

Town of Rye
REQUEST FOR PROPOSALS
Wireless and Telecommunications Service
Gap Analysis

Sealed Statements of Proposals (Submittals), plainly marked “**RFP Rye Wireless and Telecommunications Service Gap Analysis**” on the outside of the mailing envelope, addressed to the Selectmen’s Office, Rye Town Hall, 10 Central Road, Rye, NH 03870 will be accepted until 2:30 p.m., Thursday, May 30, 2019.

I. BACKGROUND

The Town of Rye, New Hampshire is located on the Atlantic Coast, a one hour drive by car from Boston, Massachusetts; Portland, Maine or the foothills of the White Mountains. Although Rye has a total area of 35.5 square miles, 64.45% of it (22.9 square miles) is wetland or marsh. The Town of Rye has the longest stretch of coastline of any New Hampshire coastal town. It is home to several state and local beaches, state parks, state harbor and beach related commercial and recreational activity. The 2010 census credited Rye with a population of 5,300 residents. The town has experienced a lot of residential growth over the years, is a popular place to visit in the summer and the town seeks to improve wireless and telecommunications services for residents and visitors.

II. SCOPE OF WORK

The town is looking for a consultant with expertise evaluating coverage needs, wireless provider lease practices, lease negotiation and execution, and demand use needs to identify service gaps in coverage and to make recommendations to ensure comprehensive coverage for wireless communications within the Town of Rye.

The intent of this project is to analyze current wireless and data services, identify any geographic gaps in service and make recommendations on how to improve service to include new technologies such as small cell, distributed antenna service and identifying possible sites for traditional cell towers, preferably on town owned land. The consultant will also review the town’s current land use regulations and make recommendations on how to revise them to reduce possible impediments to cell service companies providing the necessary infrastructure for reliable cellular and data services. The consultant will evaluate the needs of the town within the context of rapidly advancing technology and evolving business models for delivery and maintenance of wireless service. This study will have sufficient detail to include maps, sketches and an estimate of costs for the Town to make an informed decision on how to proceed.

Services provided by the consultant will include:

1. Assess current wireless telecommunications infrastructure and service area and identify gaps in service.
2. Identify what infrastructure the town needs to sufficiently provide reliable wireless telecommunication services throughout the town.
3. Identify options for bridging the gap in such detail as to provide guidance on infrastructure placement including location of cellular facilities.
4. Propose alternative technologies/options and highlight strengths and weaknesses.
5. Review available town owned assets and infrastructure to support enhanced and reliable wireless communication service.
6. Review town ordinances for best practices to reduce impediments to enhanced and reliable wireless communication service.
7. Participate in meetings with a committee appointed by the Board of Selectmen.
8. Present the final report to the Board of Selectmen.
9. Identify possible funding sources for implementation.

III. DESCRIPTION OF THE SELECTION PROCESS

A Proposal (“Submittal”) will be evaluated and presented to the Board of Selectmen. The Town may request additional information of respondents. The Town may request an interview as part of the assessment process.

If the Selectmen are unable to reach an agreement with the firm selected, the Selectmen may proceed to negotiate with any other firm that meets their criteria.

IV. SELECTION CRITERIA

Qualifications will be reviewed and evaluated based on the following criteria:

1. Consultant’s experience and approach to similar studies.
2. Consultant’s experience with local government.
3. References from previous similar projects.
4. Professional qualifications of individuals assigned to the Project.
5. Proposed timeline for completing project.
6. Cost.

V. STATEMENT OF QUALIFICATIONS/CONTENTS

SECTION I – Description of the Respondent in narrative form addressing the following:

1. Transmittal Letter.
2. The Respondent’s areas of specialization.
3. Firm history, honors and awards.

4. Location of home and branch offices.
5. Names of the principal officers of the firm; and type of organization: Individual or sole proprietorship, professional corporation, partnership, join venture, etc.
6. Key Professionals: Identify the key members of Respondent's team that would be involved in the project and describe their area of expertise and what role they will perform in the study.
7. Resumes: Provide resumes of any person identified as a key professional.
8. Proposed methods for conducting the study and respondent's experience using the methods.
9. Lump sum fee proposal to provide all services. Proposed fee to include all labor, equipment, materials and expenses. "Reimbursable" expenses shall be included in the lump sum fee.
10. Any general conditions, limitations, or other qualifying statements on which the proposal or fee is based.
11. Labor rates of team members.
12. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process.

SECTION II – Relevant Experience of the Respondent

The Consultant will provide for reference three (3) similar projects done within the last five years which best exemplify your qualifications for this RFP. For each project identified in SECTION II, prepare a Project Summary table organized as follows:

1. Name, location and dates of project.
2. Services provided including the Team Members who were actually involved in the project and their role.
3. Contact information for the Client contact person.

VI. SUBMITTAL PACKAGE

- In total, six (6) copies of the Submittals, including attachments, are required, plus one electronic submittal on a flash drive.
- Pages shall be no larger than letter-size (8 ½ x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
- The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **"RFP Rye Wireless and Telecommunications Service Gap Analysis"**.
- Submittals shall be delivered to the following address before 2:30 p.m. on Thursday, May 30, 2019: Town of Rye, Selectmen's Office, 10 Central Road, Rye, NH 03870.

VII. INSURANCE CERTIFICATES

The awarded vendor, at their cost, will be required to provide certificate of liability insurance naming the Town of Rye as additional insured. The proposer must supply a current commercial general liability insurance certificate to the Town of Rye. The following shall be listed as a minimum before any work commences:

Commercial General Liability Insurance, Limits:

Each occurrence: \$1,000,000

Damage to Premises: \$300,000

Med Expenses: \$5,000

Personal Injury: \$1,000,000

General Aggregate: \$2,000,000

Products-Comp/AGG: \$2,000,000

Workers Compensation: \$1,000,000 per Occurrence

Workers Compensation: \$1,000,000 per Employee

VIII. RESERVATION OF RIGHTS

The Town of Rye reserves the right to reject any or all Statements of Proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Town.

The Selectmen further reserve the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. All concepts, designs, information and cost-saving ideas that may be generated during the selection process shall become the property of the Town of Rye.