

REQUEST FOR PROPOSALS
FOR THE
INSTALLATION OF A FOUR LEG, SELF-
SUPPORTED COMMUNICATIONS TOWER
For the
Umatilla Morrow Radio and Data District
Pendleton, Oregon

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1. INTRODUCTION

Purpose and Objectives

The Umatilla Morrow Radio and Data District (UMRDD) desires to acquire services for the installation of a 180' communications tower on Poverty Flats near Cabbage Hill, -118 34' 47.00" 45 35' 20.15" in Umatilla County on the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) on property leased to the Oregon Department of Transportation (ODOT). The sites elevation is ~3,515 feet.

1.1 Background

- 1) UMRDD and ODOT have engaged in a partnership to construct a new communications site.
- 2) ODOT is providing the tower and tower installation specifications and UMRDD is purchasing the tower and installation materials/services to accomplish the project.

1.2 RFP Process

The Umatilla Morrow Radio and Data District will conduct the selection and the contract award process in the following manner:

- 1) This document will be distributed to all entities who request it.
- 2) Proposers will prepare responses to the RFP. Proposers may submit questions about the RFP to the contact person listed below.
- 3) The proposals will be received and evaluated as described in this RFP. If deemed necessary, the District will ask one or more selected proposers questions about their proposals, either in writing or by oral presentation.
- 4) A selected proposer will be chosen for contract negotiations.

1.3 Schedule of Events

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award:

<u>Milestone Event</u>	<u>Date</u>
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1. RFP Issuance	05-07-15
2. Questions about RFP Due	05-22-15
3. Bid Walk	05-22-15
3. Proposal Due Date	05-29-15
4. Proposal Evaluation Complete	05-29-15
5. Contract Signed (tentative)	06-02-15
6. Implementation Completed	08-31-15

1.4 Contact

The Umatilla Morrow Radio and Data District has designated Shawn Halsey to be the district contact person for questions related to this procurement. Mr. HALSEY may be contacted at:

4700 NW Pioneer Place
Pendleton, OR, 97801
541- 966-3774
Shawn.Halsey@umrdd.org

No other persons with the district are to be contacted. Doing so may disqualify the vendor from further participation in the process.

No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become a part of this request for proposal document.

1.5 Proposal Submittal Instructions

Proposer is to submit 5 copies of its proposal on or before 1:00 p.m. on May 29, 2015 to:

Shawn Halsey
4700 NW Pioneer Place
Pendleton OR, 97801

It will be the sole responsibility of the proposers to have their proposals delivered to Mr. Halsey before the closing hour and date. Late proposals will not be considered and will be returned unopened to the sender. Proposals will be publicly opened at 1:00 p.m. May 29, 2015.

All proposals must be valid for a period of 120 days after opening. Proposals must address all RFP requirements.

This RFP is for the complete installation of a 180', four legged, self-supported Valmont communications tower. The selected proposer is to provide all labor, materials, taxes, transportation, equipment and services for, and incidental to the completion of all construction and installation work described in this RFP for tower foundation and tower installation. The tower will be procured directly by the district and delivered to the installation site. Partial or incomplete proposals may be rejected.

1.6 Nondiscrimination

The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

1.7 Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.

1.8 Oregon Public Contracts

All contracts with the District are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279B for Related Services.

- 1.8.1 Each proposal must contain a statement as to whether the proposer is a resident bidder as defined by ORS 279A.120.

- 1.8.2 All proposals must be accompanied by a bid bond on a surety company authorized to do business in the State of Oregon in the amount of 5 percent of the total bid price, payable to Umatilla Morrow Radio & Data District, conditioned upon the successful Bidder entering into a contract with the District for the proposed equipment and services. A certified or cashier's check or letter of credit issued by an insured institution as defined in ORS 706.008, in the same amount may also be submitted,. In case of failure or refusal of the successful Bidder to enter into a contract, the bond or security submitted with the bid may be forfeited as liquidated damages because of such failure or default.
- 1.8.3 No proposal shall be received or considered unless the proposer is licensed with the Construction Contractors Board and the proposer cannot be on the list established by the Construction Contractors Board for those contractors or subcontractors not to be considered qualified to hold or to participate in a public contract for a public improvement.
- 1.8.4 No bid will be received or considered unless the bid contains a statement by the proposer as a part of its proposal that the proposer will comply with the provisions of the applicable prevailing wage rate and law.
- 1.8.5 Upon award of the contract, the Contractor will be required to post, at its expense, a performance bond and a payment bond, as required by ORS 279C.380. The bonds shall be filed with the District, through the contact named in this document, no later than 10 days after the contract is awarded and must be for the amount of the contract. The bond shall be executed by a surety company authorized to do business in the State of Oregon. Umatilla Morrow Radio & Data District shall be payee.

