REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR CIVIL ENGINEERING DESIGN AND
CONSTRUCTION PHASE SERVICES FOR
RICKENBACKER RUNWAY REHABILITATION AND
MODIFICATION OF STANDARDS (MOS)
IMPROVEMENTS PHASE 2A

Response Due Date and Time:
August 1, 2019
at 2:00 p.m. Eastern Time

FOR
CRAA PLANNING & ENGINEERING DEPARTMENT

Offeror should check the appropriate box: This is: ☐ The Original
This is: ☐ One of the 3 Copies
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SECTION 3 - PUBLIC ADVERTISEMENT

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CIVIL ENGINEERING DESIGN AND CONSTRUCTION PHASE SERVICES FOR THE RICKENBACKER RUNWAY REHABILITATION AND MODIFICATION OF STANDARDS (MOS) IMPROVEMENTS PHASE 2A FOR THE COLUMBUS REGIONAL AIRPORT AUTHORITY

The Columbus Regional Airport Authority (CRAA), Columbus, Ohio is soliciting Statements of Qualifications until 2:00 p.m., Thursday, August 1, 2019 from firms interested in and qualified to provide Civil Engineering Design and Construction Phase Services for the Rickenbacker Runway Rehabilitation and Modification of Standards (MOS) Improvements Phase 2A. The services may include, but are not limited to, the following:

- Pavement coring, Geo-technical investigation and surveys
- Survey data collection and submittal to FAA in accordance with FAA Advisory Circulars 150/5300-16A and 150/5300-18B
- Design of new, and repairs of, asphalt and portland cement concrete pavement in conformance with FAA standards
- Preparation of safety/phasing plans and maintenance of traffic in accordance with FAA standards
- Airspace analysis and associated FAA submittals
- Preparation of Financial Plans in accordance with FAA template
- Various levels of cost estimating/scheduling
- Life Cycle Analysis
- Preparation of material specifications in accordance with FAA standards
- Design of new, and repairs of, runway and/or taxiway edge light systems and airfield guidance signs in accordance with FAA standards
- Airfield Electric Lighting Vault renovations to accommodate new airport lighting and guidance signs
- Site work design (storm drainage, grading, etc.) and storm water analysis in accordance with FAA and Franklin County standards
- Storm water analysis and subsequent design of the required solution
- Meeting coordination and attendance
- Necessary outside agency (city, state, federal) coordination
- Development of construction documents
- Assistance with bidding/bid process management
- A/E Services during construction, including inspection/observation during construction and acceptance materials testing
- Other related activities

Publications advertisement dates: Wednesday, July 3, 2019 and Wednesday, July 10, 2019

Website posting: Effective Wednesday, July 3, 2019

It is the policy of the Columbus Regional Airport Authority that Disadvantaged Business Enterprises (DBEs) shall have the maximum opportunity to participate in the provision of services as outlined in this request. A DBE goal has not been established for this project. However, following review of the intended scope of work and proposal materials we anticipate DBE participation to be at least 15%. This request for statement of qualifications document, and other items pertinent to the submittal, is available at our website.
(www.columbusairports.com/construction/rfq.asp) and should be checked frequently for any changes. Addenda shall be posted to the same site and it shall be the Consultant’s responsibility to obtain the addenda from the site, without notification from the CRAA.

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

QUESTIONS RELATING TO REQUEST FOR QUALIFICATIONS AND TECHNICAL PROPOSAL

Any and all questions regarding this solicitation must be in written form. For proper identification, the subject line of all communication must state “Civil Engineering Design and Construction Phase Services for the Rickenbacker Runway Rehabilitation and Modification of Standards (MOS) Improvements Phase 2A.” Questions must be directed to:

Office of Contracts and Procurement
John Glenn Columbus International Airport
4600 International Gateway
Columbus, Ohio 43219
Email: craaprocurement@columbusairports.com
Fax: 614-239-3183

The cut-off date and time for questions regarding this solicitation is Tuesday, July 23, 2019 at 5:00 p.m. Eastern Time. Any responses provided by the CRAA will be posted on the CRAA’s website in the form of an addendum to the original RFQ and Technical Proposal.

SUBMITTAL INSTRUCTIONS

One (1) electronic (pdf only ON CD/DVD ONLY) and one (1) Original hard copy and three (3) additional hard copies of the submittal shall be provided. If there is a discrepancy between the electronic copy and the original hard copy, the original hard copy will take precedence, unless otherwise allowed the CRAA in writing. The submittal on the CD/DVD must be in the same order as the original hard copy of the submittal. Submittals on CD/DVD not matching the order of the original hard copy may result in the submittal being disqualified. Responses to this solicitation should be sealed, and delivered to:

COLUMBUS REGIONAL AIRPORT AUTHORITY
ATTN: OFFICE OF CONTRACTS & PROCUREMENT
C/O ADMINISTRATIVE OFFICE
4600 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219

The following identification must be on the outside envelope for it to be received properly:

SOLICITATION FOR “CIVIL ENGINEERING DESIGN AND CONSTRUCTION PHASE SERVICES FOR RICKENBACKER RUNWAY REHABILITATION AND MODIFICATION OF STANDARDS (MOS) IMPROVEMENTS PHASE 2A”
DUE: “Thursday, August 1, 2019 by 2:00 p.m. Eastern Time”

In the event the response is hand delivered, it must be submitted to the Administrative Office Receptionist so that it is time-stamped upon receipt. The CRAA is not responsible for responses that are not received by the Receptionist in the Administrative Office.
SECTION 5 - INFORMATION FOR RESPONDENTS

TERMS AND CONDITIONS FOR RESPONDENTS

This section sets forth terms and conditions for Respondents responding to this Request for Statements of Qualifications (RFQ).

SUPPLEMENTAL CONDITIONS: Supplemental conditions included in the specifications of the RFQ and the sample Professional Services Agreement (2019) as attached, if inconsistent with provisions included in "Information for Respondents", shall take precedence over any provisions in "Information for Respondents" to the extent inconsistent.

CHANGES AND ADDENDA TO RFQ DOCUMENTS: It is the responsibility of the interested parties to check for changes or addenda to this RFQ. Each change or addenda issued in relation to this document will be on file with the CRAA contact listed herein, no less than two (2) working days prior to the scheduled RFQ due date. It will also be available on CRAA website. Total RFQ inquiry, postponement, or cancellations may be issued later than that time specified above. If a respondent has submitted a response prior to addenda being issued, and the respondent’s response would change as a result of the addenda, then the respondent should submit a new package clearly stating that the new submittal supersedes the previous submittal.

ACCEPTANCE AND REJECTION: This response submitted by the Respondents to the CRAA will be accepted or rejected within a period of one hundred eighty (180) days from due date. The CRAA reserves the right to waive technicalities, or to cancel and re-solicit responses on the required service. Services may be considered as a separate offer and the CRAA reserves the right to award contracts on each service separately or on all services as a whole or any combination thereof, to one or more respondents. In addition, respondents whose qualifications are presented on an "All or None" basis must clearly state such fact in their written responses. A respondent’s response may be rejected in whole or in part at any time.

All material submitted in response to this RFQ becomes the property of the Columbus Regional Airport Authority. The CRAA may choose to retain or return these materials to the Respondents, at the Respondent’s expense.

WITHDRAWAL OF RESPONSES: Respondents may withdraw their responses at any time prior to the due date and time for the receipt of responses. However, no Respondent shall withdraw or cancel a response for a period of one hundred eighty (180) calendar days after the due date and time for the receipt of the statement of qualifications.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM: A DBE goal has not been established for this project. However, following review of the intended scope of work and proposal materials we anticipate DBE participation to be at least 15%. Pursuant to the requirement of 49 CFR Part 26 and Part 21 (see section 20 entitled 'Equal Opportunity' of the CRAA’s 2019 Professional Services Master Agreement or Professional Services Agreement as applicable to this solicitation), it is the policy of the CRAA that disadvantaged business enterprises shall have the maximum opportunity to participate in the performance of the required services. Respondents shall develop and implement a plan for a good faith effort to obtain disadvantaged business enterprise participation by companies holding a valid DBE
certification by a transportation agency having a DBE Program in the State of Ohio. A copy of the current DBE certification document from an agency within the State of Ohio must be included in the qualifications submittal in order to receive any points in the DBE selection criteria. A current listing of certified DBE firms throughout the state of Ohio can be accessed through the Ohio Unified Certification Program (Ohio UCP) website at www.ohioucp.org. For more information about the CRAA’s DBE Program or what constitutes a “Good Faith Effort”, contact Business Diversity at BusinessDiversity@ColumbusAirports.com.

DISQUALIFICATION: Consultant candidates are not to meet or communicate with the CRAA staff or Board members during the pendency of the solicitation process, except as indicated elsewhere in the RFQ. The solicitation process is deemed to have begun when the CRAA has publicized the advertisement of the RFQ. The process is deemed to have concluded when a contract has been fully executed with the selected firm. It is the responsibility of the candidate to know whether [s]he is engaging in an inappropriate ex parte communication with the CRAA staff. Inappropriate communication may result in disqualification from current or future selection processes. When in doubt, please contact CRAA Procurement at craaprocurement@columbusairports.com.

RESPONDENTS TERMS AND CONDITIONS: Terms and conditions, submitted with the response, which are contrary to CRAA policies, procedures, information for Respondents, terms and conditions shall be disregarded for the purpose of any subsequent contract.

COSTS INCURRED FOR RESPONSE SUBMISSIONS: The CRAA is not liable for any cost associated with the preparation of the response or any other costs incurred by any Respondent prior to the execution of the contract. The rejection of any response, in whole or in part, at the CRAA’s discretion, will not render the CRAA liable for incurring any cost or damage.

INDEMNIFICATION: The Consultant agrees to indemnify and hold harmless the CRAA and its officials, employees and other agents and representatives, against any loss, claim, cause of action, damage, or liability whatsoever, whether without limitation strict or absolute liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorneys fees to the extent permitted by law, which may be incurred in connection with, or in any manner arising out of any damage or loss to property or injury or death of any person resulting from, or arising out of, without limitation the Respondent’s performance in connection with this solicitation process. The indemnification obligations contained herein shall apply only to the extent caused by the negligent acts or omissions of the Consultant, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such loss, claim, cause of action, damage or liability is caused in whole or in part by a party indemnified hereunder.

RFQ AND TECHNICAL PROPOSAL AWARD DEBRIEFING (In the event of contract award to another Respondent): Once a contract award is made and negotiations are successfully concluded, the CRAA may conduct meetings to debrief other Respondents upon request. Debriefs can occur sooner than successful contract conclusion, however, only if the requesting respondent waives its rights to further consideration within the solicitation process. The award and contract information shall be posted on the CRAA website on the business information page. The CRAA may conduct debriefing meetings up to and including six (6) months after the award and contract information is posted to the CRAA website. After the award and contract information is posted to the CRAA website, Respondents who wish to inquire about any aspect of this RFQ or award should deliver a written request to:
The debriefing request may be delivered to the above office by delivery, mail, e-mail or fax. Please include the title of the RFQ, the Department for which the RFQ was solicited, and the date that responses were due. Indicate the company name and contact information so that the CRAA can respond to the request. Questions requiring research should be submitted a minimum of three business days in advance of any debrief meeting.

The CRAA will review the request for a debriefing meeting. As appropriate, the CRAA will make good faith efforts to debrief the Respondent as soon as possible.

ADDITIONAL TERMS AND REQUIRED DOCUMENTS IN THE EVENT OF A CONTRACT

This section sets forth contract terms and the required contract documents that the successful Respondent must execute following the award of the contract by the contracting authority.


DEFAULT PROVISION: In case of default by the consultant, the CRAA may procure services from other sources and hold the consultant responsible for any excess costs occasioned or incurred thereby.

DELINQUENT PERSONAL PROPERTY TAX: All Respondents are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful Respondent, prior to the time the contract is entered into, will submit to the CRAA, as directed, the affidavit required by that section of the Ohio Revised Code. Said affidavit, when submitted to the CRAA, is thereby incorporated into this Contract unless such statement has been so incorporated.

Section 5719.042 of the Ohio Revised Code: After the award by a taxing district of any contract and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer, a statement affirmed under oath, that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case that statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicated that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted. A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

PUBLICATIONS: The Consultant agrees not to publish, or use matters relating to this Contract in advertising, sales promotion, or publicity matters without the prior written consent of the CRAA except that which may be required under law. The Consultant further agrees to submit to
the CRAA’s Project Manager, or appropriate representative, all advertising, sales promotion, and other publicity matters relating to this Contract wherein the CRAA’s name is mentioned or language used from which the connection of the CRAA’s name therewith may, in the CRAA’s judgment, be inferred or implied.

SAFETY REQUIREMENTS: The Consultant, while performing duties, shall adhere to all rules of their particular industry, with regard to mandates by the Environmental Protection Agency (EPA) and/or Occupational Safety and Health Administration (OSHA), and any other regulation applicable to the circumstance.

SIGNATURE: The Contract must be signed. In the event of a contract award where the company is a corporation, if the person signing the contract is other than the president of the corporation, the signature affidavit must be completed. This includes providing a copy of a meeting of the Corporation board of directors, showing that the person has the authority to sign such contracts that bind the company.

AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC FUNDS TRANSFER (EFT): The CRAA utilizes Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) for Consultant payments. The Consultant will receive ACH/EFT payments via electronic transfer.
SECTION 6 - ANTICIPATED SCOPE OF SERVICES

INTRODUCTION AND PROJECT BACKGROUND

The Columbus Regional Airport Authority (CRAA) is seeking professional civil engineering design and design related services for the Runway 5R-23L Rehabilitation and Modification of Standards (MOS) Improvements Phase 2A Project at Rickenbacker International Airport. Due to historical military use, the airport movement areas were non-compliant for the current critical design aircraft, the Boeing 747-8. CRAA initiated Boeing 747-8F operations in 2013 which necessitated multiple MOS requests that were approved by the Federal Aviation Administration (FAA). These MOS requests are temporary until permanent fixes can be implemented to ensure the airport is compliant with its critical aircraft. Phase 1 which included taxiway rehabilitation and MOS fixes to all the taxiway segments on the airport, except Taxiway D occurred in subphases from 2017 through 2019. Phase 2 (A and B) will address MOS fixes associated with Runway 5R-23L to comply with Airplane Design Group (ADG) VI standards and pavement rehabilitation (asphalt mill and overlay) of the existing runway. This contract will be a Professional Services Agreement. The initial scope of work to be executed with the contract will be for Professional Engineering and Bid Phase Services through construction contract award for Phase 2A only. An amendment to the Agreement will be negotiated for Phase 2A Construction Phase Services which include, but are not limited to construction inspection/management and materials testing.

PROPOSED SCOPE OF SERVICES (PSS)

The anticipated scope of design and related services may include, but are not necessarily limited to:

- Pavement coring, Geo-technical investigation and surveys
- Survey data collection and submittal to FAA in accordance with FAA Advisory Circulars 150/5300-16A and 150/5300-18B
- Design of new, and repairs of, asphalt and portland cement concrete pavement in conformance with FAA standards
- Preparation of safety/phasing plans and maintenance of traffic in accordance with FAA standards
- Airspace analysis and associated FAA submittals
- Preparation of Financial Plans in accordance with FAA template
- Various levels of cost estimating/scheduling
- Life Cycle Analysis
- Preparation of material specifications in accordance with FAA standards
- Design of new, and repairs of, runway and/or taxiway edge light systems and airfield guidance signs in accordance with FAA standards
- Airfield Electric Lighting Vault renovations to accommodate new airport lighting and guidance signs
- Site work design (storm drainage, grading, etc.) and storm water analysis in accordance with FAA and Franklin County standards
- Storm water analysis and subsequent design of the required solution
- Meeting coordination and attendance
- Necessary outside agency (city, state, federal) coordination
- Development of construction documents
- Assistance with bidding/bid process management
- A/E Services during construction, including inspection/observation during construction and acceptance materials testing
- Other related activities
POTENTIAL ADDITIONAL SERVICES (PAS)

Additional scope of services may be requested to assist with the following:

- Runway 5L-23R Rehabilitation/Reconstruction and MOS Improvements Phase 2B and/or Phase 3. Scope may include but is not limited to planning, preliminary and detailed engineering design, cost estimating, financial planning, phasing, bid phase services, and construction phase services including project inspection, surveying, and materials testing.

PROJECT MANAGEMENT EXPECTATIONS OF THE SELECTED CONSULTANT

The selected consultant will be expected to produce a consultant’s Design Schedule in Primavera (or programs compatible with Primavera) and maintain it throughout the project, with a minimum update occurring once per month. Coordination with the CRAA will include frequent project conference calls, monthly written updates and any necessary preparation/review meetings. The CRAA will also expect the selected consultant to use Primavera Contract Manager (Expedition) throughout the design process.

