

REQUEST FOR PROPOSALS FOR

Cell Tower Lease Consultant

ISSUING OFFICE

**Pennsylvania Turnpike Commission
Contracts Administration Department
On behalf of the**

**Office of Chief Counsel
Property Management Division**

RFP NUMBER

RFP 18-10470-8162

DATE OF ISSUANCE

March 1, 2018

REQUEST FOR PROPOSALS FOR
Cell Tower Lease Consultant

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CALENDAR OF EVENTS

RFP# 18-10470-8162

The Commission reserves the right to make changes or alterations to this schedule as the Commission determines is in its best interest.

Activity	Date	Time
Request for Proposals Issued	March 1, 2018	N/A
Deadline for Proposers to Submit Questions via email to RFP-Q@paturndpike.com	March 19, 2018	2:00 PM
Answers to Proposers questions posted to the Commission website at https://www.paturndpike.com/Procurement/Bidlist.aspx?RTYPE=O (<i>Estimate Only</i>)	March 28, 2018	N/A
Due Date for Proposals	April 12, 2018	2:00 PM
Oral Clarifications/Presentations (<i>If necessary</i>)	TBD	TBD
Anticipated Notice to Proceed (<i>Estimate Only</i>)	July 31, 2018	N/A

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 a Cell Tower Lease Consultant.

I-2. Issuing Office. This RFP is issued for the Commission by the Contracts Administration Department on behalf of the Office of Chief Counsel, Property Management Division.

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.

A. General Description

The Commission is soliciting requests for proposals from firms interested in serving as the Commission's Cell Tower Lease Consultant. Interested firms must have recent cell tower lease experience, which includes but is not limited to fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits. Cell Tower Information is provided in Appendix F.

B. Requested Services

In addition to consulting services, the selected firm shall be required to provide to the Commission a report which evaluates the Commission's existing Cell Tower Leasing Program and makes recommendations to maximize market competitiveness and future leasing opportunities.

I-5. Type of Contract. The Commission intends to award one contract as a result of this RFP. It is proposed that if a contract is entered into as a result of this RFP, it will be a fee for services. 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, responsive and capable of performing the work. A sample Contractual Agreement is provided in Appendix A.

I-6. Contractor Integrity Provisions. Contractor Integrity Provisions will apply to this contract upon award and the awarded vendor may be required to complete a Background Qualifications Questionnaire prior to entering into an Agreement with the Commission and attend annual ethics training provided by the Commission. Proposers can find the Integrity Provisions and other related documents on the Commissions website at www.paturndpike.com (Doing Business, General Information, Integrity Provisions).

Include full disclosure of any potential conflict with the State Adverse Interest of State Advisor or Consultant Statute by the prime or any subconsultant. If there is no adverse interest, you shall include the following statement: "I have reviewed the State Adverse Interest Statute and determined that there is no

adverse interest for anyone on this Agreement team." This information should be included in your transmittal letter/cover page or executive summary.

I-7. 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-8. 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.

If a Joint Venture responds to this RFP, the Commission will not accept separate proposals from joint venture constituents. A firm will not be permitted to submit a proposal on more than one (1) joint venture for the same RFP. Also, a firm that responds to this RFP as a prime may not be included as a designated subconsultant to another firm that responds to the same RFP. Multiple responses under any of the forgoing situations will 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 subconsultant to more than one prime consultant responding to the RFP.

I-9. 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-10. Procurement Schedule of Events. The current Schedule for Key Procurement Dates for this procurement process leading to an award of the Contract is provided in the Calendar of Events, page 1 of this RFP. The Commission reserves the right to make changes or alterations to this schedule as the Commission determines is in its best interest. All changes to these dates and/ or times up to and including the due date for Proposals will be issued as an addendum to this RFP and will become part of this RFP and will be posted to the Commission's website at <https://www.paturnpike.com/procurement/Bidlist.aspx?rtype=o>.

Unless otherwise notified in writing by the Commission, the dates indicated below for submission of items or for other required actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time and date stated shall cause a Proposer to be disqualified. All times stated are in Harrisburg, PA local time and are subject to change.

I.11. Questions and Answers. There will be no pre-proposal conference for this RFP. No negotiations, decisions or actions shall be initiated or executed by a Proposer as a result of any oral discussions with any Commission member, employee, consultant/contractor. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions shall be submitted by email to RFP-Q@paturnpike.com with **RFP 18-10470-8162 Cell Tower Lease Consultant** in the Subject Line to be received no later than the date and time provided on the Calendar of Events. All questions and written answers will be issued as an addendum to and become part of this RFP and will be posted to the Commission's website at (<http://www.paturnpike.com/procurement/Bidlist.aspx?rtype=o>), approximately on or before the date provided on the Calendar of Events and only if necessary. Proposers shall use the form provided in **Appendix B** to submit the questions.

I-12. 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

(<http://www.paturndpike.com/procurement/Bidlist.aspx?rtype=o>). 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 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-13. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Wanda Metzger, on or before the date and time provided on the Calendar of Events. The Commission will **not** accept proposals via email or facsimile transmission.

Overnight Delivery Address:

Contracts Administration Department
Attn: Wanda Metzger
PA Turnpike Commission
700 South Eisenhower Blvd.
Middletown, PA 17057
Phone: (717) 831-7429

US Mail Delivery Address:

Contracts Administration Department
Attn: Wanda Metzger
PA Turnpike Commission
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-14. 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 **Five (5)** hard copies of the Technical Submittal, **Five (5)** hard copies of the Diverse Business (DB) participation submittal, and **Five (5)** hard copies of the Cost Submittal. In addition to the hard copies of the proposal, two **complete and exact copies** of the Technical, Cost and DB submittals, 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 C 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**

calendar days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered.

Each 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.

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-15. 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-16. 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-17. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for 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 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-18. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact regarding contractual matters.

I-19. 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 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 about “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-20. 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-21. 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-22. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-23. 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-24. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) and will end five (5) years from that date. 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-25. 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-26. 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 the Agreement or while present on the Commission's premises, and for breach of the Agreement regarding the use or disclosure of proprietary and confidential information where it is determined that Proposer is responsible for any use of such information not permitted by the 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 Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

I-27. Insurance. Proposer will comply with the Insurance requirements as described in Appendix **D** - Insurance Specification.

I-28. Diverse Business (DB) Requirements. Proposer will comply with the DB Requirements as described in Appendix **E** – Diverse Business (DB) Requirements.

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, A through G;**
2. Diverse Business Participation Submittal, in response to RFP **Part II, Section II-1H;** and
3. Cost Submittal, in response to RFP **Part II, Section II-2.**

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 Technical Submittal.

A. Proposal Cover Sheet (See Appendix B)

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: Cell Tower Lease Consultant, RFP 18-10470-8162. Appendix C must be signed by an individual who is authorized to negotiate terms, render binding decisions and commit your firm's resources. In addition, it is required that all information requested in Appendix C 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.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Executive Summary

Summarize your understanding of the work to be done and make a positive commitment to perform the work necessary. This section should summarize the key points of your submittal. (Limit to two pages.) Include in this section or in a transmittal letter/cover page a statement regarding full disclosure of any potential conflict with the State Adverse Interest of State

Advisor or Consultant Statute as instructed in Proposal Section 1.6 Contractor Integrity Provisions.

D. Firm Overview

Provide a brief history and description of your firm's business organization and its cell tower lease consultant service expertise and experience as it relates to the requirements discussed in Part IV of this RFP. Include the location of offices and the number and types of cell tower consultants or other relevant professional staff in each office. Discuss your firm's presence in and commitment to the Commonwealth of Pennsylvania. Include a discussion of the specific expertise and services that distinguish your firm.

If you propose to subcontract any portion of the work described in your response, the subcontracted firm or firms must be identified in this section. The role of the firm or firms should be explained along with a description of the specific expertise and services that the firm or firms contribute to the overall value of your proposal.

