

TANGIPAHOA PARISH GOVERNMENT
REQUEST FOR PROPOSALS (RFP)
FOR CONSULTING PROJECT MANAGEMENT SERVICES FOR THE PLACEMENT,
DESIGN AND IMPLEMENTATION OF A PARISH-OWNED BROADBAND FIBER
NETWORK

Tangipahoa Parish is currently soliciting a Request for Proposals (RFP) with qualifications, from engineering or internet firms that have the knowledge, staffing, capabilities, experience, and the ability to evaluate, recommend, design, and implement Fiber Optic Solutions for the Parish of Tangipahoa.

All such services shall be in accordance with the Parish requirements for the proposed broadband expansion program and related federal standards, including the Title VI program, DBE requirements, and other federal special conditions.

All responses received to this solicitation will be evaluated in accordance with the selection criteria and corresponding point system which are identified in this request for proposal informational package.

The Parish can award a contract, after negotiations, to the respondent obtaining the highest score in the evaluation process, with final fee and price negotiations being evaluated for cost reasonableness.

Pertinent qualification information desired will at a minimum consist of:

- A. Specialized experience or technical expertise of the firm and/or its personnel in connection with the type of service to be provided to the Parish.
- B. Past record of performance on contracts with the local governing body (if applicable) and with other clients, including quality of work, timeliness availability, work references, and understanding of the subject matter.
- C. Specific experience with buried fiber optic projects within cities, parishes and rural areas, including knowledge of local construction conditions and permitting requirements.
- D. Methodology provided, including timelines, workflow, and scheduling of deliverables.
- E. Other related, pertinent information, such as costs evaluation, use of small or DBE entities, and availability to the client to prioritize the Parish's project.

Small and DBE certified firms and use of DBE sub-contractors and /or Section 3 local businesses is encouraged and to respond and participate as primary contractor/consultants, or as sub-consultants to the primary consultant selected for this project.

The Tangipahoa Parish Government is an Equal Opportunity employer. All replies shall be received only via postal mail or email delivered to the Tangipahoa Parish Annex Building in Amite no later than 3:00 P.M. on **MAY 14, 2021**, and shall be addressed to:

Tangipahoa Parish Government
Donna Domiano, Purchasing Agent
Accounting and Grants Management
206 E. Mulberry Street/P.O. Box 215
Amite, Louisiana 70422

Questions about this request for proposals submitted prior to 48 hours before the deadline time and date can be submitted via email to ddomiano@tangipahoa.org.

Conflict of Interests

When receiving, awarding, and/or administering local, State, and federal funding or programs, the Tangipahoa Parish Government will comply with Title 42, Chapter 15 of the State of Louisiana Code of Governmental Ethics, which ensures that elected or appointed public officials and public employees, and their immediate families, do not use their public office for private gain. In addition, the Tangipahoa Parish Government will follow the Federal Criminal Conflict of Interest Statute, 18 U.S.C. Part 208-209, which prohibits a public employee from participating personally and substantially in any official capacity, and in any particular matter, that would have a direct and predictable effect on the employee's own financial interest, or those of persons identified as having certain relationships with that employee, including Parish government officials and staff.

Any known conflict of interest that relates to the award or management of a Parish, state or federal financed project herein will be reported to the agency funding or sponsoring such project. It is the responsibility of the Parish government to avoid and mitigate any known conflict of interest with contracts or with persons associated with the Parish government.

Insurance Requirements

The successful consultant for this project must submit proof of meeting necessary insurance requirements within ten (1) business days of notification of award by the Parish. Failure to respond within ten (10) business days will be grounds for declaring vendor non-responsive to the specifications. (see Appendix 1)

PART 1 SCOPE OF WORK SUMMARY

The Parish is accepting proposals with qualifications for design and project management services for the Parish's fiber network extension to various agreed upon locations and routes within Tangipahoa Parish. The estimated miles of fiber cable to be installed during the course of this project is approximately 130 linear miles in length as per the 4 phases shown in Appendix 2.

