

City of Denton, Texas
Request for Qualifications #9144
Statement of Work
Joint Use Services

A: INTRODUCTION

In accordance with the provisions of Texas Local Government Code, Chapter 252, Chapter 271, Sub-Chapter H, and the Texas Government Code 2267, the City of Denton (the City) is requesting qualifications based responses to contract with an Engineering Consulting Firm (Company), qualified and interested in providing Telecommunication Pole Attachment and Engineering Services throughout the Denton Municipal Electric (DME) service territory, with considerable experience in providing the professional, research, and operational services requested within this RFQ. The responses shall be submitted to the City of Denton in a sealed submission.

The awarded firm(s) shall have the ability to accomplish all aspects of the requested services.

B: SCOPE OF WORK

Description of Work:

Denton Municipal Electric has approximately 18,000 distribution poles most of which have a telecommunication attachment on them. In early 2025, DME developed and approved a set of Pole Attachment Procedures and Construction Standards (Standards), to become effective and enforceable on April 18, 2025. These Standards are available through DME Engineering.

DME is seeking to select a qualified firm to undertake and administer the following phases related to pole attachment application and permitting processes as identified and further described in the Standards and in the Statement of Work:

Planning of all Pole Attachment Work which shall include:

- Receipt of Application from Attaching Entity;
- Review and Approval of Application, including all designs submitted for pole change-outs and Pole Loading Analysis calculations;
- Construction Inspection of all applicable Make-Ready Electrical Work performed by an Attaching Entity;
- Final Post-Construction Inspection of all Applications for Permit;
- Administration and entry of As-Built information into DME data systems;
- Reporting as required to monitor and track progress of the Pole Attachment Program;
- Billing and invoicing Attaching Entities for work performed; and
- Attendance at meetings with Attaching Entities related to the Pole Attachment Program.

In addition, Respondent shall perform Special Projects and site survey/audit Services as further required by DME. All jobs shall be reviewed and evaluated in accordance with the DME Pole Attachment Standards; DME Construction Standards; the National Electric Safety Code (“NESC”); and other applicable laws, regulations, or standards.

For the 2025 calendar year, DME has received applications for attachment requests at a rate of approximately 13 per month with an average of 11 poles per request. DME expects the number of new attachments seeking pole attachment permits to increase to approximately 20 per month by early 2027 and remain at that level for the next 2-3year period.

C: PROFESSIONAL ENGINEERING SERVICES

All professional engineering services are to be performed under the direct supervision of a Registered Professional Engineer licensed to practice in the State of Texas. The Engineer will seal all documents requiring the seal of a Professional Engineer. The services will meet or exceed the minimum standards of practice established by the Texas Board of Professional Engineers.

The selected firm must be registered by the State of Texas to provide services in the State. All fees and taxes are the responsibility of the offeror.

Include copies of current licenses or certifications of the lead Engineer and any other firm employee that will be signing and/or sealing official documents.

The firm shall not substitute or replace the lead Engineer or any other major staff involved with this contract without the written acceptance by the City of Denton.

The firm agrees to provide the following services:

D: FIRM RESPONSIBILITIES

In accordance with the requirements described in the Pole Attachment Standards, Company personnel are responsible for, but not limited to the following:

a) Initial Review of Submitted Applications for Permit.

Company shall receive all Applications and determine if they are complete in accordance with the submission requirements identified in the Pole Attachment Standards. Incomplete Applications will be immediately returned to the submitting Attaching Entity with identified deficiencies. Company will review all current work planned and communicate to DME and Attaching Entity if there are previous requests to modify any pole on the Application. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. All Applications, regardless of completeness, shall be logged by Company into a Pole Attachment database suitable for generating reporting required by DME.

b) Initial Field Review.

Company will undertake a field inspection of each Pole identified in the Application to verify the accuracy of the information provided by the Attaching Entity on the Application. Applications with incorrect data will be immediately returned to the

submitting Attaching Entity with identified incorrect data. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

c) **Pole by Pole Review.**

Company will undertake a Pole by Pole review of the Application to determine and verify that all vertical clearances proposed by the Attaching Entity following Make-Ready Work are in compliance with all applicable rules and regulations, for all Attachments on the Pole. Where the required vertical clearances cannot be satisfied, Company will insure that an appropriate Make-Ready solution is provided for in the Application by the Attaching Entity. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

d) **Pole Loading Analysis (“PLA”) Review.**

Company will undertake a **Quality Assurance (QA)** and **Quality Check (QC)** review of the required PLA calculations provided by the Attaching Entity in accordance with the Pole Attachment Standards. This QA/QC review will assess the correctness of the PLA for both existing and proposed Make-Ready Work. Company’s QA/QC review will also ensure that the results of the PLA are in accordance with the requirements of the Pole Attachment Standards, and all rules and regulations requirements. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

