

REQUEST FOR PROPOSALS FOR
PROPERTY APPRAISAL SERVICES

ISSUING OFFICE

Pennsylvania Turnpike Commission
Facilities and Energy Management Operations Department

RFP NUMBER 14-40130-4915

DATE OF ISSUANCE

September 9, 2014

**REQUEST FOR PROPOSALS FOR
PROPERTY APPRAISAL SERVICES**

TABLE OF CONTENTS

Part I	- GENERAL INFORMATION FOR PROPOSERS	page 1
Part II	- INFORMATION REQUIRED FROM PROPOSERS	page 7
Part III	- CRITERIA FOR SELECTION	page 10
Part IV	- WORK STATEMENT	page 12

APPENDIX A – PROPOSAL COVER SHEET

APPENDIX B – INSURANCE SPECIFICATION

APPENDIX C – FACILITY LIST (7 pages)

APPENDIX D - DIVERSE BUSINESS (DB) REQUIREMENTS

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 Appraisal Services.

I-2. Issuing Office. This RFP is issued for the Commission by the Facilities and Energy Management Operations Department.

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 certified, credible, and objective industry-standard appraisals of Commission assets including all new and existing facilities, buildings, structures, and contents. The services will provide a comprehensive appraisal in the first year and updated annual appraisals throughout the remainder of the contract.

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 Proposers 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. **Multiple responses under any of the foregoing situations may cause the 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. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions should be submitted by email to

RFP-Q@paturnpike.com with **RFP 14-40130-4915 – Property Appraisal Services** in the Subject Line to be received no later than 2:00 PM local time on **Tuesday, September 23, 2014**. All questions and written answers will be posted to the website 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: Wanda Metzger, on or before **2:00 PM** local time on **Wednesday, October 22, 2014**. 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, FedEx, UPS, or other delivery method, does not guarantee delivery to the Contracts Administration Department 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 four (4) hard copies of the Technical Submittal and four (4) hard copies of the Cost Submittal. In addition to the hard copies of the proposal, **one complete and exact copy of the entire proposal (Technical and Cost, along with all requested documents) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format.** The electronic copy must be a mirror image of the hard copy. Proposer should ensure that there is no costing information in the technical submittal. The CD or Flash drive should clearly identify the Proposer and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Proposer shall present the proposal to the Contracts Administration Department only. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference.

An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (Appendix A to this RFP) and the Proposal Cover Sheet is attached to the proposal, the requirement will be met. 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 or fax notice (fax number (717) 986-8714) received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt.

Overnight Delivery Address:

Contracts Administration Department
Attn: Wanda Metzger
PA Turnpike Commission
700 South Eisenhower Blvd.
Middletown, PA 17057

US Mail Delivery Address:

Contracts Administration Department
Attn: Wanda Metzger
PA Turnpike Commission
P.O. Box 67676
Harrisburg, PA 17106

However, if the Proposer chooses to attempt to provide such written notice by fax transmission, the Commission shall not be responsible or liable for errors in fax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided his/her identity is made known and he/she 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 solicitation.

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 through the Contract Administration Department to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office through the Contract Administration Department 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. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission's option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the

discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

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.

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 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, printers, copiers, and related project software and hardware are the responsibility of the appraisal firm and will not be provided by the Commission.

During the initial year, all appraisals will require on-site visits at the Commission-owned facilities, buildings, and structures. The Commission offers flexible working hours to its employees with starting times ranging from 6:30 AM – 9:00 AM and ending times from 2:30 PM – 5:00 PM. The selected appraisal service provider will be required to plan and staff the appraisals accordingly so Commission employees are available to provide access, assist, and answer questions during on-site visits.

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.

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 certified appraisal; and four (4) certified annual comprehensive updates. 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 Proposer or 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 response section of 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 of the 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 or other obligation of the Proposer that is owed to the Commonwealth.
- 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.

I-24. Indemnification. The Proposer shall be responsible for, and shall indemnify, defend, and hold harmless the Commission and its Commissioners, officers, employees, and agents from any claim, liability, damages, losses, causes of action, and expenses, including reasonable attorneys' fees, arising from damage to life or bodily injury or real or tangible personal property caused by the negligence or other tortious acts, errors, and omissions of Proposer, its employees, or its subcontractors while engaged in performing the work of this Agreement or while present on the Commission's premises, and for breach of this Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Proposer is responsible for any use of such information not permitted by this Agreement. The indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or its subcontractors under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

I-25. Insurance. Proposer will comply with the Insurance requirements as described in Appendix B - Insurance Specification.

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. All cost data relating to this proposal and all Diverse Business cost data should be kept separate from and not included in the Technical Submittal. Each proposal shall consist of three separately sealed submittals:

1. Technical Submittal, which shall be a response to RFP **Part II, Sections II-1 through II-7;**
2. Diverse Business Participation Submittal, in response to RFP **Part II, Section II-8;** and
3. Cost Submittal, in response to RFP **Part II, Section II-9.**

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. Proposal Cover Sheet (Appendix A)

Show the name of your firm, Federal I.D. number, address, name of contact person, contact person's email and telephone number date and the subject: Property Appraisal Services, RFP 14-40130-4915. In addition it is required that all information requested in Appendix A be provided including information pertaining to location of office performing the work, contact information, listing of all Pennsylvania offices and total number of Pennsylvania employees, and location of company headquarters.

II-2. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-3. 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-4. 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.

II-5. 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 along with the name 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 property and contents values of each appraisal contract completed. List current active work.

II-6. 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 you intend to use and the services they will perform.

The personnel assigned to this project 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-7. 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-8. Diverse Business (DB) Requirements (Appendix D). The Commission's Diverse Business (DB) Requirements for this procurement and a resulting contract are identified in Appendix D. There is no minimum participation level (MPL) for DBs established for this contract. However, the utilization of DBs are encouraged and will be considered as a criteria in the evaluation of proposals and may be considered as a factor in the Commission's selection of a firm for this contract.

The proposer must include in its DB participation submittal that it meets the requirements set forth in the Commission's DB Requirements - Appendix D. In addition, the DB participation submittal shall indicate the amount of DB participation incurred in the proposal in terms of dollars committed or percentage of total contract amount.

II-9. 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, and on a CD-ROM, 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 but not limited to the following components:

- a. Cost of Full Certified Appraisal (including travel and required reports)
- b. Cost of Annual Certified Valuation (per year, for the following four (4) years) (including required reports)
- c. Total Cost (five year total for items a & b)

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 to 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 shall be (a) timely received from a Proposer; and (b) properly signed by the Proposer.

III-2. Technical Nonconforming Proposals. The two (2) Mandatory Responsiveness Requirements set forth in Section III-1 above (a&b) are the only RFP requirements that the Commission will consider to be non-waivable. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in the proposal, (2) allow the Proposer to cure the nonconformity, or (3) consider the nonconformity in the evaluation of the proposal.

III-3. Proposal Evaluation. Proposals will be reviewed, evaluated, and rated by a Technical Evaluation Team (TET) of qualified personnel based on the evaluation criteria listed below. The TET will present the evaluations to the Professional Services Procurement Committee (PSPC). The PSPC will review the TET's evaluation and provide the Commission with the firm(s) determined to be highly recommended for this assignment.

