



# Town of Harpswell

P.O. Box 39

Harpswell, ME 04079

November 7, 2016

## Request for Proposals Water Tower Communications Site Manager

### Background

The Town of Harpswell owns a water tower at Mitchell Field on Harpswell Neck. The Town received the water tower from the U.S. Navy about 17 years ago when the Navy abandoned its fuel storage facility and turned the site over to the Town. The water tower has not been used for water storage since the Town has owned it and probably for much longer. A review of the tower by Utility Services Group in 2014 suggested that the tower is in "good sanitary and structural condition". The Town is actively exploring the future use of the tower including its use as a communication facility and/or use as part of the water supply system for Mitchell Field.

The Town is interested in exploring the potential use of the water tower as a location for wireless communications antennae. The lower end of Harpswell Neck, Bailey Island and other areas have limited cell phone service. The water tower appears to have the potential for use as a wireless communication facility but that potential needs to be evaluated. The purpose of this RFP is to identify a firm that will evaluate the potential use of the tower for communications and, if there is potential for such use, to manage the tower on the Town's behalf for that purpose.

### Scope of Services

The Town envisions that the selected firm will perform the following services on the Town's behalf, although the Town is open to alternative approaches for evaluating the potential use of the tower as a communications facility and for managing it in the future for that purpose:

1. Determine if there is interest on the part of wireless communications companies in locating on the water tower,
2. If there is interest, assist the Town in evaluating the potential level of interest and the potential revenue that could result to determine if this use is worth pursuing,
3. If the Town determines that there is adequate interest and potential revenue, become the Town's agent for the management of the tower for this purpose including the following:
  - a. Assisting the Town in negotiating leases for the use of the tower,

- b. Assisting the Town in planning for the necessary improvements to the tower and the site to accommodate the potential users,
- c. Provide for oversight of the plans of the potential users and for construction of the necessary improvements,
- d. Conduct periodic site visits on the Town's behalf during construction and after the facilities become operational,
- e. Serve as the Town's agent in the ongoing maintenance and operation of the tower including addressing any issues with the leases. (In the event that the Town concludes that the tower should be part of the Mitchell Field water supply, this role may be limited).

The Town is open to alternative proposals for assessing the potential use of the tower as a communications facility and for the long-term operation of the site. The proposal should spell out the proposed approach.

## Proposal Requirements

The proposal must contain the following information:

1. Details on the firm or individual submitting the proposal including:
  - a. Form of ownership
  - b. Principals or owners of the firm
  - c. Contact information
  - d. A brief history of the firm
  - e. A description of the firm's experience converting water towers into wireless communications facilities with an emphasis on Maine and northern New England experience
2. References for at least three clients for which the firm manages communications facilities on a water tower or equivalent experience
3. Pictures of the installations managed for the references
4. The proposed scope of services that the firm will provide to the Town
5. A proposed working arrangement between the firm and the Town
6. A time line for evaluating the potential for the use of the tower as a communications facility
7. Proposed cost (fee arrangement and fee structure)

## Additional Information

Firms submitting proposals should be aware of the following:

1. The Town anticipates that any agreement resulting from this RFP may involve multiple years. As such the Town Meeting must authorize the Board of Selectmen to enter into the agreement. The goal of the Town is to have selected a firm and negotiated an agreement so that the March 2017 Town Meeting can consider the agreement.
2. The selected firm will be required to provide evidence of adequate insurance coverage which at a minimum shall be:
  - a. Workers Compensation insurance as required by law
  - b. Vehicle liability coverage of a minimum of \$400,000
  - c. General liability coverage of a minimum of \$400,000

## Proposal Submissions

1. The proposal containing the required submissions may be submitted as an electronic file (pdf or MSWord) or as a paper document
2. Electronic submissions should be emailed to [Keiane@town.harpswell.me.us](mailto:Keiane@town.harpswell.me.us) with a copy to [Planner@town.harpswell.me.us](mailto:Planner@town.harpswell.me.us)
3. Three copies of a paper submission should be mailed to:
  - Kristi Eiane, Town Administrator  
Town of Harpswell  
P.O. Box 39  
Harpswell, ME 04079or hand delivered to the Town Office at 263 Mountain Road, Harpswell.
4. All submissions must be received at the Harpswell Town Office by 3:00 PM on Monday November 28, 2016
5. Submissions must be clearly marked "Water Tower Communications Proposal"
6. Any questions about the RFP should be addressed to Marguerite Kelly at [mkelly@town.harpswell.me.us](mailto:mkelly@town.harpswell.me.us) or 207-833-5771.
7. The Town reserves the right to waive any submission requirements or any other irregularities in the submission
8. The proposal must be valid through March 31, 2017 to allow for Town Meeting action
9. The Town will not be responsible for any costs incurred in the preparation of the proposal or tentative agreement including if the proposed agreement is rejected by the Town.

## Selection Criteria

The Town will base its evaluation and selection of a firm on the following:

1. The experience of the firm with managing communications facilities on water towers especially in Maine and northern New England
2. The feedback from the references
3. The potential that the proposed approach to service and fees will meet the needs of the Town
4. The firm's understanding of the Town's interest in the use of the water tower

Based on the review of the proposals the Board of Selectmen will consider asking the Town Meeting to authorize it to enter into an agreement with the selected firm. If the March 2017 Town Meeting agrees, the Town anticipates entering into the agreement immediately following the Town Meeting.

### Reservation

The Town reserves the right to reject any or all proposals or to select any proposal; to waive any or all formalities with the selection process; to evaluate proposals; to follow-up on the references; and otherwise act in the best interests of the Town. The Town is under no obligation to award a contract for services as a result of this process.