The CRAA has standard forms and documents which will be required for consultant use and will be provided as necessary. All deliverables will be clear, concise and accompanied by drawings/exhibits as necessary. All documents prepared on behalf of the CRAA will be delivered to the CRAA for review in a modifiable electronic format. It may be required that some submittals be provided in hard-copy as well as electronic. Final documentation shall be provided in both hard-copy as well as modifiable electronic format on CD/DVD. Please reference the Professional Services Agreement, made part of this solicitation, for additional detail.

ANTICIPATED SCHEDULE FOR SERVICES

This section provides a desired schedule for projects completed under this contract. This information is for the Respondent’s use to estimate man power requirements; however, it is subject to change.

<table>
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<td>CRAA Board Engineering Resolution Date:</td>
<td>9/24/19</td>
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<td>Notice to Proceed:</td>
<td>10/1/19</td>
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<tr>
<td>~90% Engineering Design Complete:</td>
<td>11/29/19</td>
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<td>Design Review and Meeting Complete:</td>
<td>12/31/19</td>
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<td>100% Engineering Design Complete:</td>
<td>1/17/20</td>
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<td>Advertise and Bidding:</td>
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<td>FAA Grant Execution:</td>
<td>Feb/Mar 2020</td>
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<tr>
<td>CRAA Board Construction Resolution Date:</td>
<td>3/24/20</td>
</tr>
<tr>
<td>Construction Start:</td>
<td>Mid-April 2020</td>
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SECTION 7 - SUBMITTAL CONTENTS AND EVALUATION CRITERIA

All responses to this solicitation will be evaluated by a Selection Committee, consisting of representatives from the CRAA, in accordance with predetermined selection criteria.

This section provides the required submittal contents and potential points available for each section. The total available points will be one hundred (100). The submittals shall be limited to 50 single-sided (25 double-sided) pages, which includes 8 ½” x 11” and greater, in type no smaller than 10 point aerial font. Any requested items that are not considered against the page count are noted with an "NPC". Section divider tabs will not be counted against the page total, unless they contain text other than that necessary to define the section. Where noted, appendices may be used for supplemental information and will not be counted against the page total; however, contents of such appendices will not be considered during scoring.

Please reference Section 10 of this RFQ for other required forms to accompany the Respondent’s submittal. Forms in Section 10 will not be counted against the page total.

1) **Recent Experience within the past five (5) years (10 points)**. Provide descriptions of your firm’s/team’s experience with projects similar to the Replacement Runway 10R-28L and those needs noted in the anticipated scope of services. Provide the names of the individuals that worked on the projects described and state if those individuals are proposed for this project. Identify any proposed team members (sub-consultants) that worked on the projects described. Also in this section, elaborate on any “lessons learned” from past experience. **Do not exceed two (2) projects accomplished with the CRAA.** Experience is to include:
   a) Demonstrated experience and knowledge on similar projects of performing constructability reviews during design.
   b) Demonstrated experience and knowledge on similar projects of performing construction cost estimates.
   c) Demonstrated experience and knowledge of necessary regulatory permits and processes.
   d) Demonstrated experience and knowledge on similar projects of using Primavera and Contract Manager.
   e) Demonstrated experience and knowledge on similar projects of performing inspection/observation during construction to assure that work is being performed in accordance with contract plans and specifications.
   f) Demonstrated experience and knowledge on similar projects of performing acceptance materials testing.
   g) Demonstrated experience and knowledge of FAA Advisory Circulars 150/5300-13,150/5370-10, 150/5370-2, and FAA Navigational Aids equipment, standards, and installations.
   h) Lessons learned from past project experiences.

2) **Recent Demonstrated Performance within the past five (5) years (5 points)**. Provide examples of your firm’s/team’s past performance with projects similar to those needs noted in the anticipated scope of services. Examples shall demonstrate success in bringing similar projects to final completion on time and on budget within the fee initially agreed to with the project owner. Provide specific planned and actual data for the schedule and fees and explain any significant variances. Include the project owner contact information (phone number and e-mail address). Elaborate on hurdles and pitfalls encountered and how your firm/team was able to overcome them to catch up on the schedule or otherwise finish on time. Provide the names of the individuals that worked on the projects described and state if those individuals are proposed for this project. Identify any proposed team members (sub-consultants) that worked on the
projects described. **Do not exceed two (2) projects accomplished with the CRAA.**

3) **Personnel Qualifications (15 Points).**
   a) Provide an organizational chart of the proposed team individuals, including sub-consultants. This chart shall at a minimum identify the following positions (or similar title): Project Executive, Project Manager, Project Engineer, Project Superintendent, Project Inspectors, Lead Scheduler, Lead for Materials Testing, Materials Testing Technicians, and Surveyors. State what services will be provided by the individuals shown on the chart.
   b) Include resumes for each key individual of the team, limited to one (1) page per key individual. Identify which team members have Certified Construction Manager (CCM) certification and which are proficient in the use of Contract Manager and Primavera. Additional information may be included in an appendix.
   c) Provide a listing of all firms proposed to provide services under this contract. Identify those sub-consultants that the prime firm has worked with previously, identifying the name, location, year, and owner of the project. Additional information regarding each firm may be provided in an appendix. Complete and submit the PERSONNEL BY DISCIPLINE form found in Section 10.

4) **Capacity and Resources Available to Perform the Proposed Services (5 Points)**
   a) Provide the availability of personnel/individuals to be assigned to the project. Provide a chart/matrix of present workload of each key team member, including sub-consultant personnel. The chart/matrix shall state the current projects the team member is working on, the expected completion date of that project, and percentage of time the team member would be available for the project. The CRAA is seeking to understand the percentage of time each key team member would be available should the firm/team be selected.
   b) Describe your firm’s proximity to the project location, how you will situate resources close to the project site, and how these factors will benefit the project and CRAA’s community.
   c) Availability of computers and software, including Contract Manager and Primavera products, for the project.
   d) Availability and use of regional construction cost data in the development of construction cost estimates.

5) **Technical Response and Project Approach (50 points) – Respondents can download Technical Response documents at**
   [https://www.dropbox.com/s/38uenuw6imz4dz6/MOS%20Phase%202%20Addl%20Documents.zip?dl=0](https://www.dropbox.com/s/38uenuw6imz4dz6/MOS%20Phase%202%20Addl%20Documents.zip?dl=0) If you do not have an account with Dropbox, you’ll likely have to create one. Any firm that doesn’t have an account will also have to create one. However, there is no charge to open the account.
   a) The CRAA will be evaluating phasing options for pavement rehabilitation and geometric improvements to Runway 5R-23L at Rickenbacker International Airport in compliance with FAA standards for Airplane Design Group VI aircraft. The runway was originally constructed in 1959 as Portland Cement Concrete (PCC) as part of the Lockbourne Air Force Base expansion by the Strategic Air Command. The runway underwent various rehabilitation and reconstruction phases through 1981 when it was overlaid with a bituminous surface course. The entire runway underwent a bituminous mill and overlay in phases from 2009 through 2012. The runway has four intersecting taxiways (Taxiway Bravo, Charlie, Echo, and Golf). These intersecting taxiways were reconstructed with the Taxiway Improvements and Modification of Standards (MOS) Improvements Phase 1 constructed from 2017 through 2019. The limits of these improvements stopped short of the hold position line for Runway 5R-23L. The critical aircraft for Rickenbacker was recently determined by the FAA to be the
Boeing 747-8. The Authority has a letter of agreement with the FAA to resolve MOS issues related to the runway by 2025. However, it was recently announced that the FAA will be funding at least a portion of the project as part of the Airport Improvement Program (AIP) 2018-2020 Supplemental Appropriation starting in FY 19. The grant funding is anticipated to be over two fiscal years requiring the project to be funded at approximately 50% year 1 (Phase 2A) and 50% (Phase 2B) in year 2. Provide your proposed phasing plan for Phase 2A that roughly complies with this constraint and show through a detailed schedule how you'll meet the milestones to complete engineering design by January 17, 2020 as shown in the Anticipated Schedule for Services. Explain how you’ll provide a temporary transition of the Phase 2A improvements until Phase 2B can be constructed. Provide and detail all assumptions, which should include having been provided preliminary pavement coring, geotechnical information and survey at time of contract execution. Provide a construction cost estimate for Phase 2A, including assumptions and soft costs given the information provided. It should also be assumed that Phase 2A scope will be an asphalt mill and overlay of the existing pavement with remaining scope (widening with 40 foot shoulders, signage, blastpads, edge lighting, navaids, etc.) to be accomplished in Phase 2B under a separate solicitation. Explain any other options or value engineering solutions that meet these program requirements. Elaborate on any other project details that come to mind following review of the documents provided.

6) **DBE Plan (10 Points).**

Pursuant to 49 CFR Part 26, it is the policy of the CRAA that disadvantaged business enterprises (DBEs) shall have the maximum opportunity to participate in the delivery of services outlined in this request. Respondents are required to demonstrate a good faith effort toward providing meaningful and substantial opportunities for DBE firms. For a maximum score in this area, the DBE Plan evaluation criteria will closely examine:

a. The quality of DBE sub-consultant opportunities made available;

b. The scope and breadth of DBE participation sought by the Respondent;

c. The quality and intensity of efforts made in good faith to maximize opportunities for DBE firms. *Mere pro forma efforts are not good faith efforts and may result in a reduction in the total points awarded for this section;*

d. The level of integration of DBE sub-consultants into the overall project team; and

e. The overall DBE participation level to be reasonably achieved, as a result of the Respondents good faith efforts.

For further information on this subject, please refer to the section on DBE participation, Section 5 – Information for Respondents, of this RFQ.

7) **Contracts with CRAA (5 Points).**

The Prime/Lead firm will be evaluated based upon the total amount of invoiced work with the CRAA for the previous two years (July 1, 2017 through June 30, 2019, ) plus any remaining approved balance. The following scale shall be utilized to determine points awarded:

- $0-$1,000,000 of invoiced work 5 points
- $1,000,001-$2,000,000 of invoiced work 4 points
- $2,000,001-$3,000,000 of invoiced work 3 points
- $3,000,001-$4,000,000 of invoiced work 2 points
- $4,000,001-$5,000,000 of invoiced work 1 points
- Over $5,000,000.01+ of invoiced work 0 points
Firms/Teams do not need to respond to this criteria. CRAA staff will perform the necessary analysis.

8) **Additional Information (Not scored/0 points).** Please submit the following information in response to this RFQ and Technical Proposal.

- a) Incomplete Projects. Provide a description of any projects or assignments on which your firm was terminated, for any reason, or on which your firm has been replaced in the past five years either during the Pre-Construction or Construction phases.

- b) Legal Actions. Please note if your firm is involved in ANY pending public or private legal action (including without limit mediation, arbitration, litigation, mechanics’ liens, and bond claims) directly or indirectly, and your firm’s role in the action.

- c) Qualifications/Objections of Contract. Provide any qualifications or objections to the contract documents. Any qualifications not noted on a separate sheet accompanying the Proposal shall not be considered later. The Owner’s expectation is that the selected firm will enter into the Contract with only minor changes or modifications, unless otherwise specified
SECTION 8 - SELECTION PROCESS

This section provides the respondent an understanding of the CRAA selection process and anticipated schedule to complete this solicitation. The CRAA, at its discretion, can modify the process as necessary to better fit the solicitation needs.

SELECTION PROCESS

Consultant Selection: The Selection Committee will rank the consultant teams based upon the statement of qualifications and technical project approach criteria. The recommendation from the Selection Committee will be to enter into negotiations with the highest-ranked firm. Upon concurrence from CRAA management, the CRAA will issue a Notification of Intent to Negotiate with the consultant team.

Intent to Negotiate: Upon issuance of the Notification of Intent to Negotiate with the consultant team(s) including all subconsultants performing twenty-five percent (25%) of the work shall provide the following information within one (1) business day of receipt of the electronic notice: 1) audited annual financial reports for the last two (2) fiscal years or a statement why an audited report is not available; 2) Experience Modifier Rating from the Ohio Bureau of Worker’s Compensation website for each firm of the team that visibly shows the firm’s URL and the full table of data; and 3) Dun & Bradstreet Credit Advisory Report. This shall be delivered in one envelope marked “Financial Information” containing a single copy of these reports. It will be destroyed upon completion of the selection process.

Scope and Fee Negotiations: Negotiations for the Scope of Work (SOW) and Fee will be in conformance with applicable federal, state and local laws, regulations and procedures. Either the highest-ranked consultant or CRAA may request a meeting to discuss the SOW and Fees negotiation; however, the time and effort for negotiations shall not be subject to reimbursable fees.

Within ten (10) days of the Notification of Intent to Negotiate, the highest-ranked consultant shall submit a detailed SOW and Fee Estimate document addressing the needs identified in the RFQ and Technical Proposal. A level of effort (LOE), in man-hours, proposed Cost and Pricing Data, shall be submitted with the SOW and the two shall be interrelated by identify task and subtasks with the same numbering system. A work schedule shall also accompany the SOW using the same numbering system as well. Expect that there will be several iterations of each deliverable as the CRAA and the consultant’s project managers work to solidify the scope of work.

This SOW, LOE and proposed Cost and Pricing Data submittal will serve as the baseline for negotiating to the CRAA’s Independent Fee Estimate.

If either fee or scope negotiations fail with the highest-ranked consultant, negotiations will commence with the second-ranked consultant (and so on) until a successful negotiation is achieved. Upon completion of contract negotiations
with the recommended consultant, a final recommendation will be forwarded to the Facilities Committee of the CRAA Board of Directors and then to the Board as a whole for approval of an authorizing resolution.

Final Award: Upon CRAA Board approval of the selected consultant, the consultant shall execute the appropriate Professional Services Agreement, as attached to this RFQ, and return two (2) original signed Agreements for CRAA signature. One (1) copy will be returned to the selected consultant upon full execution.

ANTICIPATED SCHEDULE FOR SELECTION PROCESS

The following schedule is anticipated for selection of the consultant team; however, it is subject to change:

RFQ and Technical Proposal public notice advertisements will appear in the following publication on July 3, 2019 and July 10, 2019:

Columbus Dispatch

This RFQ will appear on the Columbus Regional Airport Authority’s website effective July 3, 2019.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off Date and Time for Questions</td>
<td>July 23, 2019</td>
</tr>
<tr>
<td>Statements of Qualifications and Technical Proposal Due</td>
<td>August 1, 2019</td>
</tr>
<tr>
<td>Notification of Intent to Negotiate (fee and scope)</td>
<td>Week of August 19th, 2019</td>
</tr>
<tr>
<td>Recommendation to CRAA Board</td>
<td>September 24, 2019</td>
</tr>
</tbody>
</table>
SECTION 9 – ADDENDUM INFORMATION

THIS SECTION RESERVED FOR ADDENIDA, IF NECESSARY
SECTION 10 - ATTACHMENTS

This section provides a listing of documents for the respondent that may be required throughout the solicitation process. Each form is found attached to this solicitation.

FORMS REQUIRED WITH RESPONDENT SUBMITTAL

The following documents are required to be a part of the respondent’s submittal:

- Non Collusion Affidavit (for respondents)
- Respondent’s Personnel by Discipline
- Response Cover Letter Form
- DBE Intent to Perform as a Subconsultant

FORMS REQUIRED IN RESPONSE TO NOTIFICATION OF INTENT TO NEGOTIATE

If selected to begin negotiations, the following documents are required to be completed and submitted to the CRAA upon receiving notification of intent to negotiation:

- Consultant Hourly Rate Determination
- Consultant Hourly Rate Determination Cost and Pricing Data Requirements

FORMS REQUIRED OF SELECTED RESPONDENT

If selected to perform requested services, the offer must execute the following documents:

- Delinquent Personal Property Tax Affidavit
- Contract Signature Affidavit (if applicable)
- [Professional Services Agreement,
- IRS W-9 Form
NON-COLLUSION AFFIDAVIT (for respondents)

State of __________________

County of ________________

Request for Qualifications Title: 
____________________________________________________________________

Contractor/Consultant ____________________________________________________ being first
duly sworn, deposes and says that (s)he is ______________________________ (sole owner, a
partner, president, secretary, etc.) of ____________________________________________,
the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any
undisclosed person, partnership, company, association, organization or corporation; that such bid is
genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited
any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired,
connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain
from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement,
communication or conference with anyone to fix the Bid Price of said bidder or any other bidder, or
to fix any overhead, profit or cost element of such Bid Price, or of that of any other bidder, or to
secure any advantage against the Columbus Regional Airport Authority or anyone interested in the
proposed Contract; that all statements contained in such bid are true; and, further, that said bidder
has not, directly or indirectly, submitted his/her Bid Price or any breakdown thereof, or the contents
thereof, or divulged information or date relative thereto, or paid and will not pay any fee in
connection therewith, to any corporation, partnership, company, association, organization, bid
depository or to any member or agent thereof, or to any other individual except to such person or
persons as have a partnership or other financial interest with said bidder in his/her general business.

