

**AGREEMENT**  
**For**  
**PROFESSIONAL ENGINEERING SERVICES**  
**Between**  
**THE CITY OF COLUMBIA, MISSOURI**  
**And**  
**BURNS & MCDONNELL ENGINEERING COMPANY, INC.**

THIS AGREEMENT made as of \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Columbia, Missouri (hereinafter called "CITY"), and **Burns & McDonnell Engineering Company, Inc.** (hereinafter called "ENGINEER").

WITNESSETH, that whereas CITY intends to make improvements as described below, hereinafter called the PROJECT, consisting of the following:

**Design for the Reconstruction of Taxiway C (West of Taxiway A) & Development of a Pavement Management Program at the Columbia Regional Airport**  
*(Description of Project)*

NOW, THEREFORE, in consideration of the mutual covenants set out herein the parties agree as follows:

ENGINEER shall serve as CITY's professional engineering contractor in those assignments to which this Agreement applies, and shall give consultation and advice to CITY during the performance of the services. All services shall be performed under the direction of a professional engineer registered in the State of Missouri and qualified in the particular field.

SECTION 1 - AUTHORIZATION OF SERVICES

1.1 ENGINEER shall not undertake to begin any of the services contemplated by this agreement until directed in writing to do so by CITY. CITY may elect to authorize the PROJECT as a whole or in parts.

1.2 Authorized work may include services described hereafter as Basic Services or as Additional Services of ENGINEER.

SECTION 2 - BASIC SERVICES OF ENGINEER

2.1 General

2.1.1 Perform professional engineering services as set forth in Attachment A - "Scope of Basic Services," dated **November 22, 2016** (hereinafter referred to as "Scope of Basic Services").

2.1.2 ENGINEER will designate the following listed individuals as its project team with responsibilities as assigned. ENGINEER shall dedicate whatever additional resources are necessary to accomplish the PROJECT within the specified time frame but will not remove these individuals from the assigned tasks for any reason within the control of ENGINEER without the written approval of CITY.

<u>Name and Title</u>	<u>Assignment</u>
<b>Dave Hadel</b>	<b>Principle in Charge</b>
<b>Jason Fuehne</b>	<b>Project Manager</b>
<b>Ken Wachira</b>	<b>Project Civil Engineer</b>
<b>Steve Stratton</b>	<b>Project Electrical Engineer</b>

All of the services required hereunder will be performed by ENGINEER or under its supervision and all personnel engaged in the work shall be fully qualified and authorized or permitted under state and local law to perform such services.

None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of CITY and any work or services so subcontracted shall be subject to the provisions of this Agreement.

2.2 ENGINEER shall furnish such periodic reports as CITY may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred, and any other matters covered by this Agreement.

2.3 ENGINEER shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and any other records as deemed necessary by CITY to assure proper accounting for all project funds. These records must be available to CITY or its authorized representatives, for audit purposes, and must be retained for three (3) years after expiration or completion of this Agreement.

### SECTION 3 - ADDITIONAL SERVICES OF ENGINEER

#### 3.1 General

If authorized in writing by CITY, and agreed to in writing by ENGINEER, ENGINEER shall furnish or obtain from others Additional Services of the following types which are not considered normal or customary Basic Services. The scope of Additional Services may include:

##### 3.1.1 Financial Consultation

Consult with CITY's fiscal agents and bond attorneys and provide such engineering data as required for any bond prospectus or other financing requirements.

##### 3.1.2 Property Procurement Assistance

Provide consultation and assistance on property procurement as related to professional engineering services being performed.

- 3.1.3            Obtaining Services of Others  
                  Provide through subcontract the services or data set forth in Scope of Basic Services.
- 3.1.4            Preliminary or final engineering design of capital facilities except as specifically identified herein.
- 3.1.5            Preparation of reports, data, application, etc., in connection with modifications to FEMA floodplain definition and/or mapping.
- 3.1.6            Extra Services  
                  Services not specifically defined heretofore that may be authorized in writing by CITY.

#### SECTION 4 - RESPONSIBILITIES OF CITY

- 4.1            Provide full information as to CITY's requirements for the PROJECT.
- 4.2            Assist ENGINEER by placing at ENGINEER's disposal available information pertinent to the assignment including previous reports and other data relative thereto, including the items outlined in Scope of Basic Services.
- 4.3            Guarantee access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform ENGINEER's services under this Agreement.
- 4.4            Examine all studies, reports, sketches, estimates, Bid Documents, Drawings, proposals and other documents presented by ENGINEER and render in writing decisions pertaining thereto.
- 4.5            Provide such professional legal, accounting, financial and insurance counseling services as may be required for the PROJECT.
- 4.6            Designate **David Nichols, P.E., Public Works Director,** as CITY's representative with respect to the services to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CITY's policies and decisions with respect to materials, equipment, elements and systems to be used in the PROJECT, and other matters pertinent to the services covered by this Agreement.
- 4.7            Give prompt written notice to ENGINEER whenever CITY observes or otherwise becomes aware of any defect in the PROJECT.
- 4.8            Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.

4.9 Furnish ENGINEER data such as probings and subsurface explorations, with appropriate professional interpretations; property, boundary, easement, right-of-way, topographic and utility surveys; zoning and deed restriction; and other special data or consultations, all of which ENGINEER may rely upon in performing his services under this Agreement.

## SECTION 5 - PERIOD OF SERVICE

5.1 This Agreement will become effective upon the first written notice by CITY authorizing services hereunder.

5.2 This Agreement shall be applicable to all work assignments authorized by CITY subsequent to the date of its execution and shall be effective as to all assignments authorized.

