

Utah Telecommunication  
Open Infrastructure Agency



Request for Proposal for  
OSP Construction Services  
RFP # 2022OSPC1

February 25, 2022



# **Checklist**

## **UTOPIA FIBER RFP# 2022OPSC1**

To be considered as a potential participant for the UTOPIA FIBER project you must:

- Submit your RFP Acknowledgement Form by March 25, 2022
- Submit questions IN WRITING by April 15, 2022
- Deliver proposal NO LATER THAN 5:00 PM, MDT, May 6, 2022, to:

Aaron Leach  
5858 S 900 E  
Murray, UT  
(801) 613-3864

Submission must include:

- Letter of Transmittal
- One electronic copy containing the entire proposal, including text, spreadsheets, graphics, equipment specifications and diagrams, submitted in the Appendices of the proposal. Submission shall be through email to [aleach@utopiafiber.com](mailto:aleach@utopiafiber.com) unless there are file size constraints.

The Utah Telecommunication Open Infrastructure Agency (UTOPIA) invites you to submit a proposal to provide Outside Plant Construction Services to the UTOPIA Fiber organization for the purpose of building aerial and underground conduit/fiber physical systems and construction and/or placement of telecommunications shelters as well as installation and maintenance/repair of the UTOPIA Fiber network. The attached Request for Proposal (RFP) describes the requirements that vendor(s) or manufacturer(s) must meet to be eligible to respond. It includes questions regarding your organization, ordering processes, company financial stability, production capacities, and successful project histories.

- This RFP outlines format and content requirements for your proposal and includes a listing of critical dates. Of those dates, it is most important to note that all proposals must be received by **5:00 P.M. Mountain Time on May 6, 2022 via email** to [aleach@utopiafiber.com](mailto:aleach@utopiafiber.com). **PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.** Proposals will be submitted in an approved electronic format with a letter of transmittal.

Please use email to direct all questions to Aaron Leach ([aleach@utopiafiber.com](mailto:aleach@utopiafiber.com)). Questions received prior to the close of business on **April 15, 2022** will be answered by a follow-up email to all known prospective respondents and posted on the website.

We look forward to receiving your response.  
Very truly yours,



Roger Timmerman  
Executive Director  
UTOPIA FIBER





# UTOPIA FIBER

## Request for Proposal

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# UTOPIA FIBER RFP #2022OSPC1

## OSP Construction Services

## 1.1 The entity

The Utah Telecommunication Open Infrastructure Agency (UTOPIA) is a political subdivision of the State of Utah created by interlocal agreement among 15 municipalities for the purpose of solving the last mile challenge in advanced communications for its member cities. UTOPIA FIBER's goal is to provide every household and every business access to advanced communications infrastructure, and to enable choice among services and service providers. UTOPIA has already built to multiple cities and passed thousands of premises. It continues to build out new network through current relationships and new municipal partnerships.

### 1.1.1 Creation/History

UTOPIA FIBER is a separate legal entity and political subdivision of the State of Utah. UTOPIA FIBER was created under the Utah Interlocal Cooperation Act and is governed by the First Amended and Restated Interlocal Cooperative Agreement of the Utah Telecommunication Open Infrastructure Agency, dated as of June 1, 2004 (the "Interlocal Cooperative Agreement").

### 1.1.2 Membership/Organization/Governance

UTOPIA FIBER currently has 11 member cities: Brigham City, Centerville, Layton, Lindon, Midvale, Murray, City of Orem, Payson, Perry, Tremonton, West Valley City (collectively, the "Members"). UTOPIA FIBER is governed by a Board of Directors (the "Board").

## 1.2 Philosophy and Goals

The Member communities of UTOPIA FIBER have taken the initiative to assure world-class digital connectivity for their residents based on the following principles:

### 1.2.1 Open Access

Similar to a public airport, the UTOPIA FIBER network has been designed for use by several service and content providers. We believe that a single open network allows more providers to competitively offer more services at lower cost. A "neutral" network owner and "neutral" system operator are expected to encourage open access and a significant number of service providers, which will contribute to long term growth and stability for the benefit of the community.

### 1.2.2 Standards Based Architecture

The network is dependent, from a technical standpoint, on an open, standards-based architecture for broadband media content services. This assures flexibility of service, modularity, and interoperability in access, interconnection, and transport. Although the special needs of service providers can be accommodated, the principle of open standards must be preserved.

### 1.2.3 Scalability

UTOPIA FIBER's fiber optic network has the capability of delivering significantly higher bandwidth than the networks of incumbent last mile carriers. Its architecture has the inherent flexibility to accommodate future bandwidth demands of residential, business, educational, governmental, and other customers without major re-design or construction.

#### **1.2.4 Carrier Class Reliability**

UTOPIA FIBER's network strives to offer carrier class reliability enabling service providers to offer products that can compete with those available from incumbent carriers. All contracts with system operators and service providers must support this commitment.

### **1.3 The network**

#### **1.3.1 Physical Description**

UTOPIA FIBER is continuing the process of constructing a wholesale advanced communications network. The Network uses fiber optic technology, which provides transmission of voice, data and video at speeds that are significantly faster than existing copper, cable, or satellite systems. Fiber is currently used for the backbone of the Internet and other high demand applications. UTOPIA FIBER has laid fiber optic cable necessary to connect each Member city and the homes and businesses within each Member city. The fiber optic cable has been laid both underground and overhead aurally. Other elements of the Network include conduits, innerducts, fiber cables, splices, switches, transmitters, terminals, internal power sources and all other items necessary to operate the Network.

The Network is divided into footprints (neighborhood service areas) and interconnecting rings with design and construction partially complete in eleven Members cities.

### **1.4 Purpose / RFP Process Overview**

This RFP is soliciting pricing proposals from qualified vendors to provide and implement fully integrated and scalable construction/installation/repair-maintenance services for management of fiber optic network deployment and monitoring to include the following elements:

- Aerial plant construction/strand/fiber cable placement
- Underground plant construction/conduit/fiber cable placement
- Drop conduit/aerial drop and customer installation construction
- Repair and maintenance

Vendors and/or manufacturers must respond to the above in responding to this RFP.

