

EXHIBIT A

SMALL WIRELESS FACILITY PERMITTING DELIVERABLES

SCOPE of SERVICES FOR AGREEMENT BETWEEN

THE TOWN of DEWEY BEACH, DE & JMT, Inc.

I. PROJECT DETAILS

The Town of Dewey Beach, DE (referenced as “Dewey”) has requested assistance preparing a set of Deliverables that include key documents, forms, checklists and technical or guidance materials to support the creation and implementation of Dewey’s Small Cell Wireless Permitting Program. These Deliverables are vital in establishing and managing Applicant Expectations, as well as forming the backbone of the Permitting Program. Dewey has acknowledged the need to meet the timeframes and technical requirements established by the regulatory actions that the FCC has set in-motion to allow Wireless Service Providers to place qualifying small wireless facilities, fiber-optic/wireline placements, and support structures within the Public Rights-of-Way (ROW).

JMT, Inc. (referenced as “JMT”) has determined that the most pressing objectives that must be expedited (due to the mounting pressure and timeframes that are structured to allow providers to commence with filing Permit Applications) include: providing insight to assist with the refinement of Dewey’s Ordinance and Policies, the creation of processes, checklists, forms, agreements, public notices, content to be hosted via on-line platforms, links, and/or webpages. These Deliverables if published expeditiously (ideally ahead of new permit applications) will ensure that the timeframes and technical requirements of the statutory language can be satisfied, by limiting the number of incomplete applications or mis-understood requirements and faulty expectations that Applicants may have. Through JMT’s involvement, we can assist with refining the Permitting Requirements and Policies that Dewey uses to navigate Permitting Approvals and evaluate the potential paths that could be taken to help influence Small Cell siting challenges that the Town of Dewey has raised (especially in the areas where Beach Access is present).

This will require expeditious coordination with various Dewey Personnel and Sections to ensure that Dewey’s policies are applied consistently while JMT prepares Small Wireless Facility Permit Application related Deliverables.

JMT anticipates phasing the Services, as directed by Dewey, subject to phase related written authorizations, (and contingent upon funding availability being confirmed by Dewey) prior to JMT beginning additional phases of the Services, if Applicant Fees or Retainers are to be used to offset Town Funding sources.

Note: Services and Deliverables listed in Sections 1.1 through 1.5 are being “expedited” by JMT to coincide with anticipated changes to the Town Ordinance/Manual: if Dewey does not provide clear answers to Applicant and Provider inquiries about Agreements, Licenses, Permitting Program Start-Dates, Pre-Submittal Requests, etc.: JMT may be hindered in providing future services and deliverables that are requested/authorized (in writing).

(JMT anticipates that the “Deliverables” of Task 001 are critical to establishing and managing Provider and Applicant expectations that are reasonable and focused on

appropriate solutions which Dewey can grant approval of. Publishing online and making these Deliverables available to Applicants, in concert with amended Ordinance/Manual Adoption will help ensure the ability to enforce Dewey's aesthetic and concealment standards to the maximum extent possible. Managing the number of incomplete or non-compliant Permit Applications, that can get "Dumped-on" under-prepared Municipalities, will help to manage the complexity of the challenges the Small Cell Permitting Team must contend with.)

II. SCOPE OF SERVICES

1.0 Permitting Program Deliverables (Published for Applicant Use)

1.1 Proposed Refinements of Dewey's Ordinance and Policies

JMT will review the current Dewey Ordinance, Policies, and/or Design Manual for Small Wireless Permitting and offer suggestions and insights to help refine the permitting requirements and enhance the ability to implement the core Aesthetic and Concealment standards that the Town has been working to identify and implement. This effort will include up to three (3) video-conference/meetings with designated Dewey Personnel, affected Sections, and Legal counsel.

1.2 Identify Process Deliverables

JMT will review the 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 Dewey's municipal boundary.

1.3 Complete Checklist Deliverables for Gatekeeping and Technical Reviews

JMT will collaborate with Dewey's Director of Public Works (or designee) serving as "Dewey's Small Cell Director" to outline the technical content of 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 Town permitting requirements or links to peer Agency permitting contacts. These updates are explicitly limited to the period of time between Town's Draft Ordinance introduction/reading and ending prior to any formal Permit Application Submittals for review. Additional revisions would be subject to future agreements.

