



TOWN OF BRISTOL
230 Lake Street, Bristol, NH 03222

Request for Proposals

Town of Bristol, New Hampshire

Fiber Optic Network Design and Permitting

January 28, 2019

Objective:

You are hereby invited to submit proposals to design, permit and project manage the connection of (8) municipal buildings and together through a fiber network in Bristol. Five additional locations have been identified as sites for fiber connectivity, some of which may serve for cellular backhaul. The selected firm is also expected to assist the town and its team on technical questions the Town is not able to answer itself as the design goes to and through construction.

This is approximately at three-mile middle mile fiber-optic network (FON) with the idea that the design will be flexible to allow the network to grow in the future for availability to businesses and residents. It is expected that the network will facilitate workforce development, create and retain jobs, and increase tourism opportunities in the extended Bristol region.

This project is funded by an Town appropriation and with Federal funds from the Northern Border Regional Commission, and therefore is subject to the Federal laws and regulations associated with that program, including ownership as outlined by the Office of Management and Budget.

The technical specifications and the information necessary to complete the proposal(s) are listed in Attachment I of this Request for Proposals.

Questions should be directed to Nicholas J. Coates (Nik), Town Administrator at townadmin@townofbristolnh.org and Economic Development Committee Chair Bill Dowey at wdowey@gmail.com.

Proposal Instructions:

Three (3) copies of the proposal should be submitted in a **sealed envelope** marked "Fiber Connectivity RFP" to the Town Administrator's Office, 230 Lake Street, Bristol NH 03222. Proposals must be submitted in person or received at the above address **no later than 12:00 p.m. on Tuesday, February 19, 2019**, to be eligible for consideration.

Other forms of submission or proposals received after the deadline will be rejected.

The consultants submitting proposals shall outline in detail the manner in which the consultant shall work with the Town to fulfill the Town's needs.

The outline at a minimum shall address:

- Staffing and personnel.
- Communication and coordination.
- Compatibility with Town's standards, goals, and objectives.
- Working relationship between consultant and Town staff.
- Information which will assist the Town to determine the consultant's capability of performing the work.

Proposal Format:

Consultants should organize Proposals into the following sections:

- Professional Qualifications
- Past Involvement with Similar Projects
- Proposed Work Plan
- Fee Proposal
- Point of Contact

Proposal Openings:

Proposals will be opened Tuesday, February 19, 2019, in the Town Administrator’s Office, 230 Lake Street, Bristol, NH 03222. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Town.

RFP Prices:

RFP prices are to remain in effect for a period of 60 days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Town of Bristol should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/Town of Bristol shall have the option of canceling the proposal.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Select Board reserves the right to review said contracts and amend to comply with Town legal requirements prior to signing by the appointed representative of the Town.

For insurance obligations please review Attachment II.

NOTE:

The Town of Bristol reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of the Town of Bristol and to waive any bid formality.

Enclosed: Attachment I
 Attachment II

ATTACHMENT I

The Town of Bristol (The Town) is inviting qualified companies to provide a fiber network to connect (8) Town buildings. Five additional locations have been identified as sites for fiber connectivity, some of which may serve for cellular backhaul. The Town will consider traditional network designs (such as hub and spoke) or alternative proposals that maximize cost effectiveness. The Town is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the respondents to present their best solution while recognizing the cited locations. The Town expects the proposer to evaluate and recommend the best way to complete this project.

The head end will be the new Town Office at 5 School Street and will connect to the following Town buildings:

- Police Department - 230-254 Lake Street
- Fire Department - 85 Lake Street
- Minot-Sleeper Library - 35 Pleasant Street
- Old Town Hall - 45 Summer Street
- Highway Department - 100 Ayers Island Road
- Water & Sewer Department - 180 Ayers Island Road
- Tapply Thompson Community Center - 30 North Main Street

The additional locations include:

- Bristol Falls Park/Pemi Trail - Water Street
- Cummings Beach - Shore Drive
- Avery-Crouse Beach - West Shore Road
- Freudenberg - 450 Pleasant Street (to the closest pole)
- Mid-State Health Center - 100 Robie Road (to the closest pole)

Other locations may include:

- Cell Carrier Head Ends - Locations to be disclosed to winning bidder
- Newfound Regional High School - 150 Newfound Road (Serves as head end for School District)
- School locations may also serve as small cell sites

There are no current connections associated with the Town other than fiber from Atlantic Broadband to the Police Department (former Town Office) dedicated for community access television. The selected company will be responsible for preparing a design that for devices that provide for "slack" to protect the fiber from damage from potential falling trees, damaged poles, etc. and to provide a solution that will limit the amount of interruption and/or damage from hazards.

The Town will be responsible for police details if needed. Town staff will assist with any permitting, easements, etc. necessary.

Any questions and/or requests for a “walk through” should be directed to Nicholas J. Coates (Nik), Town Administrator at townadmin@townofbristolnh.org and Economic Development Committee Chair Bill Dowey at wdowey@gmail.com.

Other:

The Town requires that all costs be proposed on a “not to exceed basis.” Provide a breakdown of your costs and a timeline for completion.

If any service or description of activities appears to be incomplete, inaccurate, or overlooked, please define and quote as part of your response to this Request for Proposals.

ATTACHMENT II

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with the Town of Bristol showing that the above insurance has been purchased.

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Town Administrator, Town of Bristol, at 230 Lake Street, Bristol, NH 03222.