The Commission will select the most highly qualified firm for the assignment or the firm whose proposal is determined to be most advantageous to the Commission by considering the TET's evaluation and the PSPC's determination as to each firm's rating. In making the PSPC's determination and the Commission's decision, additional selection factors may be considered taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances. Additional selection factors may include, when applicable, the following: geographic location and proximity of the firm, firm's Pennsylvania presence or utilization of Pennsylvania employees for the assignment; equitable distribution of work; diversity inclusion; and any other relevant factors as determined as appropriate by the Commission.

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-4. Evaluation Criteria. The following criteria will be used, in order of relative importance from the highest to the lowest, 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.

e. Cost. While this area may be weighted heavily, 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.

f. Commitment to Diversity and Inclusion. This refers to the inclusion of DB firms, as described in Part II-8. Participation may be measured in terms of total dollars committed or percentage of total contract amount to certified DB firms.

PART IV

WORK STATEMENT

The PTC requests proposals from an 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 replacement values. 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 an appraisal service that can provide a certified, accurate, and reliable appraisal of all Commission properties that reflects a comprehensive, creditable and objective valuation of facilities, buildings, structures, and contents.

b. Specific. The appraisal service shall provide through reports, photos, and spreadsheets – as directed by the Commission – a comprehensive initial valuation of all Commission-owned facilities, buildings, structures, and contents; and provide an annual comprehensive and updated valuation of facilities, buildings, structures, and contents.

IV-2. Nature and Scope of the Project. The appraisal service shall appraise approximately 255 facilities, 725 structures, and corresponding contents on Commission properties across its entire 554 mile system as directed by the Commission during the first year of the contract. Facilities are defined as, but not limited to, the Commission's Central Office Campus including the Turnpike Industrial Park (TIP) Building; Eastern Regional Office and Western Regional Office; Interchanges and Toll Plazas; Maintenance facilities; Stockpile facilities; Training facilities; State Police facilities; Service Plazas; Warehouses and Tower sites. **Excluded from the appraisal shall be bridges, tunnels, roadways, land, land improvements, licensed vehicles, snow equipment, road repair equipment, fine arts, supplies, materials on hand, inventories, records, and any current or intangible assets that may exist.** Subsequent years of the contract shall update annually the valuation of all facilities, buildings, structures, and contents based on current replacement values. 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. Assets below the \$500 level shall be grouped and valued by building and location. The cost of the full appraisal and the annual updates shall be reflected in the cost proposal.

IV-3. Requirements. The appraisal service will be required to completely appraise and provide accurate replacement values for the 'Cost to Replace New' of all Commission-owned facilities, buildings, structures, and contents across the Pennsylvania Turnpike System. A list of facilities included in Appendix C is provided for reference only and is not intended to be a fully comprehensive listing of every facility to be appraised.

IV-4. Tasks. The first year of the contract, complete on-site visits and full appraisals of all existing facilities, buildings, structures, and contents. Complete a re-valuation every year thereafter. Photograph all existing buildings and structures with the first-year appraisal. The first-year appraisal and annual

updates shall include values for 'Cost to Replace New' for facilities, buildings, structures, and contents. Valuation for annual updates will not require on-site visits except where facilities, buildings, structures, or contents are new, expanded, rehabilitated, or renovated. Additional and/or new facilities, buildings, structures, and contents requiring on-site visits and full appraisals during the remaining 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, buildings, structures, and contents during the term of the agreement. Assistance with original values of equipment (mechanical or electrical), furnishings, and other office equipment in excess of \$500 in value will be provided where available by Commission personnel prior to the first-year valuation and shall be incorporated into the appraisal reports.

All locations appraised shall be under the direction of the Facilities and Energy Management Operations Department.

IV-5. Reports and Project Control. The first-year and annual update appraisal reports shall be provided by the appraisal service in PDF and Excel formats. In addition to a comprehensive appraisal report for the Pennsylvania Turnpike System, individual reports will be required for each facility and building/structure using the Commission-assigned Functional Location as the file name. An electronic Excel format, to be determined by the Commission, is to be provided by the appraisal service, and two original certified hard/paper copies are to be provided to the Commission. Reports shall be formatted and reformatted/revised as necessary to meet the varied requirements of multiple departments within the Commission. Reports shall conform to the Uniform Standards of Professional Appraisal Practices (USPAP) guidelines.

Additional reports may be required upon request by the Commission and shall be provided at no additional cost to the Commission.

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, the time allotted to each element, and the deliverable items to be produced during the initial appraisal year.

b. Status Report. Monthly status reports shall be provided via email, during the initial appraisal year, to the Commission showing activity of the appraisal. A representative from the appraisal service shall be available at all times, throughout the entire term of the contract, for inquiries and reports as needed by the Commission.

c. Problem Identification Report. An APA (appraisal problem analysis) is required for each facility/building/structure where a potential problem with the appraisal is anticipated. 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 will approve the APA prior to further action by the Proposer.

d. Final Report. Submit to the Commission, for approval and acceptance, draft copies of the final report to permit the Commission to satisfy itself as to the report's completeness and factual

accuracy. A final report shall be submitted for the first-year appraisal and for each annual updated appraisal thereafter. The final format shall show:

- (1) A succinct listing of all property appraised, categorized by facility and building/structure with value extension;
- (2) Summary of methodology of data collection;
- (3) Complete appraisals of facilities, buildings, structures, and contents with valuations for 'Cost to Replace New.'
- (4) In addition to valuations, gather and provide related information on facilities, buildings, structures, and contents. Additional information shall include photographs of buildings and structures and the following data at a minimum:

Building/Structure Data: inspection date, site number, site name, building number, building name, street address, city, state, zip code, latitude, longitude, construction class, exterior wall finish, roof material, roof pitch, heating, cooling, year built, card-access, entry alarm, fire alarm, sprinkler, average story height, story, floor area, basement floor area, total square feet, elevators, flood zone, milepost, and functional location for the building/structure.

Contents Data: inspection date, site number, site name, building number, building name, floor, room, quantity, description, manufacturer, model, serial, milepost, and functional location.

Compile the additional information such that each data label noted above can be a column heading in an Excel spreadsheet of the appraisal information. Upon request by the Commission, substitute Commission-specific data labels/field names for 'standard' data labels/field names.

