



**REQUEST FOR PROPOSAL (RFP)  
Design, Construction Management,  
and Operations  
Of a Fiber-to-the-Premise Network**

Proposals are due by 4:00 PM CST on November 4, 2022

Redwood County, Minnesota, is seeking a proposal from qualified ISPs to design, construct, and operate a fiber-to-the-home network to cover The City of Sanborn, MN and surrounding areas in Charlestown Township. This opportunity has been made possible for a grant that was awarded to the County by the Community Development Block Grant (CDBG) Coronavirus Broadband program.

*Table of Contents*

	<b><i>Introduction</i></b>	<b>3</b>
1	<i>Project Overview</i>	3
2	<i>General Requirements</i>	3
3	<i>RFP Instructions, Definitions, and Schedule</i>	7
4	<i>RFP Response Requirements</i>	11
5	<i>Payment</i>	14
6	<i>General Provisions</i>	15
	<i>Attachment A – Maps of Grant Award Areas</i>	17
	<i>Attachment B – Insurance Requirement</i>	18

**The following attachments can be viewed at**  
**<https://redwoodcountyeda.com/cdbg/>**

- Attachment C – Environmental Assessment*
- Attachment D – Redwood County CDBG Grant Agreement Contract Executed with DEED*
- Attachment E – Redwood County CDBG Application*

## **Introduction**

Redwood County has been awarded a broadband grant under the 2021 Community Development Block Grant Coronavirus Program (CDBG-CV). The grant was processed and approved by the Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program Staff.

The Grant Award Area specifically funds building fiber-to-the-premise to all homes and businesses in the grant award area.

The amount of the grant award being offered is \$1,559,643. This is the amount awarded to for the project less administrative and environmental study fees.

This RFP is seeking a qualified ISP (Respondent) willing to accept that amount of grant to design, build the fiber network, and then serve as the ISP on the new network.

## **1 Project Overview**

The Project Area covered by the grant includes the City of Sanborn, Minnesota and surrounding areas in Charlestown Township. A map of the service area that was approved as part of the grant award is included in Attachment A. The term “Grant Award Area” is used throughout the RFP to mean the geographic area covered by the map.

The RFP asks Respondents to describe how it will accomplish the following major tasks:

1. Design the fiber network and the associated electronics.
2. Hire the construction contractors and choose the electronics vendors needed to build and activate the network.
3. Obtain all needed rights-of-ways, easements, permits, pole attachment agreements, and anything else needed to proceed with construction.
4. Oversee the construction process so that the network is constructed according to the design specifications.
5. Activate the fiber network and offer retail broadband to every residence and business in the Grant Award Area.

## **2 General Requirements**

The County will only accept proposals that cover the entire Grant Award Area, and that propose to provide all functions listed in Item 1 above.

The Respondent to this RFP must be the ISP that will be providing the broadband service in the Grant Award Area. The ISP is not expected to perform all tasks with its own personnel and may partner with subcontractors as needed for other tasks.

If the Respondent is going to use subcontractors for any of steps 1 through 4 it must identify the subcontractor that will perform each task.

The County will not accept RFP responses from an ISP that cannot complete all five tasks. The County will not accept RFP responses from entities that want to only perform one or more of tasks 1 through 4. The County is only interested in RFP responses from Respondents willing to provide a full turnkey solution.

## FTTP Design / Construction / Operation RFP

The following are the expected requirements for each of the two primary areas effort:

**Engineering Requirements.** The Respondent must meet the following parameters. Any details of the engineering design beyond these parameters are at the discretion of the Respondent. Respondent should note in the RFP response if it plans to deviate from any of the following requirements. Include a description of your alternate approach and explain briefly why your approach will be adequate.

