



REQUEST FOR PROPOSAL:
CELL TOWER MARKETING AND MANAGEMENT SERVICES
THE WOODLANDS TOWNSHIP PROPERTIES AND PARKLAND SITES (C-2025-0243).

THE WOODLANDS TOWNSHIP
2801 Technology Forest Blvd
The Woodlands, TX 77381

RFP Release Date: December 12, 2025
Proposal Submission Deadline: February 6, 2026, 5:00 PM CST
Anticipated Contract Award Date: February 19, 2026

1. INTRODUCTION AND PURPOSE

1.1 Overview

The Woodlands Township ("Township") is soliciting proposals from federally licensed wireless telecommunications companies ("Respondent") to lease Township space to own, operate and develop wireless communications infrastructure for the construction, installation, operation, marketing and maintenance of wireless telecommunications facilities (cell towers) on property owned by the Township. The Township seeks to address cellular coverage and capacity needs within the community while generating revenue through land lease agreements and revenue sharing from cellular carrier subleases.

1.2 Objectives

The primary objectives of this Request for Proposal (RFP) are to:

- Improve cellular coverage and capacity for Township residents, businesses and visitors.
- Minimize visual and environmental impact through stealth tower designs.
- Generate sustainable revenue for the Township through lease payments and revenue sharing.
- Ensure community engagement through public hearing processes.
- Protect and preserve environmental and historical resources.
- Establish long-term partnerships with qualified telecommunications providers.

2. AVAILABLE SITES

2.1 Parkland Locations

The Township is offering ten (10) Township parkland/property sites for consideration:

Park 1: The Recreation Center at Rob Fleming Park
Address: 6464 Creekside Forest Dr, The Woodlands, TX 77389

Park 2: Bear Branch Sports Fields
Address: 5205 Research Forest Dr, The Woodlands, TX 77381

Park 3: Cattail Park
Address: 9323 Cochrans Crossing Dr, The Woodlands, TX 77381

Park 4: Tamarac Park
Address: 1300 N Millbend Dr, The Woodlands, TX 77380

Park 5: Terramont Park
Address: 8500 Terramont Dr, The Woodlands, TX 77382

Park 6: Lakeside Park
Address: 5001 S Alden Bridge Dr, The Woodlands, TX 77382

Park 7: Shadowbend Park
Address: 4995 Lake Woodlands Dr, Spring, TX 77382

Park 8: Alden Bridge Sports Park
Address: 4751 TX-242, The Woodlands, TX 77384

Park 9: Windvale Park
Address: 7600 E. Windvale Cir., The Woodlands, TX 77384

Property 10: The Woodlands Fire Department Emergency Training Center
Address: 16135 Interstate 45 S, Conroe, TX 77385

3. SCOPE OF SERVICES

3.1 Required Services

The selected Respondent(s) shall be responsible for:

A. Site Development and Construction

- Conducting comprehensive site surveys and RF engineering analysis
- Obtaining all necessary permits and regulatory approvals
- Designing, constructing, and installing wireless telecommunications facilities
- Ensuring compliance with all federal, state, and local regulations
- Implementing stealth design requirements as specified in Section 4.3

B. Operations and Maintenance

- Operating and maintaining all facilities in accordance with industry standards
- Sufficient Backup Power: Standby diesel and/or natural gas generators.
- Performing regular maintenance and inspections
- Responding promptly to equipment failures or safety concerns
- Maintaining liability insurance as specified in Section 8
- Managing all carrier sublease agreements

C. Revenue Generation

- Negotiating and managing carrier sublease agreements
- Providing accurate and timely revenue reports to the Township

- Remitting all lease payments and revenue sharing payments as specified

D. Community Engagement

- Conducting public hearings for community input prior to construction
- Addressing community concerns regarding visual impact, safety, and coverage
- Providing ongoing communication with Township staff and residents

E. Environmental and Historical Preservation

- Conducting environmental impact assessments
- Identifying and protecting historical resources
- Implementing measures to minimize environmental disturbance
- Complying with all environmental regulations and Township requirements

4. TECHNICAL REQUIREMENTS

4.1 Coverage and Capacity Analysis

Respondents must demonstrate:

