



REQUEST FOR PROPOSALS

for

CVFIBER

COMMUNICATIONS UNION DISTRICT

PROJECT MANAGER SERVICES

Date of Issuance: March 27, 2021

Proposal Submission Deadline: April 26, 2021

CVFiber Project Manager Services RFP

CVFiber (“CVFiber”) is issuing this Request for Proposals (“RFP”) for Project Management Services (“Services”) as a prelude to the poles survey, make-ready, design, construction, and operation of a fiber-to-the-premises (“FTTP”), 100/100 Mbps, broadband network to its twenty-member communities – their residents, businesses, and government agencies. Proposals from multitalented individuals and firms are welcome. Those submitting a Proposal (“Proposer”) shall do so in accordance with this RFP.

I. Introduction

CVFiber is a Communications Union District (CUD), a municipal organization established in 2018. CVFiber is comprised of 20 Central Vermont communities, including, Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Elmore, Middlesex, Marshfield, Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Washington, Williamstown, Woodbury, and Worcester.

The Project Manager will be responsible for overseeing all CVFiber contractor activities that lead toward implementation of multiple fixed-wireless (where necessary) and fiber-to-the-premises projects. We anticipate these projects could take up to five years.

It is anticipated that the initial contract term will be for a period of six months, as funding for the position is from grants. While this is a temporary contract, funds will be sought to extend the term of this position through completion of the CVFiber network.

II. Scope of the Work

The scope of the work is set out in Attachment I, Project Manager Job Description.

III. RFP Instructions and Procedures

A. Submissions

Proposals must be received via email at cvfiber-pm-rfp@googlegroups.com by 5:00 PM on 26 April 2021.

All Proposals shall become the property of CVFiber.

Proposers are prohibited from contacting any person or institution involved in the selection process concerning this RFP.

B. Cancellation; Rejection

CVFiber reserves the right to cancel this RFP, in whole or in part, at any time. CVFiber may reject any or all Proposals received in response to this RFP in its sole discretion.

C. Costs and Expenses

Each Proposer is responsible for its own costs and expenses involved in the preparation and submission of its Proposal, and any supplemental information requested by CVFiber. CVFiber shall not reimburse any such costs or expenses.

D. Notification

CVFiber will notify Proposer of their selection for negotiation.

E. Public Information

CVFiber 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, and contract:

The names of all Proposers submitting Proposals may be announced publicly, but the Proposals and individual negotiations with Proposers will not be made public.

Any contract negotiated with a Proposer, excluding business confidential material as agreed to by the Parties, will be made public after execution.

F. Intellectual Property Rights

All work performed shall be “work for hire” and shall be owned exclusively by CVFiber, and the Proposer shall not obtain or retain any rights or licenses from any work produced under the contract, unless otherwise agreed to by the parties in writing.

IV. Selection Criteria

This RFP is designed to enable CVFiber to determine which Proposer will best satisfy the organization’s requirements and ability to enter into a satisfactory agreement. CVFiber reserves the right to select the best value for the performance of the Services, which may not 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. Price.
3. Acceptance of terms and conditions.

V. Proposal Format

A. Proposal Submissions

Proposals shall be submitted using the following format:

1. Table of Contents
2. Executive Summary
3. Individual/Company name, address, point of contact with email and phone number
4. Experience, Qualifications and Accomplishments
5. Key Personnel List (if a company proposing multiple parties for services)
6. References with email and phone number
7. Proposed Price
8. Assumptions and Exclusions, if any
9. Miscellaneous Information of the Proposer's choosing
14. Relationships and Conflicts of Interest

Describe any relationship between the individual, company with CVFiber, or members of its Board.

15. Resumes of Key Personnel

Attachment I

CVFiber Project Manager Job Description

CVFiber is seeking to contract with a multi-talented individual or firm who can oversee the utility pole inventory, design, engineering, and construction of our fiber-to-the-premises (FTTP) projects in 20 central Vermont communities. In this role, the Project Manager will answer to the CVFiber Board, as well as to its Executive Committee, and Planning and Development Committee.

The Project Manager will be responsible for overseeing all CVFiber contractor activities that lead toward implementation of multiple fixed-wireless (where necessary) and fiber-to-the-premises projects. We anticipate these projects could take up to five years.

It is anticipated that the initial contract term will be for a period of six months as funding for the position is from grants. While this is a temporary contract, funds will be sought to extend the term of this position through completion of the CVFiber network.

ESSENTIAL JOB FUNCTIONS

The Project Manager will oversee and manage the contractors performing pole inventory, make-ready efforts, design, engineering, and construction for multiple, simultaneous, FTTP and fixed-wireless projects; draft request for proposals, request for bids and contracts; and grapple with all things that lead the fiber build projects, which are the primary purpose of our organization. In order to meet Project Manager requirements, we expect the contractor to oversee and direct the contractual operations of CVFiber Communication Union District in an efficient and professional manner.

- Manage project execution to ensure adherence to schedule and scope.
- Monitor, track and manage project tasks, timelines, attainment of established milestones and overall quality of project activities and deliverables.
- Create and maintain comprehensive project documentation and report/escalate to project lead and management as needed.
- Meet weekly with contractor(s), with key project stakeholders, the Planning and Development Committee, and the Board to communicate the overall progress of all projects.
- May provide technical input into development of design and execution of the project(s).
- Act as the point of contact for our contractor(s) - Facilitate communication and escalation procedures between CVFiber and Contractor(s).
- Manage all contract modifications.
- Ensure that contractor(s) are on time and budget.
- Perform quality assurance functions such as validating that completed work matches plans.
- Maintain a public dashboard that reflects the progress of all work underway.

Requirements:

- Regular computer usage (Microsoft Word, Excel, Outlook, Visio, project management software).
- Solid organizational skills including attention to detail and multitasking skills.
- Ability to manage simultaneous projects with minimal supervision.
- Ability to prioritize multiple tasks and competing needs based on urgency/priority within

- established timelines.
- Excellent verbal and written communication skills.

The ideal candidate will also possess the following experience, knowledge and skills:

- Proven working experience as a project manager especially in the FTTP or related telecommunications sector.
- Previous experience with communication technology installation (twisted pair, coaxial, fiber optic, fixed and mobile wireless).
- Knowledge of basic carrier/ISP services (circuit installation, broadband, DSL, etc.).
- Practical understanding of common technical telecommunications concepts, transit types and practices.
- General knowledge of all disciplines of construction and ability to read/understand technical drawings.

Experience:

- Project Management: 5 years (Preferred)
- IT Project Management: 2 years (Preferred)
- Relevant: 2 years (Preferred)

Work Location:

- Work Remotely
- Website: <https://cvfiber.net>