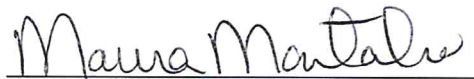
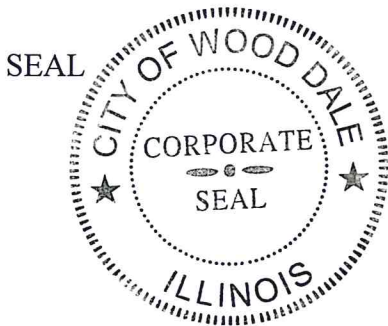


STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DU PAGE     )

I, Maura Montalvo, Deputy City Clerk of Wood Dale, Illinois DO HEREBY CERTIFY that as such Deputy City Clerk and keeper of the records, that the foregoing is a true and correct copy of Resolution #R-20-06 **A RESOLUTION AUTHORIZING THE CITY OF WOOD DALE TO ENTER INTO AN AGREEMENT WITH HR GREEN FOR PROFESSIONAL SERVICES FOR 5G/SMALL CELL CONSULTING IN THE AMOUNT NOT TO EXCEED \$18,000**

Passed by The City of Wood Dale, Du Page County, Illinois, IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the City of Wood Dale, this 20<sup>th</sup> day of February, 2020

  
Maura Montalvo, Deputy City Clerk



**Resolution #R-20-06**

**A RESOLUTION AUTHORIZING THE CITY OF WOOD DALE TO ENTER  
INTO AN AGREEMENT WITH HR GREEN FOR PROFESSIONAL SERVICES  
FOR 5G/SMALL CELL CONSULTING IN THE AMOUNT NOT TO EXCEED  
\$18,000**

Passed: February 20, 2020  
Published in Pamphlet Form: February 21, 2020

I, Maura Montalvo, as the Deputy City Clerk for the City of Wood Dale, hereby certify  
that the attached Resolution is a true and correct copy of **#R-20-06**

**A RESOLUTION AUTHORIZING THE CITY OF WOOD DALE TO ENTER  
INTO AN AGREEMENT WITH HR GREEN FOR PROFESSIONAL SERVICES  
FOR 5G/SMALL CELL CONSULTING IN THE AMOUNT NOT TO EXCEED  
\$18,000**

Passed and approved by the City Council of the City of Wood Dale on February 20, 2020  
and hereby published in pamphlet on February 21, 2020

  
Maura Montalvo, Deputy City Clerk



RESOLUTION NO. R-20-06

**A RESOLUTION AUTHORIZING THE CITY OF WOOD DALE TO ENTER INTO AN AGREEMENT WITH HR GREEN FOR PROFESSIONAL SERVICES FOR 5G/SMALL CELL CONSULTING IN THE AMOUNT NOT TO EXCEED \$18,000**

**WHEREAS**, the City of Wood Dale (hereinafter referred to as the "City") is a duly organized and existing body politic and corporate governed by the provisions of the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*, and its own duly adopted Municipal Code; and

**WHEREAS**, the City is authorized and empowered under the Illinois Municipal Code, and its Ordinances adopted pursuant thereto, to enter into agreements and to contract for goods and services; and

**WHEREAS**, the Mayor and the City Council of the City seek to ensure that the City is run effectively and efficiently; and

**WHEREAS**, the Mayor and the City Council of the City, seeks **HR GREEN** for **PROFESSIONAL SERVICES FOR 5G/SMALL CELL CONSULTING**; and

**WHEREAS**, these services are necessary to maintain and promote an effective and efficient City Government; and

**WHEREAS**, after diligent review of the qualifications and services of **HR GREEN**, the Mayor and the City Council find **HR GREEN** is the most qualified firm to perform the duties sought by the City; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WOOD DALE, DUPAGE COUNTY, AN ILLINOIS CORPORATION**, as follows:

**SECTION 1:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION 2:** The Mayor is authorized to execute said Agreement on behalf of the City of Wood Dale, which signature shall be attested to by the City Clerk.

