

**PORT OF WHITMAN COUNTY  
REQUEST FOR PROPOSAL FOR FIBER-TO-THE-HOME DESIGN WORK**

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**Background:**

The Port of Whitman County (Port) continues to pursue opportunities to enhance telecommunication services within Whitman County. The Port plans to construct last mile fiber serving approximately 109 locations in rural Whitman County in 4 project areas located in Pullman, Tekoa, and Pine City, WA. The Port has received an initial offer of financial aid for the project from the Washington State Department of Commerce Community Economic Revitalization Board (CERB)-Rural Broadband Program.

**Statement of Need (Scope):**

This Request for Proposals (RFP) is intended to solicit proposals from fiber design firms to supply the Port with a fiber-to-the-home design for the Project.

The services expected to be delivered as part of this procurement must include but are not limited to:

- Assist with right-of-way acquisition as required
- Aerial and underground design and construction drawings, including drops to each premise identified in the project boundaries
- Pole contact design
- Pole contact application
- Survey of poles and the ability to provide the survey work to the pole owner(s), as requested through the pole permitting process
- Ability to interface with multiple municipalities and agencies to coordinate route requirements
- Assist in preparation of construction bid documents and participate in any pre-bid or pre-contract meeting
- Oversight of construction process
- Review of as-builts and ability to provide GPS data of as-built system if requested
- Provide any documentation for permitting, as required

Please see Exhibit A: Maps of Service Areas and link to KMZ file.

**Evaluation Criteria:**

Proposals will be evaluated on the following criteria:

- Key staff qualifications/experience
- Experience with broadband design, permitting, and construction in the Project Area or surrounding areas
- Quality of outline of project elements and proposed timeline for completion
- Ability to deliver the services as outlined in the statement of need
- An estimate of the total costs of the Project
- A timeline for the design of the Project, including but not limited to: preliminary design for review, bill of materials, list of addresses requiring underground drops, permitting, final design for bid documents

**Proposal Elements:**

Proposals must include submission of the following information:

- Company profile, including qualifications (background, experience, applicable business licenses)
- Company experience in performing similar services
- References for previous fiber design work, including project descriptions
- Other information demonstrating the firm's capabilities and qualifications to perform the anticipated services
- Outline of project elements and timeline for completion of each
- An estimate of the total costs of the Project

**Contract:**

The Port may negotiate a contract with the firm it determines the most qualified, but the Port shall have no obligation to enter any such negotiations and, if it does so, the Port reserves the right to terminate the negotiations without obligation and not execute a contract for the services.

**Proposal Terms and Conditions:**

Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). **Submittals should be mailed or delivered to 302 N Mill Street, Colfax, WA 99111 or emailed to [kalvin@portwhitman.com](mailto:kalvin@portwhitman.com) by 12 p.m., Wednesday, February 19, 2025.** Proposals received after that date shall be considered subject to the acceptance of proposals received prior to the deadline.

All submissions become property of the Port and will not be returned. All conditions contained in this RFP are considered accepted by the Proposer in any proposal submitted. The proposal pricing will remain in effect for at least ninety (90) days after the date of submission. Proposers shall submit signed proposals on a company letterhead. Proposals by a partnership should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or person authorized to legally bind the corporation to a contract. By signing the Proposal, the signer acknowledges that they are authorized and duly bound to execute the document on behalf of the Proposer and that their signature is binding upon the Proposer.

The Port reserves the right to request clarification of information submitted, and to request additional information to any submission. The Port reserves the right to reject any and all proposals or to waive any irregularity. The terms of any final contract will be established by negotiation. The Port of Whitman County is an Equal Opportunity and Affirmative Action Employer. Small, Minority- and Women-owned firms are encouraged to submit proposals. This project is funded through the America Rescue Plan Act, State and Local Fiscal Recovery Funds, and Washington State Department of Commerce.

