

**REQUEST FOR PROPOSALS FOR
PROPERTY APPRAISAL SERVICES**

ISSUING OFFICE

Pennsylvania Turnpike Commission

Department of Risk Management

RFP NUMBER

09-10260-2101

DATE OF ISSUANCE

July 2, 2009

**REQUEST FOR PROPOSALS FOR
PROPERTY APPRAISAL SERVICES**

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PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for property appraisals for insurance purposes, accurate market and replacement values of all Pennsylvania Turnpike Commission buildings and facilities.

I-2. Issuing Office. This RFP is issued for the Commission by **Mrs. Patricia Raskauskas, Manager of Workers' Compensation and Property Claims, Department of Risk Management, Pennsylvania Turnpike Commission, P.O. Box 67676, Harrisburg, PA 17106-7676, 717-939-9551, ext. 3233, praskaus@paturndpike.com**. The Issuing Office is the sole point of contact in the Commission for this RFP.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. The Commission requires the services of a professional commercial appraisal service. The services will include credible and objective industry standard appraisals of Commission assets including all new and existing buildings, facilities and inventory. The services will provide detailed annual reports, including the current condition, photos and spreadsheets amending and updating all the Commission's property and facility values.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fee for services contract. The Commission may in its sole discretion undertake negotiations with contractors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-7. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period, use of any subcontractors by the selected Proposer, which were not previously identified in the proposal, must be approved in advance in writing by the Commission.

A firm that responds to this solicitation as a prime may not be included as a designated subcontractor to another firm that responds to the same solicitation and will result in **rejection of all responses of the firm or firms involved**. This does not preclude a firm from being set forth as a designated subcontractor to more than one prime contractor responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I-9. Questions and Answers. There will be no pre-proposal conference. Written questions should be submitted to the Issuing Office at the mailing or e-mail address indicated above to be received no later than **July 22, 2009**. All questions and written answers will be issued as an addendum to and become part of this RFP.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to ensure the submitted proposal complies with any changes in the published advertisement.

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Fran Furjanic, Contracts Supervisor, on or before **12:00 Noon, August 13, 2009**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106. Please note that use of **U.S. Mail delivery does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals.** If the Commission office location to which proposals are to be delivered is closed on the proposal response date due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in **seven (7)** copies to the Contracts Administration Department. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. For this RFP, the proposal must remain valid for at least **120** days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written notice received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP

I-14. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.” To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award.

I-16. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-17. Proposal Contents. In accordance with the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.707 (Production of Certain Records), Proposers shall identify any and all portions of their Proposal that contains confidential proprietary information or is protected by a trade secret. Proposals shall include a written statement signed by a representative of the company/firm identifying the specific portion(s) of the Proposal that contains the trade secret or confidential proprietary information.

Proposers should note that “trade secrets” and “confidential proprietary information” are exempt from access under Section 708(b)(11) of the RTKL. Section 102 defines both “trade secrets” and “confidential proprietary information” as follows:

Confidential proprietary information: Commercial or financial information received by an agency: (1) which is privileged or confidential; **and** (2) the disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

Trade secret: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device, method, technique or process that: (1) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; **and** (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software by an agency under a licensing agreement prohibiting disclosure.

65 P.S. §67.102 (emphasis added).

The Office of Open Records has determined that a third party must establish a trade secret based upon factors established by the appellate courts, which include the following:

- the extent to which the information is known outside of his business;
- the extent to which the information is known by employees and others in the business;
- the extent of measures taken to guard the secrecy of the information;
- the value of the information to his business and to competitors;
- the amount of effort or money expended in developing the information; and
- the ease of difficulty with which the information could be properly acquired or duplicated by others.

See Crum v. Bridgestone/Firestone North Amer. Tire., 907 A.2d 578, 585 (Pa. Super. 2006).