5.3 Services shall be started within 10 calendar days of Notice to Proceed and completed within **One Hundred Eighty (180)** calendar days from the issuance of the Notice to Proceed. CITY shall have the right to establish performance times for individual phases or elements of the PROJECT by delivering a written schedule setting out the performance times to the ENGINEER.

## SECTION 6 - PAYMENTS TO ENGINEER

6.1 Amount of Payment

6.1.1 For services performed, CITY shall pay ENGINEER the sum of amounts determined as follows:

6.1.1.1 Fixed Lump Sum Payment: For tasks denoted in B.1 – B.4 of Exhibit A, payment shall be made based on a fixed lump sum payment as stated in Exhibit B.

6.1.1.2 For outside expenses incurred by ENGINEER, such as authorized travel and subsistence, commercial services, and incidental expenses, the cost to ENGINEER.

6.1.1.3 For reproduction, printing, long-distance telephone calls, company vehicle usage, testing apparatus, computer services and computer-assisted drafting (CAD), amounts will be charged according to the ENGINEER's standard rates in effect at the time service is provided.

6.1.1.4 For professional services rendered by others as subcontractor(s) to ENGINEER such as surveying, real property descriptions, soil borings, subsurface investigations, laboratory testing, field quality control tests, progress photos, or other activities required or requested by CITY, will be billed at the cost to ENGINEER.

6.1.1.5 For time spent by outside individual professional consultants employed by ENGINEER in providing services to CITY, the cost to ENGINEER. Expenses incurred by such outside consultants in service to CITY shall be reimbursable in accordance with 6.1.1.2 above.

6.1.2 Total payment for Scope of Basic Services and all other expenses and costs to CITY under this Agreement and described herein **shall not exceed \$318,775.00 (three hundred eighteen thousand seven hundred seventy-five dollars).**

## 6.2 Payments

6.2.1 ENGINEER shall submit an invoice for services rendered to CITY not more than once every month. Upon receipt of the invoice and progress report, CITY will, as soon as practical, pay ENGINEER for the services rendered, provided CITY does not contest the invoice, to the extent of ninety-five percent (95%) of the uncontested amount earned. Upon completion and acceptance of the final plans by CITY, the five percent (5%) of these services retained by CITY will be paid to ENGINEER.

## SECTION 7 - GENERAL CONSIDERATIONS

### 7.1 Insurance

7.1.1 ENGINEER'S INSURANCE: ENGINEER agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as CITY's review or acceptance of insurance maintained by ENGINEER is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by ENGINEER under this contract

**Commercial General Liability** ENGINEER agrees to maintain Commercial General Liability at a limit of liability not less than **\$2,000,000** combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. Coverage shall not contain any endorsement(s) excluding nor limiting Contractual Liability or Cross Liability. If the contract involves any underground/digging operations, the general liability certificate shall include X, C and U (Explosion, Collapse and Underground) coverage.

**Professional Liability** ENGINEER agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than **\$2,000,000** per claim and **\$2,000,000** aggregate. For policies written on a "Claims-Made" basis, ENGINEER agrees to maintain a Retroactive Date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, ENGINEER agrees to purchase a SERP with a minimum reporting period not less than

two (2) years. The requirement to purchase a SERP shall not relieve ENGINEER of the obligation to provide replacement coverage.

**Business Automobile Liability** ENGINEER agrees to maintain Business Automobile Liability at a limit of liability not less than **\$2,000,000** combined single limit for any one occurrence and not less than \$150,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the ENGINEER's own automobiles, and trucks; hired automobiles, and trucks; and automobiles both on and off the site of work. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event ENGINEER does not own automobiles, ENGINEER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Workers' Compensation Insurance & Employers' Liability** ENGINEER agrees to take out and maintain during the life of this contract, Employers' Liability and Workers' Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the ENGINEER shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the ENGINEER. Workers' Compensation coverages shall meet Missouri statutory limits. Employers' Liability minimum limits shall be \$500,000 each employee, \$500,000 each accident and \$500,000 policy limit. In case any class of employees engaged in hazardous work under this contract is not protected under the Workers' Compensation Statute, the ENGINEER shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

**Excess/Umbrella Liability** The above liability limits may be satisfied by any combination of primary and excess/umbrella liability policies.

**Additional Insured** ENGINEER agrees to endorse CITY as an Additional Insured with a CG 2026 Additional Insured – Designated Person or Organization endorsement, or similar endorsement, to the Commercial General Liability. The Additional Insured shall read "City of Columbia."

**Waiver of Subrogation** ENGINEER agrees by entering into this contract to a Waiver of Subrogation for each required policy herein except professional liability. When required by the insurer, or should a policy condition not permit ENGINEER to enter into an pre-loss agreement to waive subrogation without an endorsement, then ENGINEER agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should ENGINEER enter into such an agreement on a pre-loss basis.

**Certificate(s) of Insurance** ENGINEER agrees to provide CITY with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of

coverage. The Certificate(s) of Insurance shall name the City as additional insured in an amount as required in this contract and contain a description of the project or work to be performed.

**Right to Revise or Reject** CITY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, CITY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due of its poor financial condition or failure to operating legally.

7.1.2 HOLD HARMLESS AGREEMENT: To the fullest extent not prohibited by law, ENGINEER shall indemnify and hold harmless the City of Columbia, its directors, officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any negligent act or failure to act, or willful misconduct, of ENGINEER, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with ENGINEER or a subcontractor for part of the services), of anyone directly or indirectly employed by ENGINEER or by any subcontractor, or of anyone for whose acts ENGINEER or its subcontractor may be liable, in connection with providing these services except as provided in this Agreement. This provision does not, however, require ENGINEER to indemnify, hold harmless or defend the City of Columbia from its own negligence, except as set out herein.

