

**Tilton-Northfield Fire District
Communication Tower Site
149 Park Street
Northfield, NH 03276**

**Request for Proposal
Communication Tower**



Due by: October 30, 2017 at 2:00 PM

**Chief Sitar
Tilton-Northfield Fire & EMS
12 Center Street
Tilton, NH 03276**

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PURPOSE

The Tilton-Northfield Fire District is issuing this Request for Proposal (RFP) for a qualified company (**Lessee**) interested in providing a communication tower on Tilton-Northfield Fire District property. Lessee would be responsible for designing, permitting, constructing, operating, maintaining and owning a multi-user wireless communications support facility/self-supporting lattice tower for the purpose of providing voice and data services to the general public. The facility would also support the communications needs of the Tilton-Northfield Fire District.

The Tilton-Northfield Board of Fire Commissioners gave authorization on September 12, 2017 for the Tilton-Northfield Fire District to re-issue a Request for Proposals for the purpose of designing, constructing and marketing a multi-user wireless communication tower.

REQUEST FOR PROPOSAL

Issue Date: September 12, 2017

Advertise: Manchester Union Leader
Laconia Daily Sun

Title: Communication Tower

Sealed Proposals Due: October 30, 2017 at 2:00 PM

Proposals Opened: October 30, 2017 at 2:00 PM in the Chief's Office

Inquiries: www.tnfd.org

Contact Information: Michael Sitar, Fire Chief
(603) 286-4781
mwsitar@tnfd.org

Proposals to be mailed or hand delivered directly to:

Michael Sitar, Fire Chief
Tilton-Northfield Fire & EMS
12 Center Street
Tilton, NH 03276

Label Sealed Bid Package: Communication Tower RFP

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PROPOSAL REQUIREMENTS

Proposals should be addressed and delivered to Michael Sitar, Fire Chief, Tilton-Northfield Fire & EMS, 12 Center Street, Tilton, NH 03276, in a sealed envelope on or before ***October 30, 2017 at 2:00pm*** marked:

Communication Tower RFP
Proposer's Name
Date

Any proposal received after this time and date will not be accepted. The District will not be responsible for late deliveries or mail delays. The time/date stamp located at the District's reception area on the 2nd floor of the Fire Department located at 12 Center Street, Tilton, NH 03276 will be the official authority for determining late proposals.

All proposals will be opened publicly in the Fire Chief's office on Monday, October 30, 2017 at 2:00 PM. The names of all proposers will be read aloud at the Fire Commissioner's Meeting on Tuesday, November 14, 2017.

Four (4) original copies and an electronic version shall be provided. The Tilton-Northfield Fire District reserves the right to reject or accept any or all proposals and to waive any informality in proposal. The most important determining factor when selecting or not selecting a proposal will be in the best interest of the Tilton-Northfield Fire District and at the sole discretion of the Tilton-Northfield Fire District.

The Proposer agrees that the proposal shall remain good and may not be withdrawn for a period of ninety (90) calendar days after proposal opening. A Pre-submittal meeting and site tour will be held on Thursday, September 28, 2017 at 10:30 a.m. Meet at the Fire Station located at 149 Park Street, Northfield, NH 03276.

Lessee understands that the Premises are a part of a functioning fire department, and the operations of the fire department are the primary purpose of the Landlord. Lessee shall not use the Premises in any way which interferes with the use or operations of the fire department and its communication systems.

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BACKGROUND

The Tilton-Northfield Fire District is an agency that operates under the name of Tilton-Northfield Fire & EMS and is responsible for all fire, ems and rescue within the towns of Tilton and Northfield New Hampshire. The District is 41 square miles in size and incorporates the entire towns of Tilton and Northfield. The Winnepesaukee River forms the border between the two towns. Interstate Route 93 runs through each town. Exit 19 is in Northfield next to the fire station and the proposed communication tower site. Exit 20 is in Tilton. The agency responds to approximately 1,800 emergency incidents per year. The District is governed by a three member elected Board of Fire Commissioners.

SCOPE OF PROJECT

The Tilton-Northfield Fire District is requesting proposals for a ground lease with an approximate area of 40' x 60' for the construction of a communications lattice tower. A depiction for the proposed site for the communication tower is included as Exhibit A. The Security fence must be a setback of a minimum of five (5) feet from the storage garage wall for routine maintenance.

Lessee will be responsible for all permitting and improvements for the communication tower. Lessee will also abide by and follow all local, state and federal regulations.

Lessee will be responsible for obtaining any and all zoning ordinances and variances required for this project.

Lessee will provide proposed revenue to the Tilton-Northfield Fire District to include but not limited to, land lease revenue and any revenue sharing opportunities from the communication tower.

Lessee will address and adhere to clauses with respect to interferences with Tilton-Northfield Fire District operations and communications.

Lessee will be provided an agreed upon timeframe from the execution of the agreement's effective date to conduct any necessary testing and/or evaluation of the Premises and to complete a site plan. In the event that the testing determines that a condition exists on the Premises that would make it unfeasible for the Lessee to supply the required services or the Lessee is unable to obtain any of the required approvals from the Town of Northfield or any other required municipality or agency; the agreement maybe terminated. An environmental site assessment is suggested.

The Tilton-Northfield Fire District has the right, without any payment to the Lessee, to install security equipment, cameras, and communications equipment onto the communication tower.

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REQUIREMENT FOR PROPOSAL SUBMISSION

All Contractors/Vendors proposals for the Multi-user wireless communication tower shall include and be presented in the following format. Failing to provide information or not structuring the proposal in the correct format can eliminate the proposal from consideration.

