



TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT
NASSAU COUNTY, NEW YORK

REQUEST FOR PROPOSALS
FOR
TELECOMMUNICATIONS FACILITIES CONSULTING

SOLICITATION NUMBER P&D 4-2026

ISSUANCE DATE: SEPTEMBER 2, 2026
THIS RESPONSE IS DUE BY: SEPTEMBER 25, 2026 at or before 3:00 P.M.
COPIES TO SUBMIT: FOUR (4) HARD COPIES

TELECOMMUNICATIONS FACILITIES CONSULTING
FOR THE TOWN OF OYSTER BAY

REQUEST FOR PROPOSALS
TABLE OF CONTENTS

	<u>Page</u>
Introduction	3
Form of Proposal.....	3
Authorized Contact Person.....	3
Qualification Based Selection Process	4
Criteria for Evaluation.....	4
Use of Sub-consultants and Other Subordinate Entities	5
Familiarization with Current Procedures, Programs and Documents	5
Payments and Claims	5
Insurance Requirements.....	6
Scope of Services.....	6
Attachment Number 1.....	7
Attachment Number 2.....	8
Ethics and Disclosure.....	9

INTRODUCTION: In accordance with the Town's qualification based consultant procurement policy, the Town of Oyster Bay Department of Planning and Development (hereinafter referred to as the "Department") is seeking proposals from qualified individuals or entities to provide technical consulting with respect to telecommunications matters including, without limitation, the review of applications for the installation of telecommunications facilities, including DAS sites, within the Town of Oyster Bay. As set forth below, selection will be based upon consideration of the overall qualifications and experience in providing such consulting services, with a particular emphasis placed upon prior experience consulting on behalf and for of other municipalities and local governments. The intent of this RFP is to obtain the most qualified individual(s) or firm(s) to provide consulting services to the Town as provided for in Chapter 242 "Wireless Telecommunications Facilities" of the Code of the Town of Oyster Bay (the "Ordinance"). Among other features of the ordinance, the Town is empowered to hire consultants to review and evaluate applications for telecommunications installations, including the construction and modification of the site, once permitted, and any site inspections. The term of the contemplated consulting shall begin on January 1, 2027, and shall continue to and until December 31, 2027, with an option, at the discretion of the Town and the selected firm(s), for two (2), one (1) year renewals.

FORM OF PROPOSAL: Firms must submit four (4) hardcopies of each technical proposal with additional relevant information. Proposals should be organized as described in Attachment No. 1 herein. Responses must be submitted by 3:00 P.M. on September 25, 2026 to:

Angelo A. Delligatti, Commissioner
Town of Oyster Bay Department of Planning and Development
74 Audrey Avenue
Oyster Bay, New York 11771
Telephone: (516) 624-6294

AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay (hereinafter referred to as the "Town") contact person for all matters concerning this Request For Proposal (hereinafter referred to as the "RFP") is Timothy R. Zike, Deputy Commissioner of the Department of Planning and Development, with an e-mail address of tzike@oysterbay-ny.gov and telephone number of (516) 624-6267.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm in their proposals and based upon subsequent negotiations between the Town and the firm. The review process of the RFPs submitted is based on the qualifications of the firm for the nature of that project. **The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.**

CRITERIA FOR EVALUATION: The criteria to be used by the Town in evaluating these proposals are as follows:

- The experience of the firm in assignments of similar size, scope and complexity.
- Costs to the Town for the project.
- Special knowledge relevant to the project.
- The size, staffing, resources and financial capability of the firm.
- The firm's knowledge and experience with Town procedures and programs involved in the assignment.
- The firm's past performance with the Town.
- Time constraints and deliverability service.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES: Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the sub-consultant or other entity.

FAMILIARIZATION WITH CURRENT PROCEDURES, PROGRAMS, AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the current operations of the Town and Department and any other information which is necessary and relevant to the scope of this RFP. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, employee training/certification, etc., regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: The Consultant shall submit a wage rate schedule for all organizational staff that would provide services as part of this Contract, as detailed in Attachment 1. The awarding Resolution for this project to the Consultant(s) shall serve as the Agreement for which services will be provided. Payments to the successful proposer will be made in accordance with the terms of this RFP, whose specific details are included as part of Attachment 2; however, typically, billing must be submitted monthly with a Town of Oyster Bay claim form. As noted in the Ordinance, the successful proposer(s) will be paid from escrow funds that are to be deposited by the applicant in advance of the consultant rendering services to the Town. Proposers must submit a proposed fee schedule as a part of their proposal.

