

RFP REPORT

Plan Review and Inspection Services for Wireless Equipment Installations

July 5, 2018

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

EVALUATOR SCORE SHEET - EVENT #663 - RFP for WIRELESS PROVIDER			
Proposal Criteria	POSSIBLE POINTS	BOLTON & MENCK	S.E.H.
Description of Proposer's Overall Approach or Solution	25	18	25
Scope of Services	25	23	24
Previous Work Providing Similar Services to Public and Private Sector	15	13	15
Organizational Qualifications	15	11	14
Cost	20	17	20
TOTAL POINTS:	100	82	98

Short-Elliot-Hendrickson, Inc. (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