e) **Pole Replacement Design Review.**

Company will undertake a **Quality Assurance (QA)** and **Quality Check (QC)** review of the designs in DME’s ESRI GIS ARC FM Designer software system for any required Pole and/or other electrical equipment (such as transformers, fuses, capacitors, etc.) replacements in accordance with applicable DME Construction Standards. This QA/QC review will assess the correctness and accuracy of the design, including where required, the development of a Make-Ready Electrical Construction cost estimate to be provided to both DME and the Attaching Entity. Company shall provide DME notification through SmartSheets Application. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

f) **Make-Ready Electrical Construction Inspection.**

Where an Attaching Entity is required by the Pole Attachment Standards to undertake and complete the necessary Make-Ready Electrical Construction identified in their approved Application, Company will undertake a field inspection of the Attaching Entity’s Make-Ready Electrical Work to ensure the work is completed in a safe, workmanlike manner in accordance with all applicable DME Construction Specifications and Standards. Company shall act as DME’s Field Representative during the Make-Ready Electrical Construction. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

g) **Post-Construction Inspection.**

Following the installation of the Communications Facilities by the Attaching Entity, Company will undertake and complete a Post-Construction Inspection of all Poles and Attachments identified in the Application. Company will ensure the final work is completed in a safe, workmanlike manner in accordance with all Applicable Engineering Standards. Company will also verify the vertical clearances of each Attachment at both the Pole and at mid-span. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

h) Application As-Built Close-Out.

Following the Post-Construction Inspection, Company will provide all correct as-built Pole Attachment information, as well as pole facility ID, Pole Global ID, type, and height of pole to DME Tech Services to be entered into DME's ESRI GIS ARC FM Designer software system. Company will also archive all documents related to the Application in a manner prescribed by DME. Company will not be responsible for obtaining any unique or specialized document management software. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

i) Private Network Make-Ready Engineering.

In accordance with the Pole Attachment Standards, Company will provide make ready information to DME Engineering to prepare make ready design and costs for Attaching Entity operating a Private Network. Company shall provide sketches and other engineering documents approved and sealed by a Professional Engineer as required by the Pole Attachment Standards. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

j) Communication with Attaching Entities.

In accordance with the Pole Attachment Standards, Company will prepare the required documentation such as Application Permit approval and/or rejection letters, invoices for Make-Ready Work, etc. Company will communicate any concerns or questions for clarification to DME and the Attaching Entity. Company shall enter information related to this step into the Pole Attachment database.

k) Invoicing and Billing Attaching Entities.

Company will prepare and send invoices directly to each Attaching Entity for the services provided in the processing and administration of their respective Pole Attachment Applications. Company shall prepare the invoices on a monthly basis in accordance with the specifications provided for in this Statement of Work. All invoices shall be reviewed by DME before submission to the respective Attaching Entity. Such review will be completed within Thirty (30) business days of submission of the invoice to DME. Company will communicate any concerns or questions for clarification to DME. Company shall enter information related to this step into the Pole Attachment database.

l) Pole Attachment Program and Technical Support for DME.

Company will be required to attend various periodic meetings related to the overall DME Pole Attachment Program, individual Attaching Entity Deployment Plans, and other needs as identified. Company may also be requested from time-to-time to prepare and/or

review technical documents and specifications related to DME's Pole Attachment Program. Company will be required to provide DME reporting generated from the Company's Pole Attachment database. Company will provide reporting on a weekly, monthly, and as needed-basis as to the progress of individual Applications and the Pole Attachment Program as a whole.

m) Pole Attachment Database.

Company will provide a Pole Attachment tracking and management database (database) which provides for a collaborative work environment which tracks and assists in the workflow of Pole Attachment Applications through the Application process, from "submission" to "as-builts". The Pole Attachment database shall encompass the work flow functional ability required such that DME can remain in compliance with the Pole Attachment Standards and other applicable DME technical instructions and standards, applicable laws, regulations, and permits. Company will provide numerous periodic reporting to DME utilizing information collected and stored in the database.

n) Engineering Services Projects/Site Survey & Audit Services.