APPENDIX A – PROPOSAL COVER SHEET
Pennsylvania Turnpike Commission
PROPERTY APPRAISAL SERVICES

RFP# 14-40130-4915

Enclosed in two separately sealed submittals is the technical and cost proposal for the Proposer identified below for the above referenced RFP:

Proposer Information:	
Proposer Name	
Proposer Mailing Address	
Proposer Website	
Proposer Contact Person/Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's Email Address	
Proposer Federal ID Number	
Location of Headquarters	
Location of Office(s) Performing the Work	
Listing of all Pennsylvania Offices and Total Number of Pennsylvania Employees	

Submittals Enclosed and Separately Sealed:	
<input type="checkbox"/> Technical Submittal	<input type="checkbox"/> Cost Submittal
Signature	
Signature of an official authorized to bind the Proposer to the provisions contained in the Proposer's proposal: _____	
Print Name	
Title	

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH THE PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

The Pennsylvania Turnpike Commission

Prior to the commencement of any work and until completion and final payment is made for the work / final acceptance of the work, the Appraisal Service Contractor will provide and maintain the following minimum levels of insurance at Appraisal Service Contractor's own expense. The cost of the required insurance shall be included in the Appraisal Service Contractor's bid price and no adjustment shall be made to the contract price on account of such costs unless such approval is provided. The term Appraisal Service Contractor shall include Subcontractors and Sub-Subcontractors of every tier. Appraisal Service Contractor shall furnish Certificates of Insurance evidencing and reflecting the effective date of coverage as outlined below. In no event shall Work be performed until the required evidence of Insurance is provided in accordance with these Contract Documents and is approved by the Pennsylvania Turnpike Commission (the "Commission"). If found to be non-compliant, the Commission may purchase the required insurance coverage(s) and the cost will be borne by the Appraisal Service Contractor through direct payment/reimbursement to the Commission or the Commission may withhold payment to the Appraisal Service Contractor for amounts owed to them.

- a) All insurance shall be procured from insurers permitted to do business in the State in which the project is taking place and having an A.M. Best Rating of at least "A-, Class VIII".
- b) Appraisal Service Contractor shall not have a Self-Insured Retention (SIR) on any policy greater than \$25,000, which is the responsibility of the Appraisal Service Contractor. If Appraisal Service Contractor's policy(ies) has a Self-Insured Retention exceeding this amount, approval must be received from the Commission prior to starting work. In the event any policy includes an SIR, the Appraisal Service Contractor is responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be offered within the SIR amount(s).
- c) All insurance required herein, with the exception of the Professional Liability Insurance, shall be written on an "occurrence" basis. Claims-Made coverage must include:
 - i. The retroactive date must be on or prior to the start of work under this contract; and
 - ii. The Appraisal Service Contractor must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three years, subsequent to the completion of their work / final payment.
- d) The Appraisal Service Contractor's insurance carrier (s) shall agree to provide at least thirty (30) days prior written notice to the Commission in the event coverage is canceled or non-renewed. In the event of cancellation or non-renewal of coverage(s), it is the Appraisal Service Contractor's responsibility to replace coverage to comply with the Contract requirements so there is no lapse of coverage for any time period.

In the event the insurance carriers will not issue or endorse their policy(s) to comply with the above it is the responsibility of the Appraisal Service Contractor

The Pennsylvania Turnpike Commission

to report any notice of cancellation or non-renewal at least thirty (30) days prior to the effective date of this notice.

- e) Appraisal Service Contractor shall provide the Commission with Certificates of Insurance, evidencing the insurance coverages listed below, ten days prior to the start of work of this Project and thereafter upon renewal or replacement of each coverage. The Appraisal Service Contractor shall not begin any work until the Commission has reviewed and approved the Certificate of Insurance. The required insurance shall not contain any exclusions or endorsements, which are not acceptable to the Commission.

Failure of the Commission to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Commission to identify a deficiency from evidence that is provided shall not be construed as a waiver of Appraisal Service Contractor's obligation to maintain such insurance.

With respect to insurance maintained after final payment in compliance with a requirement below, an additional certificate(s) evidencing such coverage shall be provided to the Commission with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the time period for which such insurance must be maintained.

- f) The Commission, (including the Commission's Parent, Subsidiaries, and Affiliates) shall be added as ADDITIONAL INSUREDS on all liability policies (except Workers' Compensation and Professional Liability Policy, where applicable), for ongoing operations and completed operations on a primary noncontributory basis. Coverage to include ongoing and completed operations using ISO Endorsements CG 2010 and CG 2037, or their equivalents. Each of the Additional Insured's respective members, employees, agents and representatives shall also be afforded coverage as an Additional Insured. Coverage should be provided for a period of three years subsequent to the completion of work/final payment.

If you are operating in a state that has implemented the "Anti-Indemnity" Additional Insured Endorsements, you are required to provide the state specific additional insured endorsements for ongoing and completed operations. These states include but are not limited to: Montana, New Mexico, Oregon, Colorado, Kansas, California, Louisiana, and Texas.

The Commission reserves the right to require Appraisal Service Contractor to name other parties as additional insureds as required by the Commission.

There shall be no "Insured versus Insured Exclusion" on any policies; all policies will provide for "cross liability coverage".

- g) Waiver of Rights of Subrogation: Appraisal Service Contractor shall waive all rights of recovery against the Commission and all the additional insureds for loss

APPENDIX B

INSURANCE SPECIFICATION MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

or damage covered by any of the insurance maintained by the Appraisal Service Contractor.

- h) The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the Appraisal Service Contractor.
- i) The carrying of insurance described shall in no way be interpreted as relieving the Appraisal Service Contractor of any responsibility or liability under the contract.
- j) Any type of insurance or any increase in limits of liability not described above which the Appraisal Service Contractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- k) Appraisal Service Contractor shall promptly notify the Commission and the appropriate insurance company(ies) in writing of any accident(s) as well as any claim, suit or process received by the insured Appraisal Service Contractor arising in the course of operations under the contract. The Appraisal Service Contractor shall forward such documents received to his insurance company(ies), as soon as practicable, or as required by its insurance policy(ies).

REQUIRED COVERAGES - the following may be provided through a combination of primary and excess policies in order to meet the minimum limits set forth below:

1. Workers' Compensation and Employer's Liability:

Provided in the State in which the work is to be performed and elsewhere as may be required and shall include:

- a) Workers' Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$500,000 Each Accident
Bodily Injury by Disease:	\$500,000 Each Employee
Bodily Injury by Disease:	\$500,000 Policy Limit
- c) USL&H, and FELA Coverage, if applicable.
- d) Includes sole proprietorships and officers of corporation who will be performing the work.
- e) Where applicable, if the Appraisal Service Contractor is lending or leasing its employees to the Commission for the work under this contract (e.g. crane rental with operator), it is the Appraisal Service Contractor's responsibility to provide the Workers Compensation and Employer's Liability coverage and to have their policy endorsed with the proper Alternate Employer Endorsement.

2. Commercial General Liability:

Provided on ISO form CG 00 01 12 07 or an equivalent form including Premises -

The Pennsylvania Turnpike Commission

Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.

