

LEGAL NOTICE  
REQUEST FOR PROPOSAL  
MANAGER OF CELL TOWER SITE  
BOROUGH OF RINGWOOD

NOTICE IS HEREBY GIVEN THAT the Borough of Ringwood has a need to award a contract for five years for a Manager of the Cell Tower Site located at 35 Cannici Drive, Ringwood, New Jersey.

All those interested in submitting proposals may obtain same through the Municipal Clerk of the Borough of Ringwood located at the Municipal Building, 60 Margaret King Avenue, Ringwood, New Jersey 07456 or via our website [www.ringwoodnj.net](http://www.ringwoodnj.net). Important Links – Bids & RFP's.

All those submitting proposals should review the Request for Proposals and submit two (2) copies of all requested documentation. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All submissions shall be hand-delivered, mailed by way of first-class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there in a resolution appointing a Cellular Tower Consultant and a contract awarded by the Municipal Council of the Borough of Ringwood

Proposals must be submitted to the Municipal Clerk of the Borough of Ringwood at the Ringwood Municipal Building on or before March 13, 2024 at 11:00am.

The Municipal Council reserves the right to reject all proposals for whatever reason, waive formalities and informalities and re-issue subsequent RFP's. This RFP does not commit the Municipality to enter into any contract or assume any obligation, including but not limited to, reimbursement of any costs.

The successful candidate shall execute a contract in the form and manner as prepared by municipal officials.

NICOLE LANGENMAYR, RMC  
MUNICIPAL CLERK

If: Wed, February 14, 2024  
The Suburban Trends  
Fees: \$

REQUEST FOR PROPOSAL (RFP)  
MANAGER OF CELLULAR TOWER SITE

SCOPE OF WORK

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified tower site management, maintenance and marketing provider for the municipality owned cellular tower site located at 35 Cannici Drive, Ringwood, New Jersey for a period of five years.

The successful candidate will fulfill the role of cellular tower site Manager and shall perform those functions necessary to maintain, market, operate, manage and administer the tower site subject to the approval of the Borough Manager.

Appointment, Authority: On the terms and conditions set forth herein the Manager shall perform the services as described herein. The Manager shall be an independent contractor, and nothing herein shall constitute a partnership, joint venture or any other similar relationship.

Tower Site Management Services. During the term of engagement, the Manager shall, subject to the terms hereof, perform those functions reasonably necessary to maintain, market, operate, manage and administer the tower site subject to the approval of the Borough Manager and the Municipal Council where required. Without limiting the generality of the foregoing, the Manager will have the following specific duties in relation to the tower site:

- (a) Marketing/Leasing of Tower Site. The Manager shall use commercially reasonable efforts to market and negotiate the transfer of existing licenses and procure new licenses for the tower site, including locating potential tenants and negotiating licenses with such Tenants.
- (b) Tower Site Operations. The Manager shall monitor and manage the tower site, make periodic inspections of the tower site for needed repairs, establish a maintenance schedule and identify vendors for tower maintenance and inspection for the Borough to hire; arrange for all the necessary or appropriate repairs subject to the approval of the Borough Manager, and otherwise provide for the maintenance of the tower site, including ensuring that the tenants install their equipment in accordance with the terms of the relevant licenses and that the tower site is maintained in compliance with FAA and FCC regulations, any other applicable laws, rules and regulations, and the terms of any applicable ground lease or easement provisions.
- (c) Administration of Licenses. The Manager shall, on behalf of the Borough (i) maintain a database of the Licenses indicating, for each License, the amount of all payments due from the Tenants thereunder, the date on which such payments are due and the amount of all payments due (ii) invoice all rents and receipts due under the Licenses and otherwise

with respect to the tower site, in each case to the extent required by such agreements and licenses collect all such receipts and rents and other amounts due under the licenses; and promptly forward all rents and receipts due the Borough.