- Current coverage gaps and capacity constraints in the Township
- How proposed sites will address identified needs
- Expected improvements in coverage quality and capacity
- Technology deployment plans (4G LTE, 5G, etc.)
- Network integration with existing infrastructure

4.2 Tower Specifications

Proposals must include:

- Tower type and height specifications
- Equipment shelter/cabinet specifications
- Compound/lease area dimensions
- Access requirements and utilities needed
- Collocation capacity (minimum 3 carriers preferred)

4.3 Stealth Design Requirements

All proposed facilities MUST incorporate stealth design elements to minimize visual impact:

- Tree poles, monopines, or other concealment structures appropriate to park or property settings
- Equipment shelters designed to blend with surrounding environment
- Underground utilities where feasible
- Screening through landscaping and/or architectural features
- Color and material specifications matching natural surroundings
- Lighting limited to security and safety requirements only

Respondents must provide:

- Detailed visual renderings from multiple angles
- Photo simulations showing before/after views
- Comparison with alternative design options
- Justification for proposed design approach

5. LEASE TERMS AND FINANCIAL REQUIREMENTS

5.1 Lease Structure

The Township seeks lease agreements with the following structure:

- A. Initial Term: 10 years
- B. Renewal Options: Renewal terms of 5 years each
- C. Lease Area: To be determined based on facility requirements

5.2 Annual Lease Payment

Respondents must propose annual lease payments for each site. The Township expects market-rate payments per site annually, with escalation provisions.

Proposals must specify:

- Initial annual lease payment per site
- Escalation rate and frequency (minimum 3% annually recommended)
- Payment schedule (monthly, quarterly, or annually)
- Security deposit requirements

5.3 Revenue Sharing from Carrier Subleases

In addition to base lease payments, the Township requires revenue sharing from all carrier sublease agreements. The Township expects revenue sharing gross receipts from carrier subleases.

Proposals must specify:

- Revenue sharing percentage offered
- Definition of gross receipts subject to revenue sharing
- Reporting frequency and format
- Payment schedule for revenue sharing
- Audit rights for the Township

5.4 Additional Financial Considerations

- One-time signing bonus (optional but preferred)
- Site restoration/decommissioning bond or escrow
- Utility cost responsibilities
- Property tax responsibilities (if applicable)
- Administrative fees or other charges

6. PROPOSAL REQUIREMENTS

6.1 Mandatory Submission Requirements

All proposals must include the following components:

- A. Executive Summary (Maximum 5 pages)
 - Company overview and qualifications
 - Understanding of Township objectives

- Summary of proposed approach
- Key differentiators

B. Company Qualifications and Experience (Maximum 10 pages)

- Company history, ownership structure, and financial stability
- Relevant experience with municipal parkland cell tower projects
- Experience with stealth design implementations
- References from at least five (5) similar projects including:
 1. Municipality name and contact information
 2. Project scope and location
 3. Lease terms and revenue performance
 4. Stealth design features implemented

C. Technical Proposal (Maximum 25 pages plus appendices)

- Coverage and capacity analysis for The Woodlands Township
- Site-specific proposals for each of the ten (10) site locations
- RF engineering justification for site selection and configuration
- Tower and equipment specifications
- Stealth design concepts with visual renderings and photo simulations
- Technology deployment timeline
- Collocation capacity and carrier interest

D. Environmental and Historical Preservation Plan (Maximum 10 pages)

- Environmental impact assessment methodology
- Historical resource identification process
- Mitigation measures for environmental and historical concerns
- Compliance with federal, state, and local environmental regulations
- Restoration and decommissioning plans

E. Community Engagement Plan (Maximum 5 pages)

- Public hearing process and timeline
- Community notification procedures
- Methods for addressing community concerns
- Ongoing communication strategies

F. Financial Proposal (Separate Sealed Envelope)

- Annual lease payment per site with escalation schedule
- Revenue sharing percentage and terms
- One-time payments or bonuses (if offered)
- Complete 20-year financial projection per site
- Payment schedules and terms

G. Legal and Insurance Documentation

- Draft lease agreement terms and conditions
- Proof of financial capacity and creditworthiness

- Insurance certificates demonstrating ability to meet requirements
- List of any exceptions to RFP requirements

