

PETERSBURG BOROUGH PUBLIC SAFETY COMMUNICATION TOWER RFP

1.0 GENERAL INFORMATION

1.1 Purpose

The objective of this project is to provide and install an approximately 55 foot bracketed communications tower at the Petersburg Volunteer Fire Department (PVFD) in Petersburg, Alaska. The maximum tower height to include lighted beacon is not to exceed 60 feet above ground level.

1.2 Background

This project, which includes purchase and installation of the communications tower is funded by a Department of Homeland Security Grant (EMW-2014-SS-00010-S01), excepting project management and tower licensing which is Borough funded.

The Petersburg Public Safety Communications system supports all local Fire, EMS, Search and Rescue (SAR) and Law Enforcement to include the Petersburg Police Department, Alaska State Troopers and United States Forest Service Law Enforcement Officers.

The Borough is upgrading communications equipment to be P-25 compatible per anticipated FCC mandates. As such, the existing communication towers are not of the proper height or structurally sufficient to support the new antennae arrays. Additionally, the current tower location does not meet the Federal Emergency Management Agency (FEMA) requirements of the tower being approximately one mile inland and 100 feet above sea level. FEMA has approved this project for Environmental Historic Preservation compliance.

Upon completion of the tower project, Public Safety communications repeaters, ancillary equipment and antennae arrays will be relocated to the PVFD. The PVFD facility is of new construction, completed in 2012. The site's compacted rock fill pad was constructed at that time. The existing PVFD communications tower will be removed by the Borough upon completion of the equipment colocation utilizing the new tower.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

Randal Holmgrain, Program Manager
rhoilmgrain@petersburgak.gov
(907) 772-3838

8:00 a.m. to 5:00 p.m. local time, Monday through Friday.

1.4 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 30 calendar days following the bid closing date. All offers must be complete and irrevocable for 60 days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this

RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) copies of the proposal must be received by the Borough prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Physical Address

12 S. Nordic Drive
Petersburg, AK 99833

Mailing Address

PO Box 329
Petersburg, AK 99833

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough staff member listed in Section 1.3.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

2.11 Eligibility Affidavit

As this is a federally funded grant project, the Proposer must certify that it and its principals are not debarred or suspended vendors per Executive Order 12549 and affirm their eligibility by completing and submitting Attachment 1 with the proposal.

2.12 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.13 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

2.14 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

SECTION 3 - SCOPE OF WORK

3.1 Tower Structure and Installation

Supply and install an approximately 55 foot bracketed tower with lighted beacon, not to exceed 60 feet in total height. The tower will be required to support one VHF high gain (6DB) omni-directional receiver antennae, one VHF high gain (3DB) omni-directional transmitter antennae and one marine radio antennae. Both VHF antennae are approximately 21 feet in height and require 8 foot vertical separation from antenna tip to base from one another.

The tower equipment will include all mounting brackets, base plate with bolts and all other structural hardware required to construct and install the tower per the manufacturer's specifications. Proposer will provide the manufacturer's product specifications and descriptive documentation with side elevation drawings of the proposed communications tower as an attachment to the proposal.

The tower will be installed on the East exterior wall of the PVFD vehicle bay which faces the Petersburg Municipal Airport. Reference Attachment 2, "As Built" blueprint construction and electrical plans. Conduct wall penetration(s) and install the tower brackets per manufacturer's recommendations and specifications. Install base plate and tower sections. Once installation is complete, the contractor is responsible for proper repair to the penetration site(s) on the exterior wall and weather proofing of the area to ensure proper protection from the elements and eliminate potential weather damage.

3.2 Engineered Foundation

Construct an engineered foundation per the manufacturer's specifications and install the new tower base plate bolts. Proposer will provide the manufacturer's foundation specifications and descriptive documentation with side elevation drawings and any additional manufacturer construction drawings of the foundation as an attachment to the proposal. The site where the new tower is to be erected has an approximately seven foot wide cement sidewalk running the length of the East exterior building wall, reference Attachment 5, PVFD East Exterior Wall Photographs. As such, the contractor will be required to remove a section of the existing cement sidewalk to construct the engineered foundation. The contractor is responsible for soils testing, site preparation, cement sidewalk section removal and ground excavation, removal and proper disposal of excavated cement, soil and rock fill, construction of the cement foundation, repair to the cement sidewalk and final landscaping/cleaning of the excavation/installation site at the completion of the foundation work. The contractor will test the completed cement foundation using a recognized industry standard and approved method to ensure the cement foundation has properly cured prior to initiating installation of the tower structure.

3.3 Grounding

Provide and install an internal master ground bar, an external ground bar and ground loop/ground rods. Bond the external ground bar to the tower ground loop or rods dependent upon the system used.