#### **1.4.1 Award Period**

UTOPIA FIBER's intention is to award a three-year base contract with up to two one-year options for renewal.

#### **1.4.2 Addendums, Supplements or Amendments to Request for Proposal**

If it becomes necessary to revise any part of this RFP, an addendum, supplement, or amendment to this RFP will be provided only to respondents who returned their Acknowledgement Form (see Appendix A).

## 1.5 Calendar of Events

The following table outlines UTOPIA FIBER's planned calendar of major events related to the RFP distribution, proposal submission, evaluation, and selection processes.

1.	RFP released to prospective respondents	2/28/22
2.	RFP Acknowledgment Form returned to UTOPIA FIBER	3/25/22
3.	Last date for submission of written questions	4/15/22
4.	Responses to Questions	4/22/22
5.	Proposal submission deadline	5/6/22
6.	Review Proposals	5/16/22
7.	Select preferred respondent(s)	5/20/22
8.	Notify selected respondent(s)	5/20/22
9.	Negotiate and Finalize purchase contract(s)	5/31/22-6/30/22

UTOPIA FIBER reserves the right to amend the above schedule as necessary.

# PROPOSALS

Proposals must follow the format prescribed below and must include the requested information and the enclosed Proposal Response Forms. **Failure to complete and furnish all information requested in the form and format specified could result in disqualification. Proposals will not be accepted from any Vendor or Manufacturer that did not submit an Acknowledgement form as specified in paragraph 1.4. If you intend to partner with another Vendor or Manufacturer in making a proposal, the submission must be by the Vendor or Manufacturer that submitted the Acknowledgement form.**

## 2.1 Proposal Organization

Your proposal must be organized and indexed in the following format and must contain all items listed below through section 8 in the sequence indicated.

- a. Letter of Transmittal
- b. Table of Contents
- c. Section 1: Executive summary
- d. Section 2: Project Goals
- e. Section 3: Qualifications and Experience
- f. Section 4: Client references
- g. Section 5: Supplemental information
- h. Section 7: Cost / Pricing

Respondents will be required to organize their proposals in the order outlined in this RFP.

**Any proposal that does not adhere to these requirements may be deemed non-responsive and may be rejected on that basis.**

\*Respondents may attach other materials that you feel may improve the quality of your responses. These materials must be included as items in Category 2 with a cross-reference.

## 2.2 Electronic Proposal Format

Respondents can submit their entire proposal electronically via email including text (25MB attachment limit), spreadsheets, graphics and diagrams, and other materials submitted in the Appendices. Or if files are too large, respondents can submit via mail using the address on the second page of this request.

Electronic files must be submitted as follows: word processing documents and graphics/diagrams in Microsoft Word and Adobe Acrobat (.pdf); spreadsheets in Microsoft Excel. The email or package and files must be clearly marked with the Vendor's name and the RFP number.

### 2.2.1 Letter of Transmittal

A single letter of transmittal must accompany any proposal. The letter must accompany the proposals as a standalone page or file and must:

- a. Identify the submitting organization.
- b. Identify the name and title of the person authorized to contractually obligate the organization.

- c. Identify the name, title and telephone number of the person authorized to negotiate the contract.
- d. Identify the names, titles, and telephone numbers of persons to be contacted for clarification.
- e. Be signed by the person authorized to contractually obligate the organization.

### 2.2.2 **Table of Contents**

The table of contents must be placed immediately after any cover page and before the Executive Summary.

### 2.2.3 **Executive Summary**

Label this section “Section 1: Executive Summary” in your proposal. In two pages or less, highlight the significant aspects of your proposal including an outline of your organization, your management processes, financial strength and production capacities, qualifications and experience, client references, and anything else that is pertinent.

### 2.2.4 **Demonstration of Understanding of Project Goals and Expectations**

Label this section “Section 2: Project Goals” in your proposal. Proposals must indicate your understanding of project goals and expectations. This section should explain, at a high level, how your proposal addresses the key project goals and criteria.

### 2.2.5 **Qualifications and Experience**

Label this section “Section 3: Qualifications and Experience” in your proposal. Provide information on relevant personnel from your company with whom UTOPIA FIBER would work, should you win a contract; this is essentially your proposed UTOPIA FIBER Team. Also include their general availability – will they be dedicated to UTOPIA FIBER and where will they be located.

Additionally, in a subsection, provide information regarding the financial stability, track record, and support capabilities of your company. We require that you include the following:

- The two most recent audited financial statements
- Ownership of your company
- Number of years in business
- Geographical location(s)
- Other resources available to support the products offered

### 2.2.6 **Client References**

Label this section “Section 4: References” in your proposal. Please provide a list of **at least five** paying customers of your company. The list must provide a customer name, description of the products provided, and a brief description of the project history (timelines, challenges, etc.). For each customer reference, include contact names, phone numbers, and email addresses for staff related to procurement and project management.

### 2.2.7 **Supplemental Information**

If included, label this section “Section 5: Supplemental Information” in your proposal. Company brochures and other supplementary and marketing materials may be included in this section of the proposal.

## 2.2.8 Detailed Response to OSP Construction

Label this section “Section 6: OSP Construction” in your proposal.

### 2.2.8.1 *Aerial Cable Construction/Strand/Fiber Cable Placement*

Label this category “Category 1: Aerial Cable Construction/Strand/Fiber Cable Placement” in your proposal.

Deliver a point-by-point response to its corresponding Specifications section (Section 3.2) of this RFP.

### 2.2.8.2 *Underground Cable Construction/Conduit/Fiber Cable Placement*

Label this category “Category 2: Underground Cable Construction/Conduit/Fiber Cable Placement” in your proposal

Deliver a point-by-point response to its corresponding Specifications section (Section 3.2) of this RFP

### 2.2.8.3 *Fiber Management and Documentation*

Label this category “Category 3: Fiber Management and Documentation” in your proposal.

