

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: 2/21/12  
Reviewed by: BP

**SUBJECT: Request for Qualifications (RFQ) for Radiofrequency Engineer  
for Wireless Consulting**

**REPORT BY: Anne L. Hersch, AICP, City Planner**

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**STAFF RECOMMENDATION**

That the City Council review the draft Request for Qualifications (RFQ), provide feedback to staff, and authorize staff to release the RFQ.

**BACKGROUND**

At the January 17, 2012 hearing the City Council discussed the idea of a Request for Qualifications (RFQ) for a Radiofrequency Engineer to provide guidance on the possibility of siting wireless telecommunications facilities on City property and other desirable sites in the City. The City Council directed staff to prepare a draft RFQ and agendize the draft document for Council review.

**ANALYSIS**

Staff has prepared a draft RFQ for the Council to review and recommend changes as appropriate. The scope of anticipated work is detailed below.

1. Work with City staff to identify feasible wireless sites in the City
2. Provide strong technical guidance on facility siting and help staff understand the variables which create a successful wireless site
3. Educate staff on the following physical aspects of wireless development
  - a. Antenna projection requirements
  - b. Height requirements
  - c. Physical space requirements
4. Provide a general understanding the construction and leasing aspects of wireless facilities

Selection Process

RFQ responses will be reviewed by staff and may also include up to two residents interested in participating in the review process. The recommended selection will be presented to the City Council for contract approval.

**SUSTAINABILITY IMPACT**

N/A

**FINANCIAL IMPACT**

There would be a City investment of staff time and consultant time to advise on site feasibility, preparation of an RFQ, and pursuit of financial arrangements to cover installation costs.

It is estimated that the cost for wireless consulting services could be at least \$5,000, and possibly more. This cost would be incurred by the City as part of the preliminary review to determine feasibility of wireless services on City-owned property.

**Attachments**

1. Draft RFQ for Radiofrequency Engineering Services