



Public Lighting Authority

2020 Street Light Maintenance & Repair

Request for Proposals
June 12, 2020

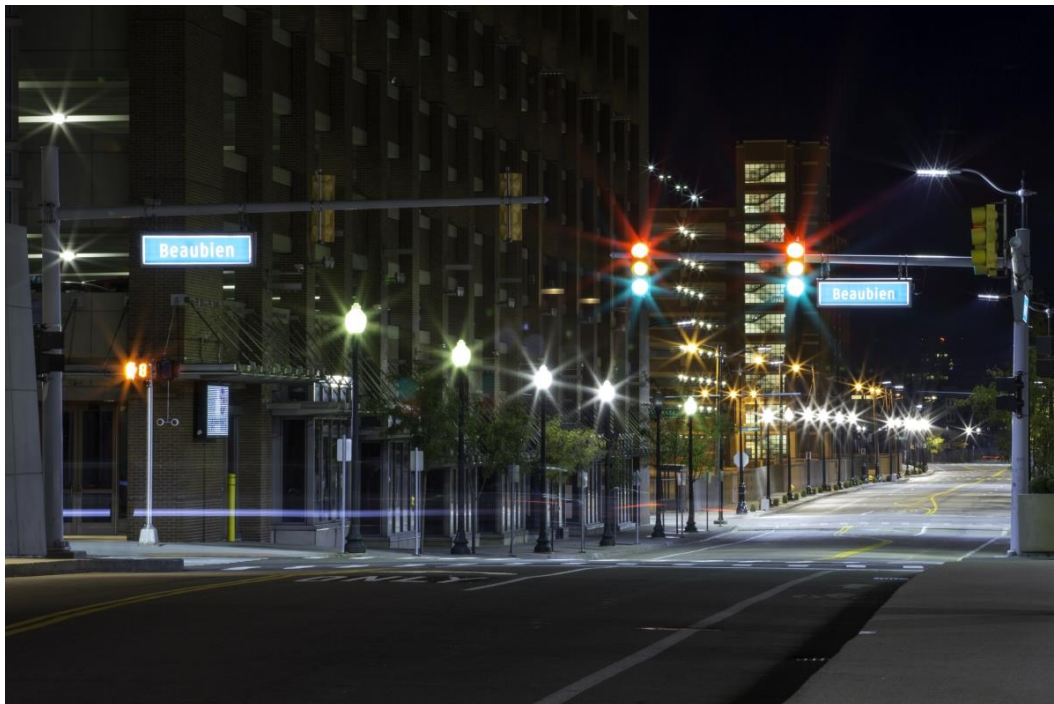


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Issue Date: June 12, 2020
Issuer: Beau Taylor, Executive Director
Services Required: Maintenance Services
Period of Contract: TBD
Due Date: Submissions will be received until **July 17, 2020**

Intent to Respond

In compliance with this Request for Proposal and subject to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached statement as mutually agreed upon by subsequent negotiations:

DATE: _____

NAME OF FIRM: _____

PRINCIPAL BUSINESS ADDRESS: _____

PRIMARY CONTACT INFORMATION _____

NAME: _____

SIGNATURE: _____

TITLE: _____

PHONE: _____

EMAIL: _____

FEDERAL EMPLOYER ID #: _____

Article 1: Definitions and Abbreviations

Capitalized terms and abbreviations used in this Request for Proposal are defined below.

“Arm” Support from pole to lamp housing.

“Attribute” A property inherent in a database entity or associated with that entity for database purposes

“Contractor” shall mean the entity or entities that enter into a contract to provide the services described in the Scope of Work for the PLA.

“Damage” Bent, parts missing, entire assembly missing, broken glass, part of pole missing, cracked or splintering, spray-painted with graffiti, public could be hurt by part if left in production, broken or cracked welds, hole(s) in assembly, wires appear to have been pulled from housing.

“Easement” Location of the streetlight that is not in an alley or street. Normally in a homeowners’ yard or a property owner other than the PLA of Detroit.

“Good” Operational, can be added to other working parts to create a fully functional streetlight.

“OH” Overhead, refers to the Service Feed coming from overhead

“PLA or Company” shall mean the Public Lighting Authority.

“Post” Wooden pole that the Arm extends from and to which the Service Feed attaches.

“Respondent” shall mean the entity that responds to this RFP by submitting a Proposal in accordance with the requirements herein.

“Response” or “Proposal” shall mean a Respondent’s submittal in response to this RFP.

“Scope of Work” shall mean the work detailed in Attachment A of this RFP.

“Service Feed” AC Voltage line from light pole to source. The source is normally in an alley or backyard. The source is normally 120-240VAC.

“Support Structure” Base for the pole that supports the Service Feed. It is fed underground.

“RFP” shall mean this Request for Qualification describing the PLA’s needs and seeking responses to fulfill those needs.

“UG” Underground, refers to the Service Feed coming from underground.

Attachments

- A. PLA Repair and Maintenance Scope of Work
- B. PLA Insurance Requirements
- C. Street Light Overhead and Underground Outage Work Unit Descriptions
- D. Pricing Sheets

Article 2: Corporate Introduction

The PLA is a governmental agency that has been authorized by the State of Michigan to be the authority responsible for constructing, maintaining, and replacing the City's street lighting system. To accomplish this, the City and the PLA have formed a unique partnership that allows the PLA to focus on its primary mission of serving the citizens and ensuring that the City remains lit.

As such, the PLA is committed to utilizing Detroit based businesses where possible. It is the expectation that the Contractor investigates and pursues local sourcing of work and utilize Detroit and Michigan based businesses in support of this effort wherever practical and expects its business partners to do the same.

For more information about the PLA, its past projects and its mission to keep the City lit, please visit www.pladetroit.org.

