

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: July 2, 2024

PUBLIC HEARING DATE: N/A

CONTACT PERSON(S) NAME AND PHONE NUMBER: Yvette Hernandez, P.E., City Engineer
(915) 212-0065
Tony Nevarez, Interim Airport Director
(915) 212 - 7325

DISTRICT(S) AFFECTED: ALL

STRATEGIC GOAL: No. 1: Cultivate an Environment Conducive to Strong, Economic Development

SUBGOAL: 1.4 Grow the Core Business of Air Transportation

SUBJECT:

That the City Manager be authorized to sign an Agreement for Professional Services by and between the CITY OF EL PASO and GARVER, LLC, an Arkansas, U.S.A. foreign limited liability company authorized to transact business in Texas, for a project known as "Development of Sustainability Master Plan for the El Paso International Airport" for an amount not to exceed \$398,786.00; that the City Engineer is authorized to approve additional Basic Services and Reimbursables for an amount not to exceed \$50,000.00 and to approve Additional Services for an amount not to exceed \$50,000.00 if such services are necessary for the proper execution of the project and that the increased amounts are within the appropriate budgets of the project for a total amount of \$498,786.00; and that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for the execution of the Agreement.

BACKGROUND / DISCUSSION:

The El Paso International Airport is developing a Sustainability Master Plan. This initiative aligns with the sustainability goals and initiatives of both the city of El Paso and EPIA. The planning document will set energy and sustainability goals, strike a balance between the benefits and costs of sustainability activities, and develop metrics for measuring sustainability success.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$398,786.00

Funding Source: Federal Aviation Administration Supplemental, Airport Enterprise Fund

Account: 562-3010-580270-62335

562-3080-580270-62335

Revised 04/09/2021

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ☒ YES ☐ NO

PRIMARY DEPARTMENT: El Paso International Airport

SECONDARY DEPARTMENT: Capital Improvement Department

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Yvette Hernandez

Yvette Hernandez, P.E., City Engineer

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign an Agreement for Professional Services by and between the CITY OF EL PASO and GARVER, LLC, an Arkansas, U.S.A. foreign limited liability company authorized to transact business in Texas, for a project known as “Development of Sustainability Master Plan for the El Paso International Airport” for an amount not to exceed \$398,786.00; that the City Engineer is authorized to approve additional Basic Services and Reimbursables for an amount not to exceed \$50,000.00 and to approve Additional Services for an amount not to exceed \$50,000.00 if such services are necessary for the proper execution of the project and that the increased amounts are within the appropriate budgets of the project for a total amount of \$498,786.00; and that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for the execution of the Agreement.

APPROVED THIS _____ DAY OF _____ 2024.

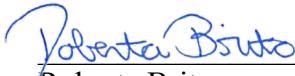
CITY OF EL PASO:

Oscar Leaser, Mayor

ATTEST:

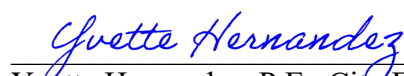
Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Roberta Brito
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Yvette Hernandez, P.E., City Engineer
Capital Improvement Department



CITY OF EL PASO
CAPITAL IMPROVEMENT DEPARTMENT
218 N. CAMPBELL, 2ND FLOOR
EL PASO, TEXAS 79901

EVALUATION COMMITTEE SCORESHEET SUMMARY					
SOLICITATION #2024-0392R					
DEVELOPMENT OF SUSTAINABILITY MASTER PLAN FOR THE EL PASO INTERNATIONAL AIRPORT					
Consultant	GARVER, LLC				
Rater 1	79				
Rater 2	81				
Rater 3	80	One SOQ was received for this solicitation			
Total Rater Scores	240				
References	3.2				
Overall Score:	243.2				

Rankings	Consultant
1	Garver, LLC

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

**AN AGREEMENT FOR
PROFESSIONAL SERVICES**

This Agreement is made this _____ day of _____, 2024 by and between the **CITY OF EL PASO**, a municipal corporation organized and existing under the laws of the State of Texas, hereinafter referred to as the **“Owner”**, and Garver, LLC, an Arkansas, U.S.A. foreign limited liability company authorized to transact business in Texas, hereinafter referred to as the **“Consultant”**.

WHEREAS, the Owner intends to engage the Consultant to perform professional services for the project known as “Development of Sustainability Master Plan For The El Paso International Airport”, hereinafter referred to as the **“Project”**, as further described in **Attachment “A”**; and

WHEREAS, Consultant has been selected to perform such services as required by the Owner, and the Consultant was selected through the Owner’s selection procedure, in accordance with all applicable state and local laws and ordinances.

NOW, THEREFORE, for the consideration set forth in this Agreement and its attachments, the Owner and Consultant agree as follows:

**ARTICLE I.
ATTACHMENTS**

1.1 The attachments listed herein and attached to this Agreement are incorporated herein by reference for all purposes.

Attachment “A”	Scope of Services and Budget
Attachment “B”	Consultant’s Fee Proposal and Hourly Rates
Attachment “C”	Consultant’s Basic and Additional Services
Attachment “D”	Payment and Deliverable Schedules
Attachment “E”	Insurance Certificate
Attachment “F”	Federal Aviation Administration (FAA) provisions

**ARTICLE II.
PROJECT**

2.1 The Owner hereby agrees to retain the Consultant and the Consultant agrees to perform the services identified in this Agreement for the Project. The Project shall consist of the Consultant’s completion of the Scope of Services as further described in **Attachment “A”**. Such Scope of Services shall be completed in accordance with the identified phases described in **Attachment “D”**.

2.2 The Consultant shall comply with the City of El Paso Capital Improvement Department Construction Document Guidelines in effect on the execution date of this Agreement in the

performance of the services requested under this Agreement. Such Guidelines are available in the Capital Improvement Department.

2.3 The Consultant shall serve as the Owner's professional representative for the construction of the Project to which this Agreement applies and shall give consultation and advice to the Owner during the performance of services.

2.4 The Owner shall provide all available information to the Consultant, as to the Owner's requirements for each Project's the construction contract. The Owner shall also provide to the Consultant, all known information pertinent to the Project site, including previous reports and other data relative to design, such as "as-built" drawings or physical conditions now existing at the Project site. In performing its services, the Consultant will be entitled to rely upon the accuracy of the Owner provided information.

2.5 The Owner hereby designates the City Engineer of the City of El Paso as the Owner's representative with respect to the professional services to be provided by the Consultant pursuant to this Agreement. The City Engineer shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies, and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement. City Engineer will render written decisions within a five (5) working day time period.

ARTICLE III. CONSULTANT FEES AND PROJECT BUDGET

3.1 PAYMENT TO CONSULTANT. The Owner shall pay to the Consultant an amount not to exceed **\$398,786.00** for all basic services and reimbursables performed pursuant to this Agreement.

The City Engineer may, without further authorization from the City Council and in a form approved by the City Attorney, increase the total payment identified for all basic services and reimbursables performed pursuant to this Agreement in an amount not to exceed **\$50,000.00**, if such services are necessary for proper execution of the Project and the increased amounts are within the appropriate budget identified for the identified Project.

In addition, if authorized in advance by the City Engineer, in a form approved by the City Attorney, the Consultant may perform such Additional Services in an amount not to exceed **\$50,000.00**, if such services are necessary for proper execution of any identified Projects and the increased amounts are within the appropriate budget identified for the identified Projects. Additional Services exceeding **\$50,000.00** must have prior approval by City Council through written amendment to this Agreement.

The parties agree and understand that all fees and compensation to the Consultant shall only become due and payable in accordance with the terms of this Agreement and the fees to be charged for the Project shall be pursuant to the Consultant's fee proposal for such Basic and Additional Services at the rates which is attached hereto as **Attachment "B"**. Payments to the Consultant shall be made pursuant to **Attachment "D"**.

3.2 CONSULTANT’S SERVICES. The Services to be provided by the Consultant for this Agreement are attached hereto as **Attachment “C”**.

3.3 CONSULTANT’S INVOICES. The Consultant shall bill the Owner not more often than monthly, through written invoices pursuant to **Attachment “D”**. Invoices shall indicate the costs for outside consultants with copies of their invoices as back-up materials as well as other authorized direct costs for hourly rate contracts. All invoices shall be made in writing. Within ninety days (90) of substantial completion of construction, all outstanding invoices for all work completed to date by the Consultant shall be submitted to the Owner.

3.3.1 Each invoice shall contain a brief summary indicating, at a minimum, the total amount authorized for the Consultant, the current invoiced amount and the amount billed to date. In addition to the Summary, each invoice shall provide a Progress Report. The Progress Report shall describe, at a minimum, the progress of the Project to date also indicating the percentage of completion of the Project. The established schedule for completion shall not be revised except by written amendment to this Agreement, executed by both parties.