- A Professional Engineer licensed in Minnesota shall approve all network designs.
- The grant only pays for connecting residential households. However, the County expects fiber to also pass every business and government location within the Grant Award Area. The cost to connect business and government locations must be funded by the ISP.
- The network should be capable of delivering symmetrical gigabit bandwidth or faster to every subscribed customer in the Grant Award Area.
- The design will incorporate a drop network access point (NAP) design that will enable the easy placement of a fiber drop to premises that take service.
- The network should be designed so that it will continue to provide the promised broadband speeds at the expected busy hour when the network carries the most local broadband traffic.
- The design should include all huts, cabinets, and other network elements needed to make the fiber network functional and ready to accept electronics.
- The County's preference is to use buried fiber. Please describe the number of miles of proposed buried fiber in your plan.
- For buried fiber, locating wire must be installed with all buried fiber. Warning tape must be installed with fiber network 12-inches below final grade, except when directionally bored.
- Respondent will be expected to obtain needed rights-of-way and easements from the appropriate government entity for public rights-of-way and from private landowners for private rights-of-way.
- A Respondent shall make applications for all needed permits and rights-of-way for all construction, RR crossings, water and wetlands crossings, and road crossings.
- Respondent should provide independent inspection of the construction process (meaning the inspectors are independent from, and not employed by the Respondent) so that the constructed network meets the design specification of the network. Please describe your proposed process for construction inspection and describe the functional independence of the inspectors.
- Respondent shall provide an electronic copy of the final construction / as-built drawings to the County that will include shape files that show the detailed locations of buried construction. .
- The County has performed an Environmental study associated with this proposal, and respondent shall be expected to adhere to any findings and recommendations from that study. The study can be found as Attachment C listed at <https://redwoodcountyyeda.com/cdbg/>.
- Respondent, as a sub-recipient of the State of Minnesota Grant Contract Agreement No. CARE-21-0001-O-FY21 executed with Redwood County, shall adhere to all regulations as outlined in the Grant Contract Agreement as Attachment D available at <https://redwoodcountyyeda.com/cdbg/>.
- Respondent shall adhere to all national standards related to fiber construction and fiber electronics, as follows.
  - NATIONAL ELECTRICAL CODE, NFPA 70  
The National Fire Protection Association has acted as the sponsor of the National Electrical Code (NEC) since 1911. The original Code was developed in 1897 as a result of the united efforts of various insurance, electrical, architectural, and allied interests. The purpose of the NEC is the practical safeguarding of persons and property from hazards arising from the use of electricity. The NEC provides the minimum code requirements for electrical safety. In telecommunications distribution design, the NEC must be used in concert with

## FTTP Design / Construction / Operation RFP

the ANSI/EIA/TIA standards identified below, which are intended to insure the performance of the telecommunications infrastructure.

○ ANSI/TIA/EIA STANDARDS

The Telecommunications Industry Association/Electronics Industry Association (TIA/EIA) engineering standards and publications are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers. The standards facilitate interchangeability and improvement of products and assist the purchaser in selecting and obtaining the proper product for his or her particular needs.

The TIA/EIA Standards are updated every five years. Due to the rapid changes in the telecommunications and electronics industries, TIA/EIA publishes periodic Telecommunications Systems Bulletins (TSB), which provide additional guidance on certain technical issues that must be addressed prior to the next scheduled revision of the standards. The information contained in TSBs is usually incorporated into the applicable standard during the next standards revision. Standards and publications are adopted by TIA/EIA in accordance with American National Standards Institute (ANSI) patent policy. The TIA website is: <http://www.tiaonline.org/>

○ FIBER OPTIC TEST STANDARDS, TIA/EIA-526 (SERIES)

The TIA/EIA-455 series, together with its addenda, provides uniform test procedures for testing the fiber optic components intended for, or forming a part of, optical communications and data transmission systems. This series contains standard test procedures for optical fibers, cables, transducers, and connecting and terminating devices.

