

VILLAGE OF PORT CHESTER

REQUEST FOR PROPOSALS

**SMALL WIRELESS ENGINEERING
REVIEW SERVICES**

RFP # 2020-11



ISSUE DATE: June 5, 2020

PROPOSALS DUE BY: 3:00 PM on June 19, 2020

VILLAGE OF PORT CHESTER
SMALL WIRELESS ENGINEERING REVIEW SERVICES RFP

TABLE OF CONTENTS

I. INTRODUCTION.....	1
II. SCOPE OF SERVICES.....	2
III. SUBMITTAL REQUIREMENTS.....	3
IV. EVALUATION.....	4
V. ADMINISTRATIVE INFORMATION.....	5

I. INTRODUCTION

The Village of Port Chester (“Village”) is located in the southeastern corner of Westchester County along the Byram River and within one mile of the Long Island Sound. The Village has a total land area of 2.4 square miles and is home to approximately 29,000 residents.

The Village recently adopted a process for managing and uniform standards for acting upon requests for the placement of wireless telecommunications facilities within the rights-of-way of the Village of Port Chester (Article XIII of Chapter 283 of the Code of the Village of Port Chester). However, the Village itself does not have the specialized technical engineering expertise in small wireless facilities that is necessary for this process. To that end, the Village of Port Chester is seeking proposals from objective, qualified firms or individuals to provide consulting engineering services to the Village in its review and permitting of small wireless facilities in public streets . This work is to be performed on an on-call service basis and funded via applicant-funded escrow.

This Request for Proposals (“RFP”) describes the anticipated scope of services, the consultant selection process, and the minimum information that must be included in the proposal.

II. SCOPE OF SERVICES

The Village seeks a qualified consultant organization to provide engineering review services for small wireless facility applications and permits.

SCOPE OF SERVICES

Review services will include, but are not limited to:

- Review engineering drawings regarding the placement of small wireless facilities in the public right-of-way.
- Provide Village staff with memoranda and/or reports based upon such review.
- Assist Village staff with on-going permitting management.
- Assist the Village in maintaining an inventory of the Village's small wireless facilities.
- Assist Village staff in the establishment of application fees, based upon consultant organization experience in reviewing such applications in other municipalities.

MINIMUM QUALIFICATIONS/REQUIREMENTS

The consultant organization must include qualified personnel and should have direct experience working with municipalities. Criteria that will be considered by the Village in its review of proposals will include, but is not limited to:

- Knowledge of Federal regulations
- Experience working on small wireless projects
- Municipal experience
- State of New York experience
- General availability to respond to requests
- Anticipated general schedule and response time
- References
- Fees

III. SUBMITTAL REQUIREMENTS

1. **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*.
2. **Capacity and Team Structure:** State whether the consultant organization can provide all of the services listed in *Section II, Scope of Services*.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Disadvantaged Business Enterprises (DBE):** Note that the Village encourages bidders to provide a good faith effort to engage with DBEs.

IV. EVALUATION

- 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:

<i>Category</i>
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
DBE Status

- 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

1. **Issue Date:** The issue date of this RFP is **June 5, 2020**.
2. **Questions and Inquiries:** Questions and inquiries will be accepted by the Village, but must be submitted **in writing or 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:

ONE (1) ELECTRONIC VERSION OF THE PROPOSAL ON A FLASH DRIVE MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE VILLAGE NO LATER THAN 3:00 PM ON JUNE 19, 2020.

Responding consultant organizations who submit their proposals by mail or delivery service 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, whether mailed or hand delivered, must be delivered 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.