

## **CONTINUING CONTRACT FOR PROFESSIONAL SERVICES AT LARGE**

THIS AGREEMENT is made as of the 28th day of September, 2022 (the "Effective Date"), by and between Melbourne Airport Authority, whose address is One Air Terminal Parkway, Melbourne, Florida 32901 (hereinafter referred to as the "Owner"), and AVCON, Inc., whose address is 5555 E. Michigan Street, Suite 200, Orlando, FL 32822 (hereinafter referred to as "Consultant"). The Owner and Consultant, in consideration of the mutual covenants hereinafter set forth, agree as follows:

WHEREAS, the Owner desires to obtain professional services on a continuing contract and as-needed basis from a duly qualified and licensed consultant(s) for Owner-assigned projects on property owned by the Owner in Melbourne, Florida (the Continuing Service Projects);

WHEREAS, the Owner is authorized to enter into continuing contracts for professional services and has chosen a qualifications-based selection process pursuant to the Consultants' Competitive Negotiation Act, section 287.055, Florida Statutes, to select a qualified firm that will be available and capable of providing the necessary professional services for the Continuing Service Projects;

WHEREAS, the Owner has issued Request for Qualifications number RFQ-22-008-1 ("RFQ"), and Consultant submitted a responsive Qualifications Proposal;

WHEREAS, Consultant was the entity chosen by the Owner to be the most qualified to furnish the professional services solicited, and the Owner and Consultant desire to enter into this Agreement to memorialize the terms under which Consultant will provide professional services per Exhibit 'A' on Continuing Service Projects during the Term of this Agreement; and

NOW THEREFORE, the Owner and Consultant, for and in consideration of the provisions, mutual promises, covenants and conditions herein, agree as follows:

### **I. SCOPE OF SERVICES**

1. Consultant will furnish to the Owner, to the Owner's satisfaction, the professional services for Continuing Service Projects, including all professional and non-professional staff, materials, equipment, supplies, and other resources necessary to perform the services (the "Services") as and when directed and assigned to do so by the Owner's Representative or such other person(s) whom the Owner designates in writing to give such direction.
2. After assignment of a specific Continuing Service Project by the Owner's designated representative, Consultant will consult with the Owner's representative to determine and define the Owner's requirements and intentions for such project. Consultant shall then provide to the Owner's

representative a detailed proposal for the Services contemplated by the assigned project. The proposal shall include a detailed description of the scope of the Services to be performed by Consultant for the assigned project, a total price for Consultant's Services based on the Fee Schedule attached hereto as Exhibit "B", and a schedule for the timely and successful completion of the Consultant's Services for the assigned project. The proposal shall identify the number of hours of Services by category of personnel performing the Services. The categories must accurately reflect the type of Service to be performed and not merely the job description of the employee performing the Service.

3. If the Owner accepts Consultant's proposal, the Owner shall issue a Work Order (Purchase Order) for the Consultant's Services for the assigned project. Consultant's proposal for the project, the Work Order, and this Agreement shall govern the relationship between the Owner and Consultant for the assigned project. If there is any conflict between this Agreement and the Order, any such conflict shall be resolved by first looking to this Agreement and then looking to the Work Order.
4. **Contract Documents:** This Agreement shall consist of this Continuing Contract for Professional Services, any written change orders or other written modifications thereto, all exhibits referenced herein, all Orders issued pursuant to this Agreement (including all subsequent written modifications thereto), the RFQ, Consultant's Qualifications Proposal, Public Entity Crime Affidavit, and the Non-Collusion Clause. With respect to any conflicts between this Agreement, the Owner's RFQ, and Consultant's Qualifications Proposal, any such conflict shall be resolved by first looking to this Agreement, second, looking to Consultant's Qualifications Proposal, and third, looking to the RFQ.
5. In furnishing Consultant's Services under any Work Order, Consultant shall reasonably cooperate and coordinate with the Owner and any persons or entities working on the assigned project.
6. The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority (MAA).
7. Refer to Exhibit "A" for Scope of Services which may be required in each Work Order issued.
8. The selected firm may be required to coordinate with other engineering and design professionals working on MAA or related projects and may also be required to perform other professional service related tasks not specified above.

## II. TIME OF COMPLETION

Consultant shall commence its Services for an assigned project upon receipt of a Notice to Proceed and a Work Order (Purchase Order) issued by the Owner for the

assigned project. Time is of the essence in the performance of Consultant's Services for assigned projects. Consultant shall diligently and in a timely manner perform Services for assigned projects to ensure timely completion of Consultant's Services in accordance with the schedule accepted by the Owner for the assigned Project.

### **III. COMPLIANCE WITH LAWS AND OTHER REQUIREMENTS**

1. In the performance of its Services, Consultant shall be familiar and shall comply with all applicable federal, state, and local laws, statutes, building codes, rules, and regulations, and lawful orders of governmental, public and quasi-public authorities and agencies having jurisdiction over any assigned project or in any way affecting the Services.
2. When required, all deliverables prepared by Consultant shall be signed and sealed by a professional engineer in the State of Florida.

### **IV. COMPENSATION TO CONSULTANT**

The Owner shall pay Consultant for Services authorized by a Work Order and satisfactorily completed and furnished to the Owner, in accordance with the following:

1. The Fee Schedule of Consultant, attached hereto as Exhibit "B". No additional fee shall be payable to Consultant under this Agreement or any Work Order for Services for an assigned project if the actual cost of the Services exceeds the amount in Consultant's proposal for the assigned project. No overtime payment shall be approved by the Owner unless authorized by the Owner prior to the performance of the overtime work. Overtime rates shall be agreed upon prior to the performance of the work. At the discretion of the Owner, cost of living increases may be considered. If authorized by the Owner, increases shall not exceed the rate established annually by the Federal Bureau of Labor Statistics. The rate schedule may be adjusted for cost of living expenses each January 1, beginning in 2018, upon review and approval of the Owner. The Fee Schedule may be modified only by a written Change Order to this Agreement executed by the Owner and Consultant.
2. Upon receipt of written approval of the Owner, the Consultant will engage the services of other professionals when necessary to complete the Consultant's Work Orders. In these circumstances, Consultant shall bill the Owner only for the actual and reasonable amounts that Consultant paid to such other professionals, and Consultant shall not be entitled to any mark-up on the fee for services of other professionals.
3. Consultant shall also be reimbursed at cost, without mark-up, for the following actual and necessary costs and expenses reasonably and properly incurred by

Consultant in furtherance of furnishing Services under this Agreement, provided that Consultant furnishes to the Owner supporting documentation and/or receipts:

- a. Automobile travel (excluding travel between any of Consultant's offices or between any Sub-consultant offices) shall be in accordance with section 112.061, Florida Statutes;
  - b. Other travel and per diem expenses when requested by the Owner and documented in accordance with section 112.061, Florida Statutes, and in accordance with the Owner's Reimbursement Policies and Procedures, attached hereto as Exhibit "C";
  - c. Reproductions when purchased from a third party and for which the Consultant receives an invoice or a receipt showing payment. Reproductions shall include blueprints, brownlines, reproducible, blacklines, CADD plots, transparencies, maps, aerial or other photographs, film developing, offset or any other form of prints, and in-house reproductions when requested by the Owner to be supplied to a third party;
  - d. Permit, platting, filing or other fees paid by Consultant on behalf of the Owner;
  - e. Tools, cameras, and equipment rental when requested by the Owner;
  - f. Special items of postage or overnight deliveries when specifically requested by the Owner to be sent to a third party; and
  - g. Any other special expenses incurred at the request of the Owner that can be documented to be for the benefit of executing any specific Work Order.
4. If the total amount to be paid to Consultant in connection with any assigned project exceeds the threshold amount provided in section 287.017, Florida Statutes, as may be amended, for CATEGORY FOUR purchases (which threshold amount at the time of executing this Agreement is \$195,000.00), Consultant shall execute and furnish to the Owner a Truth-in-Negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of the issuance of each Work Order. The original Work Order price and any additions thereto will be adjusted to exclude any significant sums that the Owner determines the Work Order amount was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.
  5. For each assigned project, Consultant shall submit an invoice on a monthly basis covering the Services for the assigned project and describing the Services performed and expenses incurred during the applicable period.