Deliver a point-by-point response to its corresponding Specifications section (Section 3.2) of this RFP.

### 2.2.8.4 *Work Order & Ticket Management*

Label this category “Category 4: Work Order & Ticket Management” in your proposal.

Deliver a point-by-point response to its corresponding Specifications section (Section 3.2) of this RFP.

### 2.2.8.5 *Inventory Control*

Label this category “Category 5: Inventory Control” in your proposal.

Deliver a point-by-point response to its corresponding Specifications section (Section 3.2) of this RFP.

### 2.2.8.6 *Restoration*

Label this category “Category 6: Restoration” in your proposal

Deliver a point-by-point response to its corresponding Specification section (Section 2.3) of this RFP

### 2.2.8.7 *Repair/Maintenance*

Label this category “Category 7: Repair and Maintenance” in your proposal

Deliver a point-by-point response to its corresponding Specification section (section 2.3) of this RFP

### 2.2.8.8 *Customer Drops and Installation*

Label this category “Category 8: Customer Drop and Installation” in your proposal  
Deliver a point-by-point response to its corresponding Specification section (section 2.3)  
of this RFP

## 2.3 Multiple Proposals

You may submit more than one proposal to this RFP to show **alternative** product options. However, one and only one proposal should be identified as your "PRIMARY PROPOSAL" and all others must be identified as "ALTERNATIVE PROPOSALS." To facilitate the evaluation process, "ALTERNATIVE PROPOSALS" must follow the same format as "PRIMARY PROPOSALS." Alternative approaches will be evaluated on the same basis as primary approaches.

## 2.4 Clarifications

You may request clarification of any part of this RFP, but you must do so in writing – no other type of request for clarification will be honored. All responses to requests for clarification will be published to all registered respondents simultaneously.

Any questions regarding content, technical, or procurement procedures must be directed, via email to Aaron Leach (aleach@utopiafiber.com)

Include RFP# in subject line of email.

UTOPIA FIBER reserves the right to obtain clarification of any point in a respondent's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Your failure to respond to such a request for additional information or clarification may result in rejection of your proposal.

## 2.5 Proposal Submission

Complete proposal package, if selected, must be delivered via email to:

Aaron Leach  
Chief Technical Officer  
[aleach@utopiafiber.com](mailto:aleach@utopiafiber.com)

A Letter of Transmittal will be submitted with the following information:

- Respondent's Name, Contact, Phone number, and Email address
- Proposal – UTOPIA FIBER RFP #2022OSPC1
- Proposal due: **May 6, 2022**

Person(s) legally authorized to contractually bind the respondent must sign the Letter of Transmittal.

## 2.6 Selection Process

UTOPIA FIBER's evaluation committee is comprised of the UTOPIA FIBER procurement officer and members of UTOPIA FIBER's deployment staff. This committee will review all eligible proposals and, through an interactive process, determine which responses will be best for the UTOPIA FIBER network. This determination will be based on the criteria described in section 2.6.1 below.

In order to receive consideration, responses must address **all** aspects of the requirements specified in the RFP. Failure to address all requirements of the request could disqualify a response from consideration.

In order to build a superior network, UTOPIA FIBER recognizes that specific detailed processes must be created and followed. Consequently, UTOPIA FIBER considers your response to the categories in section 2.2 as the elements to be used in the evaluation/selection process. The responses will be ranked based on their responses to these sections.

UTOPIA FIBER is not obligated to select the least expensive vendor or manufacturer: instead, selection will be based on the criteria indicated below. Additionally, UTOPIA FIBER retains the right, at its sole discretion, to select or not select respondents to be included in further negotiations at any point during the evaluation process. Finally, UTOPIA FIBER retains the right at its sole discretion to engage in further negotiations with multiple respondents toward the most advantageous agreement.

UTOPIA FIBER may award to multiple respondents.

### 2.6.1 Evaluation Process and Criteria

UTOPIA FIBER may use different criteria, during different steps of the evaluation process, to select responses for further consideration. The criteria include, in order of application:

- 1) Conformance to submission requirements
- 2) Corporate qualifications, experience, financial stability, and production capacity
- 3) Proposed products and specifications
- 4) Cost/Pricing

The selection process, including the sequence of applied evaluation criteria and explanations of individual steps, is described below.

#### 2.6.1.1 *Submission Conformance Review*

Proposals that fail to conform to the format and content requirements described in this RFP may be disqualified.

#### 2.6.1.2 *Corporate Experience and Qualifications*

All proposals passing the Conformance Review will be evaluated for corporate experience, qualifications, financial stability, and production capacity. The review committee will determine how well the respondent(s) is qualified.

### **2.6.1.3 *Products and Specifications Review***

The review committee will determine how well the proposed products coincide with UTOPIA FIBER goals that include quality, timely delivery, and reducing and controlling costs. Those responses not meeting these goals will be eliminated from consideration.

The responses with detailed product information and clear explanations will be given additional consideration.

### **2.6.1.4 *Price Proposals***

Vendors and/or manufacturers, who submitted the top proposals from the Products and Specifications Review, will be further analyzed.

Cost is the criterion by which you will be ranked for final consideration.

Proposal prices must include applicable Federal, State, or Local taxes and indicate how any shipping and/or handling costs would apply.

Proposal pricing must not include charges for out-of-pocket expenses tangential to the delivery of your proposal. Note that no expenses related to the submission of this proposal are reimbursable.

### **2.6.1.5 *Oral Presentation***

UTOPIA FIBER **may** require respondents, at their own expense, to make an oral presentation of their proposals either in person or via phone/video conference. During this presentation, UTOPIA FIBER will look for evidence of the stability, experience, and qualifications of the company. Additionally, the presentation is to enable the respondent(s) to explain its processes and to allow the UTOPIA FIBER review committee to get to know the individuals with whom they might eventually be working. Given this purpose, this oral presentation must include those individuals who will work most closely with UTOPIA FIBER staff in providing the specified equipment shelters and products.

