



REQUEST FOR PROPOSAL

Design & Construction of a Public Safety Radio and Backhaul System Tower Durham, New Hampshire

Introduction

The Town of Durham invites qualified firms to submit proposals for consideration to provide professional services for the Design and Construction of a public safety radio and microwave system tower at Beech Hill Road. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Event Calendar

RELEASE OF THIS RFP	Tuesday, January 21, 2020
Pre-Proposal Meeting	Tuesday, February 4, 2020 @ 11am EST
RFP Questions Due	Tuesday, February 4, 2020
RFP Questions Response	Thursday, February 6, 2020
Proposal Due/Bid Deadline	Tuesday, February 18, 2020 @ 11am EST

Five (5) copies of the Proposal must be submitted in a sealed envelope, plainly marked: RFP Design & Construction of Public Safety Radio and Backhaul System Tower and delivered to:

**ATTN: Luke Vincent
LMR Selection Group
Town of Durham
8 Newmarket Road
Durham, NH 03824**

A **mandatory** pre-proposal meeting will be held on Tuesday February 4, 2020 at 11:00 am at the Durham Town Hall, 8 Newmarket Road, Durham, NH 03855. **The attendee must be directly linked to this project.**



General Requirements

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Durham reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

The vendor selected may be required to execute an Agreement for Services. Vendors shall submit any exceptions to the bid specifications and / or Agreement terms.

Questions should be directed in writing to Michael Dangora, mdangora@nbcllc.com no later than Tuesday February 4, 2020 at 5:00 pm.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Purchasing Agent prior to submission of the response.

Project Requirements

The Communications Tower Construction firm shall be expected to perform all professional services consistent with the industry accepted roles. In general, they shall include, but shall not necessarily be limited to:

- Develop a thorough familiarity with the purpose of the communications and microwave system tower to be constructed.
- Obtain any needed clearances through the Town. Including but not limited to the Town's planning process for personal wireless facilities.
- Maintain continuous communications with Network Building + Consulting, LLC project manager and various sub-contractors including Radio equipment installers and vendors, as necessary.
- Provide tower design, permitting and construction services as outlined below.



- **All work shall be completed following Motorola’s R56 standards.**

TOWER CONSTRUCTION SCOPE OF WORK

The PROJECT SCOPE consists of work at a communication tower site on Beech Hill Road in Durham, NH. The project consists of the procurement and construction of a new self-support tower, prefabricated 10’ x 12’ equipment shelter, fueled backup generator system, chain link fenced compound and other general site improvements.

Tower shall be constructed to meet the minimum tower loading of:

Option “A” 150’ Height Tower

Elev. (ft)	Qty	Fixture Type	UPSA (sqft)	Tx Line Qty	TS Line Type	Mounted on	Offset (ft)
150	1	ANT 150-F6	4.05	1	7/8" Foam	Leg	1
140	3	HP2	3.14	3	CAT5e	Leg	1
130	2	ANT 150-F2	1.3	2	7/8" Foam	Leg	6
130	1	ANT 150-F6	4.05	1	7/8" Foam	Leg	6
120	3	HP2	3.14	3	CAT5e	Leg	1

Option “B” 150’ Height up-to 180’ Height Tower, minimum design reserve capacity 50%
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Elev. (ft)	Qty	Fixture Type	UPSA (sqft)	Tx Line Qty	TS Line Type	Mounted on	Offset (ft)
180	1	ANT 150-F6	4.05	1	7/8" Foam	Leg	1
170	3	HP2	3.14	3	CAT5e	Leg	1
160	2	ANT 150-F2	1.3	2	7/8" Foam	Leg	6
160	1	ANT 150-F6	4.05	1	7/8" Foam	Leg	6
150	3	HP2	3.14	3	CAT5e	Leg	1

The tower should be fully equipped, including cable management, stand-off mounts and ice bridge, to accommodate the appendages listed above at the elevation and offsets shown. These systems are to be installed by 2 Way Communications Service, Inc.



The tower equipment shall include all structural hardware required to construct and install the facility per the manufacturer's specifications and Motorola spec. The selected firm will provide the

Manufacturer's product specifications electronically and descriptive documentation with at minimum elevation drawings of the proposed communications tower as an attachment to the proposal.

Work at the tower site shall include but not be limited to clearing of site, surveying and engineering of site, stamped drawings for tower and foundation, tower foundation, tower, safety cable system, required pipe (sp) clamps, pipe ends, installation materials, welding supplies, required standoff assemblies, ground bars and required ground hardware, ground wire and ground rods, installation of RF and cabling components and 10' x 12' concrete shelter, concrete generator pad, utility coordination for new service and trench utility construction per Eversource requirements.

Each site will require specific measures which shall include the following or alternative of equivalent function.

