



Town of New Canaan, CT

Request for Proposal

For the Design, Construction and Operation
of Wireless Communications Infrastructure
in the Town of New Canaan, CT

RFP Issued: March 21 2016

Proposals Due: May 4, 2016

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Town of New Canaan
Request for Proposals
For the Design, Construction and Operation of Wireless Communications Infrastructure

I. Administrative Information

1. Purpose

The purpose of this Request for Proposal (“RFP”) is to invite qualified parties (hereinafter referred to as “Proposer”) to submit proposals to design, construct and operate wireless communications infrastructure within the Town of New Canaan, Connecticut (“Town”). The wireless communications infrastructure will need to be made available to all qualified wireless providers for provision of wireless services within the Town, while keeping with the preferred aesthetics of the community. The Town recognizes there is inconsistent service from all known service providers within the Town and is seeking a creative public/private partnership solution for increasing current service offerings and for dealing with capacity issues throughout most areas of the Town. This RFP is designed to allow each Proposer the flexibility to design and implement what each believes is the best solution.

2. RFP Questions

Questions and clarifications about this RFP should be directed to Mr. Robert E Mallozzi III First Selectman no later than April 6, 2016. You may either call (203) 594-3000 or email Robert.mallozzi@newcanaanct.gov

3. RFP Responses

All responses shall be received no later than **4:00pm EST on May 4, 2016**. Please deliver a signed original and four (4) paper copies of your RFP response to the address shown below and one (1) electronic copy to the Office of the First Selectman, in care of Pam Flynn at pam.flynn@newcanaanct.gov. Acceptable electronic formats include either PDF or Microsoft Word documents. All proposals shall become the property of the Town once received.

The Office of the First Selectman
174 South Ave
2nd Floor
New Canaan, CT 06840
Attention: Pam Flynn

Confidentiality. If Proposer believes that any information in its response should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by state or federal law. In no event will The Town be responsible for the inadvertent disclosure of responses to this RFP.

All costs for proposals are the responsibility of the Proposers.

4. RFP Procurement Schedule

Tentative Procurement Schedule	
Activity	Dates
RFP Release	March 21, 2016
Questions Deadline	April 6, 2016
Proposal Deadline	May 4, 2016
Notice of Proposed Short List Selection	May 9, 2016
Vendor Presentation and Meeting	May 16 - 18, 2016
Notice of Proposed Award	May 20, 2016

II. Description

The Town solicits proposals from qualified parties for the design, construction and operation of wireless communications infrastructure throughout the Town to resolve existing service gaps and capacity issues. The Town has attempted to identify existing service gaps as demonstrated in the Centerline Solutions Wireless Study Report:

https://www.dropbox.com/s/otopdnktmy4vzau/New%20Canaan%20Wireless%20Market%20Study%20Report_R4.docx?dl=0

The Town is seeking creative solutions from Proposers to maximize capacity and increase wireless services in underserved areas while keeping with the Town’s height and aesthetic preferences for minimal visual impact.

The Town is currently updating its existing Wireless Ordinance to facilitate the selected Proposer’s ability to develop new wireless communications infrastructure contemplated by this RFP with streamlined permitting requirements, as well as regulations to expedite facility upgrades and modifications to ease capacity concerns within the Town. Applications meeting the Town’s ordinance without variances or waivers shall be favorable.

To further encourage deployment, the Town will make available certain Town properties, including Town right-of-way (“ROW”) parcels and will facilitate the selected Proposer’s interactions with private landowners in furtherance of the implementation of increased wireless services within the Town. The Town will make available to the selected Proposer access to any available wired backbone network within the Town’s control, subject to existing capacity constraints.

The Town is committed to this project and recognizes the concerns of the wireless industry and will work diligently to mitigate issues that may stand in the way of wireless deployment, in order to prioritize the delivery of necessary emergency services to all citizens in all areas of the Town.

III. Goals

In seeking the solicitation of proposals, the Town's goals, in order of importance are to:

1. Provide consistent mobile wireless communication reception throughout the Town.
2. Design infrastructure within the parameters of the Town's desired aesthetic preferences.
3. Minimize the use and proliferation of conventional wireless towers whenever feasible.

IV. Selection Criteria

The Town will review each submission and evaluate them based upon the following criteria:

1. **Wireless Coverage:** Demonstration of Proposer's commitment to ensure all areas of the Town have access to adequate mobile wireless communication services.
2. **Aesthetics:** The ability to install and operate within the Town's design and height preferences. Support structure elevations shall be consistent with current Town standards for maximum heights; the Town will consider intermediate heights and standard ROW pole heights.
3. **Experience and Qualifications:** Proposers will be considered based on qualifications, adequate staff resources, relevant and demonstrated experience on similar projects, including existing relationships with the wireless service providers operating in the local marketplace.
4. **Financial Capability:** Proposer shall be sufficiently funded to perform all tasks represented in their proposal.
5. **Flexibility:** Proposer shall be receptive to Town suggestions and recommendations.
6. **Implementation:** Proposers will be considered based on suggested implementation timeline, including service provider activation.
7. **Town Interests:** The terms and conditions of the proposed partnership with the Town, including overall benefits, obligations and long-term interests of the Town will be considered in the evaluation.

