



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Proposals
Telecomm

Proc Folder: 1641253

Doc Description: Vertical Real Estate Management Pursuant WV Code 31G-5

Reason for Modification:

To post Addendum no. 13.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-06-24	2025-07-08 13:30	CRFP 0231 OOT2500000001	14

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON WV 25305

US

VENDOR

Vendor Customer Code: VS0000048523

Vendor Name : SBA SITE MANAGEMENT, LLC

Address : 101 INTERCHANGE PLAZA, SUITE 103

Street :

City : CRANBURY

State : NJ

Country : USA

Zip : 08512

Principal Contact : SCOTT BRITTON

Vendor Contact Phone: (603) 626-6272

Extension:

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell

304-558-2063

larry.d.mcdonnell@wv.gov

**Vendor
Signature X**

FEIN# 20-5992739

DATE 7/1/2025

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 13:

To post answers to vendor questions.

Bid opening date has been extended from 07/01/2025 to 07/08/2025.

The bid opening time still remains at 1:30PM EST/EDT

No other changes.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Vertical Real Estate Professional Management Services				

Comm Code	Manufacturer	Specification	Model #
80131800			

Extended Description:

See attached documentation for further details.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Questions due at 3:00PM EST/EDT	2025-03-18

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFP OOT25*01

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input checked="" type="checkbox"/> Addendum No. 6	<input checked="" type="checkbox"/> Addendum No. 11
<input checked="" type="checkbox"/> Addendum No. 2	<input checked="" type="checkbox"/> Addendum No. 7	<input checked="" type="checkbox"/> Addendum No. 12
<input checked="" type="checkbox"/> Addendum No. 3	<input checked="" type="checkbox"/> Addendum No. 8	<input checked="" type="checkbox"/> Addendum No. 13
<input checked="" type="checkbox"/> Addendum No. 4	<input checked="" type="checkbox"/> Addendum No. 9	<input checked="" type="checkbox"/> Addendum No. 14
<input checked="" type="checkbox"/> Addendum No. 5	<input checked="" type="checkbox"/> Addendum No. 10	<input checked="" type="checkbox"/> Addendum No. 15

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

SBA SITE MANAGEMENT, LLC

Company



Authorized Signature

JULY 1, 2025

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



SBA Site Management
101 Interchange Plaza
Suite 103
Cranbury, NJ 08512

T + 732.404.9360
F + 732.404.9323

sbasite.com

**REQUEST FOR PROPOSAL
WV Office of Technology
CRFP OOT25*01**

Vertical Real Estate Management

Technical Proposal

**Vendor: SBA Site Management, LLC
101 Interchange Plaza, Suite 103
Cranbury, NJ 08512**

**Primary Contact :
Scott Britton
Director, National Accounts
sbritton@sbasite.com
(603) 626-6272**

April 10th 2025

**Request for Proposal
WV Office of Technology
CRFP OOT25*01**

SUMMARY

SBA appreciates the opportunity extended by WV Office of Technology ("WV OOT") to consider SBA's qualifications, capabilities and demonstrated expertise, underwriting our best-in-class wireless site marketing and multi-faceted wireless provider development and management services.

SBA Communications Corporation (SBA) is an independent owner and operator of wireless communications infrastructure – that includes towers, buildings, rooftops, indoor and outdoor distributed antenna systems (DAS), fiber, edge/micro data centers and small cells.

SBA supports wireless technologies that keep people, businesses and municipalities connected. Founded in 1989 and headquartered in Boca Raton, Florida, SBA has operations and offices in sixteen markets throughout the Americas, Africa and the Philippines. We are listed on NASDAQ under the symbol "SBAC" and our organization is part of the S&P 500.

SBA is among one of the top 20 Real Estate Investment Trusts (REIT) based on market capitalization. SBA generates revenue from two primary businesses: site leasing and site development. We lease antenna space on our multi-tenant towers and other structures to a variety of wireless service providers under long-term lease contracts and we also assist wireless service providers and operators in developing their own networks through site acquisition, zoning, construction and equipment installation.

SBA works with property owners to strategically develop and monetize the wireless infrastructure potential of their real estate assets so that idle rooftops and other structures can be transformed into income-producing assets. SBA has extensive experience marketing and managing real estate assets found in the healthcare, hospitality, municipalities, residential, retail, transportation and utility industries. SBA currently owns over 33,000 communications sites and markets and manages approximately 46,000 communication site locations in its sixteen markets.

Respectfully,



Scott Britton
Director, National Accounts
SBA Site Management
Email: sbritton@sbsite.com
P: (603) 626-6272
C: (603) 512-9469

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4.2 Project Goals and Mandatory Requirements

4.2.1.1.

The State desires the most effective and cost beneficial approach. Prospective Partners should propose a standard method of valuation of space on each tower for the reach and the numbers of populations served by the asset. The Prospective Partner should include its approach, methodology, and explain why its approach is superior to other approaches that may be proposed by competitors.