### **2.6.1.6 *Winner(s) Selected and Notified***

On May 20, 2022, UTOPIA FIBER will select a winner(s). UTOPIA FIBER will then notify the Vendors and/or manufacturers and begin reference checks and contract negotiations.

## **2.6.2 *Acceptance of Proposal***

The contents of the proposal of the successful respondent may become contractual obligations, if acquisition action ensues. Failure of the successful respondent to accept these obligations in a purchase agreement, purchase order or contract, or similar acquisition instrument may result in cancellation of the award and such respondent may be removed from future solicitations.

## **2.6.3 *False or Misleading Statements***

If, in the opinion of UTOPIA FIBER, a proposal contains false or misleading statements or references, it may be rejected.

#### **2.6.4 Rejection of Proposals**

Issuance of this RFP in no way constitutes a commitment by UTOPIA FIBER to award a contract. If it is deemed in the best interest of UTOPIA FIBER to do so, UTOPIA FIBER reserves the right to reject any or all proposals and to waive any informalities or minor irregularities in proposals received or to accept any portion of a proposal or all items proposed, or to reject any and all proposals received in response to this RFP, or to cancel the RFP for any reason. Further, in the event that funds are not available or are terminated, no contract resulting from this RFP will be executed.

# OSP CONSTRUCTION SYSTEMS

To allow creativity in the proposal process this RFP will not require just the mandatory pricing but will accept alternate pricing proposals for just this RFP alone or in conjunction with other RFP's released during this same time frame. Within those parameters, UTOPIA FIBER is open to any workable and cost-efficient proposal.

## 3.1 Assumptions

Along with the goals listed in Section 1 above, UTOPIA FIBER has made these various high-level assumptions/requirements regarding OSP Construction Systems.

### 3.1.1 Anticipated Scope of OSP Construction Systems

Although the UTOPIA FIBER network will eventually expand to include tens of thousands, and even hundreds of thousands, of subscribers over its lifetime, UTOPIA FIBER uses a phased deployment approach.

### 3.1.2 Warranty

All respondent(s) shall specify any and all warranty related information in proposal. Vendor shall warranty all work for a period of five years from date of placement. Our experience has shown that some errors and omissions during construction do not manifest themselves for a period of years resulting in unprogrammed costs to UTOPIA FIBER. The most prevalent example of this is pneumatic/direction bore that goes through a sewer line.

## 3.2 Specifications

### 3.2.1 Aerial Cable Construction

Aerial Cable Construction is one of the most straight forward but potentially most hazardous portions of the OSP Construction. The key elements of Aerial Cable Construction are:

- Installation of aerial support strand – typically 1/4" steel strand
- Stand-off where required to meet minimum height and separation requirements
- Risers for transition from underground to aerial placement
- Provisions for placement of aerial splice cases
- Future Path systems have been introduced and include Two-Way and Four-Way UV rated conduits

### 3.2.2 Underground Cable Construction

Underground cable construction is by far the most challenging portion of OSP Construction as most of the potential hazards are obscured from view. The vendor shall be responsible for exercising best practices to avoid other buried utilities in the area of construction

- Standard UTOPIA FIBER conduit in residential areas is SDR-11 1-1/4" HDPE
- High count fiber cable greater than 576 strand is SDR-11 2" HDPE
- Future Path systems have been introduced and include Two-Way, Four-Way, and Seven-Way HDPE conduits
- Various handholds are used requiring placement in easements along the route of build. All handholds shall have a UTOPIA FIBER logo on the lid to ease in

- identification of the assets. See Attachment 1 for specifications of each
- HH-FP – small 6” pull point to extend drop fiber into a customer premises
  - HH-1 – these handholds are used along access level area that hold a splice case of up to 96 splices. There are several variants of HH-1 handholds to meet anticipated requirements
    - HH-1 Standard – green plastic enclosure
    - HH-1T – is a concrete polymer enclosure that is used in residential areas with occasional traffic area or sidewalks
    - HH-1TR – is a fully traffic rated enclosure where placement anticipates vehicle traffic crossing the handhold
  - HH-2 – these handholds are used along access level areas that hold a splice case of up to 144 splices. There are several variants of HH-2 handholds to meet anticipated requirements
    - HH-2 Standard – green plastic enclosure
    - HH-2T – is a concrete polymer enclosure that is used in residential areas with occasional traffic area or sidewalks
    - HH-2TR – is a fully traffic rated enclosure where placement anticipates vehicle traffic routinely crossing the handhold
  - HH-3 – these handholds are used at major splice locations for up to 864 splices
    - HH-3 Standard – has been a grey plastic body with a concrete polymer lid
    - HH-3T – is a concrete polymer enclosure that is used where light traffic may be encountered
    - HH-3TR – is a fully traffic rated enclosure where placement anticipates vehicle traffic routinely crossing the handhold
  - MH – these enclosures are seldom used but may be required in special circumstances

3.2.3 Fiber Management – identifying all manner of fiber cables is essential for essential management of the physical plant. Cable tag placement of each cable entering and/or exiting a handhold and/or splice enclosure ensures prompt identification of cables for connecting customers and restoration in the event of an outage. Engineering files call out the fiber size and the numbering scheme used within the UTOPIA FIBER system.

3.2.4 Work Order and Ticket Management – all work issued by UTOPIA FIBER will have a job number or trouble ticket assigned to it.

- 3.2.4.1 Major projects are issued by the outside plant group with the engineered drawings and associated Bill of Materials.
- 3.2.4.2 Vendor shall be responsible for obtaining any required permits for construction as a cost reimbursable expense.
- 3.2.4.3 Trouble tickets are issued by outside plant, field services, and/or customer service for minor repairs of the physical plant
- 3.2.4.4 UTOPIA FIBER uses Vitruvi, a telecommunications construction software solution, to manage the construction of the network.

3.2.5 Inventory Control – UTOPIA FIBER may provide some materials. It is an essential management function to ensure the materials entrusted to the vendor are used exclusively for the benefit of the UTOPIA FIBER project.

- 3.2.5.1 Vendor shall provide a data file every two months listing the materials on hand.

