



**Port of Walla Walla
NOTICE OF REQUEST FOR PROPOSAL
FOR FIBER-TO-THE-HOME DESIGN WORK**

The Port of Walla Walla is seeking proposals for fiber design work from interested parties for its proposed Fiber-to-the-Home (FTTH) Network in Touchet, Waitsburg, and Prescott, Washington.

Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). Submittals should be delivered or emailed to Patrick H. Reay by **Friday, August 30, 2024, by 12:00 p.m. PST**. Faxed submissions will not be accepted.

Proposals received later than 12:00 p.m. (P.S.T.) August 30, 2024 will not be considered.

A copy of this Request for Proposal (RFP) may be obtained from Port's website at <https://www.portwallawalla.com/doing-business/request-for-proposals>

The Port reserves the right to reject any and all proposals or to waive any irregularity. The terms of any final contract will be established by negotiation. The Port reserves the right to terminate negotiations for any reason.

Applicants must be able to demonstrate the qualifications necessary to fully, properly, and timely carry out all the obligations described in the RFP.

The Port of Walla Walla is an Equal Opportunity and Affirmative Action Employer. This project is partially funded through the Washington State Community Economic Revitalization Board with federal funds from the U.S. Treasury ARPA Capital Project Funds. Contractors are encouraged to commit to local hires for this project. The Port of Walla Walla encourages all qualified Small, Women and Minority firms to submit proposals.

Questions can be directed to the Port's contact below:

Patrick H. Reay, Executive Director

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Port of Walla Walla

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**PORT OF WALLA WALLA
REQUEST FOR PROPOSAL**

FOR FIBER-TO-THE-HOME DESIGN WORK

Background:

The Port of Walla Walla continues to look for opportunities to enhance telecommunication services within and without its district. As authorized by statute, the Port builds telecommunications infrastructure and offers it for use to telecommunications providers on an open-access platform. The Port is proposing to build fiber optic cable and facilities as part of a “fiber-to-the-home” project to connect approximately 150 homes in Touchet, approximately 480 homes in Waitsburg, and approximately 150 homes in Prescott (the Project). The Port applied to the Washington State Community Economic Revitalization Board (CERB) for financial aid for the Project. CERB extended an initial offer of financial aid for the project.

Statement of Need (Scope):

This Request for Proposals (RFP) is intended to solicit proposals from fiber design firms to supply the Port with a fiber-to-the-home design for a middle mile and last-mile connections (approximately 780-800).

The services expected to be delivered as part of this procurement must include but are not limited to:

- Evaluate existing fiber assets in the project area and the feasibility of purchasing/leasing the assets to utilize as part of the FTTH infrastructure to reduce or eliminate overbuild/duplication of infrastructure investments by other parties
- Assist with right-of-way acquisition as required
- Aerial and underground design and construction drawings, including drops to each premise identified in the project boundaries
- Pole contact design
- Pole contact application
- An electronic survey of poles and the ability to provide the survey work to the pole owner, if requested, and the GPS data for each pole
- Ability to interface with multiple municipalities and agencies to coordinate route requirements
- Assist in preparation of construction bid documents and participate in any pre-bid or pre-contract meeting
- Oversight of construction process
- Review of as-builts
- Provide any documentation for permitting, as required

Evaluation Criteria:

Proposals will be evaluated on the following criteria:

- Key staff qualifications/experience
- Experience with rural broadband design, permitting, and construction

- Quality of outline of project elements and proposed timeline for completion
- Ability to deliver the services as outlined in the statement of need
- Hourly pricing and expense pricing
- An estimate of the total costs of the Project

Proposal Elements:

Proposals must include submission of the following information:

- Company profile, including qualifications (background, experience, applicable business licenses)
- Company experience in performing similar services
- References for previous fiber design work, including project descriptions
- Other information demonstrating the firm’s capabilities and qualifications to perform the anticipated services
- Outline of project elements and the timeline for completion of each
- Hourly pricing and expense pricing
- An estimate of the total costs of the Project

Contract:

The Port may negotiate a contract with the firm it determines the most qualified, but the Port shall have no obligation to enter any such negotiations and, if it does so, the Port reserves the right to terminate the negotiations without obligation and not execute a contract for the services. The Port’s standard contract will be used for all work on the Project.

Proposal Terms and Conditions:

Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). Submittals should be delivered or emailed to **August 30, 2024, by 12:00 p.m. PST**. Proposals received after that date shall be considered subject to the acceptance of a prior received proposal. Faxed submissions will not be accepted. All submissions become the property of the Port and will not be returned. All conditions contained in this RFP are considered accepted by the Proposer in any proposal submitted. The proposal pricing will remain in effect for at least ninety (90) days after the date of submission. Proposers shall submit signed proposals on company letterhead. Proposals by a partnership should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or other persons authorized to legally bind the corporation to a contract. By signing the Proposal, the signer acknowledges that they are authorized and duly bound to execute the document on behalf of the Proposer and that their signature is binding upon the Proposer.

The Port reserves the right to request clarification of information submitted and to request additional information to any submission. The Port reserves the right to reject any and all proposals or to waive any irregularity. The terms of any final contract will be established by negotiation. The Port reserves the right to terminate negotiations for any reason.