Response:

Some of SBA's core businesses are detailed below including SBA's Site Management business, which will be the primary driver of a relationship with WV OOT.

TOWER OWNERSHIP

SBA owns and operates thousands of towers across the Americas and South Africa.

New Tower Builds: We build our towers at the request of wireless carriers, leveraging our in-house experience in site acquisition, zoning and construction.

MERGERS AND ACQUISITIONS

SBA has successfully completed the acquisition of thousands of towers, in hundreds of transactions with an aggregate value in the billions of dollars, across all our markets.

LEASING

SBA leases antenna space on our multi-tenant towers and other communications facilities to a variety of wireless service providers under long-term lease contracts.

- Customers: Our customer base includes all the leading national and regional wireless communications carriers in our markets, as well as local wireless customers, representing multiple technologies.
- Sites: Solutions include metro areas, suburban neighborhoods, rural populations, major highways, commuter zones, and transportation corridors.

SITE DEVELOPMENT

SBA offers wireless service providers and operators assistance in developing their own networks.

- Services: Include network design, site identification and acquisition, zoning approvals and permitting, and cell site audits for the augmentation of existing wireless facilities.
- Benefits: WV OOT can benefit from our extensive experience, based on our participation in the development of more than 120,000 communication sites.

CONSTRUCTION

SBA provides construction services on a single tower basis or by delivering a complete turnkey network deployment solution tailored to meet the needs of wireless service providers.

- Abilities: Adhere to customer budget restrictions, deadlines and technical requirements, combined with our compliance to local requirements and superior safety record, makes SBA the first-choice provider for our customers.
- Services: fabrication and tower erection, full range of site civil and electrical construction services, antenna and transmission line installation, setting shelters, installing and/or enhancing power plants, testing and troubleshooting, site and tower inspections, site modification services, and material procurement and warehousing.

SITE MANAGEMENT

SBA offers a comprehensive selection of professional site marketing and management services for property owners. We assist structure owners by leasing their sites to wireless carriers through one of the most experienced site leasing teams in the industry.

- Portfolio: Our ability to offer carriers a comprehensive portfolio of communication sites is complementary to our tower ownership business. Currently, SBA manages over 46,000 communication site locations on behalf of third-party landlords in the US.
- Marketing: SBA's Site Management team will be responsible for marketing and managing WV OOT's vertical assets across West Virginia. We have experience marketing assets through long term relationships with utility companies, transportation companies, state governments and private property owners.
- Site Leasing: Site Marketing Managers based in strategic markets in the US, meet regularly and discuss the network infrastructure needs with SBA's three largest US tenants, AT&T Wireless, Verizon Wireless, and T-Mobile. SBA has long term, highly successful relationships with all these major wireless firms along with hundreds of other smaller and local based wireless providers across West Virginia
- Wireless Site Management: Adding wireless providers through SBA's proven marketing creates no incremental cost for our partners.

SBA's site management provides complete end-to-end management of wireless provider activity from inquiry to expiration of final term. SBA's marketing expertise and extensive scope of work offers a value-added out-sourced capability to additionally monetize your real estate assets.

SBA is positioned well to perform the marketing and overall management of West Virginia's vertical real estate assets with existing tenant leases along with future lease up opportunities portfolio wide.

4.2.1.2.

For purposes of its proposal, the Prospective Partner should detail its proposed marketing plan and provide a copy of the marketing plan, describing how it will: market all assets in general, how it will market assets in counties with poor coverage, and how it will market the program to local governments. Prospective partners should provide the State with the details of how it intends to market the project, the medium(s) which will be used, any advertising efforts, and other marketing strategies that would help the State achieve its goals.

Response:

SBA will actively market WV OOT vertical real estate assets and available land to wireless providers of every technology that potentially need antenna sites. SBA Site Administration team ensures that all assets are accessible 24X7 on SBA's publicly viewable online database at <http://map.sbasite.com>. Wireless site acquisition contractors and carrier/providers who access SBA's database are frequent recipients of SBA's electronic "marketing bulletins" emailed to contacts in the wireless industry, bringing attention to specific WV OOT vertical real estate assets. SBA's marketing costs are absorbed up-front by SBA, which earns no new tenant rent revenue share until a new tenant rent commences.

See Exhibit 1 (attached) SAMPLE Marketing Plan

4.2.1.3.

The Prospective Partner should detail its approach to how it would incorporate local government assets into the real estate inventory for the program. Prospective Partner should include any requirements of the State or local governments, the processes which the Prospective Partner would use to include local government assets and any other details that highlights its methodology.

SBA has the flexibility to easily add assets or real estate inventory to the program. SBA would require some specific site data from the State or local government, including address, site type, coordinates, and height of the asset to include the asset in our marketing database. Normally, these assets can be included through monthly or quarterly site inventory reviews.

4.2.1.4.