The intent of this RFP is to enable Tangipahoa Parish to evaluate the knowledge, capabilities, and experience of respondents to fill the role of a project manager and design engineer in order to evaluate, recommend, and implement fiber optic design and construction. The Parish intends to

negotiate a contract and fees with the top rated respondent to provide fiber optic solutions and design on an as needed basis for all Parish broadband fiber optic assistance for a period of three (3) years with the option to renew for additional one (1) year periods. If the Parish is unable to negotiate a contract agreeable to both parties, the negotiations, at the Parish's discretion, may cease and the Parish may select another qualified vendor.

PART 2– Request for Proposal Statements

Written RFPs will be accepted by the Parish until 3:00 p.m. on **MAY 14, 2021**. In order to be considered, submittals must be received prior to the time and date specified herein at the location specified herein. The Parish reserves the right to reject any or all responses for late or incomplete submission. All written responses shall be sealed and the outside of the envelope marked: **“Broadband Design Services”**, with 2 copies provided to the Parish. If emailed proposals are sent to the Parish, they must be legible and easily opened by the Parish, with a “read receipt” requested.

All submittals will be ranked by a Parish-appointed selection committee, with the highest rated firm being awarded a contract, after appropriate negotiations. The submittal must include a brief history of the firm and a resume of each person in the firm who will be assigned to the project, experience with similar type projects, and examples of past projects completed. A Methodology and Time Schedule for preparing various documents and deliverables must also be included in the submittal, along with a proposed fixed sum fee or fee percentages for design and inspection services, as-built plans, and sub-task fees broken out, a schedule of fees typically charged, including a description of additional costs not included in the proposed fee. Also indicate what services or costs are not included in the proposed fees. Please provide identification information as to any subconsultants to be used and their role in the project, and if any of the subs are considered DBE firms, which the Parish encourages. Please also include a list of appropriate references for past jobs that are similar to this one.

At least two printed copies of the RFP response information, along with one original, must be provided by mail or hand-carried or emailed per above statement to the attention of Donna Domiano, Purchasing Agent for Tangipahoa Parish, P.O. Box 215, 206 E. Mulberry Street, Amite, La. 70422. In addition, emailed questions can be sent to Ms. Domiano at ddomiano@tangipahoa.org up until 48 hours in advance of the submittal deadline.

The Requirements / Scope of Services to be provided to the Parish through this RFP will include, but not necessarily be limited to:

- 1) Design Development and Project Management
 - a) Coordinate with Tangipahoa Parish staff a design for an extension of the fiber network to all Parish facilities and other locations as identified by the Parish, using the road routing suggested (see map as Appendix 2). Communications will also be needed with ISP providers that have services in the areas of proposed construction.

- b) Engineering of primarily buried fiber. Creation of detailed construction plans/prints detailing all aerial, underground, and building entrance facilities to be constructed for the Parish, in order to provide a new fiber route from existing facilities to the locations identified by the Parish.
- 2) Construction Documents
 - a) Maps of current fiber plan and future growth plan.
 - b) Detailed preliminary and final construction drawings in electronic format, in a format that is requested by the Parish and acceptable to the State of LA DOTD Highway Department when they review plan details for approval of ROW and use of servitude permits.
 - c) Detailed written specifications to be used by the Parish for public bidding purposes
 - 3) Participate in Bid Process
 - a) Provide bid documents and consulting services for the Parish on bids requested and received.
 - 4) Construction Management (via separate Task Order)
 - a) Manage and facilitate all aspects of construction and inspection of the fiber network, in conjunction with the Parish's Project Management team.
 - b) Secure all rights-of-way permits for the Parish and planning for future road use for each project phase. This includes permitting through LA-DOTD, CN Railroad and possibly the State Wildlife and Fisheries, and the Army Corps of Engineers.
 - c) Inspection services and supervision of all construction to ensure compliance with all applicable standards and federal, state, and local regulations. Inspection services shall be provided for 35 hours per week while construction crews are active unless more hours are negotiated and agreed upon by Tangipahoa Parish.
 - d) Inventory Monitoring-manage and facilities logistics and scheduling for the timely ordering of material, working in conjunction with the construction contractor.
 - 5) Post Construction / Project Completion (via separate Task Order)
 - a) Provide project completion documentation and recommendation for acceptance of work with any punch-lists to the Parish.
 - b) Provide all documentation to the Parish, including post construction detailed as-built drawings in electronic format.
 - c) Provide documentation of all Optical Time-Domine Reflectometer (OTDR) fiber test results.

