

SUBJECT

BOARD RESOLUTION NO. 23-1045

Pertaining to a professional services agreement with Short Elliott Hendrickson, Inc. to provide engineering plan review and inspection of wireless equipment installations on water tower sites.

STRATEGIC PLAN GOALS: Infrastructure Strategy & Performance

Staff is seeking approval of a professional services agreement with Short Elliott Hendrickson, Inc. (“SEH”) to provide plan reviews and inspections of wireless equipment installations and upgrades on Board water towers for the 5-year term of August 2023 through July 2028.

These antennae projects end with zero cost to the Board. All of the Board’s telecommunications leases make the Lessee responsible for these costs. Staff requires an escrow payment from the Lessee for the full amount of estimated costs prior to any project commencing. This money is held until the project is complete. Only after complete closeout, are any of the escrow funds released back to the Lessee.

A Request For Proposal was issued by Saint Paul Contracts and Analysis and the attached RFP Report summarizes the ratings rewarded to each of the proposers.

SEH has been faithfully performing this work for the utility since 2008 and staff is satisfied with its performance.

Following Board approval, City Contracts and Analysis will prepare a Professional Services Agreement which will include the City’s standard terms, conditions, and liability and insurance requirements.

See attached RFP Report and SEH Proposal.

RECOMMENDATION

Approval

RFP REPORT

Plan Review and Inspection Services for Wireless Equipment Installations

June 30, 2023

A Request for Proposals was advertised by the City of Saint Paul Contract and Analysis Services. Three proposals were received, reviewed, and scored by a SPRWS selection committee. The following provides a summary of the scoring:

EVALUATION SCORING SHEET FOR EVENT 1276-RFP-SPRWS-2023 PLAN REVIEWS&INSPECTION SERVICES				
	POSSIBLE POINTS	PROPOSAL A Bolton&Menk	PROPOSAL B S.E.H	PROPOSAL C VMC LLC
Tab 1 - Overall Approach or Solution	20	16.7	17.0	18.0
Tab 2 - Scope of Services	25	19.3	21.0	21.7
Tab 3 - Previous Similar Work	20	15.7	17.3	15.7
Tab 4 - Organization Qualifications	15	15.0	14.3	14.0
Tab 5 - Cost	20	20.0	18.0	14.3
	100	86.7	87.6	83.7

SEH received the highest score among the proposers, who were all rated on experience, project approach and cost.

Scope of Work:

A. Plan Reviews and Approvals:

Lessees submit plans for wireless installations or modifications to SPRWS staff, who will then forward the submittals to the Owner's Representative to review for issues such as, but not necessarily limited to the following:

1. Structural issues, attachment methods
2. Means and methods
3. Aesthetics and efficiency of the proposed installation and impact on other wireless

equipment

4. Owner's Representative will provide a written report on findings and a recommendation regarding approval of plans or request for further modifications

B. Construction/Installation Administration, Including

1. Pre-installation meetings
2. Progress and final inspections
3. Punch list management
4. Final report including but not limited to as-builts from lessee's engineering firm, record of RFIs & responses, meeting notes, project documentation including as-builts
5. Installation inspections and inspections of any modifications work must be performed by a Level 2 NACE-certified Inspector

C. 360 Degree Virtual Tour of Installations, with Required Elements as Follows:

1. Ground: Show grounds surrounding water tower to record any damage to access roads, fences, landscaping, etc. Additional still photos of antennae on exterior to provide detail on location, quantity, and type of antennae
2. Interior Ground: Show placement of equipment, cables, penetrations and various doors, platforms, etc.
3. Interior Levels: Show cable routing and interior mounted RRUs (if any) as well as dry tube access
4. Top: Show handrail, antennae, city/county antennae, microwaves, cable routing, ports/penetrations
5. Show exact positions of installations at all levels to create before/after reference to confirm installations built to plan