**SECTION 3:** The City Manager, staff and/or the City Attorney shall take the steps necessary to put the terms and conditions of the Agreement into effect.

**SECTION 4:** That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

**SECTION 5:** That this Resolution shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED this 20<sup>th</sup> day of February, 2020.

AYES: Alderman Catalano, Jakob, Messina, Sorrentino, Susmarak  
E. Wesley, Woods

NAYS: None

ABSENT: R. Wesley

APPROVED this 20<sup>th</sup> day of February, 2020.

SIGNED: Annunziato Pulice  
Annunziato Pulice, Mayor

ATTEST: Maura Montalvo  
Maura Montalvo, City Deputy Clerk



**REVISED SCOPE OF SERVICES**  
**For**  
**5G SMALL CELL CONSULTING**  
**Wood Dale, IL**

**Kate Buggy**  
**Management Analyst**  
**City of Wood Dale**  
**404 N. Wood Dale Road**  
**Wood Dale, IL 60191**  
**Phone: 630-787-3716**

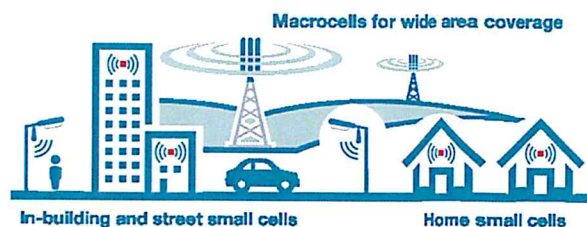


**Edward Barrett**  
**Practice Leader – Fiber & Broadband Services**  
**HR Green, Inc.**  
**8710 Earhart Lane SW**  
**Cedar Rapids, IA 52404**  
**Phone: 319-841-4395**

**February 6, 2020**

## Project Understanding

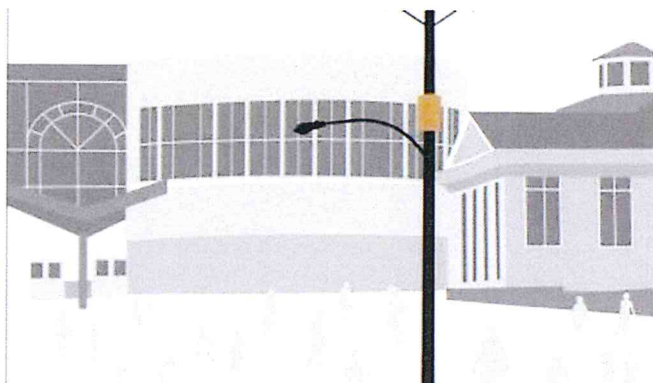
As the City is well aware, there are important events happening in 5G/Small Cell and Right-of-Way (ROW) Management. With providers wanting to take fiber and 5G/Small Cell actions and federal and State rulings and legislation, the City is interested in an urgent and important initiative – controlling the proliferation of possibly hundreds of small cell transmitters which can change the visual environment in the community;



The impact of the FCC's September 26, 2018 Small Cell Order will:

- **Shorten the time** communities must process applications for small cells; failing to approve a request for a new tower may mean automatic approval
- **Limit permit and recurring fees** for small cell deployments
- **Prohibit communities from assessing fees** that include anything other than a "reasonable approximation" of "reasonable costs"
- **Limit aesthetic review and requirements** of facilities, such as small cells and distributed antenna systems ("DAS") proposed for installation to public rights-of-way

With permission of the Australian Mobile Telecommunications Association (AMTA), GSM Association (GSMA), and the Mobile and Wireless Forum (MWF)



With permission of the National League of Cities, 2018

## Telecommunications Perspectives

Currently, while there are many examples of multi-carrier "macro" cell towers, there are surprisingly few examples of lower-powered, multi-purpose or "stealth" cell towers currently in use. We believe there are several reasons for this.