PART 3--SELECTION CRITERIA

All responses to this solicitation will be evaluated according to the following outlined criteria and will be evaluated on the bases of any written materials and work references submitted, along with a Parish verification of previous references and performance. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm will be interviewed for reasonable cost negotiation and pricing considerations in relationship to potential and approved project fees.

EVALUATION CONSIDERATIONS

1. Experience of the proposing firm and any of its subs, (in type and number of similar projects, and in years) in successfully providing project management, design, permitting, and inspection services for broadband fiber network projects. **(up to 30 points)**.
2. Knowledge, education, and background of assigned staff members and/or sub-consultants that are assigned with the proposed project. **(up to 20 points)**. (Include a listing and background of which staff members will be involved.
3. Timeliness, proposed timelines, and methods used in being able to quickly complete the scope/tasks listed above, outlining any demonstrated history and competences with similar projects in size and scope. **(up to 20 points)**
4. Cost reasonableness that are, based upon typical fee percentages and projected fees for design, project management, and inspection compared to other respondents. **(up to 20 points)**
5. An additional maximum of up to **5 points** will be provided if the primary respondent firm, or a substantial sub-consultant role and involvement with this project, is certified as a DBE firm. Tangipahoa parish is an Equal Opportunity Employer.

The Consultant total fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical fee scales and rates, scope of work and potential optional services. **The consultant's typical fee scales by position and by activity must be included as an attachment to the proposal response.**