- a) Occurrence Form with the following limits:
 - (1) General Aggregate: \$2,000,000
 - (2) Products/Completed Operations Aggregate: \$2,000,000
 - (3) Each Occurrence: \$1,000,000
 - (4) Personal and Advertising Injury: \$1,000,000
 - b) Products/Completed Operations Coverage must be maintained for a period of at least three (3) years after final payment / completion of work (including coverage for the Additional Insureds as set forth in these Insurance Requirements).
 - c) The General Aggregate Limit must apply on a **Per Project basis**.
 - d) No Exclusions for development, construction, building conversion, etc with respect to the project's location and / or where the work is to be completed by the Appraisal Service Contractor.
 - e) Coverage for "Resulting Damage".
 - f) No sexual abuse or molestation exclusion.
 - g) No amendment to the definition of an "Insured Contract" except as noted below.
 - h) The definition of an "Insured Contract" must be amended to provide coverage for all work on or within 50 feet of a railroad. A stand alone Railroad Protective Liability policy may be required based on the scope of this project.
3. **Automobile Liability:**
- a) Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto"), if you do not have any Owned Vehicles you are still required to maintain coverage for Hired and Non-Owned Vehicles as either a stand alone policy or endorsed onto the Commercial General Liability policy above
 - b) Per Accident Combined Single Limit \$1,000,000
 - c) For Appraisal Service Contractor(s) involved in the transportation of hazardous material, include the following endorsements: MCS-90 and ISO-9948.
4. **Commercial Umbrella Liability:**
- a) Policy(ies) to apply on a Following Form Basis of the following:
 - (1) Commercial General Liability,
 - (2) Automobile Liability, and
 - (3) Employers Liability Coverage.
 - b) Minimum Limits of Liability

Occurrence Limit:	\$10,000,000
Aggregate Limit (where applicable):	\$10,000,000

APPENDIX B

INSURANCE SPECIFICATION MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

5. **Professional Liability Insurance:**
(IF DESIGNATED BY **APPRAISAL SERVICE CONTRACTOR'S SCOPE OF WORK**)
- a) Minimum Limits of Liability
Per Claim Limit: \$5,000,000
Aggregate Limit: \$5,000,000
 - b) The Definition of "Covered Services" shall include the services required in the scope of this contract.
 - c) Coverage shall be extended to cover "Green Building", if applicable.
6. **Crime Insurance:**
(IF DESIGNATED BY **APPRAISAL SERVICE CONTRACTOR'S SCOPE OF WORK**)
- a) Include the Employee Theft and Theft, Disappearance and Destruction coverage parts.
 - b) The Employee Theft Coverage part shall include the Clients' Property Endorsement (ISO Form CR 04 01, or its equivalent).
 - c) Coverage may be provided in the form of a Financial Institution Bond.
 - d) Minimum Limits of Liability:
Per Occurrence: \$1,000,000

DISTRICT 1		
	Functional Location	Description
1	PTC-D01-FAC-ADM-WROF	Western Regional Office
2	PTC-D01-FAC-FAR-D1FC	District 1 Fare Collection
3	PTC-D01-FAC-FAR-D6FC	District 6 Fare Collection
4	PTC-D01-FAC-INT-B015	New Castle/US 422 (No Toll)
5	PTC-D01-FAC-INT-B031	PA 51 Chippewa (No Toll)
6	PTC-D01-FAC-INT-B17E	Mt. Jackson East Bound Toll Plaza
7	PTC-D01-FAC-INT-B17W	Mt. Jackson West Bound Toll Plaza
8	PTC-D01-FAC-INT-B18W	Toll 376 West 18
9	PTC-D01-FAC-INT-B20E	Moravia East Bound Toll Plaza
10	PTC-D01-FAC-INT-B20W	Moravia West Bound Toll Plaza
11	PTC-D01-FAC-INT-B29E	Beaver Falls East Bound Toll Plaza
12	PTC-D01-FAC-INT-B29W	Beaver Falls West Bound Toll Plaza
13	PTC-D01-FAC-INT-B30E	Toll 376 East 30
14	PTC-D01-FAC-INT-FCAE	Findlay Connector 54 A E
15	PTC-D01-FAC-INT-FCAW	Findlay Connector 54 A W
16	PTC-D01-FAC-INT-FCBE	Findlay Connector 54 B E
17	PTC-D01-FAC-INT-FCBW	Findlay Connector 54 B W
18	PTC-D01-FAC-INT-FCCE	Findlay Connector 54 C E
19	PTC-D01-FAC-INT-FCCW	Findlay Connector 54 C W
20	PTC-D01-FAC-INT-G000	Ramp Boquet / Forbes Road (AKH)
21	PTC-D01-FAC-INT-G001	Exit 1 AKH
22	PTC-D01-FAC-INT-G012	Route 687 (No Toll)
23	PTC-D01-FAC-INT-G014	U.S. 22 (No Toll)
24	PTC-D01-FAC-INT-G04N	Route 136 North Bound Toll Plaza
25	PTC-D01-FAC-INT-G04S	Route 136 South Bound Toll Plaza
26	PTC-D01-FAC-INT-G06N	Route 30 North Bound Toll Plaza
27	PTC-D01-FAC-INT-G06S	Route 30 South Bound Toll Plaza
28	PTC-D01-FAC-INT-G08N	Route 130 North Bound Toll Plaza
29	PTC-D01-FAC-INT-G08S	Route 130 South Bound Toll Plaza
30	PTC-D01-FAC-INT-G09N	Route 66 North Bound Toll Plaza
31	PTC-D01-FAC-INT-G09S	Route 66 South Bound Toll Plaza
32	PTC-D01-FAC-INT-GAKH	AKH Mainline Toll Plaza
33	PTC-D01-FAC-INT-M000	Mon Fayette West Virginia State Line
34	PTC-D01-FAC-INT-M002	Mon Fayette Gans Road (No Toll)
35	PTC-D01-FAC-INT-M004	Mon Fayette M4
36	PTC-D01-FAC-INT-M005	Mon Fayette M5
37	PTC-D01-FAC-INT-M008	Mon Fayette Big Six Road (No Toll)
38	PTC-D01-FAC-INT-M019	Mon Fayette M19
39	PTC-D01-FAC-INT-M030	Mon Fayette U.S. 40 (No Toll)
40	PTC-D01-FAC-INT-M032	Mon Fayette California (No Toll)
41	PTC-D01-FAC-INT-M034	Mon Fayette ELCO Hill Road (No Toll)
42	PTC-D01-FAC-INT-M035	Mon Fayette California Interchange
43	PTC-D01-FAC-INT-M035-DOM	Salt Dome - California
44	PTC-D01-FAC-INT-M036	Mon Fayette I-70 (No Toll)
45	PTC-D01-FAC-INT-M052	Mon Fayette 52