Prospective Partner should detail its proposed implementation plan. This plan should include, at a minimum, a general program development plan highlighting how it intends to meet the State's goals, the types of software/technologies it will employ, a task breakdown for the first three years of the contract broken down by quarter, and the Prospective Partner's speculative revenue. Prospective Partners should detail in the plans how its approach is superior to others' and highlight any services it can provide to further meet the State's intent listed in 4.2.1.1.

Response:

- Onboarding

Within 90 days of agreement execution, SBA will upload into SBA's Property Management Database all pertinent site data for all assets contemplated in this relationship.

This data will include details similar to the listing below which SBA will require to successfully market these assets including but not limited to:

- Asset Type
- Asset Location / Lat-Lon
- Asset Height
- Tower Type
- Photos
- Ground Space Available
- Site Access Information / Restrictions
- Site Contact Information
- Existing Leases/ License Agreements
- WV OOT Carrier Contacts for existing agreements

- Development of Shared Processes

SBA would require additional details for these locations to develop a specific and detailed on-boarding or work plan based on information required and information that WV OOT has available. Although SBA marketing efforts can begin once all the asset locations are uploaded to our marketing database, SBA expects general onboarding site data to be an on-going and evolving process throughout our relationship and looks forward to developing a partnered process that encompasses the needs and requirements of both WV OOT and SBA.

SBA will work closely with WV OOT to develop a detailed Workplan like those used with other partners of similar size and scope.

- SBA Team Organization

SBA has the human capital, tools, and expertise to perform asset onboarding in an effective and efficient manner. SBA plans to have key staff members from our Site Management group along with other resources from Site Administration, Site Marketing, Site Support, and IT work closely with WV OOT stakeholders to successfully market, manage, and operationalize WV OOT's vertical assets.

- Portfolio Marketing

SBA's Site Marketing Managers have extensive relationships with all the major and regional wireless services providers across their individual markets.

SBA's sales and marketing goals are to use existing relationship and develop new relationships with wireless services providers to lease antenna space on and sell related services with respect to SBA's owned and managed assets, which would include those of WV OOT.

SBA approaches sales and marketing on a company wide basis, involving many of our team members. We have a dedicated sales force that is supplemented by members of our executive management team. Our salespeople are based regionally. This strategy allows SBA to develop strong relationships within those markets with the commercial carriers. Most wireless service providers have national corporate headquarters with regional and local offices. SBA believes that wireless service providers make most decision for site development and site leasing services at the regional and local levels.

As with other large portfolios SBA markets and leases, our sales force is incentivized to lease up your assets. By meeting with and developing strong carrier relationships in these markets, SBA uncovers all opportunities for monetizing WV OOT's assets.

- Sales and Marketing Process

A wireless infrastructure sales process is unique. As detailed earlier, SBA Site Marketing Managers interact and engage with the wireless service providers in their assigned markets. This engagement and relationship building allows SBA to be able to determine wireless provider network needs in their markets. By determining that need, SBA can offer siting recommendations from our portfolio of third party owned managed sites. The more sites we have in each market provides a better rate of successfully locating a site that meets the needs of the carrier.

Keep in mind that although there may be a site where a carrier has a network need that site may not meet the RF requirements a provider may be seeking. It may be too tall or short, not enough space for their antennas, not structurally able to hold their equipment, etc. All these factors play a role in the marketability of any given location and can shorten or extend sales process timelines dramatically.

SBA uses standard and proprietary trackers to engage and track carrier inquiries and leasing activities and will develop and provide a WV OOT specific tracker to demonstrate and track new leasing activity on WV OOT assets. Understanding the needs and objectives of WV OOT are unique to WV OOT. SBA will collaborate with WV OOT stakeholders to develop a specific sales process tool to track marketing goals and objectives.

4.2.1.5.

Prospective Partner should detail any value-added services that are included as part of the base service, such as, but not limited to, on-call technical evaluations, advisory services for recommendations on how the State can generate additional revenue from the program, as well as other recommendations that would be beneficial to the State.

Response:

SBA's value comes from size and scope of the ancillary services we can provide. In addition to our marketing and management services, SBA also has a Services team that can perform tower maintenance and inspections, a Tower Development team that can build / replace structures, a Mergers and Acquisitions team that can partner on lease purchases across your portfolio, and a Connectivity Solutions team that can help monetize assets through data center placement at the base of your vertical real estate.

4.2.1.6.

In its bid response, Prospective Partner should provide shared revenue model that proposes how the Partner plans to share leasing revenue with the State, which must include the percentage of lease fees which will constitute the Partner's compensation and what percentage of the lease fees will be provided to the State and deposited into the Technology Infrastructure Reinvestment Fund.

Response:

Included in COST submittal

4.2.1.7.

The Prospective Partner should provide a completed tower assessment for review that is representative of the assessments the Partner will conduct in West Virginia. The review should include but not limited to information such as usability and structural limitations.

