



HILLSBOROUGH COUNTY AVIATION AUTHORITY

SUPPLEMENTAL CONTRACT TO BASE AGREEMENT FOR CONSTRUCTION PAYMENT APPLICATION AND INVOICE REVIEW AND AUDIT AND ADVISORY SERVICES

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AUDIT AND ADVISORY SERVICES

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Exhibits:

- A Base Agreement for Construction Payment Application and Invoice Review and Audit and Advisory Services
- B. Scope of Services
- C - Work Plan
- D - Scrutinized Company Certification
- E - Authority Policy P412, Travel, Business Development, and Working Meals Expenses

HILLSBOROUGH COUNTY
AVIATION AUTHORITY
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APPLICATION AND INVOICE REVIEW AND AUDIT
AND ADVISORY SERVICES

1. INTRODUCTION

This Supplemental Contract to Base Agreement for Construction Payment Application and Invoice Review and Audit and Advisory Services (Contract) is made and entered into this 7th day of December, 2023 between the Hillsborough County Aviation Authority, an independent special district under the laws of the State of Florida whose post office address is Post Office Box 22287, Tampa, Florida 33622 (Authority), and Talson International, LLC, a Pennsylvania corporation, authorized to do business in the State of Florida (Company), (collectively hereinafter referred to as the Parties).

The following terms and conditions contained in this Contract are hereby incorporated in and made a part of the Base Agreement for Construction Payment Application and Invoice Review and Audit and Advisory Services by and between The Greater Orlando Aviation Authority and Talson International, LLC (GOAA Contract), which is attached hereto as Exhibit A and incorporated herein by reference. In the event of any conflict(s) among the terms and conditions contained in this Contract and the GOAA Contract, this Contract shall control.

1.01 EXHIBITS

The following Exhibits are attached hereto and are hereby incorporated and made a part of this Contract. Based on the needs of Authority, the Exhibits may be modified from time to time by letter to Company without formal amendment to this Contract.

Exhibit A, Base Agreement for Construction Payment Application and Invoice Review and Audit

and Advisory Services

Exhibit B, Scope of Services

Exhibit C, Work Plan

Exhibit D, Scrutinized Company Certification

Exhibit E, Authority Policy P412, Travel, Business Development, and Working Meals Expenses

For and in consideration of the mutual covenants hereof, the Parties do hereby agree as follows:

2. DEFINITIONS

The following terms will have the meanings as set forth below:

2.1 Accounts Payable

The unit within Authority Finance Department that deals with accounts payable.

2.2 Airport

Tampa International Airport.

2.3 Board

The Hillsborough County Aviation Authority Board of Directors.

2.4 CEO

The Hillsborough County Aviation Authority Chief Executive Officer.

2.5 Director of Internal Audit

Authority contact person responsible for notifying Company regarding required Services and Company's primary contact for all Services under this Contract.

2.6 FAA

The U.S. Department of Transportation Federal Aviation Administration or any successor thereto.

2.7 Personnel

Individuals who are directly employed or contracted by Company to perform the Services at the

Airport.

2.8 Project Manager

Individual from Company that is responsible for the day-to-day management of the Services.

2.9 Services

The services as detailed in Exhibit B, Scope of Services.

2.10 Term

December 7, 2023 through December 26, 2027.

2.11 TSA

The U.S. Department of Homeland Security Transportation Security Administration or any successor thereto.

2.12 Work Plan

The order form used by Authority and Company in accordance with Article 3, Scope of Services, Section 3.2, Work Plan.

3. SCOPE OF SERVICES

3.1 Scope of Services

Company agrees to provide the Services as set forth in Exhibit B, Scope of Services.

3.2 Work Plan

- A. Without invalidating this Contract, Authority may, at any time, order additions, deletions or revisions to Services authorized only by Work Plan. Prior to the onset of any Services to be performed, Company and Authority will outline each task involved, establish a schedule for completing each task, detail the associated costs, and include the names, titles, responsibilities, and resumes of Company's Personnel that will be assigned to the task in a Work Plan as shown in Exhibit C, Work Plan. The Work Plan schedule may go beyond the termination date of this Contract if necessary to complete the Work Plan tasks. Company will use its best efforts to ensure that each task in the Work Plan is completed on budget and on time according to the agreed upon work schedule.

- B. Company will only begin Services upon execution of the Work Plan by Company and Authority. All such Services will be executed under the applicable conditions of this Contract. No Services will be paid for unless authorized by written Work Plan prior to the performance of such Services.
- C. Upon execution of the Work Plan, the Authority will issue a Purchase Order to Company. In the event of any conflict(s) among the terms and conditions contained in the Purchase Order and this Contract, this Contract shall control.
- D. The Authority's Director of Internal Audit will have the authority to execute any Work Plan on behalf of the Authority consistent with the terms of this Contract.
- E. Any Purchase Order issued during the effective period of this Contract and not completed within that period shall be completed by the Company within the time specified in the Work Plan. This Contract shall govern the Company's and Authority's rights and obligations with respect to the Work Plan and any Purchase Order(s) to the same extent as if the Work Plan were completed during the Contract effective period.

3.3 Authority's Contact Person

Authority's Director of Internal Audit will be responsible for notifying Company regarding required Services and will be Company's primary contact for all Services under this Contract.

3.4 Company's Project Manager

Company has designated Kenneth Brzozowski as the individual to be responsible for the overall Services (Project Manager). The Project Manager will be responsible for ensuring that all Services are provided as outlined in the Scope of Services and will be Company's primary contact for all Services under this Contract.

Company must not remove such Project Manager from providing the Services contemplated by this Contract; provided, however, that the removal of such Personnel due to their incapacity, voluntary termination, or termination due to just cause will not constitute a violation of this Contract. Authority will require that, at a minimum, any proposed replacement have equal or greater qualifications and experience as the Project Manager being replaced. Company will not make any personnel changes of the Project Manager until written notice is made to and approved by Authority's Director of Internal Audit or designee.

4. TERM

4.1 Effective Date

This Contract will become effective upon execution by Company and approval and execution by Authority. This Contract may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument.

4.2 Term

The Term of this Contract commences on December 7, 2023 and will continue through December 26, 2027, unless terminated earlier as provided herein.

4.3 Early Termination

Authority may terminate this Contract, without cause, by giving thirty (30) days written notice to Company.

5. FEES AND PAYMENTS

5.1 Not-to-Exceed

The total amount payable under this Contract will not exceed \$408,800, inclusive of all expenses.

Construction Audit Services (This fee is inclusive of approximately nine (9) audits to be determined throughout the Term of this Contract)	\$351,000
General On-call Services	\$20,000
Travel Contingency	\$37,800
Total Not to Exceed	\$408,800

The construction audit services fees are based on approximately 225 audit manhours per audit with an average NTE of \$39,000 per audit, exclusive of travel expenses. A total of nine (9) audits have been projected over the Term of this Contract.

5.2 Payment

Authority will pay Company based on an approved, detailed Work Plan that includes the project costs. Any travel costs will be paid in accordance with Exhibit E, Authority Policy P412, Travel, Business Development, and Working Meals Expenses or as outlined in individual Work Plan. Approved hourly service rates are part of the project costs and are listed below. The proposed hourly service rates would be subject to 4% annual escalation, commencing on January 1, 2025. If travel is required, a travel plan with estimated expenses will be incorporated into each Work Plan

for each project.

Position	Typical Audit Participation	Rate
Engagement Director	4%	\$295
Senior Engagement Manager	15%	\$295
Technical Consultant (as needed)	0%	\$275
Manager	30%	\$158
Senior Associate	30%	\$135
Associate	20%	\$89
Administration	1%	\$60

5.3 Invoices

Invoices required by this Contract will be created and submitted by Company to Authority Finance Department via email to Payables@TampaAirport.com in a form acceptable to Authority and will include at a minimum the invoice date, invoice amount, dates of Services, all assigned and on-going project activities during the preceding billing period, and Purchase Order number. Invoices must include a brief summary of Company's activities for that month, detailed documentation of hours billed by individual Personnel assigned to the project, and detailed documentation for any reimbursable expenses.

5.4 Payment Method

Company will receive electronic payments via Automated Clearing House (ACH), ePayables, or Purchasing Card (PCard). Information regarding the electronic payment methods and processes including net terms is available on Authority website at www.TampaAirport.com > Learn about TPA > Airport Business > Procurement > Solicitations and Contracts > Additional Resources > Electronic Payment Methods. Authority reserves the right to modify the electronic payment methods and processes at any time. Company may change its selected electronic payment method during the Term of this Contract in coordination with Accounts Payable.

In accordance with Florida Statute Section 501.0117, companies that accept credit cards as a valid form of payment are prohibited from imposing a surcharge.

5.5 Payment When Services Are Terminated at the Convenience of Authority

In the event of termination of this Contract for the convenience of Authority, Authority will compensate Company as listed below; however, in no event shall Company be entitled to any damages or remedies for wrongful termination.

- A. All Services performed prior to the effective date of termination; and
- B. Expenses incurred by Company in effecting the termination of this Contract as approved

in advance by Authority.

6. TAXES

All taxes of any kind and character payable on account of the Services furnished and work done under this Contract will be paid by Company. The laws of the State of Florida provide that sales tax and use taxes are payable by Company upon the tangible personal property incorporated in the work and such taxes will be paid by Company. Authority is exempt from all State and Federal sales, use and transportation taxes.

7. OWNERSHIP OF DOCUMENTS

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form or characteristics made by Company or its employees incident to, or in the course of, Services to Authority, will be and remain the property of Authority.

8. QUALITY ASSURANCE

Company will be solely responsible for the quality of all Services furnished by Company, its employees and/or its subcontractors under this Contract. All Services furnished by Company, its employees and/or its subcontractors must be performed in accordance with best management practices and best professional judgment, in a timely manner, and must be fit and suitable for the purposes intended by Authority. Company's Services and deliverables must conform with all applicable Federal and State laws, regulations and ordinances.

9. NON-EXCLUSIVE

Company acknowledges that Authority has, or may hire, others to perform Services similar to or the same as that which is within Company's Services under this Contract. Company further acknowledges that this Contract is not a guarantee of the assignment of any work and that the assignment of work to others is solely within Authority's discretion.

10. DEFAULT, REMEDIES, AND TERMINATION RIGHTS

10.1 Events of Default

Company will be deemed to be in default of this Contract upon the occurrence of any of the following:

- A. The failure or omission by Company to perform its obligations under this Contract or the breach of any terms, conditions and covenants required herein.
- B. The conduct of any business or performance of any acts at the Airport not specifically authorized in this Contract, failure to perform any of the provisions of this Contract, or any other agreement between Authority and Company, and Company's failure to discontinue that business or those acts within ten (10) days of receipt by Company of Authority written notice to cease said business or acts.
- C. The divestiture of Company's estate herein by operation of law, by dissolution, or by liquidation, not including a merger or sale of assets.
- D. The appointment of a Trustee, custodian, or receiver of all or a substantial portion of Company's assets; or the insolvency of Company; or if Company will take the benefit of any present or future insolvency statute, will make a general assignment for the benefit of creditors, or will seek a reorganization or the readjustment of its indebtedness under any law or statute of the United States or of any state thereof, including the filing by Company of a voluntary petition of bankruptcy or the institution of proceedings against Company for the adjudication of Company as bankrupt pursuant thereto.
- E. Company's violation of Florida Statute Section 287.133, concerning criminal activity on contracts with public entities.

10.2 Authority Remedies

In the event of any of the foregoing events of default enumerated in this Article, and following ten (10) days' notice by Authority and Company's failure to cure, Authority, at its election, may exercise any one or more of the following options or remedies, the exercise of any of which will not be deemed to preclude the exercise of any other remedy herein listed or otherwise provided by statute or general law:

- A. Terminate Company's rights under this Contract and, in accordance with law, Company will remain liable for all payments or other sums due under this Contract and for all damages suffered by Authority because of Company's breach of any of the covenants of this Contract; or
- B. Treat this Contract as remaining in existence, curing Company's default by performing or paying the obligation which Company has breached. In such event all sums paid or expenses incurred by Authority directly or indirectly in curing Company's default will become immediately due and payable as well as interest thereon, from the date such fees or charges became due to the date of payment, at twelve percent (12%) per annum or to the maximum extent permitted by law; or

C. Declare this Contract to be terminated, ended, null and void.

No waiver by Authority at any time of any of the terms, conditions, covenants, or agreements of this Contract, or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant, or agreement herein contained, nor of the strict and prompt performance thereof by Company. No notice by Authority will be required to restore or revive time is of the essence hereof after waiver by Authority or default in one or more instances. No option, right, power, remedy, or privilege of Authority will be construed as being exhausted or discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to Authority by this Contract are cumulative and that the exercise of one right, power, option, or remedy by Authority will not impair its rights to any other right, power, option, or remedy available under this Contract or provided by law. No act or thing done by Authority or Authority agents or employees during the Term will be deemed an acceptance of the surrender of this Contract, and no acceptance of surrender will be valid unless in writing.

10.3 Company's Remedies

Upon thirty (30) days written notice to Authority, Company may terminate this Contract and all its obligations hereunder, if Company is not in default of any term, provision, or covenant of this Contract or in the payment of any fees or charges to Authority, and only upon or after the occurrence of the following: the inability of Company to use Airport for a period of longer than ninety (90) consecutive days due to war, terrorism, or the issuance of any order, rule or regulation by a competent governmental authority or court having jurisdiction over Authority, preventing Company from operating its business for a period of ninety (90) consecutive days, provided, however, that such inability or such order, rule or regulation is not due to any fault or negligence of Company.

In the event it is determined by a court of competent jurisdiction that Authority has wrongfully terminated this Contract, such termination shall automatically be deemed a termination for convenience under Section 4, Term, Subsection 3, Early Termination.

10.4 Continuing Responsibilities of Company

Notwithstanding the occurrence of any event of default, Company will remain liable to Authority for all payments payable hereunder and for all preceding breaches of this Contract. Furthermore, unless Authority elects to cancel this Contract, Company will remain liable for and promptly pay any and all payments accruing hereunder until termination of this Contract.

11. INDEMNIFICATION

A. To the maximum extent permitted by Florida law, in addition to the Company's obligation to provide pay for and maintain insurance as set forth elsewhere in this Contract, the Company will

indemnify and hold harmless Authority, its members, officers, agents, employees, and volunteers from any and all liabilities, suits, claims, procedures, liens, expenses, losses, costs, royalties, fines and damages (including but not limited to claims for attorney's fees and dispute resolution costs) caused in whole or in part by the:

1. presence on, use or occupancy of Authority property;
2. acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
3. any breach of the terms of this Contract;
4. performance, non-performance or purported performance of this Contract;
5. violation of any law, regulation, rule, order, decree, ordinance, Federal directive or Federal circular;
6. infringement of any patent, copyright, trademark, trade dress or trade secret rights; and/or
7. contamination of the soil, groundwater, surface water, storm water, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection Agency or other regulatory agency to be an environmental contaminant

by the Company or Company's officers, employees, agents, volunteers, subcontractors, invitees, or any other person directly or indirectly employed or utilized by the Company, whether the liability, suit, claim, procedure, lien, expense, loss, cost, royalty, fine or damages is caused in part by an indemnified party. This indemnity obligation expressly applies, and shall be construed to include, any and all claim(s) caused in part by the negligence, acts or omissions of the Authority, its members, officers, agents, employees, or volunteers.

B. In addition to the duty to indemnify and hold harmless, Company will have the separate and independent duty to defend Authority, its members, officers, agents, employees, and volunteers from all suits, claims or actions of any nature seeking damages, equitable or injunctive relief expenses, liens, expenses, losses, costs, royalties, fines, attorney's fees or any other relief in the event the suit, claim, or action of any nature arises in whole or in part from the:

1. presence on, use or occupancy of Authority property;
2. acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
3. any breach of the terms of this Contract;
4. performance, non-performance or purported performance of this Contract;
5. violation of any law, regulation, rule, order, decree, ordinance, Federal directive, Federal circular or ordinance;
6. infringement of any patent, copyright, trademark, trade dress or trade secret rights;
7. contamination of the soil, groundwater, surface water, stormwater, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection agency or

other regulatory agency to be an environmental contaminant

by the Company or Company's officers, employees, agents, volunteers, subcontractors, invitees, or any other person directly or indirectly employed or utilized by Company regardless of whether it is caused in part by Company, its members, officers, agents, employees, or volunteers. This duty to defend exists immediately upon presentation of written notice of a suit, claim or action of any nature to Company by a party entitled to a defense hereunder. This duty to defend obligation expressly applies, and shall be construed to include, any and all claim(s) caused in part by the negligence, acts or omissions of the Authority, its members, officers, agents, employees, or volunteers.

C. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Fla. Stat. § 725.06(2)-(3) or Fla. Stat. § 725.08, then with respect to the part so limited, Company agrees to the following: To the maximum extent permitted by Florida law, Company will indemnify and hold harmless Authority, its members, officers, agents, employees, and volunteers from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fee, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of Company and persons employed or utilized by Company in the performance of this Contract.

D. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Florida Statute § 725.06 (1) or any other applicable law, then with respect to the part so limited the monetary limitation on the extent of the indemnification shall be the greater of the (i) monetary value of this Contract, (ii) coverage amount of Commercial General Liability Insurance required under this Contract or (iii) \$1,000,000.00. Otherwise, the obligations of this Article will not be limited by the amount of any insurance required to be obtained or maintained under this Contract.

E. Company's obligations to defend and indemnify as described in this Article will survive the expiration or earlier termination of this Contract until it is determined by final judgment that any suit, claim or other action against Company, its members, officers, agents, employees, and volunteers its fully and finally barred by the applicable statute of limitations or repose.

F. In addition to the requirements stated above, to the extent required by FDOT Public Transportation Grant Contract and to the fullest extent permitted by law, the Company shall indemnify and hold harmless the State of Florida, FDOT, including the FDOT's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Company and persons employed or utilized by the Company in the performance of this Contract. This indemnification in this paragraph shall survive the termination of this Contract. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida's and FDOT's sovereign immunity.

G. Nothing in this Article will be construed as a waiver of any immunity from or limitation of liability Company, or its members, officers, agents, employees, and volunteers may have under the

doctrine of sovereign immunity under common law or statute.

H. Authority and its members, officers, agents, employees, and volunteers reserve the right, at their option, to participate in the defense of any suit, without relieving Company of any of its obligations under this Article.

I. If the above Articles A - H or any part of Articles A – H are deemed to conflict in any way with any law, the Article or part of the Article will be considered modified by such law to remedy the conflict.

12. ACCOUNTING RECORDS/AUDIT REQUIREMENTS

12.1 Books and Records

In connection with payments to Company under this Contract, it is agreed Company will maintain full and accurate books of account and records customarily used in this type of business operation, in conformity with Generally Accepted Accounting Principles (GAAP). Company will maintain such books and records for five years after the end of the Term of this Contract. Records include, but are not limited to, books, documents, papers, records, research and Work Plan(s) related to this Contract. Company will not destroy any records related to this Contract without the express written permission of the Authority.

12.2 Authority Right to Perform Audits, Inspections, or Attestation Engagements

At any time or times during the Term of this Contract or within three years after the end of this Contract, the Authority, FAA, Federal Highway Administration, FDOT, FEMA, Florida Auditor General, Florida Inspector General, Florida Chief Financial Officer, and the Comptroller General of the United States, or any duly authorized representative of each (Auditors), have the right to initiate and perform audits, inspections or attestation engagements over Company's records for the purpose of determining payment eligibility under this Contract or over selected operations performed by Company under this Contract for the purpose of determining compliance with this Contract.

Free and unrestricted access will be granted to all of Company's records directly pertinent to this Contract or any Work Plan, as well as records of parent, affiliate and subsidiary companies and any subconsultants or subcontractors directly pertinent to this Contract or any Work Plan. If the records are kept at locations other than the Airport, Company will arrange for said records to be brought to a location convenient to Auditors or will provide records electronically in a computer-readable format acceptable to the Auditors at no additional cost to conduct the engagement as set forth in this Article.

Company agrees to deliver or provide access to all records requested by Auditors within fourteen (14) calendar days of the request at the initiation of the engagement and to deliver or provide

access to all other records requested during the engagement within seven (7) calendar days of each request. The Parties recognize that Authority will incur additional costs if records requested by Auditors are not provided in a timely manner and that the amount of those costs is difficult to determine with certainty. Consequently, the Parties agree Authority may assess the Company liquidated damages in the amount of one hundred dollars (\$100.00) for each item in a records request, per calendar day, for each time Company is late in submitting requested records to perform the engagement. Accrual of such damages will continue until specific performance is accomplished. These liquidated damages are not an exclusive remedy and Authority retains its rights, including but not limited to, its rights to elect its remedies and pursue all legal and equitable remedies. The Parties expressly agree that these liquidated damages are not a penalty and represent reasonable estimates of fair compensation for the losses that reasonably may be anticipated from Company's failure to comply.

Auditors have the right during the engagement to interview Company's employees, subconsultants, and subcontractors, and to retain copies of any and all records as needed to support auditor workpapers.

If as a result of any engagement, it is determined that Company has such overcharged Authority, Company will re-pay Authority for overcharge and Authority may assess interest of up to twelve percent (12%) per year on the overcharge from the date the overcharge occurred.

Approvals by the Authority's staff for any services included or not included in this Contract do not act as a waiver or limitation of the Auditor's right to perform engagements.

The Company will notify the Authority no later than seven (7) days after receiving knowledge that it is subject to any other audit, inspection or attestation engagement related to this Contract and provide Authority a copy of any audit documents or reports so received.

Company agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes. Company will include a provision providing Auditors the same access to business records at the subconsultant and subcontractor level in all of its subconsultant and subcontractor executed related to this Contract.

13. INSURANCE

Company must maintain the following limits and coverages uninterrupted or amended through the Term of this Contract. In the event the Company becomes in default of the following requirements the Authority reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability will provide that the Authority, members of the Authority's governing body, and the Authority's officers, volunteers, agents, and employees are included as

additional insureds.

13.1 Required Coverage - Minimum Limits

The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the Services performed pursuant to this Contract will be the amounts specified herein. To the extent it is used to meet the minimum limit requirements, any Umbrella or Excess coverage shall follow form to the Employer’s Liability, Commercial General Liability and Business Auto Liability coverages, including all endorsements and additional insured requirements. Any applicable Aggregate Limits in the Umbrella or Excess policy(ies) shall not be shared or diminished by claims unrelated to this Contract.

13.2 Commercial General Liability Insurance

The minimum limits of insurance covering the Services performed pursuant to this Contract will be the amounts specified herein. Coverage will be provided for liability resulting out of or in connection with, ongoing operations performed by, or on behalf of, the Company under this Contract or the use or occupancy of Authority premises by, or on behalf of, the Company in connection with this Contract. Coverage shall be provided on a form no more restrictive than ISO Form CG 00 01. Additional insurance coverage shall be provided on a form no more restrictive than ISO Form CG 20 10 10 01 and CG 30 37 10 01.

