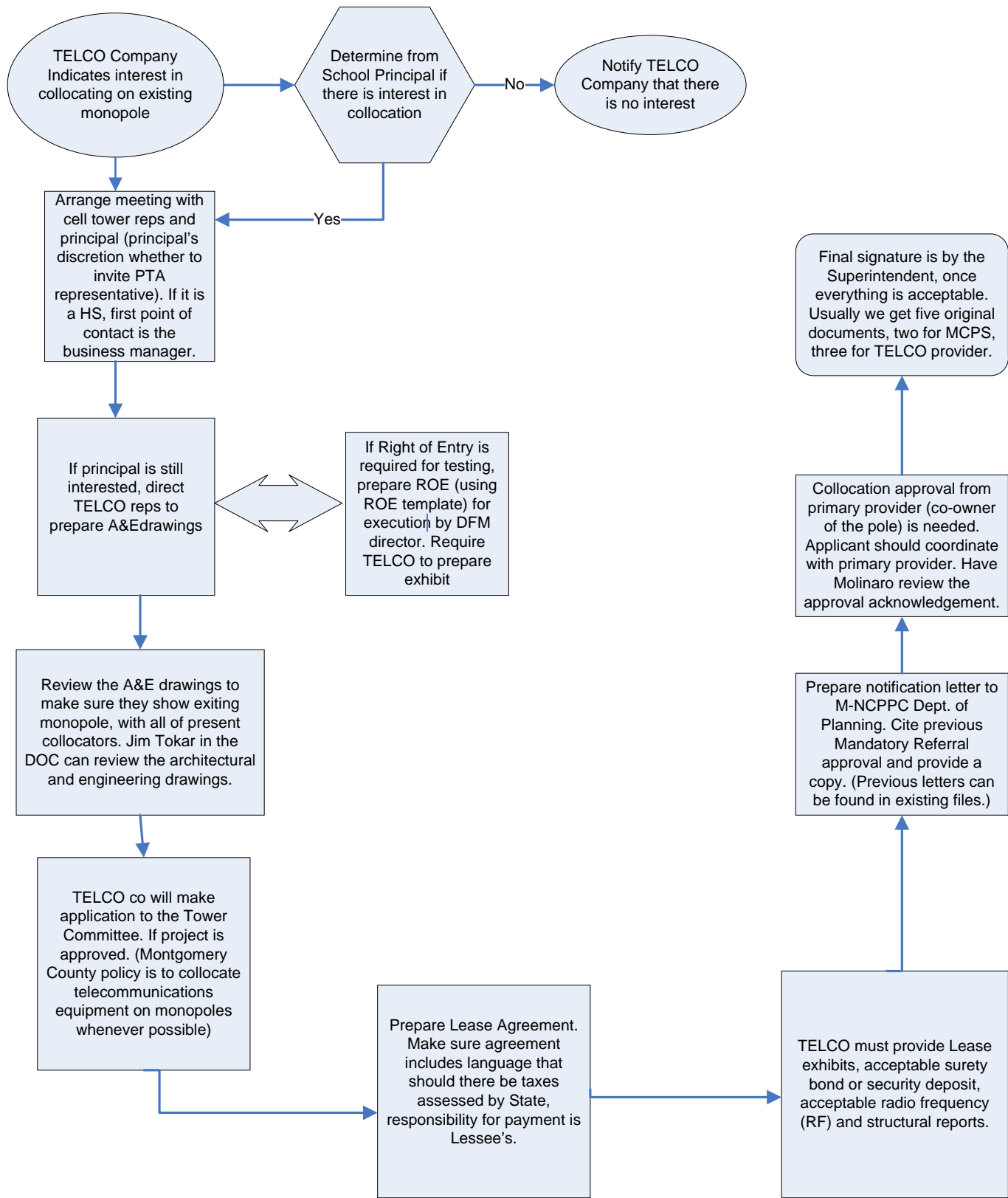
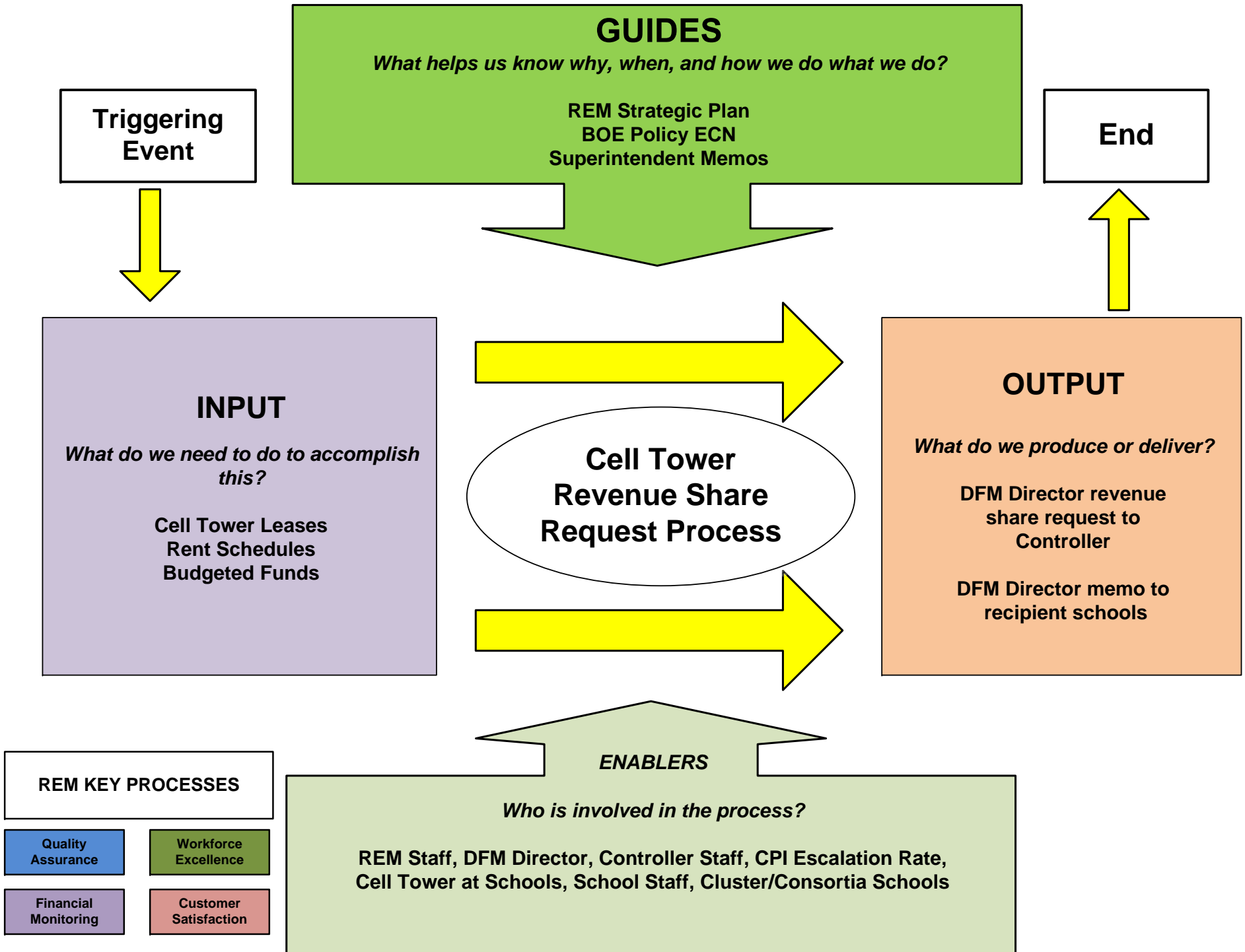