Signed:

Subscribed and sworn to before me this

____ day of ________________, 20__

Seal

____________________________________________________________

Notary Public

Form Revised 1/16/2019
**COLUMBUS REGIONAL AIRPORT AUTHORITY**

**RESPONDENT’S PERSONNEL BY DISCIPLINE**

Please complete the following information for each member of the proposed team (both prime and sub consultants). Please include only domestic employees.

- Column A is representative of the number of personnel in the firm
- Column B is representative of the number of personnel in firm assigned to this project

Firm Name: ________________________________

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<thead>
<tr>
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<th>A</th>
<th>B</th>
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<tbody>
<tr>
<td>Administrators</td>
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<td>Architects</td>
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<td>Civil Engineers</td>
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<td>Construct Inspectors</td>
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<tr>
<td>Draftsmen/CAD/GIS</td>
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<td>Ecologists</td>
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<td>Electrical Engineers</td>
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<td>Landscape Architects</td>
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<td>Mechanical Engineers</td>
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<td>Planners Urban/Regional</td>
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<td>Sanitary Engineers</td>
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<td>Soils Engineers</td>
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<td>Specification Writers</td>
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<tr>
<td>Structural Engineers</td>
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<td>Surveyors/crews</td>
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<td>Traffic Engineers</td>
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<td>Transportation Engineers</td>
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<td>Others: specify below</td>
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<td>2)</td>
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The below signature indicates the above information is true and correct.

Print Name/Title: ________________________________

Signature: ________________________________ Date: ________________

Form Revised 1/16/2019
TO: Columbus Regional Airport Authority  
Attn: Office of Contracts and Procurement Administration  
C/o Administrative Office Receptionist  
4600 International Gateway  Columbus, OH 43219

FROM: (Company Name)

Street Address

City  
State  
Zip

Contact Person (Name and Title)

Phone No.  
DBE?  
☐ Yes  ☐ No

E-Mail Address:

Web Site Address:

SUBJECT SOLICITATION: ENG-2019-060  
Civil Engineering Design and Construction Phase Services for the Rickenbacker Runway Rehabilitation and Modification of Standards (MOS) Improvementss Phase 2A

The Respondent hereby transmits the attached response to the subject solicitation. The response provides for the ability to complete the work; including the commitment of necessary resources; identified personnel, facilities and supplies for the entire scope of services.

This response shall be valid for one hundred eighty (180) days from the due date/time. The entire RFSQ is included in this response by reference (and is therefore not attached.) The following person(s) prepared this response:

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<tr>
<th>Name</th>
<th>Relationship to Company</th>
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The following person(s) may be contacted to provide answers to questions on this response:

<table>
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<tr>
<th>Name</th>
<th>Relationship to Company</th>
<th>Telephone number/e-mail address</th>
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The following sub-consultant(s), proposed in this response, shall be performing work on this engagement as follows:

<table>
<thead>
<tr>
<th>Company Name(s)</th>
<th>DBE/P (√)</th>
<th>Size and Location of Company</th>
<th>Work to be performed and person(s) identified</th>
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</thead>
<tbody>
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The Respondent hereby acknowledges that they have read, understand and agree with the proposed contract requirements should they be the selected firm.

This response is hereby signed and transmitted to the CRAA by a person authorized to legally bind the Respondent to the extent of work and any financial obligation included in the response:

Signature: ___________________________ Date: ____________

Name and Title: ___________________________________________
Letter Of Intent To Perform As A DBE Subconsultant/Supplier

INSTRUCTIONS: Complete one (1) form for EACH DBE committed to performing on this contract. This form is to be signed by BOTH the prime consultant and the DBE firm.

Consultant Name: ____________________________________________
Address: ____________________________________________________
City: State: Zip: _____________________________________________
Name: ______________________________________________________
Address: ____________________________________________________
City: State: Zip: _____________________________________________
No. of Employees: ____________Avg. Annual Gross Receipts: __________

DBE Firm Contact
Person: Name: ___________________ E-mail:____________________ Phone: (___ ) _______

The Disadvantaged firm is certified as a disadvantaged and/or minority business and holds a valid current certification with the following organization(s): (Check All That Apply): Attach Copy of Current Certifications.

Meets the definition of a Small Business as defined by the U.S. Small Business Administration for its industry

_ is MBE or EDGE certified with the Ohio Department of Administrative Services

_ is WBE certified with the Women's Business Enterprise Council –WBENC

Classification: _ Prime Contractor _ Sub Contractor _ Supplier
_ Manufacturer _ Joint Venture

Work item(s) to be performed by DBE

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>#Hours or Units</th>
<th>Total Value</th>
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<tbody>
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</table>

The consultant is committed to utilizing the above-named DBE firm for the work described above. The estimated participation is as follows:

DBE contract amount: $___________________ Percent of total contract: _________%

AFFIRMATION:
The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: ____________________________________________ (Signature of DBE Authorized Representative) (Title)

By: ____________________________________________ (Signature of Prime Contractor/Consultant Authorized Representative) (Title)

Form Revised 1/16/2019
STATE OF ____________________________

COUNTY OF ____________________________

_______________________________, being first duly sworn, deposes and says that he/she is ____________________________ of, ____________________________,

(Title) ____________________________ (Company)

successful bidder on the attached Contract with the Columbus Regional Airport Authority for ____________________________,

(Describe or Identify Contract)

and for the purpose of complying with Section 5719.042 of the Ohio Revised Code, states that at the time the bid for said Contract was submitted, said bidder ______ charged (was) (was not) with delinquent personal property taxes on the General Tax list of personal property of a county of the State of Ohio, and that the amount of due and unpaid delinquent taxes, penalties and interest thereon is as follows:

<table>
<thead>
<tr>
<th>Taxes</th>
<th>Penalties &amp; Interest</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>$______</td>
<td>$______</td>
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</tbody>
</table>

_______________________________ (AFFIANT)

Subscribed and sworn to before me this ______ day of __________________, 20__

SEAL

__________________________ Notary Public
CONTRACT SIGNATURE AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE PERSON SIGNING THE CONTRACT IS ANYONE OTHER THAN THE PRESIDENT OF THE CORPORATION, PARTNERSHIP OR COMPANY)

COUNTY OF ______________________

STATE OF ______________________

__________________________________, Being first duly sworn, deposes and says that
he is ____________________________ of ____________________________,
(TITLE) (COMPANY)
a corporation, company or partnership organized and existing under and by virtue of the
laws of the State of ____________________________, and having its principal
offices at __________________________________________
(STREET AND NUMBER) (CITY)

______________________________________________ (COUNTY) (STATE)

Affiant further says that he/she is familiar with the records, minute books and by-laws of ____________________________,
(COMPANY)

Affiant further says that ____________________________, (NAME-OTHER THAN AFFIANT)

is authorized to sign the CONTRACT for ____________________________, for
said Corporation, Company or Partnership by virtue of ___________________________________
(State whether a provision of by-laws or a Resolution of the Board of Directors, Partnership Agreement or Agency.)

(If by Resolution, give date of adoption)

__________________________________________

(AFFIANT)

Subscribed and sworn to before me this

_____ day of _________________, 20__

SEAL

______________________________________

Notary Public
Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership).

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

☐ Exempt payee code (if any)
☐ Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners’ share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:
- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding
What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

What is FATCA Reporting?
The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information
You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person.

If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1
You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is THEN check the box for...

a(n) . . .

• Corporation

• Individual

• Sole proprietorship, or

• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.

• LLC treated as a partnership for U.S. federal tax purposes,

• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or

• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.

• Partnership

• Trust/estate

• Corporation

• Individual/sole proprietor or single-member LLC

• Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)

• Partnership

• Trust/estate

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947
The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

1 See Form 1099-MISC, Miscellaneous Income, and its instructions.
2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with “Not Applicable” (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**
Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**
Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

**Note:** See What Name and Number To Give the Requester, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/FormSS4 to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

**Signature requirements.** Complete the certification as indicated in Items 1 through 5 below.
1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
</tbody>
</table>
| 2. Two or more individuals (joint account) other than an account maintained by an FFI | The actual owner of the account or, if combined funds, the first individual on the account
| 3. Two or more U.S. persons (joint account maintained by an FFI) | Each holder of the account
| 4. Custodial account of a minor (Uniform Gift to Minors Act) | The minor
| 5. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee
| 5. b. So-called trust account that is not a legal or valid trust under state law | The actual owner
| 6. Sole proprietorship or disregarded entity owned by an individual | The owner
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)) (A) | The grantor

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
</table>
| 8. Disregarded entity not owned by an individual | The owner
| 9. A valid trust, estate, or pension trust | Legal entity
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization
| 12. Partnership or multi-member LLC | The partnership
| 13. A broker or registered nominee | The broker or nominee

For this type of account: Give name and EIN of:

1. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments

2. The public entity

1  List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

2  Circle the minor’s name and furnish the minor’s SSN.

3  You must show your individual name and you may also enter your business or DBA name on the “Business name/disregarded entity” name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

4  List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

- To reduce your risk:
  - Protect your SSN,
  - Ensure your employer is protecting your SSN, and
  - Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act we are sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
PROFESSIONAL SERVICES DESIGN AGREEMENT

BETWEEN

COLUMBUS REGIONAL AIRPORT AUTHORITY
"CRAA"

AND

_________________________________________
"CONSULTANT"

FOR

_________________________________________

SOLICITATION NO. __________________________

20
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PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT, entered into this __________ day of ___________, 20___, by and between __________________________ (“Consultant”), and Columbus Regional Airport Authority, (“CRAA”), a port authority organized and existing under the laws of the State of Ohio.

Section 1. Services: The CRAA has entered into this Agreement in reliance upon the Consultant’s representations and assurances with regard to the competency and experience of Consultant to provide the Scope of Services described in the Agreement Scope of Services, which is included herein as Attachment B to Schedule A and by this reference incorporated into and made a part of this Agreement (the “Scope of Services”). The intent of the Agreement is to provide for the Consultant’s design and completion in every detail of the Scope of Services as generally described in the Agreement. Consultant warrants that all services hereunder shall be performed consistent with the professional standards of skill, care and diligence exercised by entities licensed to provide and regularly providing comparable services and work on projects of similar size, complexity and cost and in compliance with applicable laws, rules, regulations and codes.

Consultant and Consultant’s agents, employees and Sub-Consultants shall communicate with and coordinate its services with the CRAA project manager(s) designated in Schedule A or any successor, but it is acknowledged that the CRAA is not responsible for and does not have control or charge over the design and shall not be responsible for the Consultant’s failure to carry out the Scope of Services in accordance with the requirements of the Agreement. Consultant shall promptly advise CRAA in writing of any event, happening, or circumstances known to Consultant which may delay the Schedule or increase the Consultant’s cost under the Agreement or which otherwise may be incompatible with the interests of CRAA.

It is agreed that all Consultant’s employees are employees of Consultant and not of the CRAA and the CRAA has no contractual relationship with Consultant’s Sub-Consultants. For purposes of this Agreement “Sub-Consultant” shall mean a person or entity that has a contract with the Consultant to perform or provide a portion of the Scope of Services and its authorized representatives, successors, and assigns. The CRAA shall have the right to request that the Consultant reassign any of Consultant’s employees, including Sub-Consultant employees, assigned to the CRAA’s project. The CRAA shall have the right to inspect the provision of services at any time without notice.

Section 2. CRAA Provided Information: Within a reasonable time after receipt of a written request from the Consultant, the CRAA shall furnish to the Consultant information or services under the CRAA’s control that are reasonably needed for the Consultant’s performance of the Agreement. Where information is made available, Consultant shall promptly review requested information. The Consultant must immediately notify the Owner in writing if the Consultant becomes aware of any errors, omissions, or inconsistencies in any CRAA-furnished services or information or in any services or information furnished by or at the direction of the Consultant. If the Consultant becomes aware of any errors, omissions, or inconsistencies in any documents or information for which the Consultant is responsible, it must immediately make all necessary changes or corrections without additional cost to the CRAA.

Section 3. Compensation and Adjustments: In consideration of the services to be provided by the Consultant, the CRAA shall pay Consultant on the basis of the fully executed task order, and in the amounts calculated on rates referred to in Schedule A. These rates shall be calculated using the formula provided in Attachment A to Schedule A. If the compensation set forth in Schedule A is to be paid on a lump sum basis, the amount to be paid under this Agreement shall be adjusted only in accordance with the provisions of Section 22 and shall be determined in accordance with said
Attachment A. Compensation payable on a lump sum basis shall be payable in monthly installments proportionate to the amount of services actually completed.

Compensation based on an hourly rate shall be payable on a monthly basis in accordance with the hourly rates set forth in Schedule A. Attachment A. Consultant Hourly Wage Rate Determination (WRD). WRD rates shall remain in effect for the entire term of the Agreement unless mutually agreed upon during the fee negotiations. Should the Agreement extend beyond twelve months, the parties may negotiate appropriate adjustments to the WRD rates. If approved by the Authority, Actual Hourly Rates may be adjusted by the lesser of the actual wage rate increase or decrease paid to the employee or 3%. Any adjustment requests that exceed that level must be approved in writing by the Authority. Any rate adjustment shall apply only to the actual hourly rate. The overhead and profit percentages shall remain the same throughout the contract. It is the responsibility of the Consultant to request that negotiation and provide supporting documentation for the request. Any changes to the WRD rates must be made by amendment to the WRD executed by both parties.

WRD Adjustments: No less than twelve (12) months following the date that the CRAA received the original WRD, the consultant may request an adjustment to the actual hourly WRD. In order to better align the timing of Wage Rate Increases with the contractor’s actual annual increases, we will allow one increase during the first 12 months of the contract. This increase will set the timing of future increases for the duration of the contract. The Consultant shall request the adjustment in writing or electronically to the CRAA’s Project Manager. Requirements for making these requests and proper documentation are in Schedule A. Attachment A. Consultant Hourly WRD instructions. Requests for rate changes must be at least twelve (12) months apart.

If consultant reduces rates to its employees, the consultant shall report it to the CRAA. Requirements for making these requests and proper documentation are in Schedule A. Attachment A. Consultant Hourly WRD instructions.

Adding Employees to an Approved WRD: If the Consultant requests additions or changes to the employees listed in the WRD; the instructions for making these requests and proper documentation are in Schedule A. Attachment A. Consultant Hourly WRD instructions. Any additions or changes to the WRD rates must be made by amendment to the WRD executed by both parties.

Section 4. Contract Documents: Collectively, the “Contract Documents” consist of this Agreement, other documents listed in this Agreement, and amendments to this Agreement. The Contract Documents form the entire agreement. Notwithstanding the foregoing the Contract Documents do not include other documents such as any proposal requirements, the Consultant’s proposal, Sub-Consultant bids/proposals or agreements or similar documents. This Agreement includes the following:

a. Exhibit A – Reimbursement Policy
b. Schedule A, including Attachment A (Consultant Hourly Rate Determination) and Attachment B (Agreement Scope of Services)
c. Schedule B – Disadvantaged Business Enterprise (DBE)/Diversity Business Partner (DBP) Invoice Disbursement Form
d. Schedule C – Design Professionals Standard Pay Application
e. Schedule D – Consultant Performance Evaluation
f. Schedule E – Delinquent Personal Property Tax Affidavit
g. Schedule F – Contract Affidavit
h. Schedule G – Request for Approval of Change to Original Schedule of Subcontractors
i. Schedule H – Insurance Minimum Coverage

Section 5. Additional Consultant Responsibilities: The Consultant acknowledges and agrees
that the CRAA entered into this Agreement with Consultant based in large part on the qualifications
and experience of the Key Personnel identified on Schedule A, as well as Consultants commitment
that the Key Personnel undertake and perform the Scope of Services. The Consultant represents,
warrants and covenants that such Key Personnel will perform the portions of the Scope of Services
identified for their performance in the Agreement. Upon the CRAA’s request, the Consultant shall
provide documentation of the time spent by each Key Personnel performing the Scope of Services to
the CRAA’s satisfaction.

