ATTACHMENT I

SCHOOL BOARD PROCESS FOR CO-LOCATION OF
TELECOMMUNICATIONS FACILITIES ON BOARD-OWNED PROPERTY

PROCESS FOR THE SITING OF JOINT-USE WIRELESS TELECOMMUNICATIONS FACILITIES ON BOARD-OWNED SITES

1. The School Board of Miami-Dade County (Board) issues request for proposals (RFP's), twice a year, for the siting of joint-use wireless telecommunications facilities (facilities) and co-location on existing joint-use facilities on Board-owned sites. The RFP will include, but not be limited to, terms and conditions of any proposed lease agreement and requirements for liability insurance. Prior to the issuance of each RFP, the Division of Governmental Affairs and Land Use Policy and Acquisition (Division) will conduct a mandatory pre-bid meeting to answer any questions from potential bidders.

2. Initial response to the RFP shall include:

   a. letter of interest to the Division indicating the site(s) the service provider proposes to co-locate or develop;

   b. a completed application for each Board-owned site on a Division approved form;

   c. description of the proposed facility which will include, but not be limited to, antenna and supporting equipment with, if applicable, a minimum of two (2) future co-locators;

   d. copy of the service provider's commercial general liability insurance showing a minimum coverage, in the aggregate, of two million dollars ($2,000,000);

   e. type of service to be provided by the facility;

   f. photo of a similar facility; and,

   g. a five hundred dollar ($500.00) non-refundable processing fee, which may be adjusted, from time to time, by the Superintendent of Schools, or his/her designee.

3. For each school site, the Division will send a memorandum (memo) to the principal and their respective region superintendent, requesting conceptual approval or declination of the proposal. The memo will include, as an attachment, a description of the proposed facility and photo of a similar facility. Through the memo, the principal will be advised that he/she is under no obligation to agree to the placement of the facility nor to negotiate with the service provider any issues on behalf of the Board. Further, the principal will be advised of established procedures concerning revenue distribution.

4. For each non-school site, the Division will send a memo to the site director (director) and their immediate supervisor, requesting conceptual approval or declination of the proposal. The memo will include, as an attachment, a description of the proposed facility and photo of a similar facility. Through the memo, the director will be advised that he/she is under no obligation to agree to the placement of the facility nor to negotiate with the service provider any issues on behalf of the Board. Further, the director will be advised of established procedures concerning revenue distribution.

5. Prior to conceptual approval of a school site, the principal shall distribute information on the proposal and seek input from the chairpersons of his/her respective Parent, Teacher and Student Association (PTSA), Educational Excellence School Advisory Council (EESAC), student and teacher organizations, and/or any other school based constituencies which the principal may deem appropriate.

6. If the proposal is declined for either a school or non-school site, written notice will be forwarded to the Division within ten (10) business days from receipt of the initial memo. Upon receipt of the written notice, the Division will provide written notice to the service provider within ten (10) business days and the process ends.

7. If the proposal receives preliminary approval for either a school or non-school site, the principal/director shall forward written notice to the Division within ten (10) business days from receipt of the initial memo. Upon receipt of the written notice, the Division will provide written notice to the service provider within ten (10) business days, in writing, of the preliminary approval.

8. Once notified of the preliminary approval, the service provider will provide written notice to the Division, within ten (10) business days from the pre-approval date, as to whether it wishes to proceed with the proposal. Failure to provide written notice to the Division within the prescribed timeframe may end consideration of the proposal by Board staff.

9. If the service provider wishes to withdraw the proposal, the process ends and the Division will notify the principal/director and their immediate supervisor.

10. Should the service provider wish to proceed with the proposal, written notice shall be forwarded to the Division advising of testing date(s), time(s) and location(s) approved by the principal/director. The notice shall be provided to the Division at least three (3) business days prior to the commencement of any testing and include the scope of work to be performed.

11. Upon completion of any and all required tests, the service provider will notify the Division, within ten (10) business days from the final approved testing date, of their desire to discontinue or proceed with the proposal. Failure to provide written notice to the Division within the prescribed timeframe may end consideration of the proposal by Board staff.

12. If the service provider wishes to withdraw the proposal, the process ends and the Division will notify the principal/director and their immediate supervisor.