3.3.2 The Owner agrees to pay invoices for all services performed as soon as reasonably possible but not later than thirty (30) days from receipt. Upon dispute, however, the Owner may, upon notice to the Consultant, withhold payment to the Consultant for the amount in dispute only, until such time as the exact amount of the disputed amount due the Consultant is determined. The total amount paid to Consultant shall not exceed Consultant’s fee proposal, except by written amendment to this Agreement, executed by both parties.

3.4 INTENTIONALLY DELETED.

3.5 COSTS NOT ENUMERATED. Except as specifically set forth in this Agreement and its attachments, all costs related to the completion of the services requested herein shall be borne by the Consultant and not passed on to the Owner or otherwise paid by the Owner, unless a written amendment to this Agreement is executed by both parties allowing for additional costs.

ARTICLE IV. PERIOD OF SERVICE AND TERMINATION

4.1 PERIOD OF SERVICE. The services called for by each phase shall begin upon the issuance of a Notice to Proceed from the City Engineer. The Consultant shall complete the requested services in accordance with the timelines and schedules outlined in **Attachments “C” and “D”** the Notice to Proceed.

4.2 SUSPENSION. Barring an early termination as provided herein, this Agreement shall remain in force: a) For a period which may reasonably be required for the design, award of construction contracts, and construction of the improvements included in all construction contracts, including extra work and required extensions thereto; or b) Unless construction has not begun within a period of **twelve (12) months** after the completion of the services called for in that phase of work last authorized. However, should the Consultant’s services be suspended for a period longer than six months, the City and Consultant may renegotiate

remaining fees due to changes in salaries or increased costs that may occur during the suspension period. The Owner may determine that this Agreement will remain in full force past the twelve-month period noted above. Such a determination will be based upon the individual circumstances of this Project and this Agreement.

4.3 TERMINATION. This Agreement may be terminated as provided herein.

4.3.1 TERMINATION BY OWNER. It is mutually understood and agreed by the Consultant and Owner that the Owner may terminate this Agreement, in whole or in part for the convenience of the Owner, upon **fourteen (14) consecutive calendar days'** written notice. It is also understood and agreed that upon such notice of termination, the Consultant shall cease the performance of services under this Agreement. Upon such termination, the Consultant shall provide one final invoice for all services completed and reimbursable expenses incurred prior to the Owner's notice of termination. Owner shall compensate Consultant in accordance with this Agreement; however, the Owner may withhold any payment to the Consultant that is held to be in dispute for the purpose of setoff until such time as the exact amount due the Consultant from the Owner is determined. Nothing contained herein, or elsewhere in this Agreement shall require the Owner to pay for any services that are not in compliance with the terms of this Agreement and its attachments.

4.3.2 TERMINATION BY EITHER PARTY. It is further understood and agreed by the Consultant and Owner that either party may terminate this Agreement in whole or in part. Such a termination may be made for failure of one party to substantially fulfill its contractual obligations, pursuant to this Agreement, and through no fault of the other party. No such termination shall be made, unless the other party being terminated is granted: a) written notice of intent to terminate enumerating the failures for which the termination is being sought; b) a minimum of **seven (7) consecutive calendar days** to cure such failures; and c) an opportunity for consultation with the terminating party prior to such termination. However, the Owner retains the right to immediately terminate this Agreement for default if the Consultant violates any local, state, or federal laws, rules or regulations that relate to the performance of this Agreement. In the event of termination by the Owner pursuant to this subsection, the Owner may withhold payments to the Consultant for the purpose of setoff until such time as the exact amount due the Consultant from the Owner is determined.

4.3.3 TERMINATION FOR FAILURE TO COMPLY WITH SUBCHAPTER J, CHAPTER 552, GOVERNMENT CODE. The requirements of subchapter J, Chapter 552, Government Code, may apply to this Contract and the Contractor or vendor agrees that the Contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

4.3.4 TERMINATION SHALL NOT BE CONSTRUED AS RELEASE. Termination by either party shall not be construed as a release of any claims that the terminating party may be lawfully entitled to assert against the terminated party. Further, the terminated party shall not be relieved of any liability for damages sustained by the terminating party by virtue of any breach of this Agreement.

ARTICLE V. INSURANCE AND INDEMNIFICATION

5.1 INSURANCE. The Consultant shall procure and maintain insurance coverage as required herein and attached in **Attachment “E”**. Consultant shall not commence work under this Agreement until the Consultant has obtained the required insurance and such insurance has been approved by the Owner. The Consultant shall maintain the required insurance throughout the term of this Agreement. Failure to maintain said insurance shall be considered a material breach of this Agreement.

5.1.1 WORKERS’ COMPENSATION INSURANCE. The Consultant shall procure and shall maintain during the life of this Agreement, Workers’ Compensation Insurance as required by applicable Texas law for all of the Consultant’s employees to be engaged in work under this Agreement. The Consultant shall provide the following endorsement:

“The policy is endorsed to provide that insurer waives any right of subrogation it may acquire against the Owner, its partners, agents and employees by reason of any payment made on or account of injury, including death resulting therefrom, sustained by any employee of the insured.”

5.1.2 COMMERCIAL LIABILITY, PROPERTY DAMAGE LIABILITY AND AUTOMOBILE LIABILITY INSURANCE. The Consultant shall procure and shall maintain during the life of this Agreement such Commercial General Liability, Property Damage Liability and Automobile Liability Insurance as shall protect the Consultant and the Consultant’s employees performing work covered by this Agreement from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by the Consultant or by anyone directly or indirectly employed by the Consultant. The minimum limits of liability and coverages shall be as follows:

- a) **Commercial General Liability**
 \$1,000,000.00 Per Occurrence
 \$1,000,000.00 Products/Completed Operations
 \$1,000,000.00 Personal and Advertising Injury

- b) **AUTOMOBILE LIABILITY**
 Combined Single Limit
 \$1,000,000.00 per accident

5.1.3 PROFESSIONAL LIABILITY INSURANCE. The Consultant shall procure and shall maintain, at the Consultant’s sole expense, Professional Liability Insurance for the benefit of the Owner to cover the errors and omissions of the Consultant, its principals or officers, agents or employees in the performance of this Agreement with a limit of \$1,000,00.00 on a claims made basis.

5.1.4 OWNER AS ADDITIONAL INSURED. The Owner shall be named as an Additional Insured on all of the Consultant's Insurance Policies, with the exception of Workers' Compensation and Professional Liability Insurance required by this Agreement.

5.1.5 PROOF OF INSURANCE. The Consultant shall furnish the City Engineer with certificates showing the type of insurance coverages, limits on each insurance policy, class of operations covered under each insurance policy, effective dates and expiration dates of policies, insurance companies providing the insurance coverages, name of agent/broker and include confirmation of any endorsement(s) required in this Agreement.

5.1.6 GENERAL INSURANCE PROVISIONS. All certificates required herein shall be attached hereto and incorporated for all purposes as **Attachment "E"**. All certificates shall also include the name of the project on the corresponding insurance certificate.

5.2 INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT SHALL INDEMNIFY HOLD HARMLESS, AND DEFEND OWNER, AND OWNER'S OFFICERS, DIRECTORS, PARTNERS, AGENTS CONSULTANTS, AND EMPLOYEES FROM AND AGAINST ANY CLAIMS, COSTS, LOSSES, AND DAMAGES (INCLUDING BUT NOT LIMITED TO ALL FEES AND CHARGES OF ENGINEERS, ARCHITECTS, ATTORNEYS, AND OTHER PROFESSIONALS, AND ALL COURT, ARBITRATION, OR OTHER DISPUTE RESOLUTION COSTS) ARISING OUT OF OR RELATING TO THE PROJECT, PROVIDED THAT ANY SUCH CLAIM, COST, LOSS, OR DAMAGE IS ATTRIBUTABLE TO ANY NEGLIGENT ACT OR OMISSION, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY CONSULTANT OR CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, AGENTS, CONSULTANTS OR EMPLOYEES. THE CONSULTANT SHALL NOT BE RESPONSIBLE FOR ANY ACTS OF ANY OF THE CITY'S INDEPENDENT PROJECT MANAGERS.

To the extent allowed by state law, the Owner will be responsible for its own actions.