In addition, Company shall perform special projects and site survey/audit Services as further required by DME. All jobs shall be reviewed and evaluated in accordance with the DME Pole Attachment Standards; DME Design Standards, DME Construction Standards; the National Electric Safety Code ("NESC"); and other applicable laws, regulations, or standards.

o) Maintain Confidentiality of Information

Protect from disclosure to third-parties and prevent personal business use of the confidential information of DME and Attaching Entities.

p) Cybersecurity Protection Practices

Implement cybersecurity best practices to protect cybersecurity breaches of DME data systems.

E: DENTON MUNICIPAL ELECTRIC (DME) RESPONSIBILITIES:

- a) DME will provide for Company selected to perform the Project one (1) digital-copy set of all applicable DME technical instructions and standards that are not readily accessible and available over the internet. During the contract period, any revisions or changes to these technical instructions and standards also will be provided.
- b) DME will designate personnel for coordination with Company. DME personnel will provide the required explanation for use of the technical instructions, standards, and any other required DME documents. DME personnel may review with the Company each Pole Application reviewed by Company and may review and approve all other job documents prepared by Company. However, field work and other activities required of Engineer under the Scope of Services will not normally be reviewed by DME. Company shall maintain daily logs of personnel activities for each job for invoice purposes and weekly timesheet submittal.
- c) DME also will be responsible for the following:

- i. resolving any customer, including Attaching Entities, conflicts and/or objections that cannot be resolved by Company to the satisfaction of DME;
- ii. all required plans, plats and drawings issued by agencies, city, county, state, etc.;
- iii. all related forms required for reviewing Pole Attachment Applications, including but not limited to environmental forms, TXDOT permitting, locates, and gas maps; and
- iv. access to City of Denton Water System Sewer and Water Maps, provided through the interactive map on the City of Denton website.

F: AVAILABILITY OF SERVICES

Subject to the terms and conditions of the Agreement and this SOW, Company shall use best-efforts to provide Services for eight (8) hours per day, five (5) days per week throughout the term of this SOW. Unless otherwise provided for herein, all work will be performed remotely and on-site at DME's locations in Denton, TX during normal business hours, Monday through Friday, 8:00 a.m. – 5:00 p.m. excluding DME, federal or state holidays.

G: PROJECT SCHEDULE

The Services identified in this Statement of Work will require continuous activity as determined by the submission of Pole Attachment Applications by the various Attaching Entities. DME estimates this to be an estimated 20 Poles/month over the life of the contract.

H: LOCATION OF SERVICES

Services shall be provided at the following locations:

- a) On DME premises
- b) Off-site
- c) Remotely

I: DELIVERABLES DURING CONTRACT TERM

In addition to the Service's, the firm shall deliver each of the following:

- a) **Process Pole Attachment Applications:** Successfully review, and approve or reject, Pole Attachment Applications received by DME in accordance with the Pole Attachment Standards.
- b) **Conduct Field Inspections:** Perform field inspections, within a week of receipt, to verify information in Applications and compliance with construction requirements in accordance with all applicable standards.
- c) **Perform Make-Ready Engineering:** Produce Make-Ready Engineering design documents for Attaching Entities operating Private Networks within two weeks.
- d) **Assist Attaching Entities in Application Process:** As necessary and appropriate, assist Attaching Entities by answering questions and explaining the Pole Attachment Standards as part of the Application submission process.

- e) **Documentation of Application Process:** Document the Application process, including invoicing, as provided in the Pole Attachment Standards and contractual requirements on a monthly report.
- f) **Safety Incidents Reports:** Report all safety incidents within 24 hours to the DME Engineer Division Manager, Pole Attachment Services.
- g) **Customer Contacts Reports:** Provide a brief description of any contact with DME customers. Weekly Reports should include issues discussed and resolution of issues (pending or completed).
- h) **Application Process Status Reporting:** Provide DME monthly reports regarding the status of all Pole Attachments Applications in progress.
- i) **Program Performance Reporting:** Provide DME higher-level monthly reports regarding the work undertaken in the given month related to the DME Pole Attachment Program.
- j) **Technical “White-Papers” or Other Studies:** Provide DME technical assistance in the development of “white-papers” or other appropriate documentation. AS NEEDED.

J: ACCEPTANCE CRITERIA

In addition to the requirements set forth in the Agreement, the Services and/or Deliverables are subject to the following Acceptance Criteria:

- a) All Services shall be deemed acceptable provided that the Services are delivered in compliance with contractual requirements, the DME Pole Attachment Standards, and other applicable DME technical instructions and standards, applicable laws, regulations, and permits.

