



MEMORANDUM

Date: February 7, 2024

To: Mayor Satya Rhode Conway
City of Madison Common Council
City of Madison Finance Committee
City of Madison Water Utility Board

From: Pete Holmgren, P.E. – Chief Engineer, Water Utility
Lance Vest – Real Estate Specialist 2, Office of Real Estate

Subject: Telecom License Consulting Services
Contract Recommendation

RECOMMENDATION

Staff recommends entering into a contract with Terabonne, Inc. for telecom consulting services outlined in the attached contract draft.

BACKGROUND

The City currently has a number of license agreements in place that allow for the attachment of telecommunications equipment to City-owned property in various locations throughout Madison. These agreements generate revenue for City agencies and are beneficial to the telecom companies for building out their networks. The most common agreements are on parcels with water towers – owned and managed by Madison Water Utility – because of their height and transmittal potential. Many of these license agreements are currently either expired and in hold over status, or have pending equipment change requests that have necessitated the need to renegotiate the terms of the existing agreements.

Ongoing and accelerating changes to telecommunication equipment, technology, and standards over the decades have made it difficult for current City staff – particularly in the Water and Real Estate agencies, where agreements are negotiated and evaluated – to ensure that these agreements are appropriately valued and managed in ways that best benefit the City.

In the fall of 2023, the Water and Real Estate agencies worked with City Purchasing to write up and issue a Request for Proposals (RFP) for consulting services related to telecom lease negotiations and evaluations. Specifically, proposals were sought for services related to:

- Assisting in negotiating amendments to existing license agreements.
- Assisting in negotiating new license agreements (See Section 3 - Available Sites)
- Providing engineering services to:
 - Reviewing new equipment change requests from licensees for items including but not limited to:
 - Appropriate site configuration (placement, accessibility, aesthetics, etc.)
 - Structural integrity and certification; engineering analysis as appropriate
 - Acceptability by City agencies to accommodate their primary site and business needs
- Reviewing/auditing existing equipment installations and documentation to:
 - Ensure compliance on City sites
 - Facilitate corrective actions by licensees, as appropriate

City Purchasing facilitated and documented the RFP process and results which led to the recommendation of contracting with Terabonne, Inc. for the services outlined above. Additional details are provided in the contract draft which is attached.

The legislative path of this item is shown below:

- Common Council (Intro): 2/13/2024
- Finance Committee: 2/26/2024
- Water Utility Board: 2/27/2024
- Common Council: 3/5/2024

ATTACHMENTS:

- A. City Purchasing RFP Document
- B. City Purchasing Evaluation Panel Report
- C. DRAFT Purchase of Services Contract with Terabonne, Inc.