

**BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY**

REQUEST FOR PROPOSALS AND QUALIFICATIONS

PLEASE TAKE NOTICE that the Borough of North Caldwell requests submission of Proposals and Statements of Qualifications from interested individuals/firms for the positions set forth below. Said Proposals/Statements will be received by the North Caldwell Borough Administrator no later than June 22, 2021 by 10:00a.m., prevailing time, at 141 Gould Avenue, North Caldwell, New Jersey 07006, after which time said Proposals/Statements will be opened and evaluated.

All Proposals/Statements must be in accordance with instructions in the Request for Proposals document obtained from the Borough of North Caldwell and must be enclosed in a sealed envelope bearing the name and address of the respondent and the words "RFP for Radio and Wireless Telecommunications Antenna/Tower Siting and Management Consultant". The envelope must be sealed and addressed to Kevin O'Sullivan, Borough Administrator, 141 Gould Avenue, North Caldwell, NJ 07006, and may be delivered by certified mail, overnight courier or mail. Proposals/Statements can also be delivered to the mailbox at Borough Hall. Hand delivery can be scheduled by calling Borough Hall, (973) 228-6410, during regular business hours to schedule a drop-off for oversized bid packages that do not fit through a standard mail slot. The envelope containing the Proposal/Statement must be received by the Borough Administrator by the date and time set forth above. The Borough of North Caldwell assumes no responsibility for submissions returned by mail. No late Proposals/Statements will be accepted.

Proposal documents may be examined and obtained at the office of the Borough Administrator, 141 Gould Avenue, North Caldwell, NJ 07006, by appointment between the hours of 8:30am and 4:00pm, or at www.northcaldwell.org/purchasing.

All Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975 c. 127 as amended) and N.J.A.C. 17-27-1.1 et seq.

The Borough of North Caldwell reserves the right to waive any minor irregularities in or to reject any or all Proposals.

Tami Michelotti
Borough Clerk

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REQUEST FOR PROPOSALS AND QUALIFICATIONS

**RADIO AND WIRELESS TELECOMMUNICATIONS ANTENNA/TOWER SITING AND MANAGEMENT
CONSULTANT**

The Borough of North Caldwell is requesting proposals from qualified individuals and firms to provide radio and wireless telecommunications antenna/tower siting and management consultant. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

A listing detailing the scope of services and the levels expected are included within this package. Please be advised that the levels of service may be subject to change at any time.

SCOPE OF SERVICES

The Borough of North Caldwell is requesting qualifications for Radio and Wireless Telecommunications antenna/tower siting and management consultant. The firm must demonstrate the ability to:

The work to be performed under this proposal includes: Consultation services for the construction of a wireless telecommunications tower and/or the placement of antennas on an existing structure.

Consultation services shall consist of:

1. Perform an assessment of the property to determine the suitability for placement of a tower/antennas.
2. Administer preparation of bid specifications for the solicitation of bids from organizations that are prospectively considering leasing property from the Borough of North Caldwell for purposes of constructing a radio and wireless telecommunications tower and compound and the placement of antennas and ancillary equipment on that Borough-owned property.
3. Administer post-bid detail negotiations for the construction of a radio wireless telecommunications tower. Recommend options to the governing body that will maximize the potential revenue that may be generated from the site. Work out details of the approval and building process while assisting the Borough with effective communication of all phases of project with the public.
4. Prepare site information and assure that site information is delivered to the right decision makers at potential tenants. The contractor will facilitate any necessary on-site meetings with wireless carriers and work to evaluate their equipment and other technical needs.
5. Work with the municipality and interested stations/carrier(s) to arrive at an installation design(s) that is optimized to handle present and reasonably expected future needs of the municipality and potential tenants.
6. Bid Process: Design and prepare bid specifications for the construction and installation of the tower that optimize the potential revenues realized from the site. The bid specifications for the lease of the facility shall be prepared in compliance with the laws of the State of New Jersey.
7. Post-Bid Phase: Upon completion of the initial bid process, the contractor shall work with the successful bidder(s) to see that the lease(s) are finalized and that the location of equipment on the site moves forward efficiently. Market the availability of the site to additional prospective tenants.

PROPOSAL SUBMISSION

Proposers should submit a technical qualification which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. Proposer must have a minimum of ten (5) years of experience providing Radio and Wireless Telecommunications antenna/tower siting and management consultant and a minimum of seven (7) years' experience providing such services to the Borough of North Caldwell or other New Jersey governmental entities;
- C. The name, licenses held, education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D. A listing of all other engagements where services of the types being proposed were provided in the past. This should include other Borough governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Borough may obtain references from any of the parties listed;
- E. Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above;
- F. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

Please provide one original and six copies of the proposal, and an electronic copy.