- 3.2.5.2 Data file will be reconciled with materials received and materials placed.
- 3.2.5.3 Vendor shall work with UTOPIA FIBER to develop most efficient process on tracking material's utilization.

3.2.6 Restoration – underground construction is the most disruptive endeavor of the program with rear lot aerial construction coming in as second. Underground has the immediate requirement to clean the job site, restore sod, concrete, and/or blacktop. During the summer month, damage to sprinkler lines is typically identified within a day or two of construction, however, damage to sprinklers during the winter months may not be realized by a homeowner until the spring when irrigation systems are reactivated.

- 3.2.6.1 Vendor shall survey the area of a construction project (footprint) prior to commencing work and place door hangers at each property describing the work that will be performed with a vendor contact number and UTOPIA FIBER Customer service
- 3.2.6.2 UTOPIA FIBER shall notify vendor of any complaints/issues that come directly to UTOPIA FIBER for resolution
- 3.2.6.3 Damage reported to vendor and/or UTOPIA FIBER Customer Service shall be repaired within two business days

3.2.7 Repair/Maintenance – despite best efforts for reporting installed UTOPIA FIBER infrastructure to Blue Stakes, occasional damage occurs to both aerial and underground plant by other parties. UTOPIA FIBER assesses any fiber cut based on the number of affected customers and shall notify vendor of damage, number of conduits, and number/size of fibers affected.

- 3.2.7.1 Vendor shall maintain conduit and handholds on hand for break/fix events.
- 3.2.7.2 Vendor shall maintain fiber cables of various types for break/fix events
- 3.2.7.3 Typical restoration events do not exceed 400 ft of conduit and 1,000 ft of fiber
- 3.2.7.4 Vendor shall maintain capability to dispatch restoration crews within two hours of notification.

3.2.8 Customer Drop – Underground customer drops can involve either Residential or Business utilizing ¾" HDPE conduit

- 3.2.8.1 Residential drops – are typically run from a HH1 or HH-FP to the customer premises. Our experience has shown absent a preliminary site survey, the cold air return or the exterior HVAC unit is the optimal location for the conduit.
  - 3.2.8.1.1 Unit code 110 shall be used for the first 100 ft as a single line item
  - 3.2.8.1.2 Unit code 110A shall be used for each additional foot of conduit in excess of the first 100 ft
- 3.2.8.2 Business drops – shall all have pre-site surveys conducted and called out in specific design plans
  - 3.2.8.2.1 Unit code 111 shall be used for the first 100 ft as a single line item
  - 3.2.8.2.2 Unit code 111A shall be used for each additional foot of

conduit in excess of the first 100 ft

- 3.2.8.3 Bore under concrete – placement of both Residential and Business drops may require boring under a driveway approach. Unit code 112 shall be used for Customer Drop Bore
- 3.2.8.4 In the event that a scheduled drop is cancelled or rescheduled by the customer after the drop installation crew has arrived on site, the vendor shall be entitled to a nonproductive trip charge. The crew must call UTOPIA FIBER customer service to have the event annotated in the dispatch work order. Unit code 113 shall be used for any Trip Charge events.

## COST/PRICING

UTOPIA FIBER, in coordination with our engineering design teams and our internal GIS system, has developed a defined set of unit codes (See Attachment 2) that are used to specify the construction elements required. These unit codes along with DCID elements assigned to each element in a design drawing are used for reporting construction completed and invoicing construction work performed.

The attached spreadsheet has the current listing of the unit codes, a short description of the work, a unit of measure (UOM), the associated labor rate, and the material price. Please do not modify the organization of the spreadsheet, as your response will be integrated with the UTOPIA FIBER master pricing schedule that further associates individual unit codes to the respective GL account within the UTOPIA FIBER system. Some unit codes do not lend themselves to a material price, such as concrete and asphalt, as pricing is dependent on seasonal rates and quantity ordered.

Note that the same unit code is used for 12.7/10mm and 16/14mm microduct as experience has shown the cost differential between the two types of duct is relatively small. 16/14mm is the most frequently utilized in the deployment of new microduct deployment as it affords UTOPIA FIBER with the best option for placement of fiber. Also, material pricing for microduct is to include embedded trace wire as the standard “300” unit code for trace wire is not called out on engineering drawings.

As you prepare pricing, be aware that ***your proposal must provide total price commitments valid from the date of signed agreement for the duration of the project planned for a period of one years. Pricing reviews may occur annually after that point.***

Vendor shall be responsible for acquiring all materials including fiber for the work that is allocated to them and used to construct the systems in engineering design projects. UTOPIA Fiber may provide materials such as hut or fiber based upon need. Typically, a rough order of magnitude (ROM) Bill of Materials will be provided to the vendor prior to the project being released for engineering. Our experience has shown these ROM are accurate to within 95% of the actual engineered drawings.

# TERMS AND CONDITIONS

## 5.1 Response Material Ownership

All material submitted regarding and in response to this RFP becomes the property of UTOPIA FIBER and will only be returned to the respondent at UTOPIA FIBER's option. Any person may petition to review responses after final selection has been made. UTOPIA FIBER has the right to use any or all system ideas presented in reply to this request, subject to limitations outlined below in "Proprietary Information." Disqualification of a respondent does not eliminate this right.

## 5.2 Proprietary Information

UTOPIA FIBER is subject to the disclosure requirements of the Government Records Access and Management Act ("GRAMA"), Title 63, Chapter 2, Utah Code Annotated. UTOPIA FIBER generally considers Agreements, Contract Documents and all accompanying material to be public and subject to disclosure. A written claim of confidentiality and a concise written statement of reasons supporting the claim must accompany any material considered by respondents to be proprietary. Blanket claims that the entire Agreement or Contract Documents are confidential will be denied by UTOPIA FIBER. UTOPIA FIBER cannot guarantee that any information will be held confidential. Under Section 63G-2-309 of the Government Records Access and Management Act, if a respondent makes a claim of confidentiality, UTOPIA FIBER, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the respondent of such determination. UTOPIA FIBER agrees to hold all information classified as protected in confidence and protect it from public disclosure in accordance with such statutes to the greatest extent permitted by Utah law. UTOPIA FIBER may disclose such information to the extent required by law; however, UTOPIA FIBER shall provide respondents prompt notice of a request for disclosure of such protected information and shall cooperate with respondents in seeking the issuance of a protective order.