1.4 Coordinate with the Town of Dewey Beach Divisions and Subject Matter Experts

JMT will be available as an "On-Call" resource to coordinate with the Town of Dewey Beach's internal Sections or subject matter experts if unusual technical issues or concerns are encountered which may require a policy determination by the Town of Dewey Beach that would reasonably establish precedent for similar future situations. This effort will include four (4) video-conference/meetings with qualified Dewey Personnel or affected Sections.

1.5 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 Town of Dewey Beach'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. With the intent to provide applicants with a clearly defined "Path to a YES" that creates and manages applicant expectations and drives Applicants toward the permitting outcomes that are compliant with applicable Local, State and Federal requirements.

1.6 Project Manager Coordination

For the duration of this task, JMT's task manager will provide monthly invoices to Dewey and will meet/communicate (via video or audio platforms) on a recurring basis, generally every four (4) weeks, with Dewey'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 the Town of Dewey Beach to review technical content or progress under this task.

1.7 Limit of Scope

JMT's scope of responsibilities related to Permit Application Deliverables is aimed at establishing working materials that will specify Dewey'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 accepted by the Town and 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 could be considered actual expenses incurred by the Town of Dewey Beach, and have the potential to be recouped from future Applicants, if appropriate Town Ordinance and Policy amendments are made. JMT believes that these elements fall within the definition of "Actual costs" as identified in the FCC Declaratory Ruling. The Town would want to evaluate and decide with appropriate legal counsel to ensure this is in keeping with the legal position of the Town on such matters.

JMT Person-hours associated with "**Deliverables**" as described in Sections 1.1 through 1.5 of this Task 001 can generally be considered eligible for reimbursement to the Town of Dewey Beach from the collective pool of Applicants. Any recovered costs would be collected by the Town of Dewey Beach in the future once permit applications begin to be processed. This recoupment can be thought of as "Surcharge fees" and invoiced/charged to the Permittee(s) against a yet to be established requirement that generates a "Retainer for Permitting Applications". This is structured to fall within the currently identified Court rulings and FCC definitions as "Actual Costs" incurred by Dewey. The supplemental funds that may be owed to Dewey, based on potentially recoverable fees and invoiced costs, (which are expected to fall within the scope of the Actual Retainer Balances available on-hand at time of Applicant Invoicing) have not been accounted for in this proposal (as potentially required offset income or payments) and the actual recovery of costs 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 (Post-implementation refinements)

JMT's Small Cell Permitting Team will provide assistance to Dewey Beach's Small Cell Working Group related to finalizing refinements to Public Policy and Permitting requirements. This effort will include up to three (3) video-conference/meetings with the Town of Dewey Beach 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 Town's ability to regulate Small Cell Facility Permitting in the Public Rights-of-Way.

Key Assumptions:

- 1) JMT will not provide comments beyond the 2nd revision to the Draft Town Ordinance / Manual under this scope and fee estimate.
- 2) 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 additional 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 Town publishing these deliverables and policies on-line.
- 3) JMT will not perform any Permit Application Reviews, Pre-submittal Meetings, or Applicant/Provider related meetings/correspondence under this Scope of Work unless funding for the reviews has been identified and confirmed. A secondary task proposal with specific scope and terms demonstrating written mutual concurrence will be required in advance of beginning any such permit reviews.
 - a. **Pre-submittal Meetings** serve the function of acquainting applicants with the Process and Procedures of the municipal Small Wireless permitting program so that the Town can set clear expectations and guidelines. JMT has found these meetings to be highly effective in clarifying questions and issues that are specific to an area. Pre-submittal costs can be estimated to be \$1,000 per Applicant or Provider.
 - b. **Permit Review** costs can be estimated in the \$600-\$1,500 per permit/node range depending on the complexity of the situation and experience of the applicant.
 - c. **Construction Inspections** can be estimated in the \$500-\$1,000 per permit/node range depending on the frequency and timeline of construction.
 - d. Any costs associated with **“Permit reviews”** and **“Construction Inspection”** related services could be considered actual expenses incurred by the Town of Dewey Beach, and have the potential to be recouped from Applicants if appropriate Town Ordinance and Policy amendments are made.
 - e. The anticipated volume of Additional Permits is unknown at this time, further cost estimates can be provided once deployment insight can be assessed through coordination with the Wireless Providers which have not completed the Deployment of Small Cells to-date or anticipated through evaluation of ongoing deployment strategies in other jurisdictions.