ARTICLE VI. FEDERAL AND STATE PROVISIONS

6.1 COMPLIANCE WITH APPLICABLE LAWS – FEDERAL AND STATE FUNDING REQUIREMENTS. Consultant, at Consultant's sole expense, agrees that it will operate and perform its responsibilities and covenants under this Agreement in accordance with applicable laws, rules, orders, ordinances, directions, regulations and requirements of federal, state, county and municipal authorities, now in force or which may hereafter be in force, including, but not limited to, those which shall impose any duty upon the Owner or Consultant with respect to the use of federal and state funds and nondiscrimination in the administration of contracts which are funded, in whole or in part, with federal and state funds.

Specifically, and not in limitation of the foregoing, Consultant agrees that to the extent required by any agreement between the Owner and any Federal and State agency, the laws

of the federal government of the United States of America and the rules and regulations of any regulatory body or officer having jurisdiction over this Project, **including but not limited to:**

--The Federal Transit Administration (FTA) through a Grant Agreement or Cooperative Agreement with the Owner, or supported by FTA through a Loan, Loan Guarantee, or Line of Credit with the Owner.

--The Department of Housing and Urban Development through a Grant Agreement or Cooperative Agreement with the Owner.

--The Federal Aviation Administration (FAA) through a Grant Agreement or Cooperative Agreement with the Owner, as further described in Attachment "F".

--The Texas Department of Transportation through an Agreement with the Owner.

Copies of grant assurances will be made available to Consultant. However, provided copies shall in no way be a limitation on the Consultant's obligation to comply with any Federal and State agency, the laws of the federal government of the United States of America and the rules and regulations of any regulatory body or officer having jurisdiction over this Project.

6.1.1 CONTRACT ASSURANCE. The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

6.1.2 DBE GOOD FAITH EFFORTS. The requirements of 49 CFR Part 26, regulations of the U.S. DOT, applies to this contract. It is the policy of the Owner to practice nondiscrimination based on race, color, sex or national origin in the award of performance of this contract. All firms qualifying under this solicitation are encouraged to submit proposals. Award of this contract will be conditioned upon satisfying the requirements of this proposal. These requirements apply to all offerors, including those who qualify as a DBE. A DBE contract goal will be identified pursuant to the federal funding requirements for an individual task order established for this contract. The offeror shall make good faith efforts, as defined in Appendix A, 40 CFR Part 26, to meet the contract goal for DBE participation in the performance of this Agreement.

The Consultant will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) written documentation of the offeror's commitment to use a DBE subconsultant whose participation it submits to meet the contract goal; (5) written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith

efforts. The offeror shall submit the information with its proposal as a condition of responsiveness.

DBE participation in this contract may be in the form of a prime contract, subcontract, joint venture, or other arrangement that qualifies under 49 CFR Section 26.55 or 26.53(g), both of which will be submitted on a Letter of Intent to the Owner.

6.2 TERMINATION FOR CANCELLATION OF GRANT. Should this Agreement be terminated as a result of cancellation of federal funds covering this Project, the Owner shall promptly notify the Consultant of the cancellation by certified mail-return receipt requested, whereupon the Consultant shall immediately, on receipt of the letter, cease and desist from performing any other work or services hereunder. In such an event, the Consultant will be paid for professional services performed to such date, upon furnishing the Owner a progress report and an invoice to such date, and upon acceptance of the work by the Owner.

6.3 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, 78 STAT.252, 42 U.S.C. 2000D TO 2000D-4 AND TITLE 49, CODE OF FEDERAL REGULATIONS, DEPARTMENT OF TRANSPORTATION.

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

- (1) **Compliance with Regulations:** Consultant shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, “DOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** Consultant, with regard to the work performed by it during the contract, shall 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. ADP shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Consultant of Consultant’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) **Information and Reports:** Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts other sources of information, and its facilities as may be determined by Client to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Consultant is in the exclusive possession of another who fails or refuses to furnish this information

Consultant shall so certify to Client, as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5) **Sanctions for Noncompliance:** In the event of Consultant's noncompliance with the nondiscrimination provisions of this contract, the Client shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
- a. Withholding of payments to the Consultant under the contract until the Consultant complies, and / or
 - b. Cancellation, termination or suspension of the contract in whole or in part.
- (6) **Incorporation of Provisions:** Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directive issued pursuant thereto. Consultant shall take such action with respect to any subcontract or procurement as Client may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event a Consultant becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Consultant may request Client to enter into such litigation to protect the interests of Client and in addition, Consultant may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE VII. GENERAL PROVISIONS

7.1 CONTRACT TIME. Consultant understands and agrees to provide all professional services and deliverables requested herein, as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect, and to use its best efforts to complete all phases of this Agreement within the time schedules indicated within **Attachment "D"**. It is acknowledged that the Consultant does not have control over all aspects of the design and construction process and cannot warrant that it will complete all services and deliverables by a certain date. The Consultant shall timely notify the City Engineer of any delay beyond its control and the City Engineer shall extend the time schedule in the event of delays which the City Engineer reasonably determines are beyond the control of the Consultant.

7.2 INTENTIONALLY DELETED.

7.3 CONSULTANT'S QUALITY OF WORK. The Owner's review of any documents prepared by the Consultant is only general in nature and its option to approve and accept the work in no way relieves the Consultant of responsibility for any specific deficiencies in its professional service. The Consultant's services shall be performed with the professional skill and care ordinarily provided by competent engineers or architects practicing under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect and the orderly progress of the Project and in accordance with the time periods established in **Attachment "D"** and which shall be adjusted, if necessary, as the project proceeds. This schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the project. The identified time limits shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

7.4 COPYRIGHT AND REPRODUCTION RIGHTS. Upon payment of amounts due, the Drawings, Specifications, concepts and design, and other documents prepared by the Consultant for this Project including, without limitation, those in electronic form (sometimes referred to as the “Instruments of Service”) are the property of the Owner, who shall be vested with all common law and statutory rights. The Owner shall have the right to the use of the Drawings, Specifications and other documents for the maintenance, repair, remodeling and renovation of the Project; provided however the Consultant shall have no liability for any use of one or more of the Instruments of Service by the Owner for maintenance, repair, remodeling and renovation of the project. The Owner has the consent of the Consultant, provided, however, the Consultant shall have no liability or responsibility for such use of the Drawings, Specifications, concepts and design, and other documents. The rights granted to the Owner herein for the use of the Drawings, Specifications and other documents for additional projects, other than the construction of the Project, shall not grant the Owner any right to rely upon the Consultant’s seal on the Drawings and Specifications or to hold the Consultant responsible for any subsequent use of the Drawings, Specifications and documents. The Consultant shall provide the Owner with copies of the Instruments of Service in both electronic form and in hard copy.

7.5 AUDITING RECORDS FOR THE SPECIFIC PROJECT. Consultant’s records subject to audit shall include but not be limited to records which, have a bearing on matters of interest to the Owner in connection with the Consultant’s work on this Project for the Owner and shall be open to inspection and subject to audit and/or reproduction by Owner’s agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of (a) Consultant’s compliance with contract requirements, and (b) compliance with provisions for computing Direct Personnel Expense with reimbursables, if applicable.

Such records subject to audit shall also include those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. In those situations where Consultant’s records have been generated from computerized data, Consultant agrees to provide Owner’s representatives with extracts of data files in computer readable format on data disks or suitable alternative computer data exchange format.

The Owner or its designee shall be entitled, at its expense, to audit all of the Consultant’s records related to this Project, and shall be allowed to interview any of the Consultant’s employees, pursuant to the provisions of this section throughout the term of this contract and for a period of **three (3) years** after final payment or longer if required by law. Such audits may require inspection and photo copying of selected documents from time to time at reasonable times (limited to Consultant’s office hours) and places upon reasonable notice.

7.6 CONTRACTING INFORMATION

The Contractor must preserve all contracting information related to this Contract as provided by the records retention schedule requirements applicable to the City for the duration of this Contract. Contractor will promptly provide the City any contracting information related to this Contract that is in the custody or possession of the Contractor on request of the City. On completion of this Contract, Contractor will either provide at no cost to the City all contracting information related to this Contract that is in the custody or possession of the Contractor or preserve the contracting

information related to this Contract as provided by the records retention requirements applicable to the City.

7.7 SUCCESSORS AND ASSIGNS. This Agreement shall be binding on the Owner and the Consultant, their successors and assigns. Neither party may assign, sublet, or transfer its interest in this Agreement without the written consent of the other.

7.8 VENUE. For the purpose of determining place of Agreement and the law governing the same, this Agreement is entered into in the City and County of El Paso, the State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the County of El Paso, Texas.

7.9 GOVERNING LAW. The Consultant shall comply with applicable Federal, State and local laws and ordinances applicable to the work contemplated herein.