Respondents are entitled under the Government Records Access and Management Act to appeal an adverse determination regarding the classification of information. UTOPIA FIBER is not required to notify respondents of a request for non-protected information and will not consider a claim of confidentiality unless the respondent's claim of confidentiality is made on a timely basis and in accordance with the Government Records Access and Management Act.

## 5.3 Conflicts of Interest

Proposed solutions to this RFP must be defined in such a way as to prevent and prohibit conflict of interest between the respondent, UTOPIA FIBER, and any and all potential service providers that may offer services across the UTOPIA FIBER network. Specifically, respondents must avow that they have no intention of offering services across the UTOPIA FIBER network, either in the short term or at any point in the future, or they must acknowledge their intent. Furthermore, respondents must disclose any relationships, either formal or informal, with companies that may at any time offer competitive retail services across the network.

If respondents intend to offer competitive retail services at any point across the UTOPIA FIBER network, you must provide a complete explanation of how your proposed solution to this RFP does not advantage you in any way over potential competitors. Failure to do so will result in your permanent disqualification from offering competitive retail services across the UTOPIA FIBER

network

## **5.4 Incurring Costs**

UTOPIA FIBER is not liable for any costs you incur prior to issuance of a formally signed and executed written agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the respondent in responding to the RFP are entirely your responsibility and will not be reimbursed in any manner by UTOPIA FIBER.

## **5.5 Contract/Negotiations**

UTOPIA FIBER will negotiate individually with each vendor or manufacturer for each selected solution.

### **5.5.1 Contract Negotiations**

After selecting winning proposals, we will issue a letter of intent and, during the validation period, negotiate terms of the contract with the successful respondent(s). A contract must be completed and signed by all parties. You must state in your proposal that the terms and conditions in the proposal will remain valid and in effect for 120 days. UTOPIA FIBER reserves the right to negotiate with the respondent selected in the evaluation process for this RFP to acquire the combination of functionality, integration, and implementation assistance that best meets our needs within any limitations of available funding.

### **5.5.2 Type of Contract**

Contracts negotiated in response to this RFP will be on a unit price basis as determined by a uniform set of pricing units. UTOPIA FIBER reserves the right to negotiate final contracts in connection with this RFP based on functionality, integration, financing, and levels of respondent implementation.

### **5.5.3 Vendor/Manufacturer Responsibility**

If you propose a multi-respondent or sub vendor approach, clearly identify the responsibilities of each party and the assurances of performance you offer, and then indicate which company will serve as the primary vendor. The primary vendor will be responsible, and must take responsibility, for the entire contract performance whether or not sub vendors and/or manufacturers are used.

If use of sub vendors and/or manufacturers is planned, your proposal must include specific designation of the role the sub vendor is to perform. Failure to provide information for sub vendors and/or manufacturers will disqualify the proposal. Under this RFP, UTOPIA FIBER retains the right to approve all sub vendors and/or manufacturers. Once a contract has been executed, sub vendors and/or manufacturers may not be added, substituted, replaced, or eliminated without the written approval of UTOPIA FIBER.

## **5.6 Payment/Delivery/Deployment Schedule**

As part of the contract negotiation process, UTOPIA FIBER will work with the winning respondent(s) to determine an anticipated payment and delivery schedule.

## **5.7 Miscellaneous**

### **5.7.1 No Discrimination in Employment**

In connection with the performance of work for this project, the respondent(s) agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, creed, color, religion, sex, age, national origin, ancestry, or sexual orientation; and further agrees to insert the foregoing provision in all subcontracts hereunder.

### **5.7.2 News Releases/Advertising**

News releases and/or advertising pertaining to this procurement, or any part of the subject may not be made without prior, written approval of UTOPIA FIBER.

# APPENDIX A

## RFP Acknowledgment Form

### UTAH TELECOMMUNICATION OPEN INFRASTRUCTURE AGENCY (UTOPIA FIBER)

RE: RFP No. 2022OSPC1

#### ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with appendix A.

The acknowledgment of receipt should be signed and received by the UTOPIA FIBER Purchasing Agent **no later than 5:00 PM on March 25, 2022**(Email submissions are acceptable if the sender confirms receipt with the purchasing agent). Only potential Respondents who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all respondents written questions and UTOPIA FIBER's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Firm's intention to respond to this Request for Proposals.

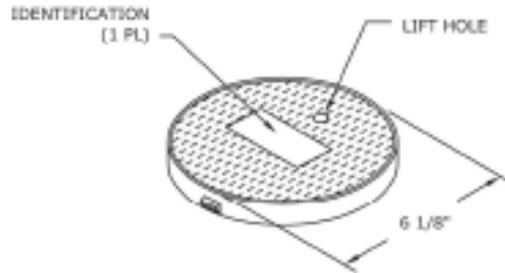
Does  Does Not

Return completed form to:

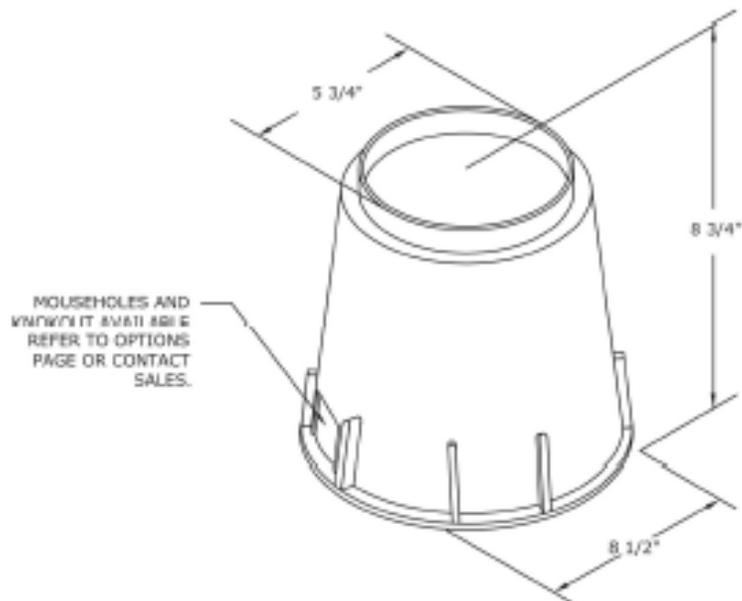
Aaron Leach  
Chief Technical Officer  
aleach@utopiafiber.com