E. Personnel

Provide the names, proposed roles, background and experience, current professional licenses, office location and availability of the consulting personnel that would perform the fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower selection and cellular site feasibility audits as described in Part IV of this RFP. Specifically identify the primary person(s) who will be responsible for managing the relationship with the Commission during this endeavor. Proposer must submit a current resume for all proposed staff listing relevant experience and applicable professional affiliations.

F. Relevant Experience and Expertise

Provide a narrative statement regarding your recent cell tower lease experience, which includes but is not limited to fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits expertise and experience as it relates to Part IV of this RFP. Additionally, include a statement regarding your understanding of the requirements as outlined in this RFP and your ability to provide fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits in accordance with the same.

Describe your firm's experience in providing similar fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits to other clients, especially other governmental entities and/or similar public/private sector transportation organizations. Describe the business practices that enable you to complete these tasks in an efficient, timely and, at times, expeditious manner.

Provide a list of three references of clients for which your firm has performed similar work, as described in this RFP, within the past three years.

Include a statement regarding any other specialized recent cell tower leasing experience, which includes but is not limited to fair market value evaluations, property assessments, carrier

negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits your firm may offer.

Include Three (3) Years of financial information about the Company that shows its ability to undertake a project of this size.

G. Approach

Provide a description of the proposed approach/methodology that you will follow, along with a project plan and realistic timeline that identifies the phases and tasks required to complete the services defined in Part IV. Include in this section the deliverables and reports that will be provided, the project controls that will be used, and the tasks that will be performed.

Provide a description of all the deliverables that you will provide as an output of the project plan.

Provide relevant samples of deliverables and project plans from similar services that your firm was primarily responsible for producing.

II-2 Diverse Business (DB) Requirements (Appendix E). The Commission's Diverse Business (DB) Requirements for this procurement and a resulting contract are identified in Appendix E. 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 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 E. The proposer shall address the section of the DB Requirements labeled, "Actions Required by Proposer during the procurement/consultant selection phase". 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-3 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-11, Questions and Answers 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.

1. The cost to complete and provided the report, as requested in Part IV, to the Commission within six (6) months of receiving the authorization to proceed.

2. Fee structure for consulting services to provide support for additional requirements for the term of the contract.

The selected Proposer shall only perform work on the 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 the 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 considering 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:

1. Proposer and Personnel Qualifications and Experience

- a. Proposer's relevant experience and expertise in conducting fair market value evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection, and cellular site feasibility audits as it relates to the requirements discussed in Part IV of this RFP.
- b. Qualifications, experience and competency of professional personnel who will be assigned to the contract by the Proposer including tenure with firm, length of time in the industry and type of experience.
- c. Financial ability of the Proposer to undertake a project of this size.
- d. Response of references if the Commission elects to solicit them.

2. Approach

- a. Understanding of the Commission's needs and scope of work.
- b. Soundness of proposed approach, methodology, and deliverables for conducting fair market evaluations, property assessments, carrier negotiations, site location and future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits as it relates to the requirements discussed in Part IV of this RFP.
- c. Responsiveness to the Commission's desire for initial 6-month report.
- d. Quality, completeness and applicability of sample deliverables provided.
- e. Responsiveness, organization, and clarity of Proposal.

3. 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.

- 4. Commitment to Diversity and Inclusion.** This refers to the inclusion of DB firms, as described in Part II-2. Participation may be measured in terms of total dollars committed or percentage of total contract amount to certified DB firms.

PART IV

WORK STATEMENT

IV-1. Objectives.

- a. General.** The Commission is soliciting requests for proposals from firms interested in serving as the Commission's Cell Tower Lease Consultant. Interested firms must have recent cell tower lease experience, which includes but is not limited to fair market value evaluations, property assessments, carrier negotiations, site location, future expansion assessments, site management, ground space leasing, cell tower site selection and cellular site feasibility audits. Firms should also include 3 years of financial information about the company that shows its ability to undertake a project of this size.
- b. Specific.** In addition to consulting services, the selected firm shall be required to provide to the Commission a report which evaluates the Commission's existing Cell Tower Leasing Program and makes recommendations to maximize market competitiveness and future leasing opportunities.

IV-2. Requirements. All work performed by the proposer shall be done by personnel experienced in performing cell tower lease reviews. The Proposer must list all persons working on this project including support staff and shall include their qualifications.

IV-3. Nature and Scope of the Project. This Project is system wide and will encompass all aspects of our Roadway, and Communications System as well as all Surplus Parcels.

IV-4. Tasks.

- 1. Evaluating Communications Infrastructure.** Evaluate the existing Commission owned structures and note where there is marketable space remaining on those structures.
- 2. Assessing Market Competitiveness.** Review and assess the existing leases in the various markets and determine if the value received for the lease is competitive in the respective market. The Commission understands that market prices for tower space may vary between urban and rural locations.
- 3. Exploring Future Leasing Opportunities.** The Commission owns other leasable land near its Limited Access Highway System, therefore the firm must evaluate those sites for leasing potential. Additionally, the firm should advise if there are specific "Marketable Areas" along the Commission's Limited Access Highway System for which a cell carrier might have an interest.
- 4. Maximizing or Leveraging the Cell Tower Program.** Assess the profitability of the cell tower program and make recommendations to maximize or leverage profitability. This should include but not be limited to a cost analysis showing the following:
 - a.** Monetary benefit to the Commission to maximize leasing opportunities.

- b. Monetary loss to the Commission because of its existing leases.
- c. Profit maximization from additional cell carrier co-locations and any additional income generated from the sites.
- d. Economic impact to the Commission to fulfill space requirements for the Turnpike Commission, OPRS/Statewide Radio Network, 911, or any countywide or statewide radio needs.

IV-5. Reports. Evaluate the existing cell tower program and prepare a written report that sets forth the firm's findings and recommendations for improving the cell tower program, maximizing profitability, assessing and expanding market competitiveness, exploring future leasing opportunities and identifying future site locations.

AGREEMENT

This **AGREEMENT** is made this _____ day of _____, 2018, between the **Pennsylvania Turnpike Commission** (“**COMMISSION**”), an instrumentality of the Commonwealth of Pennsylvania, with principal offices at 700 South Eisenhower, Blvd., Middletown, Pennsylvania 17057 (mailing address: P. O. Box 67676, Harrisburg, PA 17106-7676);

AND

(name of contractor) (“**CONTRACTOR**”), a **(state)** corporation, with its principal office at **(address)**.

WITNESSETH:

WHEREAS, the **COMMISSION** desires to satisfy a need for the **(name of solicitation)**;

WHEREAS, by Act No. 211 of the General Assembly of the Commonwealth of Pennsylvania, approved May 21, 1937, and its amendments, the **COMMISSION** is authorized and empowered to enter into an Agreement with the **CONTRACTOR**;

WHEREAS, the **COMMISSION** desires to retain the services of **CONTRACTOR** upon the following terms; and

NOW, THEREFORE, in consideration of these mutual covenants, and intending to be legally bound, the parties agree as follows:

Contractor’s Scope of Work

The **CONTRACTOR** will perform the work described in **(solicitation identification, i.e. RFP number)** dated **(date of solicitation)**, titled **(Title of solicitation)** and the **CONTRACTOR’S** proposal dated **(date of contractor’s proposal)**. These documents are made a part of this Agreement by reference.

Commission’s Responsibilities

(As defined in Section I of the RFP, “Commission Participation”)

The **COMMISSION** shall furnish the **CONTRACTOR** access to key personnel, relevant documents, and adequate workspace for completing the work.

Compensation

For the work, services, and material as defined in this Agreement, the **CONTRACTOR** shall be paid a not-to-exceed amount of **(agreement dollar value)**.

