



Legislation Text

File #: 15-8738, **Version:** 1

TO: Mayor and Commission

AGENDA DATE: 5/20/2024

FROM: Interim City Manager

AGENDA ITEM: 9 - A

SUBJECT:

Request for approval of award of RFP#24019 Cell Tower Manager and Agreement for Neel -Schaffer, Inc. - Glenn Whitcomb, Acting City Manager (386) 878-8850.

Strategic Goal: Infrastructure

LOCATION:

Various locations throughout the city.

COST:

Approximately \$35,000 for consultant's percentage of tower rent per fiscal year.

SOURCE OF FUNDS:

001130-523401

ORIGINATING DEPARTMENT:

Finance/Legal

STAFF RECOMMENDATION PRESENTED BY:

Glenn Whitcomb, Acting City Manager - Recommendation is being made to award RFP#24019 for a Cell Tower Manager to Neel-Schaffer, Inc. at the costs noted above and the approve the Agreement for Neel-Schaffer, Inc.

POTENTIAL MOTION:

"I hereby move to approved award of RFP#24019 for Cell Tower Manager and Agreement to Neel-Schaffer, Inc. and authorizes the necessary budget transfers to facilitate Commission approval and further authorizes the City Manager to sign any documents necessary to further Commission approval of this item."

BACKGROUND:

Staff requested proposals from interested third parties to manage and market the City's properties as sites for commercial wireless facilities and to manage all current cell tower leases. The City currently has 10 cell tower leases at 3 sites, and its current tower management contract will expire soon. The services are described on the attached scope of work. The agreement provides that the Consultant will receive 10% of the rent collected on existing leases and 25% of any newly generated rent. There will be an application review fee of \$6000 per site paid by the applicant to obtain information needed to perform Site Leasing and Management and Third-Party Expert Application Review. These services

include:

- Tower structural and loading audit using drone for capture of photographs and video of tower and appurtenances.
- Review and copying of all lease documents and correspondence on file with the City.
- Review and copying of all applicant file documents including previous Structural Analysis Reports, geotechnical reports, construction documents, NEPA documents, and any other file information available.
- Review of FAA/FCC filings and compliance.

It is anticipated that the cost for these services will be approximately \$35,000 per year for the consultant's share of tower rent. Application review fee will be \$6000 per site paid by the applicant.

Neel-Schaffer was one of five firms to respond to the RFP and consensus was made by the Selection Committee to recommend award to Nee-Schaffer. The approval of award authorizes the necessary budget transfers to facilitate Commission approval and further authorizes the City Manager to sign any documents necessary to further Commission approval of this item.