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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Department of Facilities Management

SUBMITTAL DATE:
October 5, 2006

SUBJECT: Agreement for Communication Site Consulting Services

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the Consulting Services Agreement with GRD, Inc., for an annual amount not to exceed \$250,000 for three fiscal years commencing July 1, 2006, renewable in one-year increments; and
2. Authorize the Director of Facilities Management or his designee to sign amendments and exercise renewal options for an amount not to exceed the contract maximum.

(Cont'd)

Handwritten signature/initials

Departmental Concurrence

Handwritten signature: Matt Frymire
 Matt Frymire, Director
 Riverside County Information Technology
 MF:RF:JRF:dl
 10.188

Handwritten signature: Robert Field
 Robert Field, Director
 Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 250,000	In Current Year Budget:	Y
	Current F.Y. Net County Cost:	\$ 225,000	Budget Adjustment:	N
	Annual Net County Cost:	\$ 225,000	For Fiscal Year:	06/07

SOURCE OF FUNDS: Funds partially recovered through application fees; large portion reimbursable to Facilities Management by RCIT and PSEC Project.

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

- Policy
- Consent
- Policy
- Consent

County Executive Office Signature

Handwritten signature of County Executive

Dep't Recomm.:
 Per Exec. Ofc.:
 10-5-06 11:31
 COUNTY OF RIVERSIDE
 CLERK OF THE BOARD

Prev. Agn. Ref: | District: All | Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

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BACKGROUND: The Purchasing Department, on behalf of Riverside County Information Technology (RCIT), issued a Request for Proposal (RFP) for a consultant to provide communication site leasing, maintenance specifications, and project construction management services. The RFP was mailed to 18 vendors and advertised on the Internet. A local vendor, GRD, Inc., was the only respondent to the RFP.

Facilities Management is to assume control over this contract in support of RCIT. The agreement calls for the consultant to provide three categories of services: 1) advise and assist on communication site leases and purchases, 2) advise and assist on commercially reasonable expectations of maintenance at leased tower sites, and 3) suggest technical solutions and management practices to improve the performance of County communication systems at tower sites. Some of the contracted services will be associated with the Public Safety Enterprise Communications (PSEC) project.

The agreement calls for GRD to provide the following services at a minimum:

- Assist the County in negotiating and drafting private telecommunications leases at County owned sites to increase County revenue and to gain potential access to the site for installation of equipment to support County communication systems;
- Provide oversight of construction upon leased sites to ensure that cellular providers comply with leases, zoning, and permits;
- Advise County staff on emerging regulatory concerns related to telecommunications facilities;
- Convene meetings with land owners and private operators of radio towers and explore leases or purchases of these facilities;
- Assist the County in developing scope of work documents for all aspects of the development and/or procurement of sites;
- Assist the County in engaging third party vendors to perform construction, maintenance, and repair of facilities; and
- Assist County project managers in implementation and quality control for site related projects.

Some recent examples of the value of GRD's service include the following:

- At recent PSEC meetings with the vendors, GRD was able to identify fatal flaws in many of the proposed locations provided by each vendor. The ability to do so stems from firsthand familiarity with sites throughout Riverside County. The result has been that the vendors have revamped their proposals to be more in line with achievable results, and also resulted in a slight decrease in the number of required sites.

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- Upon learning of a request by Verizon to modify an existing facility in Indio, GRD, Inc. visited the premises and immediately recognized that the fixtures mounted on the County-owned tower exceeded those allowed under the existing lease. The result was collection of \$64,000 in back rent from Verizon, covering a five year period.
- GRD found that a new installation by Nextel at County Fire Station #11 was contrary in one aspect to the conditions of approval issued by County Planning/Building and Safety, and to what was approved by the Fire Department. The violation was subsequently corrected.

Price Reasonableness: As an established vendor, GRD, Inc. has previously provided professional services to the County with great success and has provided excellent customer service. GRD's proposed fee schedule is in line with what has been charged to other County agencies for similar services, with an inclusive rate of \$110/hour. County Purchasing contacted several of the vendors to inquire why they did not submit a proposal; the collective answer was that the vendor either had the project management experience or the site leasing experience, but did not have both skills. County Purchasing recommends that the award be given to GRD Inc., as a responsive/responsible vendor for an annual not-to-exceed amount of \$250,000.

Reimbursement:

1. Facilities Management will be reimbursed by Riverside County Information Technology (RCIT) for those tasks performed by GRD, Inc. at the request of or for the benefit of RCIT. The benefit of this relationship with GRD, Inc. is that RCIT will be able to undertake new tasks and those that are necessary but were previously deferred, all without adding permanent County staff.
2. GRD, Inc. will be the dedicated resource used by Facilities Management to provide site acquisition expertise to the Public Safety Enterprise Communication (PSEC) project. It has been estimated that Facilities Management will be asked to develop or modify as many as 60 communication sites in a three year period. The alternative to this contract would be for Facilities Management to hire two additional real property agents to meet this requirement.
3. Facilities Management will assess and collect application fees from private sector cellular carriers seeking to lease County owned land or building/tower space to offset costs associated with lease negotiation and processing. The current practice is to charge a \$3,000 application fee. Recent lease activity has also included a construction management fee of \$5,000. These fees will offset the majority of GRD's fees in relation to this aspect of the agreement.