Article 3: Overview

This RFP is part of the PLA's long-term commitment to maintain the lighting system in the City, and is intended to identify qualified Respondent(s) who will complete the maintenance Work and other requirements as outlined in Attachment A (PLA Repair and Maintenance Scope of Work), Attachment B (Insurance Requirements) in a safe, workmanlike and satisfactory fashion and as designated in the Overhead and Underground unit descriptions reference herein. This RFP is part of a long-term plan of ongoing maintenance of the recently constructed Detroit system and may include other related lighting tasks such as tree trimming and additional non-operating lights removal as assigned. The Work includes general streetlight maintenance of the streetlight plan. All work performed by the selected Respondent(s) maybe compensated on a Time and Expense or Units basis based upon the sole discretion of the PLA.

Respondent shall be prepared to perform all portions of the Work referenced. If multiple parties are providing their services, one Proposal shall be submitted, and each party's portion of the Work shall be specifically identified and outlined in the proposal.

Article 4: Preferred Respondent Qualifications

It is preferred the Respondents meet the following criteria:

- A. Significant experience and understanding of electrical distribution systems
- B. Specialized internal subject matter experts familiar with the utility industry
- C. Headquarters in Detroit, with a Detroit-based workforce
- D. Experience working with ESRI
- E. Knowledge of the City of Detroit's and other relevant codes

Article 5: Required Submission Format

Respondents' Proposal shall be numbered sections 1-9 and match the headings below. The detailed requirements of each section are contained below. Submissions shall be uploaded in *PDF* format for all sections with the exception of section 8 which must be provided in *Excel*. *PDF*'s for pricing document will not be accepted. Please do not include sales and marketing information in the Proposal. Failure to number response 1-9 may result in a "non-conforming" bid submittal.

1. Profile of Respondent
2. Project Staffing
3. References/Relevant Experience
4. Materials
5. Safety Program
6. Proposal Validity
7. Pricing
8. Financial Information
9. Proposal Exceptions

Summary of Requirements

1. Profile of Respondent

Describe the highlights, key features and distinguishing points of the Proposal. On a separate sheet, include a list of contacts for the Proposal and how to communicate with them. Limit this section to a total of two (2) pages excluding the separate contact sheet.

Respondent shall include a brief description of the Respondent's business and its corporate organization structure, the number of years in business, the names of all applicable affiliates, diverse business status and history.

In the event Respondent submits a joint response, please identify the role of each company, and a rationale for the joint response.

2. Project Staffing

Describe how the project will be staffed. Key project team members shall be identified by name, title, and specific responsibilities on the project. Please **do not** include résumés of individuals; rather a brief paragraph explaining their relevant experience and background. A detailed organizational chart for project execution must also be included.

Pursuant to the Michigan Municipal Lighting Authority Act, MCL 123.1261 et seq., the Public Lighting Authority uses a Best Value procurement process for all purchases. Accordingly, the PLA considers a combination of factors, including whether Respondents are locally headquartered, their commitment to hiring Detroiters, the proportion of their current workforce that resides in Detroit, as well as any "capacity building" commitments the company is willing to make regarding quality, price and other elements of a proposal that, when considered together with the requirements described in this solicitation document, provide the greatest overall benefit to the PLA and the citizens of Detroit.

Moreover, as part of its commitments to the community it serves, the PLA intends to launch a workforce development initiative focused on providing Detroiters an opportunity to learn about and enter into the skilled trades.

Respondents are required to submit their specific outreach commitments focusing on:

- 1) How they will use Detroit Based Businesses and encourage a workforce that resides in Detroit to reach a goal of at least fifty-one percent (51%) Detroit workers.
- 2) Past experiences with capacity building and workforce development programs
- 3) Their willingness to work with the PLA on its workforce development initiatives

3. References/Relevant Experience

Respondent shall provide a brief history of experience and capacity that illustrates its ability to complete the Work and include the following:

- A. Client names
- B. Project(s) scope
- C. Location of project(s)
- D. Dates of the project(s)
- E. Type of equipment/materials installed
- F. Outage/Maintenance experience
- G. Right of Way (ROW) safety experience
- H. Decommission obsolete or unused lighting systems including poles and lights

- I. Respondent shall also provide the above information for any other utility related experience (i.e. overhead and underground lines maintenance and repair) that would display Respondent shall have significant knowledge, experience and understanding of electrical distribution systems.

By submitting these references, Respondent understands that representatives from the PLA may contact them and discuss the Respondent's past performance.

4. Materials

The PLA will procure, store, and handle all materials required for the Work including but not limited to poles, wires, light fixtures and lights. This includes equipment that has been removed from the field involving obsolete or unused poles, arms, light fixtures and lights. Therefore, such cost should **not** be considered as part of any section of a Response.

Contractors shall be responsible for identifying and returning all non-functioning luminaires, metal & decorative poles, assemblies and wires in a manner and condition that does not impair the warranty.

The PLA will process all scrapping, and manufacturer returns, and such cost/revenues should **not** be considered in any section of a Response.

5. Safety Program

The PLA values the safety of citizens of the City, its employees and anyone who works on the lighting system. As such, it is expected that all times that Contractors will work in a manner that is not only workmanlike and productive, but also safe.

As such, Respondent(s) shall provide:

- A. Its current comprehensive safety plan/manual and. Respondent's safety plan shall include details of safety training program/schedule, CPR training, and equipment inspections
- B. All OSHA recordables for the previous 2 years, and any risk mitigation efforts implemented as a result
- C. Any other related safety information

All information in this section is required as part of a Response. Failure to provide it may result in a nonconforming Response and exclusion from further consideration.

6. Proposal Validity

All Proposals that are submitted in response to this RFP shall be valid for six (6) months after submittal, unless otherwise noted in the exceptions section of the Proposal.

7. Pricing

The Respondent will be required to provide their standard billing rates for the units listed in Attachment D. The PLA anticipates that 75% of the Work will be performed on a T&E basis and the remaining 25% will be project based unit Work.

Unit rates shall contain built-in costs for all labor, supervision, equipment, back office charges, incidental material, and normal traffic controls. Respondent shall also provide pricing for Time and Expense "T&E" rates on the pricing sheets in Attachment D. Furthermore, Respondent shall identify any additional expenses that may be charged to the PLA during the performance of the Work (i.e. mileage, subcontractor fees, etc.).

