

City of Marine on St. Croix Wireless Tower Solution Request for Proposal #2021- 01

Issue

November 1, 2021

Q&A Deadline

November 8, 2021 @ 3:00 PM CST

Proposal Due

December 1, 2021 @ 3:00 PM CST



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DEFINITIONS

| <i>Text or Acronym</i> | <i>Description</i> |
|-------------------------------|---|
| Vendor or Responder | The company or team of companies that submits a proposal |
| City | The City of Marine on St. Croix and City's authorized representatives |
| Appurtenances | Appurtenances include, but are not limited to antennas and mounts, coaxial transmission lines, waveguides, radomes, transmission line hangers, cable ladders, climbing ladders and safety devices, lightning rods, tower mounted amplifiers, grounding straps and/or wire, ice shields and lighting fixtures. |
| End-User | The customer who receives services of data, voice, video or any or all of those services from a service provider |
| HUT | A climate-controlled building designed to house network or tower-related electronics |
| Network | The wireless/cellular network or networks that will be provided |
| Tower(s) | Wireless Communication Towers |
| Tower Operator | That entity that will operate the network |
| Tower Owner | The entity or entities that will maintain ownership of and be responsible for the maintenance, service and compliance of the Tower |
| QoS | Quality of service: A guaranteed acceptable level of service of data flow for assigned services |
| RFP | Request for Proposal |
| Service Provider | Those entities that will provide end user services and will service those customers from the ONT to the end user appliances |
| SLA | Service Level Agreement |
| Co-Location | The placement of wireless telecommunication antenna by two or more service providers on a tower, building or structure. |
| Stealth | A Tower which is designed to blend into its surroundings in a design submitted to and approved by the City |
| Search Ring | An area in which a wireless provider is able to locate an antenna of a defined height which will provide the wireless service providers desired coverage. |
| Tower Facility(ies) | A tower and its appurtenant devices including, but not limited to antennae, buildings, fences, gates and related equipment. |
| Total Height | The distance between the ground level at the base of a structure and its tallest vertical extension including any attachment thereon. |
| Antenna | Any structure or device used for the purpose of collecting or radiating electromagnetic waves including directional antennas such as panels, microwave dishes, satellite dishes, and omni-directional antennas |



REQUEST FOR PROPOSAL (RFP) # 2021-01 —WIRELESS TOWER SOLUTION FOR THE CITY OF MARINE ON ST. CROIX

INTRODUCTION

The City of Marine on St. Croix is seeking qualified companies to submit proposals to provide a tower solution to support wireless and cellular services. The purpose of this RFP is to allow prospective Vendors to provide their solution(s) including but not limited to the tower location, design, engineering, development and construction, service needs and solutions justifying such, and any other information relevant or required for a single tower. Any proposed sites will require ancillary improvements including fencing, grounding systems, electrical service, landscaping and lighting. It is the intent of this RFP to result in a selection of a Vendor that offers the best solution. The City is interested in exploring all reasonable and viable proposals.

BACKGROUND

Marine on St. Croix is a city in Washington County, Minnesota located adjacent to the St Croix River and includes a portion of William O'Brien State Park. It is located on the outskirts of the Twin Cities Metropolitan Area in northern Washington County. Marine on St. Croix is a small, rural town with a population of approximately 700 residents. The City recently enacted a new wireless tower ordinance (Telecom-Tower Ordinance, Ord. No. 159) ("the Ordinance"). The ordinance looks to balance the need for improved wireless service in the community.

NETWORK AND TOWER OVERVIEW

The City seeks an experienced provider of wireless communication towers to provide a wireless telecommunications approach within the City from which wireless/cellular Service Providers may provide reliable, high-speed services to residences and businesses. The City would like construction of such tower to begin in Spring 2022.