1.8.6 This project is subject to Oregon state prevailing wage rates. Bidder covenants and agrees to comply with the provisions of ORS 279C.830, including the payment of the applicable prevailing rate wage and the posting of a public works bond pursuant to ORS 279C.836. The Contractor shall pay the existing rate of wage which may be paid to workers in each trade or occupation required for such public work employed in the performance of the contract either by the Contractor or subcontractor or other person or doing or contracting to do the whole or any part of the contemplated by the contract, and such workers shall be paid not less than the specified minimum hourly rate of wage as set forth in the "Prevailing Wage Rates." The prevailing wages in effect at the time of the advertisement and issuance of this request for proposals are attached.

The work under this RFP will take place in Umatilla County, Oregon, BOLI Region 13, and is subject to the "PREVAILING WAGE RATES for Public Works Contracts in Oregon" dated January 1, 2015 as updated/amended through the Effective Date of the contract. Current BOLI wage rates are available on line at:
http://www.oregon.gov/boli/WHD/PWR/Pages/January_2015_Index.aspx

1.9 Bid Walk

There will be a mandatory bid walk at the tower site. All interested proposers will gather at **9:00 AM on May 22nd, 2015** at the **Umatilla County Justice Center, 4700 NW Pioneer Place, Pendleton, OR 97801**. They will then travel to the tower site location with district and ODOT representatives. Proposals from proposers who do not participate in the bid walk will not be accepted.

2. TERMS AND CONDITIONS

2.1 Proposal Format

It is the intent of the District to solicit proposals that are complete yet concise, descriptive yet brief. To enable the evaluation committee to fairly evaluate each proposal, proposers shall utilize the following proposal format:

1.0 Introduction

The proposer shall provide a brief background of the company, its approach to installation of towers of this kind, and company references.

2.0 Response to Terms and Conditions

The proposer shall indicate its agreement to the specified terms and conditions.

3.0 Installation Description

The proposer shall include the proposals describe how they will meet the ODOT requirements provided in Sections 3, 4, and 5 of this RFP. The proposer will list an installation schedule that complies with Sections 3, 4, and 5. Additional information or clarification of responses to the specifications shall be included in this section as notes.

4.0 Price Proposal

The proposer shall provide prices for labor, materials, and services separately.

5.0 Exceptions List and Required Responses

The proposer shall provide a list of exceptions taken to the bid specifications, as well as detailed descriptions of the indicated requirements.

2.2 Evaluation Criteria

It is the intent of the District to acquire the best tower installation available within its budgetary means. The District will accept the proposal which, in its estimation, will best serve the interests of the District and the users, and reserves the right to award a contract that shall be best for the public good. The District reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. District may request re-proposals should it be deemed in its best interest to do so. Until such time as a contract is executed with the successful proposers, the District may cancel all or any part of this RFP. The District also reserves the right to waive any irregularities and technicalities.

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications
- b. Adequacy and completeness of the proposal with regard to the information provided to address paragraph 2.1.
- c. Installation Suitability
- d. Ability to work with and advise the district as a team to best represent the interests of the citizens of Morrow and Umatilla County and to obtain quality services and products at a reasonable price.

- e. Availability to meet timeline.
- f. Price

2.2.1 Proposer Qualifications

The district will satisfy itself that potential contractors are reputable firms with a proven track record and a proven product. Proposers shall provide at least ten (10) references of installations of similar size and functionality to the system being bid. If the proposer intends to use sub-contractors, they should be listed with years of experience. References shall include the contact name and phone number and a brief description of the installation.

2.2.2 Installation Suitability

Proposer will be evaluated on the suitability of its installation with respect to the following factors:

- 1) Does the installation meet all the functional needs of the district?
- 2) Are the ODOT specifications to be followed?

2.2.3 Price

Price evaluation will be based upon proposer's price as proposed.