	<u>Contract Specific</u>
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury Each Occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000

13.3 Workers’ Compensation and Employer’s Liability Insurance

The minimum limits of insurance are:

Part One:	“Statutory”
Part Two:	
Each Accident	\$1,000,000
Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,000

13.4 Business Automobile Liability Insurance

Coverage will be provided for all owned, hired and non-owned vehicles. Coverage shall be provided on a form no more restrictive than ISO Form CA 00 01. The minimum limits of insurance covering the Services performed pursuant to this Contract are:

Each Occurrence – Bodily Injury and Property Damage Combined \$1,000,000

13.5 Professional Liability Insurance

Such insurance will be provided on a form acceptable to Authority and maintained throughout this Contract and for three years following completion of this Contract. Coverage will include all work of Company without exclusions unless approved in writing by Authority. The limits of coverage will not be less than:

Each Occurrence \$1,000,000
Annual Aggregate \$1,000,000

13.6 Cyber Liability & Data Storage

The Company shall purchase and maintain Cyber Liability Insurance, throughout the life of this Contract and such insurance will be maintained for a period of three years thereafter for Services completed during the Term of this Contract. Such insurance shall cover, at a minimum, the following:

- Network Security Liability covering liability for failures or breaches of network security and unauthorized access, including hackings and virus transmission or other type of malicious code, and electronic disclosure or use of confidential information, including personally identifiable information and personal health information, whether caused by Company, any of its subcontractors, or cloud service providers used by Company;
- Privacy Liability covering liability, PCI fines, expenses, defense costs, and regulatory actions for disclosure of confidential information, including personally identifiable information and personal health information, even if not caused by a failure or breach of network security;
- Digital Asset Protection, including costs to reconstruct, restore or replace damaged software and data;
- Media liability, covering liability and defense costs for media wrongful acts such as defamation, disparagement, and copyright/trademark infringement and trade dress in the dissemination of internet content and media;
- Cyber-Extortion coverage, including negotiation and payment of ransomware demands and other losses from “ransomware” attacks resulting from the Services provided by Company to the Authority. Coverage extends to those payments made via traditional currencies, as well as non-traditional crypto-currencies such as Bitcoin;
- First and Third-party Business Interruption and Dependent Business Interruption Coverage resulting from a security breach and/or system failure;
- Data Breach Response Coverage, including coverage for notifying affected parties, setting

up call center services, provision of credit monitoring services, identity theft protection services, computer forensic expenses, conduct, data reconstruction, legal expenses, and public relations expenses resulting from a breach of Network Security or other Privacy breach involving personally identifiable information and personal health information; and

- No exclusion for Cyber Terrorism coverage.

The minimum limits of liability shall be:

Each Occurrence	\$2,000,000
Annual Aggregate	\$2,000,000
Event Management Expenses	\$2,000,000

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of Services provided. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to this Contract Effective Date, the Company must purchase “extended reporting” coverage, which will provide coverage to respond to claims for a minimum of three years after completion of Services completed during the Term of this Contract.

The Cyber Liability Insurance coverage may be subject to a deductible or self-insured retention, which may not exceed \$100,000 per claim.

Technology Professional Liability/Errors and Omissions insurance coverage may be included as part of the Cyber Liability insurance coverage required above. However, if the required Cyber Liability insurance and Technology Professional Liability/Errors and Omissions insurance coverages are provided in the same policy, the minimum limits of coverage will be increased to:

Each Claim	\$10,000,000
Annual Aggregate	\$10,000,000

13.7 Technology Professional Liability/Errors and Omissions Insurance

The Company shall purchase and maintain, throughout the life of this Contract, a Technology Professional Liability/Errors and Omissions insurance policy covering liability arising from or in connection with acts, errors, or omissions, in rendering or failure to render technology professional services or in connection with the specific services described in this Contract, including technology-related design and consulting by the Company, its agents, representatives, or employees.

The minimum limits of Technology Professional Liability/Errors and Omissions insurance covering all work of Company without any exclusions unless approved in writing by Authority will remain in force for a period of three years following termination of this Contract. The minimum limits of coverage are:

Each Occurrence	\$2,000,000
Annual Aggregate	\$2,000,000

Such Technology Professional Liability/Errors and Omissions coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Supplemental Contract. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to this Contract Effective Date, the Company must purchase “extended reporting” coverage, which will provide coverage to respond to claims for a minimum of three years after completion of Services completed during the Term of this Contract.

The Technology Professional Liability/Errors and Omissions insurance coverage may be subject to a deductible or self-insured retention, which may not exceed \$100,000 per claim.

Cyber Liability insurance coverage may be included as part of the Technology Professional Liability/Errors and Omissions insurance coverage required above. However, if the required Cyber Liability insurance and Technology Professional Liability/Errors and Omissions insurance coverages are provided in the same policy, the minimum limits of coverage will be increased to:

Each Occurrence	\$10,000,000
Annual Aggregate	\$10,000,000

13.8 Waiver of Subrogation

Company, for itself and on behalf of its insurers, to the fullest extent permitted by law without voiding the insurance required by this Contract, waives all rights against the Authority, members of Authority’s governing body and the Authority’s officers, volunteers, agents, and employees, for damages or loss to the extent covered and paid for by any insurance maintained by the Company.

13.9 Incident Notification

The Company will promptly notify the Airport Operations Center (AOC) of all incidents involving bodily injury or property damage occurring on Authority-owned property, tenant owned property or third-party property.

13.10 Customer Claims, Issues, or Complaints

All customer claims, issues, or complaints regarding property damage or bodily injury related to the Company will be promptly handled, addressed and resolved by the Company.

The Company will track all customer claims, issues, and complaints and their status on a Claims Log available for review, as needed, by Authority Risk Management. The Claims Log should include a detailed report of the incident along with the response and/or resolution. Authority Risk Management has the option to monitor all incidents, claims, issues or complaints where the Authority could be held liable for injury or damages.

13.11 Conditions of Acceptance

Supplemental Contract to Base Agreement for Construction
Application and Invoice Review and Audit and Advisory Services
Hillsborough County Aviation Authority
Tolson International, LLC

The insurance maintained by Company must conform at all times with Authority Standard Procedure S250.06, Contractual Insurance Terms and Conditions, which may be amended from time to time and can be downloaded from Authority website at www.TampaAirport.com > Learn about TPA > Airport Business > Procurement > Supplier Resources > Insurance for Suppliers.

14. NON-DISCRIMINATION

During the performance of this Contract, Company, for itself, its assignees and successors in interest, agrees as follows:

- A. Company will comply with the regulations relative to non-discrimination in federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as amended from time to time (Regulations), which are incorporated herein by reference and made a part of this Contract.
- B. Civil Rights. Company, with regard to the work performed by it under this 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. Company will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the Supplemental Contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. During the performance of this Contract, Company, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:
 - 1. 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);
 - 2. 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);
 - 3. 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);
 - 4. 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;
 - 5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
 - 6. 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);
7. 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);
 8. 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;
 9. 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);
 10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination 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;
 11. 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, Company must take reasonable steps to ensure that LEP persons have meaningful access to Company’s programs (70 Fed. Reg. at 74087 to 74100); and
 12. Title IX of the Education Amendments of 1972, as amended, which prohibits Company from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- C. In all solicitations either by competitive bidding or negotiation made by the Company for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier must be notified by Company of Company’s obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
- D. Company will provide all information and reports required by the Regulations or directives issued pursuant thereto and must permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Authority or the FAA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Company is in the exclusive possession of another who fails or refuses to furnish this information, Company will so certify to Authority or the FAA, as appropriate, and will set forth what efforts it has made

to obtain the information.

- E. In the event of Company's non-compliance with the non-discrimination provisions of this Contract, Authority will impose such contractual sanctions as it or the FAA may determine to be appropriate, including, but not limited to, withholding of payments to Company under this Contract until Company complies, and/or cancellation, termination or suspension of this Contract, in whole or in part.
- F. Company will include the provisions of Paragraphs A through E above, in every subcontract and subconsultant contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued thereto. Company will take such action with respect to any subcontract or procurement as Authority or the FAA may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, however, that in the event Company becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, Company may request Authority to enter into such litigation to protect the interests of Authority and, in addition, Company may request the United States to enter into such litigation to protect the interests of the United States.
- G. Company assures that, in the performance of its obligations under this Contract, it will fully comply with the requirements of 14 CFR Part 152, Subpart E (Non-Discrimination in Airport Aid Program), as amended from time to time, to the extent applicable to Company, to ensure, among other things, that no person will be excluded from participating in any activities covered by such requirements on the grounds of race, creed, color, national origin, or sex. Company, if required by such requirements, will provide assurances to Authority that Company will undertake an affirmative action program and will require the same of its subconsultants.

15. AUTHORITY APPROVALS

Except as otherwise indicated elsewhere in this Contract, wherever in this Contract approvals are required to be given or received by the Authority, it is understood that the CEO, or a designee of the CEO, is hereby empowered to act on behalf of the Authority.

16. DATA SECURITY

Company will establish and maintain safeguards against the destruction, loss or alteration of Authority data or third-party data that Company may gain access to or be in possession of in providing the Services of this Contract. Company will not attempt to access, and will not allow its Personnel access to, Authority data or third-party data that is not required for the performance of

the Services of this Contract by such Personnel.

Company and its employees, vendors, subcontractors, and sub-consultants will adhere to and abide by the security measures and procedures established by Authority and any terms of service agreed to by Authority with regards to data security. In the event Company or Company's subcontractor (if any) discovers or is notified of a breach or potential breach of security relating to Authority data or third-party data, Company will promptly:

- A. Notify Authority of such breach or potential breach; and
- B. If the applicable Authority data or third-party data was in the possession of Company at the time of such breach or potential breach, Company will investigate and cure the breach or potential breach.

17. DISPUTE RESOLUTION

17.1 Claims and Disputes

- A. A claim is a written demand or assertion by one of the Parties seeking, as a matter of right, an adjustment or interpretation of this Contract, payment of money, extension of time or other relief with respect to the terms of this Contract. The term claim also includes other matters in question between Authority and Company arising out of or relating to this Contract. The responsibility to substantiate claims will rest with the party making the claim.
- B. If for any reason Company deems that additional cost or Contract time is due to Company for work not clearly provided for in this Contract, or previously authorized changes in the work, Company will notify Authority in writing of its intention to claim such additional cost or Contract time. Company will give Authority the opportunity to keep strict account of actual cost and/or time associated with the claim. The failure to give proper notice as required herein will constitute a waiver of said claim.
- C. Written notice of intention to claim must be made within ten (10) days after Company first recognizes the condition giving rise to the claim or before the work begins on which Company bases the claim, whichever is earlier.
- D. When the work on which the claim for additional cost or Contract time is based has been completed, Company will, within ten (10) days, submit Company's written claim to Authority. Such claim by Company, and the fact that Authority has kept strict account of the actual cost and/or time associated with the claim, will not in any way be construed as proving or substantiating the validity of the claim.
- E. Pending final resolution of a claim, unless otherwise agreed in writing, Company will proceed diligently with performance of this Contract and maintain effective progress to

complete the work within the time(s) set forth in this Contract.

- F. The making of final payment for this Contract may constitute a waiver of all claims by Authority except those arising from:
1. Claims, security interests or encumbrances arising out of this Contract and unsettled;
 2. Failure of the work to comply with the requirements of this Contract;
 3. Terms of special warranties required by this Contract; and
 4. Latent defects.

17.2 Resolution of Claims and Disputes

A. The following shall occur as a condition precedent to Authority review of a claim unless waived in writing by Authority.

First Meeting: Within five (5) days after a claim is submitted in writing, Company's representatives who have authority to resolve the dispute shall meet with Authority representatives who have authority to resolve the dispute in a good faith attempt to resolve the dispute. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Second Meeting: If the First Meeting fails to resolve the dispute or if the Parties fail to meet, a senior executive for Company and for Authority, neither of which have day to day Contract responsibilities, shall meet, within ten (10) days after a dispute occurs, in an attempt to resolve the dispute and any other identified disputes or any unresolved issues that may lead to dispute. Authority may invite other Parties as necessary to this meeting. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Following the First Meeting and the Second Meeting, Authority will review Company's claims and may (1) request additional information from Company which will be immediately provided to Authority, or (2) render a decision on all or part of the claim in writing within twenty-one (21) days following the receipt of such claim or receipt of additional information requested.

If Authority decides that the work related to such claim should proceed regardless of Authority disposition of such claim, Authority will issue to Company a written directive to proceed. Company will proceed as instructed.

B. Prior to the initiation of any litigation to resolve disputes between the Parties, the Parties will make a good faith effort to resolve any such disputes by negotiation between representatives with decision-making power. Following negotiations, as a condition precedent to litigation, the Parties will mediate any dispute with a mediator selected by Authority. Such mediation shall occur in



Hillsborough County, Florida.

C. Any action initiated by either party associated with a claim or dispute will be brought in the Circuit Court in and for Hillsborough County, Florida.

18. NON-EXCLUSIVE RIGHTS

This Contract will not be construed to grant or authorize the granting of an exclusive right within the meaning of 49 USC 40103(e) or 49 USC 47107(a), as may be amended from time to time, and related regulations.

19. WAIVER OF CLAIMS

Company hereby waives any claim against the City of Tampa, Hillsborough County, State of Florida and Authority, and its officers, Board Members, agents, or employees, for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Contract or any part thereof, or by any judgment or award in any suit or proceeding declaring this Contract null, void, or voidable, or delaying the same, or any part hereof, from being carried out.

20. LAWS, REGULATIONS, ORDINANCES, AND RULES

Company, its officers, employees, agents, subcontractors, or those under its control, will at all times comply with applicable Federal, State, and local laws and regulations, Authority Rules and Regulations, Policies, Standard Procedures, and Operating Directives as are now or may hereinafter be prescribed by Authority, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the Federal, State, or local government, or Authority including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Company, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or security measures required of Company or Authority by the Federal Government including but not limited to FAA or TSA. If Company, its officers, employees, agents, subcontractors or those under its control will fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against Authority, then, in addition to any other remedies available to Authority, Company will be responsible and will reimburse Authority in the full amount of any such monetary penalty or other damages. This amount must be paid by Company within 15

days from the date of written notice.

21. COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES PUBLIC RECORDS LAW

IF THE COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 870-8721, ADMCENTRALRECORDS@TAMPAAIRPORT.COM, HILLSBOROUGH COUNTY AVIATION AUTHORITY, P.O. BOX 22287, TAMPA FL 33622.

The Company agrees in accordance with Florida Statute Section 119.0701 to comply with public records laws including the following:

- A. Keep and maintain public records required by the Authority in order to perform the services contemplated by this Contract.
- B. Upon request from the Authority custodian of public records, provide the Authority with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat. or as otherwise provided by applicable law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of the Term of this Contract and following completion of the Term of this Contract.
- D. Upon completion of the Term of this Contract, keep and maintain public records required by the Authority to perform the Services. The Company shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Authority, upon request from the Authority custodian of public records, in a format that is compatible with the information technology systems of the Authority.

The Authority maintains its records in electronic form in accordance with the State of Florida records retention schedules. As a result, the paper original version of this document (to the extent it exists) will be scanned and stored electronically as the authoritative record copy as part of the Authority's record management process. Once that occurs, the paper original version of this document will be destroyed.

22. CONTRACT MADE IN FLORIDA

This Contract has been made in and shall be construed in accordance with the laws of the State of

Florida. All duties, obligations and liabilities of Authority and Company related to this Contract are expressly set forth herein and this Supplemental Contract can only be amended in writing and agreed to by both Parties.

23. NOTICES AND COMMUNICATIONS

All notices or communications whether to Authority or to Company pursuant hereto will be deemed validly given, served, or delivered, upon receipt by the party by hand delivery, or three (3) days after depositing such notice or communication in a postal receptacle, or one (1) day after depositing such notice or communication with a reputable overnight courier service, and addressed as follows:

<u>TO AUTHORITY:</u> (MAIL DELIVERY)	OR	(HAND DELIVERY)
HILLSBOROUGH COUNTY AVIATION AUTHORITY TAMPA INTERNATIONAL AIRPORT P.O. BOX 22287 TAMPA, FLORIDA 33622-2287 ATTN: CHIEF EXECUTIVE OFFICER		HILLSBOROUGH COUNTY AVIATION AUTHORITY SKYCENTER ONE 5411 SKYCENTER DRIVE SUITE 500 TAMPA, FLORIDA 33607-1470 ATTN: CHIEF EXECUTIVE OFFICER

TO Company:

(MAIL DELIVERY)	OR	(HAND DELIVERY)
TALSON INTERNATIONAL, LLC 41 N. 3 rd STREET PHILADELPHIA, PA 19106 ATTN: CHIEF EXECUTIVE OFFICER		TALSON INTERNATIONAL, LLC 41 N. 3 rd STREET PHILADELPHIA, PA 19106 ATTN: CHIEF EXECUTIVE OFFICER

or to such other address as either party may designate in writing by notice to the other party delivered in accordance with the provisions of this Article.

If notice is sent through a mail system, a verifiable tracking documentation such as a certified return receipt or overnight mail tracking receipt is required.

24. SUBORDINATION OF CONTRACT

It is mutually understood and agreed that this Contract will be subordinate to the provisions of any existing or future agreement between Authority and the United States of America, its Boards, Agencies, Commissions, and others, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of

federal funds for the development of the Airport, and this Contract will be subordinate to the license or permit of entry which may be granted by the Secretary of Defense.

25. SUBORDINATION OF TRUST AGREEMENT

This Contract and all rights of Company hereunder are expressly subject and subordinate to the terms, covenants, conditions and provisions of any Trust Agreements or other debt instruments executed by Authority to secure bonds issued by, or other obligations of, Authority. The obligations of Company hereunder may be pledged, transferred, hypothecated, or assigned at any time by Authority to secure such obligations. Conflicts between the terms of this Contract and the provisions, covenants and requirements of the debt instruments mentioned above will be resolved in favor of the provisions, covenants and requirements of such debt instruments.

26. ASSIGNMENT AND SUBCONTRACTING

Company will not assign, subcontract, sublease, or license this Contract without the prior written consent of Authority. Such consent may be withheld at the sole discretion of Authority. If assignment, subcontract, sublease, or license is approved, Company will be solely responsible for ensuring that its assignee, subcontractor, sublessee, or licensee perform pursuant to and in compliance with the terms of this Contract.

In no event will any approved assignment, subcontract, sublease, or license diminish Authority rights to enforce any and all provisions of this Contract.

Before any assignment, subcontract, sublease, or license becomes effective, the assignee, subcontractor, sublessee, or licensee will assume and agree by written instruments to be bound by the terms and conditions of this Contract during the remainder of the Term. When seeking consent to an assignment hereunder, Company will submit a fully executed original of the document or instrument of assignment to Authority.

27. APPLICABLE LAW AND VENUE

This Contract will be construed in accordance with the laws of the State. Venue for any action brought pursuant to this Contract will be in Hillsborough County, Florida, or in the Tampa Division of the U.S. District Court for the Middle District of Florida.

The Company hereby waives any claim against the Authority and the indemnified parties for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Contract or any part hereof, or by any judgment or award in any suit or proceeding declaring this Contract null, void, or voidable, or delaying the same, or any part hereof, from being carried

out.

28. SCRUTINIZED COMPANIES

Company is required to complete Exhibit D, Scrutinized Company Certification, at the time this Contract is executed and to complete a new Exhibit D for each renewal option period, if any.

This Contract will be terminated in accordance with Florida Statute Section 287.135 if it is found that Company submitted a false Scrutinized Company Certification as provided in Florida Statute Section 287.135(5) or has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria. The termination will be subject to the dollar amount limitations included in the respective Florida Statute.

29. RELATIONSHIP OF PARTIES

The Company is and will be deemed to be an independent contractor and operator responsible for its acts or omissions, and the Authority will in no way be responsible therefore.

30. RIGHT TO AMEND

In the event that the United States Government including but not limited to the FAA and TSA, or its successors, Florida Department of Transportation, or its successors, or any other governmental agency requires modifications or changes in this Contract as a condition precedent to the granting of funds for the improvement of the Airport, Company agrees to consent to such amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Contract as may be reasonably required to obtain such funds; provided, however, that in no event will Company be required, pursuant to this paragraph, to agree to an increase in the charges provided for hereunder.

31. TIME IS OF THE ESSENCE

Time is of the essence of this Contract.

32. NON-DISCLOSURE

All written and oral information and materials (Information) disclosed or provided by Authority to Company under this Contract will not be disclosed by Company, whether or not provided before or after the date of this Contract.

The Information will remain the exclusive property of Authority and will only be used by Company for purposes permitted under this Contract. Company will not use the Information for any purpose which might be directly or indirectly detrimental to Authority or any of its affiliates or subsidiaries.

Company will prevent the unauthorized use, access, acquisition, disclosure, dissemination or publication of the Information. Company agrees that it will cause its employees and representatives who have access to the Information to comply with these provisions and Company will be responsible for the acts and omissions of its employees and representatives with respect to the Information.

Company agrees that any disclosure of the Information by Company's employees and/or representatives will be deemed a breach of this Contract. Company agrees that in the event of any breach or threatened breach by Company of its non-disclosure obligation, Authority may obtain such legal remedies as are available, and, in addition thereto, such equitable relief as may be necessary to protect Authority.

The non-disclosure obligation imposed on Company under this Contract will survive the expiration or termination, as the case may be, of this Contract and the obligation will last indefinitely.

33. WAIVERS

No waiver by Authority at any time of any of the terms, conditions, covenants, or agreements of this Contract, or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant or agreement herein contained, nor of the strict and prompt performance thereof by Company. No delay, failure or omission of Authority to exercise any right, power, privilege or option arising from any default nor subsequent payment of charges then or thereafter accrued, will impair any such right, power, privilege or option, or be construed to be a waiver of any such default or relinquishment thereof or

acquiescence therein. No notice by Authority will be required to restore or revive time as being of the essence hereof after waiver by Authority or default in one or more instances. No option, right, power, remedy or privilege of Authority will be construed as being exhausted or discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to Authority by this Contract are cumulative and no one of them will be exclusive of the other or exclusive of any remedies provided by law, and that the exercise of one right, power, option or remedy by Authority will not impair its rights to any other right, power, option or remedy.

34. AMERICANS WITH DISABILITIES ACT

Company will comply with the applicable requirements of the Americans with Disabilities Act; the Florida Americans with Disabilities Accessibility Implementation Act; Florida Building Code, Florida Accessibility Code for Building Construction; and any similar or successor laws, ordinances, rules, standards, codes, guidelines, and regulations and will cooperate with Authority concerning the same subject matter.

35. E-VERIFY REQUIREMENT

In accordance with the State of Florida, Office of the Governor, Executive Order Number 11-116 (Verification of Employment Status) and Fla. Stat. Section 448.095 the Company, and any subcontractor thereof, is obligated to register with and use the Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Company or subcontractor. If the Company enters into a contract with a subcontractor, the Company must require the subcontractor to provide an affidavit stating that the subcontractor uses the E-Verify system and does not employ, contract with, or subcontract with an unauthorized alien.

36. FAA APPROVAL

This Contract may be subject to approval of the FAA. If the FAA disapproves this Contract, it will become null and void, and both Parties will bear their own expenses relative to this Contract, up to the date of disapproval.

