

**POPLAR BLUFF HOUSING AUTHORITY (PBHA)
REQUEST FOR PROPOSALS (RFP)
FIBER NETWORK DESIGN/BUILD
SOLICITATION #: PBHA RFP 2022-DB01**

DESIGN/BUILD

The Poplar Bluff Housing Authority requests qualifications for preliminary design services, final design, and construction of a fiber-optic network within the Twin Towers, Wilson, and Hilcrest buildings. The selected firm will perform subsequent full engineering design services, purchase the bill of material, and provide all installation of fiber network with construction and testing services.

PROPOSAL DEADLINE:

All proposals must be received at the following address no later than 10:00 a.m. local time, November 16, 2022.

PROPOSAL SUBMISSION:

An original and four (4) copies of the proposal must be submitted in a sealed package to PBHA. The package must be clearly marked with the words "DESIGN/BUILD RESPONSE DOCUMENTS."

All proposals must be received at the following address by the proposal deadline stated above:

Poplar Bluff Housing Authority
302 N E Street
Poplar Bluff, Missouri 63901

All responses submitted are subject to these instructions and the Instructions to the Offerors, Non-Construction form [HUD 5369-B](#), contained herein.

PBHA reserves the right to reject any or all proposals for cause and to waive any informality in the submission process if it is in the public interest to do so.

During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFP's requirements will be given to any prospective Offeror. Requests for interpretation (and other questions) must be made in writing at least 7 days before the submission due date and time to:

Darrin J. Taylor, Executive Director
Poplar Bluff Housing Authority
P.O. Box 1009
Poplar Bluff, Missouri 63902
pbhadjt@pbhousing.org

During the period of advertisement for this RFP, PBHA may wish to amend, add to, or delete from the contents of this RFP. In such situations, PBHA will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be posted on the PBHA website at www.pbhousing.org or distributed to the prospective vendors, if known, via email.

Copies of the RFP may be obtained at the offices of the Poplar Bluff Housing Authority, located at 302 N. E. Street, Poplar Bluff, Missouri 63901. Questions for this RFP may be submitted via email to Darrin J. Taylor, Executive Director, at pbhadjt@pbhousing.org not later than 10:00am on November 9, 2022.

**POPLAR BLUFF HOUSING AUTHORITY REQUEST FOR QUALIFICATIONS
PRE-SELECTION
PRELIMINARY DESIGN, FINAL
DESIGN, AND CONSTRUCTION**

The Poplar Bluff Housing Authority requests qualifications for preliminary design services, final design, and construction of a fiber-optic networks (FTTP) within the Twin Towers, Wilson, and Hilcrest buildings. The selected firm will perform subsequent full design services, purchase the bill of material, and installation along with construction and testing services.

The design must be 100% fiber to the premise accessible (FTTP) (to each unit, common areas and other locations inside the buildings), internal 24 strand fiber network.

Information provided to the Housing Authority must include at a minimum:

1. The specialized experience and technical competence of the firm with respect to Fiber Optic deployment (25 pts)
2. The capacity and capability of the firm to perform the work in question, including specialized services, within a period of three months (25 pts.)
3. The past record of performance of the firm with respect to such factors as control of cost, quality of work, and ability to meet schedules (25 pts.)
4. Confirmation that contractor and fiber resources in case of an emergency are within a 30-minute response time (15 pts.)
5. Estimate of proposed fees for preliminary design, final design, and construction. (10 pts)

Respondents will be scored on the above criteria based on a 100-point scale. Once the most qualified firm is selected, a final cost for preliminary design, final design, and construction will be negotiated separately. Contracting for these activities shall occur separately and costs/payments associated with each will be clearly defined. The full contract design executed from the preliminary report, shall be contingent upon commitment of all project funds.

Respondents can call Matt Allen, CMM Facilities Maintenance Manager at 573-872-4128 or matt@pbhousing.org to set a time for a walk-through of the facilities.

Poplar Bluff Housing Authority request responses be delivered. All proposals must be received at the following address no later than 10:00 a.m. local time, November 16, 2022 to 302 N. E. Street, Poplar Bluff, MO 63901.

The Poplar Bluff Housing Authority is an Equal Opportunity Employer and encourages the submission of proposals from minority, women-owned, Section 3 and disadvantaged firms.