2.3 Payment Terms

Payment to the vendor will be made as progress payments at the conclusion of the following milestones:

- | | | |
|----|------------------------|-----------------------|
| 1) | Contract Signing | 20% of contract value |
| 2) | Installation Completed | 60% of contract value |
| 3) | Installation Accepted | 20% of contract value |

3. INSTALLATION REQUIREMENTS

COMMENTS

This section delineates in detail the requirements outlined by ODOT for installation of the Cabbage Hill tower.

Proposers shall include a list all exceptions to the functions specified in this section. Failure to do so may be cause for disqualification or the district may direct the proposer, if selected, to implement the missing features at no cost to the district.

3.1. GENERAL REQUIREMENTS

- 3.1.1. Contractor shall provide, install and maintain all necessary sedimentation control and erosion prevention per the Plans.
- 3.1.2. Contractor shall install, for future use, pull strings in all conduits provided and installed.
- 3.1.3. Contractor shall provide and install appropriate termination at each end of all conduits.
- 3.1.4. High water levels may be encountered. Based on his pre-Bid observation of the site, Contractor shall include sufficient time in its proposed construction schedule to accommodate dewatering that may be required. Should high water levels be encountered during construction, Contractor shall consult with Owner and Engineer to agree on a construction plan for dewatering the site. The dewatering plan and compensation, if applicable, will be implemented by a CCO.
- 3.1.5. Based upon compaction test results, if native soils are deemed unsuitable for structural compaction requirements, Contractor shall provide all required structural fill in order to meet the project requirements.
- 3.1.6. In the event that Contractor does not find the excavated materials suitable for grading of the project. Contractor may seek written approval from Owner to use imported fill.
- 3.1.7. Contractor shall use all efforts to make the best use of the native earth materials to accomplish excavation, backfilling and grading of the site. Contractor shall take care to schedule and execute the excavation, backfill and grading Work in a manner that manages the moisture content of otherwise-suitable native earth material to be optimum for compaction, including protecting and preserving excavated soil for future use. Contractor shall not use imported fill unless Contractor clearly demonstrates that native fill material is not suitable for use and Contractor has gained written authorization from the Owner to use imported fill.

- 3.1.8. Failure by the Contractor to appropriately schedule and execute the Work and to protect, preserve, and properly handle earth materials suitable for fill shall not constitute sufficient grounds for the Owner to add imported fill into the Work through the Owner's Change Order Process.
- 3.1.9. Contractor shall remove all tree stumps in the affected construction area and dispose of them at an authorized dump site.
- 3.1.10. Contractor shall not burn debris and slashes on site. Contractor shall not leave on site any debris and slash material removed during construction. Contractor shall dispose of removed material at an approved and suitable location.
- 3.1.11. Contractor shall ensure site compound is free of vegetation upon site completion.
- 3.1.12. During construction, Contractor shall maintain all access roads to the site and upon completion of construction must leave roads in the pre-construction condition or better. Contractor shall create and include in the site closeout package video record of the pre-construction and post construction condition of the entire length of the site access road. Contractor shall provide all necessary materials, equipment, and labor required to repair any damage to the road that occurs as a result of construction activities, snow removal for site access, equipment transport, or materials delivery for the Project Site.
- 3.1.13. Road improvements may be necessary for construction activities. Any road improvements for or as a result of construction activities are the responsibility of the Contractor and the Contractor shall, at no cost to Owner, provide all materials, equipment, and labor to perform the improvements. Contractor shall obtain pre-approval from the SPM and the property owner for any and all proposed road improvements.
- 3.1.14. Inspections required for this section are soils density. Soils density is performed by Owner's Special Inspector and CQ. The Contractor shall notify the inspector and CQ 48 hours in advance. All fill material is required to be compacted in accordance with the Plans. Only structural fill (foundation sub grade, vehicle and crane areas) required special inspection.

- 3.1.15. Contractor shall coordinate with the Owner's special inspector for all concrete, soils density, proctor, and steel inspections. Proctor samples shall be collected for all proposed fill material (native and imported).
- 3.1.16. Contractor shall coordinate with the CQ and SPM 48 hours in advance for all inspections. The minimum required inspections include concrete, steel, soils density, grounding, erosion control, and periodic inspections. All required inspections are defined in the Plans and SOW.
- 3.1.17. Contractor shall inspect, and document with photos, all installed equipment and structures for damages and quality immediately upon final construction/installation or assembly and include all such photos in the Contractors daily construction progress report.
- 3.1.18. Trench backfill and fill areas below foundations and structural areas require the fill to be tested in 6" lifts. Contractor shall coordinate with the Owner's inspector for these tests. If test are not performed the Contractor shall excavate and refill the area with the tester on site at the Contractor's expense.