37. AGENT FOR SERVICE OF PROCESS

It is expressly agreed and understood that if Company is not a resident of the State of Florida, or is an association or partnership without a member or partner resident of said State, or is a foreign corporation, then in any such event Company does designate the Secretary of State, State of Florida, as its agent for the purpose of service of process in any court action between it and Authority arising out of or based upon this Contract, and the service will be made as provided by the laws of the State of Florida, for service upon a non-resident. It is further expressly agreed, covenanted, and stipulated that if for any reason service of such process is not possible, and Company does not have a duly noted resident agent for service of process, as an alternative method of service of process, Company may be personally served with such process out of this State, by the certified return receipt mailing of such complaint and process or other documents to Company at the address set out hereinafter in this Contract or in the event of a foreign address, deliver by Federal Express and that such service will constitute valid service upon Company as of the date of mailing and Company will have thirty (30) days from date of mailing to respond thereto. It is further expressly understood that Company hereby agrees to the process so served, submits to the jurisdiction of the State or Federal courts located in Hillsborough County, Florida, and waives any and all obligation and protest thereto, any laws to the contrary notwithstanding.

38. INVALIDITY OF CLAUSES

The invalidity of any part, portion, sentence, article, paragraph, provision, or clause of this Contract will not have the effect of invalidating any other part, portion, sentence, article, paragraph, provision, or clause of this Contract, and the remainder of this Contract will be valid and enforced to the fullest extent permitted by law.

39. SEVERABILITY

If any provision in this Contract is held by a court of competent jurisdiction to be invalid, the validity of the other provisions of this Contract which are severable shall be unaffected.

40. HEADINGS

The headings contained herein, including the Table of Contents, are for convenience in reference and are not intended to define or limit the scope of any provisions of this Contract. If for any reason there is a conflict between content and headings, the content will control.

41. SIGNATURES

Supplemental Contract to Base Agreement for Construction Payment
Application and Invoice Review and Audit and Advisory Services
Hillsborough County Aviation Authority
Talson International, LLC

It is an express condition of this Contract that it will not be complete or effective until signed by Authority and by Company.

42. PUBLIC ENTITY CRIME

Company attests compliance with Florida Statute Section 287.133, concerning Public Entity Crimes.

43. MISCELLANEOUS

Wherever used, the singular will include the plural, the plural the singular, and the use of any gender will include both genders.

44. ORGANIZATION AND AUTHORITY TO ENTER INTO CONTRACT

The undersigned representative of Company hereby warrants and certifies to Authority that Company is an organization in good standing in its state of registration, that it is authorized to do business in the State of Florida, and that the undersigned officer is authorized and empowered to bind the organization to the terms of this Contract by his or her signature thereto and neither Company, its officers or any holders of more than five percent (5%) of the voting stock of Company have been found in violation of Florida Statute Section 287.133, concerning Criminal Activity on Contract with Public Entities. If Company is a corporation whose shares are not regularly and publicly traded on a recognized stock exchange, Company represents that the ownership and power to vote the majority of its outstanding capital stock belongs to and is vested in the officer or officers executing this Contract.

45. ORDER OF PRECEDENCE

In the event of any conflict(s) among the contract documents, Company will present conflict for resolution to Authority. Any costs resulting from Authority resolution of the conflict shall be borne by Company.

46. CONTRACT CHANGES

A change order or amendment is a written contract modification prepared by Authority and signed

by both Parties hereto, stating their agreement upon all of the following, and without invalidating this Contract:

1. a change in the Scope of Services, if any;
2. a change of the Contract amount, fees, hourly rates or other costs, if any;
3. a change of the basis of payment, if any; and
4. a change in Contract time, if any.

46.1 Claim for Payment

Any claim for payment for changes in the Services that is not covered by written change order or amendment or other written instrument signed by the Parties hereto will be rejected by Authority. Company acknowledges and agrees that Company will not be entitled to payment for changes in the Services unless such revised Services are specifically authorized in writing by Authority in advance. The terms of this Article may not be waived by Authority unless such waiver is in writing and makes specific reference to this Article.

Changes in the Services will be performed under applicable provisions of this Contract and Company will proceed promptly, unless otherwise provided in the change order, amendment or other written instrument.

46.2 Right to Carry Out the Services

If Company defaults or neglects to carry out the Services in accordance with this Contract and fails within a seven (7) day period after receipt of written notice from Authority to begin and prosecute correction of such default or neglect with diligence and promptness, Authority may, without prejudice to other remedies Authority may have, correct such deficiencies. In such case an appropriate change order will be issued deducting from payments then or thereafter due Company the cost of correcting such deficiencies, including compensation for another company's or Authority's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due Company are not sufficient to cover such amounts, Company will pay the difference to Authority.

47. COMPLETE CONTRACT

This Contract represents the complete understanding between the Parties, and any prior contracts, agreements, or representations, whether written or verbal, are hereby superseded. This Contract may subsequently be amended only by written instrument signed by the Parties hereto unless provided otherwise within the terms and conditions of this Contract.

[Remainder of Page is Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties hereto have set their hands and corporate seals on this _____ day of _____, 2023.

HILLSBOROUGH COUNTY AVIATION AUTHORITY

ATTEST: _____

BY: _____

Address: PO Box 22287
Tampa, FL 33622

Address: PO Box 22287
Tampa, FL 33622

LEGAL FORM APPROVED:

WITNESS: _____

BY: _____

Signature

David Scott Knight, Assistant General Counsel

Printed Name

HILLSBOROUGH COUNTY AVIATION AUTHORITY

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online authorization, this ____ day of _____, 2023, by Gary Harrod, in the capacity of Chairman, and by Jane Castor in the capacity of Secretary, for Hillsborough County Aviation Authority, a public body corporate under the laws of the State of Florida, on its behalf.

Stamp or Seal of Notary

Signature of Notary

Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification
Type of Identification Produced

Talson International, LLC

Signed in the Presence of:

BY:

[Signature]
Witness

[Signature]
Signature

Jeffrey W. Simpson
Printed Name

President
Title

[Signature]
Witness

Robert S. Bright
Printed Name

KEN Brozowski
Printed Name

41 N 3rd Street
Printed Address

Philadelphia, PA 19106
City/State/Zip

Talson International, LLC

STATE OF Pennsylvania
COUNTY OF Philadelphia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 27th day of November, 2023, by Robert S. Bright as President (Name of person) (type of authority), for Talson International, LLC (name of party on behalf of whom contract was executed)

Stamp or Seal of Notary

[Signature]
Signature of Notary
Quentin Nietz
Print, Type, or Stamp Commissioned Name of Notary

Personally Known OR Produced Identification
Type of Identification Produced

Commonwealth of Pennsylvania - Notary Seal
QUENTIN P NIETZ - Notary Public
Bucks County
My Commission Expires March 3, 2026
Commission Number 1416412



Exhibit A

Base Agreement for Construction Payment Application and
Invoice Review and Audit and Advisory Services

Exhibit A, Base Agreement for Construction Payment Application and
Invoice Review and Audit and Advisory Services
Supplemental Contract to Base Agreement for Construction Payment
Application and Invoice Review and Audit and Advisory Services
Hillsborough County Aviation Authority
Talsen International, LLC

AGREEMENT FOR PROFESSIONAL SERVICES



**Base Agreement for
Construction Payment Application and Invoice
Review and Audit and Advisory Services
Orlando International and Executive Airports**

by and between

**The Greater Orlando Aviation Authority
and
Talsen International, LLC**



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**AGREEMENT
FOR
PROFESSIONAL SERVICES**

THIS AGREEMENT is effective this 27th day of December, 2022, by and between the **Greater Orlando Aviation Authority**, ("Owner"), a public and governmental body existing under and by virtue of the laws of Florida, with a business address at **Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, FL 32827-4399**, and **Talson International, LLC**, ("Consultant"), a Florida corporation licensed to do business in Florida, with a business address at **41 N. 3rd St., Philadelphia PA 19106**.

WITNESSETH:

WHEREAS, the Owner desires to employ the Consultant to provide consultant services for Construction Payment Application and Invoice Review and Audit and Advisory Services, as described herein, at the Orlando International and Executive Airports ("Airport"); and

WHEREAS, the Consultant is, qualified, willing and able to perform the consultant services required on the terms and conditions hereinafter set forth, and holds any necessary licenses and registrations to perform the services; and

WHEREAS, the Owner has given public notice of the consultant services to be rendered pursuant to this Agreement, a copy of which is attached hereto as **Exhibit B** and incorporated herein by reference; and

WHEREAS, the selection of the Consultant has been made in accordance with the procurement policies of the Owner.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Owner and the Consultant do hereby agree as follows:

ARTICLE 1 - GENERAL PROVISIONS

1.1 Definitions

Wherever used in this Agreement, the following terms have the meanings indicated, which are applicable to both the singular and plural thereof:

1.1.1 Agreement

This Agreement for Consultant Services between the Consultant and Owner, including all Exhibits listed in Article 20 of this Agreement, including all amendments and addenda hereto.

1.1.2 Services

The Services to be performed by the Consultant for the Owner are generally described in **Exhibit A and B** of this Agreement with the specific Services to be described in Project Addenda.

1.1.3 Government Entities

The following abbreviations will be used throughout this Agreement:

- .1 FAA – Federal Aviation Administration
- .2 FDOT – Florida Department of Transportation
- .3 TSA – Transportation Security Administration
- .4 DOT – U.S. Department of Transportation
- .5 City – City of Orlando

1.1.4 Consultant's Compensation

Consultant's Compensation means the fees and expenses incurred directly in connection with the performance or furnishing of Services for which the Owner shall pay the Consultant as indicated in **Exhibit A**.

ARTICLE 2 –SERVICES TO BE PROVIDED BY THE CONSULTANT

2.1 Services

2.1.1 The Consultant hereby agrees to provide professional services required for Services as generally defined in **Exhibit A**.

2.1.2 The Consultant agrees to perform Services in accordance with the terms and conditions of this Agreement and with all applicable federal, state and local laws, regulations, rules and ordinances then in effect or as amended as determined by the Owner on an as-needed basis, although the Owner is not obligated to obtain such Services from Consultant. Projects may be negotiated and assigned to Consultant by a Project Addendum to this Agreement which will define the specific services to be performed and Consultant's compensation.

It is expressly understood that the Owner is not obligated to utilize the services of the Consultant for any particular project at the Orlando International Airport, the Orlando Executive Airport, or any other facility operated by the Owner.

2.2 Personnel

The Consultant agrees to retain the necessary qualified personnel to perform all Services for the Owner pursuant to this Agreement and any Addenda hereto. Consultant shall ensure that all such personnel, while performing Services hereunder, shall conduct themselves in a professional manner. The Consultant further agrees to remove promptly any personnel from performing Services as the Owner shall request in writing, which request may be made by the Owner with or without cause, and to replace promptly such personnel with another of the Consultant's qualified personnel who shall be approved in writing by the Owner. Consultant shall include this provision in every Subconsultant Agreement.

2.3 Subconsultants

2.3.1 The Consultant shall have the right, with the Owner's prior written consent, which shall not be withheld unreasonably, to employ other firms or individuals to serve as Subconsultants ("Subconsultants") to the Consultant in connection with the Consultant's performance of any Services under this Agreement.

2.3.2 The Consultant agrees, at the Owner's written request, which may be made by the Owner with or without cause, to terminate promptly the services of any Subconsultant and to replace promptly each such terminated Subconsultant with a qualified firm or individual approved by the Owner in writing. The Consultant further agrees to cause the Subconsultants to remove promptly any employees providing Services under this Agreement as the Owner shall request in writing, which may be made by the Owner with or without cause, and to replace promptly each such employee with another qualified employee acceptable to the Owner.

2.3.3 The Owner shall have no liability or obligation to the Subconsultants hereunder.

2.3.4 The Owner shall have the right, but not the obligation, based upon sworn statements of accounts from the Subconsultants, and in accordance with the Consultant's written request, to pay a specific amount directly to a Subconsultant. In such event, the Consultant agrees any such payments shall be treated as a direct payment to the Consultant's account.

2.3.5 Subconsultant fees shall be billed to the Owner at cost with no additional markup applied by the Consultant. Additionally, previously negotiated Subconsultant hourly rates shall be utilized in Project Addenda.

2.3.6 All Services performed by Subconsultants under this Agreement shall be pursuant to an appropriate written agreement between the Consultant and each Subconsultant. The Consultant shall require each Subconsultant to be bound to the Consultant by all the terms of this Agreement, and to be responsible to the Consultant for all the obligations and responsibilities for which the Consultant, pursuant to this Agreement, is responsible to the Owner, except as provided in Paragraph 15.5.13. The Consultant shall make available to each proposed Subconsultant, prior to execution of the Subconsultant's agreement, a copy of this Agreement. When requested by the Owner, the Consultant shall submit copies of the written agreements between the Consultant and the Subconsultants.

2.4 Consultant's Standards of Performance

The Consultant shall perform and cause all Subconsultants to perform all Services in such quality and sequence, and in accordance with such reasonable time requirements and reasonable written instructions, as may be requested or provided by the Owner and as required by the project. The Consultant shall render the Services in a manner that is consistent with the applicable standards of reasonable care, provided by consultants providing similar services in the same geographic area.

2.5 Consultant's Liability

The Consultant shall be and remain liable in accordance with applicable law for all damages to the Owner and the Owner's property caused by the improper acts, errors or omissions of the Consultant or by any Subconsultants in performing any Services. The term "improper acts, errors or omissions" shall include, but not be limited to, negligent, reckless, wanton, intentional, or willful failure to perform the Services in accordance with the applicable standard of care and performance the Services set forth in this Agreement and Project Addenda.

2.6 Consultant's Obligation to Correct Errors or Omissions

The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all data, calculations, estimates, reports, memoranda, other documents and instruments, and other services furnished by the Consultant. Within seven (7) days after receipt of written notice from Owner, the Consultant shall, without additional compensation, correct or revise any errors, omissions, mistakes or other deficiencies in such data, studies, surveys, designs, specifications, calculations, estimates, plans, drawings, construction documents, work, and materials resulting from the negligent act, errors or omissions, or intentional misconduct of the Consultant or any Subconsultants.

2.7 Consultant's Obligation to Repair Damaged Property

The Consultant shall promptly repair, at its sole cost and expense and in a manner acceptable to the Owner, any damage caused by the improper act, error or omission of the Consultant to facilities operated or controlled by the Owner or any third party to which the Owner is accountable, or any improvements or property located thereon. If any damage is caused partially by improper acts or omissions of the Owner or a third party for whom the Consultant is not responsible, all parties shall bear their proportional share of the repair costs based upon the parties' relative degree of fault.

2.8 Owner's Approval Shall Not Relieve Consultant of Responsibility

Review or approval by the Owner of data, calculations, estimates, reports, memoranda, other documents and instruments, and incidental work or materials furnished hereunder shall in no way relieve the Consultant of responsibility for the technical adequacy and accuracy of Services performed by the Consultant. Neither the Owner's review, approval, acceptance of, nor payment for, any of the Services under this Agreement shall constitute a waiver of any of the Owner's rights under this Agreement or of any cause of action it may have arising out of this Agreement.

2.9 Non-Exclusive Rights

The rights granted to the Consultant hereunder are nonexclusive, and the Owner reserves the right to enter into agreements with other consultants to perform consulting or professional services, including without limitation, any of the Services provided for herein.

2.10 Consultant's Compliance with Laws and Regulations

2.10.1 The Consultant and its employees and Subconsultants shall promptly observe and comply with all applicable federal, state and local laws, regulations, rules and ordinances then in effect or as amended ("laws"), including, but not limited to, the laws governing the wages paid by the Consultant to its employees.

2.10.2 The Consultant shall procure and keep in force during the term of this Agreement all necessary licenses, registrations, certificates, permits and other authorizations as are required by law in order for the Consultant to render its Services hereunder.

2.10.3 Effective January 1, 2021, the Consultant shall register with and utilize the U.S. Department of Homeland Security's Employment Eligibility Verification System (E-Verify), in accordance with the terms governing the use of the system, to verify the work authorization status of all newly hired employees, performing work in the United States. The Consultant shall include an express provision in all Subcontracts requiring the Subconsultants and Subcontractors to do the same and require all Subconsultants and Subcontractors to provide the Consultant with an affidavit stating that the Subconsultant/Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Consultant must retain all such affidavits for the duration of the Contract. In accordance with Florida Statutes §448.095, the Owner shall terminate this Contract if Owner has a good faith belief that the Consultant knowingly employs an unauthorized alien or has otherwise violated Florida Statute §448.09(1). The Owner shall require the Consultant to terminate the contract of a Subconsultant/Subcontractor if Owner has a good faith belief that the Subconsultant/Subcontractor has knowingly violated Florida Statute §448.09(1). The Consultant may challenge any such termination in accordance with Florida Statutes §448.095. Consequences for a violation of this subsection also include liability for the Owner's costs as a result of the termination and debarment for at least one (1) year in accordance with Florida Statutes §448.095.

2.11 Consultant Is Not Owner's Agent

The Consultant is not authorized to act as the Owner's agent hereunder and shall have no authority, expressed or implied, to act for or bind the Owner hereunder, unless set forth in Addenda hereto.

2.12 Reduced Scope of Services

The Owner shall have the right, by written notice to the Consultant, to reduce the scope of Services to be rendered hereunder. In the event the scope of Services are reduced by the Owner, the Consultant shall promptly notify the Owner in writing after receipt of such notice of the amount by which the total compensation for that particular scope or service should be reduced. The reduction in compensation shall be calculated on the basis of the Consultant's labor estimates and labor-hour costs for such Services and the related reimbursable expenses. The Consultant's notice to the Owner shall show this calculation in reasonable detail. The Owner shall, with reasonable promptness after receipt of the Consultant's calculation of compensation reduction, notify the Consultant in writing of its acceptance or objection to the amount of compensation reduction, together with the Owner's determination of the proper amount of compensation reduction, which determination shall be conclusive.

2.13 Suspension

If the Owner suspends the Project, or any portion thereof, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the services. The fees for the remaining services and the time schedules shall be equitably adjusted. If the Owner suspends the Project or a portion thereof for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven (7) days' written notice.

2.14 Consultant's Representative

The Consultant shall designate a person to act as the Consultant's Representative as identified in **Exhibit A**. The Consultant's Representative shall have complete authority on behalf of the Consultant to transmit or receive information, to propose or proceed with action requested by the Owner and to execute Addenda on behalf of the Consultant.

2.15 E-Verify

If the solicitation documents notify the Consultant that e-verification of employees is required or that FDOT funds are used to fund this Agreement, the Consultant shall utilize the U.S. Department of Homeland Security's Employment Eligibility Verification System (e-verify), in accordance with the terms governing the use of the system, to confirm the employment eligibility of persons employed by the Consultant, during the term of the Contract, to perform employment duties within Florida. The Consultant shall include an express provision in Subcontracts requiring the Subconsultants to do the same.

ARTICLE 3 - OWNER'S RESPONSIBILITIES

3.1 Furnishing Information and Instructions; Examination of Documents

3.1.1 Upon request by the Consultant, the Owner will make available for the Consultant's investigation and use the Owner's library of record documents for the Owner's existing facilities, and other information pertinent to the Services which may be available, including any survey and geotechnical information. However, it will be the Consultant's responsibility to research these existing documents to determine which, if any, are applicable to the Services. It will also be the Consultant's responsibility to verify all applicable information shown on the Owner's record documents or any other information provided by the Owner prior to relying upon such information for execution of the Services.

3.2 Review of Consultant's Deliverables

Subject to the provisions of this Agreement, the Owner may examine all data, designs, specifications, calculations, estimates, plans, drawings, photographs, reports, memoranda and other documents and instruments prepared by the Consultant and delivered to the Owner pursuant to this Agreement, within a reasonable time so as not to unreasonably delay the Consultant in the rendering of its Services. The Owner will promptly notify the Consultant of any observed deviations from the Scope of Services as defined herein and in the attached **Exhibit A**, errors or other defects in such data, designs, specifications, calculations, estimates, plans, drawings, photographs, reports, memoranda and other documents and instruments.

3.3 Reasonable Access

The Owner will allow the Consultant reasonable access to facilities controlled by the Owner to enable the Consultant to perform the Services. The Consultant agrees that such rights of access shall not be exercised in a manner or to such extent as to impede or interfere with the operation of the Owner's facilities, or with the operations of the Owner's lessees, licensees, or permittees of the Owner or the applicable owner of such facilities. The Consultant further agrees to abide by all applicable regulations regarding access to the Owner's facilities, including access to Airfield Operating Areas (AOA). The Consultant will obtain all necessary security and parking badges and clearances required for such access by the Consultant's personnel at no additional cost to the Owner.

3.4 Owner's Representative

The Owner's Representative, as identified in **Exhibit A**, acts as the Owner's Representative with respect to Services to be provided by the Consultant under this Agreement.

ARTICLE 4 – TIME

4.1 The Consultant's Services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Services through completion. Time is of the essence in the performance of the Services.

4.2 The date for commencement of the Services by the Consultant will be set forth in the Project Addendum.

4.3 A schedule for the Services shall be included in each Project Addendum by executing a Project Addendum. By accepting a Project Addendum, the Consultant acknowledges that the schedule set forth in such Project Addendum is both realistic and achievable, and that the Services will be completed within the time frame set forth in the schedule.

4.4 If, at any time prior to completion of the Services, the Consultant determines that the Services are not progressing according to the schedule as set forth in the Project Addendum, the Consultant shall immediately notify the Owner in writing and shall provide a description of the cause of the delay, the effect on the schedule and the recommended action to meet the schedule.

ARTICLE 5 – PAYMENTS TO CONSULTANT FOR SERVICES AND REIMBURSABLE EXPENSES

5.1 Compensation for Services

For Services rendered by the Consultant, the Owner shall pay the Consultant in accordance with the payment terms defined in **Exhibit A**. To obtain payment in the most expeditious manner, the Consultant may enroll in the Viewpost payment software program which includes an option for electronic funds transfer. The Owner will provide instructions on the enrollment process.

5.2 Reimbursable Expenses

5.2.1 The Owner shall pay the Consultant for Reimbursable Expenses incurred by the Consultant as defined in **Exhibit A and Exhibit C, Paragraph 4.**

5.2.2 Reimbursement for travel, for Services, shall be made in accordance with the Owner's travel policy attached as **Exhibit D.**

5.3 Invoices

5.3.1 The Consultant shall submit invoices to the Owner, in the form attached as **Exhibit C**, no more frequently than monthly, for all Services rendered hereunder since the last monthly invoice. Invoices shall be in a form and with detail satisfactory to the Owner and shall include the nature and amount of each expense, separated and identified as reasonably requested by the Owner. The Consultant shall submit one (1) original of the invoice to the Owner, by uploading the invoice in accordance with the Owner's instructions.

5.3.2 Monthly invoices shall also contain the following information:

- .1 Lump sum amount invoices shall include a percentage of such lump sum fee equal to the percentage of Services completed since the last monthly invoice.
- .2 Per Diem or hourly rates invoices shall be based upon the number of days or hours of service actually rendered by the Consultant and its Subconsultants since the last monthly invoice, broken down by appropriate billing classifications.
- .3 Monthly invoices for Reimbursable Expenses incurred since the last monthly invoice shall include the nature and amount of each expense, the date on which it was incurred, and the task to which each expense relates, submitted in a form and with detail satisfactory to the Owner.
- .4 Certification from a Principal or Officer that amounts previously paid by the Owner to the Consultant for work, expenses, supplies, etc. of Subconsultants have been disbursed.
- .5 Consultant Disbursement Form included in Exhibit C.