If the Consultant proposes to remove or replace Key Personnel and/or Sub-Consultants, whether at
the request of the CRAA or due to suspension or termination of a Key Personnel’s employment with
Consultant or a Sub-Consultant, the Consultant shall promptly propose to the CRAA a replacement
for such Key Personnel for the CRAA’s consideration. Any requested substitute Key Personnel shall
in all events be sufficient in qualifications and experience for satisfactory performance of portion of
the Scope of Services to be performed by the replaced Key Personnel. The CRAA reserves the right
to reject a proposed replacement of Key Personnel if the CRAA determines the proposed substitute
lacks the necessary experience, qualifications or availability to complete the Key Personnel’s portion
of the Scope of Services, in which case the Consultant shall propose a new substitute. The CRAA
shall provide written consent once a substitute Key Personnel is determined by the CRAA to be
satisfactory.

Consultant is solely responsible for the acts and omissions of its agents, employees, Sub-Consultants
and any other persons and organizations performing or furnishing any of the work performed
pursuant to this Agreement. By written agreement the Consultant shall require that each Sub-
Consultant, to the extent of the services to be performed by the Sub-Consultant, to be bound to the
Consultant by the terms of this Agreement, and to assume toward the Consultant all of the
obligations and responsibilities which the Consultant, by this Agreement, assumes toward the CRAA.
Nothing in this Agreement shall create a contractual relationship between any such Sub-Consultants
and the CRAA, nor shall it create any obligation on the part of the CRAA to pay or to see the
payment of any moneys due to any such Sub-Consultants except as may otherwise be required
by law or requested directly by the CRAA.

Section 6. Costs for Re-bidding Due to Variance from Engineer’s Estimate: Upon
completion of any design, Consultant may be required to submit a detailed construction cost
("engineer's") estimate to the CRAA. Minnesota state law requires the re-bid of any project where the
lowest bid is more than ten percent (10%) higher than the engineer's estimate, the Consultant's
estimate should take into account all considerations (i.e., time of year, economic/market
considerations, night work, etc.) in order to accurately represent the probable cost of construction.
If the Consultant's estimate is used as the Engineer's Estimate for bidding purposes, and if the
project must be re-bid due to factors within the Consultant's control (i.e., mathematical or clerical
errors in the computation of the estimate; omission of one or more components of the project from
the estimate; etc.), the Consultant will be responsible for all costs associated with rebidding a
project, including but not limited to its own costs to prepare the necessary documents and complete
the re-bid as well as the all of the CRAA's actual costs to complete the re-bid.

Section 7. Equipment and Supplies: With the exception of those items set forth in Schedule A,
Consultant shall supply the necessary equipment, tools, supplies and other items ("equipment and
supplies") necessary to perform the services. If CRAA provides equipment and supplies, Consultant
shall be responsible for the maintenance and security of such equipment and supplies and shall be
responsible for any loss or damage caused by the negligence or misuse by Consultant or
Consultant's employees. Consultant shall return all equipment and supplies supplied by the
Authority within twenty-four hours after completion of its use. Consultant shall at all times store
and maintain supplies in good operating condition, normal wear and tear excepted. The CRAA shall
have the right to inspect the supplies at any time without notice. Consultant shall return all unused
supplies furnished by the CRAA at the termination of the Agreement.

**Section 8. Reimbursement for Expenses:** To the extent that Consultant incurs reimbursable expenses as set forth in Schedule A, payment shall be made in accordance with and subject to the limitations stated in the CRAA's Reimbursement Policy, attached hereto as Exhibit A.

**Section 9. Invoicing:** The CRAA shall pay all amounts due and payable within thirty days after CRAA’s receipt and approval of invoices in accordance with Schedules A, B and C. In addition to submitting completed Schedules A, B and C with each invoice, Consultant shall provide a progress report. The progress report shall, at a minimum, state what work was performed for the period of time being invoiced, state the expected work to be performed during the next invoice period, provide an updated schedule listing the dates for all deliverables, and identify any project risks (financial, schedule, project management or otherwise). Payment of the invoice may be withheld by the CRAA until the progress report is received. Consultants shall not submit more than one invoice on a single project per month without the prior written approval of the CRAA. Consultant agrees that CRAA may examine Consultant’s records to the extent necessary to verify invoices.

Unless directed otherwise in the contract documents all invoices shall be submitted to accountspayable@columbusairports.com or Columbus Regional Airport Authority, Accounts Payable Department, 4600 International Gateway, Columbus, OH 43219.

**Section 10. Suspension:** Upon written notice to the Consultant, CRAA may, without cause and without prejudice to any other right or remedy it may have, order the Consultant to suspend, delay or interrupt its performance of any or all of the services under this Agreement, in whole or in part, for such period of time as the CRAA may determine. In such case, the Consultant may be allowed an extension to the schedule(s) directly attributable to the suspension for the convenience of the CRAA. Immediately upon notice Consultant shall cease all performance of any work under this Agreement. Consultant shall be entitled to no additional compensation during such suspension but shall be compensated for authorized services performed prior and up to the time of suspension.

**Section 11. Termination for Convenience by CRAA:** Upon written notice to the Consultant, the CRAA may, without cause and without prejudice to any other right or remedy it may have, elect to terminate all or part of the Agreement. In such case, the CRAA will pay the Consultant for all services that the Consultant satisfactorily performed prior to the date of termination, based upon the percentage of work then completed and supporting documentation satisfactory to the CRAA demonstrating expenses actually incurred and services actually performed. Notwithstanding the foregoing, if the CRAA terminates this Agreement as a termination for convenience, but there exists an event of the Consultant’s default, the Consultant will be entitled to receive only such sums as it would be entitled to receive following the occurrence of an event of default as provided in Section 12.

**Section 12: Termination by the CRAA for Cause:** The CRAA may, after giving the Consultant 30 days’ written notice, except in the event of an emergency as determined by the CRAA in which case the CRAA need not give any advance notice, terminate this Agreement for default upon the occurrence of any of the following events as determined by the CRAA:

a. If the Consultant fails to perform the services in accordance with the Agreement including, but not limited to, failure to supply sufficient qualified staff or failure to prosecute the services promptly and diligently;

b. If the Consultant makes a general assignment for the benefit of creditors;

c. If the Consultant violates in any material way any provisions of the Contract Documents;

d. If the Consultant admits in writing an inability to pay its debts generally as they become due;
e. If a trustee, receiver, custodian, or agent of the Consultant is appointed under applicable law or under contract whose appointment of authority to take charge of property of the Consultant is for the purpose of enforcing a lien against such property or for the purpose of general administration of such property for the benefit of the Consultant’s creditors;

f. If the Consultant commences a voluntary action under any chapter of the United States Bankruptcy Code as now or hereafter in effect or if Consultant takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to bankruptcy or insolvency;

g. If a petition is filed against the Consultant under any chapter of the United States Bankruptcy Code as now or hereafter in effect at the time of filing or a petition is filed seeking any such equivalent or similar relief against the Consultant under any other federal or state law in effect at such time relating to bankruptcy or insolvency.

In the event of a termination, the CRAA shall have no further liability to Consultant. All notices under this Section 12 shall be given in accordance with Section 21 hereof.

In the event of such termination for cause pursuant to this Section 12 or for convenience pursuant to Section 11, Consultant shall promptly surrender to the CRAA all completed work and work in progress, and all materials, records and notes procured or produced pursuant to this Agreement.

Section 13. Termination by Consultant for Cause: If, through no act or fault of the Consultant, (1) all of Consultant’s services are suspended for a period of more than ninety (90) consecutive days by the CRAA, or (2) the CRAA fails to act on any request for payment within forty-five (45) days after it is submitted; or (3) the CRAA fails to pay the Consultant any sum within sixty (60) days of the date the sum is finally determined to be due, the Consultant may, upon ten (10) days’ written notice to the CRAA, terminate this Agreement and recover from the CRAA payment for all services performed by the Consultant to the date of termination. The provisions of this paragraph do not relieve the Consultant of its obligations to perform the services in accordance with the Agreement and without delay during disputes with the CRAA.

Section 14. Confidentiality: Except with CRAA’s prior written approval, during and after the term of this Agreement, Consultant and Consultant’s employees shall not disclose in any manner to any person other than the CRAA and its designated representatives, or as required by law, any CRAA Confidential Information obtained during the term of this Agreement concerning matters herein or the business of the CRAA. This provision shall survive for fifteen (15) years from the termination of this Agreement. Notwithstanding the foregoing, confidential information shall not include any information that: (a) is generally known to the public at the time of disclosure or becomes generally known through no breach of this Agreement on the part of the receiving party; (b) is in the receiving party’s possession at the time of disclosure otherwise than as a result of the receiving party’s breach of any legal obligation; (c) becomes known to the receiving party through disclosure by a third party having the legal right to disclose such confidential information; or (d) is independently developed by the receiving party without reference to or reliance upon the confidential information.

Section 15. Security and Safety: Consultant and all Consultant’s employees shall comply with CRAA rules and regulations governing the security, maintenance and safety of CRAA facilities. Failure of Consultant’s employees to abide by the rules and regulations of the CRAA may result in immediate termination of this Agreement.

Section 16. Ownership of Work Product: Consultant expressly acknowledges that all rights, title and interest to all work or work product including, but not limited to, all designs, concepts, know how, techniques, inventions, discoveries, improvements, trademarks, designs, artwork, and copyrightable subject matter developed or produced under this Agreement are the sole property of the CRAA and are subject to the restrictions provided in Section 14 hereof. Any authorized
representative of the CRAA shall at all reasonable times have the right to inspect and examine such documents or copies thereof when the same are in the possession of or at the office of the Consultant for working use. Immediately upon completion of the work, all such original documents shall be delivered to the CRAA. The Consultant may retain copies, including reproducible copies of documents, including in electronic form, prepared by Consultants and its Sub-Consultants pursuant to providing the services under this Agreement. Any unauthorized use of the work or work product will be at the sole risk of the entity making the unauthorized use.

Section 17. Taxes: Consultant agrees to pay and be responsible for all Federal, state and local income and payroll taxes and will file all required returns related to such taxes, contributions and payroll deductions.

Section 18. Time of Performance: The times of performance for the services under this Agreement shall be specified in Schedule A. Consultant recognizes that the time of performance is a critical term and that "time is of the essence" under this Agreement. Failure to timely meet the required performance schedule may result in immediate termination of this Agreement by CRAA.

Section 19. Force Majeure: If by reason of acts of God, winds, fires, epidemics, landslides, floods, droughts, famines, governmental authority, insurrection, military action, sabotage, civil disturbances, acts of terrorism, explosions or failure of utilities, either party is unable to carry out its obligations herein contained, neither party shall be in default during the continuance of such inability, notwithstanding the provisions of Section 18. Each party shall, however, remedy with all reasonable dispatch the cause or causes preventing it from carrying out its obligations hereunder.

The party claiming to be affected by an event of Force Majeure shall notify the other party in writing of the occurrence of such event as soon as possible, and shall, within fifteen days after the occurrence of such event, provide the other party with appropriate evidence in support of the occurrence of the event of Force Majeure and the period of its occurrence. If an event of Force Majeure occurs, both Parties shall immediately consult with each other regarding the performance of this Agreement, and shall immediately resume their respective obligations under this Agreement upon the termination or elimination of the event of Force Majeure.

Section 20. Equal Opportunity/Civil Rights:

Requirements of 49 CFR Part 26

It is the policy of the United States Department of Transportation ("DOT") that disadvantaged business enterprises as defined in 49 CFR Part 26 ("DBEs") shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this Agreement.

Consultant agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, Consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE/DBPs have the maximum opportunity to compete for and perform contracts.

The Consultant, sub-recipient or Sub-Consultant 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 the CRAA deems appropriate.
Consultant further agrees that each subcontract it signs with a Sub-Consultant will include the following language as required by 49 CFR Part 26.13:

“The Consultant, sub-recipient or Sub-Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Sub-Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Sub-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 the Columbus Regional Airport Authority deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible.”

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 Statutes and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

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 Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

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 Acts and the Regulations relative to Non-discrimination 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 Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
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, 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.

**Section 21. Notices:** All notices under this Agreement shall be given in writing and delivered by hand or by mail, postage prepaid, effective upon receipt at the address designated in Schedule A for Consultant and if for CRAA to:

General Counsel & Chief Administrative Officer
Columbus Regional Airport Authority
John Glenn Columbus International Airport
4600 International Gateway
Columbus, Ohio 43219

with copy to Manager, Legal Services

Any party to this Agreement may, by notice given in accordance with this Section 21, designate a new address or notices, requests, and demands to such party. Other communications shall be between the Project Managers as specified on Schedule A.

**Section 22. Changes in Scope of Services:** The CRAA may, from time to time, by written order of its Project Manager, make changes within the general scope of this Agreement, in the work and services to be performed by Consultant, in the timing or location of such work and services.

If any change causes an increase in the scope of work, additional cost to Consultant, or time required for the performance of any part of the services under this Agreement, an equitable adjustment shall be made to the time of performance of and the fee payable under this Agreement as may be negotiated with the CRAA. Such change shall be made only upon an executed amendment to this Agreement. Prior to commencing work on any services which the Consultant considers may constitute additional work the Consultant shall notify the CRAA in writing and shall submit written cost estimates for the tasks to be completed to the CRAA. No increase in fee or extension of time for performance shall be effective until the price to be paid for the additional services pursuant to the amendment to this Agreement is executed by the parties. Failure to notify the CRAA of additional work prior to commencing that work may result in non-payment for that additional work.

If any change results in a decrease in the Scope of Work, the CRAA shall pay Consultant for any services performed and costs incurred prior to receipt of such change order. Consultant shall not be entitled to any lost profits as a result of such decrease.

**Section 23. Indemnification:** To the fullest extent permitted by law, Consultant shall indemnify,
defend, and hold harmless the CRAA, and its directors, officers, employees, agents, contractors, subcontractors, lessees, and sublessees from and against all liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses including, but not limited to, fees of attorneys or other professional consultants of the CRAA’s own choosing, arising out of or resulting from the performance of the Agreement by the Consultant, provided that such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Consultant, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses are caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 23. The Consultant shall promptly reimburse the CRAA, and its successors and assigns, for any cost, expense, or fees of attorneys or other professional consultants of the CRAA’s own choosing incurred in connection with any such liabilities, claims, costs, suits, demands, actions, damages, judgments, fines, losses, and expenses, or incurred in enforcing the terms of the Agreement. The Consultant shall cause the indemnification provision to be included in every Subcontract that it enters into in furtherance of the Work.

The indemnification obligations under this Section 23 are not limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Consultant under workers’ compensation acts, disability benefit acts, other employee benefit acts, or under any insurance coverage required or provided in connection with the Project. The indemnification obligations contained herein shall apply only to the extent caused by the negligent acts or omissions of the Consultant, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such loss, claim, cause of action, damage or liability is caused in whole or in part by a party indemnified hereunder.

Section 24. Conflict of Interest

No elected official or employee of CRAA shall participate in any decision relating to this Agreement, which affects his or her personal or financial interest. Neither Consultant, its agents nor any other person on behalf of Consultant has paid or agreed to pay directly or indirectly, any person, firm, or corporation any money, reward, or valuable consideration for assistance in procuring this Agreement. Except with the CRAA’s actual knowledge and prior written consent, the Consultant must not engage in any activity, or accept any employment, interest, or contribution that would reasonably appear to compromise the Consultant’s professional judgment with respect to the Scope of Services.

Section 25. Insurance

During the term of this Agreement Consultant shall maintain (and shall cause its subcontractors, agents, or representative to maintain) insurance coverage that are reasonable and customary for its related business and industry, and in form and structure acceptable to the CRAA. Such insurance shall cover damages or losses which may be caused in whole or in part related to the work performed by Consultant or its subcontractors, agents, or representatives under this Agreement. Schedule H attached hereto shall specify types, terms, limits, retentions of insurance required and to be maintained throughout the term of this Agreement.

All insurance must be placed with companies that hold an A.M. Best Rating of A-, VII, or higher and are authorized to conduct business in the State of Ohio. If at any time during the required coverage term the insurance company’s rating is reduced below an A.M. Best rating of A-, the Consultant shall immediately notify the CRAA and, if required, obtain coverage from an alternate source with an acceptable rating. Consultant shall solely bear the burden of acquiring such insurance and of maintaining such insurance in full effect during the term of this Agreement and for any subsequent period specific in Schedule H.
Consultant will retain responsibility for funding all related retentions (deductibles and/or self-insured retentions) in the Consultant’s policies of insurance required under the terms of this Agreement. The CRAA reserves the right to review the Consultant’s financials to verify Consultant’s ability to pay any deductibles.