Consultant's invoices shall be submitted with detail satisfactory to the Owner and sufficient for a proper pre-audit and post-audit of said invoices.

6. Consultant agrees to keep and maintain all of its direct personnel expense records, Consultant expense records and other expense records pertaining to Continuing Service Projects and its record of accounts between Consultant and the Owner pertaining to Continuing Service Projects on a generally recognized and acceptable accounting basis. Consultant further agrees to keep and maintain accurate time records to within the nearest one-tenth (1/10) of an hour for each time entry, of all Services performed by employees of Consultant. All of the foregoing records and documentation shall be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement or the date a Work Order is completed, or such longer time as may be required by this Agreement or law, whichever is later. These records and documentation shall be available to the Owner or the Owner's designated representatives for inspection and copying at all reasonable times.

**V. SUBMISSION, OWNERSHIP AND USE OF CONSULTANT WORK PRODUCT**

Consultant shall furnish to the Owner all reproducible copies of surveys, maps, drawings, calculations, ideas, concepts, designs, sketches, models, artwork, programs, software, tests, reports or other tangible work product produced, originally developed, or submitted to the Owner pursuant to this Agreement and any Work Order ("Consultant Work Product").

1. Consultant shall deliver to Owner reproduced copies of all Consultant Work Product promptly upon completion of said Consultant Work Product, unless it is necessary for Consultant, in the Owner's sole discretion, to retain possession for a longer period of time. Upon termination of Consultant's Services for each assigned project, Consultant shall promptly deliver to Owner all original Consultant Work Product, whether complete or incomplete. The Owner shall have the right to use any and all Consultant Work Product. Consultant shall retain copies of original Consultant Work Product for Consultant's permanent records. However, same cannot be used by Consultant or any other person without the Owner's prior express written consent. Consultant agrees not to recreate any tangible Consultant Work Product contemplated by or originally produced or developed under this Agreement or any Work Order, or portions thereof.
2. The Owner exclusively retains all ownership and manufacturing rights to all materials developed under this Agreement or Work Order. To the extent the Services performed under this Agreement or Work Order produce or include copyrightable or patentable designs, surveys, maps, materials, tests or reports, such work made for hire for the Owner as the author, creator, or inventor thereof upon creation, and the Owner shall have all rights therein including, without limitation, the right to reproduction, with respect to such work. Consultant shall assign to the Owner all rights without limitation, including the copyright with

respect to such work. Consultant acknowledges that the Owner is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise the preparation of such copyrightable or patentable designs or materials.

## **VI. SUB-CONSULTANTS**

If Consultant, as part of the performance of its Services hereunder, desires to or does commission other consultant(s) ("Sub-consultant"), then the following provisions shall apply:

1. Consultant shall obtain the Owner's written consent prior to engaging the services of any proposed Sub-consultant;
2. The Owner shall not be liable to Consultant in any manner arising out of the Owner's non-consent to a proposed Sub-consultant;
3. All Sub-consultants shall be qualified and properly licensed to perform any services contemplated by this Agreement and any Sub-consultant agreement between Consultant and the Sub-consultant;
4. Consultant shall direct and coordinate the services and work product of any and all Sub-consultants commissioned by Consultant, including, but not limited to, reviewing and approving any designs, surveys, maps, drawings, specifications, shop drawings, submittals, test results, reports, or other services produced or furnished by any and all Sub-consultants before furnishing same to the Owner;
5. Consultant shall bear full responsibility under this Agreement for all Services performed by or for Consultant and any Sub-consultant(s) of any tier, including, but not limited to, each Sub-consultant's errors, omissions, and deficiencies, and nothing herein or any Sub-consultant agreement shall in any way relieve Consultant from any of its duties under this Agreement;
6. The costs of all Sub-consultants' services in the performance of any Services performed on a time-and-materials or cost-reimbursable basis shall be billed without Consultant markup;
7. The Owner shall have no obligation to pay, or be responsible in any way, for the payment of any monies to any Sub-consultant, except as may otherwise be required by applicable law;
8. Consultant shall, at a minimum, incorporate into all Sub-consultant agreements provisions that are substantially similar to those provisions contained herein, and, to the extent of the Services to be performed by the Sub-consultant, to assume toward Consultant all obligations that the Consultant assumes toward the Owner in this Agreement; and
9. Owner shall be a third party beneficiary of all obligations under any Sub-consultant agreement between Consultant and any Sub-consultant; however, nothing contained herein or therein shall create any contractual relationship

between the Owner and any Sub-consultant or any obligation of the Owner to any Sub-consultant.

## **VII. REPRESENTATIONS**

Consultant hereby represents to the Owner that:

1. Consultant has the education, experience, skill, and knowledge necessary to perform the Services under this Agreement;
2. Consultant is, and all of its Sub-consultants of any tier shall be, authorized to do business in the State of Florida, qualified and properly licensed to perform their respective scopes of the Services contemplated by this Agreement, Work Order, or Sub-consultant agreement, and shall maintain said licenses through the Term of this Agreement;
3. Consultant will, upon request of the Owner, promptly provide satisfactory evidence of Consultant's and its Sub-consultants' (of any tier) licensure and qualifications necessary to perform any Services contemplated by this Agreement, Work Order or Sub-consultant agreement, and it is understood by Consultant that the Owner may, at any time, require Consultant to cease, and Consultant shall thereafter immediately cease, the utilization of any person employed in connection with the performance of the Services who, in the sole opinion of the Owner, is unfit, unqualified, or not licensed for the proper performance of his or her duties;
4. Consultant has the necessary financial resources and corporate approvals to execute, perform, and fulfill its obligations under this Agreement;
5. The surveys, maps, designs, drawings, calculations, tests, reports or other Consultant Work Product shall not call for the use of or infringe any patent, trademark, service mark, copyright, or other proprietary interest claimed or held by any person absent prior written consent from the Owner and such other person; and
6. Consultant shall perform the Services in accordance with generally accepted professional standards and in the most expeditious and economical manner, and consistent with the best interests of the Owner.

## VIII. ERRORS AND OMISSIONS

1. Consultant shall, at its own expense and without any expense to the Owner, promptly correct or revise any errors, omissions, or deficiencies in the tests, reports, or other Services produced pursuant to this Agreement and any Work Order and shall, promptly thereafter, provide to the Owner such corrected or revised tests, reports, or other Services.
2. Consultant shall be obligated and responsible to the Owner for, and Consultant shall promptly and forthwith pay to the Owner upon demand of the Owner, any and all damages and additional costs and/or expenses incurred, sustained, or paid by the Owner, or for which the Owner may otherwise become liable, caused by or on account of any and all errors, omissions, or deficiencies made by Consultant or any Sub-consultant of any tier in the performance of the Services under this Agreement and any Work Order.