3.4 Tower Beacon

Connect the beacon to the electrical system of the PVFD. The contractor is to conduct wall penetration as required, provide and install the appropriate rated electrical power conduits, junctions, connections and wiring to include a fuse panel if required per building codes/regulations. Once installation is complete, the contractor is responsible for proper repair to the penetration/installation site(s) and weather proofing of the external area(s) to ensure proper protection from the elements and eliminate potential weather damage.

3.5 Site Clean Up

Contractor is responsible for removal of all construction/installation debris.

3.6 Licensing

The contractor will amend existing or apply for new tower licensing. Licensing will include FCC ASR, FAA TOWAIR and any other required tower licenses. The contractor is responsible for all administrative costs and any applicable licensing fees.

3.7 Documentation

The contractor will provide the Petersburg Borough with copies of all product(s) maintenance manuals, manufacturer product warranties, all reports to include site inspection, soil and cement curing testing and licensing documentation.

3.8 Warrantees

Contractor will make available to the Petersburg Borough any product warranties made by the manufacturer(s) of hardware and services utilized in connection with the tower, foundation construction, hardware, electrical components, Et Al to the extent they are transferrable. Further, the contractor shall warranty that the installation is free from defects in parts and labor for a period of 1 year from the date of installation providing the defects are communicated to the contractor in writing by representatives of the Petersburg Borough.

3.9 Petersburg Borough Responsibilities

3.9.1 Provide a single point of contact for the project.

3.9.2 Comply with all applicable provisions of the of the DHS & EM Assurances for Federally Required Contract Provisions, reference Attachment 4, which contains all potential provisions.

3.9.3 Provide contractor access to the PVFD construction site and areas of the building necessary to perform required work for the project.

3.9.4 Provide all local permits for excavation and removal of soil and rock fill.

3.9.5 Provide all local permits for the construction of the tower.

3.9.6 Provide all required information to the contractor to enable amending current licensing or applying for new licensing of the communications tower.

3.9.7 Conduct an inspection of the completed tower, wall penetrations to include repairs/weather proofing and beacon electrical installation. Provide the contractor written notification of any deficiencies in parts and labor within the 1 year warranty period from the date of project completion.

SECTION 4 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed fifteen (15) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to two (2) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Experience

4.4.1 Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.

4.4.2 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.5 Project Engineer/Architect/Surveyor

Provide detailed information on the qualifications and experience of the Project Engineer/Architect/Surveyor as it relates to the required services. Include project reference contact name(s) and telephone number(s).

4.6 Key Project Staff and Sub-consultants

Identify key project staff and sub-consultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and sub-consultants referenced.

4.7 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the services and materials necessary to perform the work.

4.8 Consultant Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with Borough personnel when required during the performance of the contract.

4.9 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned.

4.10 Fee Schedule

Under a separate cover, submit three (3) copies of a fee schedule for all services, which may be required in performance of this work. The fee schedule shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule shall not be used in evaluations. Only the highest ranked proposer's fee schedule will be opened for the purpose of commencing contract negotiations. The fee schedule will provide the following contract line numbers (CLN's):

- CLN 001 Soils testing, foundation design and site inspection.
- CLN 002 Installation services. (Labor on site, travel time (technicians), prevailing wage for listed number of man hours for tower construction etc.).
- CLN 003 Logistics – (Flights, hotels, per Diem for technicians etc.).
- CLN 004 Tower structure (Tower sections, foundation, bolts, hardware, standoffs, lighted beacon, electrical hardware, shipping etc.)
- CLN 005 Concrete foundation, grounding and wall penetration work.
- CLN 006 Project management (Meetings, final documentation etc.).
- CLN 007 Tower licensing/license modifications (FCC ASR, FAA TOWWAIR etc.).

4.11 Cost

Provide a total not-to-exceed cost estimate, based on Time and Materials, for all services required in Section 3.

4.12 Schedule

Provide a detailed schedule, including proposed milestone and overall completion dates, for accomplishing all services required in Section 3.

SECTION 5 - EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	30 points
2. Project Manager	10 points
3. Key staff/sub - consultants	10 points
4. Methodology/Approach	20 points
5. Available Resources	25 points
6. Cost	20 points
<u>7. Schedule</u>	<u>20 points</u>
Total Points Available	135 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE:

For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform an evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

The Borough also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Borough for the purposes of contract award.

SECTION 6 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Petersburg Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Borough reserves the right to terminate negotiations with any proposer should it be in the Borough's best interest. The Petersburg Borough reserves the right to reject any and all proposals submitted.

SECTION 7 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (Attachment 3) which will include applicable DHS & EM Assurances for Federally Required Contract Provisions (Attachment 4). The successful Proposer shall be required to enter into a Contract with the Petersburg Borough, which will be substantially similar to the sample to include applicable provisions of the DHS & EM assurances provisions.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE PETERSBURG BOROUGH. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.