

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

The County requires the services of a Tower Coordinator, who will serve as the designee of the Director, Department of Technology and Enterprise Business Solutions (TEBS) and who will provide qualified personnel to administer the requirements of Section 2-58E of the Montgomery County Code.

In accordance with the Montgomery County Code, Section 2-58E, Transmission Facility Coordination, Montgomery County (the "County") has developed a process for the coordination of the location of public and private transmission facilities in the County. As provided under the Montgomery County Code, "transmission facility" is defined as "any telecommunications facility or radio and television broadcasting tower, including any antenna, tower, monopole or other structure used primarily to receive or transmit wireless voice, data or image information (or any combination of them)."

In accordance with this law, TEBS's Director must convene a Transmission Facility Coordinating Group (TFCG) consisting of members identified in Section 2-58E(d) of the Montgomery County Code. The purpose of the TFCG is to:

- a. review and comment on any pending action or proceeding on any pending transmission facility policy or siting issue; and,
- b. facilitate communications between member agencies on transmission facility policy and siting issues.

On average, approximately 165 applications are received for review annually. The table below outlines the number and types of applications received:

FY	Received Date range	Total apps processed by TFCG	New	Colocation	Minor Mod
FY20	7/1/19-6/30/20	178	7	10	161
FY21	7/1/20-6/30/21	197	1	35	161
FY22	7/1/21-6/30/22	219	4	65	150
FY23	7/1/22-6/30/23	186	1	37	148
FY24	7/1/23-6/30/24	49	2	24	23
TOTAL		829	15	171	643

Under the law, every land-owning agency in County government and any other land-owning agency which receives County funding must submit to the Director, TEBS, a transmission facility location plan, in an electronic format, which must be updated on a yearly basis. Additionally, every applicant for a building permit or special exception for a transmission facility must submit to the Director, TEBS, a transmission facility location plan which must clearly state the location of every existing transmission facility and the general location of any proposed transmission facility owned or controlled by the applicant. The applicant must update this plan yearly.

5.2. Intent

The intent of this Request for Proposals (RFP) is to enter into a Contract with One (1) Contractor who will provide a Tower Coordinator as required by the Montgomery County Code, Section 2-58E and who will provide the services described in COMCOR Section 02.58E.01 as well as additional services related to the general scope of this RFP and the resulting contract on an as-needed basis as requested by the County.

The Tower Coordinator's role is to provide a centralized source for private providers, County agencies and the public to obtain information regarding the County's siting process and the location and description of potential sites. The Tower Coordinator will also serve on the Transmission Facility Coordinating Group. Additional duties of the Tower Coordinator are contained in COMCOR Section 02.58E.01. The County may also request additional services that are within the general scope of the expertise of the Tower Coordinator for special projects related to the subject matter of this Request for Proposals (RFP) and resulting contract.

For additional information, please see Montgomery County Code Section 2-58E and COMCOR Section 02.58E.01 (Attachment D).

5.3. Scope of Services/Specifications/Work Statement

1. The successful offeror (herein after referred to as 'Contractor') must provide a Tower Coordinator, who is a wireless engineer as well as any additional personell needed to administer the requirements of Section 2-58E of the Montgomery County Code. The Tower Coordinator will provide the following services:
 - a. Provide technical engineering support to the TFCG and the County as it relates to the subject matter of this RFP and the resulting contract.
 - b. Serve as a liaison between telecommunication service providers and land use agencies to assist in the identification of sites for co-location, preparation, and submission of applications for tower sites;
 - c. Receive applications from telecommunications service providers for siting of telecommunications facilities;
 - d. Review applications for completeness and accuracy;
 - e. Work with the County's Department of Permitting Services (DPS) to confirm the zoning of proposed sites and the zoning history for each application;
 - f. Perform site visits of proposed tower siting locations, including conducting physical inspections of the surrounding areas to determine the level of impact on adjacent property owners;
 - g. Conduct a review of radio frequency (RF) engineering elements related to an application to determine interpretation, emission, or siting conflict issues;
 - h. Provide recommendations of each siting request to the TFCG based on zoning standards, effect on land-owning agencies, and effect on present and future public safety telecommunications facilities and plans;
 - i. Coordinate with other County agencies for use of public property for telecommunications purposes;
 - j. Staff the TFCG meetings, which occur once a month, including preparing and circulating documents, presenting cases, taking minutes and supervising the meeting in the absence of the Chairperson of the TFCG;
 - k. Maintain a County-provided database of wireless communications facilities in the County and pending applications as well as existing structures of certain heights in all zones that could serve as potential sites for the placement of antennas or monopoles;
 - l. Serve as a technical resource to the Board of Appeals and other County agencies as needed;