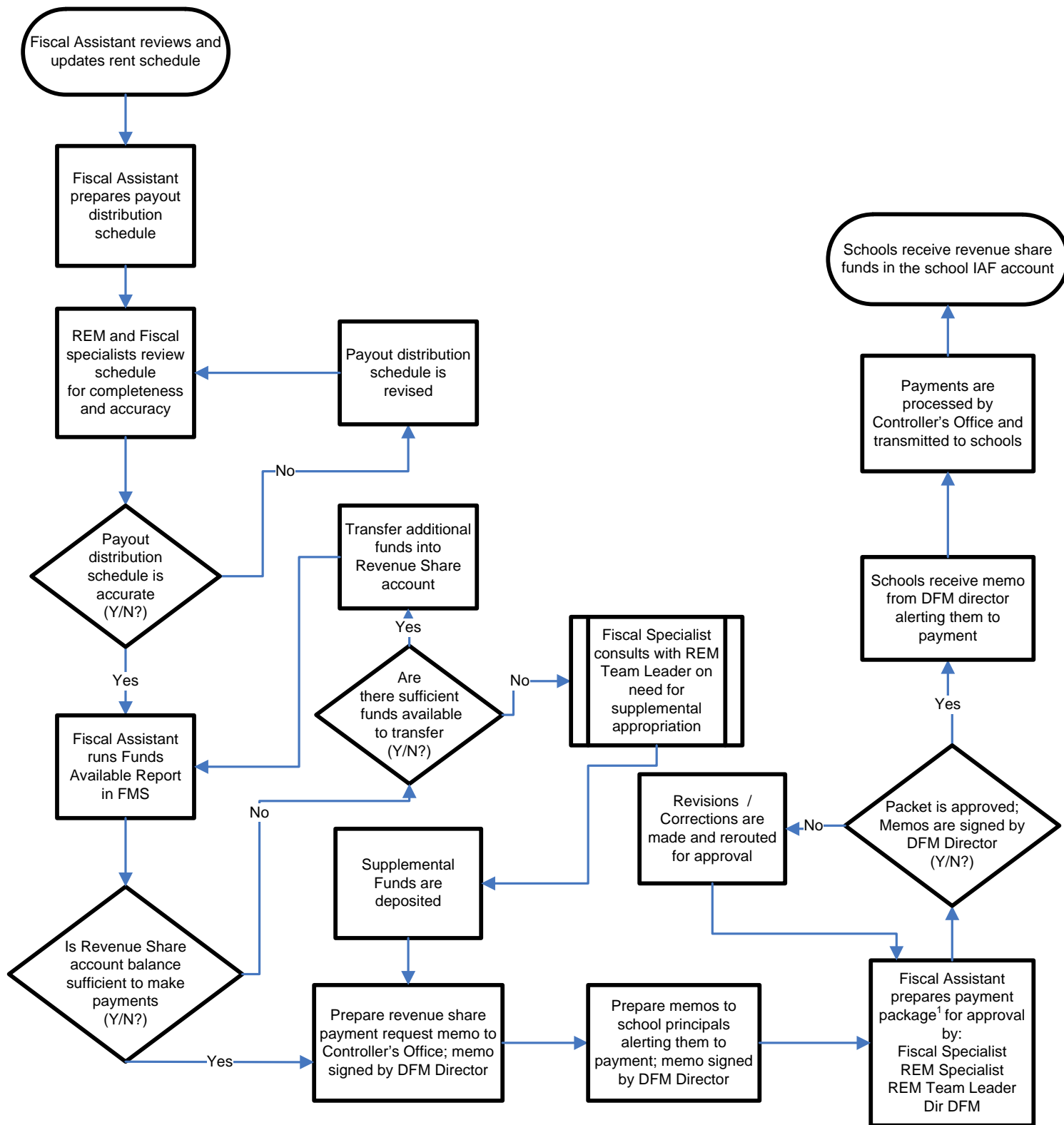
Cell Tower Process - Collocation

Cities of Rockville and Gaithersburg have their own review process

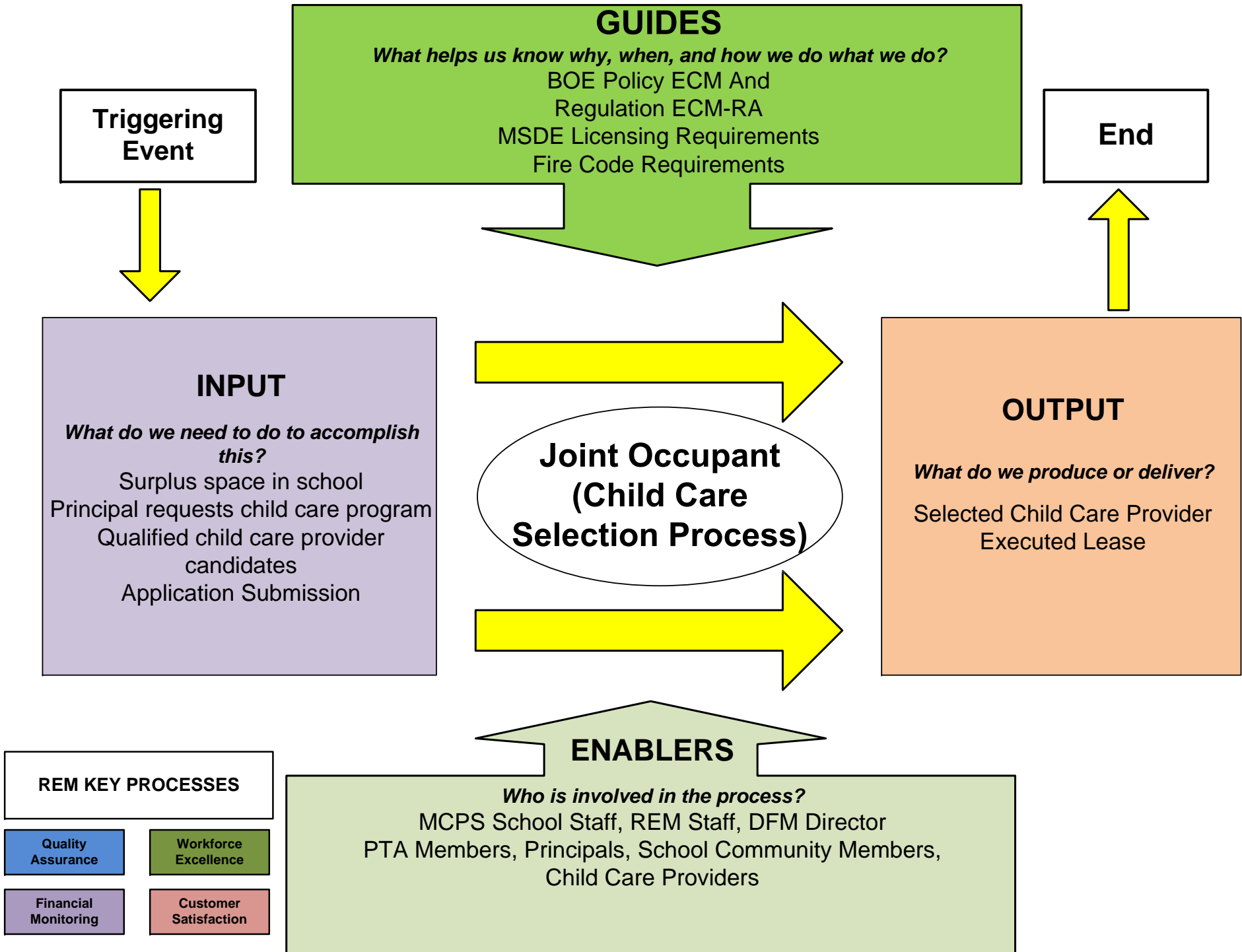