## IX. INDEMNITY

To the fullest extent permitted by applicable law, Consultant shall indemnify and hold harmless the Owner and the Owner's officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Consultant and persons employed or utilized by the Consultant in the performance of this Agreement or any Work Order. The foregoing obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant or any Subconsultant or other individual or entity under any contract, workers' compensation acts, disability benefits acts, or other employee benefit acts.

## X. INSURANCE

1. **Types and Limits of Insurance Required:** Consultant shall procure and maintain insurance of the types and to the limits specified herein as a mandatory condition precedent to performing Services under this Agreement. Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:
  - A. **Commercial General Liability** – commercial general liability ("CGL") insurance coverage for all operations by or on behalf of Consultant and all Sub-consultants of any tier and providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:
    - (1) premises and operations;
    - (2) products and completed operations;
    - (3) broad form property damage;

- (4) contractual liability insuring the obligations, including, but not limited to, the indemnity obligations, assumed by Consultant in this Agreement;
- (5) explosion, collapse and underground hazards;
- (6) personal injury and advertising liability; and
- (7) products completed operations extension endorsement extending products and completed operations through any applicable statute(s) of repose.

The commercial general liability insurance policy shall be written on an occurrence basis (not a "claims made" basis) in a form at least as broad as CG 00 01 and, if not part of such policy, an endorsement deleting any employee exclusion as to personal injury coverage. Commercial general liability shall be written on a per project basis. Endorsements restricting, limiting or eliminating Product or Completed Operations coverages above shall be identified and approved in writing by Owner. A Total Pollution exclusion shall have a Hostile Fire Exception. A waiver of subrogation endorsement is required to be issued in favor of the Owner.

Limits of Liability Shall not be less than:

- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 General Aggregate
- \$2,000,000 Products and Completed Operations Aggregate
- \$5,000,000 Per Project Endorsement.

**B. Business Auto Liability** – coverage for bodily injury and property damage liability arising out of any automobile (including owned, leased, hired, and non-owned automobiles) having limits of liability of not less than \$1,000,000 combined single limit for each accident for bodily injury and property damage combined. The automobile liability insurance policy shall be written on a form that provides coverage equal or greater than that provided in ISO Form CA 0001.

**C. Professional Liability Insurance** – professional liability coverage limits of not less than \$2,000,000 per claim. Said professional liability insurance shall provide insurance coverage for all sums that Consultant shall be obligated to pay as damages for claims or damages arising out of the Services provided or performed by Consultant in conjunction with this Agreement, including, but not necessarily limited to, any acts or omissions of Consultant or its Subconsultants of any tier. Consultant's professional liability insurance shall apply on a primary basis, and any other insurance maintained by the Owner shall be in excess of and shall not contribute with Consultant's insurance. The professional liability insurance shall also be maintained for a minimum of three (3) years after completion of the Services under the scope of any Work Order pursuant to this Agreement, including

any modification(s) thereto. A waiver of subrogation endorsement is required to be issued in favor of the Owner.

**D. Workers' Compensation and Employer's Liability** – Workers' compensation insurance coverage to apply for all employees of Consultant and anyone for whom Consultant may be liable for workers' compensation claims arising out of or relating to the Services performed under this Agreement or any Work Order for statutory limits in compliance with all applicable state and federal laws and regulations. Companies with three (3) or fewer employees shall be required to have worker's compensation coverage meeting the minimum requirements of this section. Consultant shall require:

- (1) All Sub-consultants to similarly provide workers' compensation insurance for their employees and anyone for whom such Sub-consultants may be liable for workers' compensation claims arising out of or relating to the Services performed under this Agreement.
- (2) Employer's liability insurance coverage in the amount of not less than \$1,000,000 for each accident for bodily injury and not less than One Million and No/100 Dollars \$1,000,000 for each employee for bodily injury or disease.

Worker's Compensation Leasing shall not be an approved coverage without prior written approval from the Owner. A Waiver of Subrogation Endorsement is required.

**E. Commercial Umbrella/Excess Liability** – follow form commercial umbrella/excess liability insurance, which will be identified to Owner, in the amount of \$10,000,000. The commercial follow form umbrella/excess liability insurance shall have the same inception and expiration dates as the underlying liability policies and shall provide coverage no less broad than those in the primary policies.

2. **Owner to be Additional Insured:** Each liability insurance policy required by this Agreement shall designate or name the Owner and the Owner's officers, directors, employees, representatives, and agents as additional insureds. The liability insurance shall apply on a primary and non-contributory basis with respect to any other liability insurance maintained by the Owner. Consultant's insurance shall contain a severability of interest provision, providing that, except with the respect to the total limits of liability, the insurance shall apply to each insured or additional insured in the same manner as if separate policies had been issued to each. The form of additional insured endorsement shall be at least as broad as ISO Form CG 2010 (11/85). If the GC 2010 (11/85) is not available, then the combination of CG 2010 (10/01) with CG 2037 (10/01) or their equivalent will be acceptable.

3. **Evidence of Insurance:** The insurance procured and maintained by Consultant shall be subject to approval of the Owner. Consultant shall file with the Owner prior to commencing any Services under this Agreement and at such other times requested by the Owner, a Certificate(s) of Insurance evidencing the insurance coverage required herein. The required Certificates of Insurance shall: name the types of policies provided, refer specifically to this Agreement and section and the above paragraphs in accordance with which insurance is being furnished, and state that such insurance is required by this Agreement. All additional insured and waiver of subrogation endorsements shall be provided to the Owner along with the Certificate of Insurance. Any Acceptance of Certificates of Insurance by the Owner shall in no way relieve Consultant of any duty or responsibility under this Agreement. Prior to commencing any Services under this Agreement and thereafter upon the Owner's request, Consultant shall promptly furnish or cause to be furnished to the Owner complete copies of all policies of insurance procured and maintained by Consultant and its Sub-consultants of any tier in connection with Consultant's insurance obligations under this Agreement.
4. **Sub-consultants' Insurance:** Consultant shall require and ensure that its Sub-consultants of any tier procure and maintain insurance in like form and amounts, including the additional insured and waiver of subrogation requirements, as is required by Consultant in this Agreement. Consultant shall require its Sub-consultants of any tier to furnish to the Owner, prior to said Sub-consultants performing any Services contemplated by this Agreement and thereafter upon the Owner's request to Consultant, Certificates of Insurance evidencing the insurance procured and maintained by said Sub-consultants of any tier.
5. **Waiver of Subrogation:** Any policy of insurance issued pursuant to the requirements of this Agreement covering the Consultant or its Sub-consultants of any tier shall include an endorsement providing that the insurers waive their rights of subrogation against the Owner and the Owner's officers, directors, agents, representatives, employees, assigns, insurance carriers, and attorneys. Consultant hereby waives and shall require its Sub-consultants of any tier to waive, any and all rights of recovery which they or any of them may now have or subsequently may have against the Owner and the Owner's officers, directors, agents, representatives, employees, assigns, insurance carriers, and attorneys in connection with any insured loss arising out of or relating to the Services.
6. **Notice of Cancellation and Renewal of Insurance:** The insurance policies shall provide that the insurance shall not be canceled or reduced in an amount or coverage below the requirements of this Agreement, without at least thirty (30)-days' written notice to the Owner as additional insured. In the event any insurance coverage expires prior to the completion of the Services, renewal Certificates of Insurance shall be furnished to Owner by no later than thirty (30) days prior to the date of expiration.