MAJOR COMPONENTS

Major components shall include, but are not limited to, the following:

- Provide an analysis of service areas, maps, and/or models to determine and propose potential solutions and approaches
- Propose a tower location and design that is in line with the Ordinance
- Design and install foundations and tower and any additional related equipment or components
- Engineer, furnish and install monopole or other approved tower type
- Install a HUT and/or cabinet to house electronics
- Furnish and install external site and tower grounding



- Install new power service
- Furnish and install perimeter fencing
- Furnish and install landscaping
- Install all necessary antennas, wiring and connections
- Any other necessary steps and/or services

PRELIMINARY SCHEDULE

Request for Proposal Released: November 1, 2021

Deadline for Questions: November 8, 2021

Proposals Due: December 1, 2021

Selection: January 8, 2022

PROPOSAL RESPONSE

This RFP seeks qualifications, tower solution(s) and timeframe for performance from Vendors who are experienced in designing and building telecommunications towers. The City is interested in receiving proposals from any prospective organization meeting the qualifications outlined in this document.

The Vendor's RFP response should be prepared simply and economically, providing straightforward and concise descriptions of the Vendor's capabilities and including sufficient information to satisfy the requirements of this RFP.

False or inaccurate information will result in the rejection of the Vendor's response.

RESPONSE TITLE

The RFP title for this project is *"Request for Proposal # 2021-01"*

EXAMINATION OF DOCUMENTS

Vendor(s) should carefully examine this RFP and related City ordinance(s). It is the Vendor's responsibility to become familiar with the City and other factors that may impact the wireless tower solution. By responding to the RFP, the Vendor affirms that requisite due diligence necessary to provide a full response has been completed.

Vendor(s) shall address all items as specified in this RFP. Failure to address specified items may disqualify the Vendor from further consideration.

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

RFP MODIFICATIONS

The City reserves the right to modify or change any information presented in this RFP as more information becomes available or as architectural/technological details are further identified and/or defined. Any RFP modifications will be provided to all Vendors on the initial distribution list or who have indicated interest by a written request via regular mail, or Email to asstclerk@cityofmarine.org.



RESPONSIBILITY FOR COSTS

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

RFP INQUIRIES

RFP addenda and question and answer responses will be sent to all Vendors on the initial distribution list or others that request in writing they be added to the distribution list via regular email to asstclerk@cityofmarine.org.

Questions regarding the RFP should be sent in writing via email to asstclerk@cityofmarine.org by no later than November 8, 2021 @ 3:00PM CST. Questions and or requests for clarification received after this deadline will not be answered. The City will address each question within seven (7) business days of the date received and all Q&A will be sent electronically to all prospective Vendors.

GENERAL INSTRUCTIONS FOR RESPONSE SUBMISSION

PROPOSAL FORMAT

Responses should follow the format and order of the questions and information requested as they are presented in this RFP document. Responses to the proposal document questions and information requested should be complete, concise, and to the point. Superfluous material or information should not be included.

RETURN PROPOSAL INSTRUCTIONS

The RFP Response should include three (3) printed copies and one (1) electronic copy on USB device of your Proposal in PDF or MS Word format. The original proposal should be signed by the person authorized to obligate the company. The response should be delivered to the following address in a sealed envelope or box labeled as "City of Marine on St. Croix Wireless Tower Solution Request for Proposal # 2021-01" clearly marked on the outside of the package. **Emailed or faxed responses are not allowed.** The proposal should be delivered to:

City of Marine on St. Croix
Attention: City Clerk
121 Judd St.
Marine on St. Croix,
MN 55047
(651) 433-3636

The deadline for accepting RFP responses is 3:00 p.m. on December 1, 2021, at the above address. Responses received after that time will be returned unopened to the Vendor.

CRITERIA

The City will select, in its sole judgment, the proposal that best serves the interests of the City of Marine on St. Croix. The City is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. The City reserves the right to reject all proposals if it determines that none are sufficiently responsive to the City's needs.



