

SCARBOROUGH  
MAINE



# REQUEST FOR PROPOSALS

Communications Tower  
**RFP 282018**

**Town of Scarborough**  
P.O. Box 360  
259 U.S. Route One  
Scarborough, Maine 04070-0360

Released on May 18, 2018  
Proposals Due on June 19, 2018

The Town of Scarborough, Maine is soliciting proposals for the turnkey design and construction of a communications tower in association with its new Public Safety Building. The Town of Scarborough will own and fund the tower installation project and may entertain leasing options for other entities in the future. Details are as follows:

1. Lump sum proposal, inclusive of all design, engineering, coordination, and construction including but not limited to:
  - a. Concrete foundation and anchorages
  - b. Lattice-type tower – 180’ tall
  - c. Wiring raceways and ice bridge to adjacent building
  - d. Accommodations for public safety antenna arrays as well as future cellular phone service providers (up to 5 carriers) and amateur radio
  - e. Site fencing and access gates as shown on the referenced drawings
  - f. Any permit applications required for the communications tower placement. (Note: the communications tower has been part of the approvals already obtained or currently in process for the Public Safety Building project from Maine DEP, USACE, MDOT, Maine State Fire Marshal, and Town of Scarborough. This requirement pertains only to special permitting required for the tower itself)
2. Engineering shall be performed by a Maine licensed professional engineer(s) with expertise in communication tower design.
3. Baseline geotechnical information has been provided in Attachment B. Any additional geotechnical investigations required shall be included in this proposal. Special attention should be given to the geotechnical engineer’s opinion on the underlying ledge substrate. Also, special attention and coordination will be required with the building designer’s team due to the close adjacent proximity of the building foundation and retaining wall structures.
4. Extensive coordination will be required during design and construction with the Town’s other contractors due to the concurrent Public Safety Building construction. The selected Communications Tower Contractor will be engaged directly by the Town of Scarborough and coordinated by the Town’s Project Manager/Owner’s Representative.

## Reference Attachments

Attachment A: [Reference Drawings](#)

Attachment B: [Geotechnical Report](#)

## Schedule

The following key dates govern this proposal and subsequent contract:

May 18, 2018:	RFP Release and Advertisement
May 25, 2018:	Pre-bid Site Walk (Optional)
June 1, 2018:	Cut-off for RFP Questions
June 8, 2018:	Final Bid Addendum Issued
<b>June 19, 2018:</b>	<b>RFP Due at 11:00 AM</b> Proposals shall be delivered to: Town of Scarborough Attn: Thomas Hall, Town Manager 259 US Route 1 Scarborough Maine Proposals will be opened and read in the Town Manager's Conference Room.
June 20, 2018:	Notice of Award and Issue Contract Documents
July 2, 2018:	Start Engineering
August 1, 2018:	Preliminary engineering findings due
August 31, 2018:	Final engineering design due. Release of tower order.
April 15, 2019:	Start construction (subject to weather & coordination PSB Construction Manager)
July 30, 2019	Tower construction complete

The Town of Scarborough reserves the right to accept or reject any or all proposals. Selection will be made based on the lowest responsive bid and/or the best overall value as determined by the Town of Scarborough.

### STANDARD TERMS AND CONDITIONS

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: [www.scarboroughmaine.org](http://www.scarboroughmaine.org). The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The apparent successful firm will be required to sign a Professional Services Contract. Prior to award, the apparent successful firm may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved with one (1) month of notification. If no resolution is reached, the proposal may be rejected and discussions may be initiated with the second highest scoring firm. The Town may extend the one (1) month timeline if it is deemed appropriate.

The duration of the contract shall be through July 1, 2022. The Town solely reserves the right to negotiate an additional three (3) year renewal with the selected consultant. The Town shall announce its intention prior to the end of the contract period. Pursuant to Scarborough Town Code, the Town reserves the right to cancel any contract immediately for cause, or for convenience on thirty days prior written notice to the contracted firm. The Town also reserves the right to include in the contract for services other terms and conditions not specifically set forth herein, including but not limited to terms and conditions required by non-Town funding sources.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$2,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Those firms or entities who wish to limit their proposals to one or more specialty categories (B-E) may propose alternate coverage levels, but the Town will consider such reduced coverage when making any award hereunder. Any such alternate coverage proposal must still contain at least a \$1,000,000.00 umbrella policy naming the Town as an additional insured.

# RFP 282018 Bid Form

**PART A: Pricing**

Item	Proposed Cost
Insurance	
Bonds	
Engineering	
Geotechnical Investigations	
Foundation	
Tower	
Installation	
Permit fees	
Other (Specify below)	
TOTAL PROPOSAL PRICE	

**PART B: Other Submissions**

Attachments to include with Proposal:

- A. Technical information on:
  - a. Preliminary foundation design based on provided information
  - b. Type of tower structure included with the proposal
- B. List of at least 3 similar tower projects completed in the past 5 years
- C. Engineering firm(s) who will be utilized in the design of the tower
- D. Bid Bond