



Cleveland Utilities Authority Fiber Construction Project
Fiber Construction Drop and Service Installation Labor RFP

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Project Introduction

Cleveland Utilities Authority, provides electric, water, and wastewater services to more than 34,000 Cleveland Utilities Authority customers in Cleveland, TN serving Bradley County TN.

Cleveland Utilities Authority electric system relies on over 1,100 miles of primary and secondary service lines to serve approximately 34,000 Cleveland Utilities Authority customers each day. To meet the changing needs and expectations of its Cleveland Utilities Authority customers, Cleveland Utilities Authority will make upgrades to its electric grid and implement innovative technologies that improve reliability and efficiency.

In addition to improving Cleveland Utilities Authority's electric system, the fiber network required for these systems will position Cleveland Utilities Authority to provide broadband services to meet the growing needs of its customers and community. Many applications needed for these improvements depend on fast and reliable communication throughout the service territory that can be best provided by an extensive fiber system.

Project Overview

During the first year, there will be areas built to serve between 7,000 and 9,000 electric Cleveland Utilities Authority customers. The infrastructure for the remaining approximately 22,500-24,500 Cleveland Utilities Authority electric customers will be built over the next year of deployment, resulting in a two-year deployment for the entire electric service territory.

Cleveland Utilities Authority anticipates approximately 440 miles of fiber to be constructed over the 18-month construction period and the completed build is projected to serve almost 10,000 Cleveland Utilities Authority customers while passing more than 29,000 homes and over 5,000 businesses with internet and voice services.

The network will be built using PON to interconnect Cleveland Utilities Authority devices and also offer Broadband service to 100% of Cleveland Utilities Authority's electric customers with multi-gig services via XGS-PON.

The information in this document is subject to change and may be modified once the contractor is selected.

Project Process:

- During the Drop and Service Installation phases of the project, the general process flow is described below:
 - Drop Installation
 - Cleveland Utilities Authority will schedule drops with their customers to ensure customers are aware of the activity on their property and to also check for any site concerns e.g., gates, dogs, etc.
 - Cleveland Utilities Authority will provide a list of drop candidates that have been scheduled with the customer. This list will be prioritized by CUA.
 - Cleveland Utilities Authority will provide pertinent information regarding the drop including items such as aerial vs buried, drop length and associated

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drop cable required, etc. Contractor will be responsible for coordinating with the material warehouse for collecting material required to complete the drops.

- Contractor will install the drop per Cleveland Utilities Authority Installation standards.
- Contractor will collect and record light levels as required by Cleveland Utilities Authority into Cleveland Utilities Authority designated database as well as provide any required pictures.
- Contractor will provide weekly updates on drop installation progress and completions.

- **Service Installation**
 - Cleveland Utilities Authority will schedule service installations with their customers to ensure customers will be available during the installation.
 - Cleveland Utilities Authority will provide the service installation schedule with the Contractor.
 - Cleveland Utilities Authority will provide pertinent information regarding the service installation items required to complete the install including but not limited to; ONT, RG etc. Contractor will be responsible for coordinating with the material warehouse or Cleveland Utilities Authority for collecting material required to complete the service installation.
 - Contractor will install the service per Cleveland Utilities Authority Installation standards.
 - Contractor will collect and record speed test results and photos of the NID, RG, ONT and wall plate where the fiber enters the building. These must be recorded in Cleveland Utilities Authority’s designated database.
 - Contractor will test voice services where applicable.
 - Contractor will provide weekly updates on service installation progress and completions.

RFP Terminology:

- Throughout the RFP documents references to “Bidder”, “Company”, “Contractor”, and “Contractor” mean the company making the proposal to Cleveland Utilities Authority for this project.

Key Project Milestones

The Table below outlines key milestones associated with the project:

EVENT	DATE
Signed Drop and Install Contract	May 23 rd , 2024
Drops and Installs Start	June 2024
First Electric/Water Device Served	June 2024
First Broadband Customers Served	July 2024

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RFP Key Documents/Guidelines

The RFP is comprised of the following documents:

- This pdf file “Cleveland Utilities Fiber Construction Drop and Service Installation Labor RFP”, which contains project details and instructions.
- The MS Excel workbook “Construction Drop and Service Installation Labor” workbook which contains the questions to be answered and the pricing worksheets.
- “Intent to Bid” pdf.
- The pdf file “Fiber Drop and Installation Standards”.