DISTRICT 1		
	Functional Location	Description
46	PTC-D01-FAC-INT-M054	Mon Fayette PA 51 (No Toll)
47	PTC-D01-FAC-INT-M15N	Mon Fayette 15 N
48	PTC-D01-FAC-INT-M15S	Mon Fayette 15 S
49	PTC-D01-FAC-INT-M18N	Mon Fayette 18 N
50	PTC-D01-FAC-INT-M18S	Mon Fayette 18 S
51	PTC-D01-FAC-INT-M19	Mon Fayette M19
52	PTC-D01-FAC-INT-M22N	Mon Fayette 22 N
53	PTC-D01-FAC-INT-M22S	Mon Fayette 22 S
54	PTC-D01-FAC-INT-M26N	Mon Fayette 26 N
55	PTC-D01-FAC-INT-M26S	Mon Fayette 26 S
56	PTC-D01-FAC-INT-M28N	Mon Fayette 28 N
57	PTC-D01-FAC-INT-M28S	Mon Fayette 28 S
58	PTC-D01-FAC-INT-M30A	Mon Fayette 30 N
59	PTC-D01-FAC-INT-M30S	Mon Fayette 30 S
60	PTC-D01-FAC-INT-M39N	Mon Fayette 39 N
61	PTC-D01-FAC-INT-M39S	Mon Fayette 39 S
62	PTC-D01-FAC-INT-M44N	Mon Fayette 44 N
63	PTC-D01-FAC-INT-M44S	Mon Fayette 44 S
64	PTC-D01-FAC-INT-M48N	Mon Fayette 48 N
65	PTC-D01-FAC-INT-M48S	Mon Fayette 48 S
66	PTC-D01-FAC-INT-T002	Gateway Interchange - Exit # 2
67	PTC-D01-FAC-INT-T010	New Castle Interchange - Exit # 10
68	PTC-D01-FAC-INT-T013	Beaver Valley Interchange - Exit # 13
69	PTC-D01-FAC-INT-T028	Cranberry Interchange - Exit # 28
70	PTC-D01-FAC-INT-T031	Warrendale Plaza - Exit # 31
71	PTC-D01-FAC-INT-T039	Butler Valley Interchange - Exit # 39
72	PTC-D01-FAC-INT-T048	Allegheney Valley Interchange Exit # 48
73	PTC-D01-FAC-INT-T057	Pittsburgh Interchange - Exit # 57
74	PTC-D01-FAC-INT-T067	Irwin Interchange - Exit # 67
75	PTC-D01-FAC-INT-T075	New Stanton Interchange - Exit # 75
76	PTC-D01-FAC-INT-T091	Donegal Interchange - Exit # 91
77	PTC-D01-FAC-MAI-BVXP	Beaver Valley Salt Dome
78	PTC-D01-FAC-MAI-CALI	California Interchange Salt Shed
79	PTC-D01-FAC-MAI-CALI-DOM	Salt Dome - California Interchange
80	PTC-D01-FAC-MAI-DNGL	Donegal Maintenance
81	PTC-D01-FAC-MAI-GIBS	Gibsonia Maintenance
82	PTC-D01-FAC-MAI-GREE	Greensburg Maintenance
83	PTC-D01-FAC-MAI-HARC	Harrison City Maintenance
84	PTC-D01-FAC-MAI-HOME	Homewood Maintenance
85	PTC-D01-FAC-MAI-JEFF	Jefferson Hills Maintenance
86	PTC-D01-FAC-MAI-LAUR	Laurel Hill Salt Shed
87	PTC-D01-FAC-MAI-RT22	S6 Route 22 Salt Shed
88	PTC-D01-FAC-MAI-SEAR	Searights Maintenance
89	PTC-D01-FAC-MAI-SMTH	Smithfield Salt Dome (Mon Fayette)
90	PTC-D01-FAC-MAI-ZELI	Zelienople Salt Shed

DISTRICT 1		
	Functional Location	Description
91	PTC-D01-FAC-MIS-OFFT-DNG	Donegal Engineering Trailer
92	PTC-D01-FAC-MIS-OFFT-GIB	Gibsonia Engineering Trailer
93	PTC-D01-FAC-MIS-OFFT-GRE	Greensburg Engineering Trailer
94	PTC-D01-FAC-PSP-GIBS	Gibsonia State Police
95	PTC-D01-FAC-PSP-JEFF	Jefferson Hills State Police
96	PTC-D01-FAC-PSP-NEWS	New Stanton Barracks - WRO
97	PTC-D01-FAC-RAD-BEAC	Beacon Radio Tower
98	PTC-D01-FAC-RAD-DNGL	Donegal Maintenance Radio Tower
99	PTC-D01-FAC-RAD-GIBS	Gibsonia Maintenance Radio Tower
100	PTC-D01-FAC-RAD-GREE	Greensburg (AKH) Maintenance Radio Tower
101	PTC-D01-FAC-RAD-HARC	Harrison City Maintenance Radio Tower
102	PTC-D01-FAC-RAD-HOME	Homewood Maintenance Radio Tower
103	PTC-D01-FAC-RAD-LAUR	Laurel Radio Tower
104	PTC-D01-FAC-RAD-MFGC	Mon Fayette - Gun Club Road
105	PTC-D01-FAC-RAD-MFHR	Mon Fayette - Hampton Road
106	PTC-D01-FAC-RAD-MFNB	Mon Fayette - North Barrier
107	PTC-D01-FAC-RAD-MFNC	Mon Fayette - Newcomer
108	PTC-D01-FAC-RAD-MFRS	Mon Fayette - Red Stone Tower
109	PTC-D01-FAC-RAD-MFSB	Mon Fayette - South Barrier
110	PTC-D01-FAC-RAD-RODN	Rodney Radio Tower
111	PTC-D01-FAC-RAD-SALM	Salem Church Radio Tower
112	PTC-D01-FAC-RAD-T002	New Castle Radio Tower
113	PTC-D01-FAC-RAD-T067	Irwin Interchange Radio Tower
114	PTC-D01-FAC-RAD-THOM	Thompson Run North Radio Tower
115	PTC-D01-FAC-RAD-THOS	Thompson Run South Radio Tower
116	PTC-D01-FAC-RAD-TYSN	Tyson Corner Radio Tower (WRO)
117	PTC-D01-FAC-SER-NEWS	New Stanton Service Plaza
118	PTC-D01-FAC-SER-OAKM	Oakmont Service Plaza

DISTRICT 2		
	Functional Location	Description
119	PTC-D02-FAC-FAR-EVRT	Everett Fare Collection
120	PTC-D02-FAC-INT-T110	Somerset Interchange - Exit # 110
121	PTC-D02-FAC-INT-T146	Bedford Interchange - Exit # 146
122	PTC-D02-FAC-INT-T161	Breezewood Interchange - Exit # 161
123	PTC-D02-FAC-INT-T180	Fort Littleton Interchange - Exit # 180
124	PTC-D02-FAC-INT-T189	Willow Hill Interchange - Exit # 189
125	PTC-D02-FAC-INT-T201	Blue Mountain Interchange - Exit # 201
126	PTC-D02-FAC-MAI-ALLE	Allegheny Salt Shed
127	PTC-D02-FAC-MAI-BRNT	Burnt Cabins Maintenance
128	PTC-D02-FAC-MAI-EVRT	Everett Maintenance
129	PTC-D02-FAC-MAI-KEGG	Kegg Maintenance
130	PTC-D02-FAC-MAI-SIDE	Sideling Hill Salt Shed
131	PTC-D02-FAC-MAI-SMST	Somerset Maintenance
132	PTC-D02-FAC-MAI-WEST	Western Training Site
133	PTC-D02-FAC-MIS-OFFT-ET1	Everett Engineering Trailer
134	PTC-D02-FAC-MIS-OFFT-ET2	Everett Engineering Trailer # 2
135	PTC-D02-FAC-MIS-OFFT-ETS	Somerset Engineering Trailer
136	PTC-D02-FAC-PSP-EVRT	Everett State Police Barracks
137	PTC-D02-FAC-PSP-SMST	Somerset State Police Barracks
138	PTC-D02-FAC-RAD-ALLE	Allegheny Radio Tower
139	PTC-D02-FAC-RAD-BALD	Bald Knob Radio Tower
140	PTC-D02-FAC-RAD-BRNT	Burnt Cabins Maintenance Radio Tower
141	PTC-D02-FAC-RAD-EVRT	Everett Maintenance Radio Tower
142	PTC-D02-FAC-RAD-SIDE	Sideling Hill Radio Tower
143	PTC-D02-FAC-RAD-SMST	Somerset Maintenance Radio Tower
144	PTC-D02-FAC-RAD-TUSC	Tuscarora Radio Tower
145	PTC-D02-FAC-RAD-TUSM	Tussey Mountain Monopole Radio Tower
146	PTC-D02-FAC-RAD-TUSS	Tussey Mountain Old Fire Radio Tower
147	PTC-D02-FAC-SER-MIDN	Midway North Service Plaza
148	PTC-D02-FAC-SER-MIDS	Midway South Service Plaza
149	PTC-D02-FAC-SER-SIDE	Sideling Hill Service Plaza
150	PTC-D02-FAC-SER-SMSN	Somerset North Service Plaza
151	PTC-D02-FAC-SER-SMSS	Somerset South Service Plaza