## 7.2 Professional Responsibility

7.2.1 ENGINEER will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional engineering practices. If ENGINEER fails to meet the foregoing standard, ENGINEER will perform at its own cost, and without reimbursement from CITY, the professional engineering services necessary to correct errors and omissions which are caused by ENGINEER's failure to comply with above standard, and which are reported to ENGINEER within one year from the completion of ENGINEER's services for the PROJECT.

7.2.2 In addition, ENGINEER will be responsible to CITY for damages caused by its negligent conduct during its activities at the PROJECT site or in the field.

### 7.2.3 Professional Oversight Indemnification

ENGINEER understands and agrees that CITY has contracted with ENGINEER based upon ENGINEER's representations that ENGINEER is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, ENGINEER agrees to defend, indemnify and hold and save harmless CITY from any and all claims, settlements and judgments whatsoever arising out of CITY's alleged negligence in hiring or failing to properly

supervise ENGINEER. ENGINEER agrees to provide CITY with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements are maintained and in full force and effect.

### 7.3 Estimates and Projections

Estimates and projections prepared by ENGINEER relating to construction costs and schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are based on ENGINEER's experience, qualifications and judgment as a design professional. Since ENGINEER has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, competitive bidding or market conditions and other factors affecting such estimates or projections, ENGINEER does not guarantee that actual rates, costs, performance, schedules, etc., will not vary from estimates and projections prepared by ENGINEER.

### 7.4 On-Site Services

PROJECT site visits by ENGINEER during construction shall not make ENGINEER responsible for construction means, methods, techniques, sequences or procedures; for construction safety precautions or programs; or for any construction contractor(s)' failure to perform its work in accordance with the plans and specifications.

### 7.5 Changes

CITY shall have the right to make changes within the general scope of ENGINEER's services, with an appropriate change in compensation and/or schedule, upon execution of a mutually acceptable amendment or change order signed by an authorized representative of CITY and the President or any Vice President of ENGINEER.

### 7.6 Suspension of Services

Should CITY fail to fulfill its responsibilities as provided under Section 4 to the extent that ENGINEER is unduly hindered in ENGINEER's services or if CITY fails to make any payment to ENGINEER on account of its services and expenses within ninety (90) days after receipt of ENGINEER's bill therefor, ENGINEER may, after giving seven (7) days' written notice to CITY, suspend services under this Agreement until CITY has satisfied his obligations under this Agreement.

### 7.7 Termination

Services may be terminated by the CITY at any time and for any reason, and by ENGINEER in the event of substantial failure to perform in accordance with the terms hereof by CITY through no fault of ENGINEER, by ten (10) days' notice. If so terminated, CITY shall pay ENGINEER all uncontested amounts due ENGINEER for all services properly rendered and expenses incurred to the date of receipt of notice of termination.



7.7.1 In the event of CITY's termination of this Agreement pursuant to the above section, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared under this Agreement, shall at the option of CITY become its property.

Further, ENGINEER shall not be relieved of any liability to CITY for any damages sustained by CITY by virtue of any breach of this Agreement by ENGINEER and CITY may withhold any payments due ENGINEER for the purpose of set-off until such time as the exact amount of damages to CITY, if any, is determined.

#### 7.8 Publications

Recognizing the importance of professional development on the part of ENGINEER's employees and the importance of ENGINEER's public relations, ENGINEER may prepare publications, such as technical papers, articles for periodicals, and press releases, pertaining to ENGINEER's services for the PROJECT. Such publications will be provided to CITY in draft form for CITY's advance review. CITY will review such drafts promptly and will provide comments to ENGINEER. CITY may require deletion of proprietary data or confidential information from such publications but otherwise will not unreasonably withhold its approval. The cost of ENGINEER's activities pertaining to any such publication shall be paid entirely by ENGINEER.

#### 7.9 Nondiscrimination

During the performance of this Agreement, ENGINEER agrees to the following:

7.9.1. ENGINEER shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation or gender identity. ENGINEER shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation or gender identity. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. ENGINEER agrees to post notices in conspicuous places, available to employees and applicants for employment.

7.9.2 ENGINEER shall, in all solicitation or advertisements for employees placed by or on behalf of ENGINEER, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation or gender identity.

7.9.3 ENGINEER shall comply with all provisions of State and Federal Laws governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

7.10 Successor and Assigns

CITY and ENGINEER each binds himself and his successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither CITY nor ENGINEER shall assign, sublet or transfer his interest in the Agreement without the written consent of the other.

7.11 Rights and Benefits

ENGINEER's services will be performed solely for the benefit of the CITY and not for the benefit of any other persons or entities.

7.12 Compliance with Local Laws

ENGINEER shall comply with all applicable laws, ordinances and codes of the state and city.

7.13 Law; Submission to Jurisdiction Governing

This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be Boone County, Missouri or the United States Western District of Missouri. The parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri and waive any defense of forum non conveniens

7.14 Employment of Unauthorized Aliens Prohibited

7.14.1 ENGINEER agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

7.14.2 As a condition for the award of this Agreement, ENGINEER shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. ENGINEER shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7.14.3 ENGINEER shall require each subcontractor to affirmatively state in its contract with ENGINEER that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. ENGINEER shall also require each subcontractor to provide ENGINEER with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

7.15 No Waiver of Immunities

In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to

each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

7.16 Federal and/State Grant Requirements

ENGINEER acknowledges that state and/or federal grant funds are being used for this Project. ENGINEER shall familiarize itself and shall comply with all conditions and requirements for the utilization of such grant funds, including, but not limited to, those set forth in Exhibit C attached hereto (collectively "Grant Requirements"). ENGINEER shall include in contracts with its subcontractors provisions that require subcontractor to comply with the Grant Requirements.