○ CUSTOMER-OWNED OUTSIDE PLANT (OSP), ANSI/TIA/EIA-758

The ANSI/TIA/EIA-758 provides industry standards for the design and construction of customer-owned OSP infrastructure. Unless specified otherwise by one of the cities, the fiber network should be designed and constructed to be in compliance with ANSI/TIA/EIA-758.

○ NATIONAL ELECTRIC SAFETY CODE

The NESC sets the ground rules for the practical safeguarding of persons during the installation, operation, or maintenance of electric supply & communication lines & associated equipment. It contains the basic provisions that are considered necessary for the safety of employees & the public under the specified conditions. The NESC continues to be a stronghold in the U.S. electrical industry & communications fields and serves as the authority on safety requirements for power, telephone, cable TV, & railroad signal systems.

ISP Requirements. The County is seeking an ISP/Operator of the system that meets the following high-level requirements:

- The ISP will own and maintain the completed fiber network for a minimum of five years. The ISP must get written approval from the County to sell the network before then.
- The Respondent must offer retail broadband service to every home and business in the Grant Award Area.
- Respondent shall already be an operating ISP that is currently providing retail broadband to residential and business customers somewhere in Minnesota.
- Respondent shall already be operating a gigabit-capable fiber network that is serving retail customers for no less than five years.

## FTTP Design / Construction / Operation RFP

- The County hopes for affordable broadband rates. Please provide your broadband products by speed and price for residential and commercial plans. Describe any additional products and rates for ancillary charges for modems, WiFi routers, etc.
- The ISP must offer a reduced-cost broadband product to low-income homes that qualify for a discount as defined by the newly created Affordable Connectivity Program as defined by the Infrastructure Investment and Jobs Act. Respondent should either agree to participate in that program or describe how it can offer an equivalent discount.
- The County is hoping for a quality customer service experience for residents. Please answer the following questions along with any other information you care to provide about your customer service:
  - Where are your closest fiber-based broadband customers to the project?
  - Where is the nearest office that includes live customer service agents? What's the location where calls from customers will be answered?
  - Where will be the home location for any outside technicians who will be assigned to the service area?
  - Describe your policies for the time to respond to a request for a new installation.
  - Describe your policies for responding to customer service problems? What's your average time required to clear customer problems?
  - What options do you provide to customers for paying their bill?
  - Describe ancillary charges such as late payment fees, bad check fees, installation, and reconnection fees.
  - Describe, if any, special rates or incentives for seasonal customers who are not in the market all year.
- The Grant process requires construction to be completed prior to March 1, 2024. The County hopes to have the network in operation before that. Please describe your planned timeline for completing the project.
- Respondent must certify that it will comply with all State and Federal regulations related to offering broadband services in Minnesota.
- Respondent must certify that it will adhere to all local regulations concerning rights-of-way, permitting, and construction practices,
- Respondent must be willing to accept that amount of grant funding of \$1,559,643 that has been awarded for the project. There will be no additional funding provided by the County for this project, although the Respondent is free to pursue supplemental grant funding elsewhere. However, the Respondent's willingness to accept this funding cannot be contingent upon receiving any additional funding.
- The Respondent is responsible for any and all costs over and above this grant award.
- The Respondent must certify that if this project is awarded that it will pursue constructing the fiber network expeditiously and will meet the timeline defined by the grant process which is March 1, 2024.
- For a period starting with the execution of a contract with the County for this project and lasting until two years after completion of construction, the Respondent will not charge customers in the Grant Award Area any non-recurring charges to be connected to the network.

### 3 RFP Instructions, Definitions, and Schedule

The proposal should be prepared simply and economically, providing straightforward and concise descriptions of the Respondent's ability to satisfy the requirements of the RFP. False or inaccurate information will result in the rejection of the proposal. Once a proposal has been submitted, material, process, design changes, or product substitutions may not be made without the prior written consent of the County.

**3.1 Examination of Documents**

Respondent should carefully examine this RFP. It is the Respondent's responsibility to become familiar with the Grant Award Area, its geography, and other factors that may impact the FTTP network design and construction. It will be assumed that the Respondent will have done such inspection through examinations, inquiries, and investigation.