DISTRICT 3		
	Functional Location	Description
152	PTC-D03-FAC-ADM-COAD	Central Office
153	PTC-D03-FAC-ADM-TIPB	TIP Building
154	PTC-D03-FAC-FAR-HIGH	Highspire Fares
155	PTC-D03-FAC-INT-T226	Carlisle Interchange - Exit # 226
156	PTC-D03-FAC-INT-T236	Gettysburg Interchange - Exit # 236
157	PTC-D03-FAC-INT-T242	West Shore Interchange - Exit # 242
158	PTC-D03-FAC-INT-T247	East Shore Interchange - Exit # 247
159	PTC-D03-FAC-INT-T266	Lebanon-Lancaster Interchange Exit # 266
160	PTC-D03-FAC-INT-T286	Reading - Lancaster Interchange Exit 286
161	PTC-D03-FAC-INT-T298	Morgantown Interchange - Exit # 298
162	PTC-D03-FAC-MAI-BOWM	Bowmansville Maintenance
163	PTC-D03-FAC-MAI-MTGR	Mt. Gretna Maintenance
164	PTC-D03-FAC-MAI-NEWC	New Cumberland Maintenance
165	PTC-D03-FAC-MAI-NEWV	Newville Maintenance
166	PTC-D03-FAC-MIS-EZPS	EZ Pass Test Facility
167	PTC-D03-FAC-MIS-OFFT-ET1	Newville Engineering Trailer
168	PTC-D03-FAC-PSP-BOWM	Bowmansville P.S.P.
169	PTC-D03-FAC-PSP-NEWV	Newville P.S.P.
170	PTC-D03-FAC-RAD-BLUE	Blue Mtn Tunnel Radio Tower
171	PTC-D03-FAC-RAD-BOWM	Bowmansville Maintenance Radio Tower
172	PTC-D03-FAC-RAD-BUNC	Bunches Radio Tower
173	PTC-D03-FAC-RAD-CLRK	Clarks Knob Radio Tower
174	PTC-D03-FAC-RAD-COAD	Highspire Radio Tower
175	PTC-D03-FAC-RAD-CONS	Conestoga Radio Tower
176	PTC-D03-FAC-RAD-CORN	Cornwall Radio Tower
177	PTC-D03-FAC-RAD-MTGR	Mt Gretna Maintenance Radio Tower
178	PTC-D03-FAC-RAD-NEWC	New Cumberland Maintenance Radio Tower
179	PTC-D03-FAC-RAD-NEWV	Newville Maintenance Radio Tower
180	PTC-D03-FAC-RAD-T201	Blue Mtn Interchange Radio Tower
181	PTC-D03-FAC-RAD-T226	Carlisle Interchange Radio Tower
182	PTC-D03-FAC-RAD-T236	Gettysburg Pike Interchange Radio Tower
183	PTC-D03-FAC-RAD-T242	Harrisburg West Interchange Radio Tower
184	PTC-D03-FAC-RAD-T298	Morgantown Interchange Radio Tower
185	PTC-D03-FAC-SER-BLUE	Blue Mountain Service Plaza
186	PTC-D03-FAC-SER-BOWM	Bowmansville Service Plaza
187	PTC-D03-FAC-SER-HIGH	Highspire Service Plaza
188	PTC-D03-FAC-SER-LAWN	Lawn Service Plaza
189	PTC-D03-FAC-SER-PLAN	Plainfield Service Plaza

DISTRICT 4		
	Functional Location	Description
190	PTC-D04-FAC-ADM-EROF	Eastern Regional Office
191	PTC-D04-FAC-INT-A020	Mid-County Interchange - Exit # A20
192	PTC-D04-FAC-INT-A031	Lansdale Interchange - Exit # A31
193	PTC-D04-FAC-INT-T312	Downingtown Interchange - Exit # 312
194	PTC-D04-FAC-INT-T320	Route 29 Slip Ramp - Exit # 320
195	PTC-D04-FAC-INT-T326	Valley Forge Interchange - Exit # 326
196	PTC-D04-FAC-INT-T333	Norristown Interchange - Exit # 333
197	PTC-D04-FAC-INT-T339	Ft. Washington Interchange - Exit # 339
198	PTC-D04-FAC-INT-T340	Virginia Avenue(Slip Ramp)
199	PTC-D04-FAC-INT-T343	Willow Grove Interchange - Exit # 343
200	PTC-D04-FAC-INT-T351	Bensalem Interchange - Exit # 351
201	PTC-D04-FAC-INT-T352	Street Road (Slip Ramp)
202	PTC-D04-FAC-INT-T358	Delaware Valley Interchange - Exit # 358
203	PTC-D04-FAC-INT-T359	Delaware River Bridge Int - Exit # 359
204	PTC-D04-FAC-MAI-DVLT	Devault Maintenance
205	PTC-D04-FAC-MAI-PLYM	Plymouth Meeting Maintenance
206	PTC-D04-FAC-MAI-TREV	Trevoise Maintenance
207	PTC-D04-FAC-RAD-A020	Mid County Interchange Radio Tower
208	PTC-D04-FAC-RAD-CAMI	P.J. Camiel Radio Tower
209	PTC-D04-FAC-RAD-DELA	Delaware Valley Radio Tower
210	PTC-D04-FAC-RAD-PLYM	Plymouth Meeting Maintenance Radio Tower
211	PTC-D04-FAC-RAD-T312	Downingtown Interchange Radio Tower
212	PTC-D04-FAC-RAD-T326	Valley Forge Interchange Radio Tower
213	PTC-D04-FAC-RAD-T333	Norristown Interchange Radio Tower
214	PTC-D04-FAC-RAD-T351	Philadelphia Interchange Radio Tower
215	PTC-D04-FAC-RAD-TREV	Trevoise Maintenance Radio Tower
216	PTC-D04-FAC-RAD-VFOR	Valley Forge East Radio Tower
217	PTC-D04-FAC-RAD-VFOW	Valley Forge West Radio Tower
218	PTC-D04-FAC-RAD-WILL	Willow Grove Radio Tower
219	PTC-D04-FAC-SER-KING	King of Prussia Service Plaza
220	PTC-D04-FAC-SER-PJCA	Peter J. Camiel Service Plaza
221	PTC-D04-FAC-SER-VFOR	Valley Forge Service Plaza