The **CONTRACTOR** agrees that the **COMMISSION** may set off the amount of any state tax liability or other obligation of the **CONTRACTOR** or its subsidiaries to the Commonwealth against

any payments due the **CONTRACTOR** under any contract with the **COMMISSION**.

Duration of Agreement

The term of this Agreement shall be for a period of **(agreement term)** and shall commence on the Effective Date as defined below.

The Effective Date shall be fixed by the **COMMISSION** after the Agreement has been fully executed by the **CONTRACTOR** and by the **COMMISSION**, and after all approvals required by the **COMMISSION** contracting procedures have been obtained. Each contract will also include an end date for the original term of the contract. This date will be the same for all contracts as a result of this RFP and will be determined by adding **(agreement term)** to the effective date of the first fully executed contract.

This Agreement will not terminate until the **COMMISSION** accepts all work as complete and tenders final payment to the **CONTRACTOR**.

Termination

Either party may terminate this Agreement at any time upon thirty- (30) calendar days written notice. If this notice is given, the **CONTRACTOR** shall be paid only for the services already rendered upon the date of the notice and for the services rendered to the date of termination, subject to all provisions of this Agreement. The notice will be effective on the date of receipt. The right to cancel may be exercised as to the entire project, or as to any particular phase or phases, part or parts, and upon one or upon several occasions, but any termination may not be revoked except upon written consent of the parties through a supplemental Agreement to this Agreement.

Insurance

The **CONTRACTOR**, prior to execution of this Agreement, shall furnish to the **COMMISSION** the certificates of insurances as required in attached **Exhibit "X"** and made a part of this Agreement.

Diverse Business (DB) Requirements

The **CONTRACTOR** agrees to comply with the requirements set forth in the **COMMISSION'S** DB Requirements - **Exhibit X**, attached and made part of this Agreement. In particular, the **CONTRACTOR** agrees to comply with section (d) Consultant Requirements During Performance of Services.

Assignment and Delegation

The **CONTRACTOR** may not transfer, assign, or delegate any terms of this Agreement, in whole or in part, without prior written permission from the **COMMISSION**.

Governing Law

This Agreement will be interpreted according to the laws of the Commonwealth of Pennsylvania.

Observance of Laws

The **CONTRACTOR** agrees to observe all relevant federal, state, and local laws and to obtain in its name all necessary permits and licenses.

Work for Hire

Except for hardware, third party licensed software, and software previously developed by **CONTRACTOR**, all Deliverables, including but not limited to source code, software, specifications, plans, designs and engineering, drawings, data, information or other written, recorded, photographic, or visual materials, trademarks, service marks, copyrights or other Deliverables produced by **CONTRACTOR** or any supplier in the performance of this Agreement shall be deemed "Work Product". All Work Product shall be considered services for hire. Accordingly, except as set forth earlier in this paragraph, all Work Product shall be the exclusive property of the **COMMISSION**.

The **CONTRACTOR** agrees to notify the **COMMISSION** in writing before using any of **CONTRACTOR**'s previously developed software for services provided under this Agreement.

The **CONTRACTOR** and the **COMMISSION** will honor all applicable preexisting licenses, copyrights, trademarks, service marks, and patents. If as part of an expense item under this Agreement, the **CONTRACTOR** purchases the right to any license, the agreements for the use or ownership of such license will be placed in the name of the **COMMISSION** along with all other rights and obligations. In addition, the **CONTRACTOR** will mark all Turnpike content or previously unprotected work product designated by the **COMMISSION** with a notice as follows: "Pennsylvania Turnpike Commission, (Year)".

Audit/Retention of Records

CONTRACTOR and its subcontractors shall maintain books and records related to performance of this Agreement or subcontract and necessary to support amounts charged to the **COMMISSION** in accordance with applicable law, terms and conditions of this Agreement, and generally accepted accounting practice. **CONTRACTOR** shall maintain these books and records for a minimum of three (3) years after the completion of the Agreement, final payment, or completion of any contract, audit or litigation, whichever is later. All books and records shall be available for review or audit by the **COMMISSION**, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. **CONTRACTOR** agrees to cooperate fully with any such review or audit. If any audit indicates overpayment to **CONTRACTOR**, or subcontractor, the **COMMISSION** shall adjust future or final payments otherwise due. If no payments are due and owing to **CONTRACTOR**, or if the overpayment exceeds the amount otherwise due, **CONTRACTOR** shall immediately refund all amounts which may be due to the **COMMISSION**. Failure to maintain the books and records required by this Section shall establish a presumption in favor of the **COMMISSION** for the recovery of any funds paid by the **COMMISSION** under this Agreement for which adequate books and records are not available to support the purported disbursement.

Dispute Resolution

All questions or disputes regarding any matter involving this Agreement or its breach shall be referred to the Board of Claims of the Commonwealth of Pennsylvania pursuant to 62 Pa.C.S.A. § 1701 *et seq.* If the Board of Claims either refuses or lacks jurisdiction, these questions or disputes shall proceed as provided in 42 Pa.C.S.A. § 7301 *et seq.* (Statutory Arbitration).

The panel of arbitrators will consist of a representative of each of the parties and a third party chosen by the representatives, or if the representatives are unable to choose, by the American Arbitration Association.

Indemnification

The **CONTRACTOR** 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 **CONTRACTOR**, 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 disclosure of proprietary and confidential information where it is determined that **CONTRACTOR** 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.

Contractor Integrity Provisions

The Contractor Integrity Provisions are attached as **Exhibit X** and made a part of this Agreement.

Confidentiality Provisions

1. As a consequence of the performance of its duties with the **COMMISSION**, **CONTRACTOR** may learn, be given, or become aware of certain information, including, but not limited to, matters pertaining to internal communications, information, proprietary information, individually identifiable health information, trade practices, business operations, or other sensitive information collectively known as Confidential Information. Regardless of how transmitted or received by **CONTRACTOR**, whether by receipt, sending, or merely becoming available to **CONTRACTOR** through its relationship to the **COMMISSION**, **CONTRACTOR** agrees to maintain and treat as proprietary and confidential to the **COMMISSION** all such Commission Confidential Information, and shall not discuss, reveal, or use for any purpose outside the performance of its contract with the **COMMISSION** such Commission Confidential Information. Confidential Information shall not include any information that (i) is or becomes available to the public other than as a consequence of a breach by any individual, a partnership, a corporation, an association, a limited liability company, a joint stock company, a trust, a joint venture, an unincorporated organization (each a "Person") of any fiduciary duty or obligation of confidentiality, including, without limitation, catalogues, publications, product descriptions and sales literature that the **COMMISSION** has distributed to the public generally; or (ii) information

which at the time of disclosure to the **CONTRACTOR** is in the public domain; or (iii) is disclosed as required by a final, unappealable court order and no suitable protective order, or equivalent remedy, is available, or (iv) the **CONTRACTOR** was aware of prior to its disclosure to the **CONTRACTOR** by the **COMMISSION** from a source not bound by a confidential obligation and the **CONTRACTOR** provides the **COMMISSION** written notice of such fact prior to the execution of this Agreement or promptly upon the **CONTRACTOR**'s learning that the information was Confidential Information; or (v) information which the **CONTRACTOR** can demonstrate with competent written evidence was independently developed by or for the **CONTRACTOR** without use of or reliance on the Confidential Information.

2. With respect to its employees, **CONTRACTOR** agrees to:

- a) require all of its employees to maintain such confidentiality;
- b) take appropriate action against its employees, officers, and subcontractors for any and all violations of this Agreement.

3. With respect to any subcontractors that **CONTRACTOR** wishes to employ to perform any of its obligations under any agreement with the **COMMISSION**, **CONTRACTOR** agrees to require any such approved subcontractor to execute written confidentiality agreements that require each such **CONTRACTOR** and its employees to comply with all the requirements set forth above.