7.10 CAPTIONS. The captions of this Agreement are for information purposes only, and shall in no way affect the substantive terms or conditions of this Agreement.

7.11 SEVERABILITY. Should any section, paragraph or other provision of this Agreement be found invalid, such invalidity shall not affect the remaining provisions of this Agreement.

7.12 NOTICES. Any notice, demand, request, consent or approval that either party may or is required to provide to the other shall be in writing and either personally delivered or sent via certified mail, return receipt, to the following addresses:

To the Owner:	The City of El Paso Attn: City Manager P. O. Box 1890 El Paso, Texas 79950-1890
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With a Copy to:	The City of El Paso Attn: City Engineer P. O. Box 1890 El Paso, Texas 79950-1890
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To the Consultant:	GARVER, LLC Attn: Neil Gabrielson 13750 San Pedro Ave., Suite 350 San Antonio, TX 78232
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Changes may be made to the names and addresses noted herein through timely, written notice to the other party.

7.13 CONFLICTING PROVISIONS. Any provision contained in any Attachments to this Agreement, which may be in conflict or inconsistent with any of the provisions in this Agreement shall be void to the extent of such conflict or inconsistency.

7.14 ENTIRE AGREEMENT. This Agreement, including attachments, constitutes and expresses the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement shall not be amended or modified, except by written amendment, executed by both parties.

7.15 TEXAS GOVERNMENT CODE. In accordance to Chapter 2274 of the Texas Government Code, as amended from time to time, the Consultant represents and warrants to the Owner the following: (1) the Consultant does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) the Consultant will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

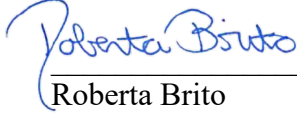
(SIGNATURES ON THE FOLLOWING PAGES)

WITNESS THE FOLLOWING SIGNATURES AND/OR SEALS:

CITY OF EL PASO:

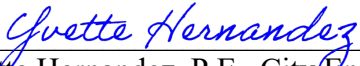
Cary Westin
City Manager

APPROVED AS TO FORM:



Roberta Brito
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Yvette Hernandez, P.E., City Engineer
Capital Improvement Department

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF EL PASO §

This instrument was acknowledged before me on this _____ day of _____, 2024,
by **Cary Westin**, as **City Manager** of the **City of El Paso, Texas**.

Notary Public, State of Texas

My commission expires:

(Signatures begin on following page)

CONSULTANT:

By: Colin Bible
Name: Colin Bible
Title: Vice President

ACKNOWLEDGEMENT

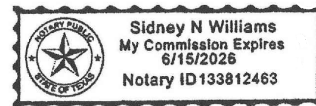
THE STATE OF Texas §
§
COUNTY OF Collin §

This instrument was acknowledged before me on this 4th day of June, 2024,
by Colin Bible, Vice President, on behalf of Consultant.

Sidney Williams
Notary Public, State of Texas

My commission expires:

6/15/24



**ATTACHMENT “A”
SCOPE OF SERVICES**



**EXHIBIT A
SCOPE OF SERVICES
EL PASO INTERNATIONAL AIRPORT
SUSTAINABILITY MASTER PLAN**

GENERAL/BACKGROUND

This scope of services details the process that will be utilized to complete a Sustainability Master Plan ("SMP" or "Plan") for the El Paso International Airport (ELP) of El Paso, Texas hereinafter referred to as "Client" or "ELP".

ELEMENT 1 – SCOPING, PROJECT ADMINISTRATION, VISIONING, AND OUTREACH

Task 1.1 – Scoping

Garver will facilitate a virtual meeting with the Client to review and discuss a scope outline for the SMP. Garver will utilize feedback collected from this meeting to build the full scope of services contained herein. Garver will provide the scope to the Client for review. One round of revisions is assumed.

Task 1.2 – Project & Grant Administration

Garver will provide grant administration support throughout this project. This will include the development of grant paperwork including progress reports and grant closeout documentation. Garver will facilitate coordination of the project team and support coordination with the Client, the City of El Paso (hereinafter referred to as "City"), the City's Climate Action Plan consultant, and/or FAA, as needed or requested by the Client. This task includes bi-weekly thirty (30) minute internal team meetings to support project implementation and bi-weekly thirty (30) minute project status meetings with the client. Six (6) additional virtual meetings and one (1) in-person meeting are also included in this phase to support coordination as needed throughout the project.

Task 1.3 – Project Steering Committee Formation

Working with the Client, Garver will support the creation of a project steering committee (PSC) to provide guidance and feedback throughout the life of the project. At project kickoff or shortly thereafter, the Client will provide to Garver a list of names, titles and email addresses of the individuals it wishes to have sit on the PSC.

Task 1.4 – Visioning

Garver will facilitate a visioning session with the Client to identify and understand existing ELP and City initiatives, goals and accomplishments relevant to the creation of the Plan. It is expected that the PSC will participate in this session, along with any other key participants the Client wishes to involve. Specific issues or needs associated with ELP that should be considered during the SMP process will also be captured during this task. Garver will also support a stakeholder mapping exercise as part of the visioning process to identify key stakeholders that should be considered or engaged in the SMP process. The visioning session will be held in-person at ELP and will be attended by three (3) members of the Garver team. The visioning session is expected to last approximately two (2) hours.



Task 1.5 – Public Website

Garver will create and host a public website to share information and updates regarding the SMP. A portal for soliciting public feedback will also be provided on the website. Content will be updated throughout the project with concurrence from the PSC. Up to five (5) total site updates are anticipated throughout the life of the project. Garver will keep this site operational for one (1) year from the end of the SMP project, or less at the direction of the Client.

ELEMENT 2 – BASELINE CONDITIONS REVIEW

Task 2.1 – Existing Documentation Review

With consideration for the information collected in Task 1.4 of this scope, Garver will review existing documents and studies that are expected to be relevant to the SMP. This review is expected to include a combination of information provided by the Client and the City. These documents are expected to include, but not limited to:

- *City Resilient El Paso* resiliency study (2018)
- El Paso Regional Climate Action Plan (in progress – hereinafter “CAP”).
- ELP Master Plan Update (2020)
- El Paso International Airport Energy Master Plan (2022)
- El Paso International Airport Energy Benchmarking Report (2022)
- Plans and designs for sustainability and resiliency projects
- Airport utility bills (to be further discussed in Task 2.6)
- Vehicle fueling records (to be further discussed in Task 2.6)

Task 2.2 – Local Considerations

Garver will capture local considerations that are expected to influence the SMP. Local considerations are expected to include the regional climate, climate change impacts, area disadvantaged communities, airport economic benefit, and the Binational Metroplex. Information related to local considerations contained in the plans referenced in Task 2.1 of this scope will be used to provide consistency and minimize duplication of effort. This task includes coordination with appropriate City staff and the City's CAP consultant to facilitate information sharing and coordination with the SMP.

Task 2.3 – Infrastructure Review

Garver will conduct a review of existing ELP infrastructure to understand current conditions of airside, landside and terminal facilities and any sustainability or resiliency features or needs. Garver will also review infrastructure projects that are under design or construction at the time of this task, as well as planned projects in the ELP capital improvement plan. This review will be conducted in part using information collected in Task 2.1 and any other applicable information provided to Garver by the Client.

Garver will also conduct a site visit at ELP to tour airport facilities and gain an understanding of specific issues, challenges, and opportunities associated with the infrastructure. As part of the site visit, Garver may conduct interviews with up to five (5) ELP staff members or teams with key responsibilities for



existing or planned infrastructure. This site visit is expected to be conducted during the same visit as the visioning effort described in Task 1.4. and is expected to last approximately eight (8) hours.

Garver will also conduct an electrical sustainability and resiliency assessment as part of this task. A comprehensive review of the airport's existing electrical systems (airside, terminal, and landside) to identify potential points of failure, opportunities for improving resiliency, and prospects for improving system efficiency. Garver will work with the airport to gather information for existing electrical infrastructure supporting the airport. These areas include airfield lighting and NAVAIDS, electrical airfield vault power and controls, terminal power and lighting systems, site and roadway lighting, parking environments, and airport gate access control. Where appropriate, Garver will also utilize electrical infrastructure information collected during past projects at the airport and the documentation review completed in Task 2.1. Garver will complete a single two (2) day site visit with (2) Garver staff to document existing electrical infrastructure conditions of the airport. Some of the data collection will need to be performed during the night hours to document existing lighting conditions throughout the airport.

Garver will also facilitate up to four (4) virtual meetings with ELP staff and other stakeholders in support of the collection of this data. These meetings are expected to be attended by two (2) Garver team members.