13. If the service provider wishes to proceed with the proposal, a one thousand dollar ($1,000.00) non-refundable fee, per Board-owned site, shall be submitted within fifteen (15) business days of notice to the Division. The application fee will cover the administrative cost of processing and reviewing the proposal and may be adjusted, from time to time, by the Superintendent of Schools, or his/her designee. Additionally, twenty (20) sets of the following items shall be submitted as part of the proposal along with the application fee:

    a. for co-location on existing facilities, a site plan, to scale, showing the location of the existing facility, existing and proposed equipment, distance to property lines and any required easements;

b. for proposed facilities, a site and landscape plan (plan), to scale, showing the location of the proposed facility, a minimum of two (2) future co-locators, related equipment, distance to property lines, any required easements and adjacent land uses;

c. the minimum setback distance from abutting non Board-owned property lines for a proposed monopole shall be one hundred and twenty-five percent (125%) of the height of the monopole;

d. an elevation, to scale, of the existing or proposed facility, including all dimensions and special attributes;

e. type of service to be provided by the service provider(s), output power, and telecommunications frequency(-ies) to be used, including the equipment, manufacturer, software versions, et cetera;

f. an aerial photo showing all properties within 500 feet of the existing or proposed facility as measured from the Board's property lines;

g. for proposed facilities in areas that are not zoned for wireless telecommunications facilities, a certified mailing list of property owners of record, within 500 feet of the proposed Board-owned site measured from the property lines and reflected on the Miami-Dade County Property Appraiser's tax roll as updated from time to time; and,

h. proposed monetary and non-monetary compensation to the Board.

Failure to provide written notice to the Division within the prescribed timeframe may end consideration of the proposal by Board staff.

14. The site related information contained within the proposal package would be distributed by the Division to departments, divisions and offices that will conduct technical reviews. The technical reviews will include, but not be limited to, applicable building codes, regulations, safety standards and possible co-location of any and all Board-owned equipment. The technical reviews will be conducted by the following: Design and Construction; Division of Energy, Communications and Fiscal Management; Department of Facilities Compliance; Department of Safety, Environment and Hazard Management; Office of Information Technology; and, Division of Media Programs (WLRN). As deemed appropriate, the Superintendent of Schools, or his/her designee, may add or delete reviewers.

15. Additionally, the site related information contained within the proposal would be distributed to the planning and/or zoning department of the local municipality. The planning and/or zoning department of the local municipality will have the option of providing technical comments within fifteen (15) business days from receipt of said information.

16. Should a proposed facility or co-location on an existing facility conflict with future school use and/or interfere with school operations, the Division will advise the service provider and request twenty (20) sets of a modified plan. The modified plan will propose an

alternate location and will be submitted to the Division within fifteen (15) business days from notice of the conflict for an additional technical review. Failure to provide said plans within the prescribed timeframe may end consideration of the proposal by Board staff.

17. Should a proposed facility or co-location on an existing facility NOT conflict with future school use and/or interfere with school operations, the Division will advise the service provider and forward comments during the technical review for incorporation into final plan documents; the principal/director and their immediate supervisor will also be notified of the results. The final plan documents will be re-submitted to the Division for an additional technical review should the Board approve a negotiated proposal.

18. The Division will convene a meeting of the **Telecommunications Technical Review Committee** (TTRC) to establish negotiation parameters. The Division will also advise the principal/director and their immediate supervisor of the meeting time and place. The TTRC membership will include the following, or his/her designees: Chief Business Officer, Chair; Associate Superintendent for School Operations; and, Chief Auditor. Notwithstanding the aforementioned, the Superintendent of Schools, or his/her designee, may add or delete staff/representatives.

19. The Superintendent of Schools, or his/her designee, will designate TTRC membership.

20. The Division will facilitate all negotiations with the service providers on behalf of the TTRC.

21. If negotiations are unsuccessful, any counteroffers will be submitted to the TTRC for review and direction.

22. If negotiations are successful, the Division will provide written notice to the principal/director and their immediate supervisor. Proposed facilities in areas that are zoned for wireless telecommunication facilities and/or co-location on existing joint-use facilities will be submitted to the **Fact-finding Telecommunications Committee** (TC). The TC will review the proposal for adherence to the Board adopted process.

23. The TC membership will include the following, or his/her designees: Associate Superintendent for Procurement and Materials Management; Chief Facilities Officer (Construction); General Manager of WLRN; President of the Citizen's Advisory Council; and, President of the Dade County Council PTA/PTSA. Notwithstanding the aforementioned, the Superintendent of Schools, or his/her designee, may add or delete staff/representatives.