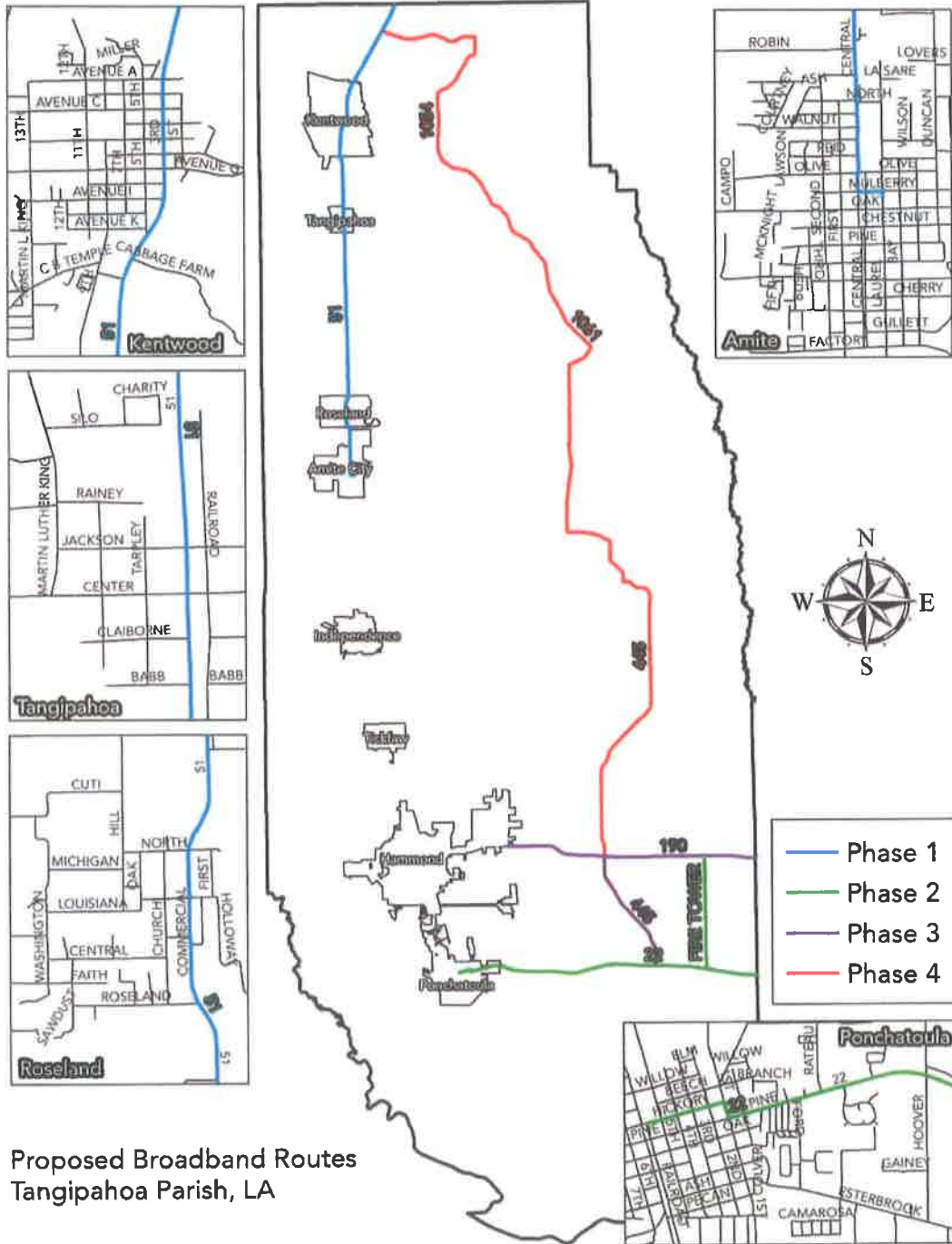
DEBARMENT CERTIFICATION

Respondent will be required to certify that neither it nor its principals are currently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the contract, resulting from these specifications by any local, State or federal department or agency.

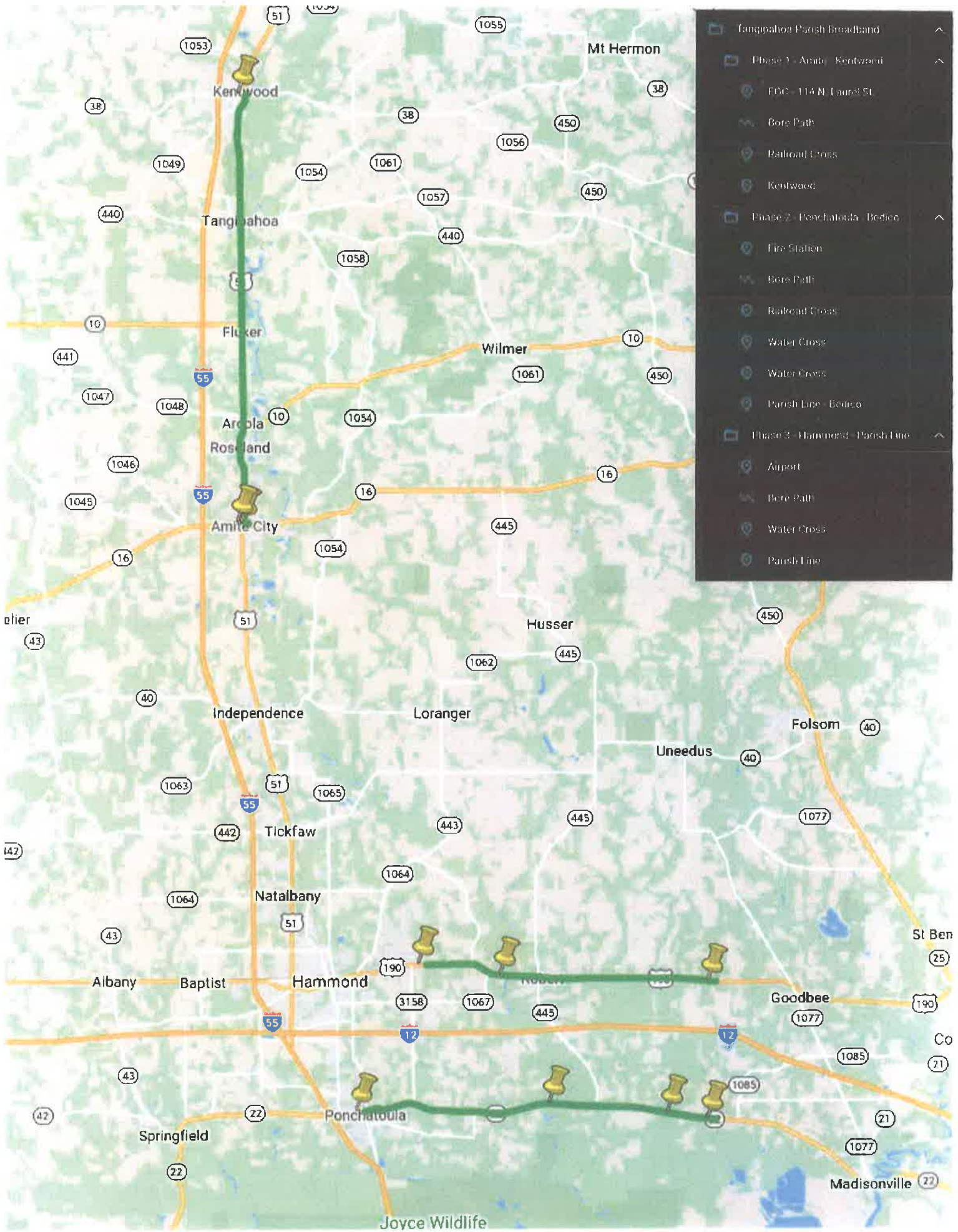
Vendor/Contractor participating in work for this fiber optic project for the Parish must provide proof to the Parish of their active status registration in System for Award Management (SAM) and be in good standing with no exclusions.

