

**Sunriver Owners Association  
Request for Proposal (RFP)  
FTTH DESIGN SPECIFICATION**

**Background/Introduction**

Sunriver is a resort and residential community located in a forested setting fifteen miles south of Bend, Oregon. Sunriver was developed as a planned community in the late 1960's as a resort and leisure-based residential community. At an elevation of 4,200 feet above sea level, Sunriver consists of 3,500 acres with nearly 4,200 properties (single and multi-family), a commercial core area, resort zoned areas that include various nightly lodging units.

Approximately 1,600 people are fortunate enough to call Sunriver their year-round home. However, the population increases substantially when vacationing homeowners and guests of vacation rental properties arrive during various peak periods of the year. With approximately 2 million people visiting Sunriver each year, the community realizes upwards of 20,000 visitors per day during peak vacation periods. The greatest levels of community-wide occupancy occur during summer months, holidays, and weekends during ski season. Lowest occupancy/use periods for the community are between March and Memorial Day weekend (with exceptions for Easter and spring break) and after the Labor Day weekend until Thanksgiving.

In order to best serve the telecommunication needs of the Sunriver community, the local governing body of Sunriver – the Sunriver Owners Association (“SROA”) - has formed a working group to closely examine the current status of Sunriver's telecommunication infrastructure and develop a comprehensive plan, feasibility analysis and implementation timetable in order to position the community as a leader within the region for delivering reliable, efficient, high-speed telecommunications services.

SROA FTTH design needs to recognize the possibility of expansion into the surrounding areas. This area includes the K-8 school, library, business park, resorts, and 2,000 single family homes.

**Purpose**

SROA is seeking proposals for fiber-to-the-home (FTTH) in Sunriver. Such a plan shall include: detailed design specifications, central network center, and estimated costs for installing fiber connectivity to each property within the boundaries of Sunriver with a scalable design to reach the surrounding area.

The Outside Plant Fiber network will be designed as a XGS PON network with an initial 1 by 32 split ratios. The network must have additional fibers to support point-to-point connectivity for key customers or as a fiber ring.

Construction will be underground utilizing SROA Right of Way, common area, and Utility easement. Additional easement may be needed to complete the design. The construction will be a combination of horizontal directional drilling (HDD), trenching, and plow construction methods around trees, roots, and rocks.

The cabling will be distributed as feeder cable, distribution cable, and drop cable. The feeder cable from the central office will be 36 inches below grade in one 7-way FuturePath conduit with seven 18/14mm microducts with at least 72-count dark fiber. The distribution cable will be 24 inches below grade in one 4-way or one 2-way FuturePath conduit with four or two 18/14mm microducts with a minimum 24-count dark fiber in 4-way and 12-count dark fiber in the 2-way conduit. The drop cable will be 2-count fiber.

The designs for Network Operation Center will be required. This facility will be on SROA property. The contractor will identify the building size, power, HVAC, generator, and battery backups.

### **Scope of Service and Requirements Overview**

Sunriver Owners Association is seeking proposals from qualified fiber optic network design and construction contractors to implement a Fiber-to-the-Home (FTTH) network capable of providing high-speed internet services to all premises within Sunriver. For the purposes of this RFP, the project is confined to the boundaries of Sunriver Owners Association only. However, consideration must be given to the future expansion into the surrounding boundary. The contractor's scope shall be limited to the physical layer of the network, including fiber optic cable, conduits, connectors, vaults, splicing, and related components, but does not include network electronics.

The FTTH network shall be designed to enable advanced broadband internet access and related services. The network must be designed and constructed to facilitate future capacity expansion, as well as to support multiple candidate architectures for network electronics deployment and service delivery. This requires fiber optic cable strand counts and network architecture that reflect these future growth objectives. It must also accommodate current and

emerging FTTH network technologies in the design. Furthermore, a minimum of 20% dark fiber should be included in the design.

Proposals may be for design/build contract with a single provider, or they may be from a partnership of contractors, or a contractor and sub-contractors who, together will be able to provide design and construction services.

### **Summary of Work – Design**

The Contractor shall provide the engineering and design, primarily consisting of, but not limited to, the following tasks:

- Jointly develop high level system designs e.g. OLT placement, transport fiber, etc.;
- Perform field walk-out and documentation of all fiber routes;
- Prepare ESRI-compatible GIS-based designs and CAD construction prints of final designs.
- Prepare costs estimates for construction and material procurement.
- With assistance from SROA, identify available conduit;
- Identify and prepare all necessary permits, including environmental approvals and/or jurisdictional determinations.
- Provide “Total Proposal Price” for Construction based on a Class 2 level of accuracy.