ADDITIONAL PROPOSAL MATTERS

Responders to this RFP should note the following disclaimer:

The intent of this RFP is to provide a general framework to assist Vendors in preparing proposals. This RFP does not provide a complete understanding of the project, nor does it contain all matters upon which an agreement must be reached. The City reserves the right to include additional or modified technical, performance, and financial specifications. The issuance of this RFP and the receipt of Vendor proposals do not bind or otherwise impose legal obligation upon the City.

This RFP does not commit the City or any of its affiliates or subsidiaries, to pay for any costs incurred in the review of this RFP, the preparation or submission of a proposal, or any other costs incurred by a Responder prior to execution of a binding and definitive agreement between a Responder and the City. Further, the City has no obligation to accept any proposal or to proceed with any of the possible activities described herein. No representations or warranties whatsoever are being made as to the accuracy or completeness of the information contained in this RFP.

The City reserves the right to amend this RFP through written or electronic notification.

The RFP requirements consist of those items specified in this document and the Ordinance(s) by reference. Alternative solutions meeting those basic requirements will be actively considered if they present the City with a better or more economical solution.

RFP REQUIREMENTS

The City requests that each Vendor provide a point-by-point response for each item requested by this RFP. The Vendor should provide supporting explanations or additional information as needed. The Vendor must meet the specific requirements outlined in this RFP.

RESPONDER RESPONSIBILITIES

The successful Responder shall be responsible for ensuring that the installation meets the design criteria, labor services, guarantees and installation requirements contained in the City's specifications and conforms to applicable national or industry standards.

- I. Perform and provide City with a location and service area analysis to propose a location for tower that conforms to City ordinance, intent and requirements
- II. Provide a tower design to conform to City ordinance, intent and requirements
- III. Design, engineering and construction of all foundations and structures
- IV. Submittal for approval, all required details and drawings
- V. Apply for and obtain all required approvals and permits
- VI. Final site preparation, erosion and sediment control
- VII. Provision and installation of all associated hardware and appurtenances
- VIII. Planning and performing all rigging and erection of the monopoles
- IX. Provide collocation and installation of multiple cellular services providers' antennas on tower facility
- X. Any required screening, fencing or landscaping
- XI. Disposal and removal from the site, of all debris and refuse generated during the performance of this contract
- XII. Site restoration and cleanup
- XIII. Acceptance testing or other applicable related information
- XIV. Any additional steps, materials and/or information applicable or required to the successful performance of this project



CITY RESPONSIBILITIES

The City will be responsible for all required planning approvals for the selected proposal at the proposed site/s.

The City will provide a project representative who will serve as the point of contact for needed communications, coordination and to act as a liaison between the successful Vendor and the City.

All materials furnished and work completed shall be subject to inspection by the appropriate City departments, where applicable.

GENERAL PROVISIONS

RFP Acceptance and Rejection

The City reserves the right to accept any RFP response; to reject any or all RFP responses; to waive irregularities or informalities in any RFP response; and to make the award in any manner deemed in the best interest of the City.

Presentations and Site Visits

Any or all Vendors may be invited to make a presentation. If so, the City will notify the company of the date and time of its presentation. In addition, certain Vendors may be asked to participate in one or more site visits with the City's representatives to evaluate the proposed location(s) and the company's ability to meet the project requirements. All costs incurred by the Vendor in the presentations or site visits will be the responsibility of the Vendor.

Selection Criteria

The City intends to select and contract with the Vendor that demonstrates, in the City's opinion, the highest degree of technical and professional merit for this installation and service. The City will give preference to those that (1) have a complete solution that includes a desirable site and tower installation; (2) have a sufficient, trained workforce available to complete the work in a timely manner; (3) adequate technical information to justify their proposed location, design and other applicable details of their proposed solution; (4) demonstrates quality performance and experience; (5) is responsive to the RFP and; (6) offer the best proposal for the benefit of The City.