Task 2.4 – Workforce Engagement

Garver will collect feedback from ELP staff to assess current processes, sustainability best practices, and sustainability resources in place at the Airport. During the site visit discussed in Task 2.3 of this scope, Garver will facilitate two (2) small group discussions with representatives from front-line staff groups to discuss current training practices and any additional training that could be helpful in implementing more sustainable operational practices. These discussions are expected to last approximately one (1) hour. This group discussions will also be used to support data collection for Task 2.5.

Task 2.5 – Health and Safety of Occupants

The health and safety of airport employees and users are paramount to a successful operation. Exposure to toxic chemicals or other particulates contributing to poor indoor air quality and health outcomes can be minimized with established protocols in place. Key factors that impact health and safety of occupants will be identified as part of the front-line staff discussions referenced in Task 2.4 of this scope.

Task 2.6 – Resources Usage

To develop tangible goals and opportunities for improving resource usage throughout the airport, it is necessary to first evaluate the airport's current utilization as a baseline case. Current usage of the airport's potable water including from restrooms, drinking fountains, janitorial services, irrigation, airport maintenance, and food preparation will be collected through review of water utility bills for ELP and reviewed for potential areas of improvement. This evaluation includes determining the type of fixtures installed and corresponding flush and flow rates, if the client is able to provide this information.



Electricity consumption data from utilities, facility monitoring systems, and other available sources, including documentation referenced in Task 2.1 of this scope of services, will be compiled to generate a baseline case that can be improved upon. Similarly, natural gas usage data will be gathered from utilities, facility monitoring systems, and other sources to develop a baseline. According to the CAP, transportation is one of the largest sources of greenhouse gas emissions in the city, accounting for 40% of total emissions. The current rate of consumption for fuel types in use at the airport will be analyzed to establish a baseline. Fuel consumption data is expected to be collected through ELP records provided by the Client.

Evaluation of current waste management and recycling practices and infrastructure at ELP will be conducted as part of the site visit discussed in Task 2.3 of this scope. Garver will also facilitate a one (1) hour virtual meeting with the current ELP waste and recycling vendor(s) to understand current diversion streams and diversion rates, and reporting practices.

Collectively, resource usage data will inform the goal setting process described in Element 4 of this scope of services.

Task 2.7 – Emissions

Garver will conduct an emissions inventory for Scope 1 and Scope 2 emissions associated with ELP. Garver will use the International Council for Local Environmental Initiatives (ICLEI) ClearPath methodology for this emissions inventory to provide consistency with the emissions inventory in the CAP. To the extent possible, emissions categories will be aligned with the CAP. The City will provide Garver with access to the ClearPath tool via a license or other means that allow the analysis to be completed. One (1) virtual meeting, attended by two (2) Garver team members, is included in this scope for the purposes of coordination with the Client, City, and/or CAP consultant regarding the emissions inventory process.

ELEMENT 3 – FORECASTING

Task 3.1 – Update Select Forecasts

To support development of subsequent elements of this scope of services, Garver will review the forecasts completed as part of the most recent airport master plan (AMP) and complete updates to the following forecast elements, as needed:

- Aircraft Operations
- Aircraft Operations Fleet Mix
- Passenger Enplanements

The need for updates will be determined by comparing AMP forecasts for these elements to the most recent data available from FAA and Client sources. It is assumed that 2023 data will be used as the base year. Garver will update forecasts for the 10 year period beginning in 2024. Garver will also facilitate one (1) virtual meeting with the Client to coordinate the forecast updates and identify any key factors that should be considered when updating these forecasts. No new socioeconomic data will be



collected as part of this effort except from the CAP, if needed or requested by the Client. Garver will consider these forecasts in the development of SMP goals and implementation plan priorities and phasing in subsequent elements of this scope of services.

Task 3.2 – Interim Working Paper

Garver will present its findings from Elements 1-3 of this scope to the PSC via a one (1) hour in-person meeting. This meeting will be attended by two (2) Garver team members and will be completed during the same visit as the Client Goal Setting Workshop described in Task 4.1 of this scope. Any feedback collected from this presentation will be used to inform an interim working paper documenting the findings of Elements 1-3 of this scope. This working paper will be provided to the Client for review. One round of revisions will be completed based on any Client comments received.

ELEMENT 4 – GOAL SETTING

Task 4.1 – Client Goal Setting Workshop

Using the findings of Elements 1-3 of this scope, Garver will conduct a goal-setting workshop with the PSC to identify and determine actionable and achievable goals to be studied in the subsequent components of the SMP. Goal areas to be discussed are expected to include the following:

- Airside
- Terminal
- Landside
- Emissions
- Resource Usage
- Community
- Health & Safety of Occupants

This workshop will be held in-person at ELP during the same visit described in Task 3.2 of this scope and attended by three (3) Garver team members. It is expected to be approximately two (2) hours in length. Following this workshop, Garver will conduct additional research, as needed on the goals identified in the workshop and develop initial action plans associated with proposed goals. Up to four (4) follow-up virtual meetings will be held with the PSC or ELP staff to review this information and make revisions, as needed. These meetings are expected to be one (1) hour in length and attended by two (2) Garver team members.

Task 4.2 – Stakeholder Goal Setting Open House

Utilizing the results of Task 4.1, Garver will facilitate a stakeholder goal setting open house to collect additional feedback on goals to be considered in the SMP. The stakeholder mapping exercise completed in Task 1.4 will be utilized to identify stakeholders that should be engaged in this event. The Client will be responsible for advertising the event and inviting applicable stakeholders. Garver will provide one (1) 8.5" x 11" electronic flyer in pdf format for Client use in disseminating information about



the event. The open house is expected to be three (3) hours in length and attended by three (3) Garver team members.

Task 4.3 – Sustainability & Resiliency Goal Setting

Garver will present the collective feedback received from the events described in Tasks 4.1 and 4.2 to the Client to determine a final set of goals for each of the areas described in Task 4.1. This presentation is expected to be held virtually and attended by two (2) Garver team members. The presentation is expected to be one (1) hour in length.

ELEMENT 5 – IMPLEMENTATION PLANNING

Task 5.1 – Implementation Plan Development

Using the findings and determinations from the preceding tasks, Garver will formulate an implementation plan for achieving the goals set in Task 4.3 of this scope. The plan is expected to include a combination of capital projects and organizational initiatives. Key considerations for this plan and its goals are expected to include, but not be limited to, the following items:

- A system of prioritization for projects and initiatives
- Funding mechanisms
- Organizational support
- Communication mechanisms
- Feedback and re-evaluation mechanisms

Garver will provide recommendations for each area listed above. Additionally, high-level cost estimates, potential funding sources, and phasing (using the established prioritization criteria) will be identified as part of the funding mechanisms effort. Garver will present key aspects of the implementation plan to the Client via a one (1) hour virtual meeting, which will be attended by two (2) Garver team members. Feedback collected from this presentation will be used to inform the final draft of the implementation plan. Garver will then provide the final draft to the Client for review. One (1) round of revisions will be completed based on any Client comments received.

Task 5.2 – Final SMP Document

Upon completion of Task 5.1, Garver will finalize the full sustainability master plan, which will include the revised working paper completed in Task 3.2, the goal setting process and outcomes outlined in Element 4, and the revised implementation plan completed in Task 5.1. Garver will also develop a one-page informational document to share key information and findings from the SMP that can be used by the Client for stakeholder communication. Garver will provide the final plan documents to the Client in electronic pdf format.



Task 5.3 – ICLEI Dashboard Integration

In coordination with the City and the City's CAP consultant, if needed, Garver will integrate key data and goals into the City's ICLEI dashboard that is being built as part of the CAP. This integration may take place at various points throughout the SMP process, if requested by the Client or the City.

Task 5.4 – City Council Presentation

Once the deliverables discussed in the preceding tasks are completed, Garver will attend one (1) El Paso City Council meeting to present on the SMP. This task includes the preparation of a PowerPoint presentation, if desired, and will be attended by two (2) Garver team members.