First, as to 5G, we believe we are still very "early in the game" as frequencies (aka, spectra) are being assigned and power requirements are being engineered. Once 5G deployments truly get underway, there will be many points of conflict and negotiations going on rapidly for each carrier to gain the best advantage as quickly as possible. To some extent, we understand a number of carriers, particularly Verizon and Sprint are already extending their fiber network extensively in anticipation of the electronics (antennae and hardware) being better defined.

Until then, since the federal regulations allow (and will continue to allow) cell towers to be placed with minimal restrictions by local governments, it has been in most cases easier to simply install a new antenna than it is to work with a competitor (AT&T, Verizon, T-Mobile, etc.) to co-locate on a pole.



With these new developments in telecommunications, there are several things that are yet to be finalized. For example, in the FCC ruling and State laws, there is room for communities to determine certain aspects of 5G/Small Cell. But it isn't clear how far communities can go and what will be acceptable and what won't. Most likely, that will be determined in the courts. Because of that, communities will likely have to decide how aggressive they want to be and what their tolerance they have to be "test cases". If they push the limits too far, providers might decide to use them as an example. We will discuss this further in the kick-off meeting, but we wanted to raise this topic so that you know and to have that as a context as we discuss your options. We are not attorneys, so you will likely want to have your Village Attorney involved in this process

## Project Approach

Communities should work with deliberate **urgency** to create a multi-faceted strategy that **controls your broadband and wireless future and maintains leverage in possible negotiations with carriers.**

1. **Move expeditiously to update zoning, design standards, ordinances, and other regulations** that address issues of importance to your community. These may include application processing, cost recovery; financial and expedited approval incentives; antenna and street pedestal design, location and spacing; color, height, and decorative pole requirements; aesthetic requirements; view preservation; streetscape; and infrastructure density to ensure that citizens and sensitive areas of your community are sufficiently protected in advance while pushing for the best deployment possible.
2. **Standardize aesthetic requirements**, including pre-approval of antenna, equipment cabinet and street furniture designs where appropriate. This will make it easier for your jurisdiction to process applications reasonably expeditiously and to defend challenged siting decisions or failures to meet shot clock deadlines.
3. **Develop Joint Build/Dig Once Policy** to enable the City to begin to build valuable community fiber optic/communication assets to meet future smart city objectives.
4. **Facilitate Public Outreach (Optional)** to ensure alignment with the private sector and ensure public concerns about health related issues are addressed proactively.
5. **Conduct Cost Studies (Optional)** to enable the community to charge reasonable permitting and ongoing lease fees for access to public rights of way and community assets.
6. **Small Cell Plan Check/Staff Augmentation (Optional)** services can be utilized to manage the process of permit review, inspection and related services that may be required to support the ongoing



Recent Example of Poorly Managed Wireless Infrastructure Deployments

management of these programs. This is an optional service should the City determine it may need outside assistance to manage its program.

There are other steps the City could take in order to develop and begin to implement larger goals for 5G and Smart City deployments. For example, we are working with a client to define levels of restrictions for their major and minor arterials that will be available to providers who are interested in installing infrastructure in their community, via a portal. Another example could be an outreach to the provider community (once your goals and policies are in place) to see what providers are interested in coming to the City. There are many steps you can take, but we are limiting this Scope and Fee to the below tasks and deliverables, because they appear to us to best meet your current needs. We have included some optional tasks because we think they could be of interest. If you are interested in discussing other options, please let us know and we will provide Scope, Tasks and fees for those options.

## Scope of Work and Tasks

### Task 1 – Kickoff Meeting

We recommend beginning the process with a kickoff meeting in which we discuss the process, determine paths of communication, finalize the planned schedule and clarify the goals and risks. We will identify necessary documentation and processes currently in use in order to best integrate proposed changes with current policy and process documentation.

#### ▷ DELIVERABLE:

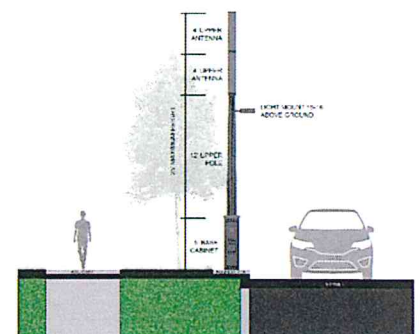
- One teleconference kickoff meeting with engineering and public works staff.