Proposers will be ranked based on the above criteria and how the proposals best accomplish the stated goals and objectives of the Town. Short-listed Proposers will be selected based on these criteria and invited to interview in advance of a final selection.

Vendor presentations may include alternative proposal discussions and suggestions strictly based on the Proposer's submittal and the Town's local knowledge.

V. Proposal Format

Submittals shall include the below selections numbered as follows:

1. **Letter of Interest:** Proposers shall submit a Letter of Interest signed by a person authorized to contractually bind the Proposer. Include within the letter, Proposer's name and address, contact information (name, mailing address, email address, fax number and telephone number of person whom the Town should contact regarding the proposal).
2. **Proposal Summary:** Proposers shall summarize their proposal to identify a clear understanding of the project and describe in detail how the Proposer will accomplish and include all areas of wireless development, revenue sharing proposal for municipal parcels and any other pertinent information.
3. **Qualifications, Licensing and Subcontracting:** Proposers should describe their company's organization, financial standing, industry and service provider relationships to include key personnel CV's and responsibilities.
4. **History of Similar Projects:** Proposers shall include experience and examples of previous similar projects, relevant experience including references for wireless development, leasing services and existing municipal clients.
5. **Recommendations and Timelines:** Proposers should include creative wireless solutions, best methodology and a proposed timeline for deployment of wireless communications infrastructure.
6. **Miscellaneous Information:** Proposer should include in this section any other information deemed pertinent to submission.
7. **Financial Proposal:** Proposer should include information concerning any overall financial benefits to the Town if utilization of municipal property is part of the Proposer's submittal. In such case, a response to Appendix "A" should be completed and returned by Proposer.

VI. Guidelines

This section is provided solely as a guideline and is only intended to provide information that could be helpful in Proposers' submittals. It is not anticipated to serve as the only solution but merely provide potentially useful identified data.

There are currently five operational sites that provide wireless service in the Town of New Canaan. These are identified in Table 1 below:

Site	Latitude	Longitude	Service Providers	Type	Height
¹ 135 Main Street	41-08-47	73-29-29.8	AT&T	Rooftop	41 ft
¹ 39 Locust	41-08-56.1	73-29-30.1	Sprint, T-Mobile, Verizon	Rooftop	46 ft
Waveny Park Water Tower	41-07-29.1	73-29-30.4	AT&T, Sprint, T-Mobile, Verizon	Water Tank	135 ft
Country Club	41-10-22.3	73-29-46.8	AT&T, T-Mobile	Pole	110 ft
Silver Hill	41-09-58.5	73-28-13.7	Verizon, ² AT&T, ² T-Mobile	Monopole	120 ft
² Armory	41-08-08.7	73-27-22.3	AT&T, Verizon	Monopole	140 ft

Table 1. Existing New Canaan Wireless Sites

Silver Hill is the most recent addition, going online last fall. The *Armory* site (not located in the Town but offering service to the Town) is also included, as it has been approved but not yet constructed. Due to its proximity to Merritt Parkway, it is believed that it will be constructed in the near future. One carrier has submitted plans to the Town to attach two ROW single user small cells on existing poles, but further details are unknown.

As noted above, not all service providers are currently operating from every site. For the purposes of this RFP and the need for equivalent, comparable signal throughout the Town, it is assumed that every new site will have capability for all service providers. In considering the proposals to be provided in response to this RFP, the Town will be favorably disposed to options that utilize infrastructure designed to host multiple providers in order to minimize the total number of infrastructure facilities within the Town.

¹ These two sites are separated by less than 1,000 feet and operate at very similar heights. Thus, they can be considered a single location for town-wide coverage analyses.

² Not located in the Town of New Canaan but service coverage will include the Town Approved, but not yet constructed.

It has been well established that the Town lacks reliable, if any, wireless service along the western third of Town (west of Weed Street and State Route 124) and the northern quadrant. Using the recently constructed Silver Hill site as an example, a 110-foot slick-stick monopole design represents the maximum height and type of conventional macrocell infrastructure that the Town prefers within non-residential areas. Concealed, microcell/DAS type infrastructure is preferred within residential areas with a maximum height of 45 feet. Improved wireless coverage with the least visual impact is highest priority for the Town. Town property would be available for DAS Hub locations.