Project Deliverables:

This section summarizes the deliverables discussed in this scope of services that will be provided to the Client:

1. Project website
2. Interim Working Paper
3. Implementation Plan
4. Final Sustainability Master Plan Document (combined revised version of interim working paper, goal setting documentation, and implementation plan)
5. One page SMP informational document
6. ICLEI Dashboard integration

Extra Work:

For clarification purposes, the proposed scope of services for this scope of service specifically does not include any of the following items/tasks stated below:

- Design services
- Revisions to the existing ELP or City of El Paso capital improvement plan
- Site visits or in person meetings not referenced in this scope of services
- Property research
- Meetings or travel not referenced in this scope of services
- Analysis or other work for the City Climate Action Plan, unless such work primarily benefits the SMP and is within the scope of services
- Certification of any project or initiative
- Facilitation of any training or training materials
- Creation of standard operating procedures or any other documents not referenced in this scope of services

ATTACHMENT “B”
CONSULTANT’S FEE PROPOSAL AND HOURLY RATES

Exhibit B

El Paso International Airport Sustainability Master Plan

FEE SUMMARY

Title I Service	Estimated Fees
Scoping, Project Administration, Visioning and Outreach	\$ 92,942.00
Baseline Conditions Review	\$ 134,389.00
Forecasting	\$ 30,213.00
Goal Setting	\$ 70,656.00
Implementation Planning	\$ 70,586.00
Subtotal for Title I Service	\$ 398,786.00
 Total All Services	 \$ 398,786.00

Exhibit B

El Paso International Airport Sustainability Master Plan

Scoping, Project Administration, Visioning and Outreach

WORK TASK DESCRIPTION	P-4	P-2	E-6	E-4	X-2	T-1
	\$269.00	\$209.00	\$296.00	\$229.00	\$103.00	\$112.00
	hr	hr	hr	hr	hr	hr
1.1 Scoping						
Client Scoping Meeting + Prep	1	3		3		
Scope Preparation	3	10		6		
Bi-Weekly Internal Team Meetings		15		15		
Bi-Weekly Project Status Meetings		15		15		
Subtotal - Scoping	4	43	0	39	0	0
1.2 Project & Grant Administration						
Grant Administration					16	
Project Administration	4	10	2	8		
Virtual Coordination Meetings (6)		6		6		
In-Person As-Needed Meeting				12		
Subtotal - Project & Grant Administration	4	16	2	26	16	0
1.3 PSC Formation						
Client Coordination		1		2		
Subtotal - PSC Formation	0	1	0	2	0	0
1.4 Visioning						
Visioning Prep	4	8		4		
Visioning Session	16	16				
Visioning Documentation	4	8			4	
Subtotal - Visioning	24	32	0	4	4	0
1.5 Public Website						
Initial Website Build		2		2		15
Site Updates		4		2		15
Public Comment Management		8		8		12
QA/QC	3					
Subtotal - Public Website	3	14	0	12	0	42

Hours	35	106	2	83	20	42
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Salary Costs	\$9,415.00	\$22,154.00	\$592.00	\$19,007.00	\$2,060.00	\$4,704.00
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SUBTOTAL - SALARIES: \$57,932.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$50.00
Postage/Freight/Courier	\$0.00
Travel Costs	\$1,800.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$1,850.00
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SUBTOTAL:	\$59,782.00
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SUBCONSULTANTS FEE:	\$33,160.00
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HMMH	\$33,160.00
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TOTAL FEE:	\$92,942.00
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Exhibit B

El Paso International Airport Sustainability Master Plan

Baseline Conditions Review

WORK TASK DESCRIPTION	P-4	P-2	E-6	E-5	E-4	E-1	X-2
	\$269.00	\$209.00	\$296.00	\$269.00	\$229.00	\$139.00	\$103.00
	hr	hr	hr	hr	hr	hr	hr
2.1 Existing Documentation Review							
Review Documents and Plans		6			6	12	
Subtotal - Existing Documentation Review	0	6	0	0	6	12	0
2.2 Local Considerations							
Review Local Considerations		2			2	4	
CAP Coordination		6			4	6	
Subtotal - Local Considerations	0	8	0	0	6	10	0
2.3 Infrastructure Review							
Review Existing Infrastructure		16	2		12		
<u>Electrical Sustainability/Resiliency Study</u>							
-Visit Prep				16	16		
-Site Visit				16	16		
-Documentation				24	24		
Additional Virtual Meetings (4)					5		
Subtotal - Infrastructure Review	0	16	2	56	73	0	0
2.4 Workforce Engagement							
Discussion Prep/Coordination		2			6	6	
Small Group Discussions (2)		2			2		
Subtotal - Workforce Engagement	0	4	0	0	8	6	0
2.5 Health and Safety of Occupants							
Discussion Prep/Coordination		2			6	6	
Group discussion hours under Task 2.4							
Subtotal - Health and Safety of Occupants	0	2	0	0	6	6	0
2.6 Resources Usage							
Utilities Usage Baselines					4		
Subtotal - Resources Usage	0	0	0	0	4	0	0
2.7 Emissions							
ICLEI ClearPath Scope 1&2 Emissions Inventory		2			4		
Subtotal - Emissions	0	2	0	0	4	0	0
QA/QC							
Baselines QA/QC	4	6	2		8		
Subtotal - QA/QC	4	6	2	0	8	0	0

Hours	4	44	4	56	115	34	0
Salary Costs	\$1,076.00	\$9,196.00	\$1,184.00	\$15,064.00	\$26,335.00	\$4,726.00	\$0.00

SUBTOTAL - SALARIES: \$57,581.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00

Travel Costs	\$1,800.00
SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$1,800.00
SUBTOTAL:	\$59,381.00
SUBCONSULTANTS FEE:	\$75,008.00
HMMH	\$75,008.00
TOTAL FEE:	\$134,389.00

Exhibit B

El Paso International Airport Sustainability Master Plan

Forecasting

WORK TASK DESCRIPTION	P-4	P-2	P-1	E-4	X-2
	\$269.00	\$209.00	\$177.00	\$229.00	\$103.00
	hr	hr	hr	hr	hr
3.1 Update Select Forecasts					
Validate AMP forecasts		6	8		
Update forecasts		6	8		
Forecasts coordination meeting + prep		6	4	2	
QA/QC	2				
Subtotal - Update Select Forecasts	2	18	20	2	0
3.2 Interim Working Paper					
Baseline and Forecast findings presentation + prep	1	4	8	6	3
Interim Working Paper		10	40	8	6
Interim Working Paper Revisions	2	4	12	6	4
QA/QC	3				
Subtotal - Interim Working Paper	6	18	60	20	13

Hours	8	36	80	22	13
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Salary Costs	\$2,152.00	\$7,524.00	\$14,160.00	\$5,038.00	\$1,339.00
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SUBTOTAL - SALARIES: \$30,213.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$0.00
Travel	\$0.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$0.00

SUBTOTAL: \$30,213.00

SUBCONSULTANTS FEE: \$0.00

TOTAL FEE: \$30,213.00

Exhibit B**El Paso International Airport
Sustainability Master Plan****Goal Setting**

WORK TASK DESCRIPTION	P-4	P-2	E-4	E-1	X-2	D-2
	\$269.00	\$209.00	\$229.00	\$139.00	\$103.00	\$149.00
	hr	hr	hr	hr	hr	hr
4.1 Client Goal Setting Workshop						
Workshop prep and coordination		3	6			
Goal Setting Workshop			16			
Additional Research/Action Plans	4	6	12	24		
PSC Follow-up Meetings (4)			6			
Subtotal - Client Goal Setting Workshop	4	9	40	24	0	0
4.2 Stakeholder Goal Setting Open House						
Open house prep and coordination		4	8			4
Open house electronic flyer & exhibits		2	4	4		24
Goal Setting Open House			16			
Open House Documentation		4	8	8		
Subtotal - Stakeholder Goal Setting Open House	0	10	36	12	0	28
4.3 Finalize Goal Setting						
Collective feedback presentation + prep			6	6		
QA/QC	1					
Subtotal - Finalize Goal Setting	1	0	6	6	0	0

Hours	5	19	82	42	0	28
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Salary Costs	\$1,345.00	\$3,971.00	\$18,778.00	\$5,838.00	\$0.00	\$4,172.00
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SUBTOTAL - SALARIES:	\$34,104.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$0.00
Travel	\$1,800.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$1,800.00
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SUBTOTAL:	\$35,904.00
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SUBCONSULTANTS FEE:	\$34,752.00
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HMMH	\$34,752.00
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TOTAL FEE:	\$70,656.00
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Exhibit B**El Paso International Airport
Sustainability Master Plan****Implementation Planning**

