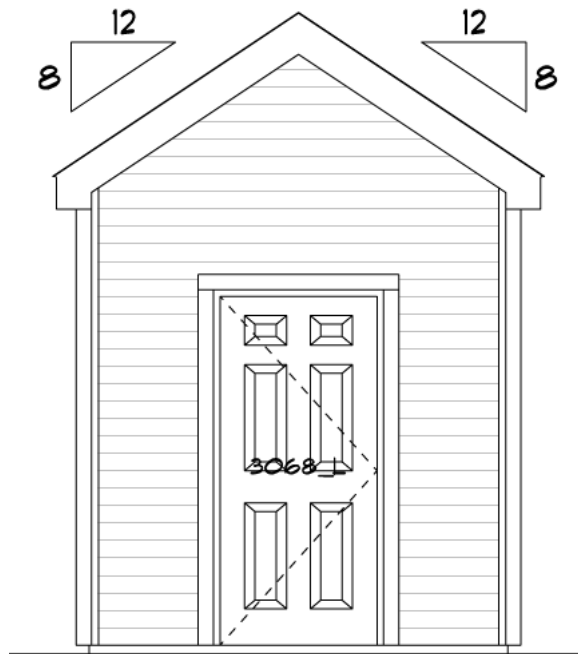




**Casco Bay Advisors, LLC**  
Broadband/Telecom Consulting

# Request for Proposal Central Office Structure



**Town of Leeds**  
Prepared by  
**Casco Bay Advisors, LLC**

**MAY 25, 2023**



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## 1 Overview

### 1.1 General Information

The Town of Leeds (Leeds) is issuing this Request for Proposal (RFP) for construction of a Central Office Structure to house equipment for its new Fiber Optic Broadband Network (Leeds Broadband). This RFP is for labor only with materials supplied by Hammond Lumber (*Hammond Bill of Materials is attached*).

The Scope of Work for each component is detailed below.

### 1.2 RFP Schedule

RFP Schedule	
RFP Released	May 26, 2023
Pre-Bid Meeting at Town Office at 4:00pm	June 7, 2023
RFP Responses due no later than 4:00pm	June 14, 2023
Bids opened at Town Office at 7:00pm	June 14, 2023
Awards announced within 7 days of opening	

## 2 General Information

### 2.1 Response Information

#### 2.1.1 Single Point of Contact

All communications and questions concerning this Request for Proposal (RFP) are to be directed to:

Brian Lippold 207-233-2976  
[brian@cascobayadvisors.com](mailto:brian@cascobayadvisors.com)

#### 2.1.2 Pre-Bid Meeting

Each Proposer to this RFP is invited to attend a pre-bid meeting at the Leeds Town Office at the date/time listed in Section 1.2. Leeds disclaims any and all responsibility for injury to Proposers, their agents or others while examining the site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

#### 2.1.3 Questions and Answers

Questions about the RFP shall be submitted to the Single Point of Contact on or before the date responses are due as listed in Section 1.2.

#### 2.1.4 Bid Pricing

Bids shall be a lump sum price – not to exceed. Bidders shall complete and sign the attached “Bid Form”.

#### 2.1.5 Revisions to RFP

If Leeds determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, a supplement will be posted to the Town website. Leeds reserves the right to amend the RFP at any time prior to the deadline for submission of responses and will notify all bidders who are on the pre-bid meeting attendance sheet.

#### 2.1.6 Proposal Deadline

Please provide Leeds with a copy of the firm’s proposal via email or hand delivery to:

Joyce Pratt – Administrative Assistant  
[townofleeds@fairpoint.net](mailto:townofleeds@fairpoint.net)  
207-524-5171  
8 Community Drive  
Leeds, ME 04263

on or before the date and time listed in Section 1.2. Proposals received after that date and time may not be considered.

#### 2.1.7 Bid Opening

Bids shall be opened by the Leeds Administrative Assistant at the location, date, and time listed in Section 1.2. A tabulation of all received bids will be made available for public inspection.

### 2.2 Other Preparation Information

#### 2.2.1 Proposal Acceptance

Leeds reserves the right to accept or reject any or all proposals, in whole or in part, as deemed to be in the best interest of Leeds. Leeds may elect to negotiate with multiple entities prior to making final decisions.



### 2.2.2 Business Good Standing

To be awarded a contract by Leeds, a Respondent must demonstrate that it is authorized to conduct business in Maine as evidenced by a certificate of good standing from the Maine Secretary of State's Office.

### 2.2.3 Costs of Preparation

The Respondent shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

### 2.2.4 Other Response Information

Unless otherwise specified in the RFP, all communications responses, and documentation must be in English, and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFP.

Leeds may provide reasonable accommodations, including providing material in an alternative format, for qualified Respondents with disabilities or other hardships. Respondents requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to Leeds.

## 2.3 Contract Award Information

Leeds may award one or more contracts and reserves the right to make additional awards to the same bidder at any time during the contract term if such award is deemed to be in the best interest of Leeds.

### 2.3.1 Contract Evaluation

Leeds intends to evaluate all submitted proposals as quickly as possible. Upon completion of the evaluation process, Leeds may select one or more contractors with which to simultaneously execute contracts, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of Leeds.

### 2.3.2 Standard Terms and Conditions

The successful Proposer(s) shall be required to sign a Contract with the Town. See Section 5 for the template Services Agreement.



### 2.3.3 Public Records

The successful response will become part of the contract file and will become a matter of public record as will all other responses received.

## 3 Scope of Work

### 3.1 Central Office

- a. Drawings – (see 2023.05.05\_CO\_Exterior\_Drawing.pdf)
- b. Bill of Materials (see 2023.05.17\_Hammond\_BOM\_Rev1.pdf)
- c. Description
  - i. Tapcon plate to slab w/ epoxy
  - ii. 2"x6" framing
  - iii. Rafter Hurricane Ties
  - iv. ½" Plywood exterior sheathing for extra strength
  - v. 5/8" Plywood sheathing for roof
  - vi. 9.5" Rockwool insulation in ceiling
  - vii. 5.5" Rockwool insulation in walls
  - viii. ¾" T&G OSB interior sheathing covered by Class C FRP walls and ceiling.
  - ix. 12"x12" commercial floor tile w/ 4" cove base
  - x. Steel door per Bill of Materials
  - xi. Siding, shingles, and roof pitch to match Town Office
  - xii. HVAC penetrations to be coordinated with HVAC contractor.
  - xiii. No in-wall wiring. *All wiring will be surface mounted in EMT conduits by Electrical contractor. All wiring penetrations to be made by Electrical contractor after the structure has been completed.*



## 4 Planned Construction Schedule

Site Development / Central Office Timeline																	
	Task	22-May	29-May	5-Jun	12-Jun	19-Jun	26-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug	4-Sep
Request for Proposals																	
	RFP Released																
	Pre-Bid Meeting																
	Responses Due																
	Awards																
Site Development																	
Site Development - <i>final grade &amp; seed</i>																	
Central Office																	
Electrical																	
HVAC																	
Generator																	
Propane Tank																	

## 5 Attachments

- Bid\_Form.docx
- Contractor\_Services\_Agreement.docx
- Leeds\_SitePlanFinal.pdf
- 2023.05.05\_CO\_Exterior\_Drawing.pdf
- 2023.05.17\_Hammond\_BOM\_Rev1.pdf