5.3.3 The Consultant represents and warrants that all billable hours and rates furnished by the Consultant to the Owner shall be accurate, complete and current as of the date of this Agreement or Addenda hereto. Current rates are defined as the most recently negotiated rates with Consultant and Subconsultants. Consultant shall also verify that Subconsultant rates are accurate, complete and current prior to submission of invoices. The Consultant further covenants and agrees that all billing rates, estimates of the percent of Services which have been completed, and other factual unit costs furnished by the Consultant to the Owner to support any lump sum amount, or per diem or hourly rates, which the Owner agrees to pay for any Services shall be accurate, complete and current as of the date of this Agreement or any Addenda authorizing the Consultant to perform Services. The making of any willfully false statement by the Consultant in a monthly invoice shall be grounds for the immediate termination by the Owner of this Agreement.

5.3.4 The Owner shall notify the Consultant in writing of any objection to the amount of such invoice, together with the Owner's determination of the proper amount of such invoice. Such notice shall be accompanied by the Owner's payment of any undisputed portion of such monthly invoice. Any dispute over the proper amount of such monthly invoice shall be resolved by mutual agreement of the parties, and after final resolution of such dispute, the Owner shall promptly pay the Consultant the amount so determined, less any amounts previously paid by the Owner with respect to such monthly invoice. In the event it is determined that the Owner has overpaid such monthly invoice,

the Consultant shall promptly refund the amount of such overpayment to the Owner, together with interest thereon at the rate of 6% per annum from the date such amounts were paid by the Owner.

5.3.5 Consultant shall, upon written request from the Owner, provide such records to verify payment to Sub-consultants. Records may include, but not be limited to, cancelled checks, invoices and other financial information.

5.4 Adjustment to Fees

In addition to any other rights or remedies available to the Owner, the Owner shall have the right to adjust the fee payable to the Consultant for any Services in order to prevent payment by the Owner of any sum which the Owner determines was increased due to inaccurate, incomplete, non-current billing rates, hours or estimate of completion status, and other factual unit costs, provided that such adjustment is made by the Owner within one year from the date of payment by the Owner of the Consultant's final invoice for the Services to which the adjustment relates.

5.5 Annual Rate Adjustment

The per diem or hourly rates set forth in **Exhibit A** may be reviewed annually on or before the anniversary date of this Agreement. In the event Consultant has more than one Agreement with the Owner, the anniversary date will be the latter Agreement's anniversary date. Any adjustments to per diem or hourly rates shall be negotiated, approved in writing by the Owner and shall be effective no earlier than the anniversary date of the Agreement. Adjusted billing rates cannot be utilized for billable hours performed prior to the approval date. Subconsultant billing rates may or may not be affected by the annual rate adjustment, i.e. Subconsultant with rates negotiated under another agreement and within one year of those negotiated rates.

ARTICLE 6 - RECORDS

6.1 Maintenance of Records

The Consultant shall maintain complete and accurate records relating to all Services rendered by Consultant and any Sub-consultants pursuant to this Agreement. Records shall be kept in a form reasonably acceptable to the Owner. Records and invoices for Services shall include all of the information required in order to determine the Consultant's monthly hours for each employee rendering Services hereunder, and shall identify the Services rendered by each employee in a manner acceptable to the Owner. Records for Reimbursable Expenses shall identify the nature and amount of each expense the date on which it was incurred, and the task to which the expense relates.

6.2 Records Availability

The Consultant shall maintain an acceptable cost accounting system. All of the Consultant's books, documents, papers and records directly relating to Services shall, upon reasonable notice by the Owner, be made available to the Owner, the FAA, the TSA, the FDOT and the Comptroller General of the United States of America, all of whom shall have the right from time to time, through their respective duly authorized representatives, at all reasonable times, to review, inspect, audit or copy the Consultant's records. Production of such records by the Consultant shall not constitute promulgation and shall retain in the Consultant all rights and privileges of workmanship, confidentiality and any other vested interests. If, as a result of an audit, it is established that the Consultant has overstated its hours of service, Reimbursable Expenses, per diem or hourly rates for any month, or percentage of lump sum amount earned in any month, the amount of any overcharge paid by Owner as a result of an overstatement shall forthwith be refunded by the Consultant to the Owner with interest thereon, if any, at a rate of six percent (6%) per annum on the overstated amount accrued from forty-five (45) days after the Owner's notice to the Consultant of the overstatement. If the amount of an overstatement in any month exceeds five percent (5%) of the amount of the Consultant's statement for that month, the entire reasonable expense of the audit shall be borne by the Consultant. The Consultant shall retain all

records, books, and reports required under this Agreement and shall make same available to the requesting party for a period of five (5) years from the date of payment by the Owner of the final invoice for the Services to which the records relate and all pending matters are closed. The Consultant shall insert this provision into any lower tier contract.

6.3 Public Records

When the Consultant receives any request to inspect or copy any records that relate to this Agreement, it shall promptly provide the Owner with a copy of the request. The Owner will respond to each such request on behalf of itself and the Consultant and the Consultant agrees to fully cooperate with the Owner with regard to all records requests and comply with all decisions made by the Owner regarding the production/disclosure. The Consultant shall:

.1 Keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the services being performed by the Consultant.

.2 Provide the public with access to public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, as amended, or as otherwise provided by law.

.3 Except as authorized by law, ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed for the duration of this Agreement, as well as following completion or termination of this Agreement if the Consultant does not transfer the records to the Owner.

.4 Meet all requirements for retaining public records and upon completion or termination of the Agreement, transfer, at no cost, to the Owner all public records in possession of the Consultant or keep and maintain the public records required by the Owner and the law to perform the Services. If the Consultant transfers all public records to the Owner upon completion or termination of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Owner in a format that is compatible with the information technology systems of the Owner. If the Consultant keeps and maintains public records upon completion or termination of this Agreement, the Consultant shall meet all applicable requirements for retaining public records.

.5 Failure to grant such public access or otherwise comply with the Owner's request for records will be grounds for immediate termination of this Agreement by the Owner.

.6 Failure to provide the public records to the Owner within a reasonable time may also subject the Consultant to penalties under section 119.10, Florida Statutes.

.7 If a civil action is filed against Consultant to compel production of public records relating to this Agreement, Consultant will be solely responsible and liable for its attorney's fees and any resulting damages.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONSULTANT MUST CONTACT THE OWNER'S CUSTODIAN OF PUBLIC RECORDS, WHO CAN BE REACHED AT: (407) 825-2400; www.orlandoairports.net/publicrecords; OR "GREATER ORLANDO AVIATION AUTHORITY, PUBLIC RECORDS" ONE JEFF FUQUA BOULEVARD, ORLANDO, FLORIDA 32827.

ARTICLE 7 –TERM OF AGREEMENT AND TERMINATION

7.1 Term of Agreement

The term of this Agreement shall be for a period of five (5) years from the effective date shown on Page 1.

7.2 Agreement Termination – Default

This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement, or under any Project Addendum hereto, through no fault of the terminating party; provided, however, that no such termination may be effected unless the other party is given (1) not less than thirty (30) calendar days written notice of intent to terminate; and (2) an opportunity for consultation with the terminating party prior to termination. The Consultant's obligations to the Owner arising from the Consultant's improper acts or omissions shall survive the termination of this Agreement. In the event the termination is due to Consultant's failure to fulfill the Consultant's obligations, the Owner may take over the work and prosecute the same to completion by contract or otherwise pursuant to the provisions herein. In such case, the Consultant shall be liable to the Owner for any additional cost occasioned to the Owner thereby. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Owner. In such event, adjustment in the contract price shall be made as provided herein.

7.3 Agreement Termination – Convenience

This Agreement may be terminated in whole or in part in writing by the Owner for its convenience and an equitable adjustment in the contract price shall be made; provided, however, that the Consultant shall be given (1) not less than thirty (30) calendar days written notice of intent to terminate; and (2) an opportunity for consultation with the Owner (in the manner determined by the Owner in its sole discretion) prior to termination.

7.4 Agreement Termination – False Certification/Scrutinized Company

Owner may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event this agreement is for One Million Dollars (\$1,000,000.00) or more, Owner may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

7.5 Project Addenda Termination

Owner may terminate Project Addenda without cause by verbal or written notification to Consultant. Upon notification, Consultant will immediately discontinue all services specified in the Project Addenda and submit a final invoice to the Owner within thirty (30) days of Owner's notice of termination to Consultant.

7.6 Termination - Price Adjustment

In connection with any termination of this Agreement or any Project Addenda, the Consultant shall have no entitlement to recover anticipated profit for Services or other work not performed.

7.7 Notice of Intent to Terminate

Upon the Owner's giving of notification of termination of the Consultant, or upon the Consultant's giving of notice of intent to terminate as provided herein, the Consultant shall: (1) promptly discontinue all Services affected (unless the Owner directs otherwise); and (2) upon request, deliver or otherwise make available to the Owner all data, designs, specifications, calculations, estimates, plans, drawings, photographs, reports, memoranda, other documents and instruments, and such other information and materials as may have been prepared or accumulated by the Consultant or by the Subconsultants in performing Services under this Agreement, whether completed or in process. The rights and remedies of the Owner provided in this Article 7 are in addition to any other rights and remedies provided by law or under this Agreement.

7.8 Owner's Right to Complete Terminated Services

Upon termination pursuant to this Agreement, the Owner may take over the Services and perform the Services to completion by agreement with another party or otherwise. In doing so, the Owner shall not waive its right to pursue any remedy that it may have against the Consultant arising out of the Consultant's performance hereunder.

ARTICLE 8 – DOCUMENTS, DATA AND TECHNOLOGY

8.1 Furnishing Copies

8.1.1 Except as otherwise provided in this Agreement or in any Project Addendum hereto, the Consultant shall furnish the Owner one (1) editable electronic media copy in original software format, one (1) in PDF format and one (1) hard copy of all data, calculations, estimates, reports, memoranda, and all other documents and instruments of any type or nature (except working papers), which have been prepared by the Consultant or by the Subconsultants in rendering Services. The Consultant further agrees that at the Owner's request, the Consultant shall cause one or more of its qualified employees to review promptly personally with the Owner's designated representatives any and all such deliverables. Copies of deliverables shall be furnished to the Owner by the Consultant at the Owner's request, and except as otherwise provided in any Project Addendum, the Consultant shall receive a reasonable amount for reimbursement of its cost for such additional copies.

8.1.2 The Consultant shall immediately upon the termination of this Agreement for any reason, furnish to the Owner, at no additional cost or expense, one reproducible copy, in media acceptable to the Owner and one complete set on electronic media, documents which have been prepared or accumulated by the Consultant or by any Subconsultant in rendering Services but which have not been furnished previously to the Owner by the Consultant pursuant to this Agreement.

8.2 Ownership

8.2.1 All documents prepared or accumulated by the Consultant in rendering Services shall be the sole property of the Owner and the Owner shall be vested with all rights therein of whatever kind and however created; provided, however, that the Consultant shall have no liability to the Owner for the Owner's use of the Consultant's work product unless used in connection with this Agreement or any Amendments or Project Addenda thereto, or for the Owner's use of work product of the Consultant which is delivered to the Owner in incomplete form, accompanied by written notice to the Owner that such work is incomplete describing in sufficient detail why the documents are incomplete. No reports, maps, drawings, specifications or other documents produced in whole or in part under this Agreement shall be the subject of any application for copyright by or on behalf of the Consultant or any of its Subconsultants.

8.2.2 Any software, research, reports, studies, data, photographs, negatives or other documents, drawings, models, materials, or other work product of any type, including drafts, prepared by Consultant pursuant to this Agreement shall be the exclusive property of the Owner and all such work product shall be delivered to the Owner upon completion or termination hereof. The Owner's exclusive rights in such work product shall include, but not be limited to, the right to

copy, publish, display, transfer, prepare derivative works or otherwise use such property. The Consultant shall not use, willingly allow, cause or permit any such work product to be used for any purpose other than the performance of this Agreement. The Owner shall be the owner of all licenses to any software provided by Consultant in connection with this Agreement.

8.3 Identification of Documents

All documents completed as part of this Agreement, other than documents provided exclusively for internal use by the Owner, shall contain the month and year the document was prepared, the words, "Orlando International Airport" or "Orlando Executive Airport," as the case may be, or such other notations as the Owner may direct in writing.

8.4 Confidentiality

The Consultant shall not, during the term of this Agreement and forever thereafter, knowingly divulge, furnish or make available to any third person, firm or organization, without the Owner's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any information generated by the Consultant or received from the Owner, concerning the Services rendered by the Consultant or any Subconsultant pursuant to this Agreement. The Owner's intent is to protect security and proprietary information. The Owner does not intend to restrict the Consultant from normal publication, marketing or awards activities and will not unreasonably withhold its consent.

8.5 Sensitive Security Information

The Consultant shall not, during the term of this Agreement and forever thereafter, knowingly divulge, furnish or make available any sensitive security information to any third person, firm or organization, without the Owner's knowledge and prior written consent, including requests for said information made in the course of judicial or legislative proceedings where such information has been properly subpoenaed, Consultant is further prohibited from releasing and reproducing security sensitive information within Consultant's firm and distribution among Consultant's Subconsultants without the Owner's knowledge and prior written consent. Consultant shall provide physical and logical protection for the hardware, software, applications and data that meet or exceed industry standards and be responsible for the security of all information provided to it or generated hereunder.

8.5.1 SSI: Sensitive Security Information – also noted as (SSI) – is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520. Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. Persons receiving SSI are considered "covered persons" under the SSI regulation in order to carry out responsibilities related to transportation security and are obligated to protect this information from unauthorized disclosure.

8.5.2 A. The following information indicates requirements for access to, control of, and/or distribution of Project Documents Marked as Sensitive Security Information or SSI.

1. You Must – Lock All SSI: Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1)).
2. You Must – When No Longer Needed, Destroy SSI: Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
3. You Must – Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer shown at left (as defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.

- B. Reasonable steps must be taken to safeguard SSI. While the regulation does not define reasonable steps, the TSA SSI Branch offers the following best practices as examples of reasonable steps:
1. Use an SSI cover sheet on all SSI materials.
 2. Electronic presentations (e.g., PowerPoint) should be marked with the SSI header on all pages and the SSI footer on the first and last pages of the presentation.
 3. Spreadsheets should be marked with the SSI header on every page and the SSI footer on every page or at the end of the document.
 4. Video and audio should be marked with the SSI header and footer on the protective cover when able and the header and footer should be shown and/or read at the beginning and end of the program.
 5. CDs/DVDs should be encrypted or password-protected and the header and footer should be affixed to the CD/DVD.
 6. Portable drives including "flash" or "thumb" drives should not themselves be marked, but the drive itself should be encrypted or all SSI documents stored on it should be password protected.
 7. When leaving your computer or desk you must lock all SSI and you should lock or turn off your computer.
 8. Taking SSI home is not recommended. If necessary, get permission from a supervisor and lock all SSI at home.
 9. Do not handle SSI on computers that have peer-to-peer software installed on them or on your home computer.
 10. Transmit SSI via email only in a password protected attachment, not in the body of the email. Send the password without identifying information in a separate email or by phone.
 11. Passwords for SSI documents should contain at least eight characters, have at least one uppercase and one lowercase letter, contain at least one number, one special character and not be a word in the dictionary.
 12. Faxing of SSI should be done by first verifying the fax number and that the intended recipient will be available promptly to retrieve the SSI.
 13. SSI should be mailed by U.S. First Class mail or other traceable delivery service using an opaque envelope or wrapping. The outside wrapping (i.e. box or envelope) should not be marked as SSI.
 14. Interoffice mail should be sent using an unmarked, opaque, sealed envelope so that the SSI cannot be read through the envelope.
 15. SSI stored in network folders should either require a password to open or the network should limit access to the folder to only those with a need to know.
 16. Properly destroy SSI using a cross-cut shredder or by cutting manually into less than ½ inch squares.
 17. Properly destroy electronic records using any method that will preclude recognition or reconstruction.
 18. Maintain an up-to-date record of all SSI Documents and list of persons with access to SSI Documents.
- C. When transmitting SSI, the SSI marking must be applied to the transmittal document (letter, memorandum, or fax). The transmittal document must contain, if applicable, a disclaimer noting that it is no longer SSI when it is detached from the SSI it is transmitting (transmittal e-mails do not need to contain this disclaimer), and a warning that if received by an unintended or different recipient, the sender must be notified immediately.
- D. When discussing or transmitting SSI to another individual(s), DHS Covered Persons must ensure

that the individual with whom the discussion is to be held or the information is to be transferred has a valid Need-to-know. In addition, DHS Covered Persons must ensure that precautions are taken to prevent unauthorized individuals from overhearing the conversation, observing the materials, or otherwise accessing the information.

- E. SSI shall be mailed in a manner that offers reasonable protection of the sent materials and sealed in such a manner as to prevent inadvertent opening and show evidence of tampering.
- F. SSI may be mailed by U.S. Postal Service First Class Mail or an authorized commercial delivery service such as DHL or Federal Express.
- G. SSI may be entered into an inter-office mail system provided it is afforded sufficient protection to prevent unauthorized access, e.g., sealed envelope.

8.5.3 ACKNOWLEDGEMENT OF SENSITIVE SECURITY INFORMATION

- A. The Owner has deemed there may be components of this project to be of critical concern due to said component scope. Executing this document is acknowledging the Security Sensitive Information (SSI) requirements and the proper Safeguarding of Sensitive but Unclassified Information.

- B. Below is the SSI language from 49 CFR Part 15.13 that will be incorporated into the all construction drawing sheets and on the project manual components that are SSI:

WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520 or that may be otherwise exempt from public disclosure pursuant to Florida Statutes sections 331.22, 119.071, and/or 281.301. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of both the Greater Orlando Aviation Authority and either the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action.

- 1. I have the express authority to sign this agreement and hereby consent to all conditions stated herein, in consideration of my being granted conditional access to certain information, specified in paragraph (1) above, that, is owned by, produced by, or in the possession of the Greater Orlando Aviation Authority.
- 2. Sensitive Security Information. I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of SSI information as cited in this Agreement and in accordance with 49 CFR Part 1520, "Protection of Sensitive Security Information," "Policies and Procedures for Safeguarding and Control of SSI," as amended, and any supplementary guidance issued by an authorized official of the Department of Homeland Security.
- 3. By being granted conditional access to the information in paragraph (1), indicated above, I am obligated to protect this information from unauthorized disclosure. I will not disclose or release any information provided to me pursuant to this Agreement without proper authority or authorization. Only those persons who have a need to know may handle this information, and I will ensure that they will comply with all maintenance, safeguarding, dissemination,

- and handling requirements provided in 49 CFR Part 1520.
4. Neither the execution of this agreement nor the release of the records indicated in paragraph (1) above operates as a waiver of the confidential and exempt status of the records.
 5. Violation of this nondisclosure agreement or of the attached federal regulations is grounds for a civil penalty and other enforcement or corrective action by DOT and DHS and, if awarded the contract, will be cause for termination.

C. The following documents are by reference:

- 49 CFR Part 15
- 49 CFR Part 1520
- Sensitive Security Information – Best Practices Guide for Non-DHS Employees and Contractors.
- Sensitive Security Information – SSI Quick Reference Guide for DHS Employees and Contractors
- DHS Form 11000-6 (08-04) – Department of Homeland Security Non- Disclosure Agreement.

8.6 Information Technology Warranties.

Consultant shall strictly comply with the descriptions and representations (including performance, capabilities, accuracy, completeness, characteristics, specifications, configurations, standards, functions and requirements) contained in the Request for Proposals, the Proposal submitted by Consultant, Exhibit "A," and all documents referenced therein and, in addition to other warranties implied or expressed, Consultant hereby expressly warrants that it will perform the Services in a timely manner and in a workmanlike manner and in a manner consistent with that level of care and skill ordinarily exercised by other providers of similar services. Any products provided in connection with this Agreement, if any, will conform to generally applicable standards in the industry and the Consultant shall use only new standard parts and materials, unless otherwise agreed to in writing by the Owner. Consultant shall not violate or in any way infringe upon the rights of third parties, including proprietary information and any intellectual property rights. Consultant represents that it is the lawful owner or licensee of all software, hardware, methods and any intellectual property used in connection with this Agreement and has the right to grant the Owner access to or use thereof. Consultant shall assign to the Owner all manufacturer's warranties for hardware, software and other materials furnished to the Owner under this Agreement, if any. All deliverables shall interface, integrate and be functionally compatible with and shall perform on any and all of the Owner's hardware and software configurations. All software and hardware deliverables and any update or revision thereto, if any, shall be free from defects and meet all specifications set forth herein. Consultant specifically warrants that the Services, including any deliverables, if any, shall perform the functions substantially as described herein and that all equipment and supplies shall be free from defects in materials or workmanship, shall be installed properly and in accordance with manufacturer's recommendations or other industry standards and shall function in a failure-free manner. Consultant shall, without charge to the Owner, correct any and all defects and make any additions, modifications, or adjustments to any of the deliverable or Services as may be necessary to ensure operation in accordance with the intent and requirements of this Agreement.

ARTICLE 9 - NOTICES

9.1 Consultant

All notices required to be given to the Consultant hereunder shall be in writing and shall be given by United States mail, postage prepaid, or by facsimile addressed to the Consultant's Representative as defined in **Exhibit "A."** Neither electronic mail nor instant messaging shall be considered notice as required hereunder.

9.2 Owner

All notices required to be given to the Owner hereunder shall be in writing and shall be given either by manual delivery or by United States mail, postage prepaid, addressed to the Owner's Representative as defined in **Exhibit "A."**

9.3 Change of Address

Any party may change its address for purposes of this Article by written notice to the other party given in accordance with the requirements of this Article.

ARTICLE 10 - REMEDIES; ATTORNEYS' FEES AND COSTS

10.1 All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of or exclusive of each other or of any other remedy available to any party at law or in equity. In the event one party shall prevail in any action (including appellate proceedings), at law or in equity arising hereunder, the losing party will pay, to the extent allowed by law, all costs, expenses, reasonable attorneys' fees and all other actual and reasonable expenses incurred in the defense and/or prosecution of any legal proceeding, including, but not limited to, those for paralegal, investigative and legal support services and actual fees charged by expert witnesses for testimony and analysis, incurred by the prevailing party referable thereto.

10.2 Any claim, dispute or other matter in question arising out of or relating to this Agreement or the breach thereof shall, as an express condition precedent to suit, first be subject to mandatory mediation to be set at a mutually agreeable time, but in no event greater than sixty (60) days after the claim or dispute arises. Action on any unresolved claim or dispute shall be brought only in the Circuit Court of the Ninth Judicial District in and for Orange County, Florida or in the sole discretion of the Owner, binding arbitration under the auspices of the American Arbitration Association. The parties hereby consent to the jurisdiction **and venue of** the Circuit Court of the Ninth Judicial District in and for Orange County, Florida.

10.3 Governing Law

The Agreement shall be governed by the laws of Florida.

10.4 Successors and Assigns

The Consultant binds itself, its successors, assigns and legal representatives to the Owner and the Owner's successors, assigns and legal representatives in respect to covenants, agreements and obligations contained in the Agreement and any Project Addenda. The Consultant shall not assign the Agreement or any Project Addenda in whole or in part without written consent of the Owner.

ARTICLE 11 – ADDITIONAL REPRESENTATIONS OF CONSULTANT

11.1 Prohibition Against Contingent Fees

The Consultant represents and warrants to the Owner that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement, and that it has not agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement.