WORK TASK DESCRIPTION	P-4	P-2	E-6	E-4	E-1	X-2	D-2
	\$269.00	\$209.00	\$296.00	\$229.00	\$139.00	\$103.00	\$149.00
	hr	hr	hr	hr	hr	hr	hr
5.1 Implementation Plan Development							
Develop recommendations		12	2	16	20		
Develop cost estimates		2		6	24		
Client presentation + prep		2		6	8	2	
Implementation plan		8		12	24		
QA/QC	3						
Subtotal - Implementation Plan Development	3	24	2	40	76	2	0
5.2 Final Plan Document							
Assemble full SMP		6		8	24	8	
One-page informational flyer		3		6	2	4	12
QA/QC	3		1				
Subtotal - Final Plan Document	3	9	1	14	26	12	12
5.3 ICLEI Dashboard Integration							
CAP coordination		4					
Dashboard integration		1		2			
Subtotal - ICLEI Dashboard Integration	0	5	0	2	0	0	0
5.4 City Council Presentation							
Presentation Preparation		4		6		4	
City Council Presentation		12		12			
Subtotal - City Council Presentation	0	16	0	18	0	4	0

Hours	6	54	3	74	102	18	12
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Salary Costs	\$1,614.00	\$11,286.00	\$888.00	\$16,946.00	\$14,178.00	\$1,854.00	\$1,788.00
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SUBTOTAL - SALARIES:	\$48,554.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$0.00
Travel	\$1,800.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$1,800.00
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SUBTOTAL:	\$50,354.00
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SUBCONSULTANTS FEE:	\$20,232.00
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HMMH	\$20,232.00
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TOTAL FEE:	\$70,586.00
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ATTACHMENT “C”
Consultant’s Basic and Additional Services

ATTACHMENT “C”
CONSULTANT’S BASIC AND ADDITIONAL SERVICES

For the project known as “DEVELOPMENT OF SUSTAINABILITY MASTER PLAN FOR THE EL PASO INTERNATIONAL AIRPORT ” hereinafter referred to as the “Project”, the Consultant will provide the Basic and Additional Services as noted herein.

BASIC SERVICES OF THE CONSULTANT

GENERAL

1. The Consultant agrees to perform professional services in connection with the Project as hereinafter stated.
2. The Consultant shall comply with the City of El Paso Engineering Department Construction Document Guidelines, which are in effect at the time of this Agreement and are available in the City Engineering Department, in the performance of the services requested under this Agreement.
3. The Consultant shall serve as the Owner’s professional representative in those phases of the Project to which this Agreement applies, and shall give consultation and advice to the Owner during the performance of services.
4. The Owner is relying upon the skill, reasonable care and knowledge of the Consultant to furnish the Owner with oversight and management of the Project within the allocated budget. The Owner’s review of any documents prepared by the Consultant is only general in nature and its obligation to approve and accept the work in no way relieves the Consultant of responsibility for any specific deficiencies in the project.

ATTACHMENT “D” PAYMENT SCHEDULE

For the project known as “**DEVELOPMENT OF SUSTAINABILITY MASTER PLAN FOR THE EL PASO INTERNATIONAL AIRPORT**”, hereinafter referred to as the Project, the Owner will compensate the Consultant an amount not to exceed **\$398,786.00** for all Basic Services and reimbursables noted within the Agreement and its attachments.

PAYMENT SCHEDULE

Basic services for design shall include the phases listed below at the fixed fee shown for each phase. The remainder of the fixed contract amount, if any, shall consist of the estimate for the time and materials for the bidding phase and construction phase.

Payment to Consultant

The compensation for each task describedn in Attachment "A". The owner shall make payments upon presentation of the Consultan's detailed invoice and accompanying summary and progress report and Owner's written approval

Scoping, Project Administration, Visioning and Outreach	\$92,942.00
Baseline Conditions Review	\$134,389.00
Forecasting	\$30,213.00
Goal Setting	\$70,656.00
Implementation Planning	\$70,586.00
Total	\$398,786.00

Time and materials shall be billed to Owner by Consultant pursuant to the schedule provided in the consultant’s proposal found in **Attachment “B”**. The time shown in **Attachment “B”** is an estimate. Should the services rendered during the construction phase exceed the estimated amount, written authorization will be required prior to rendering service. Written authorization shall be only by contract amendment in accordance with the contract provisions and applicable law.

The Owner shall make payments upon presentation of the Consultant’s detailed Invoice and accompanying Summary and Progress Report and the Owner’s written approval.

The invoice must clearly identify each employee name, title, hours worked, date of performance, task or project description, rate per hours and/or cost, and office/company location.

Reimbursable Costs: Efforts must be made to secure a *reasonable* and/or lowest rate available in the marketplace.

Receipts: Legible itemized receipts are required for the following: 1. Meals 2. Hotel (lodging) costs. 3. Airfare travel costs. 4. Parking costs. 5. Automobile or Equipment Rental costs. 6. Taxi, Limousine, Bus, Subway, or other travel costs. 7. Reproduction. 8. Shipping and Handling. 9.

Local Postage/Deliveries (courier services). 10. Communication Costs. ***Tips and alcohol are not reimbursable.***

No single invoice may include items for both August and September of any given year. The Owner's fiscal year begins on September 1st of each year and ends on August 31st of each year. The Consultant's invoices must be separated into items that end August 31st and those that begin on Septembers 1st of any given year, to coincide with the Owner's fiscal year.

Communications Costs: Long Distance telephone calls need to be identified and strictly related to work performed under this Agreement in order to be reimbursable by the Owner. A log is preferred showing the date, person's name called, and explanation. Cell phone monthly charges are reimbursable if usage is strictly related to work performed under this Agreement. Legible itemized cell phone records are required.

Personal Automobile Mileage: Expense report must clearly identify the departure/arrival time, To/From destinations and purpose of trip.

Entertainment Costs: Entertainment costs are not reimbursable, including: 1. Movie costs for "Pay for View" or Cable service. 2. Alcohol costs. 3. Monetary Tips (tipping) for any and all services related to all forms of travel (and/or entertainment).

DELIVERABLE SCHEDULE

The Consultant shall complete the requested services in accordance with the Notice to Proceed.

**ATTACHMENT “E”
INSURANCE CERTIFICATE**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stephens Insurance, LLC 111 Center Street, Suite 100 Little Rock, AR 72201 www.stephensinsurance.com	CONTACT NAME: Kathy Jones PHONE (A/C, No, Ext): 501-377-8502 FAX (A/C, No): E-MAIL ADDRESS: kathy.jones@stephens.com														
INSURED Garver LLC 221 N. Kansas Street, Suite 1208 El Paso TX 79901	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Phoenix Insurance Company (A++XV)</td><td>25623</td></tr><tr><td>INSURER B : Charter Oak Fire Insurance Company (A++XV)</td><td>25615</td></tr><tr><td>INSURER C : Farmington Casualty Company (A++XV)</td><td>41483</td></tr><tr><td>INSURER D : Travelers Property Casualty Co of Amer (A++ XV)</td><td>25674</td></tr><tr><td>INSURER E : Starr Surplus Lines Insurance Company (A XV)</td><td>23850</td></tr><tr><td>INSURER F : Tokio Marine Specialty Insurance Company (A++XV)</td><td>23850</td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Phoenix Insurance Company (A++XV)	25623	INSURER B : Charter Oak Fire Insurance Company (A++XV)	25615	INSURER C : Farmington Casualty Company (A++XV)	41483	INSURER D : Travelers Property Casualty Co of Amer (A++ XV)	25674	INSURER E : Starr Surplus Lines Insurance Company (A XV)	23850	INSURER F : Tokio Marine Specialty Insurance Company (A++XV)	23850
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Phoenix Insurance Company (A++XV)	25623														
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INSURER F : Tokio Marine Specialty Insurance Company (A++XV)	23850														

COVERAGES**CERTIFICATE NUMBER:** 75375899**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☒ OTHER: -0- Deductible			P-630-1G052988-PHX-23	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			810-1N886537-23-43-G	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10000			CUP-6J09853A-22-43	7/1/2023	7/1/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	UB-7K425966-22-43-G	7/1/2023	7/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Professional Liability- Claims Made			1000634123231	7/1/2023	7/1/2024	Each Claim & Aggregate \$2,000,000
F	Contractor's Pollution Liability			PPK2572628	7/1/2023	7/1/2024	Occurrence & Aggregate \$2,000,000
	Maritime Employer's Liability *			PSR083745	7/1/2023	7/1/2024	Combined Single Limit \$1,000,000
	Underwriter at Lloyds NAIC AA-1122000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)See Attached
RE: na

Full Prior Acts applies under the Starr Professional Liability policy shown above.

CERTIFICATE HOLDERna
FOR INFORMATION ONLY - El Paso**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ted Grace

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ACORD 25 (2016/03)

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ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Stephens Insurance, LLC		NAMED INSURED Garver LLC 221 N. Kansas Street, Suite 1208 El Paso TX 79901	
POLICY NUMBER P-630-1G052988-PHX-23			
CARRIER Phoenix Insurance Company (A++XV)	NAIC CODE 25623	EFFECTIVE DATE: 7/1/2023	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability (03/16)

HOLDER: FOR INFORMATION ONLY - El Paso

ADDRESS:

The following policy endorsements apply to the Certificate Holder and other named person or organization if you have agreed in written contract:

Certificate Holder is an Additional Insured on the General Liability if required by written contract per Blanket Endorsement CGD414 & CGD246 on a Primary & Non-contributory basis and includes Completed Operations.

