

Multi-Term Contract  
Furnish and Install Fiber Optic Cable and Materials  
Project No: ELSUB  
RFP #12-89382  
PRE-PROPOSAL CONFERENCE  
On January 11, 2012 at 10:00 A.M.

PRE-CONSTRUCTION/PROPOSAL MINUTES  
January 12, 2012

PRESENT WERE:

Mary Ann Lujan, Lujan's Communication  
David Hawkins, DB Technologies, Inc.  
Scott Stowell, DB Technologies, Inc.  
Bill Woodard, DB Technologies, Inc.  
Worth Shepherd, Integrated Technologies Corporation  
Rodney Romero, City of Farmington  
Chad Morris, City of Farmington  
Kristi Benson, City of Farmington  
Edward Smylie, City of Farmington  
Polly Waresback, City of Farmington

Please note: The following is a summary of the main points discussed in the meeting and not a verbatim transcription.

- I. **OPENING OF MEETING** – Polly Waresback (Purchasing)  
Sign-in Sheet  
Minutes of Meeting will be recorded, transcribed and provided in addendum one and posted to the COF website.
- II. **INTRODUCTIONS** – Polly Waresback (Purchasing) Everyone present stated their name and the firm they represent.
- III. **PROJECT SUMMARY** – Rodney Romero, Farmington Electric Utility System
  - A. The initial project is to furnish fiber optic service from Bloomfield Substations to a neighboring substation, Giant Substation, which is approximately 2 miles, and it's for an aerial fiber optic cable, and attached on City of Farmington's electric utility poles. It is also going to have a small amount of underground at leaving one of the substation sites and entering at the remote site, and will be underground feed of the fiber optic cable. This is a 96 count fiber optic cable. Project includes all of the splicing, terminating, and testing the fiber optic cable. Contractor shall document testing and submit the testing results to the City. At the substations there will be an equipment rack that is included on the cost proposal, manufacturer and part numbers have been specified and no substitutions will be accepted.

- B. The multi-term contract for future projects – the unit pricing from the cost proposal pages will be placed on Attachment 2, Supplemental Agreement, Line Item Pricing, Multi-Term Contract for Future Projects, attached in the Draft Agreement. When the Electric Utility is ready to do a new project, the City designated representative will fill out the quantities on the line items pertaining to the new project and fax or email Attachment 2, Supplemental Agreement form to the awarded contractor.
- C. Contractor shall furnish all labor, equipment, and materials for installation and termination of optical fiber cable for multiple projects over a five year term. The line item pricing on the cost proposal shall include all labor, equipment, and materials.
- D. Drawing TS-10 (handout).

#### IV. RFP DOCUMENTS - (Purchasing)

- A. This is a Construction/RFP. Award of the Contract will be evaluated based on the evaluation criteria, reference pages 74-75, and awarded to the top evaluated firm.
- B. The In-State Preference will be applied for those Contractors with a valid resident contractor certificate. CHANGES TO IN-STATE PREFERENCE LAW, per New Mexico Senate Bill 1, signed by New Mexico Governor Martinez on October 5, 2011, **all** resident businesses and contractors will have to obtain a **new** preference number from the New Mexico Department of Taxation & Revenue. Please include a copy of your resident contractor certificate with your proposal. If you don't have an in-state preference number, please reference instructions for Application for Preference, page 113 of the proposal.
- C. Acknowledgement of Receipt Form, page 5, if you haven't already submitted this form, and if you have it with you, you can submit it now and via fax. Only potential Offerors who elect to return this form will be added to the Plan Holder's list, and receive copies of all future communications, relating to, and including amendments if issued.
- D. Review of Construction/RFP Documents (**the following documents must be properly completed, and submitted with your proposal.**)
  - 1. Invitation for Proposals, Form AF-1(a), page 6
    - a. Proposal Due Date – January 31, 2012 at 2:00p.m., **must be in our office no later than 2:00p.m. This is not a public opening.**

- b. Addendum one, shall includes the minutes of this meeting, answers to any questions, and the draft agreement, is scheduled to be issued by **January 18, 2012** at 5:00 p.m.
  - 2. Cost Proposal, Form AF-3, pages 9-12. **Please use the Cost Proposal, Form AF-3, pages 9-12, to submit pricing.**
  - 3. Estimate of Taxes, Form AF-4
  - 4. Contractor's List of Subcontractors, Form AF-5, page 13. No deviations from this list submitted in your proposal will be accepted unless the change has been approved by the Purchasing/Contracts Administrator.
  - 5. Bid Bond & Power of Attorney, Form AF-6, pages 15-16, (5% of the total amount of your proposal).
  - 6. Drug-Free workplace certification, Form AF-25, page 118
  - 7. Contractor Safety Certification, Form AF-26, page 119
  - 8. Campaign Contribution Disclosure, Exhibit B
- E. New Mexico State Wage Rates, pages 17-38
- 1. Contractors and Subcontractors submitting proposal pricing of more than ~~\$50,000~~ (**Change to read \$60,000**), must be registered with the New Mexico Department of Workforce Solutions prior to submitting a proposal to the City of Farmington.
- F. Tab I, Bidding Requirements, pages 39-45
- G. Tab II, Special Conditions, pages 46-48. Please review and following the instructions on page 48:

Section 1, Contractor's Drug Testing Policies and Procedures.

Section 2, Work hours. Normal business hours is as follows: Winter hours: 7:30 a.m. to 4:00 p.m. Summer hours: 7:00 a.m. to 3:30 p.m. Emergency maintenance could differ from our normal business hours. The Contractor would be required to call the City technician on-call to get access to the City's facilities.

Section 3, State of New Mexico Department of ~~Labor~~, (**Change to read Workforce Solutions**), Registration of Contractors.