INSURANCE REQUIREMENTS: The Consultant shall secure and maintain such insurance as will protect itself and the Town from claims under the Workers' Compensation Law, also secure and maintain commercial general liability insurance coverage as will protect the firm and the Town from claims which may arise from the performance of all services under this Contract, in minimum limits of \$1,000,000.00 per occurrence, \$2,000,000 aggregate bodily injury and \$500,000.00 property damage, a Professional Liability Policy in an amount not less than \$1,000,000.00 insuring the Consultant against errors and omissions. The said insurance policies or certificates, together with additional endorsements, will be submitted for approval as to form to the Town Attorney's Office prior to the approval of this Contract, and copies then filed with the Town.

SCOPE OF SERVICES

The Town seeks qualified individuals or entities to provide consulting services relating to telecommunication, land use and zoning matters. Proposals should demonstrate the proposer's experience in providing these, and other similar services, within the context of, among other things, the Telecommunications Act of 1996. Such services may include, but not be limited to, the following:

- Review of applications for permits or other required certificates or licenses as provided in Chapter 242 (Wireless Telecommunications Facilities) of the Code of the Town of Oyster Bay for, among other things, technical compliance with the Ordinance and any and all other applicable laws, rules, and/or regulations including, without limitation, the Telecommunications Act of 1996;
- Consultation with the Town and, in particular, with the Department relative to any applications made by telecommunications providers and/or heir agents;
- Preparation of comprehensive written reports relative to the consulting services provided to the Town, including reports as to any building/installation applications reviewed by the consultant and recommendations regarding same;
- Attendance at any and all meetings at which the Town and/or the Department request the consultant's presence and input; and
- Performance of site inspections, as may be deemed necessary by the Town or the Department.

ATTACHMENT NUMBER 1

FORMAT OF PROPOSAL

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Four (4) hardcopies shall be submitted.

SECTION A. INTRODUCTORY STATEMENT

SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF

1. Project team.
2. Provide names and resumes of key personnel proposed for this project.

SECTION C. APPROPRIATENESS AND QUALITY OF PROPOSER'S EXPERIENCE

1. Include experience with municipalities with a similar scope of work.
2. Minimum of two (2) references with contract information (recent, similar projects preferred).

SECTION D. PROPOSED METHODOLOGY

Based on the project description and scope of services, the firm should discuss how it would approach the project. This will include familiarization with Town codes and procedures, training and certification of staff, plan for interaction with Town personnel and residents, and management structure.

SECTION E. MANPOWER COSTS / UNIT PRICES

Provide a schedule with employee wage rates and/or services for the contract period and the potential renewal options.

SECTION F. SUPPLEMENTAL INFORMATION

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

ATTACHMENT NUMBER 2

SPECIAL REQUIREMENTS AND MODIFICATIONS

Provisions stated under Special Requirements and Modifications shall supersede and take precedence over information provided in the preceding documents and attachments.

1. Firms must provide a Maximum Hourly Wage Rate Schedule listing job classifications. The salary of all employees proposed in the response to this RFP must be within the limits of the schedule and will be subject to the approval of the Department of Planning and Development.
2. All payments will be made by check from the Town's Comptroller's Office after review and approval by the Department of Planning and Development and an audit by the Comptroller's Office of the Claim Form submitted by the firm. As noted in the Ordinance, the successful proposer(s) will be paid from escrow funds that are to be deposited by the applicant in advance of the consultant rendering services to the Town. Proposers must submit a proposed fee schedule as a part of their proposal.
3. All services shall be performed at the offices of the Town of Oyster Bay Department of Planning and Development, or other office as designated by the Town. The firm is not permitted to remove any files, plans, or paperwork from the designated office, unless authorization is given by the Commissioner of the Department of Planning and Development or his/her designee.
4. Under no circumstances shall the firm or any of its personnel, providing services as part of this Contract, also provide services of any nature relative to the subject application pursuant to the Town of Oyster Bay Code of Ethics. Further, the firm shall not provide services to the Town relative to the subject application if a personal or business interest exists between the applicant in said application and the firm or one of its personnel.
5. The firm shall not discriminate against employees or applicants for employment because of race, creed, color national origin, sex, age, disability or marital status and shall undertake and continue existing programs of affirmative action to ensure that group members and women are afforded equal employment opportunities without discrimination. When sub-consultants or other outside entities are to be utilized, the firm shall also make reasonable efforts to encourage the participation of Certified Minority and Women Owned Business Enterprises as sub-consultants, and to retain documentation of these efforts to be provided upon request of the Town. A listing can be found at www.nylovesmwbe.ny.gov.
6. In accordance with the Town of Oyster Bay Ethics Code, a full disclosure of the company/firm's ownership must be included in the RFP response.

ETHICS AND DISCLOSURE

Pursuant to Town policy, upon completion of evaluation and scoring the selected vendor will be required to complete a disclosure questionnaire. That disclosure will be processed through the Town's vendor monitoring system and is subject to the approval by the Town's Inspector General. The questionnaire will be forwarded by e-mail to the principal whose name is provided on the firm's response. *Any firm that does not complete and return the electronic questionnaire will not be considered for an award under this RFP.*