

Town of Islesboro Broadband Project OPM RFP Q & A

1. Is there a preferred format or structure for proposals? Please include a summary page near the beginning of your proposal that includes your bid amount and any exclusions from the RFP. Also please submit a list of key employees, the lead employee and all sub-contractors that you will use for our project.
2. Have any previous broadband planning studies been done and if so, are these available for review prior to the project being awarded? Tilson prepared a feasibility study that led the Town to pursue building their own fiber optic network. It will be available for review during any OPM contract negotiations.
3. Has the Town of Islesboro entered into the network design contract with Tilson Technology Management yet? If so, will details about the project design be available prior to April 28 when the proposals are due? Tilson has already completed the network design. The RFP and associated documents and CAD designs are available at <http://www.townofislesboro.com/bbrfp/>
4. Page 2, para. 2, last sentence – “. . . when asked by the Owner, to be the spokesperson for the Project”. Please define the scope of the “Project” for purposes of this requirement. From the OPM RFP: Owner intends to construct a new Municipal Fiber Optic and Wireless Broadband Infrastructure (hereinafter “Project”).
5. Page 2, first bullet – please provide the scope and expectations with regard to the requirement to “Assist with Construction Contractor selection”. What type of assistance is expected and/or required? We anticipate that the OPM will assist in drafting a responsibility/task matrix to coordinate with the contractor and insure all project tasks are assigned.
6. Page 2, first bullet – Should we assume the Construction Contractor selection will not have occurred prior to the award to the selected OPM Project Manager? Yes.
7. Page 2, fourth bullet – “Oversee preconstruction engineering, i.e., Splicing Diagrams”. This appears to be an item that should have already been performed and supplied by the Engineering Contractor as part of the Construction Contractor RFP and is not specifically identified as a responsibility in the OPM RFP. Please clarify the expectation for the OPM responsibilities. Splice diagram will not be drafted until after the June 18th, 2016 Town Meeting. OPM should review the drawings for complete and appropriate design.
8. Page 2, fifth bullet - “Manage permitting for Structures, Wireless links, etc.” Section 4.3 – Wireless Permitting in the Construction Contractor RFP also assigns responsibility for wireless permitting to the OPM, yet Section 7 – Permits and Licenses in Appendix A – Owner / Contractor Agreement for the Construction Contractor, suggests that permits and licenses necessary for the prosecution of the work shall be secured by the Construction Contractor. Please clarify the party responsible for all permits and licenses. The contractor is responsible for permits and licenses. The OPM is responsible for insuring that the permit and license process does not delay construction and that all required permits and licenses are obtained by the contractor.

9. Page 2, sixth bullet – “Coordinate with interested party representatives for specific site installations . . .” This requirement is not identified in Appendix A – Agreement for Owner’s Project Manager. Further, within section 7.1.2 – Customer Premise Installation of the Construction Contractor RFP, it states that, “The Contractor is solely responsible for scheduling customer premise installations with the customers directly.” Please clarify who will be responsible for each portion of the Customer Premise Installation Process and the role the OPM will play in each. The Town will maintain a list of subscribers who have “opted-in” to or opted-out of the broadband service. The OPM will represent the Town to verify that each subscriber that requests service will have the on premise equipment installed and fully functional before the network is completed.
10. Page 2, seventh bullet – “Coordinate marine landing craft arrivals on 700 Acre Island . . .” Since the Construction Contractor is responsible for supplying all materials and installation of all materials at all locations; it would appear coordination of marine landing craft for transport of that material would be more efficiently the responsibility of the Construction Contractor. Please clarify the party responsible for coordinating marine landing craft arrivals on 700 Acre Island. The outer islands have limited or no public access. Although the contractor is responsible for procuring proper transportation, the Town has an interest in coordinating this with the island caretakers and Dark Harbor Boatyard so landings are not an unanticipated event on the island.
- ~~11.~~ Page 2, eight bullet – “Manage and track the Subscriber Signup Process, property access permissions and the details, scheduling and follow-through of all tasks necessary for the Premise Installation effort in conjunction with Construction Contractor and the Owner.” This requirement is not identified in Appendix A – Agreement for Owner’s Project Manager. Further, within section 7.1.2 – Customer Premise Installation in the Construction Contractor RFP, it states that, “The Contractor is solely responsible for scheduling customer premise installations with the customers directly.” Please clarify who will be responsible for each portion of the Customer Premise Installation Process and the role the OPM will play in each. The Town will maintain a list of subscribers who have “opted-in” to the broadband service. The OPM will make sure all property owners have responded to either opt in or opt out. The OPM will represent the Town to verify that each subscriber that requests service will have the on premise equipment installed and fully functional before the network is completed.
12. Construction Contractor RFP Section 4.2 – Pole Attachment Licensing – please provide the current schedule for receiving the pole license application status of “licensed issued” or “make-ready payment due” for all of the submitted license requests. Utility poles have been surveyed. Make ready deposit will not be available until after project approval at the June 18, 2016 Town Meeting. Licenses will be issued after lease payments are made.
13. Construction Contractor RFP Section 4.2 – Pole Attachment Licensing – Is there any reason to believe that any of the poles intended to be utilized will not have the application status of “license issued” or “make-ready payment due” prior to the June 18, 2016 council meeting? Yes, make ready payments must be approved at the June 18, 2016 annual town meeting. Payments will be made after the start of the Town’s fiscal year, July 1, 2016.

14. Construction Contractor RFP Section 4.3 – Please provide the known list of permits required for installation of the wireless facilities. Are DEP permits or US Army Corp of Engineers permits required? If required, has the permit process been started? Three wireless radio permits for NEPA; Town permit for POP building. No permit applications have been submitted.
15. Has FairPoint or CMP provided any schedules for the completion of make-ready work? No.
16. Will the Network Operator be required to observe the testing, participate in the testing and/or approve the testing results for the tests required under Scope A, B & C of the Construction Contractor scope of work? Yes.
17. Please provide a tentative schedule (dates & times) for Owner’s Municipal Broadband Committee meetings to be attended by the OPM. We anticipate twice monthly meetings throughout the construction process. Meetings are on an as needed basis. Some meetings are conducted by conference call.
18. Please provide a tentative schedule (dates & times) for Owner’s Selectmen’s meetings to be attended by the OPM. Selectmen’s meeting are held the first and third Wednesday of each month at 6:15 p.m. OPM will not attend all meetings. Meetings with the Selectmen are on an as needed basis.
19. Will the OPM be required to attend any meetings that extend beyond the last ferry departure time? Yes. Night meetings will require mainland return trip on the Quicksilver water taxi or making arrangements for a room rental. Night meetings will average no more than one per month.
20. The potential for project delays related to make-ready, materials availability, island logistics and weather may jeopardize the ability for the Construction Contractor to complete the scope by December 31, 2016, as currently envisioned. As such, the contract term and the level of effort on the part of the OPM will be difficult to determine on a fixed price contract basis. Please explain the manner in which you want the OPM to price its service. Fixed price? Time & Material? Or a hybrid of the two? Other? We are aware that all the items you listed will not allow for completion by December 31, 2016. The town’s budget process requires a fixed price bid as voter approval is required for all expenditures. Voters will not approve an open-ended contract.