Section 4, Bidding Requirements

- A. Tab I: Bidding Requirements, Page BR-1, Section 3, Questions, is not applicable for this Construction RFP.
- B. Tab I: Bidding Requirements, Page BR-1, Section 4, paragraph 4.2, is not applicable for this Construction RFP.

- C. Tab I: Bidding Requirements, Page BR-6, Section 27, Bid Opening Procedure, is not applicable for this Construction RFP.

#### Section 5, Terms

The term Bidder, Offeror, and Contractor shall be used interchangeably in these proposal documents and shall refer to the entity submitting a proposal to the City for consideration.

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- H. Tab III, Technical Specifications, pages 49-58  
Reference Technical Specifications, Section W, On-Call Emergency Repair Services, TS-9, page 58, a pricing method for the on-call emergency repairs will be discussed at the pre-proposal conference today.

City: Emergency repair services would be required if a line was hit, comes down, or burns down. Emergency repair services would be required from the awarded Contractor until the service repairs and testing are completed.

Question #1: Do you want an hourly rate sheet?

**City Response:** Yes, we would like your hourly rates you would charge for emergency repair services for after normal business hours.

Question #2: You mean rates for services out side of the contract prices.

**City Response:** Yes.

Question #3: Where would you like for us to put our hourly rate document in the proposal we submit?

**City Response:** After Form AF-3, Cost Proposal pages.

- I. Tab IV, Proposal Process and Proposal Format Requirements, pages 60-72
- J. Tab V, Evaluation Criteria, pages 73-76. This Construction/RFP will be evaluated based on the evaluation criteria points, page 74, and awarded to the top evaluated firm. Total 100 points, or 105 total points to allow for the 5% in-state preference.

Review of evaluation points

**5 points** – quality and completeness of the RFP. The proposal will be evaluated on the basis of thoroughness, and a demonstrated and proven insight into the scope of work.

- 20 points** – Technical competence and experience installing fiber optic cable and materials.
- 10 points** – Certification(s) of Contractor's staff
- 5 points** – Safety compliance program
- 20 points** – Repair and Warranty Service. Ability to provide timely repair and warranty services.
- 10 points** – Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.
- 5 points** - In-State Preference
- 30 points** – Proposal price
  - 20% = Bloomfield substation to Giant Substation project
  - 10% = Line items that will be used for future projects

Question #4: Is the trenching included in the line item pricing.

**City Response:** Unit prices for each line item on the Cost Proposal, Form AF-3, shall include all overhead cost such as labor, equipment, and all materials necessary to furnish and install, test, and termination of fiber optic cable.

- K. Tab VI, Conditions of Contract, pages 77-100
- L. Tab VII, Contract Forms, pages 101-119. These forms will be used after the Contract has been awarded.
- M. Draft Agreement, Exhibit A, will be submitted in Addendum One, on January 18, 2012.
- N. Confidentiality Agreement, Exhibit B, required to be signed by the awarded Contractor.

## V. ADDITIONAL QUESTIONS

Question #5: Tab VII, do we include these contract forms in our proposal packet that we submit to the City?

**City Response:** No, the contract forms in Tab VII, will be used when the contract has been awarded. After the contract is awarded the City will require the awarded Contractor to sign the Contract documents.

Question #6: I think I read in the proposal that the City would accept comparable or equal manufacturers and part numbers for the materials listed on the Cost Proposal. Is that correct?

**City Response:** No. Reference TS-2, page 51, Section C, paragraph 1, the fiber optic cable shall be supplied using the manufacturers and catalog numbers as listed on Forms AF-3.

Reference TS-2, page 51, Section D, paragraph 1, cable supporting hardware shall be supplied using the manufacturer and catalog numbers as listed on Forms AF-3.

Reference TS-3, page 52, Section H, paragraph 1, all optical fiber cables will be terminated in rack-mounted termination enclosures and shall be supplied using the manufacturer and catalog numbers as listed on Form AF-3.

Reference TS-3, page 52, Section I, paragraph 1, panels shall be supplied using the manufacturer and catalog numbers as listed on Form AF-3.

Reference TS-4, page 53, Section J, paragraph 1, fiber optic connectors shall be supplied using the manufacturer and catalog numbers as listed on Forms AF-3.

Question #7: Is there required certifications of technicians such as qualified **FOA** (not audible) technician, and are on site at all times?

**City Response:** In the proposal we are asking for the Contractor's personnel qualifications. We want to make sure that the Contractor's personnel are qualified installers/installation personnel. The City will evaluate your documentation and certificates that you submit in your proposal.

**City Comment:** I would like to comment on Exhibit B, Confidentiality Agreement. There are government regulations that mandates, the fiber communications in our substations are kept confidential. We have added the Confidentiality Agreement to make sure that all of our documentation, fiber splice points, and etc, will be kept confidential.

Question #8: Does this fall under Homeland Security?

**City Response:** In a way. Farmington Electric Utility is governed by FERC, Federal Energy Regulation Commission, NERC, North American Electric Reliability Corporation, and WECC, Western Electricity Coordination Council, to ensure safe and reliable power of the Western grid.

Question #9: In reference to your Drug Free Workplace requirements, do you require our technicians, and staff members to have a employee badge, and are they required to be finger printed by the City?

**City Response:** That is not a requirement. If the Contractor is doing work on City facilities or electrical substations, you will have a City employee with you.

**City Comment** – passed around Attachment 2, Supplemental Agreement, Line Item Pricing, Multi-Term Contract for Future Project. This is a copy of the form that we use to calculate line item quantities and total cost for the future project. City representative will insert the quantities only on the lines items required for the project, and email or fax Attachment 2 to the Contractor.

**VI. OTHER BUSINESS FROM THE FLOOR:**

No other comments or questions.

End of tape.