



**Request for Proposal  
for  
NEK Broadband  
Communications Union District  
Barton Electric Pole Inventory Services**

**RFP #: NEK2022-14**

**Request for Intent to Respond: 12/09/2022**

**Questions Deadline: 12/09/2022**

**Proposal Submission Deadline: 12/16/2022**

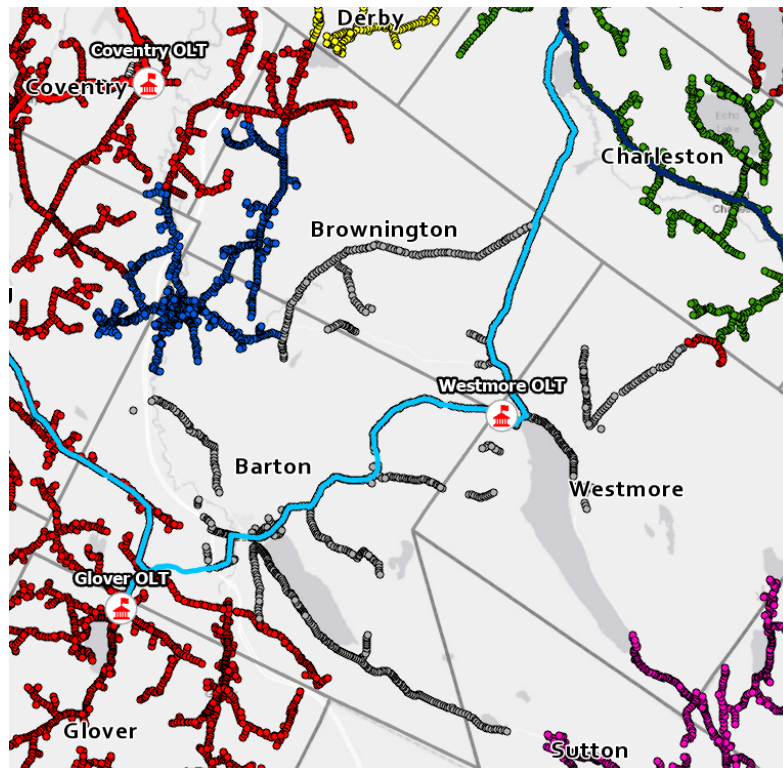
## NEK Broadband Pole Inventory Services RFP

NEK Broadband (“NEK Broadband”) is issuing this Request for Proposals (“RFP”) to acquire Pole Inventory Services (“Services”) as a prelude to the make-ready, design, construction, and operation of a fiber-to-the-premises (“FTTP”), 100/100 Mbps, broadband network to its six member communities that are within the Barton Electric utility service territory. Those submitting a Proposal (“Vendor”) shall do so in accordance with this RFP.