Prior to the execution of this Agreement, Consultant shall furnish to the CRAA certificate(s) of insurance that the required insurance is in effect and that it complies with the requirements of this clause. Consultant shall not allow or permit any subcontractor, agent, or representative to commence work on CRAA premises until the evidence of insurance required has been received by CRAA. All certificates of insurance submitted to the CRAA shall clearly disclose related deductibles and shall be submitted with copies of all required endorsements to its insurance policies. If the Consultant intends to materially change its coverage throughout the policy term or as part of the renewal, Consultant is required to give thirty (30) days advanced written notice to the CRAA. Additionally, the following statement must appear on the face of the certificates:

"Ten (10) days advance written notice of cancellation or intent to non-renew must be provided to the Columbus Regional Airport Authority. Columbus Regional Airport Authority, John Glenn Columbus International Airport, Rickenbacker International Airport, and Bolton Field, its officials, employees, agents and representatives are additional insured and provided waivers of subrogation as specified in and required by this contract and is evidenced by endorsements attached hereto."

The certificate of insurance must be signed by an authorized representative of the insurance companies providing coverage. All insurance certificate(s) shall be reissued to show continuity of coverage in alignment with this Agreement term and compliance by the Consultant of all specified provisions. Insurance certificates and notices shall be mailed by to the CRAA at the following address:

Columbus Regional Airport Authority  
Attn: Risk Management  
4600 International Gateway  
Columbus Ohio, 43219

By requiring insurance, the CRAA does not represent that insurance coverage is adequate to protect Consultant from any/all related financial losses and such coverage and limits shall not be deemed as a limitation on Consultant’s liability nor shall it limit the indemnification granted to CRAA in this Agreement.

Failure of the CRAA to demand such certificate or of the CRAA to identify a deficiency from evidence that is provided shall not be construed as a waiver of Consultant’s obligation to maintain such insurance.

In the event Consultant fails to keep in effect at all times the specified insurance coverage required under the terms of this Agreement, the CRAA may, in addition to any other remedies it may have, terminate this Agreement. Any insurance required to be carried shall be primary/noncontributory, and not excess to any other insurance carried by the CRAA.

Section 26. Dispute Resolution: In the event of a dispute arising out of this Agreement, the parties agree to initially attempt to resolve any dispute through good-faith negotiation between the parties. If after at least forty-five (45) days of good-faith efforts to resolve a dispute through negotiation, the parties are unable to resolve the dispute, either party may commence mediation.

a. Mediation. Any dispute arising out of or related to the Agreement that cannot be resolved through good-faith negotiation as provided above is subject to mediation as
provided in this Paragraph 26(a) as a condition precedent to the commencement of a legal proceeding by either party. The provisions of this Paragraph 26(a) shall survive the termination of the Contract. Mediation shall be commenced upon one party’s delivery to the other party of a written request for mediation. The request for mediation, however, shall not be made until after the expiration of forty-five (45) days after the initiation of good-faith negotiations. The mediation shall proceed as expeditiously as possible and be concluded in any event within one hundred twenty (120) days after the delivery of the request for mediation. If the mediation is not concluded within such period, then the parties shall no longer be bound thereby unless they agree to extend the period. The mediation shall otherwise be in accordance with procedures mutually agreed upon by the CRAA, the Consultant, and the mediator(s).

b. **Litigation.** Any Claim arising out of or related to the Agreement shall, after compliance with Paragraph 26(a), be subject to litigation. Except with the CRAA’s written consent, no litigation arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, any parties other than the CRAA and the Consultant. The CRAA’s consent to joinder must contain a specific reference to this Paragraph 26(b), and shall not be construed as consent to litigation involving any entity or claim not described therein. A legal proceeding relating to a dispute shall be commenced within a reasonable time after compliance with Paragraph 26(a), but in no event shall such legal proceeding be commenced after the date on which the institution of legal or equitable proceedings based on such claim would be barred by the applicable statute of limitations. All applicable statutes of limitation and/or repose shall be deemed tolled and suspended from the date on which the claim is initiated for good-faith negotiation through thirty (30) days after the conclusion of the mediation as provided in Paragraph 26(a). The provisions of this Paragraph 26(b) shall survive termination of the Contract.

**Section 27. Assignment:** This Agreement may not be delegated or assigned by Consultant without the CRAA’s consent and any delegation of duties or assignment of rights by Consultant is void unless Consultant has obtained the prior written consent of the CRAA which consent may be withheld. Notwithstanding the foregoing, each contract that the Consultant enters into with a Sub-Consultant is assigned by the Consultant to the CRAA provided that the assignment is effective only if this Agreement has been terminated by the CRAA and only for those contracts which the CRAA accepts by notifying the Sub-Consultant in writing.

**Section 28. No Assurances:** Consultant acknowledges that, by entering into this Agreement, the CRAA is not making any guaranty or other assurance as to the extent, if any, that CRAA will utilize Consultant’s services.

**Section 29. Captions:** The captions contained in this Agreement are included only for convenience of reference and do not define, limit, explain or modify this Agreement and are in no way to be construed as a part of this Agreement.

**Section 30. Incorporation of Regulations:** Consultant acknowledges and agrees that the services to be performed under this Agreement are subject to all applicable federal, state and local statutes, rules, regulations and assurances including all such statutes, rules, regulations and assurances which may be prerequisite to or a condition of the CRAA receiving any federal or state grant or loan or other governmental assistance. Consultant shall perform the services in compliance with such requirement including without limitation all applicable FAA requirements including those requirements, which may be attached as additional exhibits to this Agreement.

**Section 31. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio and venue shall be brought and held only in the Common Pleas
Court of Franklin County, Ohio. The Consultant and the CRAA consent to the exclusive jurisdiction of and venue in that court.

Section 32. Consultant Performance Evaluation: The CRAA will evaluate the Consultant’s contract performance according to the criteria enumerated on the Consultant Performance Evaluation Form (attached to this Agreement). The CRAA will use the evaluation scores in assessing the Consultant’s past performance when the Consultant submits statements of qualifications for future CRAA projects.

Section 33. No Personal Liability: No director, officer or employee of the CRAA shall be charged personally or held contractually liable by or to the Consultant under any term or provision of this Agreement or because of any event thereof or because of their execution or approval of this Agreement.

Section 34. Waiver: The failure of either party at any time to enforce any right or remedy available to it with respect to any breach or failure shall not be construed to be a waiver of such right or remedy with respect to any other breach or failure by the other party.

Section 35. Severability: If any provision of this Agreement is held to be illegal, invalid or inoperable, such provision shall not affect the remainder thereof or any other provision.

Section 36. Warrant of Authority: The parties certify that the persons executing this Agreement on their behalf are fully authorized to do so.

Section 37. Entire Agreement: This Agreement, together with all Schedules, Attachments and Exhibits contained herein, constitutes the entire Agreement between the parties in respect to its subject matter and supersedes all prior and contemporaneous agreements between the parties in connection with the same subject matter.

Section 38. Accounting Records: During the term of this Agreement including any renewal or extension hereof, and for a period of three years thereafter, or for such longer period of time as may be required by applicable FAA regulations and negotiated with Consultant the CRAA or a representative of the CRAA shall have the right, within two (2) weeks written notice to Consultant, to inspect and audit all of its books of account, records, and other documents, pertaining to payments made or to be made pursuant to this Agreement and Consultant shall make all such records, books, and other documents available at the place where these books and records are normally maintained; provided, that all such inspections and audits shall be conducted during regular business hours. These records will be open to inspection and subject to audit and/or reproduction by the CRAA or its representative within ten (10) working days of written notice by the CRAA. There will be an administrative fee of $100.00 per day, per requested item for records not received within the initial ten working day period. Consultant shall provide adequate work space and access to office equipment (copier and fax machines) at no charge if such inspections are required at the Consultant’s office. The Consultant shall allow the CRAA or their representative to interview all current or former employees to discuss matters pertinent to the performance of this Agreement.

Books of account and records as referred to in this Agreement shall include any and all information, materials, and data of every kind and character, including without limitation, financial statements, general ledgers, job cost reports, accounts payable, accounts receivable, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, subcontract files, commitments, arrangements, notes, daily diaries, project manager reports, drawings, receipts, vouchers and memoranda, written policies, time sheets, payroll registers, cancelled checks, original estimates, estimating work sheets, change order files, back charge logs and supporting documentation, trade discounts, insurance rebates and any and all other agreements or documents...
that may in the CRAA’s judgment have a bearing on or pertain to any matters, rights, duties or obligations under or covered by this Agreement. Such records subject to inspection shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. Such records shall be made available in hard copy as well as electronically (computer readable data) when available.

The Consultant shall require all payees (examples include, but are not limited to, Sub-consultants, insurance agents, material suppliers, etc.) to comply with the provisions of this Section by insertion of these requirements in any contract between Consultant and payee. Such requirements to include flow-down right of audit provision in contracts with payees will also apply to Sub-consultants, sub-Sub-consultants, material suppliers, etc. Consultant will cooperate fully and will cause all related parties and all of Consultant’s Sub-consultants (including those entering into lump sum subcontracts) to cooperate fully in furnishing or making available to the CRAA all required records. Consultant shall be held responsible for any financial impacts relating to payees who do not comply with this Section.

If an audit inspection in accordance with this Section discloses overpricing or overcharges (of any nature) by the Consultant to the CRAA in excess of one-half of one percent (0.5%) of the total contract billings, (1) the reasonable costs of the CRAA’s Audit department shall be reimbursed to the CRAA by the Consultant and (2) a fifteen percent (15%) penalty of the overpricing or overcharges shall be assessed. Any adjustments and/or payments which must be made as a result of the audit inspection, including any interest, audit costs and penalties, shall be made by the Consultant within a reasonable amount of time (not to exceed forty-five (45) days) from presentation of CRAA’s findings to Consultant.

Section 39. CAD Standards: The CRAA has two (2) separate information management needs: 1) record drawings management, and 2) geographic information system management. Two (2) separate standards have been specified in order to define the electronic deliverable requirements of these items.

Consultant shall create all drawings in accordance with CRAA CAD and GIS Standards. All drawings must be created using AutoDesk’s AutoCAD software, release 2004 or higher, as defined by the CRAA CAD and GIS Standards.

Consultants submitting database related information shall comply with the CRAA’s Geographical Information System (GIS) Standards, dated October 2004. All database files must be created in Access or in compatible software capable of importing data into Microsoft Access.

Specific detailed submittal requirements are defined in each standard. To obtain a copy of the CRAA Standards and for all questions related to them, please contact the CRAA GIS Supervisor at 614-239-5041.

Section 41. Americans with Disabilities/Title VI Compliance: Consultant shall ensure that all drawings developed pursuant to this Agreement are in compliance with the Americans with Disabilities Act, the Air Carriers Access Act, Title VI of the Civil Rights Act of 1964 (Limited English Proficiency), and all applicable regulations, advisory circulars, standards, guidance documents and similar materials including, if applicable, the 2010 ADA Standards for Accessible Design, as it may from time to time be revised. Corrections of any submissions not meeting current accessibility criteria will be the responsibility, including financial responsibility, of the Consultant.

See Suzanne Bell for language

Section 42. License: Consultants must comply with the statutory requirements of the State of Ohio relative to the licensing of corporations organized under the laws of any other state or country and other pertinent requirements for doing business in Ohio. Before an agreement will be awarded to a non-resident foreign corporation or a person or partnership of the State of Ohio, such non-resident foreign corporation, person or partnership shall provide the CRAA with a copy of its “Original Appointment of Agent” as filed with the Ohio Secretary of State.

IN WITNESS WHEREOF, Consultant and CRAA each caused this Agreement to be executed in their respective names by their duly authorized representatives, all as of the day and year first above written.

______________________________
CONSULTANT NAME

BY: ____________________________          BY: ____________________________

TITLE: ____________________________                   Joseph R. Nardone

President & CEO

DATE: ____________________________                       DATE: ____________________________
FISCAL OFFICER'S CERTIFICATE

I hereby certify that the amount WRITE IN WORDS ($____________) required to meet the contract, agreement, obligation or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the Treasury or in process of collection to the credit of the General Fund free from any obligation or certification now outstanding.

Randy Bush, CPA, CGMA
Chief Financial Officer
Columbus Regional Airport Authority

Date

DRAFT
EXHIBIT A: REIMBURSEMENT POLICY
COLUMBUS REGIONAL AIRPORT AUTHORITY

This policy establishes baseline requirements for reimbursement for project costs other than direct labor. This Policy applies to professional consultants, hereinafter referred to as “Consultant,” to the Columbus Regional Airport Authority, hereinafter referred to as “Authority.” These requirements shall only be modified by supplemental conditions noted in the contract or agreement, or by a written amendment to the contract or agreement with the approval of both parties. This policy shall not be changed or amended by Task Order issued against a Master Agreement.

In general, all reimbursement requests shall come from the consulting firm and not directly from the Consultant’s employees. All requests require complete and proper documentation and shall be necessary for the completion of the project. For other direct costs, Consultant shall be reimbursed only for actual costs incurred up to the current US General Services Agency (GSA) rate maximum Lodging and Meal & Incidental Expenses (M&IE) per day allowance; no markup of any type or amount shall be approved or paid by the Authority. As the Authority reserves the right to review and/or disallow any expenses, it is in the Consultant’s best interest to obtain written Authority approval before incurring any cost, which may be questionable.

At the project’s onset, the Consultant shall be required to stipulate those employees who will be assigned to an Authority project and the length of each employee’s assignment to the project. All approved expenses will be paid by the Authority in accordance with the established agreement/contract and not directly to the Consultant’s employees.

Without exception, expenses, which include reimbursement for the costs of meals or any other gratuity for employees of the Authority, shall be disallowed.

Definitions

**Daily Commuter:** A Consultant’s employee who travels one hundred (100) miles or less roundtrip from the Consultant’s operating office or residence (whichever is less) to the project site, and is not required to stay overnight. Where the employee is considered a “daily commuter” by the Authority, the Consultant shall not be reimbursed for any expenses.

If the Consultant’s employee travel is more than twelve (12) hours, the Authority shall reimburse actual costs not to exceed seventy-five percent (75%) of the current US General Services Agency (GSA) rate maximum Meal & Incidental Expenses (M&IE) per day allowance. If travel is less than twelve (12) hours, the Authority will not pay any Meal & Incidental Expenses (M&IE).

**Day Traveler:** A Consultant’s employee who travels more than one hundred (100) miles roundtrip from the Consultant’s operating office or residence (whichever is less) to the project site, and is not required to stay overnight. Where the employee is considered a “day traveler” by the Authority, the Consultant shall be reimbursed for mileage at the GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates, not to exceed $150 per day.

In the event that the Consultant’s employee does not choose to drive to the Authority air transportation shall include Consultant employee’s trip to the Authority project location to begin Work on the project and trip back to Consultant’s operating office or personal residence at the completion of the Work.

The Authority shall retain the option to determine when the Authority’s needs are best served and most cost effective by requiring the Consultant to utilize Air Transportation.

If the Consultant’s employee travel is more than twelve (12) hours, the Authority shall reimburse actual costs not to exceed seventy-five percent (75%) of the current US General Services Agency (GSA) rate maximum Meal & Incidental Expenses (M&IE) per day allowance. If travel is less than twelve (12) hours, the Authority will not pay any Meal & Incidental Expenses (M&IE).

**Overnight Traveler:** A Consultant’s employee who travels more than one hundred (100) miles roundtrip from the Consultant’s operating office or residence (whichever is less) and is required to stay overnight on the
Authority’s behalf. Where the employee is considered an “overnight traveler” by the Authority, the following reimbursement shall apply:

1. Reimbursement for Actual Costs not to exceed the current US General Services Agency (GSA) rate maximum Lodging and Meal & Incidental Expenses (M&I E) per day allowance which is established for the city, state and zip code of the location and includes the cost of lodging, meals and incidental expenses. See also #6 in this section.

2. If the Authority requires the Consultant to travel multiple times for the same project (e.g. project status meetings; board and executive staff presentations; inspections) and approved by the Project Manager in writing in advance, the Consultant’s employee shall be reimbursed for mileage at the GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates for the first trip to the Authority and the last trip from the Authority of each visit requested, not to exceed the cost of Air Transportation as specified below.

3. The Consultant’s employee shall be reimbursed for mileage at the GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates, for the first trip to the Authority and the last trip from the Authority, not to exceed the cost of Air Transportation as specified below.

4. The Authority shall determine at what point it becomes more cost-effective to provide temporary housing in the form of an apartment rather than a hotel.

The following charges shall be allowable as lodging costs when Consultant’s employee is provided an apartment as lodging for long-term temporary assignments: apartment rental; cost of connection, use, and disconnection of utilities; and cable TV.

5. The Authority shall retain the option to determine at what point the Authority’s needs are better served by relocating the employee to Central Ohio.