- Perimeter Security Fencing. 160LF of 6' high fence and one drive through gate.

Information Available

The Town of Durham is planning to upgrade its public safety communications system. The upgraded system timetable for tower construction is anticipated to be 2020.

The Town of Durham population is estimated at approximately 24,000 residents and approximately 2,600 housing units. The population has increased at a rate of approximately 10% every ten years since 1980. The Town is approximately 25 square miles and is within Strafford County. The Town of Durham public safety communications system serves as the primary means of communication for the Durham Police Department, Durham Fire Department, Durham Public Works. Additionally, the microwave system will be used as a data backhaul for other Town services. The public safety communications system will be required to function well into the future and handle the department's anticipated growth needs.

Timeline

The tasks shall be completed by October 1, 2020.

Submittal Requirements

As part of their response to this Request for Proposals vendors shall:

- Provide information on current workload and describe how the firm would accommodate this project.



- Outline the schedule to be implemented to meet the expected project requirements and construction.
- Describe the methods the firm will use to maintain the implemented schedule.

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a submitter to include all listed items may result in their submission being rejected.

Tab 1 – Cover Letter

Provide a cover letter indicating your firm’s understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm’s interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the Town of Durham will sign the letter.

Please include all contact information.

Tab 2 – Acceptance of Conditions

Indicate any exceptions to the agreement sample, specifications, terms and conditions of this RFP, including the Scope of Services.

Tab 3 – Company Background

- Years in business under present name.
- Any business name changes and the reason for the change.
- Name and address of each office location.
- Ownership structure (Corporation / Partnership).
- Names and titles of officers in the company.
- Company trade organizations / associations / affiliations.

Tab 4 – Qualifications

- Describe firm qualifications, experience and project understanding.



- Provide resumes for key personnel that will be assigned to this project.
- Demonstrate the firm's qualifications and experience in public safety communications and microwave system tower construction projects.

Tab 5 – Firm Resources

- Describe the firm's personnel resources available. If a sole proprietor, indicate so.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project.
- Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects.
- Include a Project Team and Organization Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

Tab 6 – References

- Provide references (with contact name and telephone number) of similar projects for which your company has, in whole or in part, provided services.

Tab 7 – List of Ongoing and Completed Projects

- Provide a list of similar projects in which your company is currently involved, or has been involved.
- Please list project description and status.
- Total dollar volume of work completed during each of the past three (3) years.



Tab 8 – Customer Support

- Describe the firm’s physical availability to the Town of Durham in terms of communication, meetings and fieldwork.

Tab 9 – Financial

- **Proposed itemized cost breakdown for services as defined within this RFP for tower Option A and tower Option B.**
- Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract will be required of vendor awarded the contract.
- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

Tab 10 – Other

- Other information, qualifications and/or exceptions that the Inspection Services firm may consider appropriate to the selection process.

Proposals should be formatted to 8.5”x11” pages and contents bound. Submissions shall be sealed and clearly marked “RFP “Construction of Public Safety Radio and Microwave System Tower.” Proposals should include but not be limited to the following information.

1. Name, address and telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Diagram of proposed organizational structure.
5. Any other information you feel is appropriate to assist in architect selection.

Costs

Submit a cost proposal as outlined in Tab 9.



Team

The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Town of Durham. The vendor selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Town of Durham, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum General Liability limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate, Professional Liability, automobile coverage and workers compensation participation. Thirty- day notice is required for cancellation of policy and Town of Durham shall be listed as additional insured.

Licenses and Permits

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on Town property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by Town. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing.

Selection

- Demonstrated experience in providing service required of public safety communications projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Response of references.
- Have the available resources to complete the project.



The LMR Selection Group will review submissions. After review of submissions and prior to final ranking, the committee may, at its discretion, conduct interviews with a limited number of firm(s). The Committee may, at its discretion, visit sites representing the work of a specific firm. If the Town desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on their approach to this project and the professionals who will be directly involved in the project.

After written submissions are received and initially evaluated, the Town may require one or more of the vendors to provide an oral presentation as a supplement to their statements. Any vendor required to interview should be prepared to discuss and substantiate any area of its submission. The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The Committee's recommendation will be submitted to the Town Council for consideration. Town Council approval is required for the award of a bid and contract.

Unless otherwise stated, payment by check will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the Town and receipt of invoice, whichever is later. Vendors that accept payment by credit card shall be paid upon the completion of delivery of all items or service, in acceptable condition, to the Town and receipt of invoice.

Contact Information: Signature Required

Official Entity Name		FOB Information:	
Address:			
Town, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	



BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Durham reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DURHAM, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DURHAM. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid that too shall be made part of the bid.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Town of Durham to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Town Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Durham reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending



a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file; by visiting our website at www.durham.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.