In providing this information, Respondents are encouraged to carefully review this RFP including Attachment A – Scope of Work, which provides additional details regarding the work to be performed. Moreover, by submitting a Proposal, Respondents acknowledge that the PLA may require that Contractors perform work on either a unit basis and/or a T&E at the PLA's sole discretion.

All proposed pricing information shall be provided in the template in Attachment D (Excel spreadsheet) that must be converted and submitted as a PDF, which can be downloaded from www.pladetroit.org.

8. Financial Information

Respondent is required to demonstrate that it has the financial and operational capacity to perform the Work in a workmanlike, efficient and safe manner. Therefore, all Responses shall include the Respondent's:

- a. Annual financial statements for the previous two (2) fiscal years.
- b. Senior unsecured debt credit rating (e.g., long-term senior unsecured debt not enhanced by third-party credit support) as assessed by Standard & Poor's, Moody's Investor Services and/or Fitch Ratings.
- c. Name of the bank which provides Respondent's letters of credit if applicable.

- d. Describe existing amounts of working capital lines available, and bank names.
- e. Describe facility size and if applicable lease termination date.
- f. Any bankruptcy filings, as well as any pending and/or settled litigation and judgments made against Respondent in the previous three (3) years.

9. Proposal Exceptions

Describe any exceptions or requested changes the Respondent has to PLA's form agreements, operational requirements, terms and conditions, insurance, specifications, and scope of work.

If a Respondent has exceptions to any of the PLA's terms and conditions set forth in this RFP, please identify them along with proposed alternative terms and conditions. Only items, terms and conditions identified as exceptions will be open to later negotiation by the selected respondent. Any exceptions will be accepted or rejected at the PLA's sole discretion.

In the event the Respondent agrees with the terms and conditions set forth within this RFP, the same must be indicated in this section of their Response by stating: **Respondent has no exceptions with the terms and conditions as proposed in the RFP.**

Article 6: RFP Schedule

Responses may be submitted either hardcopy or electronically, but must be postmarked before **11:59 PM EST on July 17, 2020** or received electronically by **Friday, July 17, 2020 11:59 PM EST.**

Responses submitted via hardcopy should be sent via U.S. Certified Mail to:

C/O Chief Administrative Officer
Public Lighting Authority
400 Monroe Street, Suite 485
Detroit, MI 48226

Electronic submissions may only be submitted in PDF format to Marie A. Brown, Chief Administrative Officer at (mbrown@pladetroit.org).

No in-person submissions will be accepted.

The PLA reserves the right, in its sole discretion, to extend any RFP due dates.

Issue RFP	June 12, 2020
Respondent's Mandatory Pre-Bid conference	TBD
Respondent Questions Due	TBD
RFP Responses Due	July 17, 2020
Selected Respondent's Post-Bid Interviews	TBD
Bid Award	August 2020
Contractor Commences	TBD

Please note that these dates are subject to change in the sole discretion of the PLA. Respondents are encouraged to check www.pladetroit.org often for any updates.

Article 7: RFP Review and Evaluation Criteria

PLA's objective is to identify the Respondent(s) that best meet the requirements identified in this RFP and will be able to assist with the maintenance of the lighting system.

The evaluation process will include the assessment of both economic and non-economic criteria. The evaluation will be conducted reviewing pricing, scheduling, feasibility, capacity proposed methodology and other relevant factors.

Submissions may be evaluated using a multi-step process as follows:

Step 1 - The information provided in the Proposal will be evaluated for completeness and consistency with the Proposal content and RFP requirements. The PLA may have limited follow-up contacts to clarify Proposals.

Step 2 – The PLA will evaluate the Proposals based on the following criteria that are in no particular order:

- A. Pricing
- B. Capacity
- C. Relevant Experience and References
- D. Project Management capabilities
- E. Safety Program
- F. Commitment to Community Development (i.e. Detroit based business/utilization of Detroit residents and subcontractors/participation in workforce development)
- G. Financial Information
- H. Proposal Exceptions

Step 3 - Based on the evaluation set forth in Step 2 above, PLA may short-list Respondents for a post-bid interview prior to making a final selection to recommend to the PLA's Board for approval.

Please note, that this is only the proposed process, and that the PLA reserves the right to amend or even forgo this process at its sole discretion. Additionally, by submitting a proposal, all Responders agree and understand that that selection and approval by the Board is not a grant of exclusivity to perform the Work set forth in this RFP, or any kind of guarantee of Work, and instead only grants the non-exclusive opportunity to enter into negotiations with the PLA for a contract to perform the Work.

Article 8: Additional RFP Guidelines and Terms

Submission of the Respondent's Intent to Respond will be interpreted as an understanding and acceptance of these guidelines and terms. Therefore, please carefully review them to ensure compliance with the same.

- 1. Disclaimer** - This is not a contract offer by the PLA; the RFP responses to this RFP do not bind PLA in any way. PLA reserves the right to discontinue or modify the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction or negotiation with one or more Respondents. All costs incurred by a Respondent in preparing a response to this RFP and in providing or obtaining additional information to or from PLA shall be borne by the Respondent.
- 2. Right of Rejection/Acceptance** - PLA reserves the right to reject any or all responses, to accept any response, multiple responses or to select any combination of responses. PLA reserves the right to waive any irregularity contained in any response.
- 3. Right of Withdrawal** - Responses may be withdrawn at any time prior to the RFP Due Date. Any request to withdraw a response must be sent via e-mail to Marie A. Brown at mbrown@pladetroit.org.
- 4. Documents** - PLA makes no representations or warranties regarding the accuracy or completeness of the information contained in this RFP, including the attachments. The Respondent is responsible for making its own evaluation of information and data contained in this RFP and in preparing and submitting responses to this RFP. The PLA reserves the right to amend this RFP and its attachments at any time and at its sole discretion.
- 5. Confidentiality** - The documents, including but not limited to written, printed, graphic, electronic, photographic or voicemail materials and/or transcriptions, recordings or reproductions thereof, submitted in response to this RFP become public record upon submission to the PLA, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.
- 6. Post-Bid Interview** – For selected Respondents, the PLA may conduct an interview explaining the details of their proposal.