6. Per Diem Rates for other states and non-United States Travel. This section establishes baseline per diem rate policy for travel costs that are subject to the Authority’s Exhibit A Consultant Reimbursement Policy when project requirements require travel outside of Ohio or outside of the United States.

   a) The daily-allowed per diem rate for travel in other countries shall be in accordance with the current U.S. Department of State per diem guidelines for the country of the location and including the cost of lodging, meals, and incidental expenses. The URL for the rate information is: www.gsa.gov/perdiem.

   b) The daily-allowed per diem rate for travel in states other than Ohio, shall be in accordance with the current GSA per diem guidelines for the city of the location and including the cost of lodging, meals, and incidental expenses. The URL for the rate information is: www.gsa.gov/perdiem.

**Air Transportation**

In the event that the Consultant’s employee does not choose to drive to the Authority (per “Overnight Traveler” #2); air transportation shall include Consultant employee’s first trip to the Authority project location to begin the project, last trip back to Consultant’s operating office or personal residence at the completion of the project, or travel on behalf of the Authority outside of central Ohio.

1. Travel plans shall be filed with the Authority Project Manager as far in advance (but at least 24 hours) as possible. Plans shall specify purpose of travel, personnel involved, and proposed deviations from this reimbursement policy, if any. The Authority reserves the right to disallow any travel, which it deems unnecessary for completion of the project. Exceptions to this policy shall be considered on a case-by-case basis.

2. Reimbursable air transportation for out-of-state travel shall be provided by commercial airlines, coach seating, and shall be receipted. If possible, advantage should be taken of special rates or discounts and flights should be scheduled as far in advance as possible. The Authority shall reimburse the expense of one checked bag, if applicable. The Authority shall not reimburse expenses for upgrades within coach seating areas.

3. Transferable premiums or discounts with cash value, if any, shall become the property of the Authority.
4. The Authority shall reimburse Consultant for documented airfare penalty or cancellation charges incurred by Consultant's employee in the event the Authority alters the work schedule after an airline ticket commitment has been made and filed with the Authority Project Manager. Penalties and/or cancellation charges incurred through no fault of the Authority shall not be reimbursed.

5. Consultant employees are personally liable for any charges assessed for unused travel reservations that are not released within the time limits specified.

**Lease/Purchase of Capital Equipment and Other Non-consumable Items**

**Capital Item Definition:** A capital item costs more than $1,000.00 and/or has a useful life of one (1) year or more.

1. All contracts involving capital purchases shall stipulate that ownership of all items purchased shall be retained by the Authority.

2. The Consultant shall provide specifications for the rental, lease or purchase of capital item(s) to the Authority Project Manager who shall review them for reasonableness and appropriateness. The Authority Project Manager shall forward the specifications to the Authority's Office of Contracts and Procurement (OCP), which will perform a cost analysis to determine the best methodology for obtaining the capital item(s), including soliciting bids. If solicited by the OCP, the OCP shall provide all bids that meet the approved specifications to the Consultant. The Consultant shall then rent/lease/purchase the item(s) from the lowest bidder, unless the Consultant can provide to the OCP an acceptable justification for obtaining the item(s) from another bidder. Any deviation from this procedure requires prior written approval from the OCP; otherwise, the Authority reserves the right to disallow reimbursement for capital items.

3. All data processing equipment shall be approved by the Authority's Technology Services Department and the OCP prior to purchase or lease.

4. Before any vehicle or other major equipment item(s) can be rented, leased or purchased, the Consultant shall provide to the Authority adequate justification of need, including which employee(s) will have use of the equipment and how long the equipment shall be needed. The Authority reserves the right to determine whether the vehicle or equipment suits the needs of the project and the Authority. The Authority shall provide written notification of the permissions.

5. Rented, leased, or purchased vehicles shall only be provided for the project if other means of on-the-job transportation cannot be provided by the Consultant or the Authority. Whenever practical, the Consultant shall be required to provide his/her own vehicle(s). Vehicles used for travel on the job site shall be reimbursed a mutually agreed upon daily allowance (to cover fuel, miscellaneous operating expenses only), per vehicle, whether rented, leased or owned, for non-commuting job site travel. For environmental purposes, the Consultant is encouraged to car pool when practical. If an Authority-owned vehicle is provided, no reimbursement shall be allowed. If approved, rental vehicles shall be reimbursed as other direct costs. The Authority shall not be responsible for insurance on rental vehicles.

6. The Consultant shall be required to maintain a current detailed inventory of all items purchased with Authority funds. This inventory list (in its entirety) will be provided with each invoice. At the termination of the contract or agreement, the Consultant shall be required to repair or replace any equipment prior to transfer to the Authority, normal wear and tear excepted.

**Maintenance of Office Space**

1. The Authority shall not consider any cost associated with the establishment of a place of business in Columbus, Ohio as reasonable expenses. The Consultant shall be responsible for his own local office facilities, including rent, office furnishings, and other costs not directly related to the Authority's project.

2. The Authority shall reimburse for the reasonable costs of maintaining a project management office at the project site. Furnishings shall be purchased in accordance with the procedures outlined in the purchasing of capital items as previously outlined.
**Miscellaneous Items**

1. The Authority reserves the right to question any item submitted for payment and may reduce, modify or refuse to pay any item, which is deemed unreasonable, unnecessary for the completion of the project, or incompatible with Authority reimbursement policies.

2. The Authority shall not reimburse for the following:
   - personal phone calls
   - clothing
   - coffee / bottled water service
   - gifts, gratuities and favors for Authority employees
   - fines and penalties
   - gifts, gratuities and favors for non-Authority personnel
   - first class airfare
   - donations
   - entertainment expenses including movies
   - damaged personal possessions
   - alcoholic beverages
   - losses due to theft during travel
   - barber/hair stylist, manicures, massages, etc.
   - laundry
   - clothing
   - gifts, gratuities and favors for non-Authority personnel
   - donations
   - entertainment expenses including movies
   - damaged personal possessions
   - alcoholic beverages
   - losses due to theft during travel
   - barber/hair stylist, manicures, massages, etc.
   - laundry

In accordance with the Ohio Revised Code (ORC) Section 5739.02 (B) (13) the Authority is exempt from taxation therefore, goods or services sold to a contractor or consultant for incorporation into a building or project under a contract or an agreement with the Authority are exempt from sales tax. The Authority shall not reimburse for any taxes paid by Consultant for any of the tax-exempt qualified expenses submitted as a reimbursable expense. To be exempt from taxation on goods and services heretofore identified as reimbursable, Consultant must submit to each vendor or service provider a tax-exempt form with the Authority’s tax-exempt ID number. Under no circumstances shall Consultant be reimbursed for taxes incurred on goods and services for which no tax-exempt form was submitted to the vendor or service provider.

The Authority’s Tax ID number is: 31-1335829

Please contact the Ohio Taxation Department at [http://www.tax.ohio.gov/portals/0/forms/fill-in/sales_and_use/exemption_certificates/ST_STEC_12_F1.pdf](http://www.tax.ohio.gov/portals/0/forms/fill-in/sales_and_use/exemption_certificates/ST_STEC_12_F1.pdf) to obtain the proper form.
**Consultant Reimbursement Form**

*Consultant shall complete this form for monthly travel reimbursement requests.*  
*All currency rates on this form are expressed in United States Dollars (USD).*

<table>
<thead>
<tr>
<th>Project</th>
<th>Date</th>
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<tbody>
<tr>
<td>Consultant</td>
<td>Employee</td>
</tr>
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**Daily Commuter:** An assignment in which the Consultant is less than or equal to one hundred (100) miles roundtrip from the Consultant’s operating office or residence (whichever is less) to the project site.

<table>
<thead>
<tr>
<th>Date</th>
<th><strong>Actual cost</strong> not to exceed seventy-five percent (75%) of the current US General Services Agency rate maximum Meal &amp; Incidental Expenses per day allowance</th>
<th>Total</th>
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<tr>
<th>Date</th>
<th><strong>Mileage</strong> not to exceed $150 per day</th>
<th><strong>Lodging/Meals</strong> not to exceed seventy-five percent (75%) the current US General Services Agency rate maximum Lodging and Meal &amp; Incidental Expenses per day allowance</th>
<th>Total</th>
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**Day Traveler:** An assignment in which the Consultant is more than one hundred (100) miles roundtrip from the Consultant’s operating office.

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<thead>
<tr>
<th>Date</th>
<th><strong>Mileage</strong>* not to exceed $150 per day</th>
<th><strong>Lodging/Meals</strong> not to exceed seventy-five percent (75%) the current US General Services Agency rate maximum Lodging and Meal &amp; Incidental Expenses per day allowance</th>
<th>Total</th>
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**Overnight Traveler:** An assignment in which the Consultant is more than one hundred (100) miles roundtrip from the Consultant’s operating office and is required to stay overnight on the Authority’s behalf.

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<thead>
<tr>
<th>Date</th>
<th><strong>Mileage</strong></th>
<th><strong>Lodging/Meals</strong></th>
<th>Total</th>
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**Travel:** Air Transportation, Ground Transportation, or Mileage for travel on behalf of the Authority

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<tr>
<th>Date</th>
<th><strong>Mileage</strong>*</th>
<th><strong>Airfare or Ground Transportation</strong> Amount</th>
<th>Total</th>
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**Job Site Travel:** a mutually agreed to rate at commencement of the contract

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<tr>
<th>Date</th>
<th><strong>Number of Vehicles</strong></th>
<th><strong>Per Vehicle Charge</strong></th>
<th><strong>Total</strong></th>
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Approved: _____________________________________________      Date: __________________

CRAA Project Manager

*For mileage reimbursement, a MapQuest sheet detailing total miles traveled between locations must be attached.*
SCHEDULE A
PROFESSIONAL SERVICES AGREEMENT
COLUMBUS REGIONAL AIRPORT AUTHORITY

1. Consultant's Name and Address:

________________________________________________________________________

________________________________________________________________________

Telephone: __________________________ Fax: __________________________

Email: __________________________

Attention: __________________________

2. Type of Entity: __________________________

Organized under the laws of the State of __________________________

Qualified to do business in the State of Ohio: Yes ☐ No ☐

3. Description of Services: Please provide brief description below. For specific scope, reference attached Agreement Scope of Services attached to this Schedule A as Attachment B, which is by reference is incorporated into and made a part of this agreement.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Consultant's employees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Description</th>
<th>Special Qualifications</th>
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5. Project Manager:

Consultant: __________________________
CRAA: __________________________
6. Compensation:
   - Lump Sum of $________
   - Hourly basis not to exceed basis (based on Attachment A: Consultant Rate Determination Worksheet)

   **Maximum compensation** payable under this Agreement including reimbursable expenses: $________.

7. Term:
   Commencing:
   - Upon execution of this Agreement
   - _______________________________________________________________________

   Ending: ___________________________________________________________________

8. Schedule and Time of Performance:
   - Services will be performed on an as needed basis as directed by the CRAA’s Project Manager
   - Scheduled as follows: ___________________________________________________________________

9. Invoicing and Payment:
   Consultant shall provide invoices:
   - once per month
   - upon completion of the project
   - ___________________________________________________________________

10. Equipment and Supplies provided by CRAA: ___________________________________________________________________

11. DBP (DBE if Federal Funds Used) Participation: ___________________________________________________________________

12. Reimbursable Expenses:
   - All reasonable and necessary out-of-pocket project expenses which may include, but not be limited to, travel, parking, food and lodging, rental cars, and postage.
   - ___________________________________________________________________

13. Supplemental Conditions: ___________________________________________________________________
ATTACHMENT A: CONSULTANT HOURLY WAGE RATE DETERMINATION

<Audit Services Department approved Wages would be listed here> - delete the highlighted area before finalizing document
Columbus Regional Airport Authority  
Guide for Completing Consulting Services WRD Form

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Wage Rate Determination Overview

The Authority requires specific documentation of proposed cost and pricing data from the highest ranked Consultant and each sub-consultant. The following instructions will assist in the accurate completion of the Consultant Hourly WRD Worksheets.

The highest ranked Consultant and related sub-consultants shall provide the following information to the Authority within five (5) business days after the Notice of Intent to Negotiate has been received. Failure to provide such information in a timely manner may result in a decision by CRAA to discontinue negotiations with the highest-ranked consultant and to begin negotiations with the next highest-ranked consultant.

It is the prime consultant’s responsibility to supply the Worksheet and Instructions to each sub-consultant. The sub-consultant will return these completed items to the prime consultant, or directly to CRAA’s Audit Dept., in the electronic format specified by the Authority. Sub-consultants’ documents are required within the same five (5) business day timeframe noted in the above paragraph.

All documents shall be provided in an electronic format to the CRAA Project Manager assigned to the project and/or CRAA Internal Audit. Any information considered confidential should be marked or transmitted as such.
# Exhibit 1

**Columbus Regional Airport Authority**

**Consultant Hourly Wage Rate Determination (WRD) Worksheet**

Once the CRAA has issued a Notice of Intent to Negotiate this worksheet shall be completed, in Excel format, in its entirety in order to begin fee negotiations. To ensure accurate completion of this Worksheet, refer to the Consultant Hourly Rate Determination Cost and Pricing Data Requirements (WRD Instructions) provided with this form. Current, detailed payroll registers for 2 recent pay periods shall always accompany the Hourly Rate.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>As Submitted by Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm's Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Job Title</th>
<th>Actual Hourly Rate</th>
<th>Overhead (2)</th>
<th>Profit (3)</th>
<th>Loaded Hourly Rate (A+B+C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name, First Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Example: Doe, Jane (at 140% OH and 8% Profit)</td>
<td>Project Assistant</td>
<td>$15.00</td>
<td>$21.00</td>
<td>$2.88</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>7</td>
<td></td>
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</tr>
</tbody>
</table>

**Notes:**

1. List all staff (employees only) that may work on the project and their actual base hourly compensation each time the form is submitted. After completion of fee negotiations and execution of a contract between the CRAA and the lowest-ranked proposer, this form shall be updated within 30 days of any personnel changes and resubmitted (along with two recent payrolls) to the Project Manager for approval. This calculation is Column A times the overhead percentage.

2. If the profit percentage exceeds 8.0%, provide documentation necessary to justify the unique circumstances that would warrant a higher percentage. This calculation is Column A plus Column B times the profit percentage shown in Column C.

3. Do not include employees whose wages are included in overhead. Example: Estimating, Safety, Economic inclusion, Admin.

H/S - Indicate whether the employee is hourly or salaried.

*Effective 09/01/2016*
All consultants and sub-consultants are required to submit, at a minimum, the following documents:

1. WRD – Hourly Rate (WRD & Payroll reports)

   a. **WRD form** - The prime Proposer and related sub-consultants shall complete the electronic Excel (non-Excel version will not be accepted) Consultant Hourly Wage Rate Determination (WRD) worksheet in its entirety (do not make any entries or changes on the 2nd tab of the worksheet labeled ‘for CRAA use only’). Complete the following:

      i. Name of each employee (not sub-consultants) planned to work on the project
      ii. Job classification
      iii. Hourly or salaried
      iv. Current hourly base rate of pay. This is the raw wage rate (no fringes, burden, etc.)
      v. The Authority considers a raw (base) rate of pay greater than $150/hour excessive and limits the raw rate accordingly.
      vi. Requested overhead/o/h rate percentage (this is your actual o/h rate, gross)
      vii. Profit rate requested

   b. **Payroll registers** - Current detailed payroll registers covering the last two pay periods that support the current hourly base rate of pay. Payroll registers should show, at a minimum:

      i. Each employee planned to work on the job
      ii. Actual hourly rate of pay (or enough information to easily calculate an hourly rate, such as annual salary)
      iii. Hours worked
      iv. Payroll deductions
      v. All other information typically stated on a payroll register.
      vi. Registers must be actual payroll registers. Certifications by officers, Excel spreadsheets listing employees and pay rates, etc. cannot be accepted.
c. WRD Adjustments

i. Adding employees to an approved WRD

1. If during the contract you must add employees to the WRD, submit the following information for each employee to your Project Manager:
   a. Employee’s full name
   b. Position
   c. Hourly rate requested
   d. Whether they are paid hourly or salary
   e. Two recent detailed payroll registers

2. The Authority’s Audit Services Department will make the appropriate additions to the master WRD and send you a new, approved WRD.

3. Please try to plan ahead, limiting the number of requests to add employees.

ii. Requesting a rate increase

1. In order to better align the timing of Wage Rate Increases with the contract’s actual annual increases, we will allow one increase during the first 12 months of the contract. This increase will set the timing of future increases for the duration of the contract.