7.17 Agreement Documents

The Agreement Documents include this Agreement and the following attachments or exhibits, which are incorporate herein by reference.

<u>Exhibit</u>	<u>Description</u>
A	Scope of Basic Services dated November 22, 2016
B	Summary of Costs dated October 24, 2016
C	Federal Provisions

In the event of a conflict between the terms and conditions of this Agreement and any attachment hereto, the terms contained in this Agreement shall prevail and the terms contained in any attachment shall subsequently prevail in the order attached hereto.

7.18 Entire Agreement

This Agreement represents the entire and integrated Agreement between ENGINEER and CITY relative to the Scope of Basic Services herein. All previous or contemporaneous agreements, representations, promises and conditions relating to ENGINEER's services described herein are superseded.

**[SIGNATURES ON FOLLOWING PAGE]**

CITY OF COLUMBIA, MISSOURI

By: \_\_\_\_\_  
Mike Matthes, City Manager

ATTESTED BY:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor

CERTIFICATION: I hereby certify that the above expenditure is within the purpose of the appropriation to which it is charged, Account No. 55416288-604023, AP122, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: \_\_\_\_\_  
Director of Finance

**BURNS & MCDONNELL ENGINEERING  
COMPANY, INC.**

By:   
\_\_\_\_\_  
Manager, Aviation Services

Date: 1-24-17

ATTEST:

By:   
\_\_\_\_\_  
PROJECT MANAGER

Name: JASON C. FUCHS 1/24/17

## **NOTICE TO VENDORS**

### **Section 285.525 – 285.550 RSMo Effective January 1, 2009**

Effective January 1, 2009 and pursuant to RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:  
[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).



Design Services

Reconstruction of Taxiway C (West of Taxiway A) & Development of a Pavement Management Program  
at Columbia Regional Airport

Exhibit A

Scope of Basic Services Dated 11/22/16

**ATTACHMENT "A"**  
**NOVEMBER 22, 2016**  
**SCOPE OF BASIC SERVICES**  
**FOR PROFESSIONAL ENGINEERING SERVICES**  
**FOR**  
**THE DESIGN FOR THE RECONSTRUCTION OF**  
**TAXIWAY C (WEST OF TAXIWAY A)**  
**&**  
**PAVEMENT MANAGEMENT PROGRAM**  
**AT COLUMBIA REGIONAL AIRPORT**

**A. PROJECT NAME AND DESCRIPTION OF IMPROVEMENTS:**

1. **Project Name:** Reconstruction of approximately 2,800' x 35' of Taxiway C (west of Taxiway A) and a Pavement Management Program at Columbia Regional Airport (COU).
  
2. **Description of Improvements:** The proposed improvements are shown on EXHIBIT No. 1.
  - 2.1. ***Reconstruction of approximately 2,800' x 35' of Taxiway C (west of Taxiway A).***

The proposed improvements will abut the work that is scheduled to be completed during Schedule 2 of the 3-29-0022-40 grant project (Reconstruction and Extension of Runway 13-31 and Partial Taxiway B Project). The description of planned improvements are described herein as follows:

    - a. Taxiway C1 (west of Runway 13): Demolish the existing turnaround.
    - b. Taxiway B (west of Runway 2-20): Demolish existing pavement and ancillary items to allow for the proposed improvements.
    - c. Taxiway C (adjacent to Taxiway C1 and west of Taxiway A): Construct approximately 2,800' x 35' of new taxiway.
    - d. Taxiway C (west of Runway 2-20): Utilize the grading plans developed for Schedule 2 of the 3-29-0022-40 grant project and assume this to be the existing condition for the current project to establish the features in items a. to c. above and to clear obstructions within the Taxiway Object Free Area, (TOFA).
    - e. Taxiway C (west of Taxiway A): Provide storm drainage features, underdrains and outlet piping.
    - f. Taxiway C (west of Taxiway A): Provide for pavement markings.
    - g. Navigations Aids will include the following:



- i. Taxiway Edge Lighting for Taxiway C and adjustments as may be required at the Taxiway C1 juncture.
- ii. Runway and Taxiway guidance signage.

**2.2. Determination of Pavement Condition Index, (PCI) & Providing a Pavement Management Program.**

**B. DESCRIPTION OF SERVICES TO BE PERFORMED:**

CONSULTANT has developed the following Scope of Services to perform engineering services for the aforementioned project. The Scope of Services is defined as follows:

1. Taxiway C, Preliminary Design Phase: This phase includes activities for defining the scope of the aforementioned project and establishing preliminary requirements. The elements of work for this task include:
  - a. Perform onsite visual observations to determine the extent of the improvements to Taxiway C and adjoining pavements (Taxiway C1, Taxiway A and Taxiway B2). Attendees for the CONSULTANT include Project Manager, Project Civil Engineer and Project Electrical Engineer.
  - b. Review existing data and prepare update for project Airport Capital Improvement Plan (ACIP).
  - c. Prepare Scope of Work for Geotechnical Services.

In general the work will include:

    - 1) Perform geotechnical exploratory investigation including pavement coring/boring in approximately twelve (12) locations and random test pits within the planned taxiway footprints. Additional locations may be identified for the purpose of identifying potential fill material.