The Office of Open Records also notes that with regard to “confidential proprietary information the standard is equally high and may only be established when the party asserting protection shows that the information at issue is either ‘commercial’ or ‘financial’ and is privileged or confidential, and the disclosure *would* cause substantial competitive harm.” (emphasis in original).

For more information regarding the RTKL, visit the Office of Open Records’ website at www.openrecords.state.pa.us.

I-18. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers, other than the position of its proposal in relation to all other proposals. The debriefing will consist of an explanation of the strengths and weaknesses of the proposal only.

I-19. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. Commission Participation. Unless specifically noted in this section, Proposers must provide details of all services to complete the identified work.. A Commission representative will be available to assist in the scheduling (via Microsoft Outlook) of Commission personnel and conference rooms for meetings if necessary. Personal Computers (PCs) and any project related software are the responsibility of the appraisal firm and will not be provided by the Commission.

During the initial year, all appraisals will occur at Commission owned buildings and properties. The Commission offers flexible working hours to its employees with starting times ranging from 7:00 AM – 9:30 AM and ending times from 3:00 PM – 5:30 PM. Core hours of operation are 8:30 AM to 4:30 PM Monday through Friday. The selected appraisal service provider will be required to plan and staff the appraisals accordingly so Commission employees are available to assist and answer questions during core hours.

I-21. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-22. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) and will continue for five (5) years: year one - full appraisal; and four (4) annual certified comprehensive valuations. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-23. Proposer’s Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.

- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the Federal Government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to Sections II-1 through II-7 hereof; (ii) Cost Submittal, in response to Section II-8 hereof.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP and as addressed by you in your proposal.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in Part IV of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of personhours allocated to each task and which employee will be doing the work.

II-4. Prior Experience. Certified commercial appraisal experience is required. Proposer must include experience in commercial appraisal services as a separate entity performing this service. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted. **All Proposers shall provide a sample appraisal for review and reference.**

The appraisal service shall provide evidence of the length of time they have been in operation. Parent company existence shall not be included in the time of existence unless the parent company is likewise in the appraisal business in which case their length of existence must be shown separately. Additionally financial statements for the past three (3) years for the appraisal service must be included. Where a parent company's existence is to be considered, the last three (3) years of the parent's financial statements should likewise be included. Where the appraisal service has had a SAS 70 audit, include the audit report. Include a list of governmental contracts for appraisals with the aggregate land and equipment values of each appraisal contract completed. List current active work.

II-5. Personnel. Include the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document education and experience in certified appraisal services, and any training and certifications in this area. Indicate the responsibilities each will have in this project and how long each has been with your company. Identify subcontractors (if any) you intend to use and the services they will perform.

The personnel assigned to this task must be a current member in good standing of the American Society of Appraisers, the Appraisal Institute, or other nationally recognized accrediting organization in a relevant and appropriate area or discipline. The appraisal service shall provide a list of the personnel who will be assigned to this project showing at a minimum, the position on the team, their individual years of experience, qualifications, education and training, accreditation, and prior assignments.

II-6. Training. If appropriate, indicate recommended training of Commission personnel. Include the personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

II-7. M/W/DBE/ Participation. The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Proposal. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of General Services (www.dgs.state.pa.us) or the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the proposal. **If further information is desired concerning DBE/MBE/WBE participation**, direct inquiries to the Pennsylvania Turnpike Commission's Contracts Administration Department by calling (717) 939-9551 Ext. 4241.

II-8. Cost Submittal. The information requested in this section shall constitute your cost submittal. **The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separate from the technical submittal.**

Proposers should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Proposers should direct in writing to the Issuing Office pursuant to Part I-9 of this RFP any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

The total cost you are proposing must be broken down into the following components:

- a. Direct Labor Costs.** Itemize to show the following for each category of personnel with a different rate per hour:
 - (1) Category: e.g., partner, project manager, analyst, senior auditor, research associate.
 - (2) Estimated hours. Provide a breakdown of costs for each facility/structure.
 - (3) Rate per hour.