7. The Certificates of Insurance shall be forwarded directly to the following:

Melbourne Airport Authority  
Attn: Sandra Acevedo  
One Air Terminal Parkway, Suite 220  
Melbourne, Florida 32901

**XI. MISCELLANEOUS PROVISIONS:**

1. **Equal Employment Opportunity:** In connection with performing its obligations under this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, ethnicity, age, creed, color, sex, gender, religion, physical disability or national origin. Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, age, creed, color, sex, gender, religion, physical disability, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall insert this provision in all Subconsultant agreements pertaining to the Services under this Agreement except for any subcontract agreement for standard commercial supplies or raw materials necessary to perform the Services.
2. **Prohibited Interests:** No member, officer, or employee of the Owner during his or her tenure or for two (2) years thereafter shall have any interest, direct or indirect, in this Agreement, any Work Order issued pursuant to this Agreement, or the proceeds thereof.
3. **Certification of Restrictions on Lobbying:** Consultant agrees that no federal appropriated funds have been paid or will be paid by or on behalf of Consultant to any person for influencing or attempting to influence any officer or employee of any federal 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.

If any funds other than federal appropriated funds have been paid by Consultant to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, the undersigned shall complete and submit Standard Form-LLL,

“Disclosure Form to Report Lobbying,” in accordance with its instructions. Consultant agrees to include the language of this paragraph in award documents for all Sub-consultant agreements and requires all Sub-consultants to certify and disclose accordingly.

4. **Advertisements, Permits, and Access:** Unless otherwise agreed in any Work Order, the Owner will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and those items necessary for Consultant’s Services or assigned project’s construction. The Owner’s obligation in this regard does not extend to Consultant’s security access requirements, which shall be the responsibility of Consultant.
5. **No Third-Party Beneficiaries:** Except as otherwise identified herein, this Agreement gives no rights or benefits to anyone other than the Owner and Consultant, and there are no third-party beneficiaries to this Agreement.
6. **Governing Law:** This Agreement is governed by and must be construed and interpreted in accordance with the law of the State of Florida without regard to its choice of law provisions.
7. **Jurisdiction and Venue:** With respect to any claim or cause of action, whether in law or equity and regardless of the nature of the claim or cause of action, arising out of or relating to this Agreement or the Services performed under this Agreement, the parties consent to the sole and exclusive jurisdiction and venue in a court of competent jurisdiction located in Brevard County, Florida. The parties waive any objection to the jurisdiction or venue of any such claim or cause of action and waive any objection based upon *forum non conveniens* or any other law providing for change or transfer of venue.
8. **Dispute Resolution:** Before filing any lawsuit against the other party to this Agreement, the parties shall use their best efforts to resolve amicably any dispute or claim arising out of or relating to this Agreement.
9. **Prohibition Against Contingent Fees:** Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

10. **Prohibition Against Contracting with Scrutinized Companies:** This Agreement may be terminated at the option of the Owner if Consultant is found to have submitted a false certification, as required by section 287.135(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.
11. **Public Records:** Unless exempt from public access by Article I, section 24(a) of the Florida Constitution or section 119.07, Florida Statutes, Consultant shall, in accordance with section 119.07, Florida Statutes, allow public access to all documents, papers, letters, or other material made or received by Consultant in conjunction with this Agreement. Consultant's failure to do so shall constitute cause for the Owner to terminate this Agreement.
12. **Attorneys' Fees:** In any action or legal or equitable proceeding to enforce any part or provision of this Agreement or any Work Order issued pursuant to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party the prevailing party's reasonable attorneys' fees, costs and disbursements, at the trial and appellate levels.
13. **Binding Effect:** The Owner and Consultant, respectively, bind themselves, their successors and permitted assigns to the other party to this Agreement, and this Agreement shall be binding upon, will inure to the benefit of, and will be enforceable by and against the Owner and Consultant and their respective successors and permitted assigns. Neither the Owner nor Consultant shall assign this Agreement in any fashion without the written consent of the other.
14. **Independent Contractor:** Consultant expressly acknowledges that Consultant is an independent contractor, not the representative or agent of the Owner, and has no authority to act for or on behalf of the Owner or to bind the Owner to any agreement or in any other manner.
15. **Entire Agreement:** This Agreement, as modified by Work Orders consistent with this Agreement, represents the entire and integrated understanding and agreement between the Owner and Consultant pertaining to the subject matter thereof and supersedes all prior negotiations, representations, agreements and understandings of the parties, whether written or oral. This Agreement may be amended only by written instrument executed by both the Owner and Consultant.

## XII. TERM OF AGREEMENT

1. **Term:** This Agreement shall be effective upon the Effective Date set forth above and, unless previously terminated as set forth below, shall continue in effect for three (3) years from that date. This Agreement may be renewed by the Owner and Consultant, effective upon the anniversary date of the Effective Date, each year for a total of no more than two (2), one (1)-year periods. Any

renewal of this Agreement is contingent upon satisfactory performance evaluations by the Owner and subject to the availability of funds. Costs for renewal may not be charged. The initial three (3)-year term of this Agreement, along with any renewals, is referred to in this Agreement as the "Term" of this Agreement. Any assigned project started after the Effective Date and not completed prior to the termination date shall be completed by the Consultant, subject to the termination provisions below.

## **2. Termination:**

- (A) The Owner may terminate this Agreement for convenience, without cause and without prejudice to any other right or remedy of the Owner, upon thirty (30) calendar days' written notice to Consultant.
- (B) The Owner may terminate this Agreement for cause, without prejudice to any other right or remedy of the Owner, if Consultant: (1) fails to substantially perform its obligations in accordance with this Agreement; the applicable professional standard(s) of care; all applicable laws, regulations, rules, or all requirements, codes, policies, or procedures of any public entity having jurisdiction over any improvements for which Consultant's Services are furnished; or all lawful and reasonable directives or instructions of the Owner, and (2) if any such nonperformance can be corrected, Consultant fails to commence correction of such nonperformance within five (5) calendar days of receipt of written notice of such nonperformance and fails to diligently and completely correct the nonperformance within no more than thirty (30) days after receipt of said written notice or by such later time as may be agreed by the Owner.
- (C) Consultant may terminate this Agreement for cause, without prejudice to any other right or remedy of Consultant, if the Owner fails to substantially perform its obligations under this Agreement and fails to cure any such nonperformance within thirty (30) days of Owner's receipt of written notice of said nonperformance.
- (D) Upon termination, Consultant will be paid for all authorized Services satisfactorily performed and authorized expenses incurred up to the termination date. The Owner will thereafter have no further obligation to Consultant for payment of compensation under this Agreement. Consultant shall not be paid on account of any loss of anticipated profits or revenue or other economic loss arising out of or resulting from the termination.
- (E) Any Work Order issued pursuant to this Agreement may also be terminated as set forth herein. Unless otherwise stated in any written notice of termination of a Work Order, the termination of the Work Order shall not operate to terminate this Agreement. Unless stated otherwise herein or in any written notice of termination of this Agreement, any termination of this

Agreement shall also constitute a termination of any Work Order issued pursuant to this Agreement.