4. **CONTRACTOR** agrees that any breach of these Confidentiality Provisions may result in civil and/or criminal penalties, for **CONTRACTOR**, its officers and employees, and subcontractors.

5. Notwithstanding any other provision to the contrary, **CONTRACTOR** agrees that these provisions shall survive the termination of this and any and all agreements between the **CONTRACTOR** and the **COMMISSION**.

6. **CONTRACTOR** agrees to treat the information in the same way **CONTRACTOR** treats its own most confidential information and to inform each such person of these provisions.

7. **CONTRACTOR** agrees to immediately notify the **COMMISSION** of any information which comes to its attention which does or might indicate that there has been any loss of confidentiality or information.

8. **CONTRACTOR** shall return to the **COMMISSION** upon demand any and all Confidential Information entrusted to it by the **COMMISSION** pursuant to this Agreement (including any and all copies, abstracts, compilations or analyses thereof and memoranda related thereto or incorporating the Confidential Information) or the **CONTRACTOR** may request permission from the **COMMISSION**, which permission may be granted or denied in the **COMMISSION**'s sole discretion, to destroy all such Confidential Information and provide a certificate of destruction to the **COMMISSION** signed by the **CONTRACTOR**. The **CONTRACTOR** further agrees that neither itself nor its employees or representatives will copy, in whole or in part, any such Confidential Information without the prior written consent of the **COMMISSION**.

9. **CONTRACTOR** agrees that if they have had or will have an SSAE16 audit that they will comply with and abide by the findings of such audit to protect **COMMISSION** information.

Entire Agreement

This Agreement, together with any writings either attached as exhibits or incorporated by reference, constitutes the entire understanding between the parties and there are no other oral or extrinsic understandings of any kind between the parties.

Modification

This Agreement may be modified only by a writing signed by both parties.

[SIGNATURES ARE SET FORTH ON THE NEXT PAGE]

IN WITNESS WHEREOF, the **Pennsylvania Turnpike Commission** and **(Contractor Name)** have executed this Agreement by their duly authorized officers on the date written above.

ATTEST:

PENNSYLVANIA TURNPIKE COMMISSION

Ann Louise Edmunds
Assistant Secretary-Treasurer

Date

Leslie S. Richards
Chair

Date

APPROVED AS TO FORM AND LEGALITY:

Albert C. Peters II
General Litigation & Contracts Counsel

Date

Pennsylvania Attorney General

Date

ATTEST:

(Contractor Name)

Signature_____

Date

Signature_____

Date

Name_____

Name_____

Title_____

Title_____

Federal Tax ID No._____

CONTRACTOR INTEGRITY PROVISIONS

It is essential that those who seek to contract with the Pennsylvania Turnpike Commission (“Commission”) observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commission contracting and procurement process.

I. DEFINITIONS. For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

- a. “Affiliate”** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
- b. “Consent”** means written permission signed by a duly authorized officer or employee of the Commission, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commission shall be deemed to have consented by virtue of the execution of this contract.
- c. “Contractor”** means the individual or entity, that has entered into this contract with the Commission, and “Contractor Related Parties” means any affiliates of the Contractor and the Contractor’s executive officers, Pennsylvania officers and directors, or owners of 5% or more interest in the Contractor
- d. “Financial Interest”** means either:
 - i. Ownership of more than a five percent interest in any business; or
 - ii. Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
- e. “Gratuity”** means tendering, giving, or providing anything of monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. See Commission Policy 3.10, Code of Conduct.
- f. “Non-bid Basis”** means a contract awarded or executed by the Commission with Contractor without seeking bids or proposals from any other potential bidder or offeror.

II. In furtherance of this policy, Contractor agrees to the following:

- 1.** Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commission.

2. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to Contractor activity with the Commission and Commission employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
3. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of the Public Official and Employees Ethics Act, 65 Pa.C.S. §§1101 et seq.; the State Adverse Interest Act, 71 P.S. §776.1 et seq.; Commission Policy 3.10, Code of Conduct or in violation of any other federal or state law in connection with performance of work under this contract, except as provided in this contract.
4. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commission in writing and the Commission consents to Contractor's financial interest prior to Commission execution of the contract. Contractor shall disclose the financial interest to the Commission at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.
5. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Entities have not:
 - a. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
 - b. been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
 - c. had any business license or professional license suspended or revoked;
 - d. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
 - e. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commission will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commission in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the

Commission may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

6. Contractor shall comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).
7. When Contractor has reason to believe that any breach of ethical standards as set forth in law, Commission Policy 3.10, Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commission officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commission contracting officer or the Chief Compliance Officer in writing.
8. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commission in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commission for the reasonable costs of investigation incurred by the Chief Compliance Officer for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commission that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
9. Contractor shall cooperate with the Chief Compliance Officer in investigating any alleged Commission agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of the Chief Compliance Officer, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Chief Compliance Officer to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commission and any such subcontractor, and no third party beneficiaries shall be created thereby.
10. For violation of any of these Contractor Integrity Provisions, the Commission may terminate this and any other contract with Contractor, claim liquidated damages in an

amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commission may have under law, statute, regulation, or otherwise.

Proposer Questions			Pennsylvania Turnpike Commission (PTC)		
			Proposer Name:		
#	Page	Section	Section Description	Proposer Question	Commission Response
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

APPENDIX C – PROPOSAL COVER SHEET
Pennsylvania Turnpike Commission
Cell Tower Lease Consultant

RFP# 18-10470-8162

Enclosed in three separately sealed submittals is the proposal for the Proposer identified below for the above referenced RFP:

Proposer Information:	
Proposer Company 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"/> Diverse Business Participation 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

An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs this Proposal Cover Sheet and the Proposal Cover Sheet is attached to the proposal, the requirement will be met.

The Pennsylvania Turnpike Commission

Before starting any work and until completion and final payment is made for the work, or final acceptance of the work, the Proposer will provide and maintain the following minimum levels of insurance at Proposer's own expense. The cost of the required insurance shall be included in the Proposer's cost proposal and no adjustment shall be made to the contract price on account of such costs. Proposer shall furnish Certificates of Insurance showing the effective date of coverage as outlined below. No work may be performed until the required evidence of Insurance is provided in accordance with the terms of the contract. Proposer shall be responsible for ensuring that all Subcontractors hired by the Proposer are properly insured. Proposer shall not permit any such Subcontractors to start work until such evidence has been provided to the Proposer.

- 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) Proposer shall not have a Self-Insured Retention (SIR) on any policy greater than \$50,000, which is the responsibility of the Proposer. If Proposer'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 Proposer 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, except for Professional Liability Insurance, shall be written on an "occurrence" basis.
- d) The Proposer'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, unless cancellation is for non-payment of premium. In the event of cancellation or non-renewal of coverage(s) for any reason, it is the Proposer's responsibility to replace coverage to comply with the Contract requirements so there is no lapse of coverage for any time period.

If the insurance carriers will not issue or endorse their policy(s) to comply with the above, it is the responsibility of the Proposer to report any notice of cancellation or non-renewal at least thirty (30) days prior to the effective date of this notice.

- e) Proposer shall provide the Commission with Certificates of Insurance, showing 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 Proposer shall not begin any work until the Commission has reviewed and approved the Certificate of Insurance.

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 Proposer's obligation to maintain such insurance.

The Pennsylvania Turnpike Commission

Upon completion of the contract, an additional certificate(s) of insurance evidencing coverage shall be provided to the Commission with final application for payment.