3.2. SITE-SPECIFIC WORK

- 3.2.1 Contractor shall excavate the tower foundation per the Plans and dispose of all spoils at an approved disposal location.
- 3.2.2. Contractor shall provide and construct a new geo-fabric and rock compound per the Plans.
- 3.2.3. Contractor shall restore all areas disturbed by construction activities described in this SOW and the plans, including structural, fill, rock and geo-fabric as needed the compound from the existing access road to/through the compound per the Plans.
- 3.2.4. Contractor shall provide a minimum of 10 days notification to the ODOT SPM prior to commencing ground disturbance.
- 3.1.5. Contractor shall provide approved structural and non-structural fill as detailed in the Plans. (SEE 3.1 and FCD's)

4. FOUNDATIONS AND EQUIPMENT SUPPORT

4.1 GENERAL REQUIREMENTS

- 4.1.1 Contractor shall provide and construct foundations as depicted on Construction Drawings and per ODOT SRP Specification Manual, Division 2, Section 02465 and Division 3, Section 03300
- 4.1.2 Contractor shall cure foundations to the following strengths before use or equipment or structure installation.
 - 4.1.2.1 Shelter Foundations – 100% of design strength.
 - 4.1.2.2 Tower Foundations – 80% of design strength
 - 4.1.2.3 Propane Tank Foundations – 100% of design strength or a full 7 day cure
 - 4.1.2.4 All other concrete under 2500 psi– 100% of design strength or a full 7 day cure
 - 4.1.2.5 All other concrete over 2500 psi – 100% of design strength.
- 4.1.3 The Owner will provide the Special Inspector. The Contractor shall coordinate all inspections with the Special Inspector, CQ, and SPM 48 hours prior to need. Special Inspection (provided by Owner) and Owner inspections a required for all reinforced concrete requiring strength greater than 2500 psi. Concrete inspection required includes both reinforcing steel and concrete.
- 4.1.4 The Owner’s inspector will provide up to eight (8) compression cylinders, five (5) of which will be tested (broken) on the following schedule 7, 14, two at 28 days, and hold/56 days. The remaining three (3) cylinders are at the contractor’s discretion for the test (break) days.

4.2 SITE-SPECIFIC WORK

- 4.2.1 Contractor shall provide and construct the tower foundation per the Plans.

5. TOWER, STEEL PLATFORMS, AND STEEL INSTALLATION

5.1. GENERAL REQUIREMENTS

- 5.1.1. All exterior hardware must be galvanized or stainless steel per Spec. Manual requirements.

- 5.1.2. All contractor supplied steel parts must be hot dipped galvanized.
- 5.1.3. All required field modifications to steel must be properly treated with cold galvanizing compound.
- 5.1.4. All exterior zip ties must be stainless steel. Protruding ends of all interior nylon zip ties must be flush cut. All interior zip ties must be black UV resistant nylon.
- 5.1.5. Contractor shall provide a new lock on the anti-climb device; the lock must be a master lock 175LH or equivalent. The lock combination to be used will be provided by the CQ during construction.
- 5.1.6. All exposed uni-strut and all-thread ends must be covered with appropriately sized rubber caps.
- 5.1.7. Contractor shall notify the CQ 48 hours in advance of beginning construction of the tower and 24 hours in advance of completing construction of the tower to full height.
- 5.1.8. All installations on the tower require an inspection by the Owner. Contractor shall request this inspection through the SPM and CQ at least one week in advance of desired inspection date.
- 5.1.9. Contractor shall have tower climbers on site during the Owner's tower inspection. The tower climbers shall be equipped with the necessary equipment to address deficiencies found during inspection.

5.2. SITE-SPECIFIC WORK

- 5.2.1. Contractor shall assemble and erect the owner-provided 180' 4-legged Self-Support Tower and associated components per the Plans and the Manufacturer's Assembly instructions.
- 5.2.2. Contractor shall ensure that all fasteners in the tower are properly installed and tightened.