

Town of Lenox  
Request for Qualifications  
**Wireless Communications Needs Analysis  
and Master Plan**

December 20, 2021

**Submittals due no later than  
Friday, February 18, 2022 at 3:00 p.m.**

Town of Lenox Wireless Communications Needs Analysis and Master Plan  
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**Town of Lenox - Planning Board**  
Lenox Town Hall, 6 Walker Street  
Lenox, MA 01240  
townoflenox.com/planning-board

*Request for Qualifications:*

*Wireless Communications Needs Analysis and Master Plan*

Submission Deadline: February 18, 2022, at 3:00 PM

I. General Information and Submission Requirements

- A. The Town of Lenox, acting through its Planning Board, seeks Requests for Qualifications (RFQ) from Firms/consultants (“Firm”) to evaluate wireless communications gaps, opportunities, issues, and constraints in Lenox and to provide research and recommendations that will lead to a Wireless Communications Needs Analysis and Master Plan (“the Plan”). The Firm will work closely with the Lenox Planning Board and staff.
- B. The goal of the Plan is to foster robust cell phone coverage and capacity throughout Lenox to meet the work-life needs of current and future residents, businesses, first responders, and public works staff. At the same time, the Plan will balance this goal – and the realities of 21<sup>st</sup>-century and beyond technology – with the aesthetic, historical, sociocultural, and topographical/geographical conditions of Lenox, which has treasured rural landscapes and a village that is under consideration for inclusion in the National Register of Historic Places.
- C. Please submit seven (7) copies of bound proposals and one (1) electronic copy on USB (“thumb”) drive to the office of Land Use Department, 6 Walker Street, Lenox, MA, 01240 no later than 3:00 P.M. on February 18, 2022. Proposals received after the deadline will be returned unopened. Proposals should be clearly marked "RFQ – Lenox Wireless Master Plan—February 18, 2022".
- D. The Planning Board reserves the right to reject any and all proposals, waive informalities, and award contracts as may be in the best interests of the Town.
- E. For more information, please email:

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Gwen Miller, AICP, Land Use Director/Town Planner ([gmillertownoflenox.com](mailto:gmillertownoflenox.com))

Pam Kueber, Town of Lenox -- Planning Board Chair ([pkueber@gmail.com](mailto:pkueber@gmail.com))

F. Questions concerning this Request for Qualifications must be submitted in writing to Land Use Director/Town Planner Gwen Miller at [gmillertownoflenox.com](mailto:gmillertownoflenox.com) before 4:00 PM on January 13, 2022. Written responses will be emailed to all Firms on record and posted at <https://www.townoflenox.com>.

G. If any changes are made to this RFQ, an addendum will be issued. Addenda will be available on the Town of Lenox's website <https://www.townoflenox.com/planning-board>.

## II. Project Background

Lenox's current wireless communications bylaw is in the process of being re-written with the assistance of a wireless communications expert to better enable coverage and capacity, including in compliance with State and FCC regulations. The Wireless Communications Needs Analysis and Master Plan will provide further information needed to complete the bylaw work.

In addition to identifying the location and quality of coverage and capacity, the Plan should address stakeholders' questions and concerns about wireless communications technology. For example, the engagement process and factual findings will help guide Zoning Bylaw recommendations for where new wireless communications facilities may be sited with respect to residential dwellings and how conflicts regarding aesthetics and historic and scenic views will be resolved. The Planning Board has developed a framework in its revised bylaws that strives to address these questions and concerns, but the Board lacks current data needed to inform recommendations about land use (e.g., zoning districts, setbacks, adjacent uses) and technology (e.g., small cell, tower, etc.) to ensure effective coverage and capacity.

Finally, as part of the final Plan document, the Town seeks to clearly explain the pros and cons of current technologies, as well as those in development, to help the community and its decision makers understand the rationale for recommended wireless communications facilities types and locations.

Information gathered in this Plan will be done so in a public process, shared in public meetings, and on the Town's website and similar forums.

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**III. Fee**

The Planning Board seeks a sealed price proposal to be included with the submittal along with a detailed budget as depicted in Section XI of this Request for Qualifications.

All proposed prices submitted in response to this RFQ must remain firm for forty-five (45) days following the quotation due date. The submittal should include all costs and expenses to complete the scope of work defined below (V. Scope of Services).