- f) The Commission, and its Commissioners, officers, employees and agents shall be added as ADDITIONAL INSURED(S) on all required liability policies (except Workers' Compensation and Professional Liability) for ongoing operations and completed operations on a primary noncontributory basis.
- g) Waiver of Rights of Subrogation: Proposer shall waive all rights of recovery against the Commission and all the additional insureds for loss or damage covered by any of the required insurance (except Professional Liability).
- h) The amount of insurance in the required coverages shall not be construed to be a limitation of the liability on the part of the Proposer.
- i) The carrying of insurance described below shall in no way be interpreted as relieving the Proposer of any responsibility or liability under the contract.
- j) Any type of insurance or any increase in limits of liability not required by the Commission but which the Proposer requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- k) Proposer 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 Proposer arising in the course of operations under the contract. The Proposer shall forward such documents received to its 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) Includes sole proprietorships and officers of corporation who will be performing the work.

The Pennsylvania Turnpike Commission

2. **Commercial General Liability:**

Provided on standard ISO forms or an equivalent form including Premises - Operations, Independent Proposers, 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

3. **Automobile Liability:**

- a) Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto"). If Proposer does not have any Owned Vehicles, Proposer is 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

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: \$4,000,000
 - Aggregate Limit (where applicable): \$4,000,000

5. **Professional Liability Insurance:**

- a) Minimum Limits of Liability
 - Per Claim Limit: \$1,000,000
 - Aggregate Limit: \$1,000,000
- b) The Definition of "Covered Services" shall include the services required in the scope of this contract.
- c) If Professional Liability coverage is written on a claims made form the following requirements will apply:
 - 1) The retroactive date must be on or before the start of work under this contract;
 - 2) In the event of policy cancellation or non-renewal, the Proposer must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three (3) years after the completion of their work/final payment.

APPENDIX E – RFP#18-10470-8162

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.

Appendix F - Cell Tower Information

Year	Site Name	Dist	Critical Level	Structure Type	Tower Ht. (ft)	Capacity (%)	TIA Exp. Cat.	TIA Topo. Cat.	Crest Ht. (ft)	Age
2015	/ Facilities Top 11 List									
	Beacon	1	Bk Bone	SS Tower	330	83%	C	1	0	16
	Rodney	1	Bk Bone	SS Tower	200		C	4	260	27
	Tussey	2	HUB	Monopole	160	79%	C	4	640	13
	Sideling Hill	2	Bk Bone	SS Tower	180	123%	C	3	500	16
	Clark's Knob	2	Bk Bone	SS Tower	180		C	4	1000	15
	Blue Mtn Tunnel	2	HUB	SS Tower	200	89%	C	4	800	15
	Bunches (aka Reesers Summit)	3	Bk Bone	SS Tower	260	NG	C	3	500	16
	Valley Forge (Old)	4	NA	SS Tower	255		C	4	200	38
	Willow Grove	4	Bk Bone	SS Tower	150	125%	B	1	0	40
	Radio Hill	5	HUB	SS Tower	180	59%	C	3	460	15
	Big Boulder	5	Bk Bone	SS Tower	330	113%	C	3	240	15
	Remainder of District 2									
	Laurel	2	Bk Bone	SS Tower	260		C	3	150	16
	Somerset	2	Spur	SS Tower	180		C	1	0	14
	Allegheny Tunnel (AT&T Owned)	2	Spur	SS Tower	147	NG	C	4	400	18
	Bald Knob	2	Bk Bone	SS Tower	180		C	3	200	16
	Everett	2	Spur	Monopole	100		C	1	0	13
	Burnt Cabins Maint	2	Spur	SS Tower	20		C	3	200	12
	Tuscarora (AT&T Owned)	2	HUB	SS Tower	180	188%	C	4	900	20
	Blue Tunnel East	2	NA	Monopole	189	98%	C	1	0	8
	Total Tower Inspections	19								
2016	District 1 including Mon-Fayette and AKH (Excluding Top 11)									
	Newcastle IC	1	Spur	SS Tower	180		C	1	0	12
	Homewood	1	Spur	Monopole	40		C	1	0	13
	Thompson's Run	1	Bk Bone	SS Tower	330	101%	C	1	0	10
	Thompson's Run (Old)	1	NA	SS Tower	250	130%	C	1	0	25
	Salem Church	1	Bk Bone	SS Tower	195	94%	C	1	0	20
	Gibsonia	1	Spur	Monopole	170	67%	C	1	0	12
	Harrison City	1	Spur	SS Tower	180		C	1	0	14
	Irwin IC	1	NA	Monopole	190	70%	C	1	0	8
	Arona (AT&T Owned)	1	Non-PTC	SS Tower						19
	Donegal	1	Spur	SS Tower	140		C	1	0	14
	Crown-Castle (Leased)	1	HUB	SS Tower	300		C	3	100	19
	Tyson's Corner (WRO)	1G	Bk Bone	SS Tower	160		C	1	0	13
	AKH (Greensburg) Maint	1G	Spur	SS Tower	176		C	1	0	25
	MFE South Barrier	1M	Spur	Monopole	100		C	1	0	16
	Newcomer	1M	Bk Bone	SS Tower	152	94%	C	3	200	16
	Redstone	1M	Bk Bone	SS Tower	150	98%	C	1	0	10
	Gun Club Road	1M	Bk Bone	SS Tower	195		C	1	0	17
	MFE North Barrier	1M	Spur	Monopole	80		C	1	0	16
	Hampton Road	1M	Bk Bone	SS Tower	130	59%	C	3	100	16
	Total Tower Inspections	19								

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Year	Site Name	Dist	Critical Level	Structure Type	Tower Ht. (ft)	Capacity (%)	TIA Exp. Cat.	TIA Topo. Cat.	Crest Ht. (ft)	Age
2017 District 5 & 3 (Excluding Top 11)										
	Wyoming Maint	5	Spur	Monopole	70		C	1	0	13
	Wyoming Relay	5	Bk Bone	SS Tower	180	76%	C	1	0	13
	Pocono	5	Spur	SS Tower	200		C	1	0	14
	Palmerton	5	Bk Bone	SS Tower	160	160%	C	4	600	15
	Slatington	5	Spur	SS Tower	80		C	1	0	13
	American Twr (Leased)	5	HUB	SS Tower	50		C	3	200	25
	South Mountain	5	Bk Bone	SS Tower	180	116%	C	3	400	15
	Newville	3	Bk Bone	SS Tower	180		C	1	0	15
	Gettysburg IC	3	Spur	Monopole	189	44%	B	1	0	6
	West Shore	3	Spur	Monopole	30		C	1	0	15
	New Cumberland	3	Spur	SS Tower	50		C	1	0	61
	Highspire SP	3	NA	Monopole	160	80%	C	1	0	9
	Mt Gretna	3	Spur	Monopole	50		C	1	0	13
	Cornwall	3	Bk Bone	SS Tower	200		C	3	280	15
	Bowmansville Maint (AT&T Owned)	3	Spur	SS Tower	180	NG	C	1	0	20
	Conestoga	3	Bk Bone	SS Tower	180		C	4	200	16
	Total Tower Inspections	16								
2018 District 4 (Excluding Top 11)										
	Camel SP	4	NA	Monopole	190		C	1	0	9
	Valley Forge Relay	4	Bk Bone	SS Tower	360	121%	C	4	200	15
	Valley Forge IC	4	Bk Bone	SS Tower	195	72%	B	1	0	3
	Plymouth Meeting	4	Bk Bone	SS Tower	160		B	1	0	16
	Trevoise	4	HUB	SS Tower	195	65%	C	1	0	6
	Delaware Valley	4	Spur	SS Tower	120		B	1	0	15
	Total Tower Inspections	6								