### Task 2 – Develop Design Standards and 5G Specifications

HR Green starts with a review of your current ordinances. Then, we will assist in creating a Policy or Design Manual supplement that establishes standards of design, construction and installation of antenna and street pedestals, location and spacing; color, height, and decorative pole requirements; colocation; aesthetic requirements; view preservation; streetscape; and infrastructure density. Specifications will outline features such as location (depth and alignment), antenna, pole, mast arm, luminaire, duct bank construction, equipment cabinet, conduit, trenching, foundation, spacers, backfill and inspection requirements.

This specification manual will be developed in conjunction with staff, and include drafting and a set of revisions to create a final document. Although we have never encountered a protracted, legal dispute with the carriers over the adoption of proposed restrictions to, and City involvement in their activities; should one arise, we may need an adjustment in scope to accommodate such an extraordinary situation.

This will include looking at pole options and design of how small cells will be on poles.



POLE WITH HOCKEY PUCK FIXTURE  
**ASPEN SMALL CELL PROJECT**  
 ASPEN, CO



▷ **DELIVERABLES:**

- Small Cell infrastructure policy revisions to existing Ordinance
- Aesthetic Guidelines & Specification Manual
- Review & Modification of Permit Application

**Task 3 – Create Colocation Policy & Fiber Specifications**

Due to the City's long-term interest in creating fungible assets, HR Green recommends the creation and implementation of a Joint Build/Colocation Policy. Communities who seek to develop advanced communications infrastructure have a unique opportunity to deploy assets at a fraction of the cost of overbuilding individually. By developing a colocation policy and standards, the community can require builders with open trenches and boring projects to deploy conduit and/or fiber on behalf of the community. Our colocation package will develop Policies and supporting processes to implement these programs, in order to create long-term value for the City.

▷ **DELIVERABLES:**

- Conduit/Fiber Colocation Policy
- Conduit/Fiber Construction Specifications

▷ **DELIVERABLE:**

- Conduit/Fiber Colocation Policy
- Conduit/Fiber Construction Specifications

**Task 4 – Facilitate Public Outreach (Optional)**

Due to the high level of sensitivity to this topic encountered around this topic, the City may wish to conduct more formalized public outreach to both the provider community around its proposed ordinances and policies, as well as hosting public meetings for residents and concerned constituents.

HR Green will work with staff to prepare presentation materials for these meetings and will be available to participate either on-site or via teleconference to discuss these recommendations. We will deliver a report/primer on the current research related to health concerns associated with 5G/Small Cell deployments and the FCC's NIER (Non-Ionizing Electromagnetic Radiation) standards.

▷ **DELIVERABLE:**

- Whitepaper/Briefing document on health concerns related to NIER.
- Development with staff of a Powerpoint presentation and one set of revisions to content.
- On-site or teleconference attendance at one day of meetings to facilitate discussion of proposed policies and guidelines.

### Task 5 – Cost Recovery Study (Optional)

The FCC order seeks to limit how much local governments can charge wireless providers in small cell deployments for things such as application and permitting fees, fees related to accessing public ROW and/or rental fees for Small Cell colocation on existing structures. However, the order does specify fee caps for one-time applications and annual fees.

The safe harbor amounts are (a) \$500 for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five, and (b) \$270 per Small Wireless Facility per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.

The order does not state how these fees can be calculated, but only requires that the fees are reasonable given the associated costs incurred by the government body, and that the fees are not substantially higher than what the government may charge anyone else for accessing the same structures. Importantly, the order leaves room for local governments to collect larger fees from wireless providers if officials can justify higher costs incurred, but it also allows for applicants to challenge higher costs as being prohibitively excessive.

HR Green can conduct a methodical cost study for Small Cell deployments to both inform fee calculations and to act as a resource for defending those fees should they be challenged by wireless providers.