Certificate Holder is an Additional Insured on a Primary & Non-contributory basis per Blanket Auto Endorsement CAT474.

Certificate Holder is an Additional Insured under the Umbrella policy on a Primary & Non-contributory basis per the follow form wording.

Waiver of Subrogation applies in favor of the Certificate Holder under the General Liability by Blanket Endorsement CGD379.

Waiver of Subrogation applies in favor of the Certificate Holder under the Automobile by Blanket Endorsement CAT353.

Waiver of Subrogation applies under the Umbrella per follow form wording if required by written contract.

Waiver of Subrogation applies in favor of the Certificate Holder under the Worker's Compensation by Blanket Endorsement WC000313. Form WC420304 Texas. Form WC9903J9 Kansas. WC430305 Utah.

Waiver of Subrogation applies in favor of the Certificate Holder under the Professional Liability. This is provided within the Starr Professional Liability policy form.

30 day notice will be provided to the Certificate Holder in the event of Cancellation, Non-renewal, Material Change per Blanket Endorsement ILT804-General Liability & ILT354 (03/98) on the Automobile.

Notice of Cancel, Non-renewal, Material Change will be sent per WC Blanket Endorsement WC9906R5.

Notice of Cancel, Non-renewal and Reduction of Limits will be provided by the Professional Liability Carrier per Blanket Endorsement.

Notice of Cancel for non-payment of premium is provided if Certificate Holder is specifically endorsed to the Professional Liability policy (Endt to be attached with this certificate if applicable).

*** (Notice of Cancel for non-payment of premium will not be provided to the Certificate Holder by Travelers Ins. Co. (applies to the General Liability, Automobile Liability and Umbrella policies).

Valuable Papers is provided under policy P-630-1G052988-COF-22 shown above with a limit of \$500,000.

General Liability policy form CGT001 includes Severability (Separation) of Interest (Insured's) Clause and includes Work within railroad by endorsement CG D3 79.

Worker's Compensation Policy includes coverage for USL&H exposures without endorsement to the policy per endorsement WC000106.



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Stephens Insurance, LLC		NAMED INSURED Garver LLC 221 N. Kansas Street, Suite 1208 El Paso TX 79901
POLICY NUMBER P-630-1G052988-PHX-23		
CARRIER Phoenix Insurance Company (A++XV)	NAIC CODE 25623	EFFECTIVE DATE: 7/1/2023

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability (03/16)

HOLDER: FOR INFORMATION ONLY - El Paso

ADDRESS:

Cyber Policy W35352230101 with Syndicate 2623/623 at Lloyds, eff. 7/1/23-7/1/24 Limits \$5,000,000 Data & Network Liability.

List of WC Carriers by State:

Sub Carrier NAIC# AM Best State(s)

Farmington Casualty Company 41483 A++ XV AL, AR, KS, MO

The Travelers Indemnity Company of Connecticut 25682 A++ XV AZ, GA, KY, NE, WI

Travelers Property Casualty Company of America 25674 A++ XV CA, CO, FL, IN, MN, OH, OR, UT, WA

Travelers Casualty and Surety Company 19038 A++ XV CT, NY, TN, VA

The Travelers Indemnity Company of America 25666 A++ XV IL, MI

The Phoenix Insurance Company 25623 A++ XV LA

The Charter Oak Fire Insurance Company 25615 A++ XV MD, PA

The Travelers Indemnity Company 25658 A++ XV MS, NM, NC, SC

The Standard Fire Insurance Company 19070 A++ XV OK, TX

ATTACHMENT “F”

Federal Aviation Administration (FAA) provisions

ATTACHMENT “F”

FEDERAL AVIATION ADMINISTRATION (FAA) CONTRACT PROVISIONS

In this Attachment “F”, the term “Contractor” shall refer to the “Consultant”, and the term “Airport Sponsor” shall refer to the “City”.

If there are any conflicts between the terms and conditions of Attachment “F” and Article VI of the Agreement, the terms and conditions of Attachment “F” will prevail.

A. GENERAL REQUIREMENT FOR CONTRACT

1. The contractor (including all subcontractors) are required to insert these contract provisions in each contract and subcontract, and further require that the clauses be included in all subcontracts;
2. The contractor (or subcontractor) is required to incorporate applicable requirements of these contract provisions by reference for work done under any purchase orders, rental agreements and other agreements for supplies or services;
3. The contractor is responsible for compliance with these contract provisions by any subcontractor, lower-tier subcontractor or service provider; and
4. The contractor (or subcontractor) shall not modify the provisions.

Subject to the applicability criteria noted in the specific contract provisions, these contract provisions apply to all work performed on the contract.

B. FAILURE TO COMPLY

Failure to comply with the terms of these contract provisions may be sufficient grounds to:

1. Withhold progress payments or final payment,
2. Terminate the contract,
3. Seek suspension/debarment, or
4. Any other action determined to be appropriate by the Airport Sponsor or the FAA.

C. CONTRACT PROVISIONS

1. ACCESS TO RECORDS AND REPORTS (all AIP-funded projects)

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized

representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after the final payment is made and all pending matters are closed.

2. **BREACH OF CONTRACT TERMS (all contracts that exceed the simplified acquisition threshold as fixed at 41 USC 403(11). This threshold is presently set at \$100,000.)**

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

3. **BUY AMERICAN PREFERENCES (all AIP-funded projects, if this professional services agreement includes any manufactured product as a deliverable.)**

BUY AMERICAN CERTIFICATION

The contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

Type of Certification is based on Type of Project:

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.
- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

Certificate of Buy American Compliance for Total Facility

(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

☒ Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:

- a. Only installing steel and manufactured products produced in the United States; or
- b. Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
- c. Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing US domestic products
 3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- ☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
 2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may results in rejection of the proposal.
 3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.

4. To furnish US domestic product for any waiver request that the FAA rejects.
5. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the “facility”. The required documentation for a type 3 waiver is:

- a. Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b. Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- c. Percentage of non-domestic component and subcomponent cost as compared to total “facility” component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 waiver is:

- a. Detailed cost information for total project using US domestic product
- b. Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

6/11/2024

Date



Signature

Garver

Company Name

Vice President

Title

* * * * *

Certificate of Buy American Compliance for Manufactured Products

(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:

- a. Only installing steel and manufactured products produced in the United States, or;
- b. Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
- c. Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic product
3. To furnish US domestic product for any waiver request that the FAA rejects
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.

3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- a. Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b. Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c. Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 waiver is:

- a. Detailed cost information for total project using US domestic product
- b. Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

6/11/2024

Date



Signature

Garver

Company Name

Vice President

Title

4. **GENERAL CIVIL RIGHTS PROVISIONS (all contracts)**

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

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

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

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

- a. The period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. The period during which the airport sponsor or any transferee retains ownership or possession of the property.

5. **CIVIL RIGHTS-TITLE IV COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS (all AIP funded projects)**

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 subcontractor 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.
6. **CLEAN AIR AND WATER POLLUTION CONTROL (all contracts that exceed \$100,000)**

Contractors and subcontractors agree:

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

7. **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS (all contracts that exceed \$100,000)**

1. Overtime Requirements.

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

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

In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in

excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

3. Withholding for Unpaid Wages and Liquidated Damages.

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

4. Subcontractors.

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

8. **CERTIFICATE REGARDING DEBARMENT AND SUSPENSION (BIDDER OR OFFEROR) (all contracts that exceed \$25,000)**

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

9. **DISADVANTAGED BUSINESS ENTERPRISES (all AIP-funded projects)**

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

Prompt Payment (49 CFR §26.29)- The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the City. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame

may occur only for good cause following written approval of the City. This clause applies to both DBE and non-DBE subcontractors.

10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) (all contracts)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES (all AIP-funded projects)

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to

a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (all contracts)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

13. RIGHTS TO INVENTIONS (all AIP-funded projects)

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

14. TERMINATION OF CONTRACT (contracts that exceed \$10,000)

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

to have been effected for the convenience of the Sponsor. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.

5. The rights and remedies of the sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

15. TRADE RESTRICTION CLAUSE (all AIP-funded projects)

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

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

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

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

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

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may

direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

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

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

16. TEXTING WHEN DRIVING (all contracts)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

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