3. CONSULTANT: JMT	ACTIVITY	Project Manager	Deputy Project Manager	Design Engineer	Engineering Technician	Technician	TOTAL
1.0	Permitting Program Deliverables (Published for Applicant Use)						137 Hrs
1.1	Proposed Refinements of Ordinance and Policies	12	12	10	8	5	47
1.2	Identify Process Deliverables	3	2	3			8
1.3	Complete Checklist Deliverables for Gatekeeping and Technical Reviews	4	6	9	2	8	29
1.4	Coordinate with Town Sections and SME's	6	7	5			18
1.5	Finalize and Publish Applicant Guidance and Deliverables	3	2	9	2	8	24
1.6	Project Management and Coordination	4	3	4			11
2.0	General Assistance with Permitting Program and Policy set-up						32 Hrs
2.1	Project Coordination & Permitting Perspective (post-implementation refinements)	12	12	8			32
TOTAL PROJECT HOURS		44	44	48	12	21	169 Hrs

Project Role/Title	Average hourly Rate (Before Multiplier)
Project Manager	\$60.00
Deputy Project Manager	\$40.00
Design Engineer	\$35.00
Engineering Technician	\$33.00
Technician	\$26.00

TOTAL COST SUMMARY FORMAT PART I - GENERAL				
1. PROJECT TITLE: Dewey Beach Small Wireless Program Deliverables			2. Task	001
3. NAME OF CONSULTANT: JMT, Inc.			4. PROPOSAL DATE	4/23/2021
5. Consultant Address: 1198-B S Governors Ave, Suite B-101, Dover DE 19904		Dewey Small Cell Process Deliverables, Assistance with Permitting Program and Policy set-up		
PART II - COST SUMMARY				
6. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Project Manager	44	\$60.00	\$ 2,640.00	
Deputy Project Manager	44	\$40.00	\$ 1,760.00	
Design Engineer	48	\$35.00	\$ 1,680.00	
Engineering Technician	12	\$33.00	\$ 396.00	
Technician	21	\$26.00	\$ 546.00	
Total Hours	169		\$ 7,022.00	
E SCALATION	RATE	X DIRECT LABOR TOTAL =	ESTIMATED COST	
Escalation	0.00%	\$ 7,022.00	\$ -	
DIRECT LABOR SUBTOTAL:				\$ 7,022.00
7. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL =	E STIMATED	
OVERHEAD AND PAYROLL BURDEN	152.000%	\$ 7,022.00	\$ 10,673.44	
INDIRECT COSTS SUBTOTAL			\$ 10,673.44	
8. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 6&7)				\$ 17,695.44
9. PROFIT				\$ 1,769.54
10. TOTAL PROFESSIONAL FEE (Combined Sum of Items 8 and 9)				\$ 19,464.98
11. OTHER DIRECT COSTS (refer to attached itemization)				
a. DIRECT COSTS	QTY.	COST	ESTIMATED COST	
DIRECT COSTS - MARKUP			\$ -	
DIRECT COSTS SUBTOTAL			\$ -	
b. TASK PRICING (UNIT-BASED)	QTY.	COST	ESTIMATED COST	
TASK PRICING SUBTOTAL			\$ -	
c. SUBCONSULTANT(S)			ESTIMATED COST	
SUBCONSULTANT(S) - MARKUP			\$ -	
SUBCONSULTANT(S) - SUBTOTAL:			\$ -	
d. OTHER DIRECT COSTS TOTAL: (Combined Sum of Items a,b,c)				\$ -
12. TOTAL PRICE (Combined Sum of Items 10 & 11g)				\$ 19,464.98