



Legislation Text

File #: 15-0156, **Version:** 1

Resolution to Approve a Three Year Professional Services Agreement with RCC Consultants, Inc. for Cell Tower Site Management (\$128,346.00)

Attached for your review and approval is a resolution to approve a Professional Services Agreement with RCC consultants, Inc. for Cell tower Site Management Services for a period of approximately three years, commencing upon contract approval and carrying through the end of FY2018.

Budget Impact: FY2015 - existing General Fund monies are available to pay for approximately \$44,346, which includes some one-time start-up charges. FY2016-2018 would require approximately \$28,000 per year representing 5% of revenues from existing cell tower antennae license agreements, and 20% revenue sharing for future license agreements as defined in the attached Professional Services Agreement. Revenue sharing for future new license agreements is expected to begin in FY2016 with an expenditure estimate of \$7,000 for each new cell tower antennae. The total three year cost is estimated to be \$128,346.00. Present three year revenue is estimated at \$1,650,969.67.

Historically, cell tower site management has been predominantly handled by Water Treatment Plant engineering staff and Attorney's office staff. Increase in activity related to cell tower site management and frequent carrier requests and inquires have exceeded the capacity of existing city staff to manage this process while maintaining other work responsibilities. Contracting with an external consultant for cell tower site management will alleviate the demand on staff time and also to provide the dedicated expertise and resources to strategically manage these assets.

On July 16, 2014, a request for proposal was posted to the Michigan Inter-governmental Trade Network (MITN) BidNet® website for management of telecommunications facilities, including site management, marketing, response to carrier inquiries, oversight of inspection and maintenance, record keeping, reporting, on-call services, emergency response plan preparation, and financial management and oversight. The City received two responses on August 4, 2014. After an extensive review process the City has selected RCC Consultant Inc. to manage these services, as both the most qualified respondent and having the most competitive fee schedule.

Prepared by: Mark Berryman, Purchasing Manager

Reviewed by: Tom Crawford, Chief Financial Officer

Approved by: Steven D. Powers, City Administrator

Whereas, Contracting with an external consultant for cell tower site management will provide the expertise and resources needed to maintain, and potentially grow, this existing revenue stream;

Whereas, The City issued an RFP and selected RCC Consultants, Inc. which demonstrated the required experience, qualified professionals, and competitive fee schedule for the required services; and

Whereas, RCC Consultants, Inc. complies with the requirements of the City's nondiscrimination and Living Wage Ordinances;

RESOLVED, That City Council approve a 3-yr professional services agreement with RCC Consultants, Inc for Cell Tower Site Management, total cost estimated at \$128,346.00 (subject to change dependent on actual revenue);

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said Professional Services Agreement, after approval as to form by the City Attorney, and approval as to substance by the City Administrator;

RESOLVED, That the FY2015 expenditure for this service be contained within existing budgeted resources; and

RESOLVED, That the City Administrator be authorized to take all necessary administrative actions to implement this resolution.