

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
COMMUNICATIONS TOWER LEASE
RPGL-2021-21**

DUE DATE AND TIME: March 16, 2021 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified respondents interested in providing a wireless communication tower on Town property located at 311 Oakwood Drive, Glastonbury, CT.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "*RPGL-2021-21 – Communications Tower Lease*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion
- Attachment C – Map of 311 Oakwood Drive, Glastonbury CT

SECTION I – GENERAL INFORMATION

OVERVIEW

The purpose of this Request for Proposal ("RFP") is to solicit proposals for the lease of space to a qualified respondent that is either a federally licensed communications company or other qualified respondent established to own, operate and develop wireless communications facilities for the installation of telecommunications equipment upon property owned by the Town and located at 311 Oakwood Drive, Glastonbury, CT. (See **ATTACHMENT C**)

The leased area will consist of the land area sufficient for location of equipment owned by the selected Respondent. Respondents shall analyze the proposed location and submit a proposal.

The selected Respondent would be responsible for designing, permitting, constructing, operating, maintaining and owning a multi-user wireless communications support facility/self-supporting tower for the purpose of providing voice and data services to the general public. The facility would also support the communication needs of the Town of Glastonbury, as applicable.

BACKGROUND

The Town of Glastonbury has a service area of approximately 52 square miles and a population of approximately 34,000. The Town currently has 13± communication sites comprised of towers and installations on existing buildings.

The Town is considering lease of the subject property at 311 Oakwood Drive for construction of a communication tower. Proposals will be accepted by respondents interested in constructing and operating a communication tower through a lease arrangement with the Town of Glastonbury. Proposals should indicate tower height, type of tower structure (monopole, lattice, other), on-site location, equipment, term of lease with extensions as applicable, annual lease payment, annual escalation, lease payments to Town by lessees, specific type of equipment to be located on structure, benefit/service area of the proposed installation and all other specifics required for the Town to formally consider the project and proposal.

Any lease arrangement will be subject to a formal agreement between the Town and lessee and the project will require formal approval by the CT Siting Council. Approval by the Siting Council will be the responsibility of the lessee.

SECTION II – ENVIRONMENT AND SERVICE AREA

Respondent shall identify the specific benefit of the proposed Communications Tower & related systems at 311 Oakwood Drive, including the estimated service area.

SECTION III – SCOPE OF WORK

SPECIFIC SERVICES

LESSEE RESPONSIBILITIES:

1. Obtain all permits necessary to meet all applicable federal, state, and local regulations including approval by the CT Siting Council.

2. Pay all costs associated with the permitting, design, installation, maintenance, operation and insurance of equipment and facilities. All work must be performed in a good and workmanlike manner, and in a manner that will not adversely affect the property, including, but not limited to, the structural integrity and maintenance of the property or any existing structure on the property, or in a manner that will cause any other damage to the property or structures located on or about the property.
3. Proposed revenue to the Town including but not limited to, Land lease revenue, and any revenue sharing opportunities from the communications tower.
4. Coordination with Town on current operations and communications to minimize any impact upon operations and use of the property by the Town, including interferences with current telecommunications.
5. Environmental site assessment for suitability of proposed communications tower.
6. Provide a Certificate of Insurance and copies of policies, which shall remain in effect during the construction and Lease Agreement term. Coverages shall be in accordance with Town requirements as specified herein.
7. Furnish a copy of the respondent's license(s) to operate and/or the respondent's proposed sub-tenant's license(s) to operate. Any such cellular communication systems' transmitters and receivers' frequencies shall not interfere with local radio, TV, local and regional public safety, national defense or other similar operations.
8. Prior to constructing or installing lessee's equipment and lessee's sub-tenant's equipment (if any) on the Property or any material alternation of the Town's equipment on the Property, the Lessee shall obtain the Town's approval of the Lessee's plans for such construction, installation or alteration work, and the precise location of the Lessee's equipment and Lessee's sub-tenants' equipment (if any) on the Property, and Lessee shall provide a survey indicating placement of all equipment, facilities and improvements.
9. The Town has the right, without any payment to the Lessee, to install security equipment, cameras, and communications equipment onto the communication tower.

TOWN (LESSOR) RESPONSIBILITES:

1. Access to the proposed site.
2. Provide current communications tower information to selected respondent.
3. Coordinate with selected respondent for installation of Town owned equipment on the tower.

PROJECT COORDINATION

The Respondent will work closely with the Town Manager, Richard J. Johnson, through all phases of the project. The Town will provide access to the property and make available any required site data as applicable.

SECTION IV - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- The Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. The Respondent shall list all proposed staff. The Respondent shall submit detailed resumes/references for any proposed staff, in-house or sub-contracted.
- The Respondent shall demonstrate sufficient staff resources to perform the work.
- The Respondent shall possess the necessary licenses or certifications to perform the services required, documentation of qualifications shall be submitted with the RFP response.
- The Respondent shall have demonstrated experience with similar cell towers projects within the past five (5) years.