### **Design - Requirements and Deliverables**

#### **Deliverables**

- Provide an initial high-level system design consisting of transport and feeder fiber routes;
- Determine suitability of hub location(s) and functional requirements;
- Provide an analysis of various construction methods and applicability within Sunriver;
- Recommend when to use the suggested construction methods to achieve a robust, cost effective build out;
- Provide reference design standards encompassing all key design parameters;
- Specify staffing and material storage needs.
- Splicing Schematic and cut sheets;
- A description of your material management program including storage, material receipt, inventory, and control and Owner communications;
- Provide manufacturer, type, and quantity of fiber optic, type and quantity of fiber optic components and other related components (termination panels, connector types, splice enclosures, etc.);

- The Contractor shall supply a quantity of fiber strands within fiber optic cable that meets or exceeds a 120% design rule
- Define timeframe for completion including construction, subdivision approach, and activation.
- Provide bill-of-materials (BOM) including all cost estimates.
- **Phase II** – Cost for contractor to prepare RFP for construction
- Prepare the construction bid package that SROA will issue as an Invitation for Bids to identify a construction contractor. Must include: all detailed specifications, construction scope of work, requirements and procedures.

### **Kick-off**

The Contractor shall initiate this effort by facilitating a kick-off meeting with Sunriver and the Contractor to establish key project parameters. Specific agenda items will include, but are not limited to:

- Review and refine the project scope of work;
- Establish the project schedule;
- Assign project points of contact and define communications protocols, including progress reporting expectations and formats;
- Review and collect existing infrastructure documentation;
- Discuss anticipated network operating model and corresponding impacts to the design strategy;
- Define technical and functional design objectives for the network; and
- Establish processes for Sunriver staff to review of engineering and permitting.

### **Permitting**

The Contractor shall determine all regulatory permits required for construction of the Network. The Contractor's engineering designs shall identify any areas in which environmental or other permitting may be necessary to avoid impact to the FTTH network design.

### **Build- ready network design and cost model**

The Contractor shall provide Sunriver with a design of the fiber network suitable for construction to begin. This will include planned phasing, bill of materials, and all costs associated with items in Construction to Sunriver for review and consideration.

Prices shall be cost Not to Exceed as well as line-item costs used for the basis of pricing. All pricing shall be "open book" including all quotes for subcontractors,

material, equipment etc. and the Contractor shall provide cost or pricing data including but not limited to subcontractor quotes, material quotes, invoices, labor, equipment usage, etc.

The design specifications being requested shall include a schedule of activities from walk-out to design to construction to activation. Additionally, the specifications being sought shall cover the outside plant, design of the network center, the inside plant, construction engineering, bill of materials, projected total costs of implementation (including transmission facilities engineering services). SROA also seeks the successful bidder to provide projected implementation timelines for the created plan; and to further assist SROA in drafting future requests for proposals specific to infrastructure implementation.

The design must include connectivity to the outside Internet through the Pittock Building in Portland, Oregon. SROA has discussed this option with Zayo Networks, LS Networks, and Century Link.

### **Minimum Mandatory Requirements**

Successful contractor for the FTTH Design Specification should possess commensurate level of education, skill and experience with respect to project as outlined herein. Although not a mandatory requirement, past experience in similar planning and feasibility projects is desirable. In order for an RFP submission to be deemed complete, a required minimum of at least four (4) industry-related references; and, at least three (3) telecommunications infrastructure projects and/or combination of work/industry employment positions must be included as part of any submitted RFP response.

### **Proposals: Required Information**

All proposals should include, at a minimum, the following information:

- I. Each proposal shall include an introductory cover letter signed by an individual authorized to sign agreements on behalf of the Proposer.
- II. Executive Summary should highlight the content of the proposal and features, or benefits provided by your firm.
- III. A detailed description of qualifications / experience of the Project Engineer.
- IV. Examples of past / current projects of FTTH.
- V. Proof of insurance

All plans, designs, specifications, maps, analyses, and all other documents and data, including GIS data, created through this project shall become the property of Sunriver Owners Association at no additional cost.

*Note: At the responder's prerogative, proposals may include additional materials and data not specifically requested which should be considered for evaluation.*

### **Contact With SROA**

All questions related to this RFP should be directed to Brad Olson, SROA IT Director at (541) 593-2411 fax: (541) 593-5669, [brado@srowners.org](mailto:brado@srowners.org)

All questions and addendums will be posted to a website for all those vendors.

### **Term**

The completion of the entire statement of work shall be no later than: **December 15, 2021**

### **Independent Contractor**

The relationship between the proposer and the SROA is understood and hereby agreed upon to be as an independent contractor. Any contract shall not constitute or entitle the proposer as an employee of the SROA.