Evaluations will be structured, systematic and fair. Selection of, and contract negotiations with a Vendor, including scope of work, deliverables, and schedules, shall be conducted in accordance with any and all applicable local, state and/or federal laws.

Vendor Compliance with Laws

The Vendor shall be solely responsible for ensuring knowledge of and compliance with any and all applicable local, state and/or federal laws at all times in relation to the response to this RFP and any later provision of scope or services in relation to the RFP.

RESPONSE FORMAT

A. LETTER OF TRANSMITTAL

The Vendor must provide a letter of transmittal that includes:

- I. The Vendor company name, address, telephone number, website address, contact name, contact email and contact phone number



- II. Must clearly state who is authorized to negotiate and execute a contract or agreement
- III. Must list receipt by addenda number of all RFP addenda and the date issued
- IV. Attach a copy of the company(s) Certificate of Authority to do business in the State of Minnesota or if a foreign corporation include a statement of intent to properly register with the State and the City, if required, upon award and prior to contract execution.
- V. Be signed by a company representative authorized to commit the company and include the printed name and title of that individual

B. EXECUTIVE SUMMARY

Provide a discussion (less than 2 pages) of the differentiating factors of your proposal.

C. COMPANY OVERVIEW

Provide an overview including the following information about your Company:

- I. Company name, date established, business address, phone numbers and e-mail addresses of pertinent contacts;
- II. A brief statement of the company's background, demonstrating longevity and financial stability;
- III. Strategic partnerships;
- IV. Lines of business conducted by company; and
- V. Description of any recent mergers or acquisitions.

D. PROJECT EXPERIENCE

Describe the tower solutions your company has provided during the past three years. The City may contact other project owners as references. Include the following for past projects similar to the City wireless towers:

- I. Customer name and contact information (phone and e-mail if available);
- II. Type and size of tower;
- III. Vendors role in the project; what specific products and services did you provide?
- IV. Sub-Vendors – if your firm utilizes outside Vendor(s)/contractors for any part of this response, please describe how sub-Vendors are integrated into the solution.

E. TOWER SOLUTION

Responder shall provide a description of their solution describing the tower solution and project scheduling for the design, procurement and erection of each tower and completion of other tasks associated with the tower construction.

PROPOSED SCHEDULE OF PERFORMANCE

Your firm should provide a proposed timeframe for completion of performance of providing the tower facility and provision of services as RFP Response Exhibit A. Please use your own format for performance and/or provision schedule. The complete tower solution timeframe shall include but not be limited to:

- I. Site Analysis and Selection
- II. Site Preparation
- III. Tower Cost
- IV. Foundations
- V. Tower Delivery and Erection
- VI. Placement of Cabinet and/or HUT
- VII. Site Grounding
- VIII. Appurtenances Installation
- IX. Installation of Antennas



- X. Power Installation and Wiring
- XI. Placement of Fiber Conduit and entrance into Building
- XII. Fencing and Landscaping
- XIII. RF and any other service maps and information showing needs/needs-met
- XIV. Acceptance Testing of the Network
- XV. Other

ADDITIONAL INFORMATION IF DESIRED

- I. Applicable company information and brochures
- II. Information with regard to allied Vendor resources that are deemed advantageous to the success of the project
- III. Other information Vendor may deem relevant and useful to the City in the evaluation of the RFP response
- IV. Value-added solutions that would allow for a more economical or efficient design



EXHIBIT A

PROPOSED SCHEDULE OF PERFORMANCE

Please include your proposed project schedule as Exhibit A.

Emphasis in evaluation will be on a milestone completions basis. The successful Vendor may be required to submit a notification of completion for each milestone or service completed in accordance with the schedule so that the City can remain informed on project progress.