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S.P. #	Milepost	Direction	Acreage	County	Municipality
	6.3	G SB	4.7	Westmoreland	Hempfield
	324.6	EB	1.4	Chester	Tredyffrin
	29.9	NB	6.33	Montgomery	Towamencin
	30	NB	4.25	Montgomery	Towamencin
	172.3	WB	13	Fulton	Taylor
	298	EB	11	Berks	Caernarvon
	328.4	WB	5.5	Montgomery	Upper Merion
	6.3	G NB	27	Westmoreland	Hempfield
	351.3		0.69	Bucks	Trevose
	7.8	G SB	3.9	Westmoreland	Hempfield
	8.2	G NB	3	Westmoreland	Hempfield
	324.9	EB	15	Chester	Tredyffrin
			0.5	Allegheny	Jefferson Borough
	332.2	EB&WB	6.13	Montgomery	Plymouth
	332.4	EB	1.5	Montgomery	Plymouth
	316.6	EB	21	Chester	Charlestown
	283	EB	9.686	Lancaster	East Cocalico
	95	SB	1.6	Carbon	Kidder
			4.9	Dauphin	Lower Swatara
	333.6	WB	9	Montgomery	Plymouth
	0.6	G NB	45	Westmoreland	New Stanton Borough
	342.35	EB	0.3	Montgomery	Upper Moreland
	219.1	EB	2.351	Cumberland	West Pennsboro
	219.4	EB	2.21	Cumberland	West Pennsboro
	331.8	NB	0.03	Montgomery	Plymouth
	337.2	WB	0.009	Montgomery	Whitemarsh
	112.3	WB	51.14	Somerset	Somerset Township
	113.4	EB	70.94	Somerset	Somerset Township
	29.25	NB	4.187	Beaver	Chippewa

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S.P. #	Milepost	Direction	Acreage	County	Municipality
	29.6	NB	0.517	Beaver	Chippewa
	31.7	NB	23.6	Beaver	Big Beaver
	33.2	SB	6	Beaver	Big Beaver
	34.1	NB	1	Beaver	Big Beaver
	34.17	NB	1	Beaver	Big Beaver
	38.9	NB/SB	30	Lawrence	North Beaver
	42	SB/NB	85	Lawrence	North Beaver
	42.6	SB	19.32	Lawrence	North Beaver
	1.1	EB	3	Lawrence	North Beaver
	1.44	EB	3	Lawrence	North Beaver
	6	WB	5.5	Lawrence	Little Beaver
	6	EB	8.26	Lawrence	Little Beaver
	6.7	EB	7.34	Beaver	Big Beaver
	19.7	EB	6.3	Beaver	New Sewickley
	21.5	EB	6.75	Beaver	New Sewickley
	21.9	EB	7.34	Beaver	New Sewickley
	28.5	WB	12	Butler	Cranberry
	30.1	WB	10	Allegheny	Marshal Twp
	31	EB	5	Allegheny	Marshal Twp.
	40	EB	6.1	Allegheny	Hampton Twp.
	56.6	EB	20	Allegheny	Monroeville
	75.5	EB & WB	8	Westmoreland	Hempfield Twp.
	76.8	WB	4	Westmoreland	Hempfield Twp.
	77.9	WB	4	Westmoreland	Hempfield Twp.
	90.7	EB	15.95	Westmoreland	Donegal Twp.
	99.3	EB	99	Westmoreland/Somerset	Donegal & Cook
	112.5	EB	27	Somerset	Somerset Twp.
	112.5	WB	7	Somerset	Somerset Twp.
	147.3	EB	36	Bedford	Bedford Twp.

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S.P. #	Milepost	Direction	Acreage	County	Municipality
	147.3	WB	20	Bedford	Bedford Twp.
	154	EB	6	Bedford	Earlston
	170	EB	41	Fulton	Wells TWP.
	172	WB	10	Fulton	Taylor Twp.
	188	EB	11	Franklin	Metal Twp.
	33.8	SB	18	Beaver	Big Beaver
	136.9	E & W	146	Bedford	Juniata-Napier
	43.22	NB	0.44	Lawrence	North Beaver
6	5.1	WB	3.45	Lawrence	Little Beaver
16	12	EB	0.18	Beaver	Big Beaver
17	12	EB	0.15	Beaver	Big Beaver
18	12	EB	0.068	Beaver	Big Beaver
19	12	EB	0.01	Beaver	Big Beaver
20	12.21	EB	0.44	Beaver	Big Beaver
21	12.31	EB	0.111	Beaver	Big Beaver
29	12.7	EB	0.085	Beaver	Homewood Boro.
30	12.7	EB	0.13	Beaver	Homewood Boro.
47	21.37	WB	0.02	Beaver	New Sewickley
51	22.41	EB	7.17	Beaver	New Sewickley
52	22.41	EB	1.32	Beaver	New Sewickley
59	26.51	WB	0.23	Butler	Cranberry
66	30	EB	1.89	Allegheny	Marshall
72	30.8	WB	0.16	Allegheny	Marshall
75	31.3	EB	0.15	Allegheny	Pine
76	31.3	WB	1.73	Allegheny	Pine
77	31.4	EB	0.173	Allegheny	Pine
80	31.44	EB	0.02	Allegheny	Pine
85	36.7	EB	0.051	Allegheny	Richland
101	39.3	WB	0.02	Allegheny	Hampton

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S.P. #	Milepost	Direction	Acreage	County	Municipality
102	39.3	WB	0.01	Allegheny	Hampton
106	39.3	EB	0.313	Allegheny	Hampton
112	40.65	WB	0.04	Allegheny	Hampton
113	40.68	WB	0.38	Allegheny	Hampton
114	40.74	WB	0.8	Allegheny	Hampton
115	40.76	WB	0.47	Allegheny	Hampton
120	43.4	EB	1.1	Allegheny	Indiana
128	49.74	WB	0.002	Allegheny	Plum
129	49.76	WB	0.02	Allegheny	Plum
130	49.82	WB	0.096	Allegheny	Plum
133	52.1	WB	0.016	Allegheny	Plum
134	52.1	EB	0.003	Allegheny	Plum
135	52.1	EB	0.08	Allegheny	Plum
147	59.1	WB	0.93	Westmoreland	Penn
148	59.3	WB	0.2	Westmoreland	Franklin
149	59.45	EB	0.1	Westmoreland	Penn
150	59.6	EB	0.59	Westmoreland	Penn
151	59.71	EB	0.17	Westmoreland	Penn
154	60.1	WB	4.59	Westmoreland	Franklin/Penn
155	60.5	EB	1.01	Westmoreland	Franklin
160	62.38	EB	1.59	Westmoreland	Penn
161	62.59	EB	0.18	Westmoreland	Penn
162	62.42	EB	0.261	Westmoreland	Penn
167	65.7	EB	0.23	Westmoreland	North Huntington
168	66	WB	2.64	Westmoreland	N. Huntington
184	79.1	WB	0.336	Westmoreland	Mt. Pleasant
190	87	WB	0.02	Westmoreland	Mt. Pleasant
194	94	EB	1.27	Westmoreland	Donegal
197	103	EB	11.59	Somerset	Jefferson

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S.P. #	Milepost	Direction	Acreage	County	Municipality
215	110.7	WB	0.004	Somerset	Somerset
216	110.83	WB	0.013	Somerset	Somerset
221	118.54	EB	0.01	Somerset	Stoney Creek
232	130	WB	105.02	Somerset/Bedf.	Allegheny/Juniata
233	130	EB	16.39	Bedford	Juniata
236	132.7	EB	0.02	Bedford	Juniata
238	139.3	EB	0.04	Bedford	Napier
240	141.28	WB	0.263	Bedford	Napier
259	161.44	WB	0.271	Bedford	Providence
262	171	WB	3.99	Fulton	Taylor
266	172	WB	1.12	Fulton	Taylor
267	172	WB	0.96	Fulton	Taylor
268	172	EB	0.04	Fulton	Taylor
269	172	EB	7.37	Fulton	Taylor
270	172.72	EB	0.006	Fulton	Taylor
275	174	WB	34.33	Fulton	Taylor
279	183.78	EB	0.011	Fulton	Dublin
280	183.79	EB	1.22	Fulton	Dublin
282	186	EB	61.73	Huntington	Dublin
283	186	WB	92.67	Huntington	Dublin
285	195.43	WB	0.68	Franklin	Fannett
296	200	EB	7.12	Franklin	Lurgan
306	204	EB	0.01	Cumberland	Hopewell
307	204	WB	0.08	Cumberland	Hopewell
308	204	EB	0.22	Cumberland	Hopewell
309	207	EB	0.98	Cumberland	Up.Mifflin
319	214	WB	10.98	Cumberland	Up. Frankford
322	219	EB	0.11	Cumberland	W.Pen. Boro
330	225.5	WB	0.026	Cumberland	N.Middleton