11.2 Public Records; Open Meetings.

The Consultant has been advised that the Owner, and its activities, are subject to (i) the Public Records Law, Chapter 119, Florida Statutes, which imposes broad disclosure requirements upon documents of the Owner with regard to documents deemed to be public records, and (ii) the Government-in-the-Sunshine-Law, Section 286.011, Florida Statutes, which requires, with limited exceptions, the Owner to conduct business in open meetings. Consultant will cooperate with Owner to observe and comply with the requirements of said laws in performing the Services. The Consultant agrees that it will comply with all Owner policies and procedures in observing the requirements of said laws.

11.3 Binding Proposal.

The Consultant shall comply at all times with the certifications, affirmative statements and other representations made by Consultant in its proposal, unless waived in writing by the Owner; which certifying affirmative statements and other representations are incorporated herein by this reference.

ARTICLE 12 - TRANSFERS AND ASSIGNMENTS

The Consultant shall not transfer or assign any of its rights hereunder (except for transfers that result from the merger or consolidation of the Consultant with a third party) or (except as otherwise authorized in this Agreement or in a Project Addendum hereto) subcontract any of its obligations hereunder to third parties without the prior written approval of the Owner. The Owner shall be entitled to withhold such approval for any reason or for no reason. Except as limited by the provisions of this paragraph, this Agreement shall inure to the benefit of and be binding upon the Owner and the Consultant, and their respective successors and assigns.

ARTICLE 13 - WAIVER OF CLAIMS

The Consultant and the Owner hereby mutually waive any claims against each other, their members, officers, agents and employees for damages (including damages for loss of anticipated profits) caused by any suit or proceedings brought by any third party directly or indirectly attacking the validity of this Agreement or any part thereof, or any Project Addendum hereto, or arising out of any judgment or award in any suit or proceeding declaring this Agreement or any Project Addendum hereto null, void, or voidable or delaying the same, or any part thereof, from being carried out; provided, however, that this waiver shall not prevent the Consultant from seeking to recover the reasonable value of the Services rendered by the Consultant prior to the entry of such judgment or award.

ARTICLE 14 - MEMBER PROTECTION

No recourse under or upon any obligation, covenant or agreement contained in this Agreement, or any other agreements or documents pertaining to the Services of the Consultant or any Subconsultant hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or under any judgment obtained against the Owner or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Agreement, shall be had against any member, officer, employee or agent, as such, past, present or future, of Owner either directly or through Owner or otherwise, for any claim arising out of this Agreement or the Services rendered pursuant to it, or for any sum that may be due and unpaid by the Owner. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any Owner member, officer, employee or agent as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of this Agreement for the Services rendered pursuant to it, or for the payment for or to the Owner, or any receiver therefore or otherwise, of any sum that may remain due and unpaid by the Owner, is hereby expressly waived and released as a condition of and as consideration for the execution of this Agreement.

ARTICLE 15 – INDEMNIFICATION AND INSURANCE

15.1 Consultant's Obligations for Indemnification

15.1.1 To the fullest extent permitted by law, the Consultant shall defend, indemnify and hold harmless the City of Orlando (the "City") the Owner, its officers, directors, agents and employees (including without limitation members of the Owner's Board and the City's Council and members of the citizens advisory committees of each), from and against any and all claims, suits, demands, judgements, liabilities (including statutory liabilities under Workers Compensation laws), damages, actions or proceedings, losses, and costs, fines, and penalties including, but not limited to, reasonable attorneys' fees, investigation costs, and expert or consultant costs, ("Damages") to the extent caused in whole or in part by the negligence, recklessness, intentionally wrongful conduct, or improper acts, errors or omissions of the Consultant, any Subconsultant, and any of their officers, directors, partners, or any persons directly or indirectly employed by or any person acting on behalf of the Consultant in the performance the Services, duties and responsibilities provided in this Agreement.

15.1.2 Intellectual Property Indemnification. In addition to the indemnification obligations in paragraph 15.1.1, Consultant shall defend, indemnify and hold harmless the Owner against any and all liability resulting from any intellectual property claim or potential claim and if Consultant infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under this Agreement, Consultant shall, at the Owner's option **(a)** obtain for the Owner the right to use such products and services; **(b)** replace any goods, services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, **(c)** if neither of the foregoing alternatives are reasonably available, remove any infringing goods, services, or products and refund the price paid therefore to the Owner.

15.1.3 If the indemnification provisions recited in paragraphs 15.1.1 or 15.1.2 are deemed to be void under Florida law, then the Consultant shall indemnify Owner arising from or relating in any way to the breach of this Agreement, its officers and employees in accordance with, and to the fullest extent permitted by Florida law,.

15.2 Notice of Claims

Each party agrees to give the other party reasonable notice of any suit or claim for which indemnification will be sought hereunder, to allow the other party or its insurer to compromise and defend the same to the extent of its interests, and to reasonably cooperate with the defense of any such suit or claim.

15.3 Survival of Indemnity Provisions

The indemnification provisions of this Article 15 shall survive the expiration or termination of this Agreement with respect to any acts or omissions occurring during the term of this Agreement and shall not be affected or reduced by any information with which the Owner has been provided or may otherwise obtain in the future.

15.4 Employee Benefit Acts

In any and all claims against either party, or any of their partners, officers, directors, stockholders, members, agents, servants or employees, by any employee of the other party, any subconsultant of such party, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this Article shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the employing or responsible party under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

15.5 Consultant's Insurance Requirements

At its sole expense, Consultant shall maintain the following insurance throughout the term of this Agreement, including any extensions or renewals, and such insurance requirements shall provide coverage for the Consultant, its subconsultants, representatives, and anyone directly or indirectly employed by any of them, or by anyone whose acts any of them may be liable.

15.5.1 COMMERCIAL GENERAL LIABILITY insurance covering property damage and bodily injury (including death), contract liability with limits of liability no less than the amount set forth in **Exhibit E**, which shall include, but not be limited to, premises, products and completed operations, and contractual liability coverage for the Consultant's covenants to and indemnification of the Owner and the City under this Agreement.

15.5.2 AUTOMOBILE LIABILITY insurance covering motor vehicles, including, but not limited to owned, non-owned, and hired vehicles, used in conjunction with the Services with limits of liability no less than the amount set forth in **Exhibit E**, for death or bodily injury and for damage to property for each occurrence.

15.5.3 WORKERS COMPENSATION in statutory limits in accordance with the laws of Florida and EMPLOYER'S LIABILITY insurance covering Consultant and its employees or persons acting at the direction of Consultant in the performance of Services in the amount as set forth in **Exhibit E**.

15.5.4 PROFESSIONAL LIABILITY insurance covering Consultant for claims, losses and expenses resulting from wrongful acts, errors or omissions committed in the performance of, or failure to perform, all Services under this Agreement with limits of liability in the amount as set forth in **Exhibit E**.

15.5.5 OTHER INSURANCE REQUIREMENTS: Consultant agrees to the following as it relates to all insurance requirements:

15.5.5.1 The Consultant shall include the following as additional insured under the Commercial General Liability and Auto Liability coverages, including any excess policies: Greater Orlando Aviation Authority and the City of Orlando, and their respective members (including, without limitation, members of the Owner's Board and the City's Council and members of citizens advisory committees of each), officers, agents and employees of each.

15.5.5.2 Self-Insured Retention and Deductibles. Consultant's insurance policies shall not be subject to a self-insured retention or deductible exceeding \$10,000, if the value of this Agreement is less than \$1,000,000, and not be subject to a self-insured retention or deductible exceeding \$100,000, if this Agreement is \$1,000,000 or more, unless approved by the Owner's Chief Executive Officer. The above deductible limits may be exceeded if the Consultant's insurer is required to pay claims from the first dollar at 100% of the claim value without any requirement that Consultant pay the deductible prior to its insurer's payment of the claim.

15.5.5.3 Insurance policies shall be primary insurance and not contributory to any other valid insurance Owner may possess, and that any other insurance Owner does possess shall be considered excess insurance only.

15.5.5.4 Insurance shall be carried with an insurance company or companies with a financial stability rating by A.M. Best of B+ VI or better and said policies shall be in a form acceptable to Owner.

15.5.5.5 Any liability insurance maintained by Consultant written on a claims-made form basis will maintain coverage for two (2) years to cover claims made after the Consultant has concluded its services to Owner.

15.5.5.6 All insurance required for this Contract shall contain a waiver of subrogation clause, as allowed by law, in favor of Owner and the City of Orlando.

15.5.5.7 A properly completed and executed Certificate of Insurance on a form provided or approved by Owner (such as a current ACORD form) evidencing the insurance coverages required by this Section shall be furnished to the Owner prior to the effective date of this Agreement or prior to any start of services, whichever comes first, and each renewal thereafter during the term of this Agreement and its renewal/extension. Consultant acknowledges that any acceptance of Certificate of Insurance by Owner does not waive any obligations in this Agreement.

15.5.5.8 The Owner is currently contracted with a third party for the management of all insurance certificates related to Owner Contracts. Consultants will be contacted directly by the third party vendor for insurance certificates and related matters such as expired certificates. An introductory letter will be sent instructing each Consultant of the proper procedures for processing updated insurance certificates as well as any other insurance related matter that may arise over the term of this Agreement. Consultants will respond as directed in the introductory letter as well as any further instructions they may receive.

15.5.5.9 The Consultant shall provide the Owner immediate written notice of any adverse material change to the Consultant's required insurance coverage. For purposes of this Insurance Section, an "adverse material change" shall mean any reduction in the limits of the insurer's liability, any reduction of any insurance coverage, or any increase in the Consultant's self-insured retention and any non-renewal or cancellation of required insurance.

15.5.5.10 If any insurance coverage is canceled or reduced, Consultant shall, within forty-eight (48) hours remit to Owner a Certificate of Insurance showing that the required insurance has been reinstated or replaced by another insurance company or companies acceptable to Owner. If Consultant fails to obtain or have such insurance reinstated, Owner may, if it so elects, and without waiving any other remedy it may have against Consultant, immediately terminate this Agreement upon written notice to Consultant.

15.5.5.11 The Owner's Chief Executive Officer shall have the right to alter the monetary limits or coverages herein specified from time to time during the term of this Agreement, and Consultant shall comply with all reasonable requests of the Chief Executive Officer with respect thereto.

15.5.5.12 The Consultant is ultimately liable to the Owner for those actions of its Subconsultants providing Services on assigned work. It is the Consultant's responsibility to ensure that its Subconsultants are also covered under the required insurance limits. The Consultant may either require its Subconsultants to purchase insurance coverage set forth herein individually or include the Subconsultant under the Consultant's insurance program.

ARTICLE 16 - APPROVAL BY FEDERAL AND STATE AGENCIES

The Owner agrees to use its best efforts to obtain approval of this Agreement and any Project Addenda hereto from Federal and State agencies to the extent required by law or regulation. If the Owner determines that modifications to this Agreement or any Project Addenda hereto are required to qualify for State or Federal funding for the Consultant's Services, and if the Consultant shall fail to consent to such modifications, or if the Consultant is unable to comply within a reasonable time with applicable Federal or State laws and regulations governing the grant of such funds for Services, the Owner shall have the right to terminate this Agreement or any such Project Addenda hereto.

ARTICLE 17 - COVENANTS AGAINST DISCRIMINATION

17.1 Pertinent Regulations

The Consultant assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance and that it shall comply with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the DOT - effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended. This provision binds the Consultant and sub-tier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of the Title VI of the Civil Rights Act of 1964.

17.2 Reporting Requirements

The Consultant will provide all information and reports required by said Regulations, or by directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Owner, the FDOT or the FAA to be pertinent to ascertain whether there has been compliance with said Regulations and directives. Where any information required of the Consultant is in the exclusive possession

of another who fails or refuses to furnish this information, the Consultant shall so certify to the Owner, the FDOT or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information. The Consultant shall remain obligated under this paragraph until the expiration of five (5) years after the termination of this Agreement. In the event of breach of any of the above nondiscrimination covenants, the Owner shall have the right to impose such contract sanctions as it or the FDOT, the FAA or other applicable government entity may determine to be appropriate, including withholding payments to the Consultant under this Agreement or canceling, terminating, or suspending this Agreement, in whole or in part. The rights granted to the Owner by the foregoing sentence shall not be effective until the procedures of Title 49, Code of Federal Regulations, Part 21 are followed and completed, including exercise or expiration of appeal rights.

17.3 Affirmative Action

Further, the Consultant shall undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, religion, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. Such activities 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. The Consultant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Consultant assures that it shall not discriminate on the grounds of race, color, religion, sex or national origin in the selection or retention of Subconsultants. The Consultant assures that it will require that its Subconsultants provide assurances to the Consultant that they similarly will undertake affirmative action programs and that they will require assurances from their Subconsultants, as required by 14 CFR Part 152, Subpart E, to the same effect.

17.4 Compliance with Nondiscrimination Requirements

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:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **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 Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **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 Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **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 Nondiscrimination Acts And Authorities 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.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination 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:
 - a. Withholding payments to the contractor under the contract until the contractor complies;

and/or

b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contact Provisions Issued on January 29, 2016 Page 19 AIP Grants and Obligated Sponsors Airports (ARP) 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.

17.5 Title VI List of Pertinent Nondiscrimination Acts and Authorities

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 nondiscrimination statutes and authorities; including but not limited to:

- a) 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);
- b) 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);
- c) 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);
- d) 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;
- e) The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- f) 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);
- g) 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, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- h) 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;
- i) 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);
- j) 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;
- k) 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);
- l) 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.*).

The Owner may from time to time adopt additional or amended nondiscrimination provisions concerning the furnishing of Services to the Owner, and the Consultant agrees that it will adopt and be bound by any such requirements as a part of this Agreement.

ARTICLE 18 – DBE/MWBE AND LDB/VBE POLICY AND PROCEDURE

18.1 It is the policy of the Owner, FDOT, and the FAA on all federally-funded, FDOT-funded, and state-funded contracts for Services, that disadvantaged business enterprises, as defined in the Owner's Disadvantaged Business Enterprises ("DBE") Participation Policy for professional services and as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of professional services contracts awarded by the Owner, including, but not limited to, contracts financed in whole or in part with Federal funds under this Agreement. Consequently, the requirements of the Owner's DBE Participation Policy apply to this Agreement. The Consultant and all Subconsultants shall take all necessary and reasonable steps in accordance with the Owner's DBE Participation Policy to ensure that DBE firms have the maximum opportunity to compete for and perform contracts. Prior to being awarded a Project Addendum, the Consultant shall provide to the Owner either: 1) a written commitment to contract with DBE-certified subconsultants to meet the Owner's DBE goal for Services, or 2) evidence satisfactory to the Owner that the Consultant has made good faith efforts to reach the Owner's DBE goal for Services.

18.2 It is the policy of the Owner on all non-federally funded, non-FDOT funded, and non-state funded contracts for Services that Minority and Women Business Enterprises ("MWBE") shall have the opportunity to participate in the performance of professional services contracts awarded by the Owner, including, but not limited to, contracts financed in whole or in part with FDOT funds under this Agreement. Consequently, the requirements of the Owner's MWBE Policy apply to this Agreement. The Consultant and all Subconsultants shall take all necessary and reasonable steps in accordance with the Owner's MWBE policy to ensure that MWBE firms have the maximum opportunity to compete for and perform on contracts. Prior to being awarded a scope of work, the Consultant shall provide to the Owner either: 1) a written commitment to contract with MWBE-certified firms to meet the Owner's MWBE goal for Services, or 2) evidence satisfactory to the Owner that the Consultant has made good faith efforts to reach the Owner's MWBE goal for the Services.

18.3 It is the policy of the Owner on all non-federally funded and non-FDOT funded contracts for Services that Local Developing Businesses ("LDB/VBE") shall have the opportunity to participate in the performance of professional services contracts awarded by the Owner. The LDB/VBE goal is separate and distinct from the MWBE goal set forth in paragraph 18.2 above. Consequently, the requirements of the Owner's LDB/VBE Policy apply to this Agreement. The Consultant and all Subconsultants shall take all necessary and reasonable steps in accordance with the Owner's LDB/VBE policy to ensure that LDB/VBE firms have the maximum opportunity to compete for and perform contracts. Prior to being awarded a scope of work, the Consultant shall provide to the Owner either: 1) written commitment to contract with LDB/VBE certified firms to meet the Owner's LDB/VBE goal for the project, or 2) evidence, satisfactory to the Owner, that the Consultant made good faith efforts to reach the Owner's LDB/VBE goal for the Services.

18.4 The Consultant or any Subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as set forth in Article 17.19.

18.5 The Consultant agrees to pay each Subconsultant under this Agreement for satisfactory performance of its contract no later than ten (10) business days from the receipt of each payment the Consultant receives from the Owner. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Owner. This clause applies to both DBE and non-DBE Subconsultants. Upon Owner's request, the Consultant shall submit proof of payment to each DBE, MWBE, LDB/VBE firm.

18.6 The Consultant shall not breach any of its obligations with the DBEs, MWBEs or LDB/VBEs. In the event the Consultant desires to terminate or replace a DBE, MWBE or LDB/VBE, the Consultant shall promptly notify the Owner of the impending termination, the reason for the termination and obtain the Owner's approval prior to proceeding with the termination. Following the termination, the Consultant shall endeavor to replace the terminated DBE, MWBE or LDB/VBE with another similar to certified DBE, MWBE or LDB/VBE. If the Bidder is unable to utilize another DBE, MWBE or LDB/VBE for the performance of that portion of the agreement, the Consultant shall provide the Owner with documentation, in a form satisfactory to the Owner, showing that it is not possible to replace the terminated DBE, MWBE or LDB/VBE with another DBE, MWBE or LDB/VBE.

ARTICLE 19 - MISCELLANEOUS PROVISIONS

19.1 Government Agencies which are not Parties

Neither the FAA, the TSA nor the FDOT has nor will they incur any obligations to the Consultant under this Agreement.

19.2 Conflict of Interest

Except with the Owner's knowledge and consent, the Consultant and Subconsultants shall not undertake Services which would reasonably appear that such Services could compromise the Consultant's professional judgment or prevent the Consultant from serving the best interests of the Owner.

19.3 Owner Member, Officer or Employee

No member, officer, or employee of the Owner during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof. Additionally, no member, officer or employee of the Owner shall have any interest, direct or indirect, in any portion of this Agreement or the proceeds thereof in which the FDOT is participating pursuant to a Joint Participation Agreement for a period of one (1) year after the termination of his or her employment or affiliation with the Owner.

19.4 Consultant Assurances

Consultant covenants that it will insert the above provisions 19.2 and 19.3 in each of its subcontracts relating to the Services.

19.5 Headings

The headings of the sections of this Agreement are for the purpose of convenience only and shall not be deemed to expand or limit the provisions contained in such sections.

19.6 Entire Agreement

This Agreement, including the exhibits hereto, constitutes the entire agreement between the parties and shall supersede and replace all prior agreements or understandings, written or oral, relating to the matters set forth herein.

19.7 All Amendments Must be Written; No Waiver

This Agreement and said exhibits shall not be amended, supplemented or modified other than in writing signed by the parties hereto. Neither electronic mail nor instant messaging shall be considered a "writing" for purposes of amending, supplementing or modifying this Agreement. Failure by any party at any time to enforce any default or right reserved to it or to require the performance of any of the terms, covenants or provisions hereof by the other party at

the time designated, shall not be deemed a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

19.8 Validity

The validity, interpretation, construction and effect of this Agreement shall be in accordance with and be governed by the laws of Florida. In the event any provision hereof shall be finally determined to be unenforceable, or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement which shall remain in full force and effect.

19.9 Public Entity Crimes and Owner's Debarment List

Pursuant to Section 287.133(2) (a), Florida Statutes, a Consultant who has been placed on the Convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide services for a public entity, may not be awarded a Consultant contract and may not transact business with a public entity for services, the value of which exceeds the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The Consultant hereby represents that it does not fall within the class of persons identified in the previous sentence such that Consultant would be precluded from entering into this Agreement.

Further, any entity or individual placed on the Owner's Debarment List pursuant to Owner Policy, Section 130.04, may not submit a response to any letter of intent, letter of interest, statement of qualifications, quote, proposal, or bid as a contractor, supplier, subcontractor, consultant or individual, of any tier, for any goods or services or contracts and may not provide any goods or services to the Owner, on behalf of the Owner, or on Owner property, regardless of whether there is a contractual relationship with the Owner. The Owner will disqualify any submission, bid or proposal that includes a person or entity on the Owner's Debarment List. You may request a copy of the Owner's Debarment List for your review at the following email: debarmentlist@goaa.org.

19.10 No Third-Party Beneficiaries

No person shall be deemed to possess any third-party beneficiary rights pursuant to this Agreement. It is the intent of the parties hereto that no direct benefit to any third party is intended or implied by the execution of this Agreement.

19.11 Consultant Contractual Authorization

Consultant represents and warrants that the execution and delivery of this Agreement and the performance of the acts and obligations to be performed have been duly authorized by all necessary corporate (or if appropriate, partnership) resolutions or actions and this Agreement does not conflict with or violate any agreements to which Consultant is bound, or any judgment, decree or order of any court.

19.12 Whistle Blower Reporting Line

The Owner is committed to the highest level of integrity in its operations and is fully committed to protecting the organization, its operations, and its assets against fraud, waste and abuse. The Owner has established a Whistle-Blower Reporting Line with a third-party service provider as a means to report suspected fraud, waste or abuse of Owner resources in connection with Owner operations. Should Consultant suspect any fraud, waste or abuse in connection with any Work under this Contract, including any work of its subcontractors or laborers, it shall promptly report such activity by calling 1-877-370-6354, through email to GOAA@integritycounts.ca or through the online reporting form at www.integritycounts.ca/org/GOAA. The Consultant shall include this reporting requirement in all subcontracts and vendor agreements. The Consultant is further encouraged to report any suspected fraud, waste or abuse it suspects in connection with any other airport operation or project.

ARTICLE 20 – SPECIAL PROVISIONS, EXHIBITS AND DOCUMENTS

20.1 Federal Fair Labor Standards Act

All contracts and subcontracts that result from this Agreement incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

20.2 Occupational Safety and Health Act of 1970

All contracts and subcontracts that result from this Agreement incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Consultant retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Consultant 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.

20.3 Additional Exhibits

The following Exhibits are attached to and made a part of this Agreement:

- Exhibit A**, Related Documents
- Exhibit B**, Notice of Consultant Services (Advertisement)
- Exhibit C**, Invoice Instructions and Forms
- Exhibit D**, Owner's Travel Policy
- Exhibit E**, Insurance Limits

SCRUTINIZED COMPANY CERTIFICATIONS

- A. (applicable to all agreements, regardless of value) – Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;**

AND

- B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement and affixed their corporate seals, effective as of the date set forth above.

Attest:


Anna Farmer
Assistant Secretary
Dec 27 2022 4:55 PM


Greater Orlando Aviation Authority


Kathleen M. Sharman
Chief Financial Officer
CEO Designee
Dec 27 2022 4:37 PM

By: _____
Kevin J. Thibault, P.E., Chief Executive Officer

Witness Signature

Printed Name

(SEAL)



Approved as to Form and Legality (for the benefit of GOAA only)

this 23rd day of December, 20 22

By: 
Rumberger, Kirk & Caldwell, P.A.
Legal Counsel
Greater Orlando Aviation Authority



Witness Signature
Jeffrey W. Simpson
Printed Name

(SEAL)

Talson International, LLC

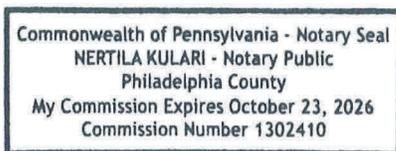
By: 

Signature (Duly Authorized Rep.)
ROBERT S. BRIGHT
Printed Name
PRESIDENT
Title

Certification of Consultant's Authorized Representative

State of: Pennsylvania
County of: Philadelphia

The foregoing instrument was acknowledged before me by Robert S Bright of President of Talson International, LLC, (Consultant's duly authorized representative), a Florida corporation, on behalf of the corporation. He/she is personally known to me or has produced PA Driver's License as identification.