TERM OF SERVICE / TIME FOR COMPLETION

Subject to the formal approval of the Glastonbury Town Council, the Town is prepared to execute a lease outlining all of the Terms and Conditions subject to the Lessee securing all of the required permits, including approval of the CT Siting Council. A general schedule for permitting and construction will be mutually agreed upon between the Town and the selected vendor.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "**RPGL-2021-21 – Communications Tower Lease**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
2. Attachment A - Town of Glastonbury Response Page
3. Attachment B - Town of Glastonbury Non-Collusion Statement

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's understanding of the Scope of Services and interest in the project and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of license or certification to perform the work required, as applicable.
 5. A background statement including a description of relevant experience and qualifications of the firm/individual submitting the proposal and the number of years the respondent has been in business.
 6. Respondent shall provide a list of 3-5 references and examples of previous similar projects with communications tower lease projects successfully completed within the last five years, with the contact name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the firm.
 7. A high level overview of the respondent's approach to implementation of the project described herein including the respondent's ability to provide all of the services identified in Section III.
 8. A proposed schedule for the project including: designing, permitting, approval by the CT Siting Council, constructing, operating, maintaining and sub-leasing to others.
 9. Lease Revenue Proposals – All Respondents are required to submit a lease revenue proposal for all services outlined herein. The revenue proposal may be in the form of a fixed monthly amount, or fixed annual amount and a proposed percentage of lease revenue the Town would receive from the Lessee's tenants occupying the tower or revenue obtained by the proposer from sub-tenants on a monthly or annual basis. Proposals shall include a breakdown by line item including but not limited to:
 - a. Initial Monthly/Annual Fixed Lease Payment with Single Carrier
 - b. Revenue Sharing Per Additional Carrier (Monthly/Annual)
 - c. Annual Escalation in lease payment
 - d. Initial Term (Years)
 - e. Proposed Extensions to Initial Term (Increment & Number of Years)
 - f. Other
 10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.

11. Proposal Response Form (**ATTACHMENT A**).
12. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
14. Statement of Non-Collusion (**ATTACHMENT B**).
15. Any technical questions regarding this RFP shall be made in writing and directed to Richard J. Johnson, Town Manager by email at richard.johnson@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors.

- The Respondent's technical understanding of the scope of services evidenced by the quality of the proposal submitted and responsiveness to the Town's requirements as summarized herein.
- The background & experience of the Respondent in providing similar services elsewhere.
- The specific background, qualifications and relevant experience of the individuals designated to provide services, especially those of the designated account representative, and other key personnel to be assigned to the project.
- Respondent's approach to implementation of the project described herein including the respondent's ability to provide all of the services identified in the project scope.
- Proposed schedule.
- Competitiveness of the Lease Revenue Proposals.
- The Respondent's responsiveness and compliance with the RFP requirements and specifications, including any exceptions attached or contained in the proposal.

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period or to cancel in part or in its entirety the request for proposals, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	February 23, 2021
RFP Due Date	March 16, 2021 @ 11:00 A.M.
Interviews with Top Respondents	Week of March 16, 2021
Execution of Lease Agreement	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) **Worker's Compensation Insurance:**

- Statutory Coverage
- Employer’s Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

2) **Commercial General Liability:**

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

3) **Automobile Insurance:**

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

4) Umbrella / Excess Liability

- \$1,000,000 Occurrence/\$1,000,000 Aggregate
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees and agents consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A
PROPOSAL RESPONSE PAGE**



BID / PROPOSAL NO: RPGL-2021-21 **DATE DUE:** March 16, 2021

DATE ADVERTISED: February 23, 2021 **TIME DUE:** 11:00 AM

NAME OF PROJECT: COMMUNICATIONS TOWER LEASE

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____(Initial/Date) **Addendum #2** _____(Initial/Date) **Addendum #3** _____(Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

***Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the respondent has not agreed to the above statement.**

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

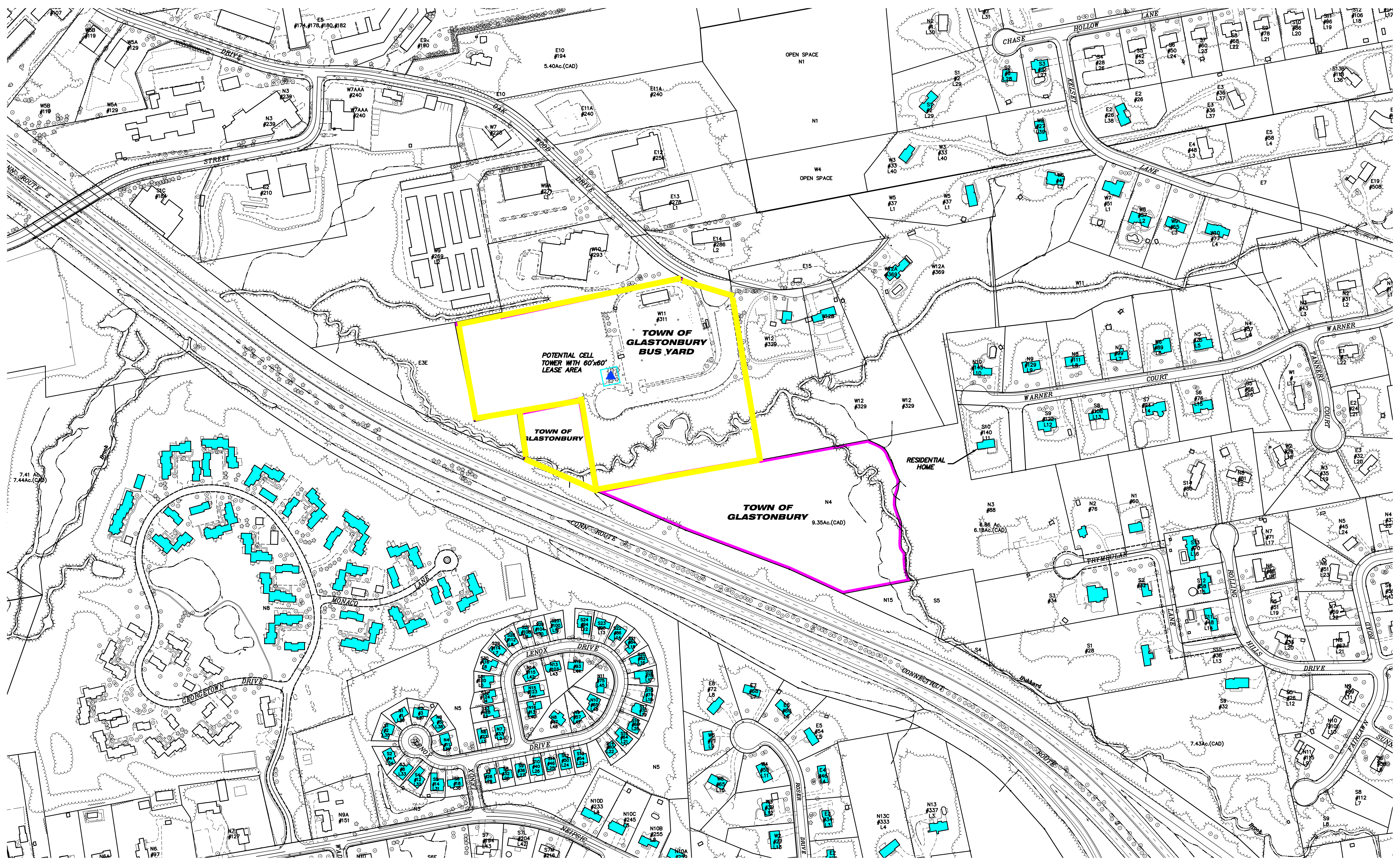
Name and Title of Agent: _____

By (SIGNATURE): _____

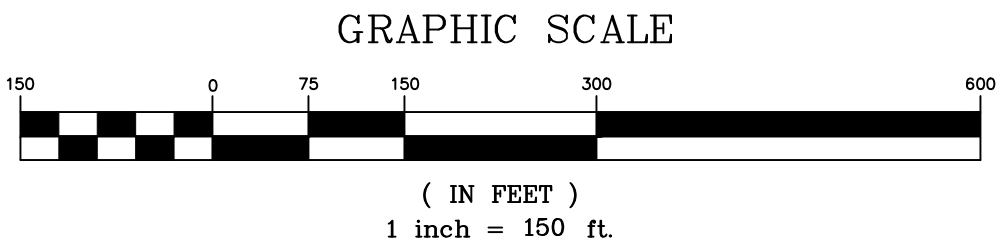
Address: _____

Telephone Number: _____

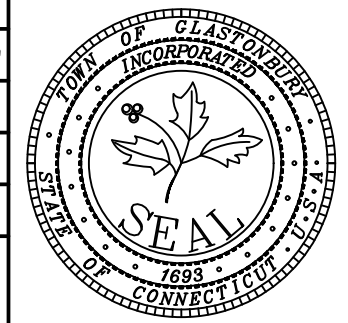
FILE: H:\DWG\Stevens Oakwood Drive Yard Facility Map.dwg USER: Steven Troy DATE: 12/10/2020



Yellow Highlighted Area = Proposed Location



DRAWING ISSUE STATUS		SCALE: AS SHOWN	DATE:
		DRAWN BY: S.Troy	12-8-2020
		CHECKED BY: S.M.B.	
		APPROVED BY: D.A.P.	
		ST. FILE:	
1.		MANUAL REVISIONS TO THIS DOCUMENT ARE PROHIBITED. ALL REVISIONS MUST BE PERFORMED ON CAD FILE SHOWN ON THE LEFT. SHOWING THE DATE AND DISCREPANCY. ENGINEERING OFFICE AT (860) 632-7735.	
NO.	DESCRIPTION	DATE	



PRIVATE RESIDENTS
SURROUNDING
TOWN OF GLASTONBURY BUS YARD
LOCATED AT
311 OAKWOOD DRIVE
GLASTONBURY, CONNECTICUT