Respondent shall address all items as specified in this RFP. Failure to address specified items may disqualify a Respondent from further consideration.

Submission of a proposal shall constitute evidence that the Respondent has made all the above-mentioned examinations and is free of any uncertainty with respect to conditions that would affect the execution and completion of this project.

**3.2 RFP Modifications**

The County reserves the right to modify or change any information presented in this RFP as more information becomes available. Any RFP modifications will be provided to all known interested parties by email.

**3.3 Responsibility for Costs**

The Respondent shall be fully responsible for all costs incurred in the development and submission of the proposal or any other costs incurred prior to the issuance of an agreement or contract. The County shall not assume any contractual obligation as a result of the issuance of a proposal request, the preparation or submission of a proposal, the evaluation of proposals or the final selection of a proposal.

**3.4 RFP Inquiries**

Any questions about the proposal should be directed by email to:

Briana Mumme, Economic Development Coordinator  
Redwood County, MN  
[Briana\\_M@co.redwood.mn.us](mailto:Briana_M@co.redwood.mn.us)

Respondents that wish to be notified of the responses to questions should request at the above email address to be added to the list of interested parties.

Any written questions from Respondents must be received no later than 4:00 P.M. Central on October 28, 2022. Questions or requests for clarification received after this deadline will not be answered. The County will provide written answers to all questions on a rolling basis, and circulate the questions and answers to all known interested parties.

**3.5 RFP Submittal**

**3.5.1 Deadline**

**The proposal must be submitted by 4:00 P.M. Central on November 4, 2022 with a hardcopy of the proposal delivered by mail or in person to:**

Redwood County Government Center  
Jean Price, Auditor/Treasurer  
P.O. Box 130  
403 South Mill Street  
Redwood Falls, MN 56283

The proposal must be delivered in a sealed envelope. It must clearly be labeled as “Response to the RFP for the Design, Construction Management, and Operations of a Fiber-to-the-Premise Network”. It is the responsibility of respondents to deliver the proposal before the due date and time – proposals received after the due date and time will not be considered.

**3.5.2 Schedule of Activities**

The County has established the following schedule:

Issue RFP	October 4, 2022
Final acceptance for Respondent questions	4:00 PM CST October 28, 2022
County will respond to all questions	4:00 PM CST November 2, 2022
<b>RFP responses due</b>	<b>4:00 PM CST November 4, 2022</b>
Select ISP	November 15, 2022
Negotiate Contract	TBD
Commence the project	TBD

**3.5.3 RFP Format**

In order to facilitate a timely and fair evaluation of RFP proposals, a standard response format has been developed and is documented in this section. All Respondents are required to format their proposal in a manner consistent with the guidelines below:

<b>Section</b>	<b>Topic</b>
1	Letter of Transmittal
2	Executive Summary
3	Respondent Information
4	Engineering and ISP Services
5	Additional Information

The topics must be organized under the specific section as stated above and indicated appropriately. Each topic must be addressed in the proposal, or the proposal may be rejected.

**3.5.4 Authorized Representative**



## **FTTP Design / Construction / Operation RFP**

Respondent should indicate the name, title, and contact information of the person who will be authorized to enter into an agreement with the County if selected.

### **3.5.5 Local Contact**

Respondent shall be responsible for understanding any local requirements for rights-of-way or other fiber construction practices for the County. The contact for the questions is:

Briana Mumme, Redwood County Economic Development Coordinator  
Email: Briana\_m@co.redwood.mn.us

### **3.6 Confidentiality**

The County shall use reasonable efforts to preserve the confidentiality of any proprietary or confidential information submitted by the Respondent which is clearly designated and identified as such. Given that the County is a governmental entity, it has commitments and obligations subject to “freedom of information” laws or similar statutory disclosure requirements. The County is subject to full compliance with these laws and statutory requirements. Compliance with these laws or statutes shall be deemed not to constitute a breach of requested confidentiality of a given proposal response to the RFP.

