



The Municipality of the Village of Lions Bay

REQUEST FOR PROPOSAL (RFP)

RFP.17.02

For

**TELECOMMUNICATIONS TOWER AND
WIRELESS SERVICES OPPORTUNITIES**

CLOSING DATE AND TIME:

Tuesday, September 5, 2017 at 4:00 PM

NOTE: Proposals will be accepted up until the Closing Date & Time. Due to office hours and availability, Proposals can only be accepted between 10:00 AM and 4:00 PM on Monday, Tuesday, Thursday, and Friday, excluding statutory holidays and only between the hours of 10 AM and 4 PM PDT.

SUBMIT PROPOSALS TO:

Attention Nai Jaffer, Manager of Public Works
Village of Lions Bay Municipal Hall
PO Box 141-400 Centre Rd,
Lions Bay BC, V0N 2E0

A: Introduction

The Village of Lions Bay (the “Municipality”) is interested in the utilization of Municipality-owned lands for the building and operation of telecommunications towers. The Municipality would like to work with industry service providers to improve wireless services to its residents while managing the impacts of new infrastructure on the community.

All enquiries regarding this RFP should be directed to the person named below.

If a Proponent contacts anyone inside the Municipality’s organization, including members of Council, or members of the Infrastructure Committee, regarding this RFP without being referred to such person by the appropriate person identified below, the Municipality may exclude any proposal submitted by that Proponent from consideration.

Enquiries regarding the RFP process may be directed to:

Nai Jaffer, Public Works Manager
T: 604-921-9833 / E: njaffer@lionsbay.ca

The deadline for enquires is 4:00 PM, Thursday, August 31, 2017. Enquiries received after that time will not receive any response from the Municipality. All amendments or responses to enquiries will be posted to the BC Bid website (bcbid.gov.bc.ca). It is the responsibility of the Proponent to monitor this website to check for updates.

Proponents wishing to visit the sites should R.S.V.P. via email to the Public Works Manager prior to Thursday, August 31, 2017 – site visits will not be conducted beyond this date.

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C: Terms And Conditions

1. NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL. This is a request for proposal (RFP), and not a call for tenders or request for binding offers. The Municipality does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the Municipality and any Proponent who submits a proposal in response to this RFP until and unless the Municipality and a Proponent enter into a formal, written contract for the Proponent to undertake the project described in this RFP.
2. The preparation of a response to this RFP is on a voluntary basis and all costs incurred in the preparation of a proposal are completely those of the Proponent.
3. All proposals become the property of the Municipality and as such, are subject to the *Freedom of Information and Protection of Privacy* Legislation. To request documentation confidentiality, Proponents must submit a covering letter with their Proposal, detailing the specifics of their request.
4. Proposals are to be submitted in a sealed envelope which is plainly marked with "RFP.17.02 TELECOMMUNICATIONS TOWER AND WIRELESS SERVICES OPPORTUNITIES" and must include the Proponent's name in the upper left hand corner. **Two hard copies and one USB** of the proposal are to be submitted and a duplicate is to be retained by the Proponent. Proposals are to be at the Village of Lions Bay Municipal Hall at 400 Centre Road, Lions Bay, BC, V0N 2E0 by the due date and time indicated on the first page of this document. *Faxed or emailed submissions will not be accepted.*
5. By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the Closing Date and Time. Upon Closing Time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Municipality for purposes of clarification.
6. The accuracy and completeness of proposals shall be the sole responsibility of each Proponent and any errors or omissions shall be corrected at the Proponent's expense.
7. This RFP is intended to invite Proponents to submit detailed proposals by which the Municipality's objectives, as stated herein, can be met, following which the Municipality will enter into further negotiations with a selected Proponent for the provision of the required services.
8. Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise. Remuneration will be based on established rates, up to an upset limit. The successful Proponent will be required to provide the required services within approved upset limit.
9. A contract may or may not result from this RFP process. Award of a contract is subject to availability of funds and Municipal Council approval. The Municipality may cancel this RFP process for any reason, at any time, before or after proposals have been received, or at any time during subsequent negotiations.

10. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Municipality. Without limiting the generality of the foregoing, the form of agreement is a contract for services and not a contract of employment. Final contract terms and conditions will be agreed upon as a result of any ensuing negotiations.
11. If any manager, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any employee or elected official of the Municipality with respect to the RFP, whether before or after submission of the proposal, the Municipality shall be entitled to reject or not accept the proposal.