Cell Tower Revenue Distribution Process

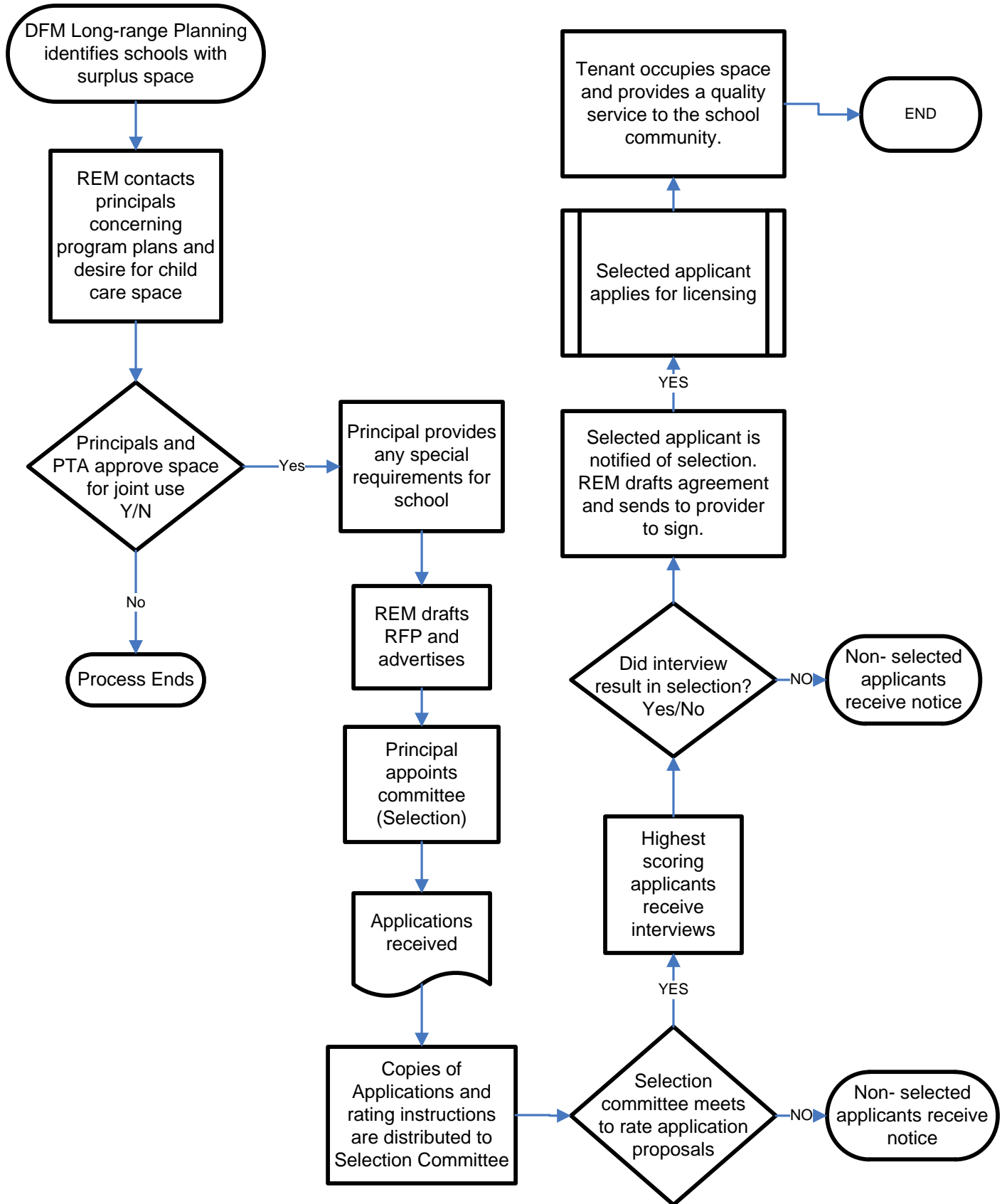


¹Package contains: payment request to Controller, school principal payment memos, payout distribution schedule and funds available report.