**3. Suspension, Delay, or Interruption of Services:**

- (A) The Owner may suspend, delay, or interrupt the Services of Consultant under a Work Order for the convenience of the Owner. In such event, Consultant's schedule for assigned project shall be equitably adjusted. An adjustment to the Consultant's schedule for the period of any suspension, delay, or interruption of Services for any assigned project shall be Consultant's sole and exclusive remedy for any suspensions, delays, or interruptions to the performance of Consultant's Services and for any other time impacts arising in connection with the performance of the Consultant's Services under this Agreement, and Consultant shall not be entitled, under any circumstances, to any monetary or other damages for delay or other time impact.
- (B) If Continuing Service Projects are abandoned or suspended by the Owner, the Owner shall pay Consultant for all authorized Services satisfactorily performed and authorized expenses incurred up to the date of abandonment or suspension. The Owner will thereafter have no further obligation to Consultant for payment of compensation under this Agreement unless and until Continuing Service Projects are resumed by the Owner, and then, payment for resumed Services shall be made in accordance with the payment provisions of this Agreement and Florida law. Unless the Owner authorizes in writing, Consultant shall not perform any Services, and shall not be entitled to receive payment from the Owner on account of any services performed, during the period of suspension or after abandonment. Consultant shall not be paid on account of any loss of anticipated profits or revenue or other economic loss arising out of or resulting from the abandonment or suspension.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, in triplicate, on the dates set forth below.

**MELBOURNE AIRPORT AUTHORITY**

**AVCON, INC.**

By: *Greg Donovan*  
Greg Donovan, A.A.E.

*Acting*  
Executive Director  
*Clifford Graham*

Witness: *Kyle Knapp*

Witness: *Gregory [Signature]*

Date: 10/31/22

By: *Sandeep Singh*

*Sandeep Singh, President*  
Printed Name/Title  
CORPORATE SEAL  
FLORIDA

Witness: *[Signature]*

Witness: *[Signature]*

Date: 10/31/22

## **EXHIBIT A – SCOPE OF SERVICES**

### **Airside Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of aviation design and engineering. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to aviation design and engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Airfield improvements, such as: runway and taxiway extensions; aircraft parking aprons and ramps; pavement rehabilitation and reconstruction, including utility infrastructure, drainage and storm water systems; airfield signage, lighting, and navigational aids; electrical system improvements.
- 2) Environmental assessment, noise studies, investigations, permit preparation, and other services.
- 3) Airline terminal development; aircraft hangar development; baggage systems; security and access control systems; and other aviation and non-aviation related development.
- 4) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 5) Analysis of existing aviation conditions in Airport owned buildings and other structures with identification of needs.
- 6) Inspection and approval of certain types of construction performed by outside contractors.
- 7) Aviation planning and financial feasibility of new additions or modifications to existing structures.
- 8) Inspection of deteriorated aviation elements and preparation of designs and specifications for appropriate repairs and replacement.
- 9) Specifications will conform to the latest version of the Construction Specifications Institute
- 10) Bidding and construction phase services including:
- 11) Answering questions during the bidding process.
- 12) Assisting in the preparation of any required addenda.
- 13) Attending pre-bid conference.
- 14) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award.
- 15) Attending and administering a preconstruction conference.
- 16) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
- 17) Determining if work is proceeding in accordance with the Contract Documents.
- 18) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
- 19) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.

- 20) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
- 21) Review and recommend approval of schedule of values, schedules and payment applications.
- 22) Project closeout will include final punch list, operation and maintenance manuals, approval of all aviation related material, equipment and components.

### **Civil Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of civil engineering. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to civil engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Roadway Design - (Enhanced local, collector or arterial roads), modification, maintenance or other aspects of roadway design in accordance with FDOT and City standards. Services may include, but are not limited to, typical amenities of roadway design, such as sidewalks, roadside drainage and treatment.
- 2) Traffic and Intersection Engineering – Roadway intersections and traffic operations associated therewith. Services may include, but are not limited to, the design of complete intersections or any modifications or additions of amenities such as signalization, additional lanes, drainage and stormwater treatment, and pedestrian access utilization. Services may also include traffic modeling, signal warrant studies, multi-way stop warrant studies, concurrency impact assessments or other theoretical evaluations of traffic.
- 3) Structural Engineering – Concrete, steel, wood or other materials, or any combination thereof. Services may include, but are not limited to, design, investigation, evaluation recommendation, etc. relating to drainage structures, wall or any other civil type structure.
- 4) General Engineering Services – Services may include, but are not limited to, parking lot design, street and parking lot lighting, pedestrian facility design with emphasis on ADA requirements, computer modeling, feasibility studies, service capacity reports, utility system design review and general assistance to the Airport in civil design matters.
- 5) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 6) Analysis of existing civil conditions on Airport property.
- 7) Inspection and approval of certain types of construction performed by outside contractors.
- 8) Pre-design analysis and financial feasibility of new civil designs or modifications to existing.
- 9) Inspection of deteriorated civil elements and preparation of designs and specifications for appropriate repairs and replacement.

- 10) Specifications will conform to the latest version of the Construction Specifications Institute
  - 11) Bidding and construction phase services including:
  - 12) Answering questions during the bidding process.
  - 13) Assisting in the preparation of any required addenda.
  - 14) Attending pre-bid conference.
  - 15) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award.
  - 16) Attending and administering a preconstruction conference.
  - 17) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
  - 18) Determining if work is proceeding in accordance with the Contract Documents.
  - 19) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
  - 20) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.
  - 21) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
  - 22) Review and recommend approval of schedule of values, schedules and payment applications.
  - 23) Project closeout will include final punch list, operation and maintenance manuals, and approval of all civil related material, equipment and components.
- 
- 1) Final construction plan deliverables including three (3) signed and sealed, bound sets of plans on 24" x 36" sheets, along with three (3) sets of specifications. Specifications shall be provided in Word Format.
  - 2) Testing results will be forwarded to the Airport at an interval to be determined, in a bound notebook with synopsis of results and outstanding issues noted on the cover page.
  - 3) AutoCAD files will follow the AutoCAD standard presentation format.
  - 4) All text and graphic information will be provided in the Airport standard MS Office software (MS Word, MS PowerPoint, etc.) and in the Adobe .PDF format, unless otherwise specified. This digital information is also to be provided on CDs or DVDs.
  - 5) Upon completion of the project the Consultant will furnish As-Built drawings and specifications to reflect actual conditions.

### **Construction Management**

The Construction Management firm will be required to provide professional services on an as needed basis for the Melbourne Airport Authority. Firms should be experienced at new and renovation construction projects, working in occupied and secured/restricted areas. These services will typically be associated with minor new construction and/or additions, renovations, and interior improvements to existing facilities. Security upgrades as well as technical support and development of a preventative maintenance program may also be included.

The Melbourne Airport Authority anticipates the following Scope of Services, but reserves the right to modify, add or delete any services:

- A. Pre-Construction Phase (in conjunction with the services of the Architect) MAY include,

but is not limited to:

- 1) Design and budget reviews and input.
- 2) Total project schedule.
- 3) Construction cost estimate (including total project cost, draft GMP and updated GMP).
- 4) Value engineering and construction alternatives.
- 5) Coordination and interface of the contract documents, general conditions, special conditions, trade contractor bid packages, etc.
- 6) Construction planning.
- 7) Development of trade contractor bid packages and recommendation on the clarification of responsibilities for trade contractors.
- 8) Market stimulation for trade contractor bidding.
- 9) Construction trade contractor pre-qualifications.
- 10) Site utilization planning during construction.
- 11) Identification of significant direct purchase items.
- 12) Web-based file sharing.
- 13) Plans and specification reviews, including construction documents, redi-check and constructability review.