2. At the end of each twelve (12) month period following the initial adjustment, an adjustment to actual hourly rates may be requested by submitting the following to the CRAA Project Manager:
   a. All items listed above in ‘1. a. WRD form,’ with the following exceptions:
      i. 1. a. vi. – enter the overhead rate agreed to for the project.
      ii. 1. a. vii. – enter the profit rate agreed to for the project.
b. All items listed above in ‘1. b. Payroll Registers.’

3. If approved by the Authority, Actual Hourly Rates may be adjusted by the lesser of the following:

   i. The actual wage rate increase or decrease paid to the employee; or
   ii. The average percentage increase Authority Personnel receive, approved by the Board in the Annual Budget at the November Board meetings of the previous year.

   This percentage change applies only to the actual hourly rate. The overhead and profit percentages remain the same throughout the contract.

iii. Requesting a rate decrease

1. Any time the contractor decreases rates paid to its employees, the contractor will submit (within 30 calendar days of the payroll decrease) the following to the CRAA Project Manager:

   a. All items listed above in ‘1. a. WRD form,’ with the following exceptions:

      i. a. vi. – enter the overhead rate agreed to for the project.
      ii. a. vii. – enter the profit rate agreed to for the project.

   b. All items listed above in ‘1. b. Payroll Registers’ however the two payroll register should be submitted as follows:

      i. The payroll register covering the pay period immediately before the decrease
      ii. The payroll register covering the first pay period of the decrease

   This change applies only to the actual hourly rate. The overhead and profit percentages remain the same throughout the contract.
2. WRD – Overhead Rate (Overhead Rates will not exceed 200%)

   a. Firms Prequalified under ODOT

      i. Insert ODOT approved rate on WRD Worksheet.

      ii. Submit the following documents in order for the Authority to verify the ODOT approved overhead rate:

          1. ODOT Cognizant Letter of Concurrence
          2. Associated Complete FAR Audit Report
          3. Supporting Indirect Cost Schedule

   b. Firms without Current ODOT Cognizant Letter of Concurrence

      i. Submit the following documents:

          1. Prior 5 year terms ODOT Cognizant Letter of Concurrence
          2. Current Complete 3rd Party FAR Audit Report
          3. Associated Financial Statement
          4. Supporting Indirect Cost Schedule

   c. Firms not pre-qualified by ODOT in past 5 years

      i. If the requested rate is *less than ODOTs weighted average overhead rate*, submit the following documents:

          1. Current Complete 3rd Party FAR Audit Report
          2. Associated Financial Statements
          3. Supporting Indirect Cost Schedule

      ii. If the requested rate is *greater than ODOTs weighted average overhead rate*, submit the following documents for review and verification:

          1. Current Complete 3rd Party FAR Audit Report
          2. Associated Audited Financial Statements
          3. Supporting Indirect Cost Schedule
          4. Detailed General Ledger(GL) of most recent full fiscal year (GL should agree to financial statements, if not, a reconciliation must be provided)
5. Detail of all costs (other than labor) included in the overhead or indirect costs that are chargeable to/reimbursable under this or any other project. Examples of these cost categories are:

a. Travel
b. Equipment rental
c. Specialized test equipment for other projects
d. Blueprint, Drawing, or report preparation/reproduction
e. Supplies
f. Site costs/costs of special on-site projects
g. Sub-consultant costs/outside labor or services

Explain how costs which are directly reimbursable by other customers are accounted for. If the reimbursements are included in gross revenues and not netted against the related expenses, the reimbursed amount will be removed from the overhead calculation.

d. Firms with no Third Party FAR

i. Use the airport’s standard labor overhead rate of 110% plus 8% profit.

3. WRD - Profit.

The Authority considers both Federal DOT and FAR guidelines in establishing a fair and reasonable profit. All firms must provide justification if requesting profit rates in excess of eight (8.0%) percent.

The final profit rate will remain in effect for the life of the contract.

4. Other Direct Costs (ODC).

In addition to the WRD, a schedule of ODC for this project is required.

a. Identify all Other Direct Costs for this project and the rationale used as a basis for the costs.

i. Do not include any costs that are a component of Indirect Overhead, including items that have been depreciated.
ii. For each ODC, provide the unit price and/or rate with supporting rationale, historical data and estimating methodology used to validate it

iii. **Failure to identify ODCs with submission of the WRD results in a presumption that there are no ODCs (highlighted for emphasis) for this work.**

iv. ODC will be reimbursed according to the Authority’s expense reimbursement policy once the consultant has submitted proper documentation (invoice, etc.)

v. In accordance with Authority policy, Consultants shall not markup ODC.

5. **Sub-consultant Costs**

In accordance with Authority policy, Consultants shall not markup sub-consultant costs, unless/except as noted in the contract.

1. **Miscellaneous Information**

   a. Do not protect any Excel electronic forms submitted other than, possibly, a password to open. If a password is required to open the document, please remember to advise the Authority of the password.

6. **Miscellaneous**

Further requests for records may be made by other members or representatives of the Authority. Proposer and subconsultants shall cooperate fully when supplying the information needed to verify the Cost and Pricing Data.

The Authority, at its option, may elect not to verify certain costs at the time of negotiation; however, the Proposer and each subconsultant are required to submit all information according to the guidelines above. At any time during or after the contract (within the guidelines of the contract provisions) the Authority may request further verification of the submitted costs or multipliers.
Financial records required may include, but are not limited to, the Proposer’s financial statements, general ledger, receivable and payable records, payroll and related benefit records, equipment records and related financial systems.

Helpful Website Links

1. Ohio Department of Transportation includes helpful information regarding the Federal Acquisition Regulation (FAR) Part 31 and the American Association of State Highway and Transportation Officials’ (AASHTO) Uniform Audit & Accounting Guide at the following link: http://www.dot.state.oh.us/Divisions/Finance/Auditing/Pages/Consultants.aspx

2. This CRAA’s Consultants’ Guide for Completing WRD Forms can be found on the Columbus Regional Airport Authority’s website at the following link: http://columbusairport.com/files/doing-business/pdfs/craa-wage-rate-determination-2015.pdf
## WRD OVERHEAD DETERMINATION PROCESS OVERVIEW

<table>
<thead>
<tr>
<th>Estimated Agreement Value</th>
<th>Current ODOT Prequalified?</th>
<th>Overhead Rate</th>
<th>Review</th>
<th>Docs Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $50,000</td>
<td>N/A</td>
<td>N/A</td>
<td>PM negotiates as Lump Sum w/Procurement support</td>
<td>None</td>
</tr>
<tr>
<td>≥ $50,000</td>
<td>Yes</td>
<td>Accept ODOT Rate</td>
<td>None</td>
<td>ODOT Letter of Concurrence; Associated Audit Report; Supporting Indirect Cost Schedule</td>
</tr>
</tbody>
</table>

If no ODOT Letter of Concurrence is currently in place:

<table>
<thead>
<tr>
<th>ODOT Prequalified in last 5 years</th>
<th>Requested Rate</th>
<th>Docs Required</th>
<th>Review</th>
<th>Overhead Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Any</td>
<td>Previous ODOT Letter of Concurrence; Current 3rd Party FAR 31 Audit Report; Methodology is in Associated Audit Report; Supporting Indirect Cost Schedule</td>
<td>Accept prior approved ODOT rate; If not aligned, accept FAR rate.</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>&lt; Average Overhead rate as published by ODOT</td>
<td>Current 3rd Party FAR 31 Audit Report; Indirect Cost Schedule</td>
<td>Accept rate supported by FAR Rate or indirect cost schedule</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>&gt; Average Overhead rate as published by ODOT</td>
<td>Current 3rd Party FAR 31 Audit Report; Indirect Cost Schedule; Detailed Financial Statements; Detailed GL</td>
<td>Desk Review</td>
<td>No errors noted during review - accept rate supported by FAR rate or indirect cost schedule - otherwise discuss mutually agreed rate.</td>
</tr>
</tbody>
</table>

If no 3rd Party FAR 31 Audit Report or supporting indirect cost schedule is available, State’s Safe Harbor overhead rate (currently 110%) will apply.

In addition, all firms will need to provide 2 detailed payroll reports for each person listed on the following WRD form. Wage determination will be established with agreement that compensation adjustments of the lesser of the actual wage change or the average percentage increase Authority Personnel receive (approved by the Board in the Annual Budget at the November Board meeting of the previous year) in a given 12 month period are deemed reasonable / customary. Any adjustments that exceed that level must be approved by CRAA, in advance and in writing.
# Diversity Business Enterprise (DBE) / Diversity Business Partner (DBP) Utilization Form

## Project Details

- **Project Name:**
- **Project Number:**
- **Prime Contractor:**
- **Contract Agreement No.:**
- **Prime’s Tax ID:**
- **Period Ending:**
- **Invoice/App. Date:**
- **DBE/DBP Goal:**
- **Contract Value:**

## Subcontractors (1st thru multi-thr & Tax ID)

<table>
<thead>
<tr>
<th>Certification(s)</th>
<th>subcontractor</th>
<th>Original Contract</th>
<th>Current Contract Amount</th>
<th>Amount Paid to Date</th>
<th>% Paid To Date</th>
<th>Contract Start Date (MM/DD/YYYY)</th>
<th>Contract End Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Suppliers (1st thru multi-thr & Tax ID)

<table>
<thead>
<tr>
<th>Certification(s)</th>
<th>supplier</th>
<th>% of Original Contract Amount</th>
<th>Amount Paid to Date</th>
<th>% Paid to Date</th>
<th>Contract Start Date (MM/DD/YYYY)</th>
<th>Contract End Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

## Totals

<table>
<thead>
<tr>
<th>Total Subcontractor Amount</th>
<th>Total Supplier Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

---

**NOTE:** List all DBP Subcontractors/Subcontacts on form. Include all paid invoices that have not yet been made. Click on all to open drop-down box and select appropriate certification(s). Final Contract value of DBE/DBP contract shall. Please use the following BDES (AA - African American MS - Minority Supplier; BI - Hispanic MS; BI - Minority Supplier; BI - Other Protected Class) certificate(s) to open drop down box and select one of the above types.

DBE - Disadvantaged Business Enterprise; DBP - Disadvantaged Business Partner; DBE - Disadvantaged Business Enterprise; DBC - Disadvantaged Business Enterprise.

**Prime Contractor’s Signature:**

JOHN GLENN COLUSUS - ROCKENBARGER - BOLTON
6600 International Gateway
Columbus, OH 43219
(614) 299-4000

**Date:**
## APPLICATION AND CERTIFICATION FOR PAYMENT

<table>
<thead>
<tr>
<th>TO OWNER:</th>
<th>PROJECT:</th>
<th>APPLICATION NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Regional Airport Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4600 International Gateway</td>
<td></td>
<td></td>
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<tr>
<td>Columbus, OH 43219</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM CONSULTANT:</th>
<th>TASK ORDER/CONTRACT #:</th>
<th>INVOICE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>SERVICE ORDER #:</th>
<th>INVOICE DATE:</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

## CONSULTANT INVOICE CHECKLIST

- The total amounts of the contract and amendments, as indicated on the invoice, correspond to the amounts shown on the original contract and the amendment agreements.
- The Sub-Consultant invoiced amounts are within the amounts authorized to date.
- Has the total charged in the invoice are as shown in the contract.
- For contracts where the fixed (net) percentage fee being charged is proportional to the percentage of the contract being invoiced.
- The percentage of the contract not invoiced is equal to the percentage of work completed, and does not exceed established milestones or payments for work completed.
- The amounts and invoiced rates are shown in their corresponding balance.
- A progress report and updated schedule are included with the invoice.
- The math on the invoice has been checked and is accurate.
- Sales tax has not been charged on reimbursable items.
- The amount charged for mileage reimbursement is no more than the federal limit.
- Receipts for all reimbursable expenses have been submitted with the invoice.
- DIB Invoice Disbursement Form has been filled out and submitted with the invoice.

Signature below certifies sufficient funds remain in the contract to perform the remainder of the work as scoped.

PM: 

DATE: 

<table>
<thead>
<tr>
<th>ORIGINAL CONTRACT/ TASK ORDER</th>
<th>APPROVED AMENDMENTS</th>
<th>TOTAL AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$ -</td>
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</table>

<table>
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<tr>
<th>PRIME SERVICES THIS PERIOD</th>
<th>SUBCONSULTANT SERVICES THIS PERIOD</th>
<th>REIMBURSABLES THIS PERIOD</th>
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<tr>
<th>TOTAL BILLING THIS PERIOD</th>
<th>PREVIOUSLY BILLED</th>
<th>TOTAL BILLED TO DATE</th>
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<tbody>
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<th>AUTHORIZED TO DATE</th>
<th>BILLED TO DATE</th>
<th>AUTHORIZATION REMAINING</th>
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<tbody>
<tr>
<td>$ -</td>
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### Application and Certification for Payment

**Page Two**

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<th>APPLICATION NO:</th>
<th>PROJECT #:</th>
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<td>Columbus, OH 43219</td>
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<th>FROM CONSULTANT:</th>
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<th>INVOICE #:</th>
<th>SERVICE ORDER #:</th>
<th>INVOICE DATE:</th>
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### Travel Reimbursables

#### Day Travel

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Vehicle Rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Travel** $ -

#### Overnight Travel

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Mileage</td>
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<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Vehicle Rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Travel** $ -

**Total Travel** $ -

### Project Reimbursables

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Copies</td>
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<tr>
<td>Plots</td>
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<tr>
<td>Permits</td>
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<tr>
<td>Postage</td>
<td>$ -</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>$ -</td>
</tr>
<tr>
<td>Vehicle Rentals</td>
<td>$ -</td>
</tr>
<tr>
<td>Fuel</td>
<td>$ -</td>
</tr>
<tr>
<td>Misc</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Total** $ -
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Name of Consultant:</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>DBE/DBP:</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Name of Primary Contact for Consultant:</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Phone Number:</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Address:</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Email:</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Name of Project:</td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>Capital Project Number:</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>Contract Number:</td>
</tr>
<tr>
<td><strong>9a.</strong></td>
<td>Type of Project:</td>
</tr>
<tr>
<td><strong>9b.</strong></td>
<td>This Evaluation is for:</td>
</tr>
<tr>
<td><strong>9c.</strong></td>
<td>Is this consultant a subconsultant on this project:</td>
</tr>
<tr>
<td><strong>9d.</strong></td>
<td>If “yes” to 9c, who was the prime consultant:</td>
</tr>
<tr>
<td><strong>9e.</strong></td>
<td>What percentage of the prime contract did this subconsultant have:</td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Description of Project:</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>Contract Start Date:</td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>Contract End Date:</td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td>Original Contract Amount:</td>
</tr>
<tr>
<td><strong>14.</strong></td>
<td>Final Contract Amount (with all amendments):</td>
</tr>
<tr>
<td><strong>15.</strong></td>
<td>Total Percentage of DBE/DBP Participation (including all amendments):</td>
</tr>
<tr>
<td><strong>16.</strong></td>
<td>CRAA Division Coordinating this work:</td>
</tr>
<tr>
<td><strong>17.</strong></td>
<td>What are the good qualities/Strengths of the consultant (specific to this project):</td>
</tr>
<tr>
<td><strong>18.</strong></td>
<td>What are the weaknesses/deficiencies of the consultant (specific to this project):</td>
</tr>
</tbody>
</table>
## PERFORMANCE ELEMENTS DURING DESIGN

(1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

<table>
<thead>
<tr>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Timeliness of tasks</td>
<td></td>
</tr>
<tr>
<td>21. Staff expertise</td>
<td></td>
</tr>
<tr>
<td>22. Design approach</td>
<td></td>
</tr>
<tr>
<td>23. Ability to stay within established costs (cost control)</td>
<td></td>
</tr>
<tr>
<td>24. Communication and cooperation with CRAA reps</td>
<td></td>
</tr>
<tr>
<td>25. Suitability of design to meet intended purpose at bid phase</td>
<td></td>
</tr>
<tr>
<td>26. Suitability of engineer’s estimate for bidding</td>
<td></td>
</tr>
<tr>
<td>27. Quality of work</td>
<td></td>
</tr>
<tr>
<td>28. Coordination with subconsultants</td>
<td></td>
</tr>
<tr>
<td>29. DBE/DBP participation</td>
<td></td>
</tr>
<tr>
<td>30. Performance during bid phase</td>
<td></td>
</tr>
<tr>
<td>31. Other criteria (specify)</td>
<td></td>
</tr>
</tbody>
</table>
**PERFORMANCE ELEMENTS DURING CONSTRUCTION**  
(1=Poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

