



COUNTY OF HUMBOLDT

For the meeting of: 9/24/2024

File #: 24-1341

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Request for Proposal No. DPW2024-003 Regarding Communication Leases at the Humboldt County Courthouse and Humboldt County Fairgrounds

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Director of Public Works to advertise and distribute the attached request for proposals regarding leases at the Humboldt County Courthouse and Humboldt County Fairgrounds;
2. Authorize staff to review the proposals in accordance with the criteria contained in the request for proposals, evaluation any proposals received and select the proposal that best meets the needs of the county; and
3. Direct staff to return to your Board for approval of award and execution of lease agreements.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3002 - Invest in county facilities

DISCUSSION:

The county is requesting proposals for services at two locations within Humboldt County. The first location is at the Humboldt County Courthouse. Presently, there are three steel towers on the roof above the fifth floor of the Courthouse in downtown Eureka that are used for the installation of communications antennae. The county has rented tower space (tower No. 2) at the Courthouse over the past several years for commercial provision of cellular service in the downtown Eureka area. The lease with Verizon Wireless expired July 28, 2024, and Verizon vacated the facilities. The county is requesting services for the tower use as well as the communications room with the qualifications set with the request for proposals ("RFP") and the Courthouse Lease Agreement. The second location is the Humboldt County Fairgrounds (Ferndale Fairgrounds) located in Ferndale. The purposed space for telecommunication installation would be located within the Fairgrounds. The Fairgrounds currently do not have a tower or antennae on site. The proposer would be required to install communications and comply with any and all city, state and county standards and procedures set forth within this RFP and Lease Agreement.

The attached RFP sets forth requirements for the content of Statements of Qualifications and the processes for review, evaluation, selection and lease negotiation with the highest-ranking proposer. Public Works will return to your Board to approve the lease agreements with a proposer for the Humboldt County Courthouse and Communications Room and the Humboldt County Fairgrounds.

Accordingly, staff recommends that the Board of Supervisors approve and authorize the Director of Public Works to advertise and distribute the RFP (Attachment 1) regarding Communications Leases at the Humboldt County Courthouse and the Humboldt County Fairgrounds.

SOURCE OF FUNDING:

General Fund (1100)
Deferred Maintenance Trust (3464)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

The county will receive monthly rental payments from the Courthouse Tower Lease and the Humboldt County Fairgrounds Lease. Rental amounts will be provided at a future date once the leases have been awarded to the proposed applicants.

The funds for the Courthouse Tower Lease will be deposited into the general fund (1100). Funds for the Ferndale Fairgrounds tower would be deposited into the deferred maintenance trust (3464) and be used for the benefit of the county for future maintenance costs associated with the Humboldt County Fairgrounds.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no impact to current staffing levels related to the advertisement of the RFP regarding proposals for services at the Humboldt County Courthouse and Humboldt County Fairgrounds.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to approve the attached RFP regarding proposals for services at the Humboldt County Courthouse and Humboldt County Fairgrounds. However, this is not recommended as tower #2 at the Courthouse is currently vacant and the county is not receiving revenue and the Ferndale Fairgrounds has a high need of telecommunications as the area of Ferndale is underutilized with cellular communications.

ATTACHMENTS:

Attachment 1 - Request for Proposal No. DPW2024-003 regarding Communication Leases at the Humboldt County Courthouse and Humboldt County Fairgrounds

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A
File No.: N/A