- b. **Labor Overhead.** Specify what is included and rate used. If there is no labor overhead rate in your proposal, so state.
- c. **Travel and Subsistence.** Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must conform to the requirements of the most current version of the Commission's Travel Guidelines.
- d. **Subcontract Costs.** Itemize as in (a) above. If there are no subcontract costs in your proposal, so state.
- e. **Other Direct Costs.** Itemize. If there are no other direct costs in your proposal, so state.
- f. **Cost of Full Appraisal (first year)**
- g. **Cost of Annual Certified Valuation (per year, for the following four (4) years)**
- h. **Total Cost (five-year total)**

Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

The selected Proposer shall only perform work on this contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice of Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under this Contract.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a Proposer; (b) properly signed by the Proposer; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-3. The following criteria will be used in evaluating each proposal:

a. Understanding the Problem. This refers to the Proposer's understanding of the Commission needs that generated the RFP, of the Commission's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.

b. Proposer Qualifications. This refers to the ability of the Proposer to meet the terms of the RFP, especially the time constraint and the quality, relevancy, and recency of studies and projects completed by the Proposer. This also includes the Proposer's financial ability to undertake a project of this size.

c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the job by the Proposer. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP.

d. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service/project. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet Commission objectives. Method of delivery, access to collected information and the technique of updating information will be considered. Although not required, it is preferred that the appraisal service have an office in Pennsylvania.

e. Cost. While this area will be weighted, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.

PART IV

WORK STATEMENT

The PTC requests proposals from a certified appraisal service that meets the requirements listed below. The appraisal service shall be capable of providing ample staffing to conduct onsite inspections, accurate valuations and annual re-valuations based on current market trends. The comprehensive annual report is used to set insurance premiums for the Commission's All Risk Policy and is also used to determine replacement costs in the event of a loss to property and its contents due to perils beyond our control.

IV-1. Objectives.

a. General. It is the intent of the Commission to acquire a certified appraisal service that can provide an accurate and reliable appraisal of all Commission properties that reflects a comprehensive, creditable and objective valuation of buildings, contents and facilities.

b. Specific. The appraisal service shall provide detailed valuation of all Commission owned buildings and structures as directed by the Commission and provide annual certified comprehensive valuation of buildings and structures through reports, photos and spreadsheets

IV-2. Nature and Scope of the Project. The appraisal service shall appraise facilities and structures of all Commission properties across its entire system as specified during the initial year of the contract. Facilities and structures are defined as the Commission's Central Administration Office, Eastern Regional Office and Western Regional Office, Interchanges, Maintenance buildings, Service Plazas and Tower sites. **Bridges and tunnels are not included.** Subsequent years of the contract shall update the valuation of all facilities based on current market trends. Additional appraisals may be requested due to changes as a result of construction, reconfiguration or other influencing factors that deem appraisal necessary. All facilities appraised shall reflect itemized values of equipment (mechanical or electrical), furnishings and other office equipment in excess of \$500 for each said unit. Cost of the full appraisal shall be reflected in the cost proposal.

IV-3. Requirements. The appraisal service will be required to completely appraise all Commission-owned facilities and structures (out buildings, garages, etc.) at listed facilities across the Pennsylvania Turnpike System (list attached under Appendix A) or as directed by the Commission.

IV-4. Tasks. Fully appraise and photograph all buildings, out buildings, garages, etc., except for bridge structures, tunnels and roadways the first year of the contract, with re-valuation every year thereafter. Additional buildings and assorted structures required to be appraised during the term of the contract will be negotiated in accordance with the terms and conditions of the Agreement.

Provide an annual certified report showing valuations of all Commission-owned facilities and structures during the term of the agreement. Assistance with current values of equipment (mechanical or electrical), furnishings and office equipment in excess of \$500 in value shall be provided by Commission personnel prior to the annual valuation and shall be incorporated into the annual valuation report and spreadsheets.