Response:

Any tower inspection reporting will be conducted by SBA or a subcontractor of SBA. Tower inspections will be the sole cost of WV OOT with SBA managing this process at cost plus █%.

4.2.1.8.

The Prospective Partner should provide regularly scheduled status reports on an ongoing basis for the term of its contract. The schedule will be dictated by the State but should not be less frequent than monthly. In the bid packet, the Prospective Partner should provide examples of each report:

4.2.1.8.1.

Monthly Operations Reports - This report should include, at least: details on lessee applications currently in process, applications that resulted in new executed site lease agreements, lessees with new operational equipment on sites, structural analyses, Intermodulation Studies, and integrated as-built documentation updated during the prior month.

4.2.1.8.2.

Monthly Revenue Reports - This report should include details of lease revenue and other fees collected from lessees, revenues paid to the State, and invoices submitted to the State for tower services provided to State agencies.

4.2.1.8.3.

Through the duration of the resulting contract, the Partner should submit to WVOT an Incident and Problem Identification Report if an incident has occurred, or a potential problem has been identified that has impacted or may impact State assets and/or other tower lessees. The report should include proposed or completed courses of action to address the incident or problem. If State action is necessary, the Partner should include recommendations for action in the report.

Response:

SBA agrees to provide monthly operations, revenue, and Incident and Problem Reporting. In addition to monthly reporting, SBA also agrees to provide quarterly KPI (Key Performance Indicator) reporting to track key performance metrics as assigned.

4.2.2. Mandatory Project Requirements

The following mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted proposal. The Vendor should describe how it will comply with the mandatory requirements and include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the vendor uses to comply with, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The mandatory project requirements are listed below.

4.2.2.1.

INTERFERENCE Lessee agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with the existing industry standards set by the Federal Communications Commission (FCC) to any equipment of Lessor or other lessee of the Property which existed on the Property prior to the date of this Agreement is executed by the parties. In the event any after-installed Lessee's equipment causes such interference, and after Lessor has notified Lessee in writing of such interference, Lessee will take all commercially reasonably necessary actions to correct and eliminate such interference, including but not limited to, at Lessee's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will Lessor be entitled to terminate this agreement or relocate equipment as long as Lessee is making good faith efforts to remedy the interference issue. However, it is the sole responsibility of Lessee to eliminate said interference and/or replace

said equipment within a reasonable time. Lessor agrees that Lessor and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with the existing industry standards to the then existing equipment of the Lessee. The parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

Response: SBA will require all lessees to comply with 4.2.2.1 INTERFERENCE in all new agreements entered into with any tenants looking to lease space on the WV OOT vertical real estate. SBA will also use it's best efforts to force compliance with existing lessees where they are not in compliance with 4.2.2.1. INTERFERENCE in any existing leases. SBA will attempt to bring all existing leases into compliance during any renewals or replacements of existing leases.

4.2.2.2.

Operations and Reporting Requirements

4.2.2.2.1.

Upon award of the contract, the Partner must agree to provide a minimum of 50 percent rental reduction to any entity whose utilization of that vertical real estate is providing broadband access, which is rate unlimited or unthrottled, subject to current load/demand network management. Upon request at any time thereafter the vendor must provide documentation showing the amount of rental reduction.

Response: SBA can agree to this requirement to provide a [REDACTED] % reduction to the gross rent paid by the lessee/entity providing broadband access as discussed. SBA will still be entitled to [REDACTED] % of the gross rent paid by that entity.

4.2.2.2.2.

Upon award of the contract the Partner will be barred from:

4.2.2.2.2.1. Entering an exclusive arrangement for the right to use the vertical real estate, unless no other entity is interested, the Partner provides evidence to the State supporting that claim, and the State approves the arrangement.

Response: SBA agrees.

4.2.2.2.2.2. Sharing information, backhaul, or any other resources gleaned from managing the assets with a third party.

Response: SBA agrees.

4.2.2.2.2.3. Engaging in any preferential treatment to its own operations as a competing provider of wireless broadband access.

Response: SBA agrees.

4.2.2.2.3.

Within 6 months of the award, the Partner shall provide an initial evaluation of each facility included in the State's portfolio. The contents of each evaluation shall include, at a minimum:

4.2.2.2.3.1. A revised tower inventory drawing: A tower inventory drawing is an elevation drawing that identifies the placement of antennas, radio heads, and other infrastructure that is located on the tower. The drawing will include the radiation centers of each antenna along with the antenna dimensions. Cabling to tower elements shall be identified. Abandoned, inoperable equipment shall also be included.

Response: SBA was not provided a tower inventory as part of this RFP so we are unable to agree to the timing provided (6 months) without knowing the size and scope of the inventory. SBA can agree to perform the duties, at WV OOT's cost (plus █%), within a reasonable time-frame after being provided the inventory of assets requiring the evaluations.