D: Background

12. Lions Bay is a small seaside Village nestled at the base of southern British Columbia's Coast Mountain Range. Located on the Sea to Sky Highway between West Vancouver and Squamish, Lions Bay forms part of the Metro Vancouver Regional District. This residential community of 1334 (2016 census) is one of the smallest self-governing municipalities in BC.
13. The Village of Lions Bay experiences poor wireless signal coverage with some areas receiving little to no connectivity.

E: Project Purpose

14. This project is intended to encourage the use of appropriate Municipality owned or leased lands to host tower infrastructure and to promote co-location onto such infrastructure.
15. This initiative is intended to open the lines of communication between industry infrastructure providers and the Municipality so as to plan for the orderly improvement of services which benefit the community while respecting community values and gaining community support.
16. The Municipality will be looking for proposals from infrastructure providers to achieve best value in meeting the Municipality's objectives.

F: Project Objectives

17. The Municipalities overarching objectives are:
 - 17.1. to identify the most appropriate Municipality owned or leased lands that would be suitable to accommodate a telecommunications tower or towers to improve services to residents from the provision of all types of wireless services;
 - 17.2. to limit community impacts and promote co-location onto the proposed tower(s) for multiple wireless services providers;
 - 17.3. to improve secondary revenue to the Municipality; and

- 17.4. to identify the most appropriate business arrangement to achieve these objectives.
18. The Municipality is interested in entertaining proposals from parties to achieve these community objectives in the selection of Municipal lands for the construction of one or more towers, preferably at the lands identified in Appendix A.

G: Project Schedule

19. The Municipality is interested in developing a phased approach to meeting our goals, beginning with the selection of tower sites and design followed by an invitation to multiple service providers for co-location on the towers and a business arrangement commensurate with the response to that invitation.
20. The Municipality will work with the Proponent to develop a mutually acceptable project schedule.

H: Proposal Format

21. The RFP submission should be presented in the following format:
- 21.1. Title Page: showing RFP title, Proponent's name, address, contact name, email address and phone number;
 - 21.2. Table of Contents;
 - 21.3. Introduction: containing a statement of understanding of the community objectives and how the proposal meets them;
 - 21.4. Executive Summary: highlighting the key proposal components and benefits;
 - 21.5. Company Profile: describing the Proponent and its service offerings;
 - 21.6. Business and Technical Information: providing information identified in "Business and Technical Requirements" herein;
 - 21.7. Qualifications and Experience: providing information identified in "Submission Requirements" herein.

I: Business And Technical Requirements

22. The following are business and technical requirements that should be addressed in any proposal submission. The Municipality may opt to change its goals, objectives and strategies based on the result of this RFP process and any subsequent negotiations or review process.
- 22.1. **TECHNICAL REQUIREMENTS**
 - 22.1.1. The Municipality has several land holdings that may be suitable for accommodating telecommunication tower construction and operation (see Appendix A).

- 22.1.2. The sites identified in Appendix A are the preferred sites, but are not necessarily the only sites. A Proponent may present a case for the Municipality to consider alternative Municipality owned or leased lands.
- 22.1.3. RFP submissions should identify clearly the height, design and specific locations for tower construction on proposed Municipality lands of interest. The tower design and construction must meet Federal (i.e. CPC-2-0-03), Provincial and Municipality requirements and meet CSA standards (i.e. CSA-S37-01), and will require a building permit issued by the Municipality. The proposed tower will need to be designed and constructed to accommodate co-location for multiple national and local service providers, and will need to identify what measures are being utilized to minimize community and aesthetic impact.
- 22.1.4. RFP submissions should identify conditions required to accommodate their proposed construction or installation and may include access, power, communications and equipment installation needs.
- 22.1.5. RFP submissions should identify clearly any value-add to the Municipality and its residents.
- 22.1.6. The Municipality reserves the right to use a portion of the tower to install, operate and maintain a SCADA network communications system and to attach all associated cabling to the tower to link the transmitters and receivers to the ground based operational equipment, power supply sources and grounding devices. These reserved rights shall be assignable by the Municipality in its sole and absolute discretion. The Municipality will work with the successful Proponent to ensure that the Municipality's improvements do not adversely impact the ability of the Proponent to meet the objectives of this RFP.
- 22.2. **BUSINESS REQUIREMENTS**
- 22.2.1. RFP submissions should identify:
- 22.2.1.1. any terms, conditions that are considered part of the proposal;
 - 22.2.1.2. any contract requirements that are necessary to undertake the proposal;
 - 22.2.1.3. detailed conditions of any agreement;
 - 22.2.1.4. business expectations of Municipality responsibilities;
 - 22.2.1.5. expected revenues and benefits flowing back to the Municipality or community;
 - 22.2.1.6. any value-add to the Municipality and it's residents;
 - 22.2.1.7. a preliminary project schedule;

- 22.2.1.8. a public consultation and communication plan;
- 22.2.1.9. a statement of how a tower site will be maintained, co-location marketed, and how the tower will be operated, managed and administered;
- 22.2.1.10. construction and operating cost projections for 5 years;
- 22.2.1.11. assumptions of the project or business arrangement; and
- 22.2.1.12. any risks associated with the proposal.

