

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

Agenda Date: October 1, 2012
Reviewed by: BP

SUBJECT: Update on Request for Qualifications (RFQ) for Wireless Consulting Services

REPORT BY: Anne Hersch, City Planner
Jeff Bond, Community Development Director

SUMMARY

The Council directed staff to obtain wireless communication consulting services to assist the City in planning for wireless coverage and facilities.

STAFF RECOMMENDATION

That Council authorize, staff to enter into a consulting contract with Peter Gruchawka for wireless consulting services.

BACKGROUND

At the February 21, 2012 hearing the City Council authorized a Request for Qualifications (RFQ) for a consultant to provide guidance on the possibility of siting wireless telecommunications facilities in the City. The scope of work would include evaluation of future cell towers/facilities in Albany, including the possibility of locating on City property.

DISCUSSION

In May 2012, the RFP was posted on the City's web site and distributed to five consulting firms that appeared to be qualified to provide services. The City received two proposals in response from: Center for Municipal Solutions; and Kramer Telecom Law Firm. Staff has reviewed the proposals. In addition, both consultants have provided services to the City in the recent past. Staff has concluded that while both proposals were responsive to the City's RFP, both firms would face a challenge in presenting an analysis that could be accepted across the wide spectrum of views on the issue of locating wireless facilities in the City of Albany.

As an alternative, a consultant that has emerged as the one best suited to this work is Peter Gruchawka. He has a good combination of technical skills and experience. In discussions

with him, the approach that appears to work best is a time and materials format to do the following:

- (1) A review of the existing wireless facilities in the City or located nearby and provide coverage within the City;
- (2) Based on a tour of potential locations for new wireless facilities in the City, provide initial reaction to feasibility of new installation; and
- (3) A broad overview of industry trends and some preliminary thoughts on what the trends mean for City.

The work product will be a summary memo evaluating his preliminary impressions about how the City can be proactive about the location of wireless communications facilities in the City.

SUSTAINABILITY IMPACT

N/A

FINANCIAL IMPACT

It is estimated that the initial cost for services would be in the range of about \$5,000. The initial cost can be allocated to the Community Development budget. The Council discretionary line item could be a source of funds for additional work requested.