Joint Occupant Selection Process (Child Care)

Real Estate
Management Team

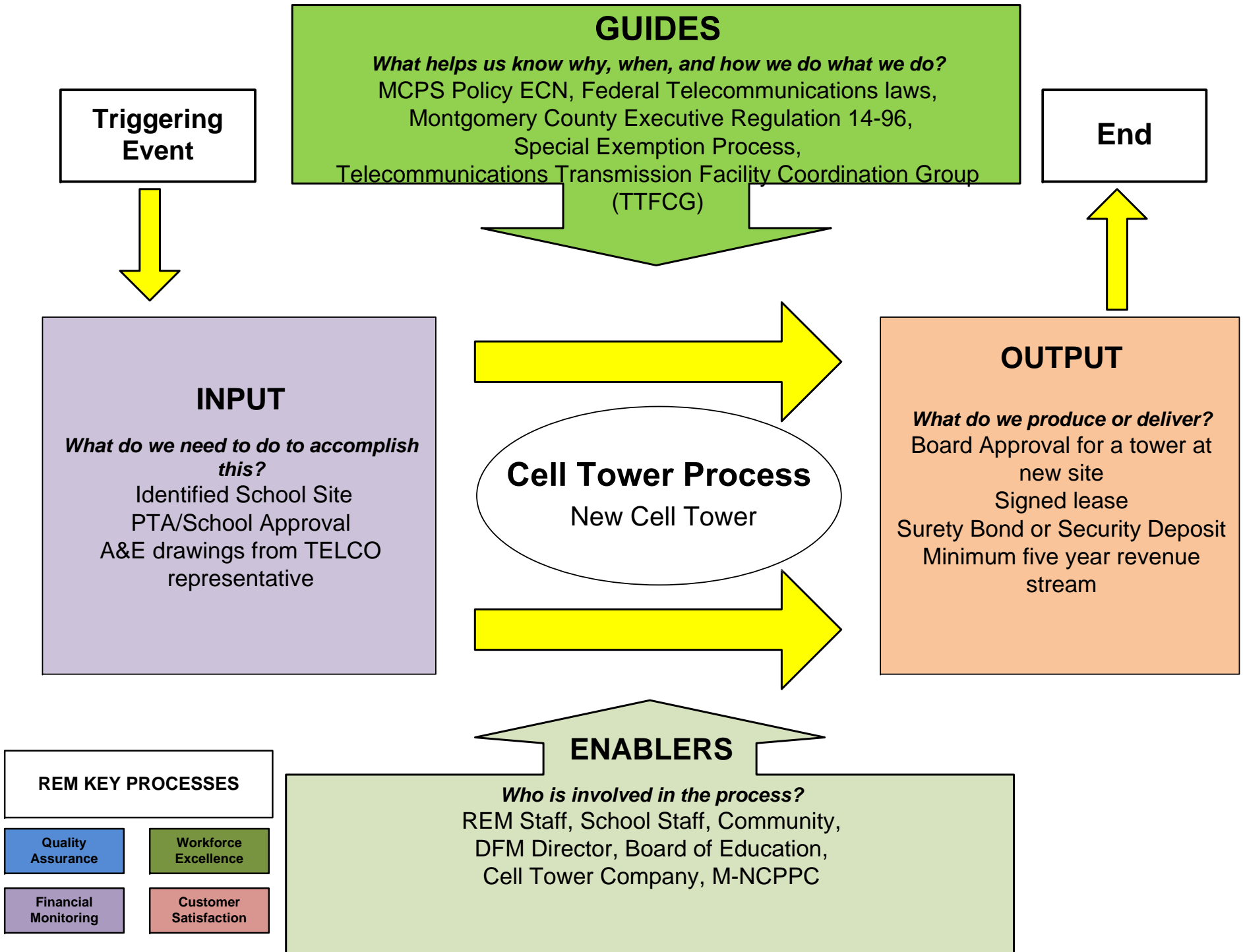


Real Estate Management
Joint Occupant Selection Process

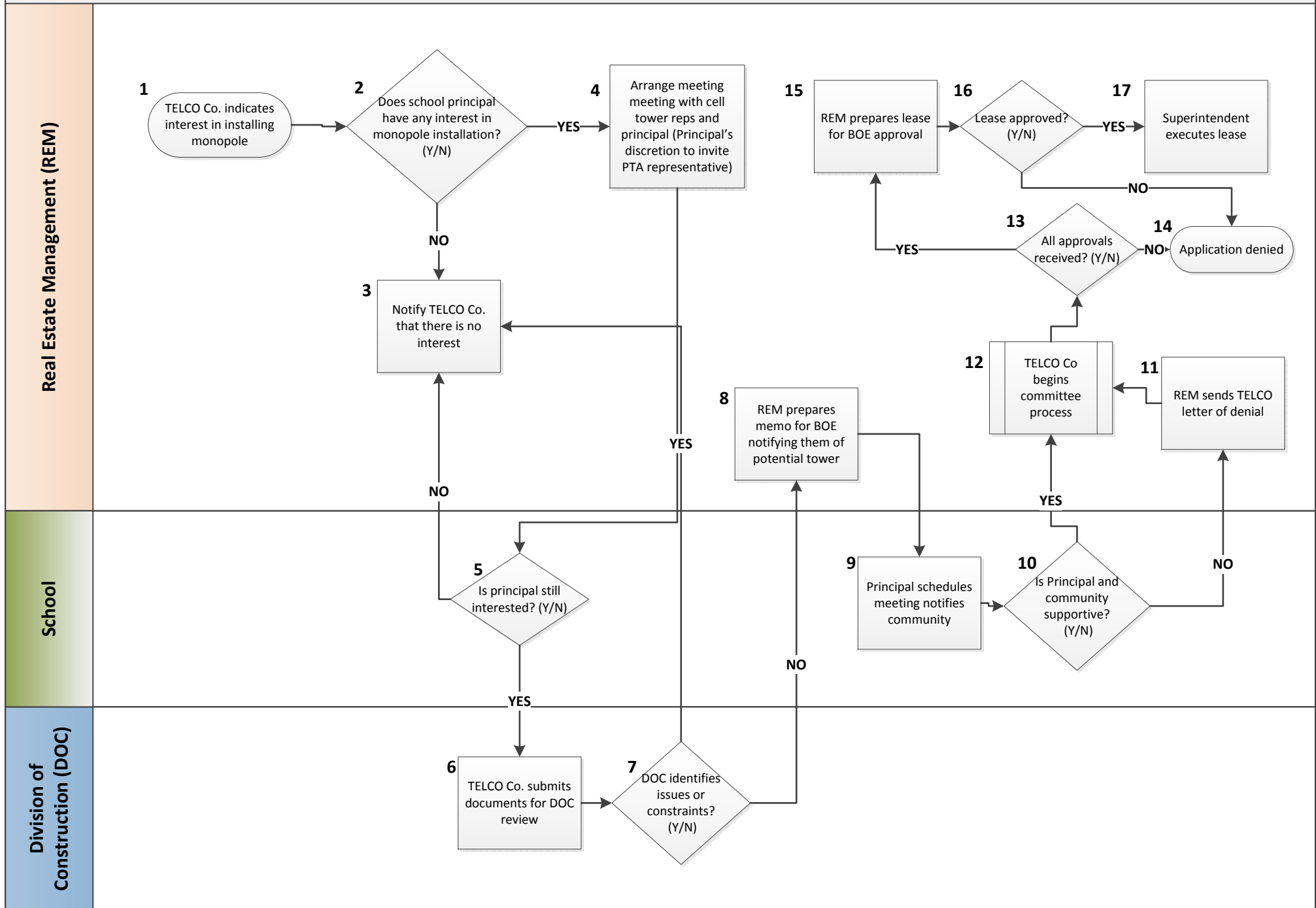
Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
July 11, 2014	REM	Potential tenants	Clear and timely communications of expectations	Financial	8-12 months

Background:

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential surplus space in school facilities.
2. REM staff will visit the schools and discuss potential use for Childcare with the principal. If principal agrees to the proposed use, they will provide any special program requirements to REM staff.
3. REM will draft a request for proposal seeking interest for a Childcare use. RFP will be publicly advertised in the local newspaper, eMaryland Marketplace, and the REM webpage.
4. The school principal will appoint a selection team in accordance with established policies and procedures. REM s Proposals will be rated according to the criteria contained in the RFP.
5. Interviews with the top rated offerors will be scheduled and determine a finalist. The interview process will also be rated.
6. The selection committee will make a recommendation to award. REM staff will send a Notice of Award to proposed provider.
7. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
8. Selected provider will be subject to all state, federal, and local licensing requirements and will be responsible for the costs of compliance.
9. Lease will be executed and tenant will occupy space.