7. **Organization and Good Standing.** Respondent is duly organized, validly existing and in good standing under the laws of the State under which it is organized, has all requisite power and authority to own, operate and lease its properties and is duly authorized to do business in the State of Michigan.
8. **Power and Authority.** Respondent has all requisite power to submit a proposal to the PLA and to carry out and perform its proposed obligations under any Agreement that may be formalized between Respondent and the PLA pursuant to this RFP. All actions required on the part of the Respondent and its officers, and agents for the authorization, execution, and delivery of this proposal have been taken.
9. **No Conflict or Breach.** The proposed execution, delivery and performance by the Respondent of its proposed obligations under any Agreement that may be formalized pursuant to this RFP will not result in any violation of, be in conflict with or constitute a default under, in any material respect, any material instrument, mortgage, deed of trust, loan, contract, commitment, judgment, decree, order or obligation binding upon the Respondent or result in the creation of any mortgage, pledge, lien, encumbrance or charge upon any of its properties or assets.
10. **No Debarment, Pending Governmental Action or Record of Violations.** Respondent has not been debarred by either the federal, state or any local unit of government from providing services, nor is it currently the subject of any debarment or similar proceedings. Respondent has no record of violation of any federal, state or local government's procurement, and contracting or ethics rules.
11. **Conflicts; No Undue or Improper Influence or Inducement.** Respondent represents and warrants that no conflicts of interest exist between the Respondent and the PLA. Respondent represents and warrants that it has not, and will not, offer to PLA or any of PLA's employees any unlawful inducement, prohibited benefit, or improper incentive to enter into any agreement with PLA. Respondent understands and agrees that no person associated with Respondent shall contact any Public Lighting Authority Director or Officer to attempt to solicit business or to in any way influence such Director or Officer outside of the contact provided pursuant to the RFP. Failure to comply will result in debarment of respondent from doing business with the PLA.
12. **Performance of; Compliance with Law.** The Work proposed to be performed under any Agreement that may be formalized pursuant to this RFP will be performed in a safe and diligent manner in accordance with industry practices, by individuals of suitable training and skill. Respondent's actions and performance of the Services under any Agreement that may be formalized pursuant to this RFP throughout the term of such Agreement shall be in full compliance with all applicable federal, state and local laws, rules, regulations, and standards, including all laws applicable to PLA's operations or to which PLA is otherwise bound. Respondent has and will maintain throughout the term of such Agreement, all licenses, permits, authorizations, and approvals necessary for the lawful conduct of its business. No representation or warranty of Respondent contained in any proposal submitted pursuant to this RFP contains any untrue statement of material fact or omits to state a material fact necessary to make the statements and facts contained herein not misleading.

- 13. Notice to Proceed; Purchase Orders.** Respondent understands and agrees that no work is to be performed under its proposal unless and until an Agreement is signed and a purchase order for the specific work is issued by the PLA, and unless otherwise agreed to in writing, any Work performed in the absence of a purchase order shall not be charged to the PLA.
- 14. Approval of Board; Subject to Contract Negotiations.** Respondent understands and agrees that any vote by the PLA Board of Directors merely evidences the PLA's intent to enter into negotiations with Respondent. Respondent understands and agrees that its proposal shall not be construed as a contract offer and that the PLA is the only Party that may make an offer to Respondent once the Board has approved negotiations with pursuant to this RFP. No action by the PLA shall be construed to represent that an Agreement or any contractual obligation exists other than the full execution by both Parties of a final Agreement. Respondent further understands and agrees: (1) that, even if the PLA approves negotiations with Respondent, a final contract may not be executed, and Respondent has no right or cause of action against the PLA in the event that a final agreement cannot be reached by the Parties; and (2) the PLA may choose to not enter into an Agreement with Respondent at any time, and for any reason.
- 15. Assurances or Reassurances.** The PLA has the right to request any Assurances or Reassurances from Respondent it deems necessary at any time to ensure Respondent has the capacity to carry out the work. Such Assurances or Reassurances may be in the form: (1) of a sample of the method of contract performance Respondent proposes, (2) requesting financial information from Respondent to ensure it possesses the financial capacity to fund the work; or (3) any other actions or information the PLA, in its sole judgment, deems necessary. Respondent understands and agrees that the PLA has no obligation to compensate Respondent for any costs associated with providing such Assurances or Reassurances.
- 16. Contract Approval Does Not Guarantee Any Work; Multiple Vendors; Multiple Scopes.** Respondent understands and agrees that any Agreement that may be entered into between Respondent and the PLA does not guarantee any specific quantity or quality of work. All work assigned by the PLA shall be evidenced in the form of a validly issued purchase order that will only be issued after a valid Agreement is executed by the Parties. Respondent further understands and agrees that the PLA may select one or more responding vendors to perform all or any portion of the work at any time during the project even if a Contract is signed, during or after an initial selection. Respondent has no rights, contractual or otherwise, to any work under this RFP, and may be assigned only a portion or none of the work the PLA requires at any time. Moreover, any projections provided in this RFP should only be considered estimates based on the information available at that time, and actual conditions may vary.

Attachment A

PLA Repair and Maintenance Scope of Work

The Public Lighting Authority (PLA) was formed in 2012 to develop and implement a plan to upgrade and improve public lighting in the City of Detroit. During the initial phase of the project, the PLA installed over 65,000 LED streetlights working with all of its components, including poles, ballasts, circuits, transformers, and distribution. The PLA is now responsible for maintaining the streetlight system as needed, as well as performing routine maintenance including tree trimming and removal of some unused lighting components located in alleyways.

The PLA utilizes ESRI, ArcGIS and Azteca CityWorks in its maintenance and asset management needs. It is preferred, but not required, that Respondents have demonstrated knowledge of these systems and how they operate.

The purpose of this RFP is to obtain Proposals regarding the repair and maintenance of the public streetlight system.