### **3.7 Effective Period of Proposal**

The proposal shall be binding upon the Respondent for one hundred and twenty (120) days after the proposal due date.

### **3.8 Exceptions**

The Respondent must agree to abide by the procedures set forth in this RFP. Material modifications in the description or responsibilities of the Respondent will not be accepted.

### **3.9 Proposal Disposition**

Any proposals received in response to this RFP shall become the property of the County.

### **3.10 Selection Process**

The County will evaluate each Respondent’s information to determine the winner of the RFP. The County will be the sole judge and have complete discretion in selecting the successful Respondent and awarding the contract. The County may reject any or all proposals, may request modifications to proposals, may request new proposals, and may request in-person or online interviews with one or more Respondents.

### **3.11 Evaluation Criteria**

The County intends to select and contract with the Respondent that demonstrates the highest degree of technical expertise and demonstrated competence as an ISP.

The County will evaluate each proposal and will make decisions based on the following criteria:

## FTTP Design / Construction / Operation RFP

- Conforming to the RFP and the project approach.
- Qualifications and experience of the proposed engineers and construction contractors and other key staff or subcontractors.
- Operational experience of the ISP.
- Financial strength and stability of the ISP.
- The Respondent that offers the best combination of prices, customer service, maintenance and repair practices is providing ISP broadband services to households and businesses.
- Proposed project timeline.
- Experience operating in Minnesota.
- Experience administering projects through the use of Federal and/or State programs
- Any other related factors deemed important by the County.

If for any reason the County and the successful Respondent cannot execute an agreement, the County may re-evaluate and select from the remaining Respondents.

## 4 RFP Response Requirements

### 4.1 Letter of Transmittal

Please provide a one- or two-page transmittal letter with the following:

- A brief statement of the Respondent's understanding of the project; this should be no more than two pages.
- Highlights of the Respondent's qualifications and ability to perform the project.
- Provide the name, title, phone number, email address, and street address of the person(s) in the Respondent's organization who will respond to questions about the RFP response.

### 4.2 Executive Summary

Provide an executive summary (no more than two pages) with the following:

- Why the County should consider the Respondent to serve the Grant Award Area.
- Advantages of the Respondent's solution.

### 4.3 Respondent Information

#### 4.3.1 Company Overview

Provide an overview including the following information about the Respondent:

- Company name, date established, number of employees, business address, phone number, and website.
- Other lines of business conducted by the Respondent.
- Description of any recent mergers or acquisitions.
- Describe and identify any known subcontractors and other parties that will be used to fulfill the RFP response.

**4.3.2 Financial Viability**

Please provide information to demonstrate the financial viability and stability of the ISP. Has the ISP declared bankruptcy within the last ten years, and if so, describe the resolution of the bankruptcy? Describe any pending lawsuits related to the ISP business.

**4.3.3 Experience – ISP**

Describe communities in Minnesota where the Respondent operates as a retail ISP for both residents and businesses.

- List all communities served in Minnesota, and list other States where Respondent is an active retail ISP.
- List communities served using gigabit fiber technology.
- How many broadband customers does the Respondent have in Minnesota? In other States?
- What is the average broadband penetration rate?
- How long has Respondent been serving customers in Minnesota?
- How many employees does the Respondent have in Minnesota?
- What is the geographically closest currently-served community to the Project area?

**4.3.4 Insurance**

If selected, the Respondent must be willing to provide documentation of insurance coverage prior to the commencement of any work per the requirements shown in Attachment A.

**4.3.5 Matching Funds**

If the grant doesn't cover the full cost of serving the Grant Serving Areas, please provide an estimate of any additional matching funds that the Respondent will bring to the project. Describe how any matching funds will be financed.