Included in the RFP packet is an Intent to Bid notification which must be signed and returned by the Intent to Bid deadline in order to be invited to the Q&A forum portal. Cleveland Utilities Authority will confirm document receipt to all bidders who confirmed an Intent to Bid on the RFP. While the Intent to Bid form and questions can be submitted electronically, the final proposal must have physical paper copies in a sealed bid in the hands of Cleveland Utilities Authority by the deadline provided.

The final proposal must have physical paper copies in a sealed bid in the hands of Cleveland Utilities Authority by the Proposals Due Date. Any proposals received after that will not be accepted. Unsigned proposals will not be considered. Telephone or electronic versions of proposals will not be accepted. *All Proposals must clearly reference the RFP name on the outside of the returned proposal. There will be multiple RFPs for this project overall. If a Contractor chooses to provide a proposal on additional RFPs that are issued, each RFP must be sent in separately with the RFP clearly marked on the outside of the envelope. Do NOT include multiple RFP responses in the same envelope.*

The proposal documents submitted to Cleveland Utilities Authority should contain:

- Paper copies of the worksheets in the attached workbook with answers
- Paper copies of any referenced Attachments / Exhibits
- Paper copies of the bidding company’s profile and qualifications
- Digital copies of all the MS Excel Workbook
- Digital copies of any referenced Attachments / Exhibits

Digital copy instructions:

1. Attach to email and send to the following address: wwineyard@clevelandutilities.com
2. Subject line should read: “Fiber Construction Drop and Service Installation Labor RFP – [Insert Company Name]”

Cleveland Utilities Authority reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to make the award to more than one bidder, to accept any part or all of the proposal, or to accept the proposal which is in the best interest of Cleveland Utilities

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Authority.

The opening of the proposals will be conducted by Cleveland Utilities Authority at the Cleveland Utilities Authority Board- Tom Wheeler Training Center- at 2455 Guthrie Ave NW, Cleveland, TN 37311. A remote session will be established for those wishing to join the bid opening remotely.

RFP Timeline

The RFP timeline is shown in the table below:

EVENT	TIME (EST)	DUE DATE	Comments
Advertise RFP		April 18th, 2024	
RFP sent via Email		April 18th, 2024	
Intent-to-Bid document	5:00 pm	April 23rd, 2024	Intent to Bid document returned via email confirmation and/or paper copy.
Q&A Portal set up	5:00 pm	April 24th, 2024	Q&A Portal available for bidders to review.
Question Submission Deadline	5:00 pm	May 1st, 2024	Q&A Portal closes at 5:00 pm EST.
Proposals Due/Public Opening	Proposals Due: 3:00 pm Bid Opening at 3:00 pm	May 8th, 2024	Proposal Due Date. Sealed Proposals returned. Bidder names and total pricing read.
Target Award		May 13th, 2024	All bidders will be notified of final selection status.

RFP Scope

The proposal will need to provide a Solution to cover the following areas:

- **Drop Installation Labor** for installing both aerial and buried drops from the engineering designated point (MST, splice case etc.) to and including the NID on the customer premise. Splicing at each end of the drop cable (handhole, etc. and NID) may be required.
- **Service Installation Labor-** installing the fiber from the NID into the customer premise, as well as installation and turn-up/test of electronics and service inside the house (e.g., ONT, RGs, cabling (phone and data), extenders etc.)

Each proposal will be required to meet a set of minimum mandatory requirements. Proposals that do not meet these will not be considered. Minimum mandatory requirements are:

- Proposals must be signed.
- Contractor must be licensed to perform the work described in the state of Tennessee.
- Contractor must be able to start drop and installation labor on the targeted start time.
- Proposal includes the appropriate bond required.

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- Returned Proposal must include the **Contractor’s Safety Manual, as well as the Safety Director’s resume.**
- Returned Proposal must include the RFP name *“Fiber Construction Drop and Service Installation Labor RFP”* on the outside of the returned RFP envelope.

Proposal Instructions and Pricing

The proposal should address all the questions and pricing worksheets included in the MS Excel workbook. This PDF document provides additional expectations and comments in support of the MS Excel workbook.