#### ▷ DELIVERABLE:

- Completed Cost Justification Study and Final Report
- Recommended Fee Structure

### TASK 6 – Plan Check & Staff Augmentation Services (Optional)

HR Green will develop a streamlined process for the review and approval of Small Cell and 5G applications. This will include establishing a streamlined process, updating application forms, checklists, tracking logs, and other documentation; and proactively coordinating with applicants, carriers, and utilities. HR Green has been an industry leader in developing a paperless process for the review, approval, and installation of facilities and infrastructure construction.



This is increasingly becoming the preferred collaborative and transactional method by utilities, permittees, developers, and local jurisdictions, and may be a key consideration given the new FCC Order limiting the review/approval time. Should the City desire to leverage this option, we can establish the framework and provide staff to implement paperless protocols and solutions. This could include, but not be limited to electronic plan review, leveraging an automated permitting system, and staff support (plan reviewers, permit counter technicians, etc.). As needed, HR Green can help you manage your Small Cell and 5G program from a municipal management, code compliance, engineering, public works, and construction management/inspection perspective. Our experienced staff includes City Managers, Public Works Directors, City Engineers, Economic



Development Directors, Traffic Engineers, Utility Managers, Planning Directors, Chief Building Officials, and certified specialists.

Our professionals have successfully implemented the policy framework, supporting programs, and hands-on management to make better decisions, enhance workflow processes, optimize the integration and interconnection of your infrastructure assets, and execute infrastructure asset, fiber optic, and broadband initiatives.

▷ **DELIVERABLES:**

- Plan Review Checklists
- Plan Review Comments
- Tracking Logs
- On-Call Support

## ADDITIONAL SMART CITY SERVICES

### 5G/Small Cell Goal Development

Some of our clients engage us to help them develop their 5G/Small Cell goals. We add this as an optional task, because you might already know what 5G/Small Cell goals are. Some clients want to maintain control and limits or have opportunities to increase capacity. Others are working to encourage 5G/Small Cell, but want to have it be in mutually beneficial ways. Others are looking for possible revenue streams and are willing to make investments to get returns. HR Green's 5G/Small Cell teams will help you find consensus on 5G/Small Cell goals through tools and processes that we have developed.

▷ **DELIVERABLE:**

- Two days of meetings with stakeholders
- Report of the Village's 5G/Small Cell goals determined in the two meetings

### Smart City Goal Development

There can be Smart opportunities in 5G/Small Cell densification. With fiber needed for the technology, the City might be able to improve infrastructure like poles, sensors, traffic signals, etc. We can walk City staff and leaders through Smart possibilities to see if there are any that the City wants to include in the establishment of a community Vision for smart technologies

▷ **DELIVERABLE:**

- Two days of meeting with stakeholders to discuss Smart City options
- Report of the Smart City options the Village wants to include in your goals



## PROJECT PRICING

Phase / Task	Costs
Task 1 – Kickoff Meeting	\$2,500
Task 2 – Develop Design Standards and 5G Specifications	\$8,100
Task 3 – Colocation Policy & Fiber Specifications	\$7,400
<b>Optional Tasks</b>	
Task 4 – Facilitate Public Outreach	\$6,200
Task 5 - Cost Recovery Study	\$7,500
Task 6 – Plan Check & Staff Augmentation	Hourly
Additional Public Meetings (Beyond Scoped Tasks)	\$2,500 Per Day
<b>Smart City/5G Vision Tasks</b>	
OPTIONAL – 5G/Small Cell Goal Development	\$4,900
OPTIONAL – Smart City Goal Development	\$4,900

Travel will be billed separately and will not exceed 10% of the project

### Project Schedule

Below are the typical timelines for the first three tasks:

Task 1: Kickoff – one day, scheduled as soon as the chosen stakeholders' schedules can be coordinated

Task 2: Develop Design Standards and Specifications – four weeks after the kickoff meeting (assuming the revisions are returned within a week of submittal)

Task 3: Colocation Policy – this can run concurrently with Task 2 and will take six weeks.