H. Project Timeline

- Detailed timeline from contract award through facility activation
- Key milestones including permitting, public hearings, construction, and testing
- Estimated timeline for each of the ten (10) sites

6.2 Proposal Format

- Submit one (1) Original and five (5) copies of the complete proposal
- Financial proposal must be submitted in a separate sealed envelope
- All pages must be numbered and include the Respondent's name
- Proposals must be submitted in 3-ring binders or similar binding
- Electronic copy on USB drive must accompany hard copies
- Proposals must be signed by an authorized company representative

6.3 Submission Instructions

Proposals must be delivered to:

The Woodlands Township
Attention: William Pham, Information Technology Department
2801 Technology Forest Blvd
The Woodlands, TX 77381

Deadline: February 6, 2026, 5:00 PM CST

Late proposals will not be accepted. Respondents assume all risks for timely delivery.

Clearly mark the outside of the package:

"SEALED PROPOSAL - CELL TOWERS RFP C-2025-0243 "

6.4 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to:

William Pham
Email: wpham@thewoodlandstowship-tx.gov
Phone: 281-210-3800

Questions must be received by January 15, 2026, 5:00 PM CST.

Responses to all questions will be provided in writing to all prospective Respondents by January 22, 2026, and will be posted on the Township website.

7. EVALUATION CRITERIA

7.1 Evaluation Process

Proposals will be evaluated by a Township evaluation committee. The Township reserves the right to:

- Reject any or all proposals
- Request clarifications or additional information
- Conduct interviews with short-listed Respondents
- Negotiate terms with selected Respondent(s)
- Award contracts to single or multiple Respondents

7.2 Evaluation Criteria and Weights

Proposals will be evaluated based on the following criteria:

A. Coverage Improvement for the Community (30 points)

- Demonstrated understanding of current coverage gaps and capacity issues
- Effectiveness of proposed sites in addressing community needs
- Quality and comprehensiveness of RF engineering analysis
- Technology deployment plans and future-proofing capabilities
- Expected improvements in service quality for residents and visitors

B. Minimal Visual and Environmental Impact (30 points)

- Quality and appropriateness of stealth design concepts
- Integration with park environments and community aesthetics
- Environmental impact mitigation measures
- Historical preservation considerations
- Community engagement and public hearing plans
- Site restoration and decommissioning plans

C. Financial Value to the Township (25 points)

- Competitive annual lease payments with appropriate escalations
- Revenue sharing percentage and terms
- Overall 20-year financial value proposition
- One-time payments or bonuses
- Financial stability and reliability of payments

D. Company Qualifications and Experience (10 points)

- Relevant experience with similar municipal projects
- Track record with stealth designs in sensitive locations
- References and past performance
- Financial capacity and stability
- Project management capabilities

E. Project Timeline and Implementation (5 points)

- Realistic and efficient project timeline
- Ability to meet Township objectives promptly
- Coordination and project management approach

7.3 Selection Process

- Initial screening for responsiveness and completeness
- Detailed evaluation by evaluation committee
- Shortlist development
- Interviews and presentations (if required)
- Reference checks
- Final selection and contract negotiation
- Township Board approval

8. INSURANCE AND INDEMNIFICATION

8.1 Insurance Requirements (See Appendix C)

The selected Respondent(s) must maintain the following minimum insurance coverage throughout the term of the lease:

A. Commercial General Liability Insurance

- Minimum coverage: \$1,000,000 per occurrence
- The Woodlands Township must be named as additional insured
- Coverage must include premises/operations, products/completed operations, and contractual liability

B. Property Insurance

- All-risk property insurance covering full replacement value of all facilities and equipment

C. Workers' Compensation Insurance

- Statutory limits as required by Texas law

D. Automobile Liability Insurance

- Minimum \$1,000,000 combined single limit

E. Umbrella/Excess Liability Insurance

- As necessary to meet minimum coverage requirements

8.2 Insurance Documentation

- Certificates of insurance must be provided prior to lease execution
- The Township must receive 30 days' notice of cancellation or material changes
- Insurance carriers must be rated A- VII or better by A.M. Best

8.3 Indemnification

The selected Respondent(s) shall indemnify, defend, and hold harmless the Township, its officials, employees, and agents from all claims, damages, losses, and expenses arising from the Respondent's operations, including but not limited to:

- Personal injury or property damage
- Environmental contamination or violations
- Intellectual property infringement
- Breach of lease terms or regulatory violations

9. GENERAL TERMS AND CONDITIONS

9.1 RFP Process

- This RFP does not commit the Township to award a contract
- The Township reserves the right to reject any or all proposals
- All costs associated with proposal preparation are borne by Respondents
- The Township may request additional information or clarifications
- The Township may negotiate modifications to proposals

9.2 Public Information

Proposals become property of the Township upon submission and may be subject to public disclosure under Texas Public Information Act, except for portions clearly marked as proprietary and confidential.