Performance milestones for review and/or reference by the City may be the satisfactory completion of the tasks below and/or mutually agreed upon alternatives:

- A. Secure cellular/wireless service providers to be installed on tower to provide city-wide service improvements
- B. Completion of tower foundation, equipment Cabinet foundation
- C. Erection of tower, installation of cable supporting system, equipment cabinet and ice bridge
- D. Installation of grounding and electrical and any cabinet(s) and/or HUT(s)
- E. Installation of fencing, foliage control fabric and gravel
- F. Installation of service providers' equipment and antennas to provide cellular/wireless service to city-wide service area(s)
- G. Successful completion of acceptance testing and/or service area needs/needs-met proof such as RF or other forms of technical service maps



EXHIBIT B

SCOPE OF WORK

GENERAL

General construction work shall conform to the City building and development ordinances, and any other applicable state, local and Federal codes and local ordinances.

Unless otherwise modified herein, materials, design and construction procedures for the tower and appurtenances shall be in accordance with all applicable Telecommunications Industries Association (TIA) standards and applicable regulations and laws.

The successful Responder shall be responsible for the performance of all work related to the project and the tower site proposed. Preliminary site plans for the tower site(s) are required.

Materials and work shall meet all applicable City code specifications, applicable standards, inspections and approvals, for the sites described in this document.

Tower facility furnished by the successful Vendor shall be new and of first quality as defined by industry standards and best practices. Substitution of materials or deviation from the specifications provided in the proposal and/or application shall not be made without the submission of appropriate drawings and submittals, and receipt of prior written approval from the City.

The successful Vendor shall clean-up the work site(s) on a daily basis of all rubbish and construction debris, resulting from its work at the sites. The successful Vendor shall supply a dumpster or similar trash storage/removal device where a substantial amount of construction debris is generated. Upon completion of all work, the entire job site areas and access roads shall be left clean and free of trash, debris, mud, dirt, dust, scrap materials and excess materials. Floors in radio equipment cabinets and rooms shall be mopped and polished to the satisfaction of the City upon completion of installation and construction work.

A. GENERAL: SAFETY

Successful Responder and sub-Vendors shall comply with Federal, State, and local safety codes, laws, and ordinances.

Tower work shall follow the safety practices of OSHA and the National Association of Tower Erectors in the performance of construction and installation of towers, and supporting structures, as applicable.



B. TOWER LOCATIONS

The tower site(s) proposed by Vendor shall be described and shown by: Address (I.E. located at 123 Main St, Tower Town, MN 12345) Legal Description and Plat and/or Survey Coordinate (I.E. The approximate location of the tower is:

EX: Latitude 37-46' 29.467" N Longitude 7x-59' 12.7x7" W Latitude)

Location Map, Aerial Map, and Photo-Simulation(s)

TOWER DESIGN CRITERIA AND DESIGN

A. TOWER GENERAL SPECIFICATIONS

Proposed type shall be described (Monopole/Stealth is preferred); including height in feet (plus lightning rod)

The tower shall be designed for collocation of a minimum of two (2) arrays of antennas.

The towers shall be designed as a Class II tower (As per TIA222-G, "Structures used for services ... such as wireless communications; ... cellular ... and microwave communications");

The tower should be designed so that under the specified design loadings it will collapse wholly upon itself within the parcel boundaries rather than separating from the foundation and falling intact. Certification of this design feature, signed by the engineer is required. An excerpt example from an acceptable letter is attached at the end of this document.

B. APPROVAL DRAWINGS

The successful Responder shall prepare and submit for City review, a proposal meeting all requirements of the City's Telecom-Tower Ordinance, including scale vertical profile drawings of the towers depicting overall height and other details of the structures. Responder shall provide loading design details including critical coefficients and loadings from the standard (I.E. TIA222) utilized for the specified tower, antennas and appurtenances designs. Any applicable fabrication and other design and engineering drawings and specifications shall be provided. Model numbers and manufacturers of ancillary appurtenances (e.g., ice bridges) shall be provided for approval.

