



August 16, 2021

Mr. Hal Metzler, Jr.  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

Re: Hyattsville Small Cell Program  
DPW07132015 / JMT #16-1916-064

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide the attached price proposal for Small Cell Wireless Permitting Program deliverables and services. JMT will establish coherent Permitting Program Deliverables, Policies, and Workflows that can be completed concurrently with Ordinance and Manual Adoption by the City of Hyattsville.

The scope of work and deliverables will include:

## **1.0 PERMITTING PROGRAM DELIVERABLES (PUBLISHED FOR APPLICANT USE)**

### **1.1 Identify Process Deliverables**

JMT will refine the draft processes and deliverables that must be published to support the creation and administration of Permit Applications, Fiber Placement Requests, Wireline Installations, and Collocation Agreements for small wireless facilities in the public rights-of-way within Hyattsville's municipal boundary.

### **1.2 Complete Checklist Deliverables for Gatekeeping and Technical Reviews**

JMT will collaborate with Hyattsville's Director of Public Works (or designee) serving as "Hyattsville's Small Cell Director" to outline the technical content of Small Cell Checklists that must be completed to allow external users to file appropriately detailed Permit Applications, and Collocation Agreement requests electronically online. These Checklist Deliverables can generally be described as falling into three review stages: gatekeeping/completeness determination, initial technical review, and revised application technical review. JMT will perform one (1) update of the individual deliverables: in order to add or amend City permitting requirements or links to peer Agency permitting contacts. These updates are explicitly limited to the period of time between City's Draft Ordinance introduction/reading and ending prior to any formal Permit Application Submittals for review. Additional revisions would require a separate agreement or amended task, scope, and budget.

### **1.3 Coordinate with Hyattsville Divisions and Subject Matter Experts**

JMT will be available as an "On-Call" resource to coordinate with the City of Hyattsville's internal Sections or subject matter experts if unusual technical issues or concerns are encountered which may require a policy determination by Hyattsville that would reasonably establish precedent for similar future situations. This effort will include three (3) video-conference/meetings with qualified Hyattsville Personnel or affected Sections.

### **1.4 Finalize and Publish Applicant Guidance and Deliverables**

JMT will finalize FAQ's, Application Cover Letters (intelligent pre-screening Checklist), Forms, and Guidance: in support of the City of Hyattsville's request to provide a transparent and consistent basis for permit applications and fiber placement requests to be assessed for completeness and general conformity with established criteria.

## 1.5 Project Manager Coordination

For the duration of this task, JMT's task manager will provide monthly invoices to Hyattsville and will meet/communicate (via video or audio platforms) on a recurring basis, generally every two weeks, with Hyattsville's Small Cell Director to review Draft technical content of Deliverables, task budget, status of process and policy documentation, and discuss other miscellaneous task related matters. This effort will include up to three (3) video-conference/meetings with Hyattsville to review technical content or progress under this task.

## 1.6 Limit of Scope

JMT's scope of responsibilities related to Permit Application Deliverables is aimed at establishing working materials that will specify Hyattsville's Requirements, Expectations, and Collaborative Intent. JMT will not modify the technical content of Deliverables (other than typos or mutually agreed upon clarifications of intent) once Published without a separate additional Task Proposal.

- \* **Note:** Any costs associated with "**Deliverables**" or Workflow/Process related services outlined in Section 1 of this agreement would be considered actual expenses incurred by the City of Hyattsville.

Person-hours associated with "**Deliverables**" as described in Sections 1.1 through 1.5 of this Task 001 should generally be considered reimbursable to the City of Hyattsville from the collective pool of Applicants. Any recovered costs would be collected by Hyattsville as "Recoupment fees" in the future once permit applications begin to be processed and the City elects to forward itemized invoices/charges to the Permittee(s) as actual costs incurred by Hyattsville. The supplemental funds that may be owed to Hyattsville, based on potentially recoverable fees and invoiced costs, have not been accounted for in this proposal (as potentially required offset income or payments) and the actual recovery of costs by the city are contingent on the commencement of submittals during Fiscal Year 2022.

## 2.0 GENERAL ASSISTANCE WITH PERMITTING PROGRAM AND POLICY SET-UP

### 2.1 PROJECT COORDINATION & PERMITTING PERSPECTIVE (PRE-IMPLEMENTATION REFINEMENTS)

JMT's Small Cell Permitting Team will provide assistance to Hyattsville's Small Cell Working Group related to finalizing Public Policy and Permitting requirements. This effort will include up to three (3) video-conference/meetings with Hyattsville to review Draft technical content or progress under this task. JMT will provide insight from a Permitting Program Management, Implementation and Administration perspective, including 2 sets of comments on working Drafts of the Proposed Ordinance/Manual that will establish the City's ability to regulate Small Cell Facility Permitting in the Public Rights-of-Way.

