

Request for Expressions of Interest

Westchester County is requesting expressions of interest from qualified consultants to assist the County in the valuation, that is, market rates of its lease/license agreements, for wireless cell/radio/tower antenna installations on County-owned property. Services to be provided would be on an “as needed” basis for a one year period that will be from February 15, 2012 through February 14, 2013. The potential contract amount for this period will be up to a maximum of \$20,000.

A Request for Expressions of Interest is available below for your use and understanding of the basic requirements. This document is to be completed, signed, dated and returned with the following information regarding qualifications of interested consultants, and if a firm, the firm’s name and legal status (P.C., LLC, Corporation, etc.), address, telephone number, e-mail address, years in business, all professional members of the firm, their education, relevant experience and professional licenses. The selection process will be done on a competitive basis.

Please note submission of this request form and information does not constitute the existence of a contract since approvals by County agencies are required. All submitted information will be reviewed and evaluated and those selected based on the submitted information will receive a valid contract.

Any questions regarding this Request for Expressions of Interest should be e-mailed to Joanne Pasquale at jxp9@westchestergov.com no later than 5 p.m. January 30; questions and their answers will be posted on the County’s website by 5 p.m. on February 3.

REQUEST FOR EXPRESSIONS OF INTEREST

To: Consultant Name _____ Date _____

Project: Consultant Work for Westchester County, NY

The following is a request for expressions of interest for providing consulting services to Westchester County relating to the valuation of current and future wireless cell/radio/tower antenna installations on County-owned property.

I. Purpose:

Westchester County wishes to retain a consultant to provide consulting services to the County relating to the valuation, that is, market lease/license rates, of current and future wireless cell/radio/tower antenna installations on County-owned property.

II. Scope of Work:

Provide valuation as to market lease/license rates for current and proposed licenses and/or leases for wireless cell/radio/tower antenna installations on County-owned property. To facilitate your valuation, the County will provide at the time of assignment the following: antenna location; type of antenna; equipment inventory; latitude and longitude of the antennas; location of antenna on tower; terms and timeframe of agreement.

III. Information to be Provided (attach answers to this Form):

1. Describe appraisal process used;
2. Professional experience and qualifications; include any license or professional certifications;
3. Provide examples of appraisals you or your firm has done;
4. Hourly Rate, which should include all expenses;
5. Contact: (principals only);
6. References.

IV. Notes:

1. Responses must be submitted no later than 5 p.m. February 8, 2012
2. Address proposal to: Thomas Hall
 Westchester County Department of Public Works
 148 Martine Ave., Room 400A
 White Plains, NY 10601

Name: _____

Signature: _____

Date: _____