Vendor/Contractor must provide proof of Dunn & Bradstreet (DUNS) Number to the Parish.

***Note that registration in the federal SAM system is required of all selected consultants and sub-contractors prior to contract approval. The consultant must have a DBE number.**



Proposed Broadband Routes
Tangipahoa Parish, LA



- Tangipahoa Parish Broadband
 - Phase 1 - Amite - Kentwood
 - FCC - 114 N Laurel St
 - Bore Path
 - Railroad Cross
 - Kentwood
 - Phase 2 - Ponchatoula - Bedico
 - Fire Station
 - Bore Path
 - Railroad Cross
 - Water Cross
 - Water Cross
 - Parish Line - Bedico
 - Phase 3 - Hammond - Parish Line
 - Airport
 - Bore Path
 - Water Cross
 - Parish Line

TDC2, LLC
Tangipahoa Fiber
12/7/2020

Phase	Miles	Cost
1	28.14	\$ 5,133,165.22
2	22.99	\$ 4,375,130.15
3	22.28	\$ 4,246,229.05
4	58.58	\$ 10,249,372.87
Total	132.00	\$ 24,003,897.30



APPENDIX 1 - GENERAL CONTRACTUAL INSURANCE REQUIREMENTS

Vendors/Contractors performing work on Parish property for the Parish shall provide the Parish a certificate of insurance evidencing the coverages and coverage provisions identified herein. Vendors/Contractors shall provide the Parish evidence that all subcontractors performing work on the project have the same types and amounts of insurance as required herein or that the subcontractors are included under the vendors/contractor's policy. The Parish, at its discretion, may require a certified copy of the policies, including all relevant endorsements.

All insurance companies must be authorized by the Louisiana Department of Insurance to transact business in the State of Louisiana, must be acceptable to Tangipahoa Parish and be placed with an insurer possessing an A-VII A.M. Best rating or better.

Listed below are the types and amounts of insurance required. The Parish reserves the right to amend or require additional types and higher limits of coverage or provisions depending on the nature of the work.

