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- ☒ **Cover Page:** Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the consultant organization submitting the proposal that must include a statement that the proposal is submitted in response to *RFP #2020-11 for the Village of Port Chester Small Wireless Engineering Review Services*.
- ☒ **Capacity and Team Structure:** State whether the consultant organization can provide all of the services listed in *Section II, Scope of Services*.
- ☒ **Statement of Qualifications:** Responding consultant organizations/firms should begin their proposal with a Statement of Qualifications that includes the information below:
- a) General description of the consultant organization, including size and length of time in business;
  - b) A summary of the consultant organization's background and specific experience on similar projects;
  - c) Examples of projects similar in size and scope; and
  - d) Any qualifications not previously described that make the consultant organization unique.
- ☒ **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
- ☒ **References:** Provide three (3) references from other clients, especially public agencies, with whom the consultant organization(s) or team now work or have worked within the last five (5) years and have established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.
- ☒ **Rates:** The proposal should include hourly rates of the personnel to be assigned to the awarded contract and any expenses expected to be incurred. Specific hourly billing will be applied and no percent of any contract payment will be furnished and paid by the Village without backup billing showing hours worked, multipliers, and reimbursable expenses (reimbursable expenses will be charged at the actual cost; no multiplier will be allowed). These rates will be utilized to establish the fees to be charged to small wireless applicants.
- ☒ **Disadvantaged Business Enterprises (DBE):** Note that the Village encourages bidders to provide a good faith effort to engage with DBEs.

## IV. EVALUATION

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- 1. Criteria:** Each responding consultant organization will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding consultant organization's integrity, reputation, and past performance.

All proposals deemed acceptable by the Village will be rated, based upon the following criteria:

<b><i>Category</i></b>
Completeness and quality of proposal
Experience and Qualifications
<i>Similar experience</i>
<i>Experience with Village and knowledge of local RF issues</i>
<i>Strength of references</i>
Proposed Scope of Services
Proposed Rates
<b>Total:</b>

- 2. Rights Reserved By the Village:** The Village reserves the right to contract for all or any part of the services herein and to bid separately any project it feels will be in the best interest of the Village to bid separately, or to make no award, based on the responses to this RFP. Incomplete proposals will not be considered. Awards for any work under this RFP are subject to the availability of funding.

## V. ADMINISTRATIVE INFORMATION; ADDITIONAL SUBMITTAL REQUIREMENTS

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1. **Issue Date:** The issue date of this RFP is **June 6, 2020**.
2. **Questions and Inquiries:** Questions and inquiries will be accepted by the Village, but must be submitted **via email**:

Janusz Richards, Village Clerk  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573  
jrichards@portchesterny.gov

3. **Closing Date for Proposals:** To be eligible for consideration, all responding consultant organization(s) must submit the following materials as a minimum:  
**ONE (1) ELECTRONIC VERSION OF THE PROPOSAL MUST BE EMAILED TO THE VILLAGE NO LATER THAN 3:00 PM ON JUNE 19, 2020.**  
Responding consultant organizations who submit their proposals by mail or delivery service in addition to the required emailed version should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.
4. **Where to Submit Proposals:** All proposals must be emailed to the Village Clerk at jrichards@portchesterny.gov. Respondent consultant organizations who submit by mail or delivery service in addition to the required emailed submittal should deliver to:

Janusz Richards, Village Clerk  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573

5. **Interviews:** Certain responding consultant organizations may be invited to present their proposal at a follow-up interview.
6. **Addenda and Supplements to Proposal:** In the event certain responding consultant organizations are invited to present their proposals at a follow-up interview, said responding consultant organizations will have the opportunity to further respond to any questions asked and to clarify any points made at the interview by submitting a written addenda and supplement to their proposal.
7. **Expenses Incurred by Responding Consultant:** The Village will NOT be responsible for any cost or losses incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.