J: Submission Requirements

23. Proponent Qualifications

- 23.1. The Proponent shall be established and in good financial standing for a minimum of 10 years. The Submission should include the following:
 - 23.1.1. Brief corporate profile;
 - 23.1.2. List of key team members that would be working with the Municipality and constructing or operating infrastructure that includes member qualifications, certifications and relevant experience; and
 - 23.1.3. In addition to the above, the Proponent should also include any other information on qualifications that will aid in the Municipality's review.

24. Experience

- 24.1. The Submission should include the following:
 - 24.1.1. List of reference projects of similar nature; and
 - 24.1.2. Provide reference contacts for each project.

25. Methodology & Approach

- 25.1. The Proponent should submit a description and timeline of the approach to be employed. The approach should include, but not be limited to:
 - 25.1.1. Expectations of what the Municipality would be responsible for in the short term and long term;
 - 25.1.2. A statement of benefits and the timeline of delivery of those benefits;
 - 25.1.3. Proponent's preferred business arrangement and options consistent with Section I;
 - 25.1.4. Coordination with other Municipal operations, works and/or projects, such as, but not limited to, the AECOM water tank replacement project; and
 - 25.1.5. All assumptions made.

26. Excluding resumes, submissions should be no more than ten pages. Ten additional supplemental pages of information may also be submitted to further highlight the proponent's suitability for this project.

K: Proposal Evaluation

27. The Municipality intends to evaluate proposals using all information requested with the objective of arriving at a contract with the Proponent that best meets the Municipality's objectives related to this project. The Municipality may consider value added services offered, whether or not they were requested.
28. Proposal openings and evaluation will not be open to the public. Proposals will be evaluated by Municipality staff, who may call upon other consultants at their discretion. Ratings may be subjective and it is the Municipality's intent that the evaluation of each criteria will be relative to the strength of the other proposals received.
29. Cost, benefit, revenue, and risk to the Municipality will be significant factors in evaluating a proposal submission.
30. Submissions will also be evaluated on the Proponent's ability to attain the Municipality's goals and objectives and the degree to which they are met.
31. The Municipality reserves the right to enter directly into negotiations with any Proponent and/or proceed to any subsequent evaluation process if the Municipality decides to do so.
32. The Municipality reserves the right to independently contact the individual/firms submitted as references.
33. A joint proposal from more than one firm collaborating on this project will be considered as if submitted by a single Proponent – all joint proposals must name a lead Proponent.
34. The Municipality may elect to short-list Proponents in stages as deemed necessary. Short-listed Proponents may be asked to provide additional information or details for clarification, which may include attending one or more interviews and making a presentation.
35. An award of a contract may or may not take place as a result of proposals received. In the event the Municipality receives no acceptable proposals, the Municipality may reject all proposals and explore alternate procurement strategies for the provision of these services.
36. No information will be released until a proposal has been accepted by the Municipality. At that time, the Municipality will release the name of the selected proponent, the contract value, the total number of proposals received, and the range of scores of all proposals received.

Appendix A – Proposed Tower Sites



Appendix B – Attestation

(must be included with your submission)

We, the undersigned duly authorized representative of the proponent, offer and agree, on behalf of the company named below, having visited the site and reviewed the contents of this RFP, and agreeing to the Terms and Conditions of the RFP. In submitting this proposal, we attest and declare that the owners and officers of the firm have no relationship with any Municipal employee, elected official, nor are we in any other situation, which could be perceived to be a conflict of interest.

COMPANY NAME: _____

COMPANY ADDRESS: _____

(Postal Code)

TELEPHONE NUMBER: _____

EMAIL: _____

By submitting a proposal and signing below, the undersigned firm declares that the owners and officers of the firm have no relationship with a District employee, elected official, or any other situation, which could be perceived to be a conflict of interest, unless such relationship or situation is fully disclosed and attached to this form.

SIGNATURE OF SIGNING OFFICER: _____

PRINTED NAME OF SIGNING OFFICER: _____

TITLE OF SIGNING OFFICER: _____

DATE OF SIGNATURE: _____