B. Construction Phase MAY include, but is not limited to:

- 1) Project Meetings.
- 2) Scheduling, updates and planning.
- 3) Estimating, including final GMP.
- 4) Bidding (selection of the trade contractors and/or material supplies for the project and bidding must comply with the County's purchasing policies and procedures).
- 5) Guaranteed Maximum Price (not to exceed total for the costs of the physical construction and the general conditions necessary for the total construction of project).
- 6) Trade contract procurement and administration.
- 7) Owner-furnished materials/Owner Direct Purchases.
- 8) Cost control.
- 9) Electronic and web-based project record keeping, etc.
- 10) Direct purchasing of materials to recover sales tax in coordination with County and State requirements.
- 11) Site management such as project control, supervision, scheduling, planning, quality assurance, quality control, safety, etc.
- 12) Physical construction.
- 13) Information management.
- 14) Change orders/claims management.
- 15) Permitting.
- 16) Special inspection coordination (geotechnical, material testing, threshold inspection, etc.).
- 17) Reporting.
- 18) Shop drawings submittals/document control/field as-builts.
- 19) Substantial Completion, Final Completion, warranty compliance inspection, building commissioning, etc.
- 20) Move-in and occupancy coordination, as needed.
- 21) Warranty management.

### **Electrical Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of electrical engineering. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to Electrical engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Electrical analysis, design development and creation of construction documents, including drawings and specifications for Airport projects which may include lighted airfield signage, airside lighting, and navigational aids; and airside electrical system improvements.
- 2) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 3) Design and size electrical elements for Airport projects with at least a 10% redundancy factor.
- 4) Analysis of existing electrical conditions in Airport owned buildings and other structures with identification of needs.
- 5) Inspection and approval of certain types of construction performed by outside contractors.
- 6) Pre-design electrical alternatives analysis will determine size and loads and financial feasibility of new additions or modifications to existing structures.
- 7) Inspection of deteriorated electrical elements and preparation of designs and specifications for appropriate repairs and replacement.
- 8) Specifications will conform to the latest version of the Construction Specifications Institute
- 9) Bidding and construction phase services including:
  - 10) Answering questions during the bidding process.
  - 11) Assisting in the preparation of any required addenda.
  - 12) Attending pre-bid conference.
  - 13) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award
  - 14) Attending and administering a preconstruction conference.
  - 15) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
- 16) Determining if work is proceeding in accordance with the Contract Documents.
- 17) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
- 18) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.
- 19) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
- 20) Review and recommend approval of schedule of values, schedules and payment applications.

- 21) Project closeout will include final punch list, operation and maintenance manuals, approval of all equipment operation, specified voltage at all areas, over current protection and all proper grounding.

### **Fire Sprinkler Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of fire protection engineering. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to Fire Protection engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Fire protection analysis, design development and creation of construction documents, including drawings and specifications for Airport projects.
- 2) Fire protection and associated life safety, fire alarm and smoke control design, third party plan reviews and special inspections.
- 3) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 4) Design and size fire protection elements for Airport projects with at least a 10% redundancy factor.
- 5) Analysis of existing fire protection conditions in Airport owned buildings and other structures with identification of needs.
- 6) Inspection and approval of certain types of construction performed by outside contractors.
- 7) Pre-design fire protection alternative, analyze size and loads and financial feasibility of new additions or modifications to existing structures.
- 8) Inspection of deteriorated fire protection elements and preparation of designs and specifications for appropriate repairs and replacement.
- 9) Specifications will conform to the latest version of the Construction Specifications Institute
- 10) Bidding and construction phase services including:
- 11) Answering questions during the bidding process
- 12) Assisting in the preparation of any required addenda.
- 13) Attending pre-bid conference.
- 14) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award.
- 15) Attending and administering a preconstruction conference.
- 16) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
- 17) Determining if work is proceeding in accordance with the Contract Documents.
- 18) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
- 19) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.

- 20) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
- 21) Review and recommend approval of schedule of values, schedules and payment applications.
- 22) Project closeout will include final punch list, operation and maintenance manuals, approval of all material and equipment operations.

### **Master Planning & Strategic Analysis**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of master planning and strategic analysis. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, planning, analysis, and inspection professional services related to master planning and strategic analysis. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Aviation and commercial development planning for short-, medium- and long-term time frames.
- 2) ALP update.
- 3) Airport Geographic System (AGIS) Mapping.
- 4) Boundary survey/Property map update and title opinion.
- 5) Demand forecasting.
- 6) Capacity analysis.
- 7) Land use planning.
- 8) Intermodal transportation planning.
- 9) Public outreach.
- 10) Environmental planning.
- 11) Sustainability planning.
- 12) Alternatives identification and analysis.
- 13) Capital improvements requirements and assessment and implementation planning.
- 14) Financial feasibility and analysis.
- 15) Graphical presentation, visual communication.

The Master Plan for the Airport was updated in 2018 with periodic updates in accordance with the FAA Advisory Circular 150/5070-6b (Change 2) Airport Master Plans and 150/5300-13A (Change 1) Airport Design and will require periodic updating as the needs of the airport change. In addition to the general requirements stated above, some services will have a special emphasis on determining a course of action for meeting all FAA Airport Design criteria for specific improvement projects. These additional tasks may include, but not limited to:

- 1) Perform a runway length requirements analysis for any potential future change in critical aircraft to ensure planning for the long term.
- 2) Identify and document the full range of alternatives for developing the airfield to meet FAA design standards, including alternatives for obstruction removal.

- 3) Prepare preliminary engineering concepts, sufficient to determine cost feasibility of preferred airfield and obstruction removal alternatives.
- 4) Conduct practicability assessments based on constructability for airfield improvements, obstruction removal/mitigation, and permitting.
- 5) Scoping environmental (i.e., NEPA, flood plain wildlife) issues and mitigation strategies.
- 6) Coordinate possible and preferred utility infrastructure relocation options with affected local, regional, state, and federal agencies.
- 7) Conduct preliminary engineering on the leading alternatives and any subsequent NEPA studies (i.e., Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements) on the preferred alternative.
- 8) Prepare a detailed implementation plan that accounts for all enabling projects, permitting requirements, and other approvals as may be identified for a project.
- 9) Prepare a detailed financial plan that establishes the funding for the preferred development project.
- 10) Assist in the development or update of the Airport's JACIP.
- 11) Prepare/update an Airport Layout Plan set, including property maps.
- 12) Facilitate community outreach activities to ensure there is adequate opportunity for public input.

### **Mechanical Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of Mechanical/Plumbing engineering. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to Mechanical engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Mechanical and Plumbing analysis, design development and creation of construction documents, including drawings and specifications for Airport projects.
- 2) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 3) Design and size Mechanical elements for Airport projects with at least a 10% redundancy factor.
- 4) Analysis of existing Mechanical and Plumbing conditions in Airport owned buildings and other structures with identification of needs.
- 5) Inspection and approval of certain types of construction performed by outside contractors.
- 6) Pre-design Mechanical and Plumbing alternatives analysis will determine size and loads and financial feasibility of new additions or modifications to existing structures.
- 7) Design new and replacement of HVAC systems, plumbing systems and HVAC Controls including sequence of operations. Design to highest SEER for the HVAC system and plumbing should be designed to latest water savings standards
- 8) Inspection of deteriorated Mechanical and Plumbing elements and preparation of designs and specifications for appropriate repairs and replacement.