#### IV. Anticipated Schedule

- A. Advertisement in Central Register: December 27, 2021
- B. Local Advertisement (Berkshire Eagle): December 22, 2021 and December 29, 2021
- C. Site visit—Upon Request Prior to Proposal Submission
  - Question Deadline: January 13, 2022, at 4:00 PM
  - Responses to Questions Posted: January 30, 2022
  - RFQ Response Deadline: February 18, 2022, at 3:00 PM
- D. Consultant/Firm Interviews: To be determined
- E. Evaluate proposals, interview finalists and negotiate contract by March 10, 2022.

A Firm may correct, modify, or withdraw a proposal by written notice received by the Lenox Planning Board before the time and date set for the quotation delivery. After the quotation is submitted, a Firm may not change any provision of the quote in a manner prejudicial to the interests of the Town of Lenox or fair competition. Minor informalities will be waived, or the Firm will be allowed to correct them. If a mistake and the intended submittal are clearly evident on the face of the submittal document, the mistake will be corrected to reflect the intended submittal, and the vendor will be notified in writing; the Firm may not withdraw the submittal. A vendor may withdraw a submittal if a mistake is clearly evident on its face, but the intended correct submittal is not similarly evident.

## V. Scope of Services

The Firm selected will have expertise in developing Wireless Needs Analyses and Wireless Communications Master Plans and will recommend the best practices and process to deliver a Plan that achieves the Town's goals.

Vendors are asked to outline in their proposal how they intend to achieve the Goals outlined below and should explain in laypersons' language why the method selected is the most efficient, cost-effective, accurate, and comprehensive.

**Goal 1:** Evaluate Wireless Communication Gaps, Opportunities, Issues, and Constraints in the Town of Lenox. Include in the evaluation:

- a. A map and list of existing wireless communications facilities within and crossing into Lenox's borders including, but not limited to a) locations, b) structures, c) antennae type, d) personal wireless service facilities (PWSF), and e) design.
- b. A list or map of i) service providers; ii) areas of robust coverage; iii) areas of robust capacity; iv) areas of intermittent or weak coverage; v) areas of intermittent or weak capacity; vi) areas of coverage gaps; vii) areas of capacity gaps.
- c. An explanation for the cause of gaps in cellular wireless coverage and capacity by location.

**Goal 2:** Provide recommendations for how service gaps could be effectively, efficiently, and economically addressed to meet current and future resident, business, first responder, and municipal staff needs, while respecting the historical, aesthetic, sociocultural, and topographical/geographic conditions of Lenox. The Plan must include a minimum of three proposed coverage scenarios designed to help guide Zoning Bylaw recommendations for where new wireless communications infrastructure may be sited, paying specific attention to residential dwelling or neighborhood setbacks and concerns regarding the impacts of wireless infrastructure on viewsheds, scenic and historic resources.

The Plan should explain the pros and cons of current, as well as developing, technologies, including how they could be combined in hybrid configurations to help stakeholders/townpeople understand the rationale for recommended wireless communications facilities types and locations.



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**Goal 3:** Actively engage current residents, businesses, first responders, and municipal staff in the Plan, most importantly ensuring that their key issues and concerns are heard, documented, and addressed in the final Plan.

**Goal 4:** Keep the Planning Board and current residents, businesses, first responders, and municipal staff apprised about findings, educating the Planning Board and community while also providing/sharing a “FAQ” document for public use.

**Goal 5:** Verify the state and federal legal and regulatory frameworks guiding wireless communications facilities and ensure that recommendations proposed for the Lenox Zoning Bylaw align with requirements for:

- a. setbacks
- b. height
- c. antennae power
- d. technology infrastructure and innovations

Confirm that recommendations proposed are legally enforceable and do not conflict with current or proposed state or federal regulations.

**Goal 6:** Write and present final report to the Lenox Planning Board and current residents, businesses, first responders, and municipal staff. The report should include, but not be limited to:

- a. **Executive Summary** - Short introduction with upfront recommendations for wireless communications facilities adoption;
- b. **Introduction** – Including, but not limited to, a summary of the existing wireless technology situation, community priorities and goals, best practices, and industry/technology outlook;
- c. **Needs Analysis** identifying i) areas of intermittent or weak coverage; ii) areas of intermittent or weak capacity; iii) areas of coverage gaps; iv) areas of capacity gaps.
- d. **Summary of Recommended Technologies** as detailed above, along with pros/cons of current technologies to enhance understanding;
- e. **Summary of Key State and Federal Legal/Regulatory Frameworks** that will need to guide Plan options;
- f. **Potential Coverage Scenarios** accompanied by a narrative detailing pros and cons;
- g. **Outline of Strategy and Processes** the Town can use going forward to determine the siting of future wireless telecommunication facilities;
- h. **Map** to track wireless infrastructure in Town as it evolves;