## 3.0 PERMITTING REVIEWS AND COORDINATION

### 3.1 PRE-SUBMITTAL MEETINGS AND INQUIRIES

JMT's Small Cell Permitting Team will provide assistance to Hyattsville's Small Cell Working Group related to pre-submittal coordination with potential Applicants to clarify Public Policy and Permitting requirements. This effort will include 1 (one) video-conference/meeting with Hyattsville and each prospective Applicant/Provider (up to three (3) individual Applicants in total) to review the Permitting Program established under this task. JMT will provide insight from a Permitting Program Management, Implementation and Administration perspective, including 1 sets of comments on working Drafts of the Proposed Applicant's sample permitting plans.

### 3.2 GATEKEEPING REVIEWS

JMT's Small Cell Permitting Team will perform Gatekeeping/Completeness Reviews for up to ten (10) separate Small Cell Nodes/Sites (inclusive of individual Nodes that are batched or bundled

under group Permits). JMT will provide checklist responses and comments detailing missing items identified in the Applicant's permitting package and plans. (Duration of these reviews will be determined in conjunction with Hyattsville's adopted standards but is typically 10 business days)

### 3.3 INITIAL TECHNICAL REVIEWS

JMT's Small Cell Permitting Team will perform Initial Technical Reviews for up to ten (10) separate Small Cell Nodes/Sites (inclusive of individual Nodes that are batched or bundled under group Permits). JMT will provide checklist responses and comments detailing technical issues or missing items identified in the Applicant's permitting package and plans. (Duration of these reviews will be determined in conjunction with Hyattsville's adopted standards but is typically 20 business days following the Gatekeeping Period).

### 3.4 RESUBMITTAL TECHNICAL REVIEWS (IF NECESSARY)

JMT's Small Cell Permitting Team will perform Resubmittal Technical Reviews for up to ten (10) separate Small Cell Nodes/Sites (inclusive of individual Nodes that are batched or bundled under group Permits). JMT will provide recommendations for granting permitting approvals or updated checklist responses and comments detailing technical issues or missing items related to the Applicant's updated permitting package and plans. (Duration of these reviews will be determined in conjunction with Hyattsville's small cell coordination team and adopted standards but is typically 10 to 15 business days following the upload of revised technical responses).

### 3.5 FINAL TECHNICAL REVIEWS (IF NECESSARY)

JMT's Small Cell Permitting Team will perform Final Technical Reviews for up to five (5) separate Small Cell Nodes/Sites (inclusive of individual Nodes that are batched or bundled under group Permits). JMT will provide recommendations for granting permitting approvals as well as red-lines or mark-ups of minor notes or clarifications on the Applicant's updated permitting package and plans. (Duration of these reviews will be determined in conjunction with Hyattsville's small cell coordination team and adopted standards but is typically 5 to 10 business days following the upload of revised technical responses).

### 3.5 POST APPROVAL COORDINATION

JMT's Small Cell Permitting Team will coordinate with Hyattsville's small cell coordination team regarding the post approval construction issues for up to ten (10) separate Small Cell Nodes/Sites (inclusive of individual Nodes that are batched or bundled under group Permits). JMT will be available upon request to provide responses to construction related inquiries, and/or to provide up to four (4) field visits to evaluate conditions in the field during construction.

**Total Amount Not to Exceed**

**\$29,410.00**

#### **Assumptions:**

- a. JMT will not provide comments beyond the 2nd revision to the Draft City Ordinance / Manual under this scope and fee estimate.
- b. JMT asserts that the time and cost estimates of this Proposal are only valid if the Permitting Program deliverables and workflows are completed in advance of Permit Application Submittals. Costs and effort required to implement these services and deliverables will increase considerably if applicants submit prior to JMT completing this Scope of Work and the City publishing these deliverables and policies on-line.
- c. JMT will be reliant on the City of Hyattsville to ensure coordination and collaboration between the City's internal sections and permitting teams. JMT is prepared to act on the City's behalf as a designee

(pending written authorization) in making technical comments and issuing recommendations for Permitting Approvals. The FCC has stipulated that all permitting requirements of a municipality, which are related to any aspect of the approval and construction of Small Cell facilities, are subject to a shot-clock of 60-days total for collocations onto existing infrastructure/poles or 90-days total for new pole placements. If JMT cannot be provided with definite timeframes for responses from the City's subject matter experts and permitting teams, the timelines and deliverables of this scope will become unmanageable and shot-clock violations may occur.