- m. Determine which federal regulations apply and make recommendations regarding technical standards, and applicability to local process and authority;
- n. Maintain records and files, in a County-provided system, of TFCG applications, maps and related materials and make them available to the County for inspection upon request;
- o. Design and specify wireless communications systems for public users or public safety officers;
- p. Provide monthly mapping information related to siting locations and applications;
- q. Provide a daily database of applications to the County which will be available to the public;
- r. Provide online access to the public for applications received; and
- s. Coordinate with applications through requests for information to resolve issues with application completeness.

5.4. Contractor's Qualifications

The Tower Coordinator provided by the Contractor must have three (3) years of relevant experience as a wireless engineer.

The Contractor must also provide experienced personnel who will be assigned to work on the resulting contract as needed. The Contractor's personnel must have valid professional licenses at all times.

If consultants or subcontracted personnel will be involved in providing services under the resulting contract, a resume for each person is required. No substitution of firm, personnel, or consultant will be accepted without written approval from the County

5.5. Contractor's Responsibility

The Contractor must provide personnel to serve as a Tower Coordinator to perform the duties outlined in Section 5.3, above as well as for special projects related to the subject matter of this Request for Proposals (RFP) and resulting contract.

The Contractor must not provide contract services to any cable OVS system, operator, telecommunications provider, or wireless provider and must not intend to for the term of the contract resulting from this Solicitation.

5.6. County's Responsibility

The County is responsible for making payment to the Contractor upon receipt and acceptance of true and correct invoices in accordance with the terms of any resulting Contract.

5.7. Reports/Deliverables

The Contractor must provide and maintain: a) meeting minutes of the Transmission Facility Coordinating Group within five (5) business days following a TFCG meeting; b) a database of wireless telecommunications facilities in the County, which includes pending applications and specifications of existing structures; c) records and files of TFCG applications, maps and related materials; d) monthly mapping information regarding siting locations and applications; and, e) a daily database of applications to the County which is made available to the public. The County will provide the databases and systems for use by the Contractor.

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which the Contractor must perform all work under the Contract begins on the Contract's effective date and ends one (1) year later. The Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times(s) for 1 year(s) each.

6.2 PRICE ADJUSTMENTS

- 6.2.1. Prices quoted are firm for a period of one (1) years after execution of the contract. Any request for a price adjustment after this one (1)-year period is subject to the following:
 - 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
 - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
 - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
 - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
 - 6.2.1.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
 - 6.2.1.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.
- 6.2.2. If pricing is based on percentage discounts, the percentage discount is fixed throughout the term of the contract.

7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA

7.1 PROCEDURES

- 7.1.1. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below under Section D.7.1.9.a.
- 7.1.2. Vendor interviews will be conducted with the three (3) highest-scoring offerors with a minimum of sixty (60) points based on the QSC's score for each written proposal. The interview criteria that will then be utilized are listed below under Section D.7.1.9.b. The QSC will also review an offeror for responsibility.
- 7.1.3. The QSC will make its award recommendation of the highest ranked offeror based on the QSC's combined written and interview scores, and its responsibility determination.
- 7.1.4. The Using Department Head will review and forward the QSC recommendation with concurrence, objection, or amendment to the Director, Office of Procurement.
- 7.1.5. The Director, Office of Procurement, may approve, approve with conditions, or reject the Using Department Head's recommendation.
- 7.1.6. Upon approval of a recommended award to a proposed awardee(s), by the Director, Office of Procurement, the County will enter into negotiations with the proposed awardee(s). If a contract