Notary Public

From: [Anna Farmer](#)
To: [Directors and Aides](#)
Cc: [James Knusalla](#); [Elliot Martinez Fraticelli](#)
Subject: Designee for Chief Executive Officer
Date: Thursday, December 22, 2022 4:58:09 PM

Please be advised that Mr. Kevin Thibault, Chief Executive Officer, will be out of the office Sunday, December 25, 2022 thru Sunday, January 1, 2023. During his absence Ms. Kathleen Sharman, Chief Financial Officer, will be his designee. Ms. Sharman can be reached at kathleen.sharman@goaa.org or 407-825-2043.

Please continue to use the signature process in place. Thank you.

Anna Farmer

Manager, Board Services

Exe. Asst. to the CEO

One Jeff Fuqua Boulevard

Orlando, FL 32827

Phone: 407-825-2032

Email: anna.farmer@goaa.org

Website: www.orlandoairports.net

EXHIBIT A – RELATED DOCUMENTS

Owner's Representative

Davin Ruohomaki
Sr. Director, Engineering and Construction
Greater Orlando Aviation Authority
One Jeff Fuqua Blvd.
Orlando, FL 32827-4399

Consultant's Representative

Mr. Robert S. Bright
Tolson International, LLC
41 N. 3rd St.
Philadelphia PA 19106

This **Exhibit A** includes the following documents:

- Board Meeting Minutes
- Consultant's Hourly Rates

Services are limited to consultant services for Construction Payment Application and Invoice Review (Category 2) and Audit and Advisory Services (Category 6) as described herein.

EXHIBIT B – NOTICE OF PROFESSIONAL SERVICES (ADVERTISEMENT) including Exhibit A Scope of Service for Specific Projects

EXHIBIT C – INVOICES

Invoice Instructions

1. Invoices must be received by the Owner no later than the 25th day of the month in order to be processed for payment prior to the end of the following month. The Consultant shall pay each subconsultant or supplier for satisfactory performance of their contracts no later than ten (10) days from receipt of each payment from the Owner. The invoices shall be prepared and submitted by the Consultant on the Owner's standard Professional Services Invoice form, a copy of which is attached herein. All project information must be included on the form including any addendum, amendment, FAA, and FDOT project numbers if applicable and the Owner's project number and project name. The Consultant's corresponding project number should also be included. Any omitted information may cause delays in processing the invoice or return of the invoice to the Consultant for further information and resubmission. The Balance Remaining column shall not show negative values against the contract amount. The invoice must be signed and dated by a Principal or Officer of the Consultant before submission to the Owner. Consultant's signature certifies that, except as specifically indicated on the documents attached to the Professional Service Invoice, there are no Claims of Sub-consultants or Suppliers as of the date of the Professional Service Invoice that have not been completely resolved, that the Consultant has no knowledge of any unresolved Claims by Sub-consultants or Suppliers, that all Sub-consultants and Suppliers have been paid to date from funds received for previous Professional Service Invoices and that payment has not been previously received.
2. The portion of the amount invoiced for the Consultant's services rendered on a Lump Sum Fee basis, including any reimbursable expenses included as a component of the Lump Sum Fee, will be based upon the Consultant's estimate of the percentage of work completed at the time of billing. If the Owner considers that the completion status indicated in the invoice is representative of actual progress on the Project, the invoice will be approved for payment accordingly. If the Owner considers that the progress on the invoice has not been achieved, then the Owner will adjust the invoice accordingly, process payment for whatever adjusted amount is considered due based upon the Owner's assessment of actual progress achieved, and advise the Consultant in writing of the adjustment.
3. The portion of the amount invoiced for the Consultant's services rendered on a Not To Exceed Reimbursable Fee basis will be invoiced based upon the Services incurred at the time of billing. Each invoice shall include a summary spreadsheet showing total hours spent to date, total hours billed on the current invoice, and the hourly rate for each position that is to be compensated on a Reimbursable Fee basis. Timesheets are not required to be submitted with each invoice, but the Consultant shall maintain timesheets for all individuals billing for Services under this Agreement in the event that an audit is required.
4. The Not To Exceed Reimbursable Expenses, if any, shall be invoiced on an actual cost basis. Reimbursable expenses shall be limited to deliverables requested by the Owner. Any other expenses must be pre-approved by the Owner's Department Manager. A summary spreadsheet listing each reimbursable expense shall be included with each invoice. No mark-up on any Reimbursable Expenses will be permitted. All invoices for Reimbursable Expenses must include complete backup documentation for all expenses, including original invoices, bills, receipts, and other reasonable documentation. No travel expenses will be reimbursed unless they were incurred and documented in strict accordance with the Owner's Travel Policy and no travel expenses will be reimbursed for travel within the local area.
5. The Owner's Disbursement Form must be prepared and submitted with the invoice for processing. Each invoice will include an original disbursement form for the applicable Services performed by the subconsultants at the time of billing. All project information must be included on the form including any addendum or amendment numbers if applicable. The Consultant's corresponding project number should also be included. Complete the evaluation of subconsultants section with the submission of the Final Invoice. Any omitted information may cause delays in processing the invoice or return of the invoice to the Consultant for further information and resubmission.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport

PROFESSIONAL SERVICES INVOICE

PO#:

GOAA Project No. and Description: _____

Date of Base Agreement: 7/18/2013 Reference Addendum: 001

Amendment: 000

Reference FAA AIP / FDOT JPA Nos.: _____

To:	Deborah J. McKeown	Sequential Statement No.:	01
	Assistant Director, Project Controls	Consultant's Invoice No.:	
	Engineering and Construction	Consultant's Project No.:	
	Greater Orlando Aviation Authority	Period Start Date:	
	11312 Terminal C Service Rd.	Period Ending:	1/1/2014
	Orlando, FL 32824	Date Prepared:	1/1/2014
From:	Company Name	Payable To:	SAME
	Address 1		
	City, State, Zip		

LS/NTE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NTE		\$ -	-	\$ -	\$ -		\$ -
NTE		\$ -	-	\$ -	\$ -		\$ -
NTE		\$ -	-	\$ -	\$ -		\$ -
	TOTAL - NTE FEES	\$ -	-	\$ -	\$ -	\$ -	\$ -
LS		\$ -	-	\$ -	\$ -		\$ -
LS		\$ -	-	\$ -	\$ -		\$ -
LS		\$ -	-	\$ -	\$ -		\$ -
	TOTAL - LS FEES	\$ -	-	\$ -	\$ -	\$ -	\$ -
NTE		\$ -	-	\$ -	\$ -		\$ -
NTE		\$ -	-	\$ -	\$ -		\$ -
NTE		\$ -	-	\$ -	\$ -		\$ -
	TOTAL - EXPENSES	\$ -	-	\$ -	\$ -	\$ -	\$ -
	GRAND TOTALS	\$ -	-	\$ -	\$ -	\$ -	\$ -

TOTAL AMOUNT DUE \$ -

Signature Block - Consultant, by and through the undersigned Principal/Officer, hereby certifies that, except as specifically indicated on the attached documents, there are no Claims of Subconsultants or Suppliers as of the date of this Professional Service Invoice that have not been completely resolved, that the Consultant has no knowledge of any unsolved Claims by Subconsultants or Suppliers, that all Subconsultants and Suppliers have been paid to date from funds received for previous Professional Service Invoices and payment has not been previously received for the services currently being billed.

- Attachments:
- 1) Disbursement Form
 - 2) If NTE Services - Summary Sheet of Staff (Names & Hours)
 - 3) If NTE Reimbursable Expenses - Back up (invoices)

Name: _____

Company: _____

GOAA Engineering Form (May 2022 Edition)

Addendum/Amendment Nos.

Project: BP-###, Project Name

Consultant: Company Name of Consultant

Invoice No. ### - ###

Period Ending: 31-Jan-08

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed to Date	Total Billed This Period
Prime Consultant						
Individual / Position Title No. 1						
Individual / Position Title No. 2						
Individual / Position Title No. 3						
Subtotal Prime Consultant						
Subconsultant No. 1						
Individual / Position Title No. 1						
Individual / Position Title No. 2						
Individual / Position Title No. 3						
Subtotal Subconsultant No. 1						
Subconsultant No. 2						
Individual / Position Title No. 1						
Individual / Position Title No. 2						
Individual / Position Title No. 3						
Subtotal Subconsultant No. 2						
Subconsultant No. 3						
Individual / Position Title No. 1						
Individual / Position Title No. 2						
Individual / Position Title No. 3						
Subtotal Subconsultant No. 3						
TOTAL						

EXHIBIT D – OWNER’S TRAVEL POLICY

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1. Objective These provisions establish the policy and procedures governing authorized travel which includes meals and entertainment for employees, consultants, members of the Authority Board, and other authorized persons who travel at the expense of the Greater Orlando Aviation Authority.

2. Definitions For the purpose of this policy and procedure, the following words or phrases shall mean:

Authorized Travelers

- Authority members. Officials serving on the Authority Board, other than employees.
- Authority employees. An individual filling an authorized position in the Authority, other than Authority members.
- All other travelers. Persons, including consultants, other than Authority members/employees authorized in writing in advance by the Chief Executive Officer to travel at the expense of the Authority.

Business Client. Any person, other than an Authority member, employee, consultant, or other traveler, who receives the services of or is subject to solicitation by the Authority in connection with the performance of its lawful duties; persons or representatives of firms considering or being solicited for investment, or for location, relocation, or expansion of a business, in the Authority's airport system; and other business, financial, promotional, or other persons affiliated with the Authority's airport system.

Common Carrier. Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

Complimentary Upgrade. Any seat assignment arranged in advance by specific request of the traveler or by an airline employee that provides the Authorized Traveler with a class of travel in excess of the airfare paid and which conflicts with Policy 204.01 – Code of Ethics and Business Conduct.

Daily Travel. All travel, including conferences and seminars, that does not require an overnight stay.

Denied Boarding Customer. Those Authorized Travelers that have been denied boarding a flight by the Airline because of overbooking, mechanical problems or other flight delays.

Domestic Travel. Travel within the 48 continental United States.

Emergency Notice. Notification given to a traveler less than 24 hours prior to the start of a travel period.

Entertainment Expenses. The actual and reasonable costs of providing hospitality for business clients or guests, which costs are defined and prescribed as hereinafter set forth.

Guest. A person, other than an Authority member, employee, or other Authorized Traveler, authorized by the Chief Executive Officer, to receive the hospitality of the Authority in connection with the performance of its lawful duties.

International Travel. Travel outside the 48 contiguous United States, to include Alaska, Hawaii and US possessions.

Most Economical Method of Travel. The mode of transportation (Authority-owned vehicle, privately owned vehicle, common carrier, etc.) and schedule of transportation, taking into consideration the following:

- the purpose and nature of the travel;
- the most efficient and economical means of travel (considering the time length of the trip, number of connections, time of day, cost of transportation and Per Diem or subsistence required, early booking of airline reservations to take advantage of discounted fares); and
- the number of persons making the trip and the amount of equipment or material to be transported.

Official Headquarters. The airport to which the Authority member, employee or other traveler is assigned.

Per Diem. Amounts paid for travel expenses on a daily basis, based on Per Diem tables published by the General Services Administration (GSA) or otherwise contained herein.

Standardized Regulation. That document published monthly by the US Department of Commerce entitled "Standardized Regulations -- Government Civilians, Foreign Areas." A copy of which can be viewed at Travel Services.

Senior Staff. Those appointed Authority employees holding office at the Department Director level and above.

Standby Seat. A seat assigned by the airline to an Authorized Traveler when traveling in a standby mode.

Travel Day. A period of 24 hours consisting of 4 quarters of 6 hours each beginning at midnight.

Travel Services. The Authority employee(s) assigned the duties and responsibilities to coordinate, perform research, and make reservations for all Authority travel.

Travel Expenses. The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth.

Travel Period. The period of time between the time of departure and time of return.

3. General Policy

1. Travelers are expected to exercise the same care in incurring travel expenses that any prudent person exercises when traveling on personal business.
2. It is the responsibility of the traveler to comply with this policy and to be knowledgeable of the nature and extent of reimbursable expenses.
3. It is the general policy of the Authority to reimburse reasonable travel, meals and entertainment expenses, incurred during authorized travel, subject to any limitations provided for in this policy.
4. If an Authorized Traveler or Business Client on a trip deviates from this policy and procedure for justifiable reasons, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the Chief Executive Officer.
5. If an Authorized Traveler is an employee of the City of Orlando Police Department (OPD) who is assigned full-time duty status to the OPD Airport Division to perform services for the Authority, in accordance with Amendment #10 to Operation and Use Agreement between the City of Orlando and the Authority for such services, the Authorized traveler shall adhere to Policy Section 412, Management, Budget and Accounting Department

established by the City of Orlando (City Travel Policy) and Section 1706.5, Travel/Training Policy and Procedure established by the Orlando Police Department (OPD Travel Policy). To the extent that differences exist between this Policy 430.02, Authorized Travel Expense and Subsistence, and the City Travel Policy and/or the OPD Travel Policy, the provisions of City and OPD policies shall prevail, in accordance with the above referenced Agreement.

6. Except as noted above, noncompliance with this policy will be addressed in accordance with policy 204.02, Allegations of Misconduct. Non-employees may have reimbursement denied.

4. Planning and Approving

1. Travel Authorization. All requests for travel (domestic and international) must be submitted on the Travel Authorization & Expense Report (Report). It should contain the dates of travel, a total budget amount and all other pertinent information required by Travel Services to process the requested travel arrangements. The approving authority must ensure that funding is available in the appropriate line item budget. The Report must include a statement of purpose for the travel and indicate the benefits to the Authority. A copy of any printed program or agenda shall also be submitted. If none is available, a statement to that effect must be submitted. The report must be signed by the traveler, and approvals obtained in advance of the proposed travel, as follows:

<u>Type of Travel</u>	<u>Approval Authority</u>
Budgeted Daily	Department Directors
Unbudgeted Daily	Department Directors
Budgeted Domestic	Department Directors
Unbudgeted Domestic	Chief Executive Officer
International Travel	Chief Executive Officer
Consultant - Per Contract,	Chief Executive Officer

While Department Directors are authorized to delegate approval of travel to a named designee, nonetheless, the Department Director is ultimately responsible for the appropriateness and accuracy of all travel within the respective department.

All Department Directors' travel must be approved by the next higher authority.

2. Department Responsibilities. The Department Director shall have the responsibility to review all travel requests and ensure their compliance with policy and procedures.
3. Travel Services' Responsibilities. Travel Services shall be responsible for arranging travel plans, including Daily Travel that has conference or seminar registration, rental car or airfare, in accordance with policy and procedure. All airfare and other travel reservations will be made by Travel Services or its authorized representative, such as a local or nationally recognized travel agency, unless otherwise approved by the Chief Executive Officer, in accordance with Form 430.02.01, Authorized Representative for Travel Services. Travel Services may provide options for lodging, airfare, and other expenses if deemed cost-effective.
4. Use of Internet. Airline reservations can be made by Travel Services or its authorized representative using the internet, by either accessing the travel agent's website or other travel websites. Authorized Travelers may use the internet to research fares and other travel expenses for trip planning purposes.

**5. Special
Conditions
of Travel**

1. Authorized Travelers Other Than Authority Board Members or Employees. The Chief Executive Officer may approve travel by persons who are serving as consultants or advisors when such travel is on behalf of the Aviation Authority (excluding those consultants and advisors whose contract specifies the terms of travel). Travel expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for Authority Board members, employees and other travelers.
2. Travel and/or Entertainment of Business Clients or Guests. Actual and reasonable travel and entertainment expenses incurred by Authority Board members or employees on behalf of a Business Client or authorized guest shall be paid directly to third party vendors when practical. The Chief Executive Officer may

authorize consultants to incur similar expenses. When not practical, reimbursement will be to the person incurring the expense (including business client or guest), provided receipts authorizing disbursement of Aviation Authority funds pursuant to this policy are obtained. Receipts must be machine validated cash register or credit card receipts. Stubs from guest checks are not acceptable. The Chief Executive Officer may waive (under special circumstances) any requirement for the disclosure of names of business clients or guests. In this event, the payment voucher shall contain a statement noting the special circumstances justifying the waiver.

3. Joint Travel Missions. On occasion, the Aviation Authority will enter into a joint travel mission that may be for business, economic, or tourist development reasons with organizations including, but not limited to, the Economic Development Commission, the Orlando Orange County Convention and Visitors Bureau, Chamber of Commerce, etc. When these joint ventures are undertaken, the Aviation Authority will pay travel costs based upon the invoice submitted by the host agency which will be generally distributed among agencies in a predetermined manner. Travel Services will perform procedures to determine that the amounts charged to the Aviation Authority are financially comparable to amounts which would be charged if the Aviation Authority were arranging the trip. Any meals, lodging or incidental expenses not included in the invoice will be reimbursed in accordance with the standard guidelines found elsewhere within these policies. All such travel shall be authorized in advance by the Chief Executive Officer.
4. Travel for Employment Interviews. Travel and transportation expenses of the Aviation Authority's employment applicants will be reimbursed in accordance with this policy. All travel arrangements and lodging will be made or approved by Travel Services.
5. Honorarium Travel. Travel in connection with Honorarium events may have related costs waived or paid by a sponsoring organization, if written acknowledgement is provided.
6. Complimentary Upgrades.
 - a. Authorized Travelers will not accept a Complimentary Upgrade of seating on any flight.
 - b. If an Authorized Traveler is deemed to have accepted a Complimentary Upgrade, the Authorized Traveler will pay to

the airline the lowest calculated difference between the class of travel purchased and the upgraded class.

- c. The following are not considered Complimentary Upgrades:
- Use of frequent flyer miles or other upgrade benefits to obtain a higher class of airfare.
 - Use of system-wide upgrades.
 - Compensation paid to passenger who qualifies as Denied Boarding Customer (DBC).
 - Standby Seats assigned by the airline, regardless of seat assignment.
 - Airline requests the Authorized Traveler to change seat/class due to the flight being oversold.

7. Most Economical Method. Authorized Travelers are required to use the Most Economical Method of travel. Travel Services may reserve refundable or nonrefundable airfares as deemed appropriate under the circumstances. If an Authorized Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this Policy, provided that a net savings to the Aviation Authority is realized and such savings are documented in advance with the Travel Authorization & Expense Report.

8. Physically Disabled, Sick, Injured, or Fatigued Travelers. Any traveler who is on authorized travel, and becomes sick or injured, to the extent they can no longer perform the Aviation Authority's business, may be eligible to continue receiving meal allowances, and other reasonable expenses during his or her incapacitation. This eligibility may extend until such time as the Authorized Traveler is able to continue to perform the Aviation Authority's business, or return to official headquarters, whichever is earlier.

In order to qualify, the traveler must notify the Department Director, Senior Director and/or Chief Executive Officer as soon as possible, but not later than 24 hours after incurring the illness or injury, and receive authorization for continued reimbursement. Notwithstanding any provision contained herein to the contrary, the Aviation Authority may reimburse or pay travel expenses incurred by the physically fatigued or disabled traveler, which are in excess of the travel expenses ordinarily authorized, provided such excess travel expenses are reasonable and necessary under the circumstances for the safe travel of the physically disabled or fatigued individual. Any and all reasonable and necessary expenses being claimed by the traveler must be accompanied by sufficient documentation to justify the expense(s).

9. Emergency Travel. The Chief Executive Officer may authorize travel for any employee, Authority Board member, or other traveler pursuant to emergency notice. The requirements of Section 4.1 of this policy may be waived at the discretion of the Chief Executive Officer whenever travel is pursuant to emergency notice. Travel Expense Reports shall be submitted upon completion of travel in accordance with Section 13 herein.
10. Election of Reimbursement Method. A consistent method of reimbursements for meals and/or lodging shall be elected for each travel request, as follows:

For domestic travel, a traveler may elect to receive either:

- 1) a Per Diem of \$50 per day (inclusive of meals and lodging) or,
- 2) a standard meal allowance plus lodging and incidentals (with receipts for lodging and applicable incidentals).

For international travel, a traveler may elect to receive either:

- 1) a Per Diem allowance for meals and incidentals as published in the “Standardized Regulations-Government Civilians, Foreign Areas” not to exceed 100% of published amounts (no receipts required), plus reimbursement for lodging based on actual receipts not to exceed 150% [prorated for day rate or early check-in, in accordance with Section 6.2(b)] of published amounts.
- 2) Reimbursement of meals and incidentals based on actual receipts, not to exceed 150% of published amounts, plus reimbursement for lodging based on actual receipts not to exceed 150% [prorated for day rate or early check-in, in accordance with Section 6.2(b)] of published amounts.

6. Rates of Payment

1. Per Diem.
 - a. \$50 Per Diem (Domestic only): An Authorized Traveler may elect to receive a Per Diem of \$50 per travel day while engaged in authorized travel in excess of one Travel Day. If a traveler elects the \$50 Per Diem, no lodging expense or meal allowance will be paid or reimbursed for such day. Receipts are not required if a

traveler elects to receive a \$50 Per Diem instead of payment or reimbursement of lodging expense and a meal allowance.

- b. International: An Authorized Traveler may elect to receive the Per Diem for meals and incidentals as published in the Standardized Regulations, not to exceed 100% of published amounts at the time of travel. Receipts are not required if a traveler elects to receive a Per Diem in lieu of actual reimbursement of expenses for meals and incidentals.
2. Lodging. A traveler may be reimbursed for the actual cost of a single occupancy hotel room for travel that requires overnight absence from official headquarters. Travel Services will consider, in the following order of importance, the traveler's safety, the convenience of the hotel location for the traveler's business, the duration of transportation and the time of commencement and/or conclusion of Aviation Authority business, and the rate guidelines as outlined in the paragraph below, when making hotel reservations. Lodging expenses must be substantiated by an itemized receipt.
 - a. Domestic Lodging Rates. Reimbursement or payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled. Primary responsibility for the reasonableness of amounts charged rests with the approving authority as indicated under Section 4.1 herein.
 - b. International Lodging Rates. Airline schedules into many long haul destinations in Europe, Asia, South America, etc. typically result in Authorized Travelers arriving at their destination before the business day begins. Where Aviation Authority business is conducted the same day of arrival, lodging expenses for day rate or early check in (typically for a ½ day/ reduced rate) if available, are permitted for Authorized Travelers arriving at an international destination before 11:00 a.m. International lodging expenses are limited to reasonable amounts, not to exceed 150% and prorated for day rate or early check in [for example, 75% (1/2 of 150%) for 1/2 day rate] of the amount published in the Standardized Regulations for the area traveled at the time of travel, or the conference rate. Expenses will be reviewed by the approving authority as indicated under Section 4.1 herein for reasonableness.

