



## **Request for Qualifications (RFQ) Radiofrequency Engineering Services & Wireless Siting City of Albany**

**Release Date:** \_\_\_\_\_

**Response Due Date:** \_\_\_\_\_

### **Introduction**

The City of Albany is seeking qualifications from radiofrequency engineering consultants to assist the City in better understanding wireless facility feasibility on City-owned property and other desirable sites. The City is interested in better understanding the technological and physical requirements necessary for new wireless facilities as well as the construction and leasing process. Additionally, the City is interested in siting such facilities on City owned property to create long-term revenue sources for the General Fund.

The scope of work will include the following activities:

1. Work with City staff to identify feasible wireless sites in the City
2. Provide strong technical guidance on facility siting and help staff understand the variables that create a successful wireless site
3. Educate staff on the following physical aspects of wireless development
  - a. Antenna projection requirements
  - b. Height requirements
  - c. Physical space requirements
  - d. Changing Terminology
4. Provide a general understanding the construction and leasing aspects of wireless facilities

## **Statement of Qualifications Content Requirements**

At this time, the City is seeking a licensed radio frequency engineer only. The City prefers to collaborate with the selected engineer in the identification adequate facilities and to provide a broader understanding of wireless development.

The City welcomes a response to the RFQ in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Proposals submitted in response to the RFQ must include the following items:

### ***A. Qualifications***

Identify the individuals who would be primarily responsible for directly leading the review, if different from the entity's principals. Describe the background and experience of the individuals who would actually perform the services, in:

- Advising and working with City staff to identify proper sites and facility requirements;
- Include the professional license numbers of those individuals holding relevant professional licenses.

For each such project, provide:

- Detailed description of the services performed, the time period in which they were performed;
- The name and telephone number of at least one reference for each such project that can attest to the quality and effectiveness of the Respondent's work.

### ***B. Methodological Approach***

Briefly describe the methodology and organizational approach the Respondent would use to assist the City, including critical elements and special methodologies that the team uses to ensure that City objectives are satisfied.

### ***C. Compensation Terms***

Compensation rates shall be submitted with the RFQ responses.

## **Selection Criteria and Process**

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RFQ.
- Experience and demonstrated success of the Respondent in assisting with similar requests. Experience with projects in the Bay Area environs and in cities comparable to Albany will be given greater weight than experience with projects elsewhere. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter
- Compensation rates.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to assisting staff. This particular selection criterion is intended to allow the City to expressly consider creative aspects of statements of qualifications that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents, and may request Respondents to make in-person presentations of their qualifications to a panel of City representatives.

### ***To Submit a Proposal***

Proposals are due by 5:00 p.m., \_\_\_\_\_. Proposals must be sent to:

Anne Hersch  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
510-528-5760

### ***Registration of Intent to Submit Qualifications***

Interested parties are requested to contact \_\_\_ by email at \_\_\_\_@albanyca.org to register their intent to respond to the RFQ. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not

receive a written confirmation, or have any questions regarding the RFQ, please contact \_\_\_\_ at \_\_\_\_\_. It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

### ***Format and Number of Copies***

Respondent teams must submit five (5) copies of their qualifications plus one electronic pdf document. Submissions on 8½ by 11-inch paper or 8½ by 14-inch paper are preferred to simplify copying. The City reserves the right to make all submissions available to the public pursuant to legal requirements.

The City anticipates that a consultant will be selected in \_\_\_\_\_, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence work immediately upon contract execution.

### **General Conditions**

1. Any material clarifications or modifications to the RFQ or the selection process will be made in writing and provided to all recipients of the RFQ.
2. The City reserves the right to:
  - Waive minor irregularities.
  - Modify or cancel the selection process or schedule at any time.
  - Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
  - Reject any and all proposals, and to seek new qualifications when it is in the best interest of the City to do so.
  - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
  - Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
  - Contract with separate entities for various components of the services.

3. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
  4. The City will negotiate a final scope of services and terms of compensation with the professional following selection. As such, Respondents should expect their statement of qualifications to constitute a point of departure for such negotiations rather than fixed offers to be accepted or rejected. Attached is the City's standard form agreement for design services.
  5. The professional will be required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are attached. The Consultant should carefully review the ACS and IR, and indicate their willingness to accept the terms and conditions set forth in these documents, by stating so, within their response to this request for a SOQ.
  6. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies.
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