- 9) Specifications will conform to the latest version of the Construction Specifications Institute
- 10) Bidding and construction phase services including:
- 11) Answering questions during the bidding process.
- 12) Assisting in the preparation of any required addenda.
- 13) Attending pre-bid conference.
- 14) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award.
- 15) Attending and administering a preconstruction conference.
- 16) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
- 17) Determining if work is proceeding in accordance with the Contract Documents.
- 18) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
- 19) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.
- 20) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
- 21) Review and recommend approval of schedule of values, schedules and payment applications.
- 22) Project closeout will include final punch list, operation and maintenance manuals, approval of all equipment operation and balancing reports.
- 23) Check all plumbing for proper drainage, venting, water flow (gallons per minute) operation of all fixtures, sanitary sewer clean outs per code and piping insulation.

### **Project/Program Management**

The Scope of Services for this Request includes professional and technical Project Management services for the Melbourne Airport Authority (MAA) in their design and construction delivery process on an as needed, on call basis. The services are to be performed in cooperation with Melbourne Airport Authority, its clients, consultants, architect, engineers, and construction contractors as contracted with MAA. All services shall also be performed in accordance with the latest edition of the Construction Management Association of America (CMAA) "Construction Management Standards of Practice plus the latest edition of supplemental manuals titled "Quality Control Procedures", "Cost Management Procedures", "Contract Administration Procedures", and "Time Management Procedures".

Special coordination and a high level of expectation by the Owner will be held on the selected Proposer to provide maximum coordination, support, and professionalism.

#### **A. GENERAL OPERATING PARAMETERS**

- a. Melbourne Airport Authority intends to use the "Construction Management Standards of Practice" issued by the Construction Management Association of America (CMAA) in developing Work Authorizations scopes of work. Melbourne Airport Authority also intends to use CMAA publications titled "Contract Administration Procedures", "Time Management Procedures", "Cost Management Procedures", and "Quality Management Guidelines" that supplement the "Construction Management Standards of Practice" in developing the Work Authorizations scopes of work. These CMAA documents establish industry

standards of service to define the full range of construction management services without limiting the methods and procedures by which those services will be provided for a particular project or program. The documents are intended as a guide to the level of services a Project Manager could provide. The individual Work Authorizations will specify the services to be provided. Not every Work Authorizations will require every service listed in these CMAA documents. Conversely, some Work Authorizations may require unique CM services not listed in these documents.

- b. The Project Manager shall provide Melbourne Airport Authority with sound management advice regarding all work performed on Melbourne Airport Authority projects via Work Authorizations. For each project, the goal shall be to achieve the best value in the work being performed by managing schedule and budget. The Project Manager shall also be proactive in helping to resolve problems and minimize claims taking all reasonable measures to anticipate problems and delays and to minimize or eliminate their adverse impact on project completion. The Project Manager must take the initiative and act to mitigate circumstances that could lead to claims, resolve conflicts promptly, and keep the Melbourne Airport Authority advised of any potential disputes. The Project Manager shall exercise all due diligence, utilizing competent personnel within authorized limitations, to make certain that work is performed in conformity with applicable requirements (codes, regulations, standards, construction contract plans and specifications).
- c. The Project Manager shall develop and maintain good working relationships with Melbourne Airport Authority personnel, client agency personnel, A/E personnel, developers, and construction contractors involved with all work performed.
- d. The Project Manager will not be held responsible for design defects and does not assume any of the contractual responsibilities or duties of the architect-engineers. The architects-engineers are solely responsible for the project designs and shall perform all design related services in accordance with their contracts with the Melbourne Airport Authority. The Project Manager also does not assume any of the contractual responsibilities or duties of the construction contractors. The construction contractors are solely responsible for construction means, methods, sequences and procedures used in the construction of the projects, and for related performance in accordance with their contracts with the Melbourne Airport Authority. The Project Manager does not have the authority to commit or obligate the Melbourne Airport Authority.
- e. The Project Manager shall advise the Melbourne Airport Authority immediately of any potential delays in completion of work associated with Work Authorizations and any problems that are outside the responsibilities of the Project Manager per the Work Authorizations issued.
- f. The Project Manager shall be responsible for the security of all project documents provided to them for work under Work Authorizations in accordance with the provisions set forth as per Melbourne Airport Authority's policy on dissemination of information. The principles of this policy indicate that building/project information is to be given only to those with a need to know; that records be kept of who got

the information; that good judgment, common sense, and reasonableness be used to safeguard the information during use, and that it be returned or properly destroyed after use as directed by the Melbourne Airport Authority.

- g. The Project Manager shall be responsible for obtaining all information required to successfully carry out the scope of work authorized under each Work Authorization. In cases where the Project Manager believes that available information is not adequate, or of such poor quality as to be unusable, the Project Manager shall immediately notify the Melbourne Airport Authority and propose alternative data and/or collection methods.
- h. The Project Manager shall establish and maintain proper business relations with representatives of the construction contractor(s), with A/E firms and with the Melbourne Airport Authority Manager(s) at the work site. Any known or anticipated conflicts of interest shall immediately be identified in writing to the Work Authorizations contracting officer.
- i. The official dealings of the Project Manager shall be with prime contractors and Team Members, but not with subcontractors.
- j. Project Manager personnel shall not settle disputes or differences of opinion between prime contractors and their subcontractors, or between subcontractors.
- k. Where differences of opinion exist between Project Manager personnel and Melbourne Airport Authority personnel, the differences shall not be discussed in the presence of prime contractors or their subcontractors.
- l. The Project Manager shall not disseminate any information concerning the project or any information that might be confidential, inflammatory, or derogatory. All requests for information must immediately be forwarded to the Melbourne Airport Authority Representative before being acted upon.
- m. The Project Manager shall not issue written or oral instructions to, or make any agreements with, prime contractors or their representatives which affect the work in material ways, or which may result in disputes and claims. The Project Manager has no authority, either implied or explicit, to bind the Melbourne Airport Authority in any manner. The Project Manager shall not represent him or herself as a Melbourne Airport Authority employee under any circumstances and shall further clearly identify that he or she is a contractor employee when interacting with other contractors and Melbourne Airport Authority Officials.
- n. The Project Manager shall not under any circumstances assume the responsibilities of the construction contractor(s). This specifically includes the areas of quality control, safety or coordination of work to be performed by subcontractors.
- o. The Project Manager shall establish all necessary liaisons, coordination, and support with any project related agencies and representatives at the federal, state, regional, and local levels as appropriate for each Work Authorization. The Project Manager shall also coordinate work with clients, A/E's, and construction contractors involved with work under each Work Authorizations.

- p. For each Project Manager employee located full time at a project site, the Project Manager shall provide its own computer equipment and software to fully satisfy all operational requirements of the Melbourne Airport Authority. No direct reimbursement is authorized for such items. The Project Manager's equipment and software must be compatible with the system and software used by the Melbourne Airport Authority, i.e. Microsoft Office applications like Word, Excel, and PowerPoint.