1. MAINTENANCE PROJECT

The Maintenance Project is the routine maintenance and repair to the streetlights and streetlights system. The PLA requires that streetlights be repaired within 5 business days of being verified not working or damaged (this may vary depending on the extent of the damage). This work includes, but is not limited to swapping of light fixtures, arm replacement, overhead span repair, wood pole replacement pole knockdowns, and emergency pole knock downs.

For the purposes of analysis and process improvement, the PLA will be tracking all work, and may request that a non-billable unit be inputted. Some of the potential Non-Billable Unit definitions are located in Attachment C. Contractor will further be required to upload timesheets, comments, pictures (before and after if possible), equipment and material into the PLA's asset management system (CityWorks) within two (2) business days of work performed. Failure to do so may lead to delays in payment or even rejection of invoices related to such payments.

Availability and ability to repair emergency pole knockdowns is needed on a twenty-four (24) hours per day and seven days a week. If notified, the Contractor must send an appropriate crew within one (1) hour of the initial notification. This includes include notifications received during non-business hours. Please note, the PLA will be managing customer service calls and such costs should not be considered as part of a Response. Additionally, the PLA averages 6 emergency calls per week to be billed on a T&E basis. Please refer to the unit definitions in this RFP for proposed crew definitions.

2. CONSTRUCTION PROJECTS

As determined by the PLA, Construction Projects shall include, but not be limited to extensive and long-term construction and maintenance projects, and Work involving underground fed lights, not including light swap outs and Non-wood pole replacements. (Please note, the PLA averages 40 pole replacements per month with the requirement that complete pole replacements are done within 10 business days).

Contractor will be required to upload billable units, comments, pictures (before and after if possible), equipment and material into CityWorks within 2 business days of completion. This is for more maintenance work such as pole replacement, and underground work.

Construction Projects will be performed on an as needed basis in the sole discretion of the PLA, and the proposed billable unit definitions are in Attachment C.

3. MISCELLANEOUS

Schedule Adherence Meeting. The PLA reserves the right to hold meetings at least once a week with the selected Respondent(s) to discuss field conditions, workload, assignment of work for the next week and any other issues related to the maintenance of the streetlighting system.

Supplemental Services. Unless agreed otherwise in writing, maintenance, construction and repairs not identified in this RFP or its Scope Service, may be billed at the T&E rates provided by the Contractor in response to this RFP.

Responsibilities of Contractor. The Contractor shall furnish all transportation, tools, equipment, machinery, and all suitable appliances, requisite for the execution of this Contract and shall be solely answerable for the same and for the safe, proper, and lawful construction, maintenance, and use thereof. All equipment should meet minimum industry specifications, be certified and all lift inspections should be up to date.

The Contractor shall cover and protect work from damage and all injury from the same. The Contractor shall be solely responsible for all damage to the owner or the property of the owner, to other contractors or other employees of the owner, to the neighboring premises, or to any private or personal property, due to improper, illegal, or negligent conduct of Contractor or subcontractors, employees, or agents in and about said work, or in the execution of the work covered by this Contract, or any extra work undertaken as herein provided. The Contractor shall be responsible to the owner for any defect(s) in, or the improper use of, any scaffolding, shoring, apparatus, ways, works, machinery, or plant.

Permits. The Contractor shall be responsible for obtaining any necessary licenses and permits, and for complying with any federal, state and municipal laws, codes and regulations applicable to the performance of work. PLA has annual permit with MDOT for maintenance and Contractor is not required to pull permits with the City of Detroit, therefore please do not include maintenance permitting costs as part of your bid.

ATTACHMENT B Insurance Requirements

Prior to a Contractor commencing the Work identified in this RFP, they shall be required to furnish to the PLA, CERTIFICATE(S) OF INSURANCE evidencing that Insurance has been provided to meet, at minimum, the requirements as set forth below.

TYPE OF INSURANCE	MINIMUM LIMITS OF COVERAGE
1. Workers' Compensation:	Statutory requirements for the State of Michigan and/or for the state where the work will be performed.
2. Employers' Liability: (The limits required may be satisfied by a combination of primary and/or excess coverage):	\$ 1,000,000 each person
3. Business Automobile Policy when applicable (see Section E. (d) herein). Applies to Owned, Non-Owned and Hired: (The limits required may be satisfied by a combination of primary and/or excess coverage): Combined Single Limit Bodily Injury and Property Damage	\$5,000,000 each occurrence
4. Commercial General Liability (The limits required may be satisfied by a combination of primary and/or excess coverage): Combined Single Limit Bodily Injury and Property Damage If overhead electric line work, tree trimming clearance or attaching to utility poles: Combined Single Limit Bodily Injury and Property Damage	\$5,000,000 each occurrence \$10,000,000 each occurrence

ATTACHMENT C

Unit Definitions

The following list includes the projected units and definitions necessary to perform the Work described in this RFP. This notwithstanding, Respondents should be aware that this list may be modified prior to the execution of a final contract.

Unit OH1 Lamp and/or OH2 Photocell Replacement/Outage

This unit includes testing for proper voltage at the luminaire's connection to secondary feed, replacement of lamp and/or photocell and includes installation of a new lamp, fixture wire, and/or photocell and or PC Adaptor if present at that location. Contractor must ensure that all replacements parts are operational. If the luminaire serial number is known and there is no tag at the location of the lamp source of the luminaire is changed, then Contractor will retag the asset. Lamp wattage is to remain the same unless authorized by the Public Lighting Authority.

Unit OH1A Lamp or Unit OH2A Photocell Outage (Won't Burn) Additional Location on Circuit or other circuit within 1000'

This unit is used when additional maintenance is performed on the same circuit or an additional circuit within 1000' using the same activity as Unit OH1 or Unit OH2.

Unit OH3 Shade Installation

This unit includes installation or replacement or removal of the shade.

Unit OH4 Conductor Removed/Installed per span

For the purpose of this unit, conductor will be defined as any PLA approved conductor (including control conductor) used for streetlight purposes. For payment purposes the Contractor will be paid one-unit price per span of conductor. Contractor will ensure adequate slack at terminations and poles. This unit is for the removal **and** installation of conductor.