The associated workbook contains all the pricing related items in the proposal. The quantities shown reflect estimates for projects of similar size and scope-actual quantities will likely vary from these estimates. **Any deviations from the quantities estimated (positive or negative) will be adjusted and reflected in the actual invoicing as the project is implemented.**

Step	Instructions	Worksheet
1	Print, sign, and return the worksheet with the authorization to make a proposal for this work.	"Authorization"
2	Total bid pricing of labor.	"Summary"
3	Answer questions about the Company related to this project and performing the work.	"Bidder Profile"
4	Answer questions related to the Company's ability and approach to address the various requirements of this project.	"Project Questions"
5	Answer questions regarding Company’s Safety Program.	"Safety"
6	Provide price quotes for the Labor Units. Quantities are estimated based on projects of similar size and scope and will likely vary.	"Pricing"
7	Provide pricing for Maintenance work.	"Maintenance"
8	Sample list of consumables to be supplied by Company.	"Consumables"

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Bond Requirements

- The bidder is to submit a bid bond equal to 10% of the project costs at the time of the bid submission.
- The winning bidder will have its bid bond released upon execution of the contract. The winning bidder must then submit a payment bond in amount no less than 25% of the contract price. The winning bidder can substitute U.S. treasury bonds, Tennessee bonds, letters of credit, or a certificate of deposit in lieu of providing a payment bond. The winning bidder will also be required to have a performance bond in the amount of 50% of the contract price.
- Alternatively, if the winning bidder does not submit a bid bond, then the winning bidder must submit a payment and performance bonds at the time of contracting in the amounts equal to the combined monetary value of the services of the bidder and the value of the work to be managed.

Insurance Requirements

- Insurance Contractor and any subcontractors will maintain the following insurance coverage during the entire term of the contract. Contractor will provide copies of its Certificates of Insurance to Cleveland Utilities Authority.
 - i. Workers' Compensation -- as required by law.
 - ii. Employer's Liability -- \$100,000
 - iii. Commercial General Liability -- \$2,000,000 per occurrence. Cleveland Utilities Authority must be named as an additional insured on this policy.

Project Specifics

- The project drops and install ramp rate is as follows:
 - Month 1 (July 2024) 110
 - Month 2 (Aug 2024) 165
 - Month 3 (Sept 2024) 220
 - Month 4 (Oct 2024) 330
 - Month 5+ (Nov 2024-Dec 2025) 453
- The drop and service installation and any associated splicing will be performed by experienced personnel. All personnel will be required to attend training that covers Cleveland Utilities Authority installation standards prior to any work on the system. Contractor should have adequate supervision personnel with experience in Fiber Service Drop installation as well as splicing.
- The Contractor will either "self-perform" the work with in-house personnel or will subcontract the work to a qualified subcontractor. The labor force cannot extend beyond one level of subcontracting. For example, Contractor cannot subcontract to subcontractor 1, who in turn subcontracts a portion of the work to Subcontractor 2.

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- Cleveland Utilities Authority will provide all Major materials required to perform the Drop and Service Installation.
- The Contractor will be expected to provide all consumables for completing the work. A non-exclusive list is included in the MS Excel Drop and Service Installation Labor workbook. The quantities included are estimates based on projects of similar size and nature and may vary.
- The Contractor will be expected to coordinate with the Materials warehouse contractor to manage the proper requests for Major material types and quantities needed to be “pulled” and “staged” for Contractor pickup. The recommendation is to request at least 48 hours in advance.
- The Contractor is expected to have a knowledgeable Drop and Service Installation Supervisor as a primary contact on site for the duration of the Drop and Service installation aspect of the project. The cost for this management should be included in the overall Drop Service Installation labor costs.
- The Contractor will be expected to perform a self-audit for in home and business installations. The Contractor’s work may be inspected by a third-party familiar with the Cleveland Utilities Authority Drop and Service Installation standards. Any issues identified by the inspectors will be corrected by the Contractor at no additional charge to Cleveland Utilities Authority. Payment or additional work may be withheld until all issues are resolved to Cleveland Utilities Authority’s satisfaction.
- Contractor will perform site restoration when needed to be equal or better than pre-installation condition.
- Contractor is expected to provide weekly reports on Drops and Service Installation progress as well as status of any outstanding audit findings. Contractor’s primary point of contact is expected to attend status updates at regular intervals determined by Cleveland Utilities Authority or their consultants during the Drop and Service installation phase.

Overall RFP Evaluation Criteria

Criteria	Comments	Weighting Factor
Price	Overall best value for purchased services.	65%
Company Experience	Experience and quality in the fiber drop and install installation business.	15%
Safety (EMR)	Company’s recent safety record	10%
References	Feedback from references	10%

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