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VI. Qualifications

- A. Firm has a minimum of three years of experience.
- B. Firm must provide all services described in Section II: Scope of Services and comply with all Submission Requirements.
- C. Firm must have a minimum of one (1) year of satisfactory performance under at least three (3) different contracts similar in size to the proposed contract.
- D. The proposed Project Manager has completed at least three (3) studies of similar size and scope to this project.

## VII. Submission Requirements

1. The following materials are to be submitted by each Firm:
  - a. Scope of Services as outlined in Section V.
  - b. Project Timeline
  - c. Project Budget and Fee Worksheet
  - d. Background data (staff qualifications, project descriptions) of all firms/consultants with a role in project.
  - e. Organizational chart including all team members and sub-consultants.
  - f. Resumes of key personnel who will be assigned to the project and who will be taking an active part therein. Indicate roles and include names on the organizational chart.
  - g. Examples of at least three (3) similar projects similar in size and scope to this project.
  - h. Three (3) separate project references with the names and phone numbers of persons who are familiar with the work performed. The Owner shall have express permission to contact, either in person, by phone, or by correspondence, the references listed.
  - i. The Applicant must complete both the Certificate of Non-Collusion and the Tax Compliance Certification (attached).
  - j. Certified statement to support the financial solvency of the firm.
  - k. Certificate of Insurance showing evidence of Professional Liability Insurance in the amount of \$1,000,000 minimum from an insurance company licensed to do business in the Commonwealth of Massachusetts.

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**VIII. Vendor Submission Evaluation**

The Town of Lenox -- Planning Board will review each submittal and rank each based on the criteria below. Any item receiving a "No" will immediately exclude the vendor from receiving the award.

- |   |          |
|---|----------|
| A. Scope of Services                                  | YES / NO |
| B. Examples of three (3) similar projects             | YES/ NO  |
| C. Three (3) references from the past three (3) years | YES / NO |
| D. Timeline for Task Completion                       | YES / NO |
| E. Project Budget and Fee Worksheet                   | YES/ NO  |

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IX. Selection Procedures

- A. The Planning Board will review all proposals based on the following information:
  - i. Prior similar experience.
  - ii. Past performance on similar projects.
  - iii. Identity and qualifications of consultants who will work on the project.
  - iv. Other criteria that the Board considers relevant, such as professional registrations, scope of services offered, and appropriateness to the needs of the Town, time of performance, and quality of past work.
  - v. Quality of examples provided and references.
  - vi. Total project cost.
  
- B. Finalists may be required to appear for an interview with the Planning Board.
  
- C. Using scoring sheets, the Planning Board will select the Firm demonstrating:
  - i. Substantial similar experience (3 years or more)
  - ii. Successful past performance on similar projects demonstrated through examples and positive references.
  - iii. The project team demonstrates appropriate qualifications and skill sets.
  - iv. Reasonable cost.

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IX. Reference Form

Vendors must submit a list of three (3) jobs performed in the past five (5) years that are similar in size and scope to this project using the form below:

Reference Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Name and Link to Support Documents:

\_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Name and Link to Support Documents:

\_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Name and Link to Support Documents:

\_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

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X. Pricing Sheet

<b>Personnel Services:</b> Describe the personnel required; the estimated number of hours per week that they will be engaged, and their hourly and total rate.				
<b>Personnel</b>	<b>Task</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total Rate</b>
EXAMPLE: Wireless Consultant	1A	20	\$XX	\$XXX
Add Rows if Needed				

<b>Other Than Personnel Services:</b> Describe non-staff expenses; the task for which they are required, the unit price (if needed), and total price.			
<b>Item</b>	<b>Task</b>	<b>Estimated Unit Rate (If Appropriate)</b>	<b>Total Rate</b>
EXAMPLE: GIS Mapping Software	1B	\$50 per month license	\$300
Add rows if needed			





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**XII. Certificate of Non-Collusion and Tax Compliance Certification**

The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of individual submitting proposal

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Name of business

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of person submitting proposal

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Name of business