Unit OH4A Conductor Removal per span

For the purpose of this unit, conductor will be defined as any PLA approved conductor (including control conductor) used for streetlight purposes. For payment purposes the Contractor will be paid one-unit price per span of conductor. Contractor will ensure adequate slack at terminations and poles. This unit is for the removal **only** of conductor.

Unit OH4B Conductor Installation per span

For the purpose of this unit, conductor will be defined as any PLA approved conductor (including control conductor) used for streetlight purposes. For payment purposes the Contractor will be paid one-unit price per span of conductor. Contractor will ensure adequate slack at terminations and poles. This unit is for the installation **only** of conductor.

Unit OH5 Replace Light Circuit Control –Overhead

This unit includes replacement of circuit control at an overhead location. This unit includes energizing the circuit.

Unit OH6 Globe Replaced

This unit includes replacement of refractor, lens and/or globe at an overhead location.

Unit OH7 Repair Overhead Receptacle

This unit includes the repair of overhead receptacle on streetlight post.

Unit OH 8 Replace Wood Pole and Light

These units include pole replacement including assembly of single or double arms to pole and installation of luminaire and reconnection of one span. This unit included the excavation and disposal of spoils, support of hole if necessary, installation of ground rods/wire/clamps, furnish & installation of fixture wire, install tagging materials and restoration of grassy/soft areas are included.

Unit OH9 Install New Wood Pole – No Light Attached

This unit is for the installation of a new pole, no replacement of an existing and damaged pole. This unit included the excavation and disposal of spoils, support of hole if necessary, installation of ground rods/wire/clamps, installation of one span, and restoration of grassy/soft areas are included.

Unit OH10 Remove and Haul Streetlight Wood Pole and Assembly

This unit includes complete removal of wood pole, support arm, luminaire, photocell and secondary conductor and the disposal of such materials. Luminaire, arm and conductor can be used if still viable, if not, disposal is to occur at PLA's maintenance facility.

Unit OH11 Remove or Install of Arm of an existing pole

This unit is for an arm removal and/or install on an existing pole where the pole is left in place. This includes new fixture wire, re-installation of luminaire, disconnection and reconnection to feed.

Unit OH12 Trip Charge

This unit is utilized when crew travels to location and repair cannot be completed due to intervening factor (i.e., no access, wrong location, site not ready) or OK or lit on arrival.

Unit OH13 Straighten Pole

Straighten and/or self-sustain existing streetlight pole. Includes stone backfill if required. If concrete or asphalt must be broken the applicable unit will apply.

Unit OH14 Re-wire OH Street Light

Replace existing streetlight fixture wire as necessary to restore equipment to normal operation. Terminations of wire are included in this unit. This unit applies to Code 46 and Code 48 support arms only. Doesn't include installation of new support arms.

Unit OH15 Replace or install Guy Wire for Suspension/Span Light, or down guy wire

Remove and replace OH guy wire or down guy. When the OH guy wire serves as a support for a span light, this unit includes removal and reattachment of the OH suspension luminaire.

Unit OH16 Clean and Tag existing pole

Unit OH17 Hand Dig for Pole

Unit includes labor and equipment necessary to perform this work. Unit is used as a means of locating existing utilities prior to the use of mechanical excavation per MISS DIG regulations. Unit includes backfill with existing materials and soft restoration of grassy areas with the exception of mulch and seed. Hand digging, Hydro excavation, hard surface cutting, removal and restoration not included.

Unit OH 18 Pick-up/Disposal of (1) One Pole Laying on Ground

Labor and equipment to travel to pole location, load downed pole, haul pole to PLA yard, and unload pole into designated disposal area.

Unit OH 18A Pick-up/Disposal of Two (2) or More Poles Lying on Ground:

Labor and equipment to travel to pole location, load downed pole, haul pole to PLA yard, and unload poles into designated disposal area.

Unit OH 19 Testing at Luminaire Location:

Testing the luminaire, voltage documentation, testing of photocell operation and includes repair of one (1) termination if necessary, at the light location. This unit cannot be used in conjunction with OH1 or OH2.

Unit OH 20 Testing at LC/Feed Location (Street Accessible):

Testing the lighting control or feed point, voltage documentation, testing of photocell operation and includes repair of one (1) termination if necessary, at the feed or lighting control location. This unit cannot be used in conjunction with OH1 or OH2.

Unit OH 21 Testing at LC/Feed Location (Easement):

Accessing the location, climbing the pole to reach the secondary conductor, testing the lighting control or feed point, voltage documentation, testing of photocell operation and includes repair of one (1) termination if necessary, at the feed or lighting control location. This unit cannot be used in conjunction with OH1 or OH2.

OH 23 Replacement of In-Line Fuse Holder with Fuse

Replacement of an in-line fuse holder including the fuse at the luminaire location.

OH 24 Lighting Control Seals

Locating, installing, and recording of data at each lighting control location.

OH 25 Leveling of Twisted Luminaire (First Location)

Leveling and testing of a luminaire which has rotated on its support arm.

OH 25A Leveling of Twisted Luminaire (Additional Location)

Leveling and testing of a luminaire which has rotated on its support arm that is within 1000' of another location.

OH 26 Re-Sag Overhead Conductor/Span

Re-sagging an overhead cable span. Terminations are included.

Unit OH27 Locate and Repair Conductor Fault

Unit includes the labor and equipment required for the following; isolating overhead wire, locating fault(s), making all permanent repairs. This unit is to include up to (10) ten feet of overhead cable and (6) joints. Contractor must complete a Damage Report, indicating whether the cable failure is due to damage or failed in service. In the event cable failure is due to damage Contractor shall take a minimum of (3) three site pictures displaying the damage and document damage in job brief.

Make Safe Units

All Make Safe units will include the removal of pole within 1 business day from site.

