

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

December 19, 2023

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Request for Proposals for a Wireless Communication Facility in San Bernardino

**RECOMMENDATION(S)**

Approve and authorize the release of a Request for Proposals for a revenue license of approximately 800 square feet of San Bernardino County-owned land in the City of San Bernardino for a communication facility with a preferred term of five years with four five-year options to extend the term of the license.

(Presenter: Terry W. Thompson, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not require Discretionary General Funding (Net County Cost). There is no cost associated with the issuance of the Request for Proposal (RFP). Annual revenue is projected to be in excess of \$40,000 with annual increases of 3.5%. Revenue will be deposited in the Real Estate Services Department (RES D) Rents budget (7810001000).

**BACKGROUND INFORMATION**

The recommended action will approve and authorize the release of an RFP for the license of approximately 800 square feet of County-owned land for the construction, operation and maintenance of a wireless communication facility including an antenna tower, equipment shelter, and perimeter fencing located at 780 E. Gilbert Street in San Bernardino (Property).

RES D has received an unsolicited proposal from APC Towers, LLC (APC) to license approximately 800 square feet of County-owned land located at the Property for the construction, operation, and maintenance of a wireless communication facility. APC proposes, upon completion of the facility, to license antenna space on their tower and rack space within their equipment shelter to wireless service providers with the initial placement for T-Mobile. However, per California Government Code Section 25526, a Request for Proposals (RFP) must be conducted for new revenue licenses of County-owned real property that either exceeds 5,000 square feet or has a term, including options, of more than five years and is renewable. The expected terms of the resultant Revenue License Agreement will be an initial term of five-years with four five-year options to extend the term of the Agreement.

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Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

**PROCUREMENT**

Upon approval, The RFP will be advertised for 10 days in the San Bernardino Sun newspaper, released in the County's Electronic Procurement Network (ePro) (Bid No. RESD123-RES-4966), listed on RESD's website, and notifications will be sent to prospective proposers on the RESD-maintained email distribution list.

Proposals will be evaluated by a selection committee comprised of various staff from RESD, the County Administrative Office, and Project and Facilities Management Department (PFMD). Proposals will be evaluated based on the proposer's experience and ability to complete the construction of the communication facility, revenue to be received by the County, and proposer's exceptions to the form of license agreement. The resulting recommended License Agreement will be presented to the Board for approval.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on November 7, 2023; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on November 17, 2023; Finance (Garrett Baker, Administrative Analyst, 387-3077) on November 29, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on November 30, 2023.

(KB 677-7961)

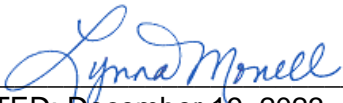
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Col. Paul Cook (Ret.)  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: December 19, 2023



cc: File - Real Estate Services w/attach  
CCM 12/28/2023