Real Estate Management: Cell Tower Process- New Cell Tower

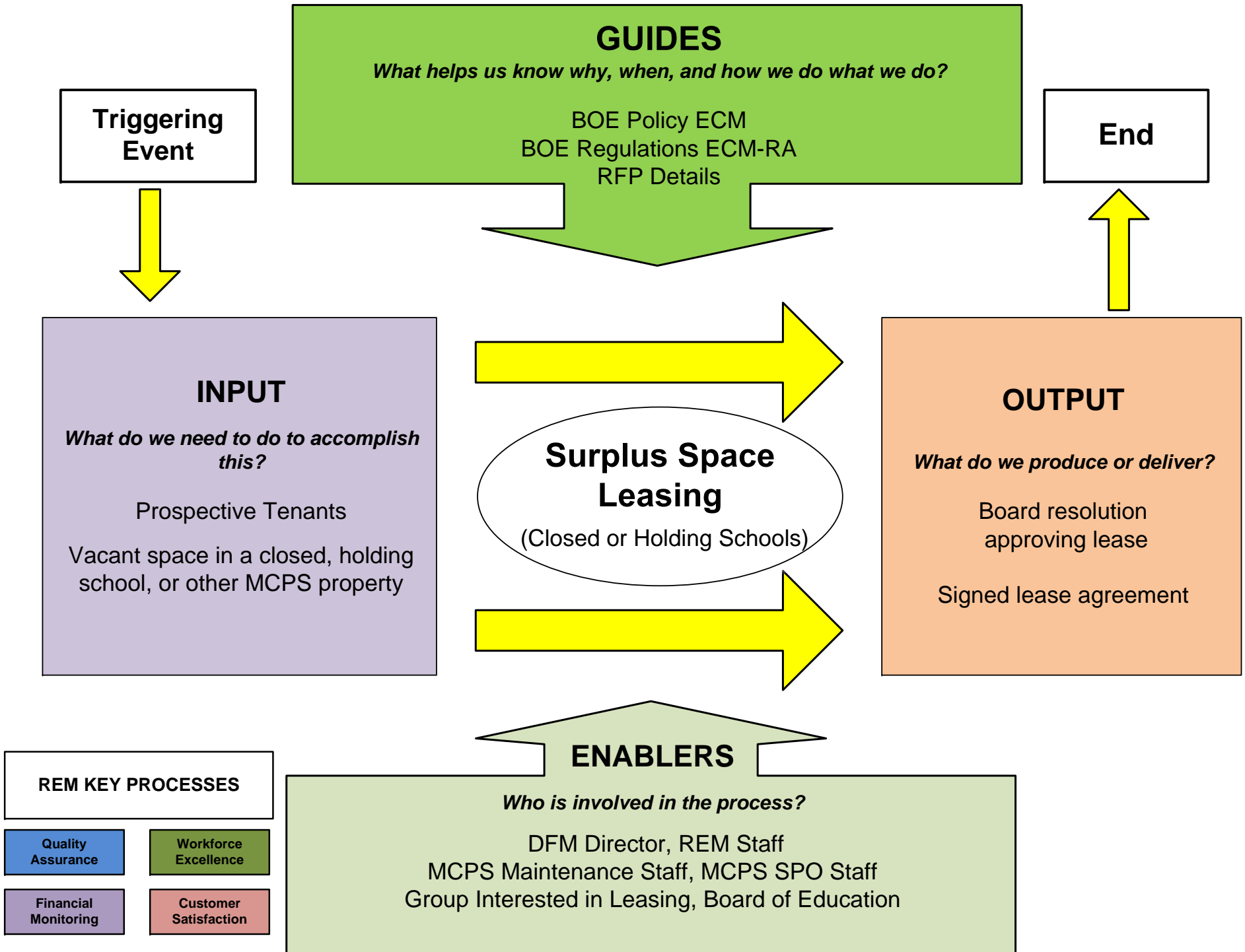


Real Estate Management Cell Tower New Approval Process

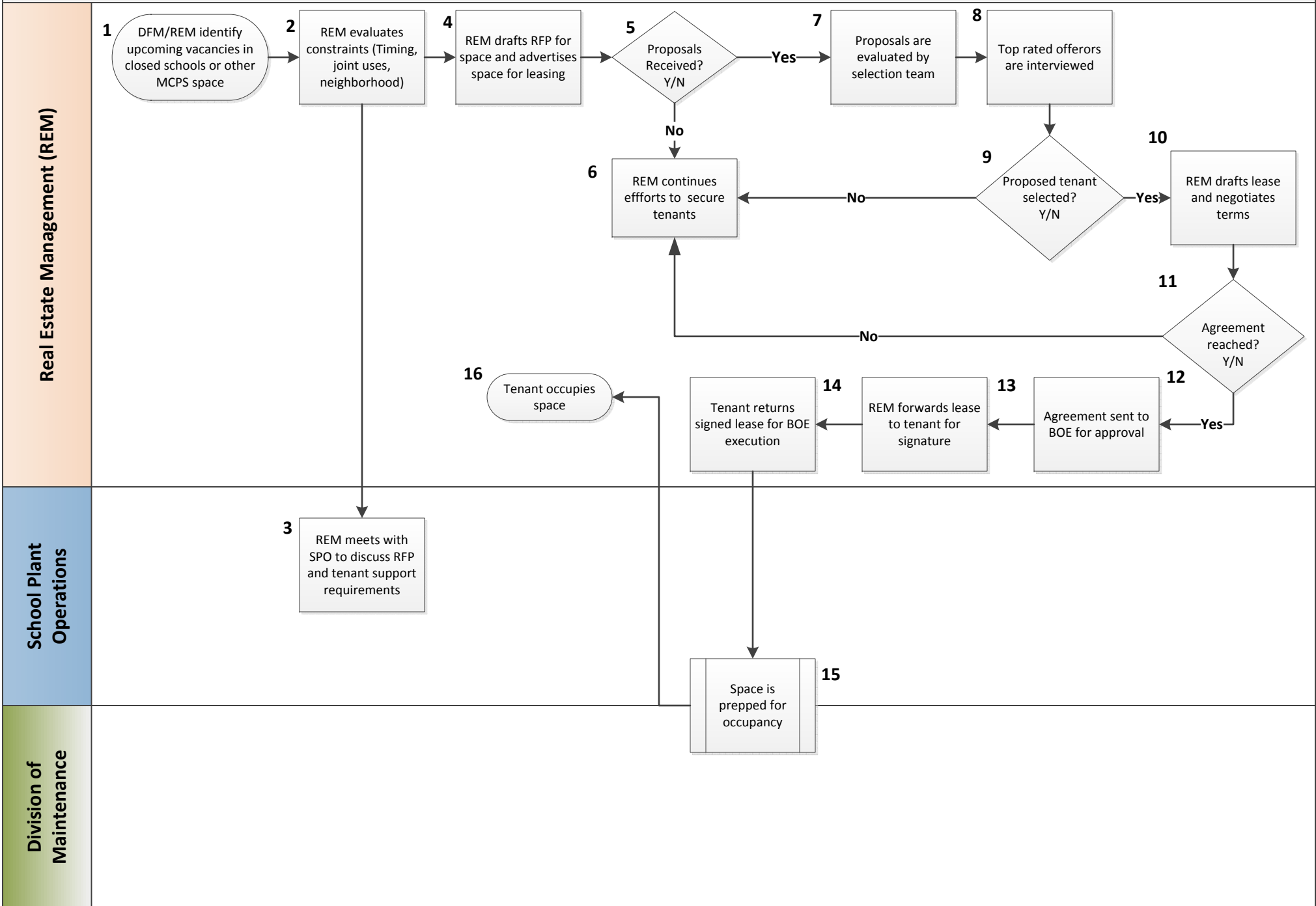
Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
July 7, 2014	REM	TELCO Provider Schools	Clear and timely communications of expectations	Financial	6-8 months