1. Name, address, and phone number of the local firm proposed for this agreement.
2. The names and number of years the firm has been in business under current or previous names, or additional assumed business names.
3. The name and title of the person authorized to execute a contract on behalf of the firm.
4. A detailed resume of qualifications shall be submitted including all pertinent information required to execute the project. It should also include 5 years of successful experience with design, engineering, construction, operation and management. Also include the name and resume of the project manager who will be responsible for ensuring total system delivery, specification compliance, meeting timelines and schedules and will be the project contact. List the name of the individuals assigned to back up the primary project contact in his/her absence.
5. Name/experience of key staff who will work on the project and their roles.
6. Name of all subcontractors (if any), their role in this project and percent of the project each will complete.
7. List and describe three reference projects/customers with similar towers in place which your company provided. Please include implementation dates of referenced projects.
8. Provide proposed initial lease term (not to exceed 10-yrs) and renewals.
9. Provide a Revenue Proposal.
10. Optional Revenue/Services: Vendors are welcome to propose any alternative revenue approaches and/or additional services that would benefit the Tilton-Northfield Fire District. The benefit and purpose of each should be clearly stated.
11. The return of this complete RFP, and all addenda and acknowledgements hereto, if any, with a signed original copy and submitted as required. Proposers must organize their responses to include page numbers on every page of the proposal.
12. A site plan (even preliminary) showing how the Premises will to be developed with plans of the proposed tower. A list of materials, building specifications, plans and landscaping materials, fencing, tower specifications and plans, other materials and finishes are required.

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13. Proof of insurance must be supplied in the form of a Certificate of Insurance from a company doing business in New Hampshire for the following:

1. Workers Compensation Employer's Liability Insurance
2. Liability Insurance - \$2,000,000 minimum
3. Automobile Insurance - \$1,000,000 minimum

The Tilton-Northfield Fire District, its Commissioners, Agents, Employees, and Representatives shall be named as additionally insured. These insurances shall be maintained throughout the life of the contract.

REVENUE PROPOSAL

All Proposers must submit all projected revenues required in this RFP and shall be carried out through the conclusion of the initial term of the lease. The Revenue Proposal may be in the form of a fixed monthly amount, annual amount and proposed percentage of the lease revenue the Tilton-Northfield Fire District would receive and/or a combination. The minimum acceptable revenue proposal will contain a monthly lease fee (or equivalent annual) to be paid to the Tilton-Northfield Fire District for the land lease, plus any additional revenue to the Tilton-Northfield Fire District based on Lessee's tenants occupying the Tower or on the revenue obtained by the Proposer from Subtenants.

PROPOSAL EVALUATION

The objective of this RFP process is to identify the proposal that offers the best financial commitment to The Tilton-Northfield Fire District. The Tilton-Northfield Fire District shall determine the award after evaluating each response on the following point criteria:

- | | | |
|----|---|------------|
| 1. | Experience of the company and years of knowledge: | 25 percent |
| 2. | References provided/previous governmental experience: | 25 percent |
| 3. | Company's approach to provide land lease and revenue sharing: | 50 percent |

1. After the preliminary evaluation has been completed by the Fire Chief; an analysis and recommendation is expected to be presented to the Board of Fire Commissioners at a public meeting to be held in October 2017.
2. Once a Proposer is selected, the Tilton-Northfield Fire District expects to negotiate a land lease to include designing, constructing, and marketing the Communication Tower. If negotiations fail for any reason, the Tilton-Northfield Fire District may choose to negotiate with another Proposer to obtain the appropriate agreement needs.

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ADDITION CONSIDERATIONS

An optional PROJECT MEETING & SITE TOUR will be held on Thursday, September 28, 2017 at 10:30 a.m. Meet at the Park Street Fire Station.

**Park Street Fire Station
149 Park Street
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Pursuant to the New Hampshire Right to Know Law RSA 91-A, materials submitted by all respondents and the results of the District's evaluation are open to public inspection once a contract has been signed. Proposers should take special note of this as it relates to any proprietary information that may be included in proposals.

ADDITIONAL SITE REQUIREMENTS

All additional site requirements shall be provided by the lessee at no cost to Tilton-Northfield Fire District.

1. Shall install two (2) District supplied VHF 4 bay dipole array antennas one over the other with an eight (8) foot vertical separation at the top of the tower and shall supply and install seven eighths inch coax from the antenna to the equipment shelter.
2. Shall provide space at the top of the tower for additional future antenna and microwave panel antennas.
3. Shall provide shelter space with a minimum of ten feet by twelve feet (10' X 12') floor area for District use. The shelter space will be separated and secured from all other users, be climate controlled with heat and air conditioning. The shelter shall have 100 amp electrical service with a twenty (20) place circuit breaker panel. The shelter shall have eight (8) four gang 20 amp electrical outlets distributed evenly mounted on the walls. The shelter shall be grounded per the National Electrical Code and Motorola R56 Standards.
4. Shall be supplied with an emergency power generator with automatic transfer switch for shelter equipment or have emergency power supplied from a single emergency power generator supplied for the entire site.
5. Ice bridges shall be installed from the tower to the shelter entrance ports.
6. The shelter shall have eight (8) entrance ports for coax with grounding bar.
7. An eight foot (8') high fence with gate shall be installed around the tower and any shelter(s). The area within the fence shall be properly paved or shall have gravel to a minimum four inch (4") depth with weed control fabric underneath the gravel.
8. Shall install protective bollards outside the fence to restrict vehicles from coming in contact with the fence.

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EXHIBIT A

Approximation of Fire Station Property located at 149 Park Street, Northfield, NH 03276 and the proposed Tower Site on the property.