K: ACCEPTANCE PROCESS

Unless otherwise agreed by both parties in writing, DME will accept Deliverables following this process:

- a) Company will present the Deliverables to DME for review and approval
- b) DME will review the Deliverables and provide Company feedback within TEN (10) business days
- c) Company will revise the Deliverables and re-submit the updated Deliverables to DME within TEN (10) business days
- d) DME will approve the Deliverables within FIVE (5) business days

L: PRICING STRUCTURE

Company is to invoice attaching entity for any work performed. Below is a table outlining compensation:

The following Compensation Schedule is for Review Purposes Only. The Respondent is not to submit pricing information until requested by DME.

M: SUMMARY OF RFQ DELIVERABLES

Deliverable	Description	Phase / Time Frame	Compensation Description
Process Pole Attachment Applications	Successfully review, and approve or reject, Pole Attachment Applications received by DME in accordance with the Pole Attachment Standards.	Process Applications within the timelines provided in the Pole Attachment Standards.	Unit Price – Price per Pole submitted (Additional breakdown of tasks to be determined)
Conduct Field Inspections	Perform field inspections to verify information in Applications and compliance with construction requirements in accordance with all applicable standards.	Perform all field inspections within the time frames provided in the Pole Attachment Standards.	Unit Price – Price per Pole Inspected (Additional breakdown of tasks to be determined)
Perform Make-Ready Engineering	Produce Make-Ready Engineering design documents for Attaching Entities operating Private Networks.	Produce technical documents within the time frames provided in the Pole Attachment Standards.	Unit Price – Price per Pole reviewed (Additional breakdown of tasks to be determined)
Assist Attaching Entities in Application Process	As necessary and appropriate, assist Attaching Entities by answering questions and explaining the Pole Attachment Standards as part of the Application submission process.	Toll time period for completing Application review and approval pending submission of complete Application.	Time & Expense
Documentation of Application Process	Document the Application process, including invoicing, as provided in the Pole Attachment Standards and contractual requirements.	Create database entries, invoices, and reports within time periods provided in the Pole Attachment Standards and contractual obligations.	Unit Price (Additional breakdown of tasks to be determined)
Safety Incidents Reports	Report all safety incidents to the DME Manager, Pole Attachment Services.	Immediately at time of occurrence or as soon as practical thereafter.	Time & Expense to prepare report
Customer Contacts Reports	Provide a brief description of any contact with DME customers. Report should include issue discussed and resolution of issue (pending or completed).	Within one (1) business day of contact. Immediately, if escalation required.	Unit Price – Price per report submitted
Application Process Status Reporting	Provide DME reports regarding the status of all Pole Attachments Applications in progress.	Weekly, or as requested by DME	Unit Price – Price per report submitted
Program Performance Reporting	Provide DME higher-level reports regarding the work undertaken in a given month related to the DME Pole Attachment Program.	Monthly, or as requested by DME	Unit Price – Price per report submitted
Technical “White-Papers” or Other Studies	Provide DME technical assistance in the development of “white-papers” or other appropriate documentation.	As requested DME	Time & Expense – As required

Sealed qualifications will be accepted in IONWAVE in accordance with the minimum qualifications detailed in the solicitation. Interested firms must submit a summary of qualifications that showcases the firm’s qualifications as outlined in this section and throughout the scope of work.

The Consultant shall submit all documents necessary to support its qualifications and include them in the submittal. Please include at a minimum the following:

- A maximum three (3) page narrative as to the firm's interest, particular abilities and qualifications related to this project.
- The location of your office where the majority of the work on the project will be performed and the approximate number of employees in that office.
- The firm **must provide proof that it possesses** a State of Texas Professional Engineering License as a minimum requirement.
- Provide copies of current licenses or certifications of the lead Engineer and any other firm employee that will be signing and/or sealing official documents.
- Resumes of key personnel to be assigned to this project with an organizational chart.
- Proof of a minimum of three (3) years of experience providing pole attachment and engineering services
- Documentation that demonstrates the firm's ability to perform work and to deliver reports within certain timelines
 - Provide one or more letters of evaluation from past clientele
 - Provide a sample report of the progress of the Pole Attachment Program with an emphasis on accuracy, legibility, neatness and organization.
- A list and general description of each related project that the above-mentioned staff has performed that would indicate your firm's ability to perform the work being considered. At least five (5) project examples should be included. The list of specific projects shall indicate the professional services necessary to accomplish the project, along with your client's name and phone number.
- Additional points will be given to firms possessing additional certifications/licenses/designations from applicable professional organizations and the ability of the firm to provide all services in house (firm must provide supportive documentation)

The City encourages interested firms to review the 'Evaluation Procedures' section of this solicitation to, and to provide any information and documentation that would allow the City to evaluate the firm's qualification. It is the firm's responsibility to provide proof of qualifications, experience, etc.