Fiber Network, the City seeks contractors that can complete construction per design specifications outlined in this solicitation and can meet the following standards:

- **High-quality work:** installation of fiber-optic cabling to the specifications outlined in the City of Sherwood Construction Standards such that the completed network meets the design specifications and is built to the highest quality standards.
- **Timeliness:** completion of work is anticipated to be within one (1) year, without compromising the quality of work.
- **Cost control and proactive communication:** completion of work within the agreed-upon budget and proactive communication regarding operational challenges encountered in decisions that affect the cost of construction.
- **Community engagement:** proactive communication to indicate forthcoming and ongoing construction activities, responsiveness to community concerns about construction site location, and strict observance of City regulations on hours of activity. The Contractor should minimize disruption to pedestrian, bicycle, and

vehicle traffic and communities. Contractor is expected to engage closely with the City's community outreach team and planning prior construction mobilization.

- **Safety:** strict adherence to Occupational Safety and Health Administration and City of Sherwood regulations on workplace safety and well-secured work sites with clear signage that safely diverts pedestrian, bicycle and vehicle traffic.
- **Ability to execute work in an urban environment:** Demonstrable experience building fiber to the home networks in urban environments
- **Track record of successful projects:** Contractor can demonstrate successful, on-time and on-budget construction of fiber to the home projects in the United States
- **Quality of References:** on-time, on-budget and high quality fiber construction from similar projects
- **Project Controls:** Whether the bidder proposed reasonable risk mitigation strategies and project management approaches
- **Timeline:** Project sequencing approach that supports the City's goals of timely and high-quality work

C. SCOPE OF WORK

The City of Sherwood, Oregon is soliciting proposals from qualified, licensed and experienced contractors to construct a fiber to the home network in the Urban Renewal Boundary. As the Contractor considers the general and technical specifications outlined in the scope of work, they should recall the City's goals in proposing an approach to delivering the work to specification:

- High-quality work
- Past experience
- Timeliness
- Cost control and proactive communication
- Community engagement
- Safety

The work for this project consists of underground installation of single-mode fiber-optic cable. Underground installation will primarily consist of two 2" conduits and include installation of vaults, hand holes and other underground facilities required with the conduit installation. There will be additional combinations of 1" and 2" conduits installed in other areas that are displayed on the plans and accounted for in the Bill of Materials. The project will utilize existing City conduit where available; however, the majority of the project will require new conduit.

Underground construction also includes installation of single-mode fiber-optic cable in

one of the two conduits, with cable of varying size from 864 down to 24. Construction will include placement and installation of fiber distribution cabinets at locations specified in the design.

Apart from the backbone fiber cable, the selected Contractor will be required to provide all labor, materials, equipment, incidentals, insurance, performance and payment bonds and licenses necessary to install, test and certify the operational parameters of the URA Fiber Network in accordance with standards set forth in the design specifications.

D. FORMAT OF PROPOSAL

1. Company Background

The Contractor will provide an overview of its firm, including history, capabilities, ownership and size in employees. Indicate whether fiber construction is the mainline business of the firm. Indicate whether the Contractor has offices in Oregon and any specific work completed in the Pacific Northwest building fiber to the home networks in Washington, Oregon or Northern California.

2. Project Narrative:

The Contractor will include a brief narrative outlining the proposed project approach, identifying any project risks and associated mitigation strategies. Within the project narrative, the contractor will need to include previous projects of similar scope and describe, in detail, the lessons learned and best practices in its installation of aerial and underground fiber in similar environments. The contractor should note the total mileage in each project, type of installation, subcontractors utilized, whether change orders were required, major issues and resolutions.

3. List of Proposed Subcontractors:

The Contractor must provide the company name, relationship, project role and organizational chart showing how subcontractors shall be utilized in relation to the Contractor. The Contractor shall also provide detail on the working relationship between the Contractor and subcontractors, with information on prior engagements where Contractor has utilized the services of the listed subcontractors. The City will only permit identified subcontractors within the bid response to work on the project.

4. Project Org Chart

Provide a detailed organizational chart for the project, showing top-level project and construction management resources, construction personnel and any subcontractors utilized on the project.

5. Licenses and Permits

Provide evidence that Contractor's applicable licenses and permits are active and in good standing with state and federal agencies.

6. References

Contractor will submit 3 references for similar fiber to the home construction projects completed in the last 5 years. References shall include name, title, organization, email address and phone number. Provide project size in total fiber miles installed, type of installation, whether aerial or underground, type of technologies utilized (GPON, XGS-PON, Active Ethernet), total homes passed, total contract value, key issues and resolutions.

7. Pricing Form

The Contractor will submit pricing utilizing the attached Proposal Pricing Form. Contractor must supply pricing for all units listed.