The following Table 2 includes areas within the Town that could be considered for wireless infrastructure development, including the municipal parcels as indicated below:

Site	Latitude	Longitude	Ground Elevation	Description
Transfer Station*	41-08-27	73-28-46	197 feet	SE portion of Town ¾ mile SE of downtown, 394 Main Street
West School*+	41-08-23	73-31-24	345 feet	Western portion of Town, 1 2/3 mile W of downtown, 769 Ponus Ridge Road
Nature Center*%	41-09-10.7	73-30-14.4	380 feet	Center of Town, 2/36 mile NW of downtown, 144 Oenoke Ridge
Irwin Park*	41-08-50	73-30-32	340 feet	Center of Town, ¾ mile W of downtown, 848 Weed Street
Mead Park*	41-18-22.2	73-29-49.4	268 feet	Adjacent to rail line, SW corner of Richmond Hill and Park
Talmadge Lot*	41-06-58.4	73-29-49.4	210 feet	Adjacent to rail line, 250 feet south of Merritt Parkway at Old Stamford Road
Kiwanis Park*	41-08-1.7	73-28-29.8	180 feet	South center of Town 0.6 miles from Merritt Parkway
Clark Property#	41-11-23.1	73-30-27	525 feet	Northwest section of Town on Highway 123

Table 2. New Canaan Property

- * Municipal property
- + Water Tank or alternative structure
- % May have deed restrictions
- # May be considered wetland

Additional information:

In addition to the locations described in Table 2, the Town has multiple right of way parcels available for development of microcell/DAS facilities of appropriate design and size. The Town has information suggesting that fiber is already installed along West Road, Route 123 and Route 124, which would reduce deployment cost and time for development of a microcell/DAS network.

VII. Requirements of Reporting

The firm engaged pursuant to this RFP will work directly with designated Town representatives, Town Utilities Commission members, as well as the Town's wireless consultant to fulfill the objectives set forth in this RFP and as embodied in the contract to be executed between the Town and the selected Proposer(s). The Town reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in the Town's best interest. The Town further:

1. Reserves the right not to award a contract pursuant to this RFP;
2. Reserves the right to award to multiple Proposers;
3. Reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful Proposer;
4. Reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent from Town;
5. Reserves the right to negotiate the fees proposed by all Proposers. If such negotiations are not, in the opinion of Town, successfully concluded within a reasonable timeframe as determined by Town, Town shall retain the right to suspend such negotiations;
6. Reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services and from individuals deemed non-responsive;
7. Reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued. Proposers shall be responsible for any posted addenda to this RFP. Such changes that are issued before the proposal submission deadline shall be binding upon all prospective Proposers;
8. In the case of rejection of all proposals, the Town reserves the right to advertise for new proposals or to proceed otherwise; and
9. Reserves the right to, without any liability, cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.

VIII. Required Insurance Provisions and Coverage

The successful Proposer shall be required to furnish to the Town a certificate of insurance showing the following coverage within ten (10) days from notification of an engagement under this RFP. Insurance coverage shall remain in full force for the duration of the contract term, including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to policy expiration.

- Commercial General Liability issued by an insurance company licensed to conduct business in the State of Connecticut in the amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury or property damage.
- Automobile Liability Insurance with \$1,000,000 combined single limit per accident for bodily injury and property damage.
- Umbrella Liability of \$1,000,000 per occurrence must be provided.
- Errors and Omissions Professional Policy with limits of \$5,000,000 per claim with a \$5,000,000 aggregate. Any change to the legal firm's policy or carrier from year to year will include "Full Prior Acts" coverage.
- Workers Compensation Insurance in accordance with Connecticut State Statutes.
- The Town of New Canaan and its respective officers, agents, officials, employees, volunteers, boards and commissions shall be named as Additional Insured on the General Liability, Automobile Liability and Umbrella Liability insurance coverage. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE INSURANCE CERTIFICATE.

APPENDIX “A” – Financial Benefit Summary

The Town of New Canaan is interested in providing access to the municipal parcels referenced in Table 2 above, to facilitate the construction and deployment of wireless communications infrastructure within the Town that will meet the stated goals herein through use of a Master Lease Agreement (“MLA”) with the selected Proposer.

The MLA will provide for utilization of Town assets and properties for the development and deployment of wireless communications infrastructure of a design and height acceptable to the Town, with provisions regarding lease length terms and renewal options, insurance requirements consistent with Section VIII above and provisions permitting Town emergency communications equipment to be co-located on such infrastructure where necessary. Proposers electing to utilize such Town assets and properties in their proposals should include a response providing business terms that define the method of revenue generation for such assets and properties and include terms for payment to the Town for utilization of such assets and properties, through revenue sharing or other financial models and include proposed escalations of revenue and other terms for inclusion in an MLA between the parties. Proposals should **not** include a proposed form of MLA.