

Request For Proposals

For:

RADIO TOWER DESIGN
ENGINEERING &
ARCHITECTURAL
CONSULTANT SERVICES
2018



KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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SECTION 1

GENERAL INFORMATION

1.0 Project Background

Klickitat County Public Works Department is requesting proposals from Architectural & Engineering (A&E) firms interested in providing professional services for (2) two new Repeater Radio Tower Stations. Required services will include preliminary design, preparation of construction documents, and feasibility analysis. Public Works intends to engage with an A&E firm that has radio tower design, construction, and installation experience, electrical, mechanical, and cost estimating capabilities in one firm, as needed, or is a lead firm with sub-consultants.

The professional capabilities of consultants, directly involved with architectural and engineering services must include Professional Registration where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all equipment and consumables necessary to accomplish the services required.

1.1 Scope of RFP

These projects are located at the proposed new sites on Red Tail Rd. and Satus Pass, Klickitat County, WA.

The project included in this Request for Proposals includes but not limited to the following scopes of work:

- Development of the basic design drawings, specifications, and construction documents required for constructing the complete project and coordinate with the mechanical, electrical, and civil engineers.
- The A&E services shall include all civil site work, utilities, tower construction, integration with the existing radio system, and structure to house radio equipment.
- Security fencing for the tower, generator, fuel cell, and building structure including all details for a turn-key site.
- Coordinate with the Klickitat County Public Works for site civil engineering work.
- Show the overall grounding system and cabling from the new equipment shelter to the tower.

The project identified above require A&E consultant services to provide preliminary design, cost estimate, preparation of construction plans and specifications.

1.2 Consultant's Responsibilities

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether the Consultant or his representative produces them. The Consultant's person-in-charge of the project must have the experience necessary to complete the tasks outlined above.

1.3 Payment Schedule

Payment for any agreement entered into as a result of this RFP will be made monthly upon receipt of the Consultant's billing statement. The billing statement must include a summary of progress made through the date of billing.

SECTION 2 PROPOSAL INSTRUCTIONS

2.0 General Information

- A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFP. The proposal shall include a scope of work that describes the deliverables including an approximate schedule for each of the individual items described in Section 1.1. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities. The selected Consultant must have demonstrated experience in all the items listed under section 1.1 above and the following items:
- Knowledge of construction for radio tower facilities.
 - Experience with radio and microwave materials and equipment.
 - Knowledge of FCC rules and regulations.
 - Working with the Public and Public Agencies
 - Providing an efficient, cost-effective solutions for improvements to County facilities
 - Experience and knowledge of building and electrical codes.
- B. All parts of the proposal shall be in a sealed envelope plainly marked "RADIO TOWER DESIGN SERVICES RFP 2018", and show the name and address of the Consultant.

2.1 Closing Date for Submittal of Proposals

Four copies of the proposal must be received no later than 3:00 p.m. on July 12, 2018, at which time proposals will be opened and evaluated by the County. Sealed proposals will be received by:

Ken Templeton
Klickitat County Public Works Department
228 West Main, MS-CH 19
Goldendale, WA 98620
Email: KennethT@co.klickitat.wa.us
Phone: (509) 773-2479
Fax: (509) 773-5713

2.2 Proposal Acceptance

The successful Consultant will be expected to enter into an Agreement specifying payment on an hourly rate basis, not to exceed a fixed amount.

2.3 Right of Award or Rejection

Proposals shall specifically stipulate that all terms and conditions contained in the RFP are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

2.4 Incurring Costs

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of proposals.

2.5 Inquiries

Questions that arise during preparation of the proposal will be handled by Ken Templeton at the Klickitat County Public Works Department and will be accepted by either email or fax. See section 2.1 for contact information. The proposal shall list a responsible person, with phone number, for contact if necessary during the proposal review process.

2.6 Technical Proposal Format

Four copies of the proposal shall be submitted to the County. Proposals must not exceed 12 pages (including resumes or other attachments). One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text.

Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.

- B. A statement that the proposal recognizes and includes all terms and conditions of the RFP.
- C. Signature of an authorized representative empowered to bind the Consultant.

SECTION 3 PROPOSAL EVALUATION

3.0 General Information

- A. The County will select the Consultant whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.
- B. Proposals received will be evaluated by a panel of employees from the Klickitat County Public Works Department and the Emergency Management Director.
- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

3.1 Technical Proposal Evaluation

Evaluation of the proposal will be based, in part, on the following criteria:

- A. Description of the Consultant's firm, including organization, type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **15 Points**
- C. Specialized experience and technical competence designing radio tower sites and overseeing construction. **30 Points**
- D. Information addressing project understanding, the Consultant's proposed methodology, and a work plan for completing the work to be performed as described in Subsection 1.1, what will be accomplished, and what resources will be required to each task on schedule. **20 Points**
- E. Experience working with public agencies to construct projects on County leased or owned property. **20 Points**

- F. Past performance on contracts in terms of cost control, quality of work and compliance with performance schedules, with client references including current contact information. Projects should be similar both in type and size. **20 Points**
- G. General appearance of the proposal and conformity to the above proposal instructions. **10 Points**

By submitting a proposal, the respondent to this RFP authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

3.2 Selection

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

3.3 Pre-Agreement Clarification

The apparent selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

3.4 Agreement Execution

The County intends to enter into a Local Agency Standard Consultant Agreement with the successful consultant for any or all of the tasks described in the proposal. The Local Agency Standard Consultant Agreement can be found in Chapter 31 of the *Local Agency Guidelines Manual* printed by the Washington State Department of Transportation or can be found in the digital form at <http://fmapps.wsdot.wa.gov/forms/FMPro>.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements as stated in the Local Agency Standard Consultant Agreement, and "hold harmless" provisions contained therein

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