24. Proposals that adhered to the Board adopted process will be recommended to the Board for consideration.

25. Proposals not adhering to the Board adopted process will be forwarded to the Division for review and resolution.

26. Proposed facilities in an area not zoned for wireless telecommunications facilities or not for co-location on an existing joint-use facility, will require community notification. The Division will mail notice of the proposed facility to property owners of record, within 500 feet of the proposed site as measured from the Board's property lines and reflected on the Miami-Dade County Property Appraiser's tax roll, as updated from time to time. The

notice will contain general information on the proposed facility including its proposed location on the site and request written comments within ten (10) business days from date of the notice. The cost of the notice will be borne by the service provider.

27. Upon receipt of any and all comments for the proposed facility, the Division will convene a meeting of TC. The TC will review proposals relative to adherence of the Board adopted process; review of comments received via the community notification; and, issues Board recommendations. The principal/director and his/her immediate supervisor will be notified of the meeting and requested to attend.

28. Based on community comments and/or input from the principal/director and his/her immediate supervisor, the TC may vote to recommend approval of the proposal by the Board. The Division will advise the service provider and submit the TC's recommendation to the Board of consideration.

29. Based on community comments and/or input from the principal/director and his/her immediate supervisor, the TC may vote to decline the proposal. Should the TC vote to decline the proposal, the Division will advise the service provider and submit the TC's recommendation to the Board of consideration.

30. Based on community comments and/or input from the principal/director and his/her immediate supervisor, the TC may vote to hold a community meeting at the site to discuss the proposed facility.

31. Should the TC vote to hold a community meeting, the Division will notify the community of the date, time and location of the meeting. The notice to the community shall occur a minimum of ten (10) business days prior to the scheduled meeting date. The cost of the notice will be borne by the service provider.

32. After the community meeting, the Division will convene a meeting of the TC for discussion of the community meeting and direction. The meeting agenda will include, but not be limited to, the proposal submitted by the service provider and comments received through the community meeting. The principal/director and his/her immediate supervisor will be notified of the meeting and requested to attend.

33. Based on the input and comments received from all relevant parties, including the community, principal/director and/or his/her immediate supervisor, the TC may vote to decline the proposal. Should the TC vote to decline the proposal, their recommendation will be forwarded to the Board for consideration. The service provider and property owners who provided written and oral comments during the community meeting will be notified of the TC's decision. The notice to the service provider and property owners will include the tentative Board meeting date for consideration of the proposal.

34. Based on the input and comments received from all relevant parties, including the community, principal/director and/or his/her immediate supervisor, the TC may vote to approve the proposal. Should the TC vote to approve the proposal, their recommendation will be forwarded to the Board for consideration. The service provider and property owners who provided written and oral comments during the community meeting will be notified of the TC's decision. The notice to the service provider and property owners will include the tentative Board meeting date for consideration of the proposal.

35. If the Board declines the proposal, the Division will provide written notice to the service provider within five (5) business days and the process ends.

36. If the Board accepts the proposal, the Division will provide written notice to the service provider within five (5) business days.

37. Upon receipt of written notice from the Division advising that the Board approved the proposal, the service provider will submit twenty (20) sets of final plan documents to the Division for review and approval within fifteen (15) business days. Failure to provide written notice to the Division within the prescribed timeframe may end consideration of the proposal by Board staff. Said plans will include, but not be limited to, the following:

    a. certification by an engineering firm as to the projected wind-load capacity of the monopole with and without all proposed antennas;

    b. certification by an engineering firm that the proposed facility or co-location is in compliance with the Florida Building Code and all other applicable local, state and federal building codes, regulations and safety standards as amended from time to time;

    c. copy of a contract with an independent firm that will validate and certify, on a semi-annual basis, the type of service being provided by the facility, telecommunications frequency(-ies) used, including the equipment manufacturer, software versions and that the facility complies with Federal Communication Commission (FCC) health standards;

    d. incorporation of technical comments, if any, provided from the initial technical review; and,

    e. copy of a contract with a uniform building code inspection (UBCI) firm for review and approval of plans and construction.

38. The Division will distribute site related information contained within the proposal package to Design and Construction for approval prior to commencement of any construction activity. Design and Construction will finalize the plans in conjunction with the UBCI firm. As deemed appropriate, the Superintendent of Schools, or his/her designee, may add or delete reviewers.

39. Once the Division receives approval of the plans from Design and Construction, the Division will provide written notice to the service provider with a copy to the principal/director and their immediate supervisor. The Division will also route the lease agreement for execution.