**This Request for Proposal will be awarded based on receiving funding.
This is not a formal contract or guarantee of any future consideration.**

The Housing Authority Buildings locations that will require a fiber network are:

Twin Towers

Twin Towers are two 14-story high-rise buildings located at 506 Hazel Street and 508 Hazel Street, containing 104 total units with 52 units per building.

Hilcrest

The Hilcrest Apartment Building is a mid-rise 4-story building located at 445 N 2nd Street containing 54 units.

Wilson

The Wilson Apartment Building is a mid-rise 3-story building located at 444 N Main Street and contains 30 units.

Deliverables:

1.1. General Requirements: The selected Contractor will provide a full range of design/build services including evaluating the existing conditions of the buildings, units, common areas, of POPLAR BLUFF HOUSING AUTHORITY physical facilities. The design assessment will identify the most advantageous installation process and allowing for minimal disruption to the property when installing the fiber-optic cabling network. The approved design will provide the best approach to contain both the equipment and installation costs. All identified physical improvements will meet or exceed industry standards, and those established by local and state health, safety, and building codes. The design created must ensure repairable pathways from each unit to the basement, so that if in the future a fiber becomes damaged at either end, no walls need to be ripped apart to solve the issue. The design should provide the POPLAR BLUFF HOUSING AUTHORITY with the information necessary to ensure long-term project viability.

1.1.2. Review existing as-built construction plans and schematics. Perform walkthrough assessment/inspections of each development and other POPLAR BLUFF HOUSING AUTHORITY properties to ascertain existing conditions; general code compliance, expected installation issues, and total estimated cost to complete such items.

1.1.3. Identify work necessary to comply with federal, state, and local requirements and codes.

1.1.4. Provide a detailed report for the POPLAR BLUFF HOUSING AUTHORITY development that details the assessment. The selected Contractor will detail quantity and cost estimates to accomplish each work item, a total for each project, and a grand total to accomplish all needed physical improvements. Provide individual cost tables and digital photographs to document notable conditions at each property. The Contractor shall show a line-item prioritization. The major part of the work consists of a thorough assessment of noted property, leading to a prioritized list of recommended improvements, plus detailed design drawings, materials and equipment specifications, project budget, construction documents, project inspection and testing services, and project manuals; as follows:

Project Plan (scope of work)
Project Budget
FTTP Design (electrical, mechanical)
Installation Specifications (equipment, materials)
Construction Documents (installation of fiber and required components)
Inspection and Test system
Project Manuals (warranty)

The respondent will provide the following information in their response.

- Proposed fees assessment and FTTP design services
- Proposed total cost of fiber-optic cabling and network for the installation and bill of materials.
- Time frame for installation with a start and end date.

Labor:

The Contractor must be an equal opportunity employer. All work shall be performed by personnel who shall be properly trained, licensed, bonded and qualified to perform assigned work in full compliance with all applicable federal, state and local government and other codes, standards and regulations that apply.

Material:

Contractor shall furnish all labor, equipment, and materials necessary to perform the work in accordance with all federal, state, and local governmental and other codes, standards, and regulations.

Liability of the Contractor:

Insurance: Contractor shall secure and keep in force until the expiration of this agreement adequate insurance as provided below:

COMMERCIAL GENERAL LIABILITY POLICY

Limits:

Each Occurrence:	\$1,000,000
Personal & Advertising Injury:	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
General Aggregate:	\$2,000,000

Policy must include the following conditions:

- Bodily Injury and Property Damage
- Insured Contract's Contractual Liability
- Explosion, Collapse & Underground Risk (if present)
- Worker's compensation insurance as required by state and local jurisdictions.
- Combined single limit liability insurance with a limit of not less than \$1,000,000 for bodily injury and property damage. A certificate of insurance shall be furnished showing Poplar Bluff Housing Authority as certificate holder.
- Automobile Liability in the combined single limit of not less than \$1,000,000 for all vehicles to be used on Owner's property. Policy shall protect the Contractor against claims for bodily injury and/or property damage arising out of the ownership or use of

- any owned, hired and/or non-owned vehicle. Limits: each accident, combined single limits, bodily injury and property damage \$1,000,000 A certificate of insurance shall be furnished showing Poplar Bluff Housing Authority as certificate holder.
- Contractor expressly agrees to indemnify, hold harmless, and defend the Owner and Management from any and all claims or damages arising from the contractor's performance of this contract, as well as actions or inactions during the course of this contract by any of the Contractor's employees or agents.