1. The following insurance requirements, coverages and limits apply to most minor construction (Non-CIP) renovation, service provider, installation and maintenance services, work on Parish property, and professional service contractor.
2. Purchases of non-hazardous commodities, equipment, materials and products from distributors and retailers do not require any specific insurance.
3. Purchases or contracts involving any hazardous activity or equipment, tenant, concessionaire, and lease agreements, alcohol sales, cyber-liability risks, environmental risks, special motorized equipment or property may require customized insurance requirements, in addition to the general requirements listed.

Commercial General Liability Insurance – (Required for all minor construction, renovation, service provider contracts involving installation, maintenance or work on Parish property.)

Commercial general liability shall be written on an ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractor, products-complete operations, personal and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Parish, the Parish Council and its members, the Parish's agents, officers, directors and employees shall be included as an additional insured under the commercial general liability policy, including coverage for the Parish with respect to liability arising out of the completed operations.

\$1,000,000 Limit per Occurrence/Aggregate

\$1,000,000 Limit for Personal/Advertising Injury and Products/Completed Operations

Commercial Automobile Liability – (Required of all contracts involving the use of vendor/contractor-owned, non-owned or hired automobiles)

Vendor/Contractor shall maintain business automobile liability insurance with a limit of not less than \$500,000 each accident or Combined Single Limit.

Such automobile liability insurance shall cover liability arising out of any auto (including owned, hired, and non-owned automobiles). Vendor/Contractor waives all rights against the Parish and its agents, officers, directors and employees for recovery by the commercial automobile liability obtained by vendor/contractor pursuant to this section or under any applicable automobile physical damage coverage.

Workers' Compensation & Employer Liability – (Required for all vendors/contractors with employees who perform work or contract services on Parish property)

Vendor/Contractor shall maintain workers' compensation insurance in the amounts required by appropriate state workers compensation statutes. The employer's liability limit shall not be less than \$500,000.

Vendor/Contractor waives all rights against the Parish, the Parish Council and its members, the Parish's agents, officers, directors and employees for recovery of damages under vendors/contractor's workers' compensations and employer's liability. Vendor/Contractor must cause a waiver of subrogation to be effected under its workers' compensation coverage.

Sole Proprietors and companies with no employees may be exempt from this requirement.

Professional Liability (E&O) Insurance – (Required for all Professional Service contracts, including but not limited to: architects, engineers, consultants, counselors, medical professionals, attorneys, accountants, etc.)

Professional Liability Coverage (E&O) may be written on a claim made basis but must include an extended reporting period of at least three (3) years after contract completion.

The Parish, the Parish Council and its members, the Parish's agents, officers, directors and employees shall be included as an additional insured under the E&O policy, including coverage for the Parish with respect to liability arising out of all errors and omissions of vendor/contractor.

Minimum Limit of \$1,000,000 Each Claim and \$2,000,000 Aggregate.

General Requirements Applicable to All Insurance:

1. The vendor/contractor shall obtain and maintain the minimum insurance coverage set forth in this section during the entire contract period.
2. The vendor/contractor agrees that the insurance requirements specified herein do not reduce the liability vendor/contractor has assumed in any indemnification/hold harmless section of the contract.
3. Coverage shall be on a primary basis and non-contributory with any other insurance coverage and/or self-insurance carried by the Parish.
4. Vendor/Contractor is responsible for providing the Parish a minimum of thirty (30) days' notice of a material change or voluntary cancellation of insurance coverage required

under this contract and notice within ten (10) days of any notice of termination no matter the cause.

Evidence of Insurance Required

Prior to commencement of work, and thereafter upon renewal or replacement of coverage required by this contract, vendor/contractor shall furnish to the Parish a Certificate(s) of Insurance (COI) on a form approved by the Louisiana Department of Insurance and signed by an authorized representative of each insurer.

The COI shall list each insurer's NAIC number or FEIN and list Tangipahoa Parish, Risk Management Division, 206 East Mulberry Street, Amite, LA 70422 in the Certificate Holder Section.