<table>
<thead>
<tr>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. Prompt response to RFIs</td>
<td></td>
</tr>
<tr>
<td>33. Shop drawing review</td>
<td></td>
</tr>
<tr>
<td>34. Review and preparation of change orders</td>
<td></td>
</tr>
<tr>
<td>35. Timely completion of punch list work</td>
<td></td>
</tr>
<tr>
<td>36. Timely submittal of complete as-built drawings on CD</td>
<td></td>
</tr>
<tr>
<td>37. Staff expertise</td>
<td></td>
</tr>
<tr>
<td>38. Communication and cooperation with CRAA staff</td>
<td></td>
</tr>
<tr>
<td>39. Coordination with contractor work</td>
<td></td>
</tr>
<tr>
<td>40. Control of disruptions to Airport operations</td>
<td></td>
</tr>
<tr>
<td>41. Adequacy of daily inspection reports</td>
<td></td>
</tr>
<tr>
<td>42. Progress meeting minutes</td>
<td></td>
</tr>
<tr>
<td>43. Cost control</td>
<td></td>
</tr>
<tr>
<td>44. Performance during close-out</td>
<td></td>
</tr>
<tr>
<td>43. Other criteria (specify)</td>
<td></td>
</tr>
</tbody>
</table>

CRAA Project Manager: ___________________________      Date: ___________________
STATE OF ________________________)
COUNTY OF ________________________

______________________________ , being first duly sworn, deposes and says that he/she is ______________________ of, ______________________, (Title) (Company) successful bidder on the attached Contract with the Columbus Regional Airport Authority for ______________________, (Describe or Identify Contract)

and for the purpose of complying with Section 5719.042 of the Ohio Revised Code, states that at the time the bid for said Contract was submitted, said bidder was (was not) charged with delinquent personal property taxes on the General Tax list of personal property of a county of the State of Ohio, and that the amount of due and unpaid delinquent taxes, penalties and interest thereon is as follows:

<table>
<thead>
<tr>
<th>Taxes</th>
<th>Penalties &amp; Interest</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>$______</td>
<td>$_________</td>
<td>_______</td>
</tr>
<tr>
<td>$______</td>
<td>$_________</td>
<td>_______</td>
</tr>
<tr>
<td>$______</td>
<td>$_________</td>
<td>_______</td>
</tr>
<tr>
<td>$______</td>
<td>$_________</td>
<td>_______</td>
</tr>
</tbody>
</table>

__________________________ (AFFIANT)

Subscribed and sworn to before me this ______ day of ____________________, 20____

SEAL

__________________________ Notary Public
SCHEDULE F: CONTRACT AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE PERSON SIGNING THE CONTRACT IS ANYONE OTHER THAN THE PRESIDENT OF THE CORPORATION, PARTNERSHIP OR COMPANY)

COUNTY OF _______________________

STATE OF _______________________

__________________________________________________________________________________________, Being first duly sworn, deposes and says that he is

(AFFIANT) __________________________________________________________________________

(TITLE) of ___________________________________________________________________________

(COMPANY)

a corporation, company or partnership organized and existing under and by virtue of the laws of the
State of _____________________________________________________________________________, and having its principal offices at

________________________________________________________________________________________

(STREET AND NUMBER)

________________________________________________________________________________________

(CITY)

________________________________________________________________________________________

(COUNTY) (STATE)

Familiar with the records, minute books and by-laws of _____________________________________________________________________________

(Affiant further says that _____________________________________________________________________________

(NAME-OTHER THAN AFFIANT)

is

(STATE)

of the Corporation, Company or Partnership is duly authorized to

sign the CONTRACT for _____________________________________________________________________________

(State whether a provision of by-laws or Resolution of the Board of Directors, Partnership Agreement or Agency.)

(If by Resolution, give date of adoption)

________________________________________________________________________________________

(AFFIANT)

Subscribed and sworn to before me this

____ day of _______________________, 20__

SEAL

____________________________________________

Notary Public
SCHEDULE G: REQUEST FOR APPROVAL OF CHANGE TO ORIGINAL SCHEDULE OF SUBCONTRACTORS

49 CFR 26.53 provides that a prime may not terminate for convenience an approved DBE/DBP working on a contract. CRAA must be notified immediately of a DBEs/DBPs inability or unwillingness to perform any or all of its work and the Prime’s intent to obtain a substitute DBE/DBP. Primes are required to make a good faith effort to replace a DBE/DBP that is unable to perform, with another DBE/DBP, to the extent necessary to achieve the DBE/DBP goal. The substitute DBE/DBP must be approved by CRAA’s Business Diversity and Planning & Engineering Divisions.

The replacement DBE/DBP cannot work on the contract until its work eligibility has been confirmed and approved by the CRAA. No additional and/or substitute subcontractor/supplier shall begin work on the project until contractor receives written approval from the CRAA.

NOTE: This form is to be used to change/replace any subcontractor from the original proposal/bid for the project, whether DBE/DBP or not. ALL original subcontractor changes must be approved by CRAA.

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor Name</td>
<td>Prime Contact Name</td>
</tr>
<tr>
<td>Name of Firm Being Replaced</td>
<td>Dollar Value Committed To This Firm</td>
</tr>
<tr>
<td>Reason For Replacement:</td>
<td></td>
</tr>
<tr>
<td>☐ Firm Has Been Provided 5 Days’ Notice</td>
<td>☐ Replacement Firm is DBE/DBP Certified</td>
</tr>
<tr>
<td>Replacement Firm Name</td>
<td></td>
</tr>
<tr>
<td>Replacement Firm Contact Person Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Description Of Type Of Work To Be Provided By Replacement Firm</td>
<td></td>
</tr>
</tbody>
</table>

DBE/DBP Credit May Only Be Claimed For Types Of Work In Which The DBE/DBP Firm Is Certified To Perform. DBE/DBP Work Classification Eligibility Can Be Verified By Logging Onto The Ohio Unified Certification Program (OH UCP) Website at www.ohioucp.org

| Dollar Amount of Subcontract $ | % of Total Contract Amount | If the firm is acting as a supplier/regular dealer, calculate 60% of total value: $ |
| Subcontract Amount X .60 |

CERTIFICATION OF AFFIDAVIT

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Columbus Regional Airport Authority.

| Replacement Firm Authorized Signature X |
| Prime Contractor/Consultant Authorized Signature X |
| CRAA PM Authorized Signature & Date X |
| Business Diversity Authorized Signature & Date X |

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Not Approved</td>
</tr>
<tr>
<td>Approved</td>
<td>Not Approved</td>
</tr>
</tbody>
</table>
**SCHEDULE H: INSURANCE MINIMUM COVERAGE**

Consultant shall maintain the following minimum insurance coverages throughout the term of the Agreement and in alignment with requirements outlined in Section 25:

<table>
<thead>
<tr>
<th>REQUIRED COVERAGE TYPE</th>
<th>MINIMUM COVERAGE LIMITS: NON AOA Work</th>
<th>MINIMUM COVERAGE LIMITS: Work within AOA Fence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$5,000,000 per occurrence. Consultant and its Subcontractors must each maintain CGL coverage. The most recent ISO CG 00 01 coverage form or its equivalent must be used providing occurrence based coverage for liability arising from premises, operations, independent contractors, products / completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract.)</td>
<td>$10,000,000 per occurrence. Consultant and its Subcontractors must each maintain CGL coverage. The most recent ISO CG 00 01 coverage form or its equivalent must be used providing occurrence based coverage for liability arising from premises, operations, independent contractors, products / completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract.)</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>Consultant and its Subcontractors must each maintain workers compensation coverage meeting the statutory requirements of the State of Ohio.</td>
<td>Consultant and its Subcontractors must each maintain workers compensation coverage meeting the statutory requirements of the State of Ohio.</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 per occurrence. Consultant and its Subcontractors must each maintain Employer’s Liability coverage. The policy must include intentional tort coverage, an “Ohio Stop Gap” endorsement, and a waiver of subrogation in favor of the CRAA.</td>
<td>$1,000,000 per occurrence. Consultant and its Subcontractors must each maintain Employer’s Liability coverage. The policy must include intentional tort coverage, an “Ohio Stop Gap” endorsement, and a waiver of subrogation in favor of the CRAA.</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000 combined single limit on owned, non-owned, and hired autos</td>
<td>$10,000,000 combined single limit on owned, non-owned, and hired autos</td>
</tr>
<tr>
<td>Professional Liability (Errors &amp; Omissions)</td>
<td>$5,000,000 per occurrence. The Professional Liability (E&amp;O) insurance, including limited contractual liability coverage, covering liability arising out of any negligent act, error, mistake or omission in the performance of Consultant’s services under this Agreement. This coverage shall be maintained for a minimum of three (3) years following completion of this Agreement. This coverage may be written on a “claims made” basis.</td>
<td>$5,000,000 per occurrence. The Professional Liability (E&amp;O) insurance, including limited contractual liability coverage, covering liability arising out of any negligent act, error, mistake or omission in the performance of Consultant’s services under this Agreement. This coverage shall be maintained for a minimum of three (3) years following completion of this Agreement. This coverage may be written on a “claims made” basis.</td>
</tr>
</tbody>
</table>

If E&O coverage is written on a “claims made” basis, the Certificate of Insurance shall clearly state that fact. In addition to all other coverage requirements, the policy shall provide that: (1) the policy must be in effect as of the date of this
<table>
<thead>
<tr>
<th>REQUIRED COVERAGE TYPE</th>
<th>MINIMUM COVERAGE LIMITS: NON AOA Work</th>
<th>MINIMUM COVERAGE LIMITS: Work within AOA Fence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement and the retroactive date shall be no later than the date of this Agreement; (2) if any policy is not renewed or the retroactive date of such policy is to be changed, the Consultant shall obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. The extended reporting provision shall be of at least three years; (3) no prior acts exclusion to which coverage is subject that predated the date of this Agreement; (4) policy allows for reporting of circumstances or incidents that might give rise to future claims.</td>
<td>Agreement and the retroactive date shall be no later than the date of this Agreement; (2) if any policy is not renewed or the retroactive date of such policy is to be changed, the Consultant shall obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. The extended reporting provision shall be of at least three years; (3) no prior acts exclusion to which coverage is subject that predated the date of this Agreement; (4) policy allows for reporting of circumstances or incidents that might give rise to future claims.</td>
<td></td>
</tr>
</tbody>
</table>

**Contractors Pollution Liability Insurance**

As required by CRAA and the Project, Consultant shall obtain contractor’s pollution liability coverage for environmentally sensitive or hazardous types of work - $5,000,000 or NOT REQUIRED.

**Aviation Liability**

If the Consultant, Sub-Consultant, Contractor, Sub-Contractor uses manned or unmanned aircraft, including helicopters and drones, in performance of the Work, the Consultant or Contractor shall maintain aircraft or aviation liability coverage in an amount of no less than $10,000,000. The Owner will not be liable for any damage to any aircraft owned, leased, rented, or borrowed by the Consultant, Sub-Consultant, Contractor, Sub-Contractor.

**Cyber Insurance**

$5,000,000 or NOT REQUIRED Media Liability E&O / Network Security / Privacy Liability for any one event. If coverage is written on a “claims made” basis, the Certificate of Insurance shall clearly state that fact. In addition to all other coverage requirements, the policy shall provide that: (1) the policy must be in effect as of the date of this Agreement and the retroactive date shall be no later than the date of this Agreement; (2) if any policy is not renewed or the retroactive date of such policy is to be changed, the Consultant shall obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. The extended reporting provision shall be of at least three years; (3) no prior acts exclusion to which coverage is subject that predated the date of this Agreement;
<table>
<thead>
<tr>
<th>REQUIRED COVERAGE TYPE</th>
<th>MINIMUM COVERAGE LIMITS: NON AOA Work</th>
<th>MINIMUM COVERAGE LIMITS: Work within AOA Fence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Insured</td>
<td>(4) policy allows for reporting of circumstances or incidents that might give rise to future claims.</td>
<td>(4) policy allows for reporting of circumstances or incidents that might give rise to future claims.</td>
</tr>
<tr>
<td></td>
<td>Columbus Regional Airport Authority shall be included as an additional insured with respect to liability coverage, except for professional liability (errors and omissions) and workers’ compensation, under the CGL, using ISO additional insured endorsements CG 20 10 and CG 20 37, or their equivalent. The endorsement shall include coverage for the CRAA with respect to liability arising out of the completed operations of Consultant and its Subcontractors, and shall provide that it is not cancelable against the CRAA because of any act or neglect of Consultant. Additional insured coverage as required in this subparagraph shall apply as primary and non-contributory insurance with respect to any other insurance or self-insurance programs which cover the CRAA. Limits may be satisfied by any combination of primary, excess and umbrella coverages.</td>
<td>Columbus Regional Airport Authority shall be included as an additional insured with respect to liability coverage, except for professional liability (errors and omissions) and workers’ compensation, under the CGL, using ISO additional insured endorsements CG 20 10 and CG 20 37, or their equivalent. The endorsement shall include coverage for the CRAA with respect to liability arising out of the completed operations of Consultant and its Subcontractors, and shall provide that it is not cancelable against the CRAA because of any act or neglect of Consultant. Additional insured coverage as required in this subparagraph shall apply as primary and non-contributory insurance with respect to any other insurance or self-insurance programs which cover the CRAA. Limits may be satisfied by any combination of primary, excess and umbrella coverages.</td>
</tr>
<tr>
<td>Waiver of Subrogation</td>
<td>Each such insurance policy shall include a waiver of the Consultant’s Insurers right of subrogation against the CRAA which may arise by reason of any payment under the policy. This statement shall also appear on the insurance certificate.</td>
<td>Each such insurance policy shall include a waiver of the Consultant’s Insurers right of subrogation against the CRAA which may arise by reason of any payment under the policy. This statement shall also appear on the insurance certificate.</td>
</tr>
</tbody>
</table>
Columbus Regional Airport Authority Vendor Setup Form

TO BE COMPLETED IF COMPANY HAS NEVER DONE BUSINESS WITH THE COLUMBUS REGIONAL AIRPORT AUTHORITY

Columbus Regional Airport Authority Vendor Setup Form

New Vendor [ ] Vendor Change [ ]

Vendor Name: ________________________________

Remit To Address: (Mailing address for payments in Navision)

Local/Other Address: ________________________________

Street Address/PO: ________________________________

City, State, Zip: ________________________________

City, State, Zip: ________________________________

Phone #: ________________________________

Phone #: ________________________________

Fax #: ________________________________

Fax #: ________________________________

E-Mail Address: ________________________________

E-Mail Address: ________________________________

Contact Name: ________________________________

Principal Name: ________________________________

Type of Business: ________________________________

( Check One):

Sole Proprietor [ ]

LLC [ ]

S-Corporation [ ]

Corporation [ ]

Other [ ]

Yes [ ]

No [ ]

If yes, please attach the certification letter.

Years in business: ________________________________

Number of employees: ________________________________

Estimated Usage per year: ________________________________

$ ________________________________

Are you a certified DBE (Disadvantaged Business Enterprise)?

Yes [ ]

No [ ]

Please return a recent W9 and the ACH Enrollment Form to the CRAA requestor or accounts payable@columbusairports.com.

FOR EXTERNAL USE ONLY. INTERNAL USERS PLEASE SUBMIT THE VENDOR CHANGE/ADDITION VIA THE SHAREPOINT SITE.
**VENDOR/ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM**

<table>
<thead>
<tr>
<th>ENROLLMENT</th>
<th>CHANGE FORM</th>
<th>(Type of transmission format-CCD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>* New vendors- this form must be completed</td>
</tr>
</tbody>
</table>

**ALL INFORMATION IS REQUIRED, UNLESS OTHERWISE SPECIFIED; PLEASE PRINT**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>COMPANY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENDOR TAX ID NUMBER:</th>
<th>IMPORTANT: Please attach W-9 (W8-BEN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIMARY CONTACT NAME:</th>
<th>TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DIRECT TELEPHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>PRIMARY EMAIL FOR REMITTANCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>BANK NAME:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>BANK ACCOUNT #:</th>
<th>BANK PHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BANK ROUTING #:</th>
<th>(9 digit number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000</td>
<td>Checking</td>
</tr>
<tr>
<td>000000000</td>
<td>Savings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME ON THE BANKING ACCOUNT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANK CONTACT NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

I certify that the information provided above is true and correct, and that I, as an authorized representative for the above mentioned company, hereby authorize Columbus Regional Airport Authority to electronically deposit payments to the above designated bank account.

Authorized Signature __________________________  Date ____________

Title __________________________  Telephone ___________________

*Please send completed form to ACCOUNTSPAYABLE@COLUMBUSAIRPORTS.COM OR FAX TO 866-611-3758*

*Direct questions to Accounts Payable at 614-239-3201*

For CRAA Use:

<table>
<thead>
<tr>
<th>DATE RECEIVED:</th>
<th>ENTERED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE ENTERED:</th>
<th>CONFIRMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>