*ASSUMPTION: Because of the timing of this design (November 2016 – approximately March 2017) and the planned earthwork within these limits as required for the Schedule 2 of the 3-29-0022-40 grant project, the subsurface investigation will be performed on the existing onsite materials only. It is assumed the materials as placed for the project noted above comply with those contract requirements and are suitable for the construction of the Taxiway C project.*
    - 2) Perform laboratory tests on soil samples obtained from the work area. Laboratory tests will be in accordance with AC 150/5320-6E, paragraph 203b. Tests may include the following:
      - i. Moisture Content
      - ii. Dry Unit Weight
      - iii. Sieve Analyses

- iv. Atterberg Limits
- v. Unconfined Compression
- vi. Swell Pressure
- vii. Consolidation
- viii. Compaction Characteristics
- ix. Chemical Analyses for pH, Sulfates, & Sulfides.

3) Prepare a Report containing a description of the drilling and sampling program, a description of the geology and subsurface conditions encountered, groundwater conditions, typed boring logs with a boring location plan, and results of the laboratory testing program. The Report shall contain geotechnical recommendations for the design and construction of pavement and earthwork for the proposed project.

d. Scope of Work for Topographical Surveying Services.

***ASSUMPTION: The topographical surveys created for Schedule 2 of the 3-29-0022-40 grant project, included the general areas of the work proposed for Taxiway C. No additional survey is required within the limits of this proposed work.***

e. Prepare Engineering Scope of Services and Fee Estimate.

f. Develop a preliminary cost estimate and submit to the SPONSOR for budgeting purposes. Monitor and report changes in the project budget throughout the project.

g. Develop a preliminary schedule for construction and submit to the SPONSOR for review. Monitor and report changes to the schedule throughout the project.

h. Prepare preliminary site plans for development of construction phasing and coordination with FAA Technical Operations Group, ATC, Airline(s), and FBOs.

i. Prepare a preliminary design report per FAA Central Region AIP Guide 920. Design report will include considerations for incremental phasing of the project work, Taxiway C profiles and abutting adjacent pavement features.

j. Prepare FAA Pavement Design Form 5100-100. A life cycle cost evaluation for the pavement sections developed will be developed and a recommended section presented.

- k. Prepare and submit FAA Forms 7460-1. Anticipate submittals for geometric improvements, electrical NAVAIDS, construction work areas, staging areas, haul routes, and construction phasing scenarios.
  - l. Prepare Construction Safety and Phasing Plan (CSPP) per AC 150/5370-F. Anticipate a base bid for construction. Submittals to be provided at the preliminary 30 percent of plans and specification phase.
  - m. Prepare documents for a CATEX.
  - n. Perform an internal Quality Review by independent senior level staff.
  - o. Submit for Review, the preliminary engineering report and geotechnical investigation to the SPONSOR and FAA.
  - p. Attend and conduct a preliminary design meeting with the SPONSOR and FAA at the SPONSOR'S office. Attendees for the CONSULTANT will include the Project Manager, Project Civil Engineer, and Project Electrical Engineer.
2. Taxiway C, Design Phase: This phase will include the activities required to develop the project design documents showing the character and scope of work to be performed by contractors on the project. The design of this project is based on the FAA Standards contained on the list found at [http://www.faa.gov/airports/central/engineering/aip\\_development/](http://www.faa.gov/airports/central/engineering/aip_development/). The specific tasks that will be performed in this phase include:
- a. Prepare construction Bid Documents. The anticipated drawing list includes the following:
    - i. Cover Sheet
    - ii. Index, Legend, Abbreviations, & Summary of Quantities
    - iii. Access & Site Plans
    - iv. Existing Conditions, Borings, and Exploratory Locations Plans
    - v. Construction Safety and Phasing Plans
    - vi. Maintenance Of Traffic Plans
    - vii. Typical Sections
    - viii. Demolition Plans
    - ix. Plan & Profiles
    - x. Rigid Pavement Joint Plans
    - xi. Joint Elevation Plans
    - xii. Underdrain Plan, Profile, & Details
    - xiii. Storm Drainage Plans & Details
    - xiv. Grading and Erosion Control Plans
    - xv. Cross Sections
    - xvi. Electrical: Legend, Abbreviations, & Notes
    - xvii. Electrical: Site Plans

- xviii. Electrical: Demolition Plans
  - xix. Electrical: Lighting Plans
  - xx. Electrical: Guidance Sign Plans
  - xxi. Electrical: Details
  - xxii. Electrical Navigational Aids Details
  - xxiii. Pavement Marking Plans
  - xxiv. Miscellaneous Details
- b. Prepare Missouri Department of Natural Resources (MoDNR) Erosion Control Permits & Construction Storm Water Pollution Prevention Plan.
  - c. Prepare FAA-Approved project technical specifications.
  - d. Prepare Standard FAA and SPONSOR provided front-end documents outlining bid procedures and process.
  - e. Revise the preliminary cost estimate for the final engineer's estimate of probable cost.
  - f. Revise the preliminary construction schedule.
  - g. Prepare the final design report following FAA Central Region AIP Guide 920.
  - h. Prepare the final Construction Safety and Phasing Plan (CSPP).
  - i. Perform an internal Quality Review by the designers of the project.
  - j. Perform an internal Quality Review by independent senior level review team.
  - k. Revise drawings and specifications per internal Quality Review comments.
  - l. Submit 2 half size copies of drawings and specifications to the SPONSOR and FAA for 100% review.
  - m. Meet with SPONSOR at the Columbia Regional Airport with three representatives of the CONSULTANT'S team during plan production as an interim review of the project status.
  - n. Revise 100% contract documents per SPONSOR and FAA review comments and resubmit to SPONSOR and FAA for bidding.