Locations appraised shall be under the direction of the Risk Management Department. Written description of buildings and structures to be appraised shall be provided by the Commission prior to any work commencing under the agreement.

IV-5. Reports and Project Control. All reports provided by the appraisal service shall be provided in PDF or Excel format (as applicable) with two original certified hard/paper copies provided to the Commission. Reports shall conform to the Uniform Standards of Professional Appraisal Practices (USPAP) guidelines.

Additional reports may become necessary in the event of a loss and shall be provided upon request. Electronic means of disseminating reports is required.

a. Task Plan. The appraisal service shall show a work plan for each task that identifies the work elements of each task, the resources including employee(s) assigned to the task, and the time allotted to each element and the deliverable items to be produced during the initial evaluation year.

b. Status Report. Monthly status reports shall be provided via electronic means (e-mail), or hard copy during the initial evaluation year, to the Commission showing activity of the appraisal. A representative from the appraisal service shall be available at all times for inquiries and reports as needed by the Commission.

c. Problem Identification Report. APA (appraisal problem analysis) is required for each structure to be appraised. The APA should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Proposer's recommendations with supporting rationale. The Commission shall approve the APA prior to further action by the Proposer.

d. Final Report. Draft copies of the final report, to permit the Commission to satisfy itself as to the report's completeness and factual accuracy, shall be submitted to the Commission for approval and acceptance. The final format shall show:

- (1) A succinct listing of all property appraised categorized if possible by type or structure with value extension;
- (2) Summary of methodology of data collection;
- (3) Actual complete appraisals of property.

Addendum No. 1

RFP 09-10260-2101

Property Appraisal Services

Prospective Respondents: You are hereby notified of the following information in regard to the referenced project:

Re: Part I-9. Questions and Answers. There were no questions received as of July 22, 2009.

REVISION

The following paragraph has been revised as follows:

II-7. M/W/DBE/ Participation. The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Proposal. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of General Services (www.dgs.state.pa.us) or the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the proposal. **Inclusion of D/M/WBEs will be a factor in the evaluation determination for this RFP.** If further information is desired concerning DBE/MBE/WBE participation, direct inquiries to the Pennsylvania Turnpike Commission's Contracts Administration Department by calling (717) 939-9551 Ext. 4241.

All other terms, conditions and requirements of the original RFP issued July 2, 2009 remain unchanged unless modified by this Addendum.

Addendum No. 2

RFP 09-10260-2101

Property Appraisal Services

Prospective Respondents: You are hereby notified of the following information in regard to the referenced project:

REVISIONS

The following paragraphs have been revised as follows:

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Fran Furjanic, Contracts Supervisor, on or before **12:00 Noon, August 20, 2009.**

IV-2. Nature and Scope of the Project. The appraisal service shall appraise facilities and structures of all Commission properties across its entire system as specified during the initial year of the contract. Facilities and structures are defined as the Commission's Central Administration Office, Eastern Regional Office and Western Regional Office, **Turnpike Industrial Park (TIP) Building (2850 Turnpike Industrial Drive, Middletown, PA 17057)**, Interchanges, Maintenance buildings, Service Plazas and Tower sites.

IV-3. Requirements. The appraisal service will be required to completely appraise **and provide accurate market and replacement values** of all Commission-owned facilities and structures (out buildings, garages, etc.) at listed facilities across the Pennsylvania Turnpike System (list attached under Appendix A) or as directed by the Commission.

IV-4. Tasks. Fully appraise and photograph all buildings, out buildings, garages, etc., except for bridge structures, tunnels and roadways, the first year of the contract, with re-valuation every year thereafter **to include both fair market and replacement values.** Additional buildings and assorted structures required to be appraised during the term of the contract will be negotiated in accordance with the terms and conditions of the Agreement.

Appendix A: Revised to include TIP Building and attached to this Addendum.

All other terms, conditions and requirements of the original RFP issued July 2, 2009 remain unchanged unless modified by this Addendum.