Certification and License:

Contractor confirms that he has all necessary licenses and standard operating permits to perform the work herein described. The contractor shall provide copies of such licenses and permits as requested. All agents shall be licensed and bonded.

Protection:

Contractor shall at all times protect landscaping, buildings and furnishings from damage and shall make good such damage at their own expense. The Contractor also promises to clean up and remove from the premises any debris resulting from their operation.

The Poplar Bluff Housing Authority reserves the right to reject any and all offers. Offers shall be valid for sixty (60) days subsequent to the due date of submission of the RFP.

Proposal Package Submission:

Due on November 16, 2022 by 10:00am Central Time.

Please note on sealed package **REQUEST FOR PROPOSALS (RFP) FIBER NETWORK DESIGN/BUILD**

SOLICITATION #: PBHA RFP 2022-DB01, along with your company name, address, city, state and zip code. Attention: Darrin Taylor - Executive Director.

Participants should send one (1) Original and four (4) Copies of their Proposal. Packages submitted should be in order of the evaluation process (see Proposal Format form for reference).

(The Poplar Bluff Housing Authority is a tax-exempt entity.)

Proposal Format for Submission

Due Date: November 16, 2022 10:00 am local time

FIBER NETWORK DESIGN/BUILD SOLICITATION #: PBHA RFP 2022-DB01

<u>Evaluation Criteria</u>
1. The specialized experience and technical competence of the firm with respect to Fiber Optic deployment: Maximum 25 points
A. Clearly demonstrated understanding of the service required
B. Responsiveness & thoroughness to the requirements set forth within the specifications contained in RFP
C. Proposed work plan, manning and equipment
2. The capacity and capability of the firm to perform the work in question, including specialized services, within a period of three months (25 pts.)
3. The past record of performance of the firm with respect to such factors as control of cost, quality of work, and ability to meet schedules (25 pts.)
A. Competency of company and/or personnel assigned as demonstrated by completed Statement of Qualifications form
B. Reference information from principals in the company for whom similar services have been performed by the proposer.
C. Experience with public housing authorities, multi-family, apartments or similar operations
4. Confirmation that contractor and fiber resources in case of an emergency are within a 30-minute response time (15 pts.)
5. Proposed Fees: Maximum 10 points

Proposals should be presented in this order to simplify the evaluation process. We appreciate your cooperation.

Proposals should be submitted by one of the following methods:

- United States Postal Service, FedEx, UPS or other carrier.
- Hand Delivered to Poplar Bluff Housing Authority – 302 North E Street, Poplar Bluff, MO 63901

STATEMENT OF QUALIFICATIONS

Each contractor submitting a proposal **MUST** answer the following questions and return this form with their submittal. THIS IS A PART OF THE REQUEST FOR PROPOSALS PACKAGE. Failure to complete and return this form may be regarded as justification for rejecting the contractor's proposal. Attach additional sheets if necessary.

1. Name of Person Completing form? _____
2. Business Address? _____

3. Mailing Address? _____

4. Federal Identification and/or Social Security No.? _____
5. State Contractors License No.? _____
6. Names/Titles of Firm's Principals: _____

7. When Organized? _____
8. Incorporated? _____ If Yes, What State & When? _____
9. How many years have you been engaged in providing these types of services under the present firm name? _____
10. Have you done this type of service under any other name? If Yes, Give Name.

11. Describe current contracts, listing type of work performed, dates of contract, company name, address, telephone number, email address & contact person?

12. Number of Staff? _____ Positions? _____

13. Name of Responsible Party? _____
14. Equipment Owned & To be used in this contract? _____

15. Explain your interest in this contract and what knowledge, skills, abilities, and experiences qualify you for this contract: _____

16. Would your firm have the capacity to do additional site(s)? () Yes () No
Explanation: _____

Are there any attachments to this document? () No () Yes ____ Pages

To the best of my knowledge, I certify that the information submitted on this form and any attachment thereto is true and correct.

Company Name: _____

Completed By: _____
Signature Title Date

Phone No.: _____

Fax No.: _____

Email: _____

Eligibility Certification

By my signature below, I certify that _____

Company Name

is eligible to receive awards from the United States government and therefore, to the best of my knowledge is not on any lists provided by the United States government of contractors that are debarred or ineligible to receive awards.

By: _____
Signature

Written Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the _____ day of _____ 2022.

Notary Public

My commission expires:

(Seal)