Exhibit A

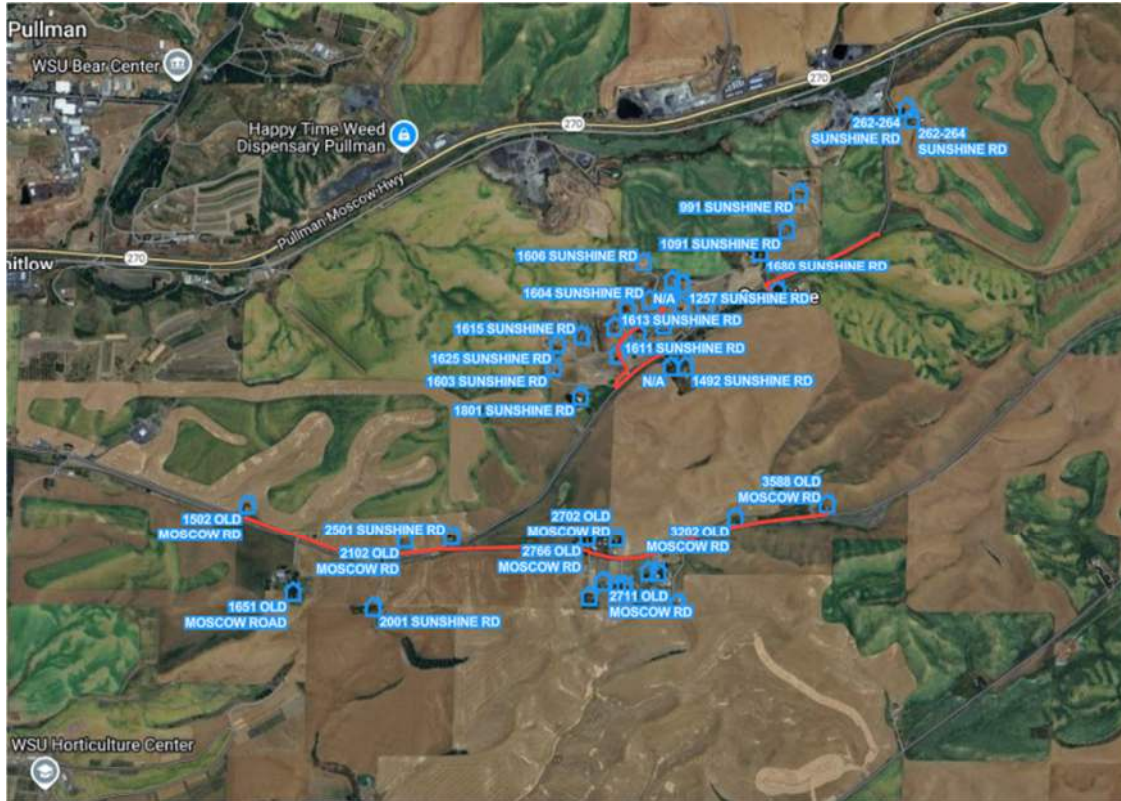
You can find a KMZ that includes polygons of all 4 project areas and the Port of Whitman's existing fiber-optic infrastructure here:

[https://drive.google.com/drive/folders/1T2YM\\_s\\_tySQE5OmTrv1xV8pnYPb9mSy3?usp=drive\\_link](https://drive.google.com/drive/folders/1T2YM_s_tySQE5OmTrv1xV8pnYPb9mSy3?usp=drive_link)

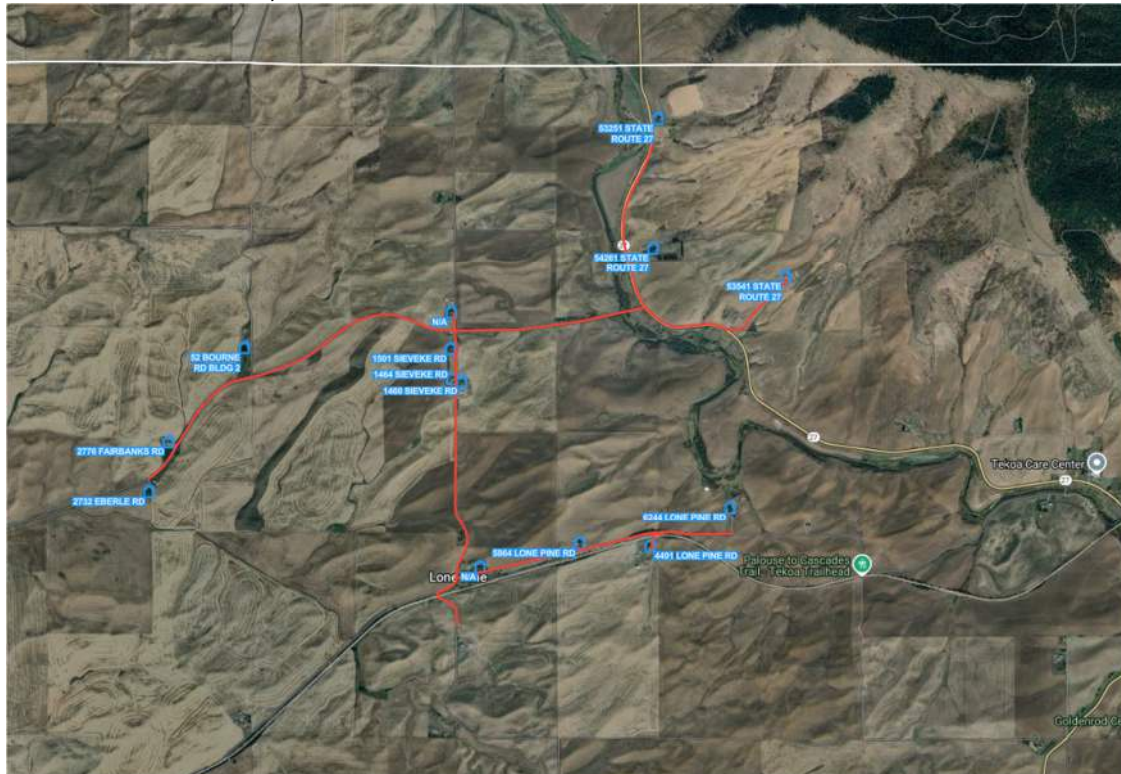
Area 1: Kitzmiller Rd area north of Pullman, WA



Area 2: Sunshine Rd/Old Moscow Rd Area east of Pullman, WA



Area 3: West of Tekoa, WA



Area 4: North of Pine City, WA