4.2.2.2.3.2. The integrated as-built drawing package: This package will contain the mapping of any ground-based equipment, including equipment structures. For rooftop locations, include drawings of the equipment rooms where the infrastructure is housed or can be housed, and drawings of the rooftop and any penthouses. Abandoned or inoperable radio infrastructure equipment shall be identified.

Response: SBA can agree to perform the duties, at WV OOT's cost (plus █%), within a reasonable time-frame after being provided the inventory of assets requiring the evaluations.

4.2.2.2.3.3. Photographs of lessee's cabinets, equipment, antennas, cable ladders, ice bridges, ice shields, utility meters, demarcation equipment, and at least one photo of the entire tower and, if applicable, the entire compound.

Response: SBA can agree to perform the duties, at WV OOT's cost (plus █%), within a reasonable time-frame after being provided the inventory of assets requiring the evaluations.

4.2.2.2.3.4. Tower attachment data sheet: The data sheet should consist of the manufacturer's cut sheets for all antennas, radio heads, and other tower electronics. Electrical specifications such as power consumption, antenna gain, and Effective Isotropic Radiated Power (EIRP) shall also be included. Mechanical specifications such as length, width, height, and weight of each component shall also be included.

Response: SBA can agree to perform the duties, at WV OOT's cost (plus █%), within a reasonable time-frame after being provided the inventory of assets requiring the evaluations.

4.2.2.2.3.5. A revised structural analysis: American National Standards Institute/ Telecommunications Industry Association (ANSI/TIA) Standard 222-Rev H Risk Category III is the governing standard for all future structural analysis. If the structural analysis indicates that the tower will not support the load of a minimum of three national carriers' standard infrastructure including but not limited to antennas, radio heads,

tower electronics, and cabling; a work plan to reinforce the tower to meet this requirement with costs shall be provided.

Response: SBA can agree to perform the duties, at WV OOT's cost (plus [REDACTED]%), within a reasonable time-frame after being provided the inventory of assets requiring the evaluations.

4.2.2.2.4.

Upon award of the contract, the Partner must attend Quarterly Progress Meetings remotely or at a location determined by WVOT. These meetings will focus on marketing progress and strategies, technical and quality assurance issues, and revenue trends.

Response: SBA agrees to attend quarterly virtual progress meetings.

4.2.2.2.5.

Upon completion or termination of the Contract, the Partner must, at no additional cost:

4.2.2.2.5.1. Submit a Final Report that includes all outstanding monthly reports.

Response: SBA agrees.

4.2.2.2.5.2. Complete the following tasks to ensure a smooth transition to the successor entity that manages tower leases: the return of all State materials, the return of keys and tower site access documentation, a final update and return of all State tower records, disbursement of all revenues owed to the State, submission of final invoices to the State for services rendered, and all other applicable tasks. The Partner will also ensure all lessees' lease agreements are formally transferred to the successor entity.

Response: SBA agrees.

4.2.2.3.

Managing Tower Site Lease Agreements

4.2.2.3.1.

Tower Records

4.2.2.3.1.1. Upon contract award, the Partner must create and keep a current Tower Record for each tower included in the portfolio. The Tower Record must include all information currently maintained by the State as well as all additional information needed by the Partner, as determined and implemented by the Partner, to fulfill the agreement resulting from this RFP.

Response: SBA Agrees

4.2.2.3.1.2. The Partner may integrate the Tower Record into its existing information management system. However, the information must be readily accessible by, and exportable to, the State. Should the Partner choose to utilize its existing information management system for Tower Records, the Partner must provide the State with on-demand

access to the State's records and allow the State to export any records for its system. If the Partner will not utilize its current information management system, it must detail how it will house State records, how it will provide the State with access to those records, and what security controls are in place to protect State records; and agree that the State can export the records. In all cases, the State will fully own all data and records gathered under the scope of this agreement.

Response: SBA will integrate the Tower Record into SBA's existing systems which will allow for data export back to the State at any time.

4.2.2.3.1.3. Upon contract award, the Partner must provide comprehensive assessments of tower resources. The assessment shall include, but not be limited to, structural analysis, tower loading, and revised as-built drawings; strengths, weaknesses, licensable assets, and potential improvements of the tower; and strategies for handling new lessee requests that may exceed tower capacity.

Response: SBA shall provide an assessment of each asset upon a collocation inquiry from a carrier including the items listed by WV OOT.

4.2.2.3.1.4. WVOT may request assessments of new State and non-State sites and reserves the right to include additional sites in the Partner's portfolio.

Response: SBA agrees to provide a general assessment of new State and non-State sites and welcomes the ability to include these additional sites in our program.

4.2.2.4.

Update of Engineering and Equipment Records

4.2.2.4.1.

Upon completion of the engineering, modification, and installation tasks described, the Partner must provide WVOT with updated documentation within ten (10) business days of completing the installation of equipment. The site-specific documentation must include, but is not limited to:

4.2.2.4.1.1. A revised tower inventory drawing;

Response: SBA agrees to provide documentation from lessee.

