

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

203



Reviewed by  
CIP TEAM  
*[Signature]*  
Christopher Hans

**FROM:** Department of Facilities Management and Riverside County Information Technology

**SUBMITTAL DATE:**  
July 8, 2008

**SUBJECT:** Personal Service Agreement for Site Leasing and Maintenance / Project Management Services

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve the Personal Service Agreement with GRD, Inc., not-to- exceed \$925,000 commencing July 15, 2008, 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.

**BACKGROUND:** (Commences on Page 2)

*[Signature]*  
Matt Frymire, Director  
Riverside County Information Technology

*[Signature]*  
Robert Field, Director  
Department of Facilities Management

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 75,000	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ 75,000	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$850,000	<b>For Fiscal Year:</b>	08/09

<b>SOURCE OF FUNDS:</b> General Fund Designation (previously approved).	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *[Signature]*  
County Executive Office Signature Jennifer L. Sargent

FORM APPROVED COUNTY COUNSEL  
BY: *[Signature]* 7/17/08  
DATE  
JOE S. RANK

Departmental Concurrence

Dep't Recomm.:  Consent  Policy  
Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: 3.16, 12/12/2006 | District: All | Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.73

Department of Facilities Management and Riverside County Information Technology  
Personal Service Agreement for Site Leasing and Maintenance / Project Management  
Services

July 8, 2008

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**BACKGROUND:**

In December 2006 the Purchasing Department, on behalf of Riverside County Information Technology (RCIT), concluded a contract for services with GRD after Request for Proposals (RFP) for a consultant to provide communication site leasing, maintenance specifications and project construction management services. That contract's spending limits have been reached and time frames are about to expire. The Department of Facilities Management (DOFM) and RCIT wish to continue the county's business relationship with GRD, Inc. (GRD). GRD has proven essential and cost effective in the county's effort to control sites for the Public Safety Enterprise Communications (PSEC) project. If approved by the Board, DOFM is to assume control over this contract in support of RCIT and PSEC.

Under the proposed contract, the consultant shall continue to advise and assist the county on communication site leases and purchases and site development with special emphasis on the PSEC project. Consultant shall advise the county on commercially reasonable expectations of maintenance at leased tower sites, suggesting technical solutions and recommending management practices, which help to improve the public safety system's online communication performance at tower sites. Most of the contracted services are be associated with the Public Safety Enterprise Communications Project, but DOFM may task GRD with assistance in cell phone facility site preleasing services leasing as well. (Preleasing service costs are paid by the communication applicant.) The contract is clarified in scope respect to GRD's review of communications specific construction documents and construction inspections as PSEC moves into the *construction phase*.

The proposed contract runs from June 17, 2008 to June 30, 2009. The new contract supplies Seventy Five Thousand Dollars (\$75,000) in purchasing authority in FY07-08 with any remaining funds applied to Fiscal Year 08/09. This contract may require an extension for FY 2009/10 when anticipated cost of construction reviews can be better estimated.

The Consultant shall:

- Assist the county in site identification and landowner negotiation of PSEC locations.
- Shall make initial contact with property owners, determine willingness to use their land for PSEC sites and establish asking process for land purchases and leases and associates easements.
- Shall assist county in leases of county land to cell phone and similar communication businesses, to increase county income and improve access for the public.
- Convene meetings with land owners and private operators of radio towers and explore leases or purchases of these facilities.

(Continued)

**BACKGROUND:**

- Seek out new tenants for county owned communication sites that are compatible with a public safety environment.
- Advise county on emerging regulatory concerns relevant to telecommunications facilities.
- Assist the county in developing scope of work documents for all aspects of development and/or procurement of sites.
- Assist the county in engaging third party vendors to gain permits, perform construction, maintenance and/or repair of facilities.
- Assist county project managers on implementation and quality control of site related projects.
- Assist DOFM on the review of Motorola's PSEC construction documents and provide supplemental technical inspection services during construction.

**PRICE REASONABLENESS:**

The Purchasing Division initially released a request for proposal in 2006. It was mailed to eighteen (18) vendors and advertised on the Internet. GRD, Inc., (a Riverside county vendor) was the only vendor to respond to this RFP. 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 the other county agencies with an inclusive hourly rate of one hundred ten dollars (\$110.00). At the time of the first contract, 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 construction project management experience or the site leasing experience, but did not have both skills. DOFM and RCIT recommend the contract extension be given to GRD Inc., as a responsive and responsible vendor for the annual amount not-to-exceed total of nine hundred twenty five thousand dollars (\$925,000). This Form 11 has been reviewed and approved by County Counsel as to legal form.

**REIMBURSEMENT:**

DOFM will be reimbursed by the PSEC approved budget for PSEC related costs. For other non-PSEC services provided by GRD, DOFM will be reimbursed by the communications service provider under the department pre-leasing cost recovery formula. DOFM will also 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 the contract