



**Request for Proposal
for NEKCV**

Affordable ARPA Drop Program

RFP #: NEKCV102025-ARPA

Questions Due:	10/23/2025 5pm EST
Questions Answered:	10/27/2025 or earlier.
Intent to Respond Due:	10/28/2025 5pm EST
Submission Deadline:	10/31/2025 5pm EST

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1. Introduction

As part of the state of Vermont's affordable drop program, NEKCV is looking to contract with a fiber drop installation contractor to bring service to up to 464 addresses across our 72 town service territory. It is our intention to award and begin this work in 2025. Approximately 20-30 locations will be construction ready immediately upon award and it is our expectation that these start immediately and that the awarded contractors will complete as many as possible before the ground freezes.

2. Scope Detail

All customer addresses will be pre-scouted by NEKCV and necessary easements will be in place. A one line sketch on aerial imagery will be provided to identify a proposed path from service pole to customer entrance. All customer contact information will be provided and will be responsibility of the contractor to coordinate all scheduling,

The contractor will coordinate and meet with customers to mark the final route and call in digsafes. At that time the contractor will schedule installation with the customer and call in the digsafes. The contractor will reach out to customers within 10 business days of receiving a customer list. Once digsafes markings are complete, the contractor will install a .66" microduct with 2 strand single mode fiber Part # Clearfield Field Shield (FS-DEO-T-214-PS-1250F) or equivalent. Preferred installation method will be a vibratory plow, however NEKCV is looking for pricing on alternate installation methods to include open trench and directional drill. Installations will be completed with a vibratory plow unless otherwise preapproved by NEKCV. Conduit must come up at least 1.5' – 2' above grade at both the house and pole and must be secured to the pole and to the house or backboard. Also, conduit on the pole side must come up in the same quadrant (same side of the pole) as existing services. Conduit on the house side must come up on the outside of the house. A 10' fiber coil should be left on both ends for splicing into NID.

NEKCV would prefer to award both the underground and aerial portions of the work to the same contractor. It is optional, but preferred, for a contractor to provide an aerial drop price per foot to complete the aerial portion of the drop installation from the AFL TITAN RTD® Multiport Terminal (MST) to the service pole to include termination into the NID and splices at NID and pole splice point. Nevertheless, NEKCV reserves the right to award the aerial work to a different contractor than the underground portion.

3. Locations By Town

ALBANY	5
BARNET	10
BARTON	9
BURKE	12
CALAIS	33
CONCORD	7
DANVILLE	10
EAST HAVEN	3
EAST MONTPELIER	8
GLOVER	6
GREENSBORO	9
GROTON	8
GUILDHALL	1
HARDWICK	4
IRASBURG	9
KIRBY	15
LOWELL	9
LUNENBURG	10
LYNDON	10
MIDDLESEX	31
NEWPORT TOWN	7
PEACHAM	13
SAINT JOHNSBURY	3
STANNARD	2
SUTTON	8
TROY	4
WALDEN	46
WATERFORD	10
WESTFIELD	5
WESTMORE	3
WHEELOCK	8
WOODBURY	17
WORCESTER	11
TBD	118
Total	464

4. Schedule

Description	Date
RFP Release	10/20/2025
Questions Due	10/23/2025 5pm est
Question answers	10/27/2025 or earlier
Intent to respond	10/28/2025 5pm est
Submission deadline	10/31/2025 5pm est
Contract award	11/03/2025
2025 Installation start	11/10/2025
2026 Installation start	05/01/2026
Installation complete	09/30/2026

5. Pricing

Pricing should be inclusive of mobilization, scheduling and project management.

Description	Unit of Measure	Price
Vibratory Plow up to .75" conduit 18" depth first 100'	ea	
Vibratory Plow up to .75" conduit 18" depth >100'	foot	
Open trench up to .75" conduit 18" depth first 100'	ea	
Open trench up to .75" conduit 18" depth >100'	foot	
Directional drill up to .75" conduit 18" depth first 100'	ea	
Directional drill up to .75" conduit 18" depth >100'	foot	
Ledge adder	foot	
Aerial drop installation	foot	

6. Contractor Qualifications

All Contractors must meet the following qualifications:

1. The Contractor must be capable of performing all UG drop services as described in this RFP.
2. The Contractor must have verifiable experience completing UG drop services.
3. The Contractor must be in good standing with the United States Government and the State of Vermont.
4. The contractor must adhere to all Dig Safe rules and requirements for the State of Vermont.

7. Intent To Bid

Bidders who intend to respond must send an email stating this intent to rfps@nekbroadband.org no later than 5:00 PM on 10/28/2025. The Master Services Agreement is available to those submitting an intent to bid that has a signed confidentiality agreement attached.

8. Proposal Submission and Format

Proposal Submission

Email an electronic copy of your proposal to rfps@NEKBroadband.org no later than 10/31/2025 at 5pm est.

Late proposals will not be accepted.

Offerors will be notified within three (3) business days acknowledging receipt of their proposal.

Mandatory Proposal Content

Each Contractor submitting a proposal must provide a cover letter signed by an individual authorized and empowered to do so on behalf of the company. The cover letter and subsequent documentation should include the following:

- Contractor's legal name
- Contractor's Business Address
- Primary Point of Contact (POC) (Authorized to Bind the Company)
- Primary POC Telephone Number
- Primary POC Email Address
- A statement that the entity is qualified, licensed, insured, and otherwise
- authorized to do business of the sort contemplated in the project.
- Company Federal Employer Identification Number (FEID)
- DUNS Number
- Submit projected crew size available for requested services.
- State how many employees who will be working on the project reside in the
- Northeast Kingdom or Central Vermont areas of Vermont.
- Discuss Contractor's experience with doing underground drops.
- Contractor Experience
- Provide three (3) references of completed or mostly completed projects of similar size,scope, and complexity to this project.

For each project reference, include the following:

- A. Project Title
- B. Location
- C. Contract Value
- D. Brief Description of the Project
- E. Primary POC
- F. Primary POC Telephone Number
- G. Primary POC Email Address
- Provide a description of contractors installation methodology and equipment that would be used in the drop construction process.
- Describe the contractors plan to complete approximately 90 drops per month, provide estimated drops per week and number of crews required.

9. Payment Terms

Payments shall be made per the Master Service Agreement, with progress payments made up to twice per month. Regular monthly invoicing is required.

All invoicing for the previous month must be submitted within 30 days of the end of the month of work completion; failure to do so may result in forfeiture of payment unless an extension change order is approved in writing by the NEKCV Construction Manager.

NEKCV will only process up to four invoices per funding source every two weeks for payment to include one invoice for construction labor, one for flagging, one for make ready, and one for any purpose. Contractor must share weekly production sheets and a bimonthly preliminary invoice for approval by NEKCV Construction Manager prior to invoice submission to NEKCV.

[End of RFP]