- o. Provide an electronic copy of project manual and construction drawings (and final engineering design report) to the FAA and to the SPONSOR for the purpose of filing and use for distribution to contractors.
3. Bidding & Construction Award Phase: This phase will include basic services to assist the SPONSOR with bidding of the contract documents (as noted in sections B.1 and 2) and reviewing and award of the bid, including the following activities:
- a. Assist SPONSOR with advertising of the project.
  - b. Attend and conduct a prebid meeting with the SPONSOR. Attendees for the CONSULTANT will include the Project Manager, Project Civil Engineer and Project Electrical Engineer.
  - c. Prepare any addenda for the project.
  - d. Respond to questions during the bidding phase.
  - e. Attend the bid opening and tabulate bids, analyze and provide recommendations to the SPONSOR. The recommendation criteria will include the following items:
    - i. Evaluation of the unit prices and total bid.
    - ii. Addenda and acknowledgements.
    - iii. Additional ineligible insurance costs if applicable.
    - iv. Review of the DBE utilization, letter of intent and review of good faith effort as applicable.
    - v. Review of Buy American compliance.
    - vi. Review of the tentative list of subcontractors.
    - vii. Insurance of Bid guarantee.
    - viii. Prequalification requirements as applicable.
    - ix. Pre-bid meeting notes as applicable.
    - x. Review of contractor/bidder qualifications.
    - xi. Review of the current debarment list.
    - xii. Submit low bidder's proposal form to the FAA.
  - f. Assist SPONSOR with preparing contract documents.
  - g. Assist SPONSOR with preparing grant application documents.
4. Pavement Management Study: This work will include the determination of a Pavement Condition Index, (PCI) and providing a Pavement Management System Study, (PMS) for airfield movement areas at the Columbia Regional Airport. This work includes the following:
- A. Pavement Condition Index, (PCI):

- a. Preliminary Investigation and Analysis: The items include the following:
  - i. Records Review and System Inventory. The CONSULTANT will obtain all as-built records and CIP data available from SPONSOR.
  - ii. Network Definition Creation and Sample Unit identification. The CONSULTANT will create a database in PAVER for the Airport. This includes separating the Airport into braches, sections, and sample units in accordance with ASTM D-5340 – Standard Test Method for Airport Pavement Condition Index Surveys (ASTM D-5340).
  
- b. Inspection Phase: The CONSULTANT will determine the Pavement Condition Index on the pavements at the Columbia Regional Airport, *excluding* the following: Runway 13-31 (Schedule for reconstruction 2016-17), and Taxiway C (formerly B) and scheduled for reconstruction in 2017-18.
  - i. CONSULTANT will perform the inspections during daylight hours only and in the following manner:
    - A team of inspectors will inspect each sample unit as defined for the Airport's network. The team shall coordinate runway / taxiway / and any other pavement closures. Key team members will be badged prior to inspection and will escort any un-badged members onto the airfield.
    - The inspection teams will evaluate each sample unit and record pavement distress data in accordance with the requirements set forth in ASTM D-5340.
    - All data will be recorded using mobile data tablets and imported into PAVER software and a subsequent database.
    - Visual observations will be performed at a 100% inspection sampling as defined by ASTM D 5340. All observations will be performed in accordance with ASTM D 5340.
    - Network Definition Creation and Sample Unit identification. The CONSULTANT will create a database in PAVER for the Airport.
  
- c. Final Report / Deliverables Phase: The following items are to be provided by the CONSULTANT to the SPONSOR, the FAA and Columbia Regional Airport:
  - i. A PAVER database including all PCI inspections and reports from information gathered in this Preliminary and Inspection Phases of this Scope of Work.
  - ii. All photographs taken from the inspection.
  - iii. Data analysis with PAVER that includes estimated pavement condition and projected conditions for every year for the next 5-years with consideration for unlimited budget Maintenance and Rehabilitation, (M&R), budgeted M&R (considered to be \$1M/Year), and performing no maintenance tasks over these years.

- iv. Provide recommendations for general maintenance policies, prioritization guidelines, and estimated costs to evaluate and determine the most cost effective repair strategy at the airport.
- v. Provide a recommended Capital Improvement Plan for 10-years from the dates of inspection. Current projects will be considered within this timeframe as well as any future projects that may need immediate attention. The Plan will be displayed on a color coded 11" x 17" map.
- vi. Provide a Google Earth™ kmz file for distribution purposes as designated by the SPONSOR.
- vii. A color coded exhibit for current conditions and anticipated conditions including zero funding, budgeted funding, and unlimited funding.

**B. Assumptions**

- a. The SPONSOR and the Columbia Regional Airport will provide access to existing airfield as-built information, when necessary.
  - b. The SPONSOR and the Columbia Regional Airport will provide day-time access to all airfield pavement as necessary for proper inspection.
  - c. Pavement observations will be visual only and will not include any non-destructive testing, friction testing, pavement coring, or crack mapping.
5. Construction Phase Services: This work will be determined upon completion of the project design. Construction Phase Services are not provided in this Scope of Work.

**C. ESTIMATED TIME OF COMPLETION:**

- 1. The time to complete the Scope of Services for items identified in this scope of work is illustrated in Table A.