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S.P. #	Milepost	Direction	Acreage	County	Municipality
334	227	EB	0.09	Cumberland	Middlesex
336	231	WB	0.476	Cumberland	Silver Springs
338	231.35	EB	0.35	Cumberland	Silver Springs
341	232.3	EB	0.19	Cumberland	Silver Springs
342	232.3	EB	0.11	Cumberland	Silver Springs
343	232.3	WB	0.015	Cumberland	Monroe
344	232.3	WB	0.08	Cumberland	Silver Springs
345	232.3	WB	0.4	Cumberland	Silver Springs
346	232.3	WB	0.5	Cumberland	Silver Springs
351	232.61	EB	0.07	Cumberland	Monroe
352	232.61	EB	0.2	Cumberland	Monroe
353	232.61	EB	25	Cumberland	Monroe
354	234.44	WB	0.34	Cumberland	Up.Allen
356	237.79	EB	0.09	Cumberland	Lo.Allen
378	246.8	EB	0.58	Dauphin	Highspire
392	259.1	WB	12.56	Lebanon & Dauphin	Conewago&Londerry
392	202.36	EB	1.15	Cumberland	Hopewell
411	283	EB	0.005	Lancaster	Cocalico
419	288.4	EB	2.32	Lancaster	Brecknock
427	298.97	WB	0.171	Berks	Caernarvon
428	298.97	EB	0.45	Berks	Caernarvon
442	313	EB	8.04	Chester	Uwchlan
447	316.8	EB	11.09	Chester	Charlestown
448	317	Wb	0.034	Chester	Charleston
449	317	WB	0.212	Chester	Charleston
454	317.57	WB	1.06	Chester	Charleston
455	317	EB	0.08	Chester	Charleston
456	318.98	EB	1.04	Chester	Charleston
457	319.46	WB	0.007	Chester	Charleston

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
458	319.46	WB	0.19	Chester	Charleston
462	320.4	EB	0.2	Chester	Tredyffrin
463	320.4	EB	0.24	Chester	Tredyffrin
464	321.63	WB	0.08	Chester	Tredyffrin
465	321.63	WB	0.43	Chester	Tredyffrin
466	321.9	Eb	5.58	Chester	Tredyffrin
467	323.8	EB	0.006	Chester	Tredyffrin
473	327.7	eb	0.187	Montgomery	Upper Merion
475	328	WB	0.03	Montgomery	Upper Merion
476	328	WB	0.12	Montgomery	Upper Merion
478	329.03	EB	0.225	Montgomery	Upper Merion
481	330.6	WB	0.54	Montgomery	Upper Merion
483	330.6	WB	0.12	Montgomery	Upper Merion
484	330.8	WB	0.1	Montgomery	Upper Merion
485	330.9	WB	0.015	Montgomery	Upper Merion
487	330.9	WB	0.48	Montgomery	Upper Merion
488	331	WB	0.02	Montgomery	Upper Merion
489	331	WB	0.02	Montgomery	Upper Merion
490	331	WB	0.02	Montgomery	Upper Merion
492	331.67	WB	0.22	Montgomery	Plymouth
493	331.67	EB	0.02	Montgomery	Plymouth
500	331.96	WB	0.06	Montgomery	Plymouth
501	331.96	WB	0.97	Montgomery	Plymouth
504	332.67	WB	0.21	Montgomery	Plymouth
505	333.6	EB	1.164	Montgomery	Plymouth
506	333.6	EB	2.667	Montgomery	Plymouth
515	335.46	WB	2.09	Montgomery	Whitemarsh
519	335.46	WB	0.53	Montgomery	Whitemarsh
522	335.6	WB	0.56	Montgomery	Whitemarsh

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
523	335.6	WB	1.23	Montgomery	Whitemarsh
524	335.6	WB	0.75	Montgomery	Whitemarsh
525	336	EB	0.75	Montgomery	Whitemarsh
526	336	WB	1.65	Montgomery	Whitemarsh
527	336	WB	5.52	Montgomery	Whitemarsh
528	336	WB	2.561	Montgomery	Whitemarsh
530	337.5	WB	0.289	Montgomery	Whitemarsh
533	339	eb	0.24	Montgomery	Upper Dublin
534	340.7	EB	3.72	Montgomery	Upper Dublin
535	340.8	EB	0.21	Montgomery	Upper Dublin
536	340.8	EB	0.38	Montgomery	Upper Dublin
543	342.2	WB	0.002	Montgomery	Upper Moreland
544	342.2	WB	0.111	Montgomery	Upper Moreland
545	342	EB	0.28	Montgomery	Upper Moreland
561	347.7	WB	0.29	Bucks	Upper Southampton
562	347.7	WB	0.14	Bucks	Upper Southampton
565	347.7	WB	0.32	Bucks	Upper Southampton
566	348.5	EB	3.36	Bucks	Lower Southampton
567	349.3	wb	0.021	Bucks	lower southampton
574	349.5	EB	0.096	Bucks	Lowerhampton
578	349.7	EB	0.199	Bucks	Lowerhampton
579	349.7	EB	0.206	Bucks	Lowerhampton
580	349.7	EB	0.213	Bucks	Lowerhampton
581	349.7	EB	0.079	Bucks	Lowerhampton
582	349.77	WB	0.911	Bucks	Lo. Southampton
583	349.77	WB	0.88	Bucks	Lo. Southampton
583	349.7	WB	0.88	Bucks	Lowerhampton
584	350	WB	0.417	Bucks	Lo. Southampton
585	350	WB	0.148	Bucks	Lo. Southampton

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
586	350	WB	0.0016	Bucks	Lo. Southampton
587	350	EB	0.18	Bucks	Lo. Southampton
588	350	EB	2.254	Bucks	Lower Southampton
588	350	EB	2.254	Bucks	Lo. Southampton
589	350.15	EB	0.24	Bucks	Lower Southampton
589	350.15	EB	0.24	Bucks	Lo. Southampton
590	350.15	WB	0.124	Bucks	Lower southampton
590	350	WB	0.124	Bucks	Lo. Southampton
591	351.31	EB	1.955	Bucks	Bensalem
597	351.76	EB	3	Bucks	Bensalem
600	353.65	EB	1.36	Bucks	Bensalem
601	353.64	WB	0.41	Bucks	Bensalem
603	354.6	wb	0.1	Bucks	Bensalem
603	354.69	WB	0.33	Bucks	Bensalem
604	354.69	WB	0.33	Bucks	Bensalem
610	355.43	WB	6.35	Bucks	Bristol
612	355.45	EB	0.18	Bucks	Bristol
613	356	EB	0.17	Bucks	Bristol
614	356	WB	0.17	Bucks	Bristol
615	356.4	wb	16.41	Bucks	Bristol
616	357	EB	1.31	Bucks	Bristol
617	357	EB	0.36	Bucks	Bristol
619	357.63	wb	0.65	Bucks	Bristol
620	357.63	EB	0.11	Bucks	Bristol
621	357.63	EB	0.32	Bucks	Bristol
622	357.63	EB	0.107	Bucks	Bristol
623	357.63	EB	0.3	Bucks	Bristol
624	357.63	EB	0.32	Bucks	Bristol
625	357.63	EB	0.17	Bucks	Bristol