DISTRICT 5		
	Functional Location	Description
222	PTC-D05-FAC-FAR-SLAT	Slatington Fares
223	PTC-D05-FAC-INT-A044	Quakertown Interchange - Exit # 44
224	PTC-D05-FAC-INT-A056	Lehigh Valley Interchange - Exit # 56
225	PTC-D05-FAC-INT-A074	Mahoning Valley Interchange - Exit # 74
226	PTC-D05-FAC-INT-A095	Pocono Interchange - Exit # 95
227	PTC-D05-FAC-INT-A105	Wilkes Barre Interchange - Exit # 105
228	PTC-D05-FAC-INT-A114	Old Wyoming Valley Interchange
229	PTC-D05-FAC-INT-A115	Wyoming Valley Int - Exit # 115
230	PTC-D05-FAC-INT-A122	Keyser Avenue Interchange - Exit # 122
231	PTC-D05-FAC-INT-A131	Clarks Summit Interchange - Exit # 131
232	PTC-D05-FAC-MAI-ETRN	Eastern Training Site
233	PTC-D05-FAC-MAI-POCN	Pocono Maintenance
234	PTC-D05-FAC-MAI-QTWN	Quakertown Maintenance
235	PTC-D05-FAC-MAI-SLAT	Slatington Maintenance
236	PTC-D05-FAC-MAI-WYOM	Wyoming Valley Maintenance
237	PTC-D05-FAC-MIS-OFFT-QUA	Quakertown Engineering Trailer
238	PTC-D05-FAC-MIS-OFFT-WBR	Wilkes Barre Interchange Office Trailers
239	PTC-D05-FAC-PSP-POCN	Pocono State Police Barracks
240	PTC-D05-FAC-RAD-A056	Lehigh Valley Interchange Radio Tower
241	PTC-D05-FAC-RAD-A105	Wilkes Barre Interchange Radio Tower
242	PTC-D05-FAC-RAD-A131	Clark Summit Interchange Radio Tower
243	PTC-D05-FAC-RAD-AMER	American Radio Tower
244	PTC-D05-FAC-RAD-ATRI	Wilkes Barre Interchange Tripod Tower
245	PTC-D05-FAC-RAD-BIGB	Big Boulder Radio Tower
246	PTC-D05-FAC-RAD-LEHI	Lehigh Tunnel Radio Tower
247	PTC-D05-FAC-RAD-PALM	Palmerton Radio Tower
248	PTC-D05-FAC-RAD-POCN	Pocono Maintenance Radio Tower
249	PTC-D05-FAC-RAD-RADI	Radio Hill Radio Tower
250	PTC-D05-FAC-RAD-SLAT	Slatington Maintenance Radio Tower
251	PTC-D05-FAC-RAD-SMTN	South Mountain Radio Tower
252	PTC-D05-FAC-RAD-WYOM	Wyoming Maintenance Radio Tower
253	PTC-D05-FAC-RAD-WYOR	Wyoming Radio Tower
254	PTC-D05-FAC-SER-ALLN	Allentown Service Plaza
255	PTC-D05-FAC-SER-HRUN	Hickory Run Service Plaza

APPENDIX D

Pennsylvania Turnpike Commission DIVERSE BUSINESS (DB) REQUIREMENTS

Diverse Business Participation. The Commission is committed to Diverse Business (DB) participation on competitive contracting opportunities. Firms or entities that have not previously performed work or provided services to the Commission are encouraged to respond to the solicitations. RFPs may include DB participation as part of the criteria for the evaluation of proposals, and the Commission may consider DB participation as a selection factor.

Minimum Participation Level (MPL). The minimum participation level (MPL) for the inclusion of DBs will be established in the RFP/advertisement as a percentage.

(a) General Requirements. Section 303 of Title 74 of the Pennsylvania Consolidated Statutes, 74 Pa.C.S. § 303, requires proposer on contracts funded pursuant to the provisions of Title 74 (Transportation) and 75 (Vehicle Code) administered and issued by the Commission to make Good Faith Efforts to solicit subconsultants that are Diverse Businesses (DBs) as defined in Section 303. The DB requirements of Section 303 apply to this contract.

Section 303 requires proposers to make Good Faith Efforts, as described below, to solicit subconsultants that are DBs during the proposal process to maximize participation of DBs in competitive contracting opportunities.

The Commission is committed to participation by DBs and will enforce the requirements of Section 303 and this section. Failure to make Good Faith Efforts and demonstrate such Good Faith Efforts in the solicitation of subconsultants may result in the proposer being declared ineligible for the contract.

Proposers shall document and submit to the Commission all Good Faith Efforts, as described in this section, to solicit subconsultants that are DBs during the solicitation process.

Proposers are encouraged to utilize and give consideration to consultants offering to utilize DBs in the selection and award of contracts.

Proposers shall not discriminate on the basis of gender, race, creed or color in the award and performance of contracts in accordance with 62 Pa.C.S. §3701.

Failure to comply with the requirements of Section 303 or this specification may result in the imposition of sanctions as appropriate under section 531 of the Procurement Code, 62 Pa.C.S. § 531 relating to debarment and suspension.

The Commission's Director of the Office of Diversity and Inclusion, or designee, is designated the Responsible Official who shall supervise the DB program and ensure that the Commission complies with the DB program.

(b) Definitions. The following definitions apply to terms used in this specification:

1. Disadvantaged Business – A business that is owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial, social, ethnic prejudice or cultural bias.

2. Diverse Business – A disadvantaged business, minority-owned or women-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified by a third-party certifying organization.

3. Minority-owned Business – A business owned and controlled by a majority of individuals who are African Americans, Hispanic Americans, Native Americans, Asian Americans, Alaskans or Pacific Islanders.

4. Professional Services – An industry of infrequent, technical or unique functions performed by independent contractors or consultants whose occupation is the rendering of the services, including: (1) design professional services as defined in 62 Pa.C.S. § 901 (relating to definitions); (2) legal services; (3) advertising or public relations services; (4) accounting, auditing or actuarial services; (5) security consultant services; (6) computer and information technology services; and (7) insurance underwriting services.

5. Pro Forma Effort-The act of completing a form or document identifying efforts to solicit DBs for a project in order to satisfy criteria with little or no expectation that the DBs contacted or identified will perform any of the work.

6. Service-Disabled Veteran-Owned Small Business – A business in the United States which is independently owned and controlled by a service-disabled veteran(s), not dominant in its field of operation, and employs 100 or fewer employees.

7. Subconsultant- Any individual, partnership, firm, or corporation entering into a contract with the prime consultant for work under the contract, including those providing professional and other services.

8. Third-party Certifying Organization – An organization that certifies a small business, minority-owned business, women-owned business or veteran-owned small business as a diverse business. The term includes: (1) the National Minority Supplier Development Council; (2) the Women's Business Development Enterprise National Council; (3) the Small Business Administration; (4) The Department of Veteran Affairs; (5) the Pennsylvania Unified Certification Program.

9. Veteran-owned Small Business –A small business owned and controlled by a veteran or veterans.

10. Women-Owned Business – A business owned and controlled by a majority of individuals who are women.

(c) Actions Required by Proposer during the procurement/consultant selection phase

1. Submission Requirements – Consultant Responsiveness.

- a. **Minimum Participation Level (MPL) Documentation** - If the documentation submitted with the proposal demonstrates that the proposer has identified DBs sufficient to meet the MPL established for this contract, the proposer will be deemed to have satisfied the DB requirement during this phase. The proposer is required to provide the business name and business address of each DB and supporting documentation that includes proof of certification.