### **Indemnification**

The selected proposer will be required to defend, indemnify, and save harmless SROA, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

### **Insurance**

The selected proposer shall be required to maintain a policy of comprehensive general liability insurance with limits of not less than \$1,000,000 for injury to one person, \$1,000,000 for injury to two or more persons in one occurrence, and \$300,000 for damage to property, OR a single limit policy of not less than \$1,000,000 covering all claims per occurrence. Said policy shall name SROA, its Board of Directors, officers, agents and employees as additional insureds and shall provide coverage for indemnity obligations assumed herein. Selected Proposer shall also be required to provide a certificate of insurance giving SROA 10 days-notice prior to cancellation or material changes to said coverage. Contractor shall furnish

proof of workers' compensation insurance coverage. Insurance coverages required shall be obtained from insurance companies authorized to do business in the State of Oregon.

### **Permits and Taxes**

The proposer shall obtain, at his or her own expense, any and all required permits and licenses and shall pay any and all taxes, including sales, use tax and business license tax, which might be assessed in the proper conduct of the required duties.

### **Determination of Proposer Responsibility**

A responsible Proposer is one who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the terms of the RFP proposal agreement. It is SROA's policy to conduct business only with responsible Proposers.

### **Basis of Award**

An offer of a written FTTH Design Contractor Agreement will be awarded based on a number of factors, only one of which is cost. SROA's selection process will consider the following factors, none of which is overriding in importance. The decision to award will be based on the following:

- Proposer's understanding and response to the requirements of the RFP
- Proposer's expressed approach to the Statement of Work and Minimum Mandatory Requirements outlined within this RFP
- Proposed financial value of the proposed service to the SROA
- Previous experience
- Client references
- Qualification of Proposer
- Quality of the Proposer's services
- Any other factors deemed relevant by SROA

### **Selection Timetable (Tentative)**

- Announcement/release of RFP: **August 12, 2021**
- RFP response submission deadline: **September 10, 2021** (3 p.m. PST received and/or postmarked)
- Tentative RFP award: **September 17, 2021**
- Contract effective date:

*Note: SROA reserves the sole right to: extend the submittal deadline, adjust this timetable, request additional information or clarification and accept related*

*amendments to previously submitted proposals. SROA additionally reserves the right to reject any and all proposals or portions thereof.*

### **Final Contract Approval By SROA**

SROA retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant Agreement in determining which proposal and any resultant Agreement best serves the interests of the SROA.

SROA reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of SROA, to reject the proposal with the lowest consultant fee, to accept any item of any proposal and to reject any and all proposals. Final approval of the successful proposal will be made by the Board of Directors of SROA, to be followed by the preparation of a form of contract prepared and/or approved by its legal counsel for execution by the parties. Selection and award are conditioned on the execution of the formal written contract.

### **Proposal Withdrawals**

All proposals shall be firm offers and may not be withdrawn for a period of ninety (90) days following the RFP response submission deadline. The Proposer may withdraw his/her proposal at any time prior to the date and time, which is set forth as the deadline for acceptance of proposals, upon written request to SROA.

### **Verification of Information**

Any reasonable inquiry to determine the responsibility of a Proposer may be conducted. The submission of a proposal shall constitute permission by the Proposer for the SROA to verify all information contained therein. If the SROA deems it necessary, additional information may be requested from the Proposer. The unreasonable failure of the Proposer to promptly submit information in connection with such an inquiry, including but not limited to information regarding past performance, financial stability, and the ability to perform on schedule, may be grounds for determining the Proposer as “non-responsive” and may disqualify him/her from further consideration.

### **Proposal Submission**

Proposer must submit one original proposal clearly identified as “Original Copy” as well as one electronic copy. It shall be entitled:

**“Proposal for the SROA FTTH Design Specification”**



The proposal shall be delivered or mailed to:

**Sunriver Owners Association**

**Administration Building – FTTH Design Specification RFP**

**Attn: James Lewis, General Manager**

**P.O. Box 3278 (physical address: 57455 Abbot Drive)**

**Sunriver, OR 97707**

### **Additional Considerations**

Proposals must specifically identify and provide detailed contact information for the person designated by the proposer as the primary point of contact.

Communications regarding the proposal will be through that person.

It is the sole responsibility of the submitting Proposer to ensure that his or her proposal is received by the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery, including the US Postal Service. Any proposals received after the submission deadline will be returned to the sender unopened.

Submission of any Proposal indicates an acceptance of the conditions contained in the RFP unless the submitted Proposal clearly and specifically states otherwise.

Issuance of this RFP does not obligate SROA to pay any costs incurred by a Proposer in its submission of a proposal, or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

SROA, at its sole discretion, may determine that a Proposer can be allowed to remedy the status of being “non-responsive” if sufficient evidence can be presented citing extenuating circumstances. SROA reserves the right to reject any or all proposals, to waive any defects, irregularities, or informalities in any proposal, or the procedures and requirements set forth herein.

### **Questions**

All questions about the meaning or intent of the specifications shall be submitted in writing. Replies will be posted via an external website, where an electronic version of this RFP is posted. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.