**4.4 Engineering and ISP Services**

**4.4.1 General Requirements**

The Respondent should describe how and if it is able to meet all of the general requirements listed in Section 2 of the RFP.

**4.4.2 Technical Compliance**

If not addressed in the response to Section 4.4.1, the ISP should describe its approach to the following technical components needed to complete the project:

- Design engineering.
- Obtaining rights-of-ways and easements.
- The process of constructing fiber on poles.
- The process of burying fiber. Verify if you are proposing the use of microtrenching.
- The process of constructing customer fiber drops.

## FTTP Design / Construction / Operation RFP

- Compliance with local regulations like locating buried fibers, traffic control, safety during the construction process.
- Your planned process for selecting construction contractors.
- Insurance and bonding requirements for construction subcontractors.
- Construction management and inspection.
- Describe the process of testing and certifying that completed fiber routes are performing to industry specifications.
- Remediation – describe your process and standards for returning construction area to the conditions found pre-construction.
- Any project management software or processes used during construction.
- Provide information about key personnel that will be working on this project. Information should include a short resume, a description of the role for this project, and their availability to work on this project.
- Provide an organizational chart showing key personnel and subcontractors expected for the project.
- What quality control measures will be in place to ensure the quality of work?
- Describe the methods and procedures for measuring project progress.
- How might the ISP minimize any impacts from the current problems with the supply chain?

### 4.4.3 ISP Operations

If not addressed in the responses to Section 4.4.1, please provide the following:

- The broadband products and prices to be offered in the Grant Service Area.
- A description of the company's customer service processes. Where is the location of the closest business office and customer service representatives? Has the company conducted any customer satisfaction surveys in the last two years – if so, provide a summary in your response.
- Describe any processes related to customer deposits or credit checks.
- Describe the process of disconnecting customers for non-payment. What are the charges for late payment, disconnection, or reconnection, etc.
- What will be the location of the nearest outside technicians?
- Describe the typical installation process, including the typical time needed to install a new customer.
- Describe the process for taking trouble calls from customers. Describe the ways and the typical timelines needed to make various types of repairs.
- Describe any major outages (lasting for a full day or longer) in any Minnesota market during the last three years.
- Describe any increases in broadband rates over the last three years.
- What other construction projects are you anticipating other than this one in 2022 and 2023?

### 4.4.4 Project Schedule

Describe the expected timeline for the project. When might the first customer be served?

### 4.4.5 Subcontractors

Identify all known subcontractors.

- Provide the subcontractor's company information and its qualifications.
- List other projects within the last two years where you have worked with each subcontractor.
- Describe how you manage subcontractors.

For any subcontractors that have not yet been identified, describe the process for finding subcontractors and describe how you will be sure to have the needed resources.

#### **4.4.6 Customer Outreach**

The successful Respondent will be required at a minimum, publish a press release in a local newspaper which circulates in the project area, and a direct mailing to every household and business in the Grant Award Area. Included in the communication platforms, the successful Respondent will announce the available service, when it becomes available, and the available speeds.

#### **4.5 Additional Information**

Please include any information that was not requested elsewhere in the RFP and that you think should be considered.

## **5 Payment**

The County and Respondent will enter into a contract that will define the payment terms and deliverable obligations of the Respondent. Grant funding will flow between the State and the County, and the Respondent will bill the County for work performed under the grant. The Respondent must recognize that this two-step processing of funds could be cumbersome.

Deliverables under the contract shall be delivered on a schedule to be agreed upon in a contract with the County. The Respondent will submit invoices to the designated County Project Manager in accordance with the schedule to be negotiated and included in the contract. Upon approval of each invoice, and once the County has received grant funds from the State, the County will process payment to the Respondent. Invoices should be detailed enough to allow the County to understand the work being performed. Since the amount of billing from the grant is a fixed amount, the County will not accept change orders that modify the amount of billing.

The Respondent must acknowledge in the response to the RFP that you are willing to accept the amount of grant that has been awarded as the only compensation from the County related to the grant.