9.3 Compliance with Laws

Selected Respondent(s) must comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to:

- Federal Communications Commission (FCC) regulations
- Federal Aviation Administration (FAA) requirements
- Texas state telecommunications regulations
- The Woodlands Township covenants and land use regulations
- Environmental protection laws and regulations
- Historical preservation requirements
- Building codes and safety standards

9.4 Permits and Approvals

The selected Respondent(s) shall be responsible for obtaining all necessary permits, licenses, and approvals, including:

- FCC licenses and authorizations
- FAA determinations (if required)
- Building permits
- Environmental permits
- Special use permits or zoning approvals
- Any other required governmental approvals

9.5 Facility Maintenance and Operations

- Facilities must be maintained in good working order and professional appearance
- Regular inspections and preventive maintenance required
- Prompt response to equipment failures or safety concerns
- Compliance with all applicable codes and regulations
- Coordination with Township staff for access and maintenance

9.6 Assignment and Subletting

- Respondent may not assign lease rights without Township written consent
- Carrier subleases are permitted and encouraged for collocation
- Township must approve all sublease agreements
- Revenue sharing applies to all sublease arrangements

9.7 Default and Termination

Lease agreements will include provisions for:

- Default conditions and cure periods
- Termination rights for both parties
- Site restoration requirements upon termination
- Equipment removal obligations
- Dispute resolution procedures

9.8 Site Restoration and Decommissioning

Upon lease termination or facility abandonment:

- Respondent must remove all equipment and structures
- Site must be restored to pre-construction conditions
- Restoration must be completed within 180 days
- Financial security may be required to ensure restoration

9.9 Audit Rights

The Township reserves the right to audit all financial records related to lease payments and revenue sharing, including:

- Carrier sublease agreements and payments
- Revenue calculations and reporting
- Compliance with lease terms
- Reasonable notice required for audits

10. SPECIAL PROVISIONS

10.1 Public Hearing Requirements

Prior to construction at any site, the selected Respondent(s) must:

- Conduct at least one (1) public hearing for community input
- Provide notice to residents within 500 feet of proposed site
- Present design concepts, coverage benefits, and address community concerns
- Modify designs as reasonable to address community feedback
- Document community engagement process for Township review

10.2 Environmental and Historical Preservation

- Phase I Environmental Site Assessment required for each site
- Historical resource survey required for sites near potential historical areas
- Mitigation plans required for any identified environmental or historical concerns
- Ongoing compliance monitoring and reporting
- Coordination with Township Parks Department and relevant authorities

10.3 Design Review and Approval

- All designs subject to Township approval prior to construction
- Stealth design requirements are mandatory, not optional
- Township retains discretion to require design modifications
- Visual impact assessments required for all sites

- Ongoing maintenance of approved aesthetic standards

10.4 Technology Evolution

- Facilities must accommodate emerging technologies (5G, future standards)
- Equipment upgrades subject to Township notification and approval
- Modifications must maintain stealth design standards
- No additional rent for technology upgrades within existing footprint

10.5 Township Use

- Allow tower space for the installation and use of Township public safety communications equipment at no lease cost to the Township.
- Township will be responsible for the installation costs of Township public safety communication equipment.
- Township will coordinate the installation and maintenance of Township public safety equipment with the Proposer.