**TABLE A**

Estimated Time To Completion	
Tasks	Calendar Days
<i>B.1 &amp; B.2: Taxiway C</i>	<i>120 days after Notice to Proceed Date</i>
<i>B.3: Bidding</i>	<i>As Determined by SPONSOR</i>
<i>B.4: Pavement Management Study</i>	
<i>B.4: Draft Report</i>	<i>90 days after Notice to Proceed Date provided by SPONSOR</i>
<i>B.4: Final Report</i>	<i>30 days after receipt of Draft Report Comments from SPONSOR and FAA</i>

END OF SOW

Design Services

Reconstruction of Taxiway C (West of Taxiway A) & Development of a Pavement Management Program  
at Columbia Regional Airport

Exhibit B

Summary of Costs dated 10/24/16



**DERIVATION OF CONSULTANT PROJECT COSTS  
SUMMARY OF COSTS  
RECONSTRUCT TAXIWAY C & PMS STUDY  
COLUMBIA REGIONAL AIRPORT  
DESIGN, BID: TAXIWAY C - ~2,800' x 35' & PMS STUDY  
BASIC AND SPECIAL SERVICES  
October 24, 2016**

**1 DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR	COST (\$)		
			Office	Office-Field	Contract
Principal	17.00	\$66.00	\$1,122.00	\$0.00	\$0.00
Project Manager	198.00	\$61.30	\$12,137.40	\$0.00	\$0.00
Sr. Civil Eng.	257.50	\$45.00	\$11,587.50	\$0.00	\$0.00
Staff Civil Eng.	413.50	\$37.00	\$15,299.50	\$0.00	\$0.00
Assist. Civil Eng.	415.00	\$31.00	\$12,865.00	\$0.00	\$0.00
Assoc. Electrical Eng.	28.00	\$52.50	\$1,470.00	\$0.00	\$0.00
Sr. Electrical Eng.	59.00	\$45.00	\$2,655.00	\$0.00	\$0.00
Staff Electrical Eng.	146.00	\$34.00	\$4,964.00	\$0.00	\$0.00
Sr. Tech.	135.50	\$32.75	\$4,437.63	\$0.00	\$0.00
Staff Tech.	651.00	\$22.00	\$14,322.00	\$0.00	\$0.00
Geotechnical Engineer	28.00	\$53.00	\$1,484.00	\$0.00	\$0.00
Clerical	113.50	\$20.00	\$2,270.00	\$0.00	\$0.00
	2,462.00				
Total Direct Salary Costs			\$84,614.03	\$0.00	\$0.00

**2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD**

Percentage of Direct Salary Costs @	213.80%	Office	\$180,904.79		
Percentage of Direct Salary Costs @	213.80%	Office-Field		\$0.00	
Percentage of Direct Salary Costs @	0.00%	Contract			\$0.00

**3 SUBTOTAL:**

Items 1 and 2			\$265,518.81	\$0.00	\$0.00
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**4 PROFIT:**

10.00%	% of Item 3 Subtotal		\$26,551.88	\$0.00	\$0.00
	Subtotal		\$292,070.69	\$0.00	\$0.00

**5 OUT-OF-POCKET EXPENSES:**

a. Transportation (Office Staff)	2400.00 Miles @	\$0.540 / Miles	\$1,296.00		
b. Transportation (Field Staff)	0.00 Miles @	\$0.540 / Miles =		\$0.00	
c. Expenses (meals) office (per day)	33.00 days @	\$47.00 / day=	\$1,551.00		
d. Expenses (lodging) office (per day)	16.00 days @	\$120.00 / day=	\$1,920.00		
e. Expenses field (meals) : per day	0.00 days @	\$47.00 / day =		\$0.00	
f. Expenses field (Lodging) : per day	0.00 days @	\$120.00 / day =		\$0.00	
g. Comp. hrs: (N/A)	281.50 Hours @	\$0.00 / Hour =	\$0.00		
h. Comp. hrs: (N/A)	2180.50 Hours @	\$0.00 / Hour =	\$0.00		
i. Materials and Supplies		=	\$9,437.31	\$0.00	\$0.00
Total Out-of-Pocket Expenses			\$14,204.31	\$0.00	\$0.00

**6 SUBCONTRACT COSTS:**

a. Surveyor: ESS	=	\$0.00	\$0.00	\$0.00
b. Geotechnical: ESS	=	\$0.00	\$0.00	\$6,500.00
c. Custom Eng. Electrical DBE:	=	\$0.00	\$0.00	\$6,000.00
d. Other:	=	\$0.00	\$0.00	\$0.00
Subtotal		\$0.00	\$0.00	\$12,500.00

**7 MAXIMUM TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6			\$306,275.00	\$0.00	\$12,500.00
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<b>TOTAL:</b>	<b>SUMMARY - 01</b>		<b>\$318,775.00</b>		
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SUMMARY - 01

**DERIVATION OF CONSULTANT PROJECT COSTS  
SUMMARY OF COSTS  
RECONSTRUCT TAXIWAY C & PMS STUDY  
COLUMBIA REGIONAL AIRPORT  
DESIGN, BID: TAXIWAY C - ~2,800' x 35' & PMS STUDY  
BASIC AND SPECIAL SERVICES  
October 24, 2016**