4.2.2.4.1.2. The integrated as-built drawing package;

Response: SBA agrees to provide documentation from lessee.

4.2.2.4.1.3. Photographs of the lessee's cabinets, equipment, antennas, cable ladders, ice bridges, ice shields, utility meters, demarcation equipment, and at least one photo of the entire tower and, if applicable, the entire compound;

Response: SBA agrees to provide documentation from lessee.

4.2.2.4.1.4. Tower attachment data sheet; and
4.2.2.4.1.5. A revised structural analysis using ANSI/TIA Standard 222-Rev H
Risk Category III.

Response: SBA agrees to provide documentation from lessee.

4.2.2.5.
Lease Agreements

4.2.2.5.1.
Application review process

4.2.2.5.1.1. The Partner shall conduct an application review process for each Applicant that will ensure (1) the Applicant's intended use is consistent with laws and policies applicable to State property and public safety telecommunications sites, including but not limited to the West Virginia Vertical Real Estate Act, the requirements of this RFP and any subsequent agreement between the Partner and the State, and the Federal Communications Commission, and (2) the Applicant has the financial and operational capacity to fulfill the proposed lease agreement terms.

Response: SBA Agrees.

4.2.2.5.1.2. As part of the application review process, the Partner must create and provide a template detailing the Applicant and the project information to WVOT for review and comment within ten (10) business days of receipt of an application. The State reserves the right to (1) request additional information regarding the Applicant and application review, including the right to request or conduct a background check on the Applicant and (2) deny access to any Applicant.

Response: SBA Agrees to provide a standard "deal sheet" outlining the applicant and project information within 10 business days of application receipt.

4.2.2.5.1.3. An example of the template for the application review process must be provided upon request.

Response: SBA agrees to provide.

4.2.2.6.
Tower Site Lease Agreements

4.2.2.6.1.
The Partner will execute a Lease Agreement directly with each approved Applicant. A copy of the executed Lease Agreement must be provided to the State within ten (10) business days after execution.

Response: SBA agrees.

4.2.2.6.2.

The basic Lease Agreement that will be used by the Partner must contain a provision that permits the transfer of the remaining term of each lessee's lease from the Partner to the State, or a successor Contractor chosen by the State, when the State's Contract with the Partner expires or is terminated.

Response: SBA agrees.

4.2.2.6.3.

The Lease Agreement must provide that all recurring charges are included in the monthly lease payment.

Response: SBA agrees.

4.2.2.6.4.

The State will maintain site access roads according to the provisions already in place with the various agencies/entities that own the sites. However, the State reserves the right to reopen financial negotiations regarding access road maintenance after the first year of the Contract should deterioration of site access roads due to excessive wear and tear occur. This determination will be solely at the State's discretion.

Response: SBA will not be responsible for the ongoing maintenance of access roads to State owned assets.

4.2.2.7.

Compliance

4.2.2.7.1.

All lease agreements are subject to § 148 CSR 19: Leasing of Space and Acquisition of Real Property on Behalf of State Spending Units.

Response: SBA agrees to comply with all statutes, laws, and regulations.

4.2.2.8.

Effective Date of Lease Agreement

4.2.2.8.1.

The terms of the Lease Agreement, including the obligation for monthly lease payments, will commence upon execution by the Partner and the lessee. The Partner shall provide a finalized copy of all leases to WVOT.

Response: SBA cannot agree to this. Each lessee may require commencement dates in the future. Agreeing to this could limit lease up on WV OOT assets.

4.2.2.8.2.

The Partner shall conduct or manage all tasks related to the installation and connection of lessee's equipment, including compliance with all applicable regulations, and adherence to industry standards.

Response: SBA agrees.

4.2.2.8.3.

The State may request the Partner to conduct permitting and engineering, tower modification services, or other services on behalf of State agencies, departments, commissions, and authorities that are adding or modifying their communications equipment at the tower site. The Partner will not be the exclusive provider of these services for State agencies, departments, commissions, and authorities. Services provided include, but will not be limited to, the following:

4.2.2.8.3.1. The Partner will coordinate lessee requests for additional resources and services from the State such as emergency power, compound space for equipment cabinets, and tower monitoring. These requests will be considered and negotiated on a case-by-case basis.

Response: SBA agrees.

4.2.2.8.3.2. The Partner will coordinate and facilitate access to State towers, compounds, and equipment by contractors licensed in the State of West Virginia and utility companies involved with the lessee's engineering and equipment installation.

Response: SBA agrees.

4.2.2.8.3.3. The lessee is responsible for arranging separately metered utility services. The State shall not be responsible for the arrangement or costs of any upgrade of utility service (such as new transformers) to accommodate new lessees.

Response: SBA agrees.

4.2.2.8.3.4. The Partner must ensure all necessary permits and engineering are completed prior to the lessee's equipment installation and be available upon request.

Response: SBA agrees.