11. APPENDICES

Appendix A: Site Location Maps

Appendix B: Conflict of Interest Questionnaire and Form 1295

Appendix C: Township Standard Insurance Requirements

Appendix D: Proposal Submission Checklist

CONTACT INFORMATION

For all questions and correspondence regarding this RFP:

William Pham

Information Technology Department

The Woodlands Township

2801 Technology Forest Blvd

The Woodlands, TX 77381

Email: wpham@thewoodlandstowship-tx.gov

Phone: 281-210-3800

Question Deadline: January 15, 2026, 5:00 PM CST

Proposal Deadline: February 6, 2026, 5:00 PM CST

Anticipated Award Date: February 19, 2026

END OF REQUEST FOR PROPOSAL

Appendix A

Download from Bid Site

Appendix B

All proposers are required to complete a Texas Form 1295 upon award of bid:
<https://www.ethics.state.tx.us/filinginfo/1295/>

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY Date Received	
1 Name of vendor who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed.	_____ Name of Officer	
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7		
_____ Signature of vendor doing business with the governmental entity		_____ Date

Appendix C

Insurance Requirements

Contractor agrees to procure and maintain at all times, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers reasonably acceptable to the Owner in the minimum amounts outlined below:

Worker's compensation and employer's liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all subcontractors engaged in any manner in performance of the Work. Employer's liability coverage shall have a minimum limit of \$100,000 for liability arising out of any accident related to the Work.

- b. Comprehensive general liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than \$1,000,000 per occurrence, and will include, without limitation, the following coverages:
 - 1. XCU Coverage,
 - 2. Contractual Liability Coverage,
 - 3. Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment, and extending for at least two (2) years from that date, and
 - 4. (X), (C) and (U) exclusions shall be removed.
- c. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than \$1,000,000 per occurrence. Such coverage shall include owned, hired and non-owned vehicles of Contractor or Contractor's employees, agents, representatives or subcontractors.
- d. Contractor shall require all of its subcontractors to provide the foregoing coverages, as well as any other coverage that Contractor considers necessary. Contractor will require that all subcontractors maintain a comprehensive commercial general liability policy with a minimum limit of at least \$500,000 per occurrence. Any exclusion shall first be approved by Owner. It is the responsibility of the Contractor to assure compliance with this provision. The Woodlands Township accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- e. All insurance policies required by this Section 7 shall contain a clause waiving any right of subrogation against The Woodlands Township. Insurance policies under (b), and (c), shall include The Woodlands Township as an additional insured.

- f. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
1. The Woodlands Township shall be named as an additional insured with respect to General Liability and Automobile Liability.
 2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
 3. A waiver of subrogation in favor of The Woodlands Township shall be contained in the Workers Compensation and all liability policies.
 4. All insurance policies shall be endorsed to require the insurer to immediately notify The Woodlands Township of any material change in the insurance coverage.
 5. All insurance policies shall be endorsed to the effect that The Woodlands Township will receive at least sixty-(60) days' notice prior to cancellation or non-renewal of the insurance.
 6. All insurance policies, which name The Woodlands Township as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
 7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
 8. Contractor may maintain reasonable and customary deductibles, subject to approval by The Woodlands Township.
 9. Insurance must be purchased from insurers that are financially acceptable to The Woodlands Township.
 10. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
 11. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
 12. Shall specifically set forth the notice-of-cancellation or termination provisions to The Woodlands Township.
 13. All contractors and subcontractors must meet minimum OSHA safety requirements as applicable to their operations.
 14. Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the Owner, furnish Owner with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall

bear an agreement that Owner will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

Appendix D

PROPOSAL SUBMISSION CHECKLIST

Use this checklist to ensure your proposal is complete:

- Executive Summary (Maximum 5 pages)
- Company Qualifications and Experience (Maximum 10 pages)
- At least five (5) references from similar projects
- Technical Proposal (Maximum 25 pages plus appendices)
- Coverage and capacity analysis
- Site-specific proposals for all ten (10) sites
- Visual renderings and photo simulations
- Environmental and Historical Preservation Plan (Maximum 10 pages)
- Community Engagement Plan (Maximum 5 pages)
- Financial Proposal (Separate Sealed Envelope)
- Legal and Insurance Documentation
- Project Timeline
- One (1) original and five (5) copies
- Electronic copy on USB drive
- Authorized signature on proposal
- Separate sealed envelope for financial proposal
- Package clearly marked "SEALED PROPOSAL - CELL TOWERS RFP C-2025-0243 "
- Delivered by deadline: February 6, 2026, 5:00 PM CST