- c. In-State Lodging -- Tax Exemption. When reserving lodging within the State of Florida, an Aviation Authority credit card payment or an advance check shall be made payable to the lodging facility being used, to ensure exemption from sales tax. Travel Services or its authorized representative, will make the appropriate arrangements with the lodging facility and Finance.
 - d. Non-reimbursable Expenses. Additional amounts charged to the room, including but not limited to movies or alcoholic beverages, will not be reimbursed. Snacks and non-alcoholic beverages from mini bars can be reimbursed if included in the Per Diem reimbursement.
3. Meals. In order to comply with the IRS regulations, two meal allowance standards are being allowed. The traveler must elect one of the two methods, receipted or unreceipted, and apply that method consistently throughout his or her Travel Period.
- a. The unreceipted meals allow the traveler to be reimbursed up to a standardized amount without a need to submit receipts.
 - b. Receipted meals allow the traveler to be reimbursed up to a specified amount, but must be accompanied by a receipt reflecting the amount spent on the meal. The receipt must be a machine validated itemized cash register or credit card receipt. Stubs from guest checks are not acceptable.
 - c. Meal Allowances for Domestic and International Flights. For the purpose of determining meal allowance, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights.
 - 1) Travel Within the US or Two Cities Within Another Country
When traveling between cities where meal allowance varies, the traveler will be reimbursed at the allowance rate for the city in which the meal is consumed.
 - 2) Travel Between Countries
When traveling between countries where the meal allowance varies, an Authorized Traveler

will be reimbursed at the allowance rate for the particular city in which he or she consumes the meal.

- d. Meal Allowance Traveling via Ground Transportation. Travel involving ground transportation shall commence at the time of departure. However, meals during Daily Travel, as defined in Section 2, shall not be reimbursed.
- e. Domestic Meals. Domestic unreceipted meals will be calculated at the maximum amount for cities as listed in the current GSA CONUS guide. Receipted meals will be reimbursed at actual amounts not to exceed the GSA CONUS amount plus 30% (multiply the GSA CONUS amount by 1.3 and round up to the nearest dollar).
- f. International Meals. These will be reimbursed in accordance with the Standardized Regulations, either at: (1) the Per Diem amounts for meals and incidentals at 100% of the current rate (without need for receipts); or (2) actual itemized receipts not to exceed 150% of the current rate. Either method selected generally shall include any and all meal gratuities, unless documented in writing and approved by the Aviation Authority under Section 4.1. The method for reimbursement shall be consistent for all meals on a trip. The current rates of international meal allowances shall be available from Travel Services.
- g. Allocation of Meal Reimbursement. All meal reimbursements will be allocated and reimbursed as listed below. Authorized meal allowances are generally inclusive of any and all gratuities. Exceptional gratuities must be documented in writing and approved by the Aviation Authority under Section 4.1.
 - 20% for breakfast if authorized travel commences after midnight and before 8 a.m. or if authorized travel ends after midnight and before 12 noon and for authorized Travel Days between the day travel commences and the day it ends.
 - 30% for lunch if authorized travel commences before 1 p.m.. or if authorized travel ends after 1 p.m. and for Travel Days between the day authorized travel commences and the day it ends.

50% for dinner if authorized travel commences after 1 p.m. and before midnight or if authorized travel ends after 6 p.m. and before midnight and for Travel Days between the day the authorized travel commences and the day it ends.

- h. Allocation of Meal Allowances. Any meal expenditure incurred by an Authorized Traveler while with a Business Client or authorized Guest shall be separately reimbursed in accordance with Section 10 of this policy. When a meal is reimbursed as an Entertainment Expense, the allocable portion of the daily meal allowance for that meal will not be reimbursed.
- i. Expenditure Amounts. Limitations on expenditures set forth above are applicable to Authorized Travelers when not accompanied by a Business Client or authorized Guest. When accompanied by a Business Client or Guest, expenditures shall be made in accordance with Sections 5 and 10 of this policy.
- j. Complimentary Meals. If a complimentary or sponsored meal is provided or is included in a registration fee paid by the Aviation Authority, it shall be the traveler's option to accept or decline these meals. Continental breakfasts and snacks do not constitute complimentary meals.

7. Transportation

- 1. General Requirement. All travel must normally be by the usually traveled direct route or method. If a person travels by an indirect route or any other method for his or her own convenience, any extra costs shall be borne by the traveler and reimbursement or payment of expenses shall be based only on such charges as would have been incurred by use of the usually traveled route or method.

Travel Services shall recommend the Most Economical Method of travel and the usually traveled direct route for any trip.

- 2. Commercial Air Travel. Commercial air travel will be by premium economy (however this may be designated by an airline). First class rates may be authorized by the Chief Executive Officer, (1) if a statement from the common carrier or Travel Services or its authorized representative is included with the travel request stating that premium economy class [or

business class in accordance with (a) (1), (a) (2), or (b) below] is not available for the date and time the travel is requested, or (2) for medical reasons, if substantiated in writing by a physician.

- a. International Airfare. The Chief Executive Officer may authorize a traveler to use an airline's business class for any International Travel segment to avoid or minimize undue physical fatigue due to length of trip, number of travel segments, or changes in time zones, when pre-approved by the Chief Executive Officer in accordance with Form 430.02.02, Request for Pre-Approval to Travel in Business Class.

Travel Services may book travel in business class in the following circumstances:

- (1) for International Travel if any segment of the flight exceeds 3 hours of travel.
- (2) if the flight has multiple segments, business class may be authorized when the entire flight from point of origin to point of destination (including any domestic segments of the trip) exceeds 5 hours.

For purposes of this section, the term "business class" shall mean a class of travel for which the fare is greater than tourist, coach, or premium economy class but which is less than first class.

- b. Domestic Airfare. Travel Services may book travel in business class if any segment of the flight exceeds 4 hours of travel.
- c. Private Aircraft. Notwithstanding the provisions of the preceding paragraphs, a traveler on a private aircraft shall be reimbursed for the actual amount charged and paid for such traveler's fare up to the most economical cost of a coach class commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to reimbursement for transportation expense for the same flight. However, the owner or pilot may not receive from the Aviation Authority a combined amount which exceeds his or her actual expenses.
- d. Unused Ticket. All unused portions of airline tickets for which the fare is paid or reimbursed by the Aviation Authority shall be forwarded to Travel Services by the traveler. A statement

must be attached explaining why the portion of the ticket was not used.

- e. Receipts. All travel expense reports with airfare must be accompanied by the ticket receipt.
- f. Personal Travel. Personal travel combined with business trips are allowed when approved in advance. Personal travel must be taken on one's own time and at no expense to the Aviation Authority. Any additional expense over the ticketed cost as determined by this policy for the business portion of the trip is the responsibility of the traveler. Personal airfare must be reimbursed to the Aviation Authority in advance of the travel, if known. Unless Travel Services estimates that funds advanced will be greater than expenses to be reimbursed to the Authorized Traveler, an Authorized Traveler who alters travel plans for personal reasons should pay any additional cost of transportation directly to the Aviation Authority at the time of purchase or if paid directly to the provider, the employee will not charge such additional cost to the Aviation Authority nor request reimbursement of such additional cost.

3. Car Rentals

- a. Authorization. Use of a rental car must be included on the Travel Authorization & Expense Report and deemed to be more economical, efficient or appropriate than alternative forms of ground transportation. Rental cars must be approved in advance by the Chief Executive Officer or Department Director.
- b. State Contract. Whenever available, approved vehicles shall be rented in accordance with the intermediate size vehicle listed on the annual contract for rental cars competitively bid by the State of Florida. An explanation for use of rental cars obtained from a source other than the State contract vendor must be justified in writing and approved by the Chief Executive Officer in advance. Use of a rental vehicle larger than an intermediate size described in the State contract, which is required to transport business clients or materials, must be included in the Travel Authorization & Expense Report and approved by the Chief Executive Officer or Department Director in advance.
- c. Insurance. Collision damage waiver insurance is required when renting a car for business travel. Normally, the State

Contract for rental cars includes this coverage in the rental rate for Authorized Travelers. Travel Services will inform the traveler if this insurance must be purchased separately at the time of travel.

4. Privately Owned Vehicles

The approving authority as indicated on page 4 herein may authorize the use of a privately-owned vehicle for travel on behalf of the Aviation Authority in lieu of Aviation Authority-owned or rented vehicles or common carriers.

An Authorized Traveler who requests, and is approved the use of a privately-owned vehicle, shall be entitled to a mileage allowance at the rate set forth in Section 7 or the air carrier fare for such travel, whichever is less.

All travel which is subject to a mileage allowance shall be shown from point of origin or the traveler's official headquarters, whichever is less, to point of destination and return, and if possible, shall be computed using a web based mapping program, such as MapQuest.

Actual vicinity mileage necessary for the conduct of Aviation Authority business is allowable but must be shown as a separate item on the Report.

No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above and in the Incidental Expenses, Section 8.

The Aviation Authority shall not enter into an agreement in which a depreciation allowance is used in computing the amount paid to an individual for the use of a privately-owned vehicle on Aviation Authority business.

- a. Auto Allowance. The Chief Executive Officer may grant reasonable monthly allowances in fixed amounts for use of privately-owned vehicles on Aviation Authority business instead of the mileage allowances provided for herein. Such allowances shall be established by taking into account the customary use of the vehicle, the roads customarily traveled and whether any of the expenses incidental to the operation, maintenance or ownership of the vehicle is paid from public funds. Such allowance may be changed at any time, and shall

be made on the basis of a statement signed by the traveler and filed before the allowance is granted or changed, and at least annually thereafter.

b. Mileage Allowance. The mileage allowance for Authorized Travelers shall be calculated in accordance with the Internal Revenue Service published mileage reimbursement rate. Except for actual vicinity mileage discussed above, the Authorized Traveler shall be reimbursed for actual miles submitted for expense reimbursement unless the actual amount exceeds the estimate provided by the Travel Services Department by more than \$5. In such cases, additional justification shall be required prior to reimbursement.

5. Chartered Transportation

The Chief Executive Officer or Senior Director may authorize in advance travel to the extent feasible by chartered vehicle or carrier when necessary or where it is to the Aviation Authority's advantage, provided the cost of such transportation does not exceed the cost of transportation by common carrier.

6. Gratuitous Transportation

No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another, or when transported by another traveler who is entitled to mileage or transportation expense.

**8. Incidental
Expenses**

Receipts are required, when available, for the following incidental travel expenses when specific reimbursement is elected under Section 5, Special Conditions of Travel.

- Convention and conference registration fees. Additionally, a traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the Aviation Authority's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the traveler's responsibility, however, to substantiate that such charges are proper and necessary.
- Reasonable tips and gratuities based on the Tipping Standard Guide of the United States, i.e. Valet Attendant \$2, Skycap at the airport, Hotel Doorman and Hotel Bellman \$1 per bag, not to exceed 20% of the underlying expense. Gratuities for meal

allowances shall not be separately reimbursed, unless approved as noted in Section 6.3.

- Actual passport and visa fees required for authorized travel
- Actual and necessary fees charged to purchase traveler's cheques for authorized travel expenses
- Actual fees charged for exchange of currency or other foreign currency transaction fees and related bank charges, including ATM fees, necessary to pay authorized travel expenses
- Actual fees for immunizations required or recommended for authorized travel
- Actual cost of maps necessary for conducting official business
- Actual fees charged by the airlines including seat assignments, early or preferred boarding, baggage fees, blankets, pillows, and other airline fees incurred by the Authorized Traveler for incidental charges that are necessary to accomplish the business purpose of the trip.
- Additional lost baggage and/or travel insurance for international travel
- Taxi, train, or shuttle bus fare
- Storage or parking fees
- Gasoline when using a rental car
- Tolls
- Communication expense incurred in the conduct of Aviation Authority business. Any travel expense report requesting payment of or claiming reimbursement for communication expense charged to a hotel bill or credit card must state the points and parties contacted and the reason for such communications. Aviation Authority Board members shall be reimbursed for reasonable communication expenses related to their individual business while traveling on behalf of the Aviation Authority if so documented. Authorized travelers will not be reimbursed for personal phone calls if deemed unreasonable by the approving authority under Section 4.1.

- Laundry and Pressing. When authorized travel extends beyond 4 days, the traveler may be reimbursed for laundry, dry cleaning, and pressing costs when substantiated by receipts.
- In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the travel report and detailing non-receipted expenses.
- Other travel related incidentals of nominal cost necessary for authorized travel, when substantiated by a receipt. In those isolated situations where receipts are not available, reimbursement may be made provided that a statement by the traveler is attached to the travel report which details non-receipted expenses.

**9. Travel
Advances**

Aviation Authority Board Members and Employees (other than those members/employees possessing Aviation Authority authorized credit cards), who have been authorized to travel may, when necessary, draw an advance of not less than \$25 nor more than the amount of estimated expenses for travel, less amounts prepaid by the Aviation Authority, by completing and submitting the Travel Authorization & Expense Report no less than 5, nor more than 20 working days before said travel. The amount of advance is subject to the approval of the approving authority as indicated on page 4 herein.

- If two or more travel reports are outstanding, no additional travel advances will be issued.
- For any advance that is outstanding for more than 30 days, and is directly attributable to the traveler's failure to properly file the report in a timely fashion, payroll deduction will automatically be made.

**10. Entertainment
Expenses**

Entertainment expenses are allowable for promotional items and services required to provide hospitality for Business Clients and authorized Guests as set forth below:

1. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate Department. Non-consumable items shall be requisitioned through normal purchasing procedures.

2. Recreational Activities. Hospitality in the form of recreational activities may be provided and shall be requisitioned through normal purchasing procedures when possible.
3. Entertainment. Actual and reasonable entertainment expenses incurred by Authority Board members, employees and other authorized persons as described in Section 5 are allowable under this policy only when in the presence of or when physically accompanying a Business Client or authorized Guest.

When incurred in the presence of a Business Client or authorized Guest, entertainment expenses shall be reimbursed for Aviation Authority members and Authorized Travelers, after approval by the approving authority as indicated under Section 4.1 herein.

**11. Operational and
Promotional
Advances**

Operational items are those items necessary for the continued smooth operation of the Aviation Authority such as deposits necessary to hold rooms for functions, etc. Promotional items are those items which may be used during the marketing and promotional activities associated with Aviation Authority business such as mugs, gifts for foreign airline officials, etc. Advances of this nature shall be made to an Authority Board member or employee only if the item cannot be requisitioned through normal purchasing procedures because of time constraints or other legitimate operational reasons. The request and justification must be made in writing and approved by the approving authority as indicated under Section 4.1 herein.

12. Receipts

While receipts in the prescribed form are required for most payments or reimbursements pursuant to this policy, it is recognized that unexpected circumstances may arise such as language barriers, loss of receipts, or unavailability of receipts, which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the traveler and included in the Travel Authorization & Expense Report. Such certification may then be presented instead of the unavailable or lost receipt.

13. Reporting

1. Domestic Travel. An employee must submit a completed Travel Authorization & Expense Report to the Finance Department with required documentation no later than 20 working days after the travel period has ended.

2. International Travel. An employee must submit a completed Travel Authorization & Expense Report with required documentation to the Finance Department no later than the earlier of 30 working days after the travel period has ended or upon receipt of the credit card statement verifying the international currency exchange rates. A copy of the applicable credit card statement, or appropriate receipts, must be submitted with the Travel Authorization & Expense Report.
3. Reporting Requirements. The following shall be included in completed Travel Expense Reports:
 - a. Trip Benefits. Trip benefits shall be stated on the Travel Authorization & Expense Report indicating significant benefits realized by the traveler as a result of the trip for all travel other than local travel.
 - b. Program Agenda. If not available upon completion of travel, include a statement to that effect on the Travel Authorization & Expense Report.
 - c. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than 20% and greater than \$250) shall be explained in the Travel Authorization & Expense Report approved by the approving authority as indicated under Section 4.1 herein.
4. Routing of Completed Travel Authorization & Expense Reports. Completed Travel Authorization & Expense Reports will be reviewed for compliance with this policy by the Finance Department. Audit procedures may be performed by the Internal Audit Department with assistance from external auditors as required.
5. Funds Due Aviation Authority. Any funds advanced in excess of the travel expenses incurred and allowed should be reimbursed to the Authority's Finance Department and a cash receipt form obtained no later than 20 working days for Domestic travel, and 30 working days for International travel, after the travel period has ended. A copy of the cash receipt must be attached to the travel expense report.
6. Funds Due Traveler. Travel Authorization & Expense Reports showing an amount due to or on behalf of an Authorized Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items will be processed for payment within 2 payment cycles.

7. Canceled Trips. Canceled travel requests shall be documented as such and routed through Travel Services. The traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation.

Forms: Form 430.02.01, Authorized Representative for Travel Services
Form 430.02.02, Request For Pre-Approval To Travel In Business
Class

**APPROVAL AND
UPDATE HISTORY**

**Re-numbering
Format and
Authority**

August 28, 1991 (R)

Last Approval

Authority Board: February 21, 2018
Chief Executive Officer: January 28, 2014

Supersedes:

All Previous



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399
(407) 825-2001

AUTHORIZED REPRESENTATIVE FOR TRAVEL SERVICES

TO: Chief Executive Officer
FROM: _____
DATE: _____
SUBJECT: Travel to _____ Dates of Travel _____

Pursuant to Operational Procedure 430.02, *Authorized Travel Expense and Subsistence*, Section 4.3, Planning and Approving, I request authorization to book the following travel arrangements for the specific travel described above:

I understand that this authorization does not serve as approval of the requested travel.

I certify that this procurement will be in accordance with Authority Policy 430.02. I understand that noncompliance will be addressed in accordance with Policy 204.02, Allegations of Misconduct.

All documentation, including Most Economical Method of Travel will be attached to this authorization and forwarded to Travel Services within 3 business days of procurement.

Traveler _____	Date _____
Department Director _____	Date _____
Senior Director _____	Date _____
Chief Executive Officer _____	Date _____

February 2018

Form 430.02.01

Pre-travel review for compliance with Policy 430.02 by Travel Services

By: _____ Date _____

Comments:



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

REQUEST FOR PRE-APPROVAL TO TRAVEL IN BUSINESS CLASS*

TO: Chief Executive Officer

FROM: _____ Ext. _____

DATE: _____ Dates of Travel _____

SUBJECT: Travel to _____

Pursuant to Policy 430.02, *Authorized Travel Expense and Subsistence*, Section 7.2(a), International Airfare, I request authorization for Travel Services to book business class fare for the specific travel described above. Following is the reason/need:

I understand that this authorization does not serve as approval of the requested travel in business class. All documentation evidencing the reason/need will be attached to this authorization.

I certify that this procurement will be in accordance with Policy 430.02, *Authorized Travel Expense and Subsistence*, and will be approved in advance of booking and coordinated with Travel Services. I understand that noncompliance will be addressed in accordance with Authority Policy 204.02, *Allegations of Misconduct*.

Traveler _____ Date _____

Department Director _____ Date _____

Senior Director _____ Date _____

Chief Executive Officer _____ Date _____

*In accordance with Policy 430.02, Section 7, business class shall mean a class of travel for which the fare is greater than tourist, coach, or premium economy class, but which is less than first class.

Pre-travel review for compliance with Policy 430.02 by Travel Services

By: _____ Date _____

Comments:

EXHIBIT E – INSURANCE LIMITS

1.0 Insurance Limits

The Consultant shall furnish insurance with the following limits for the period of time required by this Agreement for work Outside the Aircraft Operations Area:

<u>Type of Policy</u>	<u>Amount</u>
Commercial General Liability: Maximum Deductible or Self-insured Retention: Coverage shall include contractual liability	\$1,000,000 Each Occurrence \$100,000
Automobile Liability: Maximum Deductible or Self-insured Retention:	\$1,000,000 Combined Single Limit \$100,000
Workers Compensation and Employers' Liability	Statutory Limit \$500,000 each accident \$500,000 disease-policy limit \$500,000 disease-each employee
Professional Liability and Errors and Omissions: Maximum Deductible or Self-insured Retention:	\$1,000,000 Each Claim \$100,000

2.0 Insurance Certificates

The Consultant shall furnish evidence of insurance reflecting compliance with the insurance requirements listed in this Agreement. Certificates of Insurance shall be remitted using an ACORD form or in a form acceptable to the Owner and submitted directly to the Owner's Contracts and Grants Manager prior to the start of Services and/or execution of this Agreement (whichever comes first). Any deductible or self-insurance retention must be indicated on the certificate of insurance.

Exhibit B
Scope of Services

Section I. Scope of Services

Company will provide Services benefiting Authority as follows:

1. Construction Audit Services

Company conducts performance audits on all contract types (e.g. GMP, DB, cost-plus, fixed price, time and material) of construction and/or professional service agreements. Company is familiar with key contractual provisions (e.g., right to audit, cost of work, etc.), and understands cost terminology and construction accounting systems to aid in the review and analysis of construction finance.

Company will prepare detailed audit work plans to effectively address contract compliance and risk-based areas as determined with the Authority. Audit testing/sampling may be modified accordingly based on the status of prime contract awards and construction activity. The audit will utilize a comprehensive risk-based approach, inclusive of smart sampling, to assess compliance to contract provisions and identify any risks to successful project completion, within budget and on-time. Company will assess Project Management's (e.g., Authority, selected construction managers and subcontractors) alignment with industry best practices throughout the engagement, facilitate knowledge sharing discussions, and collaborate with the project teams to ensure transparency of the audit work while also maintaining independence.

The following activities represent Services that align with the respective phase of design and construction activity, as well as the contracting method. Company will assess throughout all phases of audit activity compliance with Federal Aviation Administration (FAA) guidelines for standards of planning, design, construction, management and reporting.

Specific audit scope for the various construction phases shall include:

Initial/Pre-Construction (0% – 20% contract invoiced): Focuses on verification and compliance of contract documents, verification that the construction manager's and subcontractor's proposals are compliant with the Authority's standard contract terms and conditions, and that the proposed costs are reasonable, accurate, and in line with industry standards. Activities performed include:

1. Verify construction contract compliance to provisions, deliverables and obligations (e.g., cost of work, reimbursable and non-reimbursable costs, change order management, reporting requirements, contingency and allowance management,

insurance administration, etc.).

2. Assess the construction manager's processes for communication and reporting.
3. Conduct a detailed review of select construction manager's monthly payment applications, inclusive of supporting documentation for subcontractor direct and indirect work, including, lien waivers, general conditions expenditures, insurance premium charges, fee calculations, taxes, and status of other schedule of value costs.
4. Review of the construction manager's professional and field labor staff hourly rates, including assessing base rate and burden components of the hourly rate build-up to identify accuracy, potential duplicate components and transparency of expected charges (e.g., bonuses, vacations, insurances, training, computers, phones, etc.).
5. Review the construction manager's general conditions forecast for reasonableness of anticipated construction activity and alignment with typical general condition spend values.
6. Review select subcontractor procurement activities (e.g., de-scoping analysis, bid score, pricing, sealed bids received, and involvement of Authority and the construction manager).
7. Verify that the executed subcontractor scope is reasonable and subcontract contains appropriate flow-down provisions.
8. Assess insurance premium estimates and methodologies including assessing the enrollment and other aspects of other insurance administration (e.g., CCIP, OCIP, SDI, BRI, etc.).
9. Review the construction manager's monthly project reporting including all cost reports and logs (Asset Logs, Rental Tool Logs, etc.) - *as applicable*.
10. Assess the construction manager's cost accounting system and reporting for alignment with industry standards, including payment application formats.
11. Assess usage and monitoring of allowances, contingencies, holds and buyout savings.
12. Review other project documentation (e.g., RFIs, submittals, OAC Meeting Minutes, schedule, etc.) to determine any potential risks that may warrant further review.