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
626	358.1	EB	4.67	Bucks	Bristol
627	358.1	EB	0.34	Bucks	Bristol
628	358	A-NB	1.51	Bucks	Bristol
629	358	EB	0.211	Bucks	Bristol
630	358	EB	0.101	Bucks	Bristol
631	358	EB	0.064	Bucks	Bristol
632	359	EB	0.18	Bucks	Bristol
633	359	EB	0.2	Bucks	Bristol
634	359	EB	0.066	Bucks	Bristol
635	359	Wb	0.047	Bucks	Bristol
636	359	WB	0.039	Bucks	Bristol
637	359	WB	0.17	Bucks	Bristol
638	0.38	A-NB	0.184	Montgomery	Plymouth
639	0.38	A-NB	0.779	Montgomery	Plymouth
640	1	A-SB	0.113	Montgomery	Plymouth
641	1.14	A-SB	0.194	Montgomery	Plymouth
642	3.31	A-SB	0.085	Montgomery	Whitpain
652	6.25	A-NB	0.44	Montgomery	Worcester
654	7	A-SB	1.23	Montgomery	Worcester
655	7.29	A-NB	0.57	Montgomery	Upper Gwynedd
656	18.14	A-SB	5.4	Montgomery	Towamencin
657	9	A-SB	4.555	Montgomery	Towamencin
659	9.65	A-NB	0.815	Montgomery	Towamencin
662	10	A-NB	1.328	Montgomery	Towamencin
667	14.49	A-NB	0.24	Montgomery	Franconia
669	17.33	A-sb	4.49	Montgomery	Salford
670	18	A-SB	4.87	Montgomery	Salford
671	18.26	A-SB	6.969	Montgomery	Salford
672	18.28	A-SB	0.679	Montgomery	Salford

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
673	18.28	A-SB	4.589	Montgomery	Salford
674	18.46	A-SB	0.77	Montgomery	Salford
675	18.46	A-NB	3.55	Montgomery	Salford
676	18.46	A-NB	1.43	Montgomery	Salford
677	19	A-SB	28.06	Montgomery & Bucks	West Rockhill
678	19.16	A-NB	2.71	Bucks	West Rockhill
679	20.2	A-NB	1.44	Bucks	Milford
680	20.3	A-NB	1.44	Bucks	Milford
681	21.4	A-NB	9.73	Bucks	Milford
682	21.62	A-NB	1.31	Bucks	Milford
683	21.62	A-NB	0.77	Bucks	Milford
684	21.72	A-NB	27.84	Bucks	Milford
685	22.67	A-SB	2.65	Bucks	Milford
686	23.23	A-NB	0.59	Bucks	Milford
687	23.23	A-nb	0.04	Bucks	Milford
688	23.23	A-NB	33.52	Bucks	Milford
689	43.4	A SB	4.86	Bucks	Milford
690	23.42	A-SB	5.32	Bucks	Milford
691	23.42	A-SB	1.22	Bucks	Milford
692	23.42	A-NB	11.56	Bucks	Milford
693	24	A-SB	1.77	Bucks	Milford
694	25.41	A-NB	0.021	Bucks	Milford
696	27.03	A-SB	0.1	Lehigh	L. Milford
697	27.78	A-SB	1.68	Lehigh	L. Milford
700	29	A-SB	0.11	Lehigh	Upper Milford
708	31.19	A-SB	0.03	Lehigh	Emmaus
710	31.19	A-NB	0.17	Lehigh	Emmaus
717	34	A-NB	0.108	Lehigh	Lo. Macungie
719	34.7	A-SB	0.16	Lehigh	Lo. Macungie

Appendix F - Cell Tower Information

S.P. #	Milepost	Direction	Acreage	County	Municipality
722	35.17	A-SB	0.06	Lehigh	Lo. Macungie
725	35.46	A-SB	1.14	Lehigh	Lo. Macungie
726	35.54	A-SB	6.03	Lehigh	Macungie
729	36.9	A-SB	1.05	Lehigh	S. Whitehall
731	37.3	A-NB	7.85	Lehigh	S.Whitehall
732	38.49	A-NB	3.76	Lehigh	Whitehall
733	38.49	A-NB	3.59	Lehigh	S. Whitehall
744	48.03	A-NB	22.61	Lehigh	Washington
745	48.03	A-SB	43.93	Lehigh	Washington
752	52.94	A-NB	0.01	Carbon	E. Penn
757	52.94	A-SB	0.002	Carbon	E. Penn
758	53.69	A-SB	0.49	Carbon	E. Penn
759	54.07	A-NB	0.03	Carbon	Mahoning
760	56.8	A-SB	0.03	Carbon	Franklin
768	87.24	A-NB	0.145	Luzerne	Bear Creek
770	88	A-NB	0.92	Luzerne	Bear Creek
771	88.28	A-NB	1.9	Luzerne	Bear Creek
779	89	A-SB	0.1	Luzerne	Bear Creek
780	89	A-NB	0.87	Luzerne	Bear Creek
781	89	A-NB	0.75	Luzerne	Bear Creek
782	89	A-NB	0.91	Luzerne	Bear Creek
785	90	A-NB	0.01	Luzerne	Plains
787	95.29	A-NB	0.01	Luzerne	Pittston
791	98.47	A-SB	0.5	Lackawanna	Moosic
798	104.81	A-SB	0.34	Lackawanna	Scranton city
800	104.8	A-NB	0.54	Lackanna	Scranton City
814	110	A-SB	0.01	Lackawanna	S. Abington
815	110.3	A-NB	2.71	Lackawanna	S. Abington
TOTAL			1876.82		

Addendum No. 1

RFP # 18-10470-8162

Cell Tower Lease Consultant

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

QUESTIONS AND ANSWERS

Following are the answers to questions submitted in response to the above referenced RFP as of March 19, 2018. All the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

Proposer Questions			Pennsylvania Turnpike Commission (PTC)			RFP #: 18-10470-8162
			Cell Tower Lease Consultant			
#	Page	Section	Section Description	Proposer Question	Commission Response	
1.	12	I-3, 2.	Cost Submittal	The RFP does not include a specific pricing structure. Are respondents free to propose a recommended pricing structure that may include fixed price for services, revenue sharing or combination?	Yes	

Proposer Questions			Pennsylvania Turnpike Commission (PTC)			RFP #: 18-10470-8162
			Cell Tower Lease Consultant			
#	Page	Section	Section Description	Proposer Question	Commission Response	
2.	12	I-3, 2.	Cost Submittal	Does the Commission envision that the successful bidder will provide financial administration and oversight of the existing cell leases?	No	
3.	7	I-14	Term of Contract	The contract period of only 5 years may be too short to recoup program startup costs. Typical programs like this have renewal terms with a minimum of 10 years total term. Will the Commission consider a 5 year term with one or more 5-year renewals.	No	
4.	1, 2	Appendix F	Cell Tower Information	With exception of the 6 towers specifically referencing private owners (AT&T, Crown, American Tower), are all the other towers on pages 1 and 2 owned by the Commission?	Yes	
5.	1, 2	Appendix F	Cell Tower Information	How many cell leases are there currently on the Commission-owned towers?	48	

Proposer Questions			Pennsylvania Turnpike Commission (PTC)			RFP #: 18-10470-8162
			Cell Tower Lease Consultant			
#	Page	Section	Section Description	Proposer Question	Commission Response	
6.	1,2	Appendix F	Cell Tower Information	What is the total annual cell lease revenue to the Commission?	\$917,819.69	
7.	3-14	Appendix F	Cell Tower Information	Are the properties on pages 3 – 14 raw land, or do they have existing structures on them? Please provide clarification as to what that list represents?	Yes, Raw Land	

All other terms, conditions and requirements of the original RFP dated March 1, 2018 remain unchanged unless modified by this Addendum.