Attachment 1

HH-FP



DESCRIPTION	PART NUMBER	WEIGHT	EMS AVAILABLE	COLOR	LOADING
PLASTIC	SEC0600C1N	0.5 LBS.	Y	GREY	PEDESTRIAN
PLASTIC	SGC0600C1N	0.5 LBS.	Y	GREEN	PEDESTRIAN
PLASTIC	SSC0600C1N	0.5 LBS.	Y	SAND	PEDESTRIAN



DESCRIPTION	PART NUMBER	WEIGHT	COLOR	LOADING
OPEN BOTTOM	SBB060010YNPK	1 LBS.	BLACK	PEDESTRIAN
OPEN BOTTOM	SEB060010YNPK	1 LBS.	GREY	PEDESTRIAN
OPEN BOTTOM	SEB060010TNPK	1 LBS.	GREEN	PEDESTRIAN
OPEN BOTTOM	SSB060010TNPK	1 LBS.	SAND	PEDESTRIAN

-- WHEN ORDERING AN ASSEMBLY (BOX AND COVER), USE ASSEMBLY PART NUMBERS LOCATED ON THE PRICE LIST.  
 -- CUSTOM ASSEMBLY CONFIGURATIONS MAY BE AVAILABLE, CONTACT SALES

HH-1

**FCA173024T-00006**

FIBERGLASS / PCX POLYMER  
CONCRETE ASSEMBLY



17" x 30" x 24"  
(For actual dimensions see drawing)

Fiberglass / Polymer Concrete Assembly,  
Tapered Sides, WUC 3.6, ANSI/SCTE  
77-"T15/20K," 3/8" Hex Bolts, Standard  
Nameplate (Specify at time of order)  
Installed

**LOAD RATINGS**

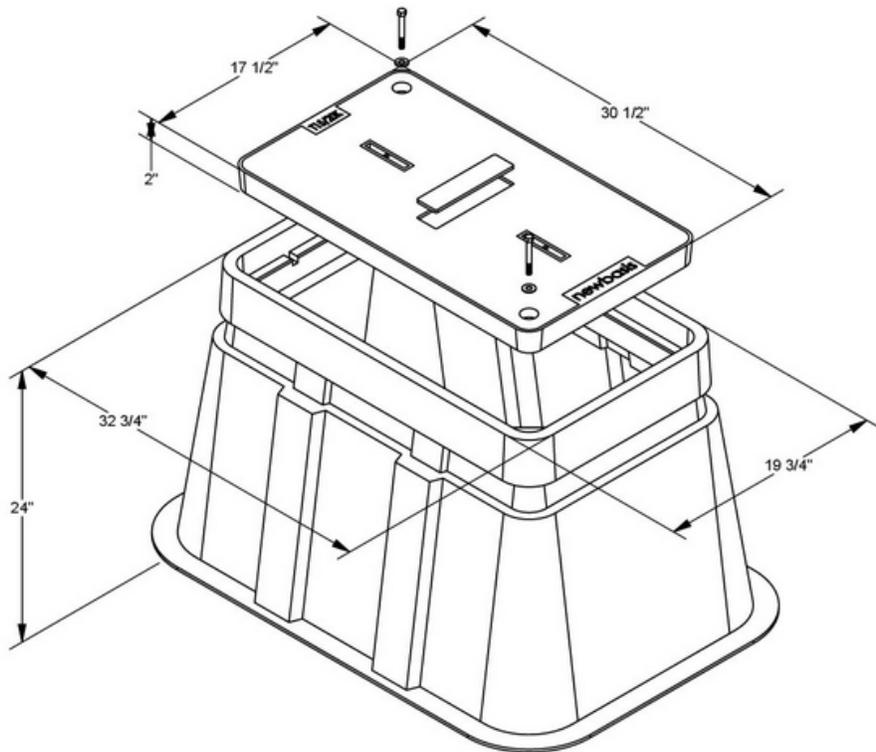
Incidental Traffic - Parking Lot, Sidewalk  
Conforms to:

- WUC 3.6
- ASTM C 857
- ANSI/SCTE 77

**FEATURES:**

- USDA/RUS Approved
- Drop-In nameplate
- Shipped assembled
- Skid resistant cover
- Stainless steel bolts
- Cast-in floating nut box
- Integral drain holes

Additional product information  
continued on the reverse



2626 Kansas Avenue  
Riverside, California 92507

951.787.0600

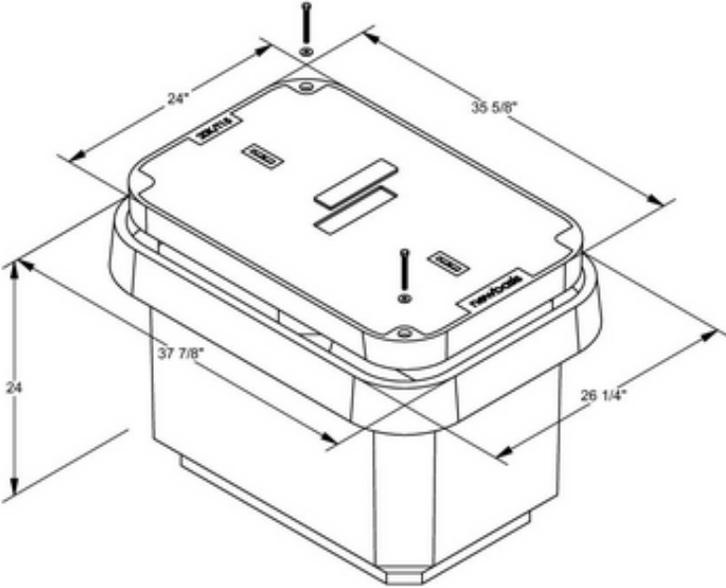
951.787.0632 (fax)

info@newbasis.com

newbasis.com

Inside Dimensions		
Length	Width	Depth
28 3/4"	15 3/4"	22"
37 1/8"	24 1/8"	