Interim Audit (50% – 60% contract invoiced): Focuses on adherence to contract documentation, review and recalculations of insurances, fees, invoices, change orders, claims, and verification of continued compliance to the contractual terms. Activities include:

- 1) Conduct a detailed review of select construction manager's monthly payment applications, inclusive of supporting documentation for subcontractor direct and indirect work, including, lien waivers, general conditions expenditures, insurance premium charges, fee calculations, taxes, and status of other schedule of value costs.
- 2) Verify that the construction manager's professional and trade hourly wage rates have been appropriately applied.
- 3) Review change orders including:
 - Agreement with the construction manager's invoicing and project reporting,

-
- Confirm proper approval,
 - Confirm reasonability of change is appropriate and not duplicative work, and
 - Verify subcontractor back-up documentation.
- 4) Review the construction manager's monthly project reporting, including cost reports and notable logs.
 - 5) Assess usage and monitoring of allowances, contingencies, holds and buyout savings.
 - 6) Review other project documentation (e.g., RFIs, submittals, OAC Meeting Minutes, schedule, etc.) to determine any potential risks that may warrant further review.
 - 7) Assess project administration by the construction manager and Authority.
 - 8) Assess the status of open observations and management corrective actions.

Closeout Audit (90% – 95% invoiced): Continued focus on verification and compliance requirements of pricing of change orders, invoices, and claims. Assess status of subcontractor and construction manager's closeout activities, inclusive of cost reconciliations and notable contract deliverables. Activities include:

- 1) Review construction manager's closeout process of subcontractors to ensure reconciliation of final costs, allowances, deliverables, warranties, training, etc.
- 2) Verify reconciliation of anticipated final contract value including ongoing settlement of change orders, final subcontract values, reconciliation of allowances and contingencies, and determination of any contract savings, final contractor fees, etc.
- 3) Verify that all insurance reconciliations have been conducted or are in process, and any necessary credits have been provided to Authority.
- 4) Review select construction manager and subcontractor monthly payment applications including approval process, costs/total expenditures to date, subcontractor back-up documentation, retainage release, general conditions expenditures, insurance premiums, fee calculations, final lien waivers, etc.
- 5) Assess final disposition of purchased assets and purchased equipment.
- 6) Review project punch list to ensure completion of all obligations prior to disbursement of final payment and/or assessment of remaining retainage.
- 7) Assess project administration by construction manager and Authority.
- 8) Assess status of open observations and management corrective actions.

2. General On-Call Services

As needed and requested by Authority, Company will provide specific capital program consulting and advisory services. Those services may include, but will not be limited to, the following:

- Pre-Contract Review (Design and Construction) for inclusion of adequate contractual provisions and alignment with industry standard definitions of "Cost of Work" and other critical contractual clarifications;
- Assessment of Professional and Field Labor Rates and associated Burden Multipliers;
- Monthly Payment Application Reviews assessing accuracy of contractor and

-
- subcontract costs with G702 and G703 supporting details;
 - Change Order Reviews, including use of supporting material and labor cost details; and
 - Other services as determined necessary and appropriate by Authority.

Company's Approach

Company's audit approach and methodology is designed to align with the general audit standards and guidance outlined by the Institute of Internal Auditor's International Professional Practices Framework. Company's proposed Scope of Services includes specific objectives noted herein, but is subject to modifications based on Authority's suggestions and objectives. Company understands the Scope of Services may be influenced by risks identified by Authority and/or other stakeholders.

Company's approach includes collaborative assessment of project risks. Audit activities will be proposed in the design and pre-contracting phases through preconstruction/enabling, construction and closeout, and commissioning.

Company's Approach Includes the Following¹:

1. Conduct preliminary engagement planning and scheduling.
2. Facilitate engagement Kick-Off Meeting with Authority and other desired stakeholders to discuss scope, logistics and timing of engagement activities.
3. Submit an initial document request.
4. Conduct an independent assessment of the project documents and the control environment.
5. Conduct interviews with project stakeholders to assess the effectiveness of key controls.
6. Compile a draft assessment of observations, findings, weaknesses and/or gaps identified.
7. Conduct Closeout Meeting with Authority and other desired stakeholders to discuss identified assessment items.
8. Submit formal recommendations (draft and final report) to Authority.

¹ Company's approach will be similar for each subsequent construction audit, inclusive of separate Kick-Off and Closeout Meetings with relevant stakeholders and project team members.

Audit Reporting

Upon completion of each audit, Company will submit comprehensive draft and final Audit Reports, which will include an executive summary, audit scope, detailed observations, recommendations, potential cost recoveries, and relevant supporting documentation (i.e., work papers). Company's audit reports are presented in a format suitable to include Authority and the construction manager's management responses.

Company will include, if applicable, potential Authority process improvement opportunities that may result in mitigation of future risks. Company will facilitate audit Closeout Meetings prior to preparing the draft report with Authority personnel to review preliminary observations, inherent risks, management responses, and proposed action plans.

Data Collection

Company uses a custom web application for the secure exchange of documents. Data is encrypted during transport using HTTPS and stored on an encrypted file-system using an AES algorithm. User access and authorized functions are limited and strictly controlled. Users can only interact with the data to which they have access, with the permissions they have been granted.

Section II. Key Personnel

Team Biographies

A brief description of our proposed key team's relevant construction audit experience is provided below. Full resumes will be provided upon request.

Robert S. Bright, Engagement Director, has more than 41 years of experience conducting design and construction contract audits, developing internal audit plans for multi-billion-dollar capital programs, performing investigations, conducting risk assessments and serving as litigation consultant, including claims analysis. His experience includes overseeing audits, assessing quality management systems, and managing diversity monitoring and compliance programs. Mr. Bright holds a B.S. in Mechanical Engineering from Rensselaer Polytechnic Institute and an M.B.A. in Finance from The Wharton School, University of Pennsylvania.

Kenneth J. Brzozowski, CCA, CCP, Senior Engagement Manager, is a Certified Construction Auditor and a Construction Control Professional with over 31 years of experience in construction and quality auditing, contract compliance reviews, construction management, feasibility analysis, capital program budgeting, site development, and project risk analysis. Mr. Brzozowski has led engagements across multiple industries including commercial real estate, transportation, higher education, healthcare, and public works. He is also a member of the National Association of Construction Auditors and serves on the Institute of Internal Auditors Philadelphia Chapter Board of Governors. Mr. Brzozowski holds a B.A. in Urban Planning from the University of Maryland.

Kelli L. Arnold, PMP, Senior Associate, is a Project Controls and Project Management Professional with 20 years of experience in aviation, transportation, industrial, and commercial construction projects. She is well-versed with direct and indirect cost analyses and dedicated to enhancing project controls to facilitate project success. Ms. Arnold holds a B.A. in Political Science from Creighton University.

Yvette Vasquez Suarez, CCA, Manager, is a Certified Construction Auditor with 31 years of audit

consulting experience encompassing commerce, entertainment, manufacturing, and transportation. She has led the planning and management of various audits of project delivery methods and contract types involving financial, operational efficiency and effectiveness, and compliance. Ms. Suarez holds a B.A. in Accounting from Mount Saint Mary's College.

Jennifer McAtee Venth, CPA, CCA, Senior Associate, is a Certified Public Accountant with 30 years of experience in construction consulting and construction payment application and invoice review services, for projects in the healthcare, commercial real estate, highway and heavy construction, infrastructure, retail, theme park, transportation and sports facilities industries. She has created financial models involving delay, inefficiency, disruption, and lost profits, as well as direct and indirect cost analyses. Ms. Venth holds a B.S. in Business Administration in Accounting from Drexel University.

Robert Farrow, CPA, CCA, CIA, CFE, Manager, has more than 12 years of audit engagement experience rendering technical and financial assistance in a broad range of activities including internal control over policy, procedures and financial system integration, regulatory compliance, and quality control. His experience includes 8 years of construction auditing related experience specifically inclusive of policy development, cost control, budgeting, procurement, contracting, quality and safety. Mr. Farrow is a Certified Public Accountant, Certified Construction Auditor and Internal Auditor, and holds a B.A. in Business Administration from Stockton University.

Exhibit C
Work Plan

Hillsborough County Aviation Authority
Supplemental Contract to Base Agreement for Construction Payment Application and Invoice
Review and Audit and Advisory Services
Talsen International, LLC

1. Work Plan No.:
2. Project Title:
3. Contract Amount Summary

Contract Not-To-Exceed Amount		\$
Total of Previous Work Plan(s)	-	\$
Subtotal		\$
Amount of this Work Plan	-	\$
Remaining Contract Amount		\$

4. Project Information
 - A. Project Purpose:
 - B. Project Description:
 - C. Project Scope of Work and Deliverables:
 - D. CIP Project Number, if applicable:

5. Schedule and Costs

- A. Project Schedule/Timeline

Clearly outline the deliverables and the time it will take to complete each deliverable.

Tasks	Deliverables	Target Completion Date

- B. Total Cost of Project
Provide the costs in U.S. dollars.

	Engagement Director	Senior Eng. Manager	Technical Consultant	Manager	Senior Associate	Associate	Admin.	Total
Service Cost								
Hourly Rate:	\$ 295	\$ 295	\$ 275	\$ 158	\$ 135	\$ 89	\$ 60	
Estimated Hours:								0
Estimated Cost:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursable Cost								
Flight:								0
Hotel:								0
Meals:								0
Other:								0
Other:								0
Total Estimated Reimbursable Cost:								\$ -
Total Not to Exceed Amount for this Work Plan:								\$ -

- C. Reimbursable Costs:
Provide an explanation for all projected reimbursable costs listed in Item B above.

6. Payment
Invoices must be submitted to Authority Finance Department via email to Payables@TampaAirport.com. Invoices must include invoice date, invoice amount, dates of Services, and purchase order number. Invoices must also include a brief summary of Company's activities for that month, detailed documentation of hours billed by individual personnel assigned to the project, and detailed documentation for any reimbursable expenses.

Payments will be made via Automated Clearing House (ACH), ePayables, or Purchasing Card (PCard). Payments will be made upon review and approval of invoice in acceptable format as stated above.

Company acknowledges the acceptance of this Work Plan and acknowledges that a Purchase Order will be issued upon execution of this Work Plan.

Company:

Date:

Authorized Official:

Name:

Title:

Signature: _____

Hillsborough County Aviation Authority Approval of this Work Order

Department: Internal Audit

Date:

Name: Laura Tatem

Title: Director of Internal Audit

Signature: _____

**cc: Central Records
Procurement Agent**

**Exhibit D
Scrutinized Company Certification**



Hillsborough County Aviation Authority
PO Box 22287
Tampa, FL 33622
Telephone. 813-870-8700

This certification is required pursuant to Florida State Statute Section 287.135.

As of July 1, 2018, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, created pursuant to Florida Statute Section 215.4725, or has been engaged in business operations in Cuba or Syria, is ineligible for, and may not bid on, submit a proposal/response for, or enter into or renew a contract/agreement with an agency or local governmental entity for goods or services of \$1 million or more.

Company: <u>Talson International LLC</u>		
Address: <u>41. N. 3rd Street</u>		
City: <u>Philadelphia</u>	State: <u>PA.</u>	Zip Code: <u>19106</u>
Phone: <u>215-592-9634</u>	Email: <u>info@talson-solutions.com</u>	
Federal ID Number: <u>26-2954309</u>		

I, Robert S. Bright, as a representative of Talson International LLC certify and affirm that this company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, and has not been engaged in business operations in Cuba or Syria.

[Signature]
Signature

PRESIDENT
Title

EXHIBIT E
AUTHORITY POLICY P412
TRAVEL, BUSINESS DEVELOPMENT AND WORKING MEALS EXPENSES

PURPOSE: To establish a policy governing the authorization, approval and allowability of travel, business development, and working meals expenses incurred by Board members, the Chief Executive Officer (CEO), and Authority employees when conducting business on behalf of the Authority.

LEGAL CONSIDERATION: Subject to the provisions of applicable Florida Statutes, the Hillsborough County Aviation Authority Act authorizes the Authority to reimburse Board members, the Chief Executive Officer, and all Authority employees for all travel expenses incurred while on business for the Authority. The Hillsborough County Aviation Authority Act also authorizes the Authority to “[a]dvertise, promote and encourage the use and expansion of facilities under its jurisdiction” and do all acts and things necessary and convenient for promotion of the business of the Authority. Pursuant to Policy, the Authority is allowed to incur business development expenses for meals, beverages and entertainment in order to highlight the numerous advantages and world class facilities of the Authority’s airport system and build relationships with airline executives, potential real estate partners, potential tenants and others.

POLICY:

General:

- A. All Authority travel, business development, and working meals expenses must provide benefit to the Authority. This Policy provides guidance covering key areas related to travel, business development, and working meals expenses. Additional guidance is provided in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses. All circumstances may not be specifically covered. In these instances, sound judgement should be used and reasonable documentation should be provided to support the circumstance and expense. Any exception to the practices outlined in this Policy will require written approval by the CEO or Executive Vice President (EVP) of Finance and Procurement and must be in compliance with applicable Florida Statutes.
- B. Employees may book their own flight and hotel reservations, or may utilize the Authority’s corporate travel agency. In an effort to find the most economical lodging rates and airfare, the use of third party companies such as Expedia.com, Hotels.com and Travelocity.com may be considered. Other resources such as AirBNB.com, VRBO.com and HomeAway.com may also be used if determined to be the most economical option.
- C. All reservations (hotel, flight, conference, etc.) shall be booked as far in advance as possible to take advantage of discounted rates.
- D. If the traveler elects to arrive earlier or stay later than reasonably necessary to conduct the

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required Authority business, the traveler will be responsible for payment of all additional expenses beyond those incurred for Authority business. Reasonably necessary is defined as arriving at the destination no more than 24 hours prior to engaging in Authority business or commencing the return trip within the next day of engaging in Authority business.

- E. Purchases for travel, business development, and working meals should be made using Authority Purchasing Cards (PCard) in accordance with Authority Standard Procedure S410.25, Purchasing Cards. As an alternative, personal credit cards may be used, however, the expense will not be reimbursed until after the trip or event has occurred. The reimbursement request must be submitted within 30 days of the completion of the trip or event.
- F. All individuals traveling on behalf of the Authority may personally retain any points or other benefits generated from Authority travel (i.e frequent flyer mileage or awards from hotel frequent guest programs). However, participation in these programs should not influence airline and hotel selection resulting in higher cost to the Authority.

Travel Expenses:

- A. Travel Authorization and Approval:
 - 1. Board members and Authority employees are authorized to attend training and/or conventions, conferences, board, and committee meetings of professional and/or trade organizations specific to their job requirements as well as other meetings, site visits, or events directly related to their position at the Authority. The CEO will approve the travel for those individuals reporting directly to the CEO. All other employee's travel will be approved by their EVP and/or appropriate level supervisor. Such approval must be made in advance of travel for all Authority employees under the Director level.
 - 2. Approval of eligible travel expenses is obtained during the expense submittal process as outlined in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.
 - 3. The Authority expects employees to exercise sound prudent business practices when booking travel.
- B. Travel by Air Carrier:
 - 1. Travelers are required to use Coach/Economy cabin fares unless otherwise indicated within this Policy. Factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees, and any

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additional costs (such as baggage fees) should be considered when making reservations.

2. If a Board member, the CEO, an EVP, or Vice President (VP) is scheduled to engage in Authority business within 24 hours of arriving at the destination, or commences the return trip within 24 hours of completing Authority business, he/she is permitted to book fares in business class or its equivalent. Business class or equivalent travel by other Authority employees must be approved in writing with justification in advance by the department EVP.
 3. If the primary purpose of the trip is to visit a specific airline, it is acceptable to book a flight on that airline even if the airline does not offer the lowest fare available.
 4. Miscellaneous airline fees including, but not limited to, seat reservation fees, early or preferred boarding, checked baggage fees, airline change fees, and in-flight internet expenses, are allowable if utilized for Authority purposes. Checked baggage fees will be limited to one checked bag, unless supported by adequate business justification.
 5. In the event a flight must be changed for acceptable business reasons, applicable airline fees are allowable expenses under this Policy with adequate written justification.
 6. In the event a flight is cancelled or delayed, the traveler may choose an alternate mode of transportation in accordance with this Policy.
- C. Registration Fees:
- The traveler is eligible to incur registration fees for meetings and conferences, as well as fees for attending events which are not included in the basic registration fee and that directly enhance the public purpose of the Authority's participation at the meeting or conference. Employee must provide business justification for attending the event.
- D. Lodging:
- Hotel or accommodation charges must be substantiated by an itemized receipt reflecting all charges for the entire stay. The traveler is expected to exercise his or her best judgment and reasonableness in the selection of lodging. The location of the hotel should be as convenient as possible to the place where the business of the Authority will be transacted and should be at the lowest appropriate rate.

Paid usage of hotel sponsored Wi-Fi or wired internet access is an authorized lodging

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expense.

Lodging expenses incurred within the Authority's Metropolitan Statistical Area (MSA) (as defined by the United States Office of Management and Budget, to include Hernando, Hillsborough, Pasco and Pinellas Counties) are only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

E. Meals (During Travel):

Meals within the continental United States will be reimbursed in accordance with the General Service Administration (GSA) meals rate in effect for the destination city on the date travel was initiated. If the destination is not included in the GSA destination guide, the GSA rate for the listed city that is closest to the destination city or county for the destination city will be used.

Meals for travel outside of the continental United States (including Hawaii, Alaska and Puerto Rico) will be reimbursed in accordance with the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)".

For both domestic and international travel, the first and last day of travel are calculated at 75% of the rate in effect for the destination city. This excludes intermediate destinations on multi-city trips.

A traveler will not be reimbursed or receive per diem for meals included in a convention or conference registration unless reasonable written explanation is provided. A meal is considered to be any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner. (Definition from Dictionary.com and Oxford University Press.) Continental breakfasts will not be considered a meal. Therefore, per diem will not be reduced for continental breakfasts. Additionally, per diem will not be reduced for meals provided by airlines.

Allowance for meals when travel is confined to the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

F. Ground Transportation:

Authorized ground transportation expenses include, but are not limited to, hired cars, trains, other fixed rail, shared ride services (such as Uber or Lyft), buses, and other modes of ground transportation required to enable the traveler to conduct Authority business. Travelers will use good judgement with regard to which mode of ground transportation is utilized, and tickets should be purchased in the most economical class of service available unless there is

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an adequate business justification and is approved in writing in advance by the CEO or employee's EVP.

Allowance for ground transportation within the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

G. Other Travel Expenses:

Other eligible travel expenses as approved by the Florida Department of Financial Services pursuant to rules adopted by it include fees and tips given to porters, baggage carriers, bellhops or hotel maids, with the expense limited to \$1 per bag not to exceed a total of \$5 per incident; and actual laundry, dry cleaning and pressing expenses for official travel in excess of seven calendar days and where such expenses are necessarily incurred to complete the official business.

Eligible incidental expenses are defined by Florida Statute Section 112.061(8)(a) and include ferry fares, bridge, road, and tunnel tolls, storage or parking fees, and communication expenses.

Itemized receipts are required for all individual expenses that are higher than \$25.

H. Foreign exchange rates:

Eligible travel expenses include the difference between the official daily foreign exchange rate and the transaction rate, in addition to any applicable fees.

I. Travel by Rental Vehicle:

Board members, the CEO, EVPs and VPs are authorized to rent a vehicle if necessary to conduct Authority business, without advance approval. Utilization of a rental vehicle by all other Authority employees must be approved in advance of travel in writing by the CEO or the employee's EVP or VP.

Rental vehicles will be mid-size or smaller, unless three or more travelers are sharing the vehicle. Travelers will select the rental vehicle refueling option anticipated to be the most economical for the Authority.

The State of Florida contract for rental cars should be consulted for discounted rates. The State of Florida contract provides rental vehicle services to Florida's government agencies. A website link to the Rental Rates and Rental Procedures to utilize the State contract are located on the Authority Intranet.

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Allowance for rental cars when travel is confined to the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

The Authority provides insurance coverage for both Automobile Liability and Collision Damage Waivers and will not reimburse a traveler for the cost of such coverage on a rental car contract for travel within the United States. (Exception: If the traveler rents a vehicle in a foreign country, he/she shall purchase both Automobile Liability and Collision Damage Waivers from the rental car company.)

J. Travel by Personal Vehicle:

Prior to utilizing a personal vehicle to conduct Authority business, all employees must comply with Authority Standard Procedure S250.05, Motor Vehicle Use – Personal or Authority-Owned.

Board members, the CEO, EVPs and VPs are authorized to use their personal vehicle if necessary to conduct Authority business, without advance approval. Except for travel within the State of Florida, utilization of a personal vehicle by all other Authority employees must be approved in advance of travel in writing by the employee's EVP or VP.

Mileage for authorized use of employee's personal vehicle will be at the Internal Revenue Service cents per mile rate in effect at the time of travel. Mileage reimbursement is calculated in accordance with Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.

Personal vehicles should not be used if the estimated mileage reimbursement is expected to exceed the cost of renting a car for the trip.

K. Travel by Third Parties Conducting Business on Behalf of the Authority:

Unless terms of travel are specified in their contracts, all consultants, design professionals, design-builders contractors, sub-consultants, and sub-contractors performing work for the Authority will be reimbursed for travel expenses in accordance with eligible cost elements as described above.

Business Development Expenses:

- A. Business development meal, beverage (including alcoholic), and other expenses may be incurred locally or while traveling. Business development activities require meeting

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with non-Authority personnel. Employees may be reimbursed for actual, reasonable, and appropriately documented expenses related to the business development activity.

- B. To qualify as business development, such an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that the Authority will derive revenue or another business benefit as a result of the business development activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure was for an Authority business objective; and (c) use the expenditure for the person from whom the Authority expects the business benefit, as well as for the employee and other Authority staff in attendance.
- C. Alcoholic beverage expenses may only be incurred at business development events related to meetings including non-Authority personnel from organizations from which the Authority is reasonably expected to derive revenue or another business benefit.
- D. The employee must provide detailed itemized receipts for all business development expenses larger than \$25 and must include rationale and business benefit for the Authority.

Working Meals:

- A. Expenditures for meals during business meetings between Authority employees or between Authority employees and individuals from outside organizations are allowable only (a) when there is a valid business need to have the meeting during a meal time (i.e., schedules will not accommodate the meeting at other times); (b) during periods of extended overtime (i.e. irregular operations, working on the budget or another major project); or (c) periodic department meetings (not more than quarterly), full-day or half-day Authority-wide meetings, or Authority strategic planning sessions.
- B. Business meals between Authority subordinates and supervisors will be infrequent and will occur only when there is no other time during which the meeting can be scheduled.
- C. Notwithstanding subparagraph B above, Executive staff, VPs, Directors and Managers may occasionally purchase meals for employees provided the meals are reasonable and for the purpose of conducting Authority business and/or employee recognition.
- D. Alcoholic beverages expenditures shall not be reimbursed or charged to the Authority under this section.
- E. Reasonable expenditures for meals with Board members are reimbursable provided there is a valid business need to have the meeting during a meal time.

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- F. Working meals will be reimbursed upon presentation of appropriate documentation including a list of attendees.