Unit OH52 Make Safe Crew - Daytime

This unit will consist of a journeyman/lineman; a lineman apprentice level 7 and a truck. This unit includes 1.5 times labor rates and shall be billed at a minimum 2 hours with additional time billed in ½ hour increments. This rate will be used work performed outside normal business hours and all day on Saturdays. This unit will consist of a journeyman/lineman, a lineman apprentice level 7 and a truck. This unit applies for work performed under an emergency basis during normal business hours. Business hours are noted as being from 0730 to 1600 hours. This unit includes 1.5 labor rates and will be billed at ½ hour increments.

Unit OH53 Make Safe Crew – 2-Man Crew

This unit will consist of a journeyman/lineman; a lineman apprentice level 7 and a truck. This unit includes 2 times labor rates and shall be billed at a minimum 2 hours with additional time billed in ½ hour increments. This unit will be used for work performed on Sunday and PLA designated holidays.

Unit OH53A Make Safe Crew – 2-Man Crew additional hours

This unit will consist of a journeyman/lineman; a lineman apprentice level 7 and a truck. This unit includes 2 times labor rates and will be used to bill ½ hour increments in excess of the 2-hour minimum in the OH54 unit.

Unit OH55 – Make Safe Crew 3-Man Crew

This unit shall be used for make-safe work performed by crews already released from their normal shift, and for make safe work performed on PLA designated holidays, Sundays, and unscheduled Saturdays. This crew consists of (1) lineman foreman, (1) lineman journeyman, and (1) lineman apprentice level 5 and (1) bucket truck, (1) digger derrick, and (1) pole trailer. This unit price includes all equipment costs (which shall not be billed separately) and includes a minimum of 2 hours.

Unit OH55A - Make Safe Crew – 3-Man Crew Additional Hours

This unit shall be used for make-safe work performed by crews already released from their normal shift, and for make safe work performed on PLA designated holidays, Sundays, and unscheduled Saturdays. This crew consists of (1) lineman foreman, (1) lineman journeyman, and (1) lineman apprentice level 5 and (1) bucket truck, (1) digger derrick, and (1) pole trailer. This unit price includes all equipment costs (which shall not be billed separately) and will be used to bill ½ hour increments in excess of the 2-hour minimum in the OH55 unit.

Unit TT-1 Tree Trimming

Trimming at DTE backlot Distribution pole location for climbing space/workspace to the top of the secondary rack. Remove Debris. Trimming requires 5 ft radius clearance around pole.

Unit TT-2 Tree Trimming

Line Clearance for the service wire route from DTE Distribution pole to location of PLA Pole at the street. Trimming require 5 ft radius around entire span.

Unit TT-3 Tree Trimming

Trimming at streetlight location to include 10 ft. radius of pole, luminaire and arm. Remove Debris. Trimming requires 5 ft radius around luminaire, pole and arm.

UNDERGROUND OUTAGE AND MAINTENANCE BID UNITS:

Unit UG1 Breakaway Coupling and Skirt Assembly Installed

This unit includes the installation of four breakaway couplings and one skirt assembly.

Unit UG2 Install Light Circuit Control – Overhead

This unit includes installation of circuit control at an overhead location per spec 1-23-314. This unit includes energizing the circuit.

Unit UG3 Install Light Circuit Control – Underground

This unit includes installation of circuit control at an underground location per spec 1-23-224. This unit includes energizing the circuit.

Unit UG4 Install Streetlight Luminaire, Lamp and UG5 Photocell

This unit includes testing for proper voltage at the luminaire's connection to secondary feed, replacement of lamp and/or photocell and includes installation of a new lamp, fixture wire, and/or photocell and or PC Adaptor if present at that location. Contractor must ensure that all replacements parts are operational. If the luminaire serial number is known and there is no tag at the location of the lamp source of the luminaire is changed, then Contractor will retag the asset. Lamp wattage is to remain the same unless authorized by the Public Lighting Authority.

Unit UG4A Lamp or Unit UG5A Photocell Outage (Won't Burn) Additional Location on Circuit or other circuit within 1000'

This unit is used when additional maintenance is performed on the same circuit or an additional circuit within 1000' using the same activity as Unit UG4 or Unit UG5.

Unit UG7 Straighten direct buried pole or foundation

Unit includes removal of hard surface if required, excavation, straightening of direct buried pole or foundation, backfill, tamping and restoration of grassy or soft surface.

Unit UG8 Replace Decorative Pole

These units include pole replacement including assembly of single or double arms to pole and disconnection and reconnection of feed. Support of hole if necessary, installation of ground rods/wire/clamps, furnish & installation of fixture wire, terminations of cable within pole, if necessary and install tagging materials. Hard Restoration, foundation replacement/straightening and saw cutting are not included.

Unit UG9 Remove Foundation Mounted Steel Streetlight Post & Base – Install New Precast Base

This unit includes removal of existing post, breakdown old foundation and remove exposed rods 30” below grade.

Unit UG10 – Wire Pulling for Lighting: Pulling wire x 3 for lighting purposes. Includes necessary conduit make ready, path selection, loops per linear foot of conduit measured horizontally from center to center of termination points plus slack (7’ per termination and 25’ at cable poles) and wire tagging. Unit is based on lineal foot from pole to pole.

Unit UG11 – Wire Pulling for Lighting: Pulling wire x 4 for receptacle, per linear foot of conduit measured horizontally from center to center of termination points plus slack (7’ per termination and 25’ at cable poles) and wire tagging. Unit is based on lineal foot from pole to pole.

Unit UG12 Locate Underground Cable Fault – Unit to include Labor and equipment necessary to locate underground fault. Unit includes testing only of a circuit locate a fault in an underground cable using testing equipment. Excavation, Isolation and cable replacement are not included.

Unit UG13 – Safety setup for Manhole Entry – Unit to include both setup and removal of safety equipment inclusive of all labor and equipment necessary to perform work.

Unit UG14 – “D” size (4’x4’x4’) Manhole De-Watering - Unit to include all labor and equipment necessary to perform work. Utilization of safety equipment is not included.

Unit UG15 – Handhole/Vault Cleaning: Pump out standing water; clear all silt, debris and foreign matter to the satisfaction of the PLA/Engineer. Remove, store and dispose of debris in a manner acceptable to the PLA/Engineer. One unit per day.