4.2.2.8.3.5. Engineering services must be provided by Contractors licensed in the State of West Virginia and license must be available upon request.

Response: SBA agrees to require this from the lessee and their contractors.

4.2.2.8.3.6. Contractors providing engineering services cannot perform work without the prior written approval of WVOT. The Partner must forward to WVOT within ten (10) business days of the application's approval copies of all documentation the Partner required the Applicant to submit as part of the pre-installation engineering evaluation.

Response: SBA agrees.

4.2.2.9.

Permitting and engineering services shall include the following:

4.2.2.9.1.

For existing towers:

4.2.2.9.1.1. A Structural Analysis in accordance with American National Standards Institute/ Telecommunications Industry Association (ANSI/TIA) Standard 222-Rev H Risk Category III.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.

For new towers:

4.2.2.9.2.1. An initial structural analysis based on ANSI/TIA Standard 222-Rev H Risk Category III.

Response: SBA agrees to require from contractor.

4.2.2.9.2.2. A site survey in support of new tower construction performed in accordance with the Federal Aviation Administration (FAA) Order 8260.19D, Appendix 3 to Obstacle Accuracy Code tolerance 2 for horizontal and C for vertical.

Response: SBA agrees to require from contractor.

4.2.2.9.2.3. For both existing and new towers:

4.2.2.9.2.3.1. A proposed tower modification design if the structural analysis fails.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.2. An intermodulation study to ensure an Applicant's proposed frequencies will not interfere with frequencies presently operating on or immediately adjacent to a State tower.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.3. If applicable, a Maximum Permissible Exposure analysis.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.4. If applicable, Environmental Impact studies.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.5. A red-lined as-built site plan, including redlined tower load drawings.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.6. Obtaining zoning approval from local governing agencies, which may require attendance at public meetings.

Response: SBA agrees to require from lessee or contractor.

4.2.2.9.2.3.7. Obtaining building and electrical permits from local governing agencies, which may require attendance at public meetings.

Response: SBA agrees to require from lessee or contractor.

4.2.2.10.

Modification to Tower Sites

4.2.2.10.1.

If one or more deficiencies are identified during the permit and engineering phase, the Partner can propose modification(s) to a State tower site and a work plan that will facilitate the new lessee equipment. Modifications and work plans will be subject to written approval by WVOT.

Response: SBA agrees.

4.2.2.10.2.

Unless otherwise negotiated at the beginning of this contract, all costs associated with tower modifications to accommodate new lessees are the responsibility of the Partner and/or lessee. All tower site modifications must be performed by contractors licensed in the State of West Virginia.

Response: SBA agrees and will require modifications be performed by contractors licensed in the State of West Virginia,

4.2.2.10.3.

The services under this RFP are limited to permitting and engineering. The Partner shall not perform under this RFP general maintenance and construction services, such as repairs of guide wires or foundations or constructing new towers. The state will contract for these services separately pursuant of WV code 5-22-1.

Response: SBA is aware and agrees.

4.2.2.11.

Equipment Installation and Integrity

4.2.2.11.1.

The Partner must ensure all equipment is properly installed by contractors licensed in the State of West Virginia and has no detectable effects on existing tower lessees. Specific tasks include but are not limited to:

4.2.2.11.1.1. Installation of lessee's equipment.

Response: SBA agrees and will require work be performed by contractors licensed in the State of West Virginia.

4.2.2.11.1.2. Quality assurance inspections of lessee's equipment.

Response: SBA agrees and will require work be performed by contractors licensed in the State of West Virginia.

4.2.2.11.1.3. Written attestation that the equipment is properly installed.

Response: SBA agrees and will require work be performed by contractors licensed in the State of West Virginia.

4.2.2.11.1.4. Resolve any disputes between lessees, such as interference between transmitters.

Response: SBA agrees.

4.2.2.12.

Current and Future State Tower Load Analysis

4.2.2.12.1.

The Partner must provide the following:

4.2.2.12.1.1. Tower analysis to include current loading at the time of the lessee's application that also includes any planned future State loading.

Response: SBA agrees to require lessee to provide.

4.2.2.12.1.2. Tower analysis of total loading after installation of lessee's equipment that also includes any planned future State loading.

Response: SBA agrees to require lessee to provide.

4.3. Qualifications and Experience:

Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP. Information and documentation should include, but is not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.

4.3.1.

Qualification and Experience Information: Vendor should describe in its proposal how it meets the desirable qualification and experience requirements listed below.

4.3.1.1.

The State desires a Partner with experience in the last five years of vertical real estate asset development and management. The partner should demonstrate its experience by providing the State with at least three examples of projects in similar size and scope.