The successful Responder shall provide certification of the design of the monopoles and foundations and their compliance with the design loads contained in the specifications. Design



drawings must be sealed by a professional engineer (structural) licensed by the State of Minnesota, and the results of a structural analysis, reflecting the sufficiency to support the current and future loads as specified.

The approved drawings must be accompanied by a letter from the signing engineer indicating that the tower will collapse as discussed under tower specifications.

C. DESIGN, MATERIALS AND FINISHES

The proposed Tower shall be a Stealth design, or else shall be accompanied by a detailed explanation and any applicable data showing why a Stealth design would not be possible. If a Stealth design is determined by the City to not be required or possible after their review of the submitted explanation and data, then the Tower and facilities shall be of a design to match and blend into the surroundings of the proposed location.

D. APPURTENANCES FOR DESIGN

The design shall include at a minimum the antennas and transmission lines required for collocation of at least two (2) wireless/cellular service providers.

E. SITE WORK

Preliminary site plans for the tower site shall be included in Vendor's response. Based on successful Responder's response, the drawings shall be upgraded to show actual dimensions of equipment and foundations and other details. Successful Responder shall install the tower, Cabinet and other equipment in accordance with the approved final design and drawings.

F. POWER

The successful Responder is responsible for all power installation(s).

G. SITE SURFACE PREPARATION

Upon completion of foundation and other subsurface site preparation work (grounding and underground utilities), remove any remaining vegetation, grade as necessary and compact the compound in accordance with site plans, or as necessary to ensure drainage. Furnish, deliver, and install a weed suppressing nonwoven spun bonded polypropylene filter cloth to cover the area to at least one foot beyond the area to be fenced, installed in accordance with the manufacturer's instructions ensuring at least 6" of cloth overlap at seams.

H. GRAVEL

Furnish, deliver, and spread on to the entire compound area a quantity of stone sufficient to ensure a coverage depth of at least 4 inches in all areas of the compound, including a one-foot barrier outside of fenced area. Distribute the stone evenly, rake finish, and spray down with water. Add stone as necessary to ensure that filter cloth is fully covered.

I. FENCING

The successful Responder shall provide screening and fencing in accordance with the applicable City requirements.



SIGNS

Safety warning signs shall be furnished and installed on the compound fence of each tower.

Aluminum signs stating:

- I. The Owner and/or party responsible for maintenance
- II. For site access or leasing information call _____
- III. Electromagnetic energy signs
- IV. RF Caution sign – on entrance gate to compound
- V. Aluminum no trespassing sign, 1x”X24” worded “No Trespassing – Violators Will be Prosecuted”, one per side of compound on fence
- VI. Anti-climb warning sign, at 5 feet above ground level

DOCUMENTATION

Vendor may be required to provide as-built documentation for the project improvements, as applicable, including:

- I. Results of any testing, where/if applicable
- II. Design drawings for the tower including design calculations
- III. Foundation drawings for the tower
- IV. Engineering reports on concrete installation and/or other strength tests

SITE LANDSCAPING

If planning authorities require foliage screening or other plantings at the tower site, the successful Vendor shall comply with all such City codes and requirements.

SITE CLEANUP FOLLOWING CONSTRUCTION

After construction has been completed, and before the site will be finally approved/accepted by the City, the successful Vendor is to clean up and remove to a proper disposal site any construction debris, including vegetation, dirt, broken up concrete, asphalt, stone, antennas, transmission lines, transmission line mounting clips or brackets, loose hardware, or other materials such as cable reels, scrap metal, excess fencing materials, wire, crates, pallets, packing material, and rubbish of any type or form.



EXHIBIT C

PRELIMINARY SITE PLAN AND SUPPORTING DOCUMENTS AND INFORMATION

Responder shall provide any and all relevant Site Plan(s), engineering plans and specifications, and any related or applicable data, documentation or deliverables necessary for the City to adequately evaluate Responder's proposal response.