Classification:	Principal	Project Manager	Sr. Civil Eng.	Staff Civil Eng.	Assist. Civil Eng.	Assoc. Electrical Eng.	Sr. Electrical Eng.	Staff Electrical Eng.	Sr. Tech.	Staff Tech.	Geotechnical Engineer	Clerical	Other Costs
Gross Hourly Rate:	\$227.82	\$211.60	\$155.33	\$127.72	\$107.01	\$181.22	\$155.33	\$117.36	\$113.05	\$75.94	\$182.95	\$69.04	
<b>A. BASIC SERVICES</b>													
1 PRELIMINARY DESIGN: (Taxiway C)	10.00	58.00	47.00	72.50	22.00	11.00	8.00	39.50	2.50	31.00	28.00	33.50	(1, 2, 3, 4, 5)
Total = \$53,424.00	\$2,278.19	\$12,272.53	\$7,300.56	\$9,259.45	\$2,354.13	\$1,993.41	\$1,242.65	\$4,635.77	\$282.62	\$2,354.13	\$5,122.47	\$2,312.71	\$2,015.39
2 DESIGN: TAXIWAY C	7.00	80.00	141.50	179.00	229.00	47.00	86.50	115.00	553.00			53.00	(1, 2, 3, 4, 5)
Total = \$179,554.00	\$1,594.73	\$16,927.63	\$21,979.34	\$22,861.27	\$24,504.33	\$3,080.73	\$7,300.56	\$10,151.74	\$13,000.34	\$41,994.60		\$3,658.91	\$12,499.82
3 BIDDING		37.00	12.00	22.00	8.00		4.00	20.00	1.00	11.00		11.00	(1, 2, 3, 4, 5)
Total = \$19,140.00		\$7,829.03	\$1,863.97	\$2,809.77	\$856.05		\$621.32	\$2,347.22	\$113.05	\$835.34		\$759.40	\$1,104.87
<b>PART A SUBTOTAL =</b>	<b>\$252,118.00</b>												
<b>B. SPECIAL SERVICES</b>													
1 GEOTECHNICAL: (Taxiway C)													(1, 2, 3, 4, 5)
Total = \$6,500.00													\$6,500.00
2 PAVEMENT CONDITION / MANAGEMENT STUDY		23.00	57.00	140.00	156.00				17.00	56.00		16.00	(1, 2, 3, 4, 5)
Total = \$60,157.00		\$4,866.69	\$8,853.87	\$17,880.32	\$16,692.90				\$1,921.79	\$4,252.62		\$1,104.58	\$4,584.23
3 N/A													(1, 2, 3, 4, 5)
Total =													
<b>PART B SUBTOTAL =</b>	<b>\$66,657.00</b>												
<b>GRAND TOTAL =</b>	<b>\$318,775.00</b>												

(1) Mileage, Motel and Meals      (3) Computer Services      (5) Other (identify)  
(2) Equipment, Materials and Supplies      (4) Vendor Services

SUMMARY - 02

Design Services

Reconstruction of Taxiway C (West of Taxiway A) & Development of a Pavement Management Program  
at Columbia Regional Airport

Exhibit C

Federal Provisions

## FEDERAL CONTRACT PROVISIONS FOR A/E AGREEMENTS

ALL REFERENCES MADE HEREIN TO "CONTRACTOR", "BIDDER", AND "OFFEROR" SHALL PERTAIN TO THE ARCHITECT/ENGINEER (A/E). ALL REFERENCES MADE HEREIN TO "SUBCONTRACTOR" SHALL PERTAIN TO ANY AND ALL SUBCONSULTANTS UNDER CONTRACT WITH THE A/E.

ALL REFERENCES MADE HEREIN TO "SPONSOR" SHALL PERTAIN TO THE STATE, CITY, AIRPORT AUTHORITY OR OTHER PUBLIC ENTITY EXECUTING THE CONTRACT WITH THE A/E.

### ACCESS TO RECORDS AND REPORTS

Reference: 2 CFR § 200.326, 2 CFR § 200.333

The contractor must maintain an acceptable cost accounting system. The contractor agrees to provide the Sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### CIVIL RIGHTS – GENERAL

Reference: 49 USC § 47123

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

(a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or

(b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

## CIVIL RIGHTS – TITLE VI ASSURANCES

### 1) Title VI Solicitation Notice

Reference: Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### 2) Title VI Clauses for Compliance with Nondiscrimination Requirements

Reference: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

- a) **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- c) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- d) **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- e) **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- i. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - ii. Cancelling, terminating, or suspending a contract, in whole or in part.
- f) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs a) through f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### 3) Title VI List of Pertinent Nondiscrimination Authorities

Reference: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

#### **DISADVANTAGED BUSINESS ENTERPRISE**

Reference: 49 CFR part 26

**Contract Assurance (§ 26.13)** - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

**Prompt Payment (§26.29)** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) calendar days from the receipt of each payment the prime contractor receives from the Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

#### **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

Reference: 29 USC § 201, et seq.

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

Reference: 49 CFR part 20, Appendix A

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the bidder or offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

Reference: 20 CFR part 1910

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **RIGHT TO INVENTIONS**

Reference: 2 CFR § 200 Appendix II(F)

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.



## **TRADE RESTRICTION CLAUSE**

Reference: 49 CFR part 30

The contractor or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c) has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The contractor shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

## **TEXTING WHEN DRIVING**

(References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA

encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The contractor must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The contractor must include these policies in each third party subcontract involved on this project.

#### **VETERAN'S PREFERENCE**

Reference: 49 USC § 47112(c)

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

## PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$10,000

### **TERMINATION OF CONTRACT**

Reference: 2 CFR § 200 Appendix II(B)

- a) The Sponsor may, by written notice, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the Sponsor.
- b) If the termination is for the convenience of the Sponsor, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c) If the termination is due to failure to fulfill the contractor's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor is liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
- d) If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination will be deemed to have been effected for the convenience of the Sponsor. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e) The rights and remedies of the sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

## PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$25,000

### **DEBARMENT AND SUSPENSION (NON-PROCUREMENT)**

References: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility

#### *CERTIFICATE REGARDING DEBARMENT AND SUSPENSION (BIDDER OR OFFEROR)*

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that at the time the bidder or offeror submits its proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

#### *CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (SUCCESSFUL BIDDER REGARDING LOWER TIER PARTICIPANTS)*

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <https://www.sam.gov>.
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

## PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$100,000

### **BREACH OF CONTRACT TERMS**

Reference 2 CFR § 200 Appendix II(A)

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **CLEAN AIR AND WATER POLLUTION CONTROL**

References: 49 CFR § 18.36(i)(12) and 2 CFR § 200 Appendix II(G)

Contractors and subcontractors agree:

1. That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
2. To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
3. That, as a condition for the award of this contract, the contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
4. To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

### **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

Reference: 2 CFR § 200 Appendix II (E)

1. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

3. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

4. Subcontractors.

The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

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