Compliance with Law, Etc. The Manager will take such actions control as may be necessary to comply in all material respects with any and all laws, ordinances, orders, rules, regulations, requirements, permits, licenses, certificates of occupancy, statutes and any all other relevant laws applicable to the tower site. Without limiting the generality of the foregoing, the Manager shall apply for, obtain and maintain, the license and permits reasonably required for the operation of the tower site as a telecommunications site, or for the management, marketing and operation of the tower site, including such registrations, licenses and permits required to be obtained from the FAA and the FCC

Administrative Services. During the Term of this Agreement, the Manager shall provide the following administrative services : (i) maintain accurate books of account and records of the transactions conducted on behalf of the Borough render statements or copies thereof; (ii) take all actions on behalf of such Owner as may be necessary or appropriate in order for such Borough to remain qualified to carry out and continue use of the premises as a telecommunication tower site under applicable law, including making all necessary or appropriate filings with federal, state applicable statutes; and other governmental entities having jurisdiction over the subject matter.

Authority of Manager. During the Term, the parties recognize the Manager will not incur any debt or obligation on behalf of the Borough without the express authorization of the Borough Manager.

Communication with Borough Manager and other Borough officials; The Manager shall participate in person and via teleconference with the Borough Manager and other Borough officials in scheduled and special meetings upon reasonable notice and as circumstances demand.

Other Duties: The Manager shall perform such other duties as maybe mutually agreed to by the parties.

## **1. PROPOSAL CONTENTS**

### **(a) General Information:**

1. Letter of Intent (cover letter)
2. Title page: include vendor's name, address, telephone number, email address of the person authorized to bind the vendor.
3. Type of organization: Corporation, Limited Liability Company, Partnership, or other type of legal entity.
4. Project Team: Names and title of the persons who will oversee the services offered by the vendor along with their education and experience.

### **(b) Experience:**

Describe the vendor's prior related experiences in the management of a wireless telecommunication facility. Provide the name and address of the facility and the dates of management. Also, provide the name, title, telephone and cell phone number of persons who can confirm the foregoing.

### **(c) Licenses and Authority to Conduct Business.**

1. Confirm appropriate federal and state licenses to perform services. Submit a copy of New Jersey Business Registration Certificate.
2. Evidence of compliance with New Jersey Affirmative Action requirements.

## **2. METHODOLOGY**

Project approach. Provide a narrative of the bidder's approach providing the services described in this Request for Proposal.

## **3. KNOWLEDGE OF SUBJECT MATTERS.**

Provide a narrative and/or provide any documentation demonstrating knowledge of the subject matter.

## **4. AVAILABILITY TO ACCOMMODATE ALL REQUIRED MEETINGS.**

Please provide a narrative response.

## **5. PROPOSED FEES.**

State in detail your requested fees for the services to be provided.

## **6. EVALUATION CRITERIA**

Experience of bidder: Demonstrates successful experience and capability of staff to perform services described in the RFP.

Capacity: Demonstrates ability to provide the resources necessary for the timely and efficient implementation of the services requested.

Proposed Fee: Proposed rates are reasonable to meet service requirements.

Methodology: Proposed Methodology is reasonable and indicates a clear understanding of services required

## **COMMUNICATION**

The Borough Manager may communicate with bidders for clarification of items in their proposal as to price and other factors showing them to be qualified responsible and capable of performing the services.

## **PROPOSAL QUESTIONS**

Written Questions may be emailed to Scott Heck, Borough Manager at [sheck@ringwood@nj.net](mailto:sheck@ringwood@nj.net) prior to the submission deadline. Copies of the questions and response will be provided to all bidders as an addendum. Oral or informal instructions, information or advice will not be binding.

## **ADDENDA TO THE RFP**

If it becomes necessary to revise any part of this RFP before the proposal response date, Addenda will be posted to the Borough's web-site under the original RFP document. The Borough may revise the RFP due date. Firms are responsible to monitor due dates/Addenda posted on the Borough's web-site.

## **RESERVATION OF RIGHTS**

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