Background: The new cell tower approval process provides the necessary steps for approval in accordance with policy ECN, Telecommunications Transmission Facilities which establishes the criteria by which the Board of Education evaluates and makes decisions concerning the placement of private cell towers on Board of Education owned property.

1. TELCO Provider contacts REM and indicates interest in installing monopole. REM staff will direct the provider to the MCPS Policy ECN and explain the process. REM will also determine if previous requests for the site were denied.
2. REM staff will contact the principal to inquire if any interest in monopole installation.
3. Should the principal not be interested REM staff will contact TELCO Provider to inform them there is no interest.
4. If the principal is interested, REM staff will arrange meeting with cell tower reps and principal. It is the principal's discretion to invite a PTA representative.
5. Is principal still interested? If no interest, REM staff will contact TELCO Provider to inform them of no interest. If interested, REM will direct provider to prepare schematic drawings.
6. TELCO Provider will provide schematic drawings showing the proposed tower location and associated equipment for DOC staff to review.
7. DOC staff to identify issues or constraints. If there are conflicts that cannot be resolved, REM staff will notify the TELCO Provider and principal the tower is not compatible for the site.
8. If issues can be resolved, REM prepares memo for BOE notifying them of the tower request.
9. The principal will schedule an informational meeting with the PTA. The principal will ensure members of the surrounding community, HOAs, and civic associations are invited.
10. Are the principal and community supportive?
11. If principal and community are not supportive the application is denied.
12. Public approvals received?
13. If not, application for monopole installation is denied and a letter is sent to provider notifying them of denial.
14. If yes, REM staff will prepare the lease for BOE approval.



Real Estate Management: Surplus Space Leasing (Closed or Holding Schools)



Real Estate Management Surplus Space Lease (Closed or Holding Schools)

Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
May 23, 2014	REM	Potential tenants	Clear and timely communications of expectations		

Background: REM staff evaluates potential tenants to lease surplus space in holding or closed schools.

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential school closings and available space in holding schools.
2. REM staff will visit the available sites and determine constraints for potential uses. REM will also discuss timing and possible neighborhood issues associated with leasing with the DFM director, Long-Range Planning staff, and other stakeholders as required.
3. REM staff meets with SPO staff to discuss request for proposal and tenant support requirements.
4. REM will draft a request for proposal seeking interest for use of site. Priority will go to other government agencies, non-profit associations, and private educational programs. RFPs will be publicly advertised in the local newspaper, eMaryland Marketplace, and on the REM webpage.
5. Proposals received?
6. Rem staff will assemble a selection team and review proposals received. Proposals will be rated according to the criteria contained in the RFP.
7. REM staff will make a recommendation to award and issue a Notice of Intent to Award.
8. REM staff will schedule interviews with the top rated offerors and determine a finalist.
9. Proposed tenant selected?
10. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
11. Agreement reached?
12. REM staff will prepare the Board agenda item and draft lease for review by the BOE.
13. Upon approval, REM staff, working with the MCPS attorney, will finalize the lease for execution.
14. REM will schedule a meeting with SPO staff, Facilities Maintenance staff, and IT staff to coordinate work to allow for occupancy. Upon agreement, work will be completed.
15. REM staff arranges for DOM staff and SPO staff prepares space for tenant occupancy.
16. Tenant occupies the space and begins paying rent.