If the consultant's proposal demonstrates the consultant's inability to meet the MPL established for this contract, the proposer shall demonstrate Good Faith Efforts with its proposal. Failure to submit the required documentation demonstrating Good Faith Efforts as further described below with the proposal may result in a rejection of the proposal.

- b. If no MPL has been established for this contract, the proposer is required to either provide a statement of intent that it will self-perform 100% of the work for the agreement, or demonstrate Good Faith Efforts to solicit subconsultants that are DBs. In either case documentation shall be provided with the proposal.

Failure to submit the required information identified above with the proposal may result in a rejection of the proposal.

2. Good Faith Effort Requirements: The documentation of Good Faith Efforts must include the business name and business address of each DB considered. Supporting documentation must also include proof of certification and any explanation of Good Faith Efforts the proposer would like the Commission to consider. Any services to be performed by a DB are required to be readily identifiable to the agreement. Good Faith efforts are demonstrated by seeking out DB participation in the project given all relevant circumstances. The Commission requires the proposer to demonstrate more than Pro Forma Efforts. Evidence of Good Faith Efforts includes, but is not limited to:

- a. Consultant solicits through all reasonable and available means the interest of all certified DBs with the capacity to perform the scope of work set forth in the agreement.
- b. The proposer must provide written notification at least 5 business days before proposals are due to allow the DBs to respond to the solicitation.
- c. The proposer must determine with certainty if DBs are interested by taking appropriate steps to follow up initial solicitations.
- d. The proposer must make efforts to select portions of the work to be performed by DBs to include, where appropriate, breaking out contract work into economically feasible units to facilitate DB participation;
- e. It is the proposer's responsibility to make a portion of the work available to DBs and, to select those portions of the work, so as to facilitate DB participation.
- f. The proposer shall provide evidence of such negotiations that include the names, addresses, and telephone numbers of DBs considered; A description of the information provided regarding the required work and services for the work selected for subconsultants; and evidence as to why additional agreements could not be reached for DBs to perform the work.
- g. Proposers cannot reject or withhold solicitation of DBs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- h. The DB's standing within its industry, membership in specific groups, organizations or associations and political or social affiliations (for example union v. non-union employee status) are not legitimate causes for the rejection or non-solicitation of proposals in the proposer's efforts to meet the Good Faith Efforts requirement.
- i. Efforts to assist interested DBs in obtaining bonding, lines of credit or insurance.

3. Actions Taken by the Commission. As part of the proposal review process, the Commission will review the submissions to determine whether the proposer has complied with Section 303 and this requirement in the selection of DB subconsultants. The Commission will determine whether the proposer has either met the MPL or provided acceptable documentation as noted above. The Commission reserves the right to contact proposers for clarification during the review and negotiation process.

If the Commission determines that the proposer has failed to either meet the MPL or provide acceptable documentation as noted above, the proposal may be rejected.

(d) Consultant Requirements During Performance of Services.

1. Replacement of a DB Subconsultant. Consultant must continue good faith efforts through completion of the contract. The obligation to make Good Faith Efforts to solicit subconsultants for any type of service extends to additional work required for any service which is identified to be performed by a DB. If at any time during the performance of the work, it becomes necessary to replace or add a subconsultant that is a DB, the consultant, as appropriate, shall immediately notify the Commission and seek approval in writing in accordance with the Agreement of the need to replace the DB, which notice shall include the reasons for the replacement. If a prime consultant who originally indicated that it would self-perform all work subsequently decides to use a subconsultant for any work under the contract, the consultant must submit documentation of all Good Faith Efforts as to the work for which a subconsultant is obtained.

2. Records. Maintain project records as are necessary to evaluate DB compliance and as necessary to perform the reporting function addressed below. Maintain all records for a period of 3 years following acceptance of final payment. Make these records available for inspection by the Commission, its designees or agents. These records should indicate:

2.a. The number of DB and non-DB subconsultants and the type of services performed on or incorporated in this project.

2.b. The progress and efforts made in seeking out DB subconsultant organizations and individual DB consultants for work on this project to increase the amount of DB participation and/or to maintain the commitments made at the time of the proposal to DBs.

2.c. Documentation of all correspondence, contacts, telephone calls, and other contacts made to obtain the service of DBs on this project.

3. Reports. Maintain monthly reports and submit reports as required by the Commission concerning those contracts and other business executed with DBs with respect to the records referred to in subsection (e)2. above in such form and manner as prescribed by the Commission. At a minimum, the Reports shall contain the following:

3.a The number of Contracts with DBs noting the type of services provided, including the execution date of each contract.

3.b The amounts paid to each DB during the month, the dates of payment, and the overall amounts paid to date. If no payments are made to a DB during the month, enter a zero (\$0) payment.

3.c Upon request and upon completion of individual DB firm's work, submit paid invoices or a certification attesting to the actual amount paid. In the event the actual amount paid is less than the award amount, a complete explanation of difference is required.

4. Subconsultant Contracts

4.a. Subcontracts with DB firms will not contain provisions waiving legal rights or remedies provided by laws or regulations of the Federal Government or the Commonwealth of Pennsylvania or the Commission through contract provisions or regulations.

4.b. Prime consultant will not impose provisions on DB subconsultants that are more onerous or restrictive than the terms of the prime's contract with non-DBs.

4.c. Executed copies of subcontracts/purchase orders are to be received by the Commission before the commencement of work by the DB.

5. Payments to DB Subconsultants. Payments to DBs are to be made in accordance with the prompt payment requirements of Chapter 39, Subchapter D of the Procurement Code, 62 Pa.C.S. §3931 et seq. Performance of services by a DB subconsultant in accordance with the terms of the contract entitles the subconsultant to payment.

(e) Actions to be Taken by Commission After Performance of Services. Following completion of the Consultant's services, the Director of the Commission's Office of Diversity and Inclusion or his/her designee will review the overall DB participation to assess the Consultant's compliance with Section 303 and this contract. Appropriate sanctions may be imposed under 62 Pa.C.S. § 531 (relating to debarment or suspension) for a Consultant's failure to comply with Section 303 and the requirements of the contract.

Addendum No. 1

RFP # 14-40130-4915

PROPERTY APPRAISAL SERVICES

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

REVISION:

Part I, Section I-12 – Proposals – The first paragraph of this section has been revised to read as follows:

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 four (4) hard copies of the Technical Submittal and four (4) hard copies of the Cost Submittal and two (2) hard copies of the Diverse Business (DB) participation submittal. In addition to the hard copies of the proposal, **one complete and exact copy of the entire proposal (Technical, Cost and DB, along with all requested documents) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format.** The electronic copy must be a mirror image of the hard copy. Proposer should ensure that there is no costing information in the technical submittal. The CD or Flash drive should clearly identify the Proposer and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Proposer shall present the proposal to the Contracts Administration Department only. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference.

No questions were submitted in response to the above referenced RFP as of September 23, 2014.

All other terms, conditions and requirements of the original RFP dated September 9, 2014 remain unchanged unless modified by this Addendum.