The Respondent will be required to invoice the County using a format that is acceptable to the State.

The final ten percent (10%) of the grant award will be withheld and paid to the ISP upon final completion of all needed final grant paperwork.

As part of the process, the County will have a fiduciary role to make certain that the Respondent is completing the needed work and is billing the County properly for the completed work. For now,

in response to this RFP we'd like to hear about any concerns that the Respondent has with the proposed process.

## **6 General Provisions**

### **6.1 RFP Acceptance and Rejection**

The County reserves the right to accept any proposal or part of a proposal; to reject any or all proposals; to waive irregularities or informalities in any proposal; and to make the award, if any, in any manner deemed in the best interest of the County.

### **6.2 Presentations and Site Visits**

The Respondent may be invited to make a presentation in person or by conference call.

### **6.3 Indemnification**

**The successful Respondent shall save and keep harmless and indemnify the County against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the successful Respondent.**

### **6.4 Miscellaneous**

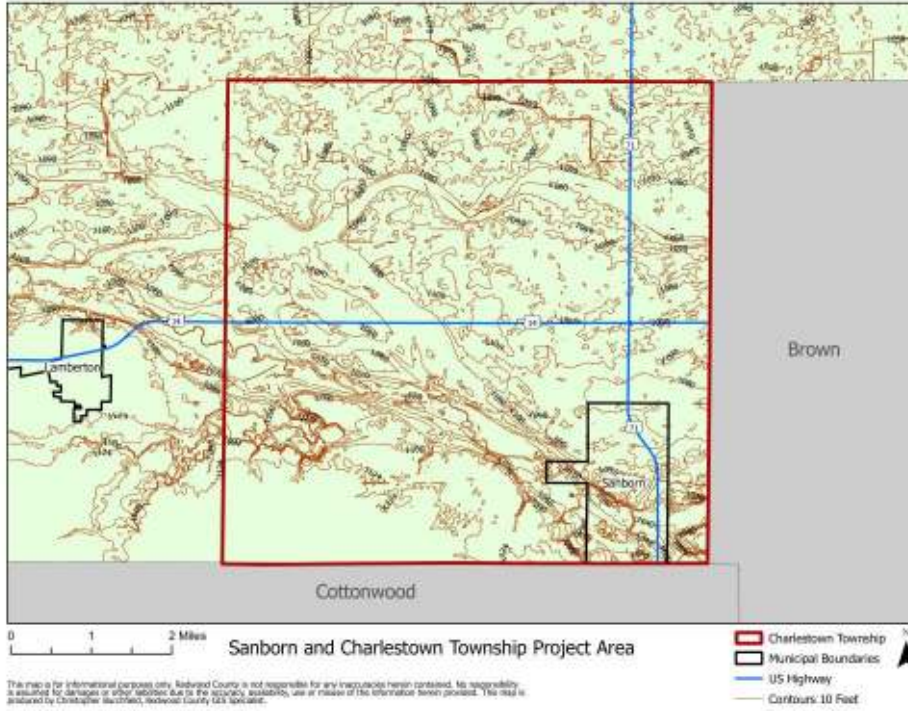
Respondent must disclose any potential conflict of interest with the County and any of its employees.

Respondent shall hold all information provided in its proposal in confidence and shall not reveal its proposal to or discuss its proposal with others until all relevant contracts pursuant to this RFP have been awarded. By the submission of a proposal, the Respondent represents and warrants that in connection with the proposal that no attempt has been made nor will be made to restrict competition, to induce any other person or party to submit, or conspire with any other parties to restrict or otherwise manipulate prices or competition relating to this RFP or any resultant contracts.

The County does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The County is committed to providing an inclusive and welcoming environment for all members of our staff, citizens, volunteers, contractors, vendors, and clients. The County expects the Respondent to comply with these standards.

**ATTACHMENT A**  
Map of the grant Study Area

The grant area is everything inside of the red line.