Response: For over 20 years, SBA Site Management has had a strategic partnership with Union Pacific Railroad ("UPRR"), based in Omaha, Nebraska. SBA performs site marketing and leasing responsibilities across their entire portfolio of telecommunication towers and PTC poles throughout their right of way in the United States. This portfolio consists of 1313 unique tower structures along the UPRR right of way. This relationship incurs safety and access challenges portfolio-wide, which are in line with those of a major national railway and transportation company. SBA is uniquely qualified to handle and overcome these challenges to support lease up and carrier revenue growth. SBA has strong relationships marketing and managing the real estate assets major corporations throughout North America across all industries including, commercial office, healthcare, hospitality, residential space, retail, industrial, education, and state/local governments.

All of SBA's real estate partnerships require unique working relationships and that is where SBA proves to be most successful. The unique arrangement proposed by WV OOT is similar in scope to partnerships SBA has currently and does not pose any substantial challenges that we have not been able to overcome in our thousands of unique relationships.

SBA has a partnership with Pacific Gas and Energy ("PG&E"). This partnership allows SBA to sublicense and market equipment at additional attachment locations on up to 28,000 transmission towers across PG&E's extensive network. Through this arrangement, PG&E will receive a portion of future revenues from these sublicensed equipment attachment locations.

Prior, SBA was the exclusive site marketing and manager for the State of Michigan performing all of the tasks contemplated in this RFP. SBA maintained this relationship for over 20 years and continues to market and maintain SBA owned tower assets throughout the state.

In all of these partnerships, it's clear that SBA Communications has the marketing, leasing, and management expertise required to successfully lease up and proactively manage WV OOT vertical asset structures throughout the State of West Virginia.

4.3.1.2.

The partner should provide contact information for three references where similar work has been done. References must include project point-of-contact email and phone number, and description of the work and project size by dollar value.

Response:

Company name.	State of Michigan
Contact name.	Brian Aprill
Contact role at time of project.	Co-Location Manager
Contact phone.	517-284-4087
Contact email.	AprillB@michigan.gov
City.	Dimondale
State.	MI
Zip.	48821
1. Project name and description of the scope of the project. 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	State of MI Commercial Wireless Telecommunications Site Management Exclusive Site Manager for the State of Michigan's wireless telecommunications sites and properties, including marketing, site evaluation and new tower development, site licensing, revenue collection and disbursement, and overall site management. Directly relevant.
Dollar value.	\$12,732,980 State of Michigan total revenue share from 2002-2020.
Start and end date (mm/yy – mm/yy)	August 2000 – August 2022.
Status (completed, live, other – specify phase)	completed
Results obtained.	<p>1. Monetary Results:</p> <ul style="list-style-type: none"> a. \$12,732,980 State of Michigan total revenue share from 2002-2020; b. State received a 15% CAGR from 2010-2020; c. 51 monetary tenants on State towers; d. 62 monetary tenants on SBA towers; e. 2020 SoM Rev Share: \$1.8M <p>2. Non-Monetary Results:</p> <ul style="list-style-type: none"> a. Tracking for the State's 72 Member tenants (non-monetary tenants); b. Inventory of Towers and Raw Land; c. Annual Site Visits; d. Tenant funded tower enhancements; e. Successful documentation and implementation of co-location procedures, including compliance with State guidelines; g. Established Lease Templates;

	<p>g. Facilitated execution of Master Lease Agreements with new tenants;</p> <p>h. Comprehensive lease administration, including but not limited to application processing, document preparation and billing/collection services;</p> <p>i. Coordination of tower construction engineering services, including but not limited to structural analysis, intermodulation studies and review of construction drawings/lease exhibits.</p>
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Company name.	Union Pacific Railroad
Contact name.	Tom McGovern
Contact role at time of project.	Associate Systems Engineer
Contact phone.	402-544-6090
Contact email.	TMCGOVERN@UP.COM
City.	Omaha
State.	NE
Zip.	68179
<p>1. Project name and description of the scope of the project.</p> <p>2. What role did your company play?</p> <p>3. How is this project experience relevant to the subject of this RFP?</p>	SBA is the exclusive managing agent with UPRR and manage all telecom operations under license agreements with every major national carrier and multiple regional providers, on 1000 SBA owned and Managed sites at the high end of prevailing market rates and annual escalators, for the past 17 years.
Dollar value.	This information is confidential and proprietary between SBA and their client.
Start and end date (mm/yy – mm/yy)	2004-current
Status (completed, live, other – specify phase)	Live
Results obtained.	Ongoing

Company name.	Macy's
Contact name.	Kathy Kramer
Contact role at time of project.	Director Lease Operations
Contact phone.	917-648-1507
Contact email.	kathy.kramer@macys.com
City.	New York
State.	NY
Zip.	10011
1. Project name and description of the scope of the project. 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	SBA is the exclusive managing agent for Macy's and manages all telecom operations under license agreements with every major national carrier on nearly 600 SBA managed sites at the high end of prevailing market rates and annual escalators, for the past 11 years.
Dollar value.	This information is confidential and proprietary between SBA and their client
Start and end date (mm/yy – mm/yy)	2010-current
Status (completed, live, other – specify phase)	Live
Results obtained.	on-going