Unit UG73 Cable Termination with Splices

Up to three (3) splices of 600V insulation, #2/0 AWG or smaller cables at a single location.

Unit UG77 Replace Curb

This unit includes the removal, complete disposal, forming and forming materials, concrete & asphalt material for the complete replacement of curb.

Unit UG93 Installation of Hand Hole

This unit includes excavation, stone base, backfill and removal of spoils.

Unit UG94 Installation of conduit into concrete Hand Hole by coring

Unit includes removal of hard surface where required, excavation up to 24” of cover, core saw hole in concrete, placing conduit, sealing hole with hydraulic cement, backfill and grassy or soft surface restoration.

Unit UG95 Installation of ground rod and ground wire (cable)

Unit includes excavation to depth of underground access port, installation of ground rod, ground rod connector and ground wire.

Unit UG97 Removal of streetlight foundation up to 9”

Unit includes complete removal 9” below grade and backfill hole with compactable material. Also includes removal and proper disposal of all associated material.

Unit UG98 – Removal of Foundation up to 36” below grade and back fill hole with compactible material.

Unit includes complete removal 36” below grade and backfill hole with compactable material. Also includes removal and proper disposal of all associated material.

Unit UG99 – Installation of foundations which vary in depth and require steel reinforcement.

Unit is inclusive of specifications for the support of overhead line weight. Foundation depth and size is dependent upon surface conditions and below grade utility. This unit includes post installation up to 40’. Post Assembly not included.

Unit UG100 – Installing Direct Buried Conduit (2-3” formation):

Unit includes hard surface removal as necessary, open cut excavation of sufficiently wide trench to accommodate conduit layout, back fill with sand and compaction. Unit also includes greenbelt restoration. Unit is based on lineal foot.

Unit UG101 – Installing Direct Buried Conduit (4-4” formation):

Unit includes hard surface removal as necessary, open cut excavation of sufficiently wide trench to accommodate conduit layout, back fill with sand and compaction. Unit also includes greenbelt restoration. Unit is based on lineal foot.

Unit UG102 – Installing Concrete Encased Conduit (2-3” formation):

Unit includes hard surface removal as necessary, open cut excavation of sufficiently wide trench to accommodate conduit layout, concrete and back fill with sand and compaction. Unit also includes greenbelt restoration. Unit is based on lineal foot.

Unit UG103 – Installing Concrete Encased Conduit (4-4” formation):

Unit includes hard surface removal as necessary, open cut excavation of sufficiently wide trench to accommodate conduit layout, concrete and back fill with sand and compaction. Unit also includes greenbelt restoration. Unit is based on lineal foot

Unit UG104 – Conduit Repair Under Sidewalk or Dirt:

Investigate, locate, dig up and repair conduit under sidewalk or existing soft surfaces. This unit includes all soft surface restoration.

Unit UG105 – Conduit Repair Under Pavement:

Investigate, locate, dig up and repair conduit under pavement of varying depths. This unit includes all hard surface restoration.

Unit UG106 – (2) – 3” Bore:

This unit includes the installation of conduit by directional drill method only. Unit does not include materials, or utility conflict/ exploration/excavation. Unit is based on lineal foot.

Unit UG107 – (4) – 3 to 4” Bore:

This unit includes the installation of conduit by directional drill method only. Unit does not include materials, or utility conflict/ exploration/excavation. Unit is based on lineal foot.

Unit UG108 Install Hot Box (Temp. cover for cables exposed by pole knockdown)

This unit includes the installation of a temporary cover of underground conductors that were exposed and requires repair.

Unit MW34, Remove, dispose of, and Replace concrete up to a 4” thickness

This unit includes the labor and material to fully restore concrete surface up to a 4” thickness. The PLA will pay for an average of 9 square feet.

Unit MW38, Remove, dispose of, and Replace concrete up to a 6” thickness

This unit includes the labor and material to fully restore concrete surface up to a 6” thickness. The PLA will pay for an average of 9 square feet.

Unit MW9, Saw Cut, concrete or asphalt.

This unit will be paid per 12 lineal feet regardless of thickness.

Non-Billable Units for Maintenance

MAINTENANCE BID UNITS:

Unit OH1 Luminaire Replacement – includes Lamp and/or Unit OH2 Photocell Replacement

Unit OH1A Lamp or Unit OH2A Photocell Outage (Won't Burn) Additional Location on Circuit or other circuit within 1000'

Unit OH4 Conductor Removed/Installed per span

Unit OH4A Conductor Removal per span

Unit OH4B Conductor Installation per span

Unit OH5 Replace Light Control Cabinet – Overhead

Unit OH6 Globe Replacement

Unit OH 8 Replace Wood Pole

Unit OH9 Install Wood Pole

Unit OH10 Remove and Haul Streetlight Wood Pole and Assembly (Make Safe Only)

Unit OH11 Remove or Install of Arm of an existing pole

Unit OH12 Trip Charge

Unit OH13 Straighten OH Light Pole

Unit OH14 Re-wire OH Street Light

Unit OH15 Replace or install Guy Wire for Suspension/Span Light, or downed guy wire

Unit OH16 Clean & Tag Pole

Unit OH17 Hand Dig for Pole

Unit OH18 Pick-up/Disposal of (1) One Pole Laying on Ground:

Unit OH19 Testing at Luminaire Location:

Unit OH20 Testing at LC/Feed Location (Street Accessible):

Unit OH21 Testing at LC/Feed Location (Easement):

Unit OH25 Leveling of Twisted Luminaire

Unit OH26 Re-Sag Overhead Conductor/Span

Unit OH27 Locate and repair secondary fault

Unit UG1 Breakaway Coupling and Skirt Assembly Installed

Unit UG4 Install Streetlight Luminaire, Lamp and UG5 Photocell

Unit UG12 Locate and repair secondary fault

Unit UG73 Cable Termination with Splices

Unit UG108 Install Hot Box (Temp. cover for cables exposed by pole knockdown)

Unit TT-1 Tree Trimming

Unit TT-2 Tree Trimming

Unit TT-3 Tree Trimming