ATTACHMENT B

Insurance

The successful Respondent will be required to carry insurance of the kind and in the amounts shown below for the life of the project.

ADDITIONAL INSURED: Redwood County, MN, its officials, employees, agents, and representatives

Minimum Scope of Insurance: Coverage shall be at least as broad as follows:

- a. General Liability coverage (occurrence form CG 00 01 or a substitute form providing equivalent coverage), and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- b. Automobile Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or substitute for providing equivalent liability coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
- c. Workers' Compensation as required by the State of Minnesota, and Employer's Liability insurance. If the successful Respondent employment is an excluded employment under Minn. Stat. § 176.041 and the successful Respondent elects not to purchase workers' compensation coverage, the successful Respondent shall provide the County with a written waiver of workers' compensation coverage in a form acceptable to the County. The successful Respondent must agree that under no circumstances shall the County be responsible for workers' compensation for injuries suffered in connection with the project.

Minimum Limits of Insurance: The successful Respondent shall maintain NO LESS THAN the following limits of insurance:

- a. General Liability Insurance, and if necessary, Umbrella Liability:
  - \$2,000,000 per occurrence
  - \$3,000,000 annual aggregate
  - \$3,000,000 products and completed operations aggregate
  - \$1,000,000 aggregate limit – Umbrella Policy

REQUIRED ENDORSEMENT: Include an “all services, products, or completed operations” endorsement.

COVERAGE PROVIDED:

Operations of Contractor:	YES
Operations of Sub-Contractor (Contingent):	YES
Does Personal Injury Include Claims Related to Employment?	YES
Completed Operations/Products:	YES
Contractual Liability (Broad Form):	YES
Governmental Immunity is waived:	YES
Property Damage Liability Includes:	YES
Damage Due to Blasting	YES
Damage Due to Collapse	YES



**FTTP Design / Construction / Operation RFP**

Damage Due to Underground Facilities YES  
Broad Form Property Damage YES

**BUSINESS AUTOMOBILE LIABILITY AND IF NECESSARY, UMBRELLA LIABILITY:**

- a. \$2,000,000 per occurrence

**WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY:**

- a. Worker’s Compensation per Minnesota Statute
- b. Employer’s Liability shall have minimum limits of \$500,000 per accident, \$500,000 per employee, \$500,000 per disease limit.

Contractors with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the County with a letter verifying their number of employees.

**PROFESSIONAL LIABILITY INSURANCE:**

- a. \$500,000 per occurrence – Errors & Omissions
- b. \$1,000,000 per occurrence – Bond (conduct by employee constituting malfeasance, willful neglect of duty or bad faith)
- c. \$3,000,000 annual aggregate

Deductibles and Self-Insurance:

- a. Any deductibles will be the sole responsibility of the successful Respondent and may not exceed \$50,000 without the written consent of the County. Any request for a higher deductible must first be approved by the County after the successful Respondent provides the County with financial documentation sufficient for the County to determine whether the successful Respondent has the financial resources to cover the requested deductible.

Additional Insurance Conditions:

- a. The successful Respondent’s insurance shall apply as primary insurance with respect to any other insurance or self-insurance program maintained by the County. The County’s insurance or self-insurance program shall be excess of the successful Respondent’s insurance and shall not contribute to it.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the NCDA or its officers, officials, employees or volunteers.
- c. The successful Respondent must obtain insurance policies from insurance companies having an “AM BEST” rating of A: VII or better and authorized to do business in the State of Minnesota.

**RESPONDENT MAY NOT BEGIN WORK UNTIL A CERTIFICATE OF INSURANCE COVERING REQUIRED INSURANCE IS APPROVED AND THE COUNTY HAS ISSUED A NOTICE TO PROCEED. INSURANCE IS TO REMAIN IN EFFECT FOR THE DURATION OF THE ORIGINAL CONTRACT AND ANY EXTENSION PERIODS.**