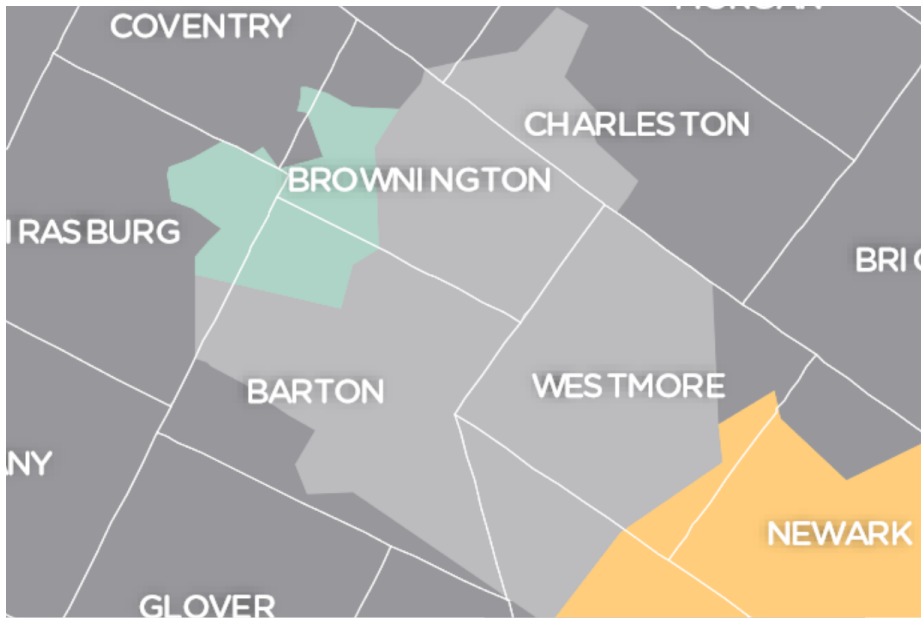
### I. Introduction

NEK Broadband is a Communications Union District (CUD), a municipal organization established in May, 2020. NEK Broadband is comprised of 56 communities in the Northeast Kingdom with approximately 2,500-2,800 miles of planned fiber construction. Most of the NEK Broadband District already has pole data provided by Vermont Electric Cooperative, Green Mountain Power and all of the municipal electric utilities except for Barton Electric municipal power utility department.

The needed pole inventory covers all the poles in the Barton Electric district - EXCEPT the poles depicted in gray in the map below within the Barton Electric territory in the following Vermont towns: Barton, Brownington, Charleston, Sutton, Irasburg, Westmore.



The following map shows the Barton Electric territory in grey in these towns:



## 2. RFP Instructions and Procedures

A) **Submissions** - Proposal must be received via email at [rfps@nekbroadband.org](mailto:rfps@nekbroadband.org). For consideration for initial work under a contract Vendors must respond to this RFP no later than 5:00 PM ET on December 14, 2022. Email subject lines should reference the RFP name and number.

B) **Questions and Inquiries** - Any questions or inquiries regarding this RFP must be submitted in writing to NEK Broadband – [rfps@nekbroadband.org](mailto:rfps@nekbroadband.org). The deadline for submitting questions is December 9, seven days after the announcement of this RFP. Responses to all questions and inquiries shall be emailed to all who submitted questions/inquiries or an intent to respond will be sent as quickly as reasonable. The source of the questions/inquiries will not be identified. Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this RFP. Shape files of existing poles will be sent to those that submit an intent to respond.

C) **Addenda and updates** - Any addenda and updates to this RFP shall be posted at [nekbroadband.org](http://nekbroadband.org). Each Vendor is responsible for checking the website prior to submission of any Proposal to ensure that it has complied with all addenda and updates to this RFP.

D) **Cancellation and/or rejection** - NEK Broadband reserves the right to cancel this RFP, in whole or in part, at any time. NEK Broadband may reject any or all Proposals received in response to this RFP in its sole discretion. NEK Broadband makes no guarantee or commitment to purchase, license or procure any goods or services resulting from this RFP.

E) **Costs and Expenses** - Each Vendor is responsible for its own costs and expenses involved in the preparation and submission of its Proposal, and any supplemental information requested by NEK Broadband shall not reimburse any such costs or expenses.

F) **Contract Template and State of Vermont Grant Conditions** - State and Federal funds will be used to support this work. The following clause will be incorporated into vendor contracts:

State of Vermont – Terms Supplement. The Parties agree to the terms in the State of Vermont Federal Terms Supplement hereto attached. The Parties agree to provisions 10, 11, 12, 14, 16, 18, 20, 22, 30, and 32.A of the State of Vermont Attachment C: Standard State Provisions for Contracts and Grants hereto attached. Notwithstanding anything in this Agreement to the contrary, in the case of any conflict or inconsistency between the specific provisions of this Agreement, relevant attachments, federal requirements or the Application, any conflict or inconsistency shall be resolved as follows: (a) State of Vermont Federal Terms Supplement; (b) State of Vermont Attachment C provisions identified; (c) this Agreement.

A template services contract is attached as Exhibit A. If you prefer to use your own template then a copy of the template contract must be submitted with the RFP response. The referenced State and Federal attachments are included as Exhibit B.