- d. JMT will collaborate with Hyattsville's small cell coordination team on establishing hand-off procedures for aspects of the reviews, permitting, and construction inspections that Hyattsville may elect to take responsibility for during the contract period. Any offset
- e. JMT will perform up to 10 (ten) site specific Permit Application Reviews, including up to 3 (three) Pre-submittal Meetings, or Applicant/Provider related meetings/correspondence under this Scope of Work. In the event that additional gatekeeping reviews or technical reviews are required due to Applicant errors or retractions of nodes/sites, a revised task or supplemental agreement and budget may be required.
- f. A secondary task proposal with specific scope and terms demonstrating written mutual concurrence for any work in excess of these initial permitting and coordination estimates will be required in advance of beginning any such additional work.
- g. JMT will be available to meet with sister municipalities regarding their separate small wireless program inquiries. However, JMT will require a stand-alone agreement with any other municipal entity that desires to engage JMT to provide similar services.
- h. Addressing damage to the existing structure and/or recommendations for repair to damaged structural members is not included.
- i. Any systems needed to observe the structure such as ladders and/or removal of existing architectural finish systems will be provided by the client.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON



Jonathan J. Ryan, PE, CCM, PMP  
Senior Vice President

cc: Soli Guille, JMT

COST SUMMARY FORMAT					
PART I - GENERAL					
CLIENT: <b>City of Hyattsville - Professional Consulting &amp; Design Services</b>	<b>Hyattsville Small Cell Program</b>	<b>DPW07132015</b>	<b>Task Order 64</b>		
CONSULTANT: <b>Johnson, Mirmiran &amp; Thompson</b>	<b>JMT -16-1916-64 Small Cell Program</b>	<b>PROPOSAL DATE 16-Aug-21</b>			
ADDRESS: <b>601 New Jersey Ave, Suite 210 Washington, DC 20001</b>					
COST SUMMARY					
1. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS	
Project Manager	50	\$125.00	\$ 6,250.00		
Program Manager	15	\$157.00	\$ 2,355.00		
Senior Engineer	35	\$195.00	\$ 6,825.00		
Senior Structure Engineer	6	\$195.00	\$ 1,170.00		
Traffic Engineer	14	\$145.00	\$ 2,030.00		
Electrical Engineer	6	\$125.00	\$ 750.00		
Design Engineer	70	\$125.00	\$ 8,750.00		
Engineering Tech	6	\$76.00	\$ 456.00		
Technician	8	\$82.00	\$ 656.00		
<b>Total Hours</b>	210				
<i>DIRECT LABOR SUBTOTAL:</i>			\$ 29,242.00		
2. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL =	ESTIMATED		
OVERHEAD AND PAYROLL BURDEN	0%		\$ -		
<i>INDIRECT COSTS SUBTOTAL</i>			\$ -		
3. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 1 & 2)				\$ 29,242.00	
4. PROFIT - (Fixed Hourly Rate)				\$ -	
5. TOTAL PROFESSIONAL FEE (Combined Sum of Items 3 & 4)				\$ 29,242.00	
6. OTHER DIRECT COSTS (refer to attached itemization)					
7. EXPENSES	QTY.	COST	ESTIMATED COST		
a. Transportation (personal car)	300	\$ 0.56	\$ 168.00		
c. Photocopies (internal)	NA	included in contract	\$ -		
d. Photocopies (Outside Copying)	0	sheets X \$0.10/sheet	\$ -		
e. Drawing Prints	0	sheets X \$1/sheet	\$ -		
f. Mylar Prints		sheets X \$25/sheet	\$ -		
			\$ -		
<i>EXPENSES SUBTOTAL</i>			\$ 168.00		
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST		
			\$ -		
			\$ -		
<i>EQUIPMENT SUBTOTAL:</i>			\$ -		
9. SUBCONSULTANT(S)			ESTIMATED COST		
0	0	\$ -	\$ -		
	0	\$ -	\$ -		
	0	\$ -	\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ -		
10. SUBCONSULTANT MARKUP			ESTIMATED COST		
a. Lewicki Estimating Services	0	0.10	\$ -		
b.	0		\$ -		
c.			\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ -		
<i>OTHER SUBTOTAL</i>			\$ -		
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 168.00	
TOTAL PRICE (Combined Sum of Items 5 & 10)				\$ 29,410.00	