Rev. C.0

<p><b>FCA243624-00006</b></p> <p>FIBERGLASS / POLYMER CONCRETE ASSEMBLY</p> <p>24" x 36" x 24" (For actual dimensions see drawing)</p> <p>Fiberglass / Polymer Concrete Assembly, Straight Sides, No Floor, WUC 3.6-20K, 3/8" Hex Bolts, Standard Nameplate (Specify at time of order) Installed</p> <p><b>LOAD RATINGS</b> Incidental Traffic - Parking Lot, Sidewalk Conforms to:</p> <ul style="list-style-type: none"> <li>• WUC 3.6</li> <li>• ASTM C 857</li> <li>• ANSI/SCTE 77</li> </ul> <p><b>FEATURES:</b></p> <ul style="list-style-type: none"> <li>• USDA/RUS Approved</li> <li>• Drop-in nameplate</li> <li>• Shipped assembled</li> <li>• Skid resistant cover</li> <li>• Stainless steel bolts</li> <li>• Cast-in floating nut box</li> <li>• Integral drain holes</li> </ul> <p><b>Additional product information continued on the reverse</b></p>												
<p><b>newbasis</b> Composites for Infrastructure</p> <p>2626 Kansas Avenue Riverside, California 92507</p> <p>951.787.0600</p> <p>951.787.0632 (fax)</p> <p>info@newbasis.com</p> <p>newbasis.com</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">Inside Dimensions</th> </tr> <tr> <th>Length</th> <th>Width</th> <th>Depth</th> </tr> </thead> <tbody> <tr> <td>33 1/8"</td> <td>22 1/2"</td> <td rowspan="2">21"</td> </tr> <tr> <td>28 1/16"</td> <td>16 1/2"</td> </tr> </tbody> </table>	Inside Dimensions			Length	Width	Depth	33 1/8"	22 1/2"	21"	28 1/16"	16 1/2"
Inside Dimensions												
Length	Width	Depth										
33 1/8"	22 1/2"	21"										
28 1/16"	16 1/2"											

REV: A.1

**FCA243630T-00006**

FIBERGLASS / POLYMER CONCRETE ASSEMBLY

24" X 36" X 30"  
(For actual dimensions see drawing)

Fiberglass / Polymer Concrete Assembly, Tapered Sides, No Floor, WUC 3.6, ANSI/SCTE 77-T15/20K, " 3/8" Hex Bolts, Standard Nameplate (Specify at time of order) Installed

**LOAD RATINGS**

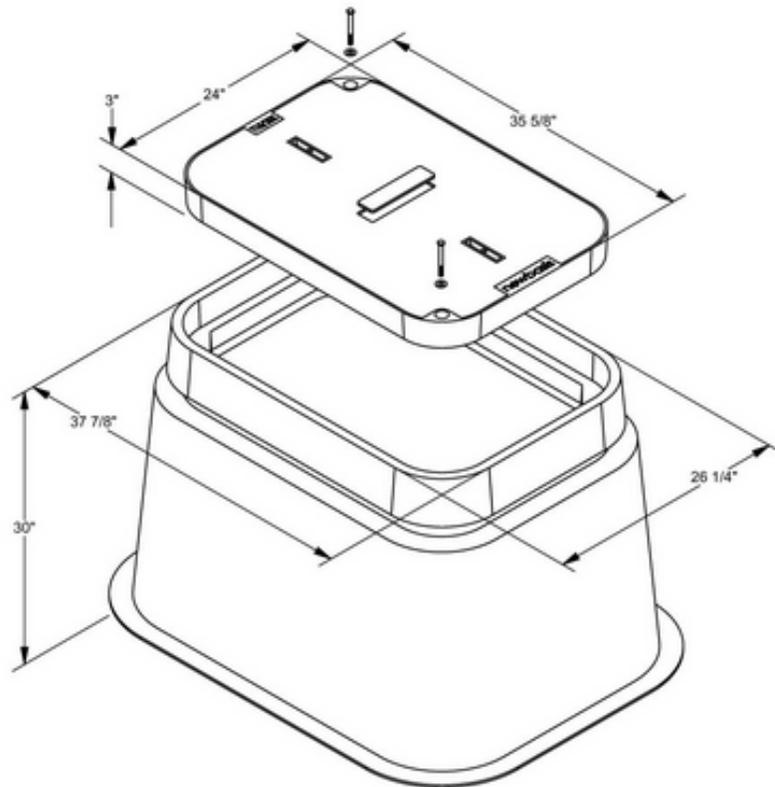
Incidental Traffic - Parking Lot, Sidewalk  
Conforms to:

- WUC 3.6
- ASTM C 857
- ANSI/SCTE 77

**FEATURES:**

- UL classified polymer concrete
- Drop-in nameplate
- Shipped assembled
- Skid resistant cover
- Stainless steel bolts
- Cast-in floating nut box
- Integral drain holes

**Additional product information continued on the reverse**



**newbasis**  
Composites for Infrastructure

2626 Kansas Avenue  
Riverside, California 92507  
951.787.0600  
951.787.0632 (fax)  
info@newbasis.com  
newbasis.com

Inside Dimensions		
Length	Width	Depth
33 3/8"	21 1/2"	27"
44 1/4"	31 1/2"	

Rev: A.0

Attachment 2  
(See Attached Unit Codes Sheet)

Attachment 3  
(See Attached Footprint Design Snippet)