G) **Notification** - NEK Broadband will notify Vendor of their selection for negotiation to become the contractor under the provisions of an Agreement to be negotiated after selection. NEK Broadband will attempt to make its selection within fourteen days of receipt of final proposals, but shall have full discretion to make its decision earlier or later.

H) **Public Information** – NEK Broadband is a municipal organization that must conduct its business subject to existing laws and regulations. Accordingly, the following principles will apply to the Proposal, negotiations, final Agreement and Work Order(s): The names of all Vendors submitting Proposals may be announced publicly, but the Proposals and individual negotiations with Vendors will not be made public. Any Agreement and Work Order negotiated with a Vendor, excluding business confidential material as agreed to by the Parties, will be made public after execution.

l) **Intellectual Property Rights** - All work performed shall be “work for hire” and shall be owned exclusively by NEK Broadband and the Vendor shall not obtain or retain any rights or licenses from any work produced under the Agreement or Work Order, unless otherwise agreed to by the parties in writing. This includes all data obtained in fulfillment of service performance. Nor shall the Vendor provide the data to a third party in any form (digital, hard copy, etc.) or format except as permitted by NEK Broadband in writing.

### **3. Selection Criteria**

This RFP is designed to enable NEK Broadband to determine which Vendor will best satisfy the organization’s requirements and ability to enter into a satisfactory Agreement. NEK Broadband reserves the right to select the best value for the performance of the Services, which may not necessarily be the lowest price bidder.

Each Vendor will be evaluated against the same set of criteria, which shall include:

1. Experience, key personnel, and references
2. Methodology, technology, accuracy, completeness and quality of response.
3. Proposed data and data format.
4. Price and basis for price.
5. Schedule / time frame to complete the scope of work.
6. Acceptance of terms and conditions.

The primary focus is pole location information (lat long provided in a GIS shape file) as quickly as possible in order to complete the design for the area. Assessing pole number information at the same time is of benefit but not mandatory to the project at this time.

### **4. Proposal Format**

A. Proposals shall be submitted using the following format:

- a. Company name, address, point of contact with email and phone number
- b. Experience, Qualifications and Accomplishments
- c. Key Personnel
- d. References with email and phone number
- e. Price, with breakdown and assumptions, for Services

- B. Vendor shall show the basis on which prices were determined for the Services, e.g., cost per pole, cost per mile, etc.
- C. Vendor shall outline the steps and time to complete the schedule.
- D. Proposed subcontractor information (if any)
- E. Assumptions and exclusions
- F. Miscellaneous information
- G. Relationships and conflicts of interest (if any) - Describe any relationship between the company and subcontractor, or any parent, subsidiary or related company, or any director or officer of any of them, with NEK Broadband, or members of its Board.
- H. Resumes of key personnel

## **5. Statement of Work**

- (a) Provide latitude and longitude location geospatial data information for all poles in the Barton Electric service territory for which NEK Broadband does not already have information. All poles includes Consolidated Communications, Inc. only poles that are not part of the Barton Electric plant. This work may be performed by field collection, LIDAR, existing LIDAR information, or other. A shape file of known poles will be sent to any Vendor submitting an intent to respond.
- (b) Each of the following are optional and must be priced separately from the location information; multiple optional tasks may be priced together. NEK Broadband may not elect to have any of the following tasks performed.
  - (i) provide pole number information for all poles including NEK Broadband supplied pole location data
  - (ii) make ready work estimate
  - (iii) whether on/off road (where off road means not reachable with a standard bucket truck)
  - (iv) additional information to be identified by Vendor
  - (v) photographs
- (c) All work shall be done in accordance with the following:
  1. Data must be supplied in (1) file for import into Arc GIS and (2) excel or .csv file.
  2. Provide documentation/description of any known missing poles, concerns, or aberrations.
  3. Be conducted according to the VT Utility Pole Data Standard:  
<https://vcgi.vermont.gov/document/vermont-utility-pole-gis-data-standard>

4. Describe the collection methodology including the equipment to be used and the standards for collection.
5. Supply predicted accuracy. Assert that predicted accuracy will be correct for at least 90% of the poles. The following attributes shall be collected in addition to the attributes in the VT Utility Pole Data Standards.