**B. SERVICE PARAMETERS**

Services shall include but is not necessarily limited to, the following:

- a. **Project Preplanning/Programming Phase Services.** Such services may include: project management of initial planning; feasibility studies; economic studies; site studies; site investigations; site surveys; preparation of budget and cost estimates; preparation of preliminary schedules; cost modeling and analysis; and cost control management.
- b. **Project Design Phase Services:** These services may include: design management; design technical reviews; code compliance reviews; constructability reviews; conducting/participating in Value Engineering workshops; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; hazardous material surveys/analysis; scheduling (including preparation of schedules and schedule reviews); design problem resolution; review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; participation in Time of Performance meetings to establish construction durations; participation in all "Partnering" activities during design (workshops, meetings); recommend, calculate and evaluate Leadership in Energy and Environmental Design (LEED) credits; and performing market studies (material availability, contractor interest).
- c. **Project Procurement Phase Services:** These services may include: providing assistance to the Melbourne Airport Authority Contracting Officer in contract procurement; providing technical expertise for the Melbourne Airport Authority to prepare scopes of work, time of performance requirements, bid forms, answers to bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; providing assistance with the preparation of solicitation amendments; and performing cost/bid/quotation analysis.
- d. **Project Construction Phase Services.** These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; handling/preparing project correspondence to respond to the parties involved with each project, confirm verbal discussions/directives, document actions taken and decisions made; preparing and maintaining daily diaries for project activities noting events affecting construction progress (weather, manpower, site equipment, work performed); monitoring the submittal review process including maintenance of submittal logs; review and monitoring of project

schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, assisting in problem resolution and handling of disputed issues (including development of Melbourne Airport Authority position, drafting final decision letter); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the Contractor when work is thought to require correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the Contractor for determination of the need for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing by Melbourne Airport Authority); monitoring and reporting project financial data and budgetary cost accounting (maintain spreadsheets indicating project fund allowances, obligations, payments, balances, planned expenditures); administration of construction contract change orders (preparing cost estimates, reviewing cost proposals at the request and providing recommendations to the Melbourne Airport Authority in negotiations or handling negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with any contract labor standards (including if required, performing site labor interviews, collecting, reviewing, and maintaining weekly payrolls for all project contractors and subcontractors, reporting potential wage violations to Melbourne Airport Authority personnel); monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions and notifying the Melbourne Airport Authority of potential delays that the Project Manager cannot eliminate; participation in all "Partnering" activities during construction (workshops, meetings,); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys using a registered surveyor (establish building lines, elevations, approaches, utility locations); provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

- e. Project Close Out: These services shall include, but are not limited to, providing professional and expertise for start-up of a facility or operating systems within a facility. These services may require start-up planning, forecasting start-up duration, estimating start-up costs, organizing start-up teams and team assignments, managing O&M material, overseeing scheduling and scheduling O&M training.
- f. Claims Services. The Project Manager may be tasked to provide Claims Services when and as required by the Government for specific projects. For definition purposes, Claims Services apply to providing technical support (not legal assistance) in handling disputed matters once a contractor has made written demand for payment or other relief under the contract and submitted it to the

Contracting Officer for decision in accordance with their Contract. A claim does not arise solely upon the occurrence of a dispute or controversy. In relation to Claims Services, the Project Manager will review disputes and claims from the A-E and/or construction contractor(s) and render all assistance that the Melbourne Airport Authority requires, including, but not limited to, the following:

- a. Furnishing reports with supporting information necessary to resolve disputes or defend against the claims.
  - b. Preparation and assembly of appeal files.
  - c. Participation in meetings or negotiations with claimants.
  - d. Appearance in legal proceedings.
  - e. Preparation of cost estimates for use in claims negotiations.
  - f. Preparation of risk assessments/analyses relative to claim exposures.
  - g. Preparation of findings of fact and any other documentation required by the Government
- g. Post Construction Services: At or near substantial completion of project construction, the Project Manager may be tasked to provide services such as:
- a. Assisting Melbourne Airport Authority in the formulation of lessons learned.
  - b. Providing occupancy planning including development of move schedules, cost estimates, inventory lists.
  - c. Providing move coordination, relocation assistance, and/or furniture coordination.
  - d. Providing telecommunication and computer coordination.

#### C. PROJECT MANAGER STAFFING

- a. The Project Manager will utilize the key personnel, specialists, and individual consultants named in their proposal and any subsequent Work Authorizations (when specified in the Work Authorizations), as accepted by the Melbourne Airport Authority, for the contract Work Authorizations when they occur, and when an order requires those services.
- b. In the event that any of the key personnel named in the Project Manager's quotation, as accepted by the Government at Work Authorizations award, are unable to perform because of death, illness, resignation from the Project Manager's employ, dissolution of agreement, or other reasons, the Project Manager shall submit within 24 hours to the Melbourne Airport Authority, detailed written explanations of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any other information that the Melbourne Airport Authority deems pertinent to approve the substitution. No substitution is to be made without the prior written approval of the Melbourne Airport Authority. No increases in Work Authorizations pricing will be allowed when substitutions are authorized by the Government.
- c. The Melbourne Airport Authority will have the right to effect removals of any Project Manager employees working under any Work Authorization at any time during the life of the Authorization, if those employees are deemed not to possess the proper level of competence or abilities, or otherwise found to be unsuitable for work required. In such cases, the Project Manager must promptly submit the names and any other information pertinent to approvals of substitutions if requested.

- d. Personnel possessing unique technical specialties may be required for certain services related to the Work Authorizations. Such personnel shall have qualifications as required by the applicable WA and approved by the Melbourne Airport Authority, which are appropriate to the nature of the services that will be provided.
- e. Failure or delays by the Project Manager in providing qualified personnel, who meet the stated requirements of Work Authorizations, may be deemed sufficient reason by the Melbourne Airport Authority to recommend termination for cause to the Work Authorizations Contracting Officer.

**D. PROGRESS REPORTS AND RECORDS**

- a. A written monthly report will be provided to the Melbourne Airport Authority's Representative beginning 1 month after award of Work Authorizations. The report shall summarize the status identifying pending and issued Contracts for projects under the management of the Project Manager. The report shall also provide a summary indicating the current status of the cost, schedule and quality on the project. It shall be the responsibility of the Project Manager's designated Project Manager to provide this report.

**Structural Engineering**

The consulting firm will be required to provide professional services on an as needed, on call basis for the Melbourne Airport Authority. Firms should be experienced in all aspects of structural engineering including but not limited to structural inspection, condition assessment, evaluation of structural integrity, design of new structures, design of renovation structures, and the review of conventional and advanced materials. A Work Authorization will be issued by the Airport upon acceptance of a mutually acceptable scope of services, schedule, and fee proposal. The Consultant's work will be performed by the key personnel at the office location identified in the proposal. Any changes to personnel will be reviewed and approved by the Airport in writing with an explanation of why the key personnel proposed are no longer available.

The Consultant will perform the following: design, engineering, analysis, and inspection professional services related to structural engineering. Services may include, but not be limited to, the following as authorized by individual Work Authorizations for individual projects:

- 1) Structural analysis, design development and creation of construction documents, including drawings and specifications for Airport projects.
- 2) Nondestructive testing, nonlinear finite element analysis, and integrity assessment of structural elements.
- 3) Assessment of structures and preparation of master plans with short-term and long-term repair and replacement recommendations.
- 4) Review and utilize the findings of the surveys, geotechnical investigations, inspections, and material sampling and testing programs to perform an overall condition assessment and rating of the various structural components.
- 5) Design will meet ASHRAE 90.1, prepare cost savings analysis and estimate time for payback of newly installed apparatus.
- 6) Analysis of existing structural conditions in Airport owned buildings and other structures with identification of needs.

- 7) Inspection and approval of certain types of construction performed by outside contractors.
- 8) Development and review of program requirements in early conceptual designs.
- 9) Pre-design structural alternatives analysis to determine size and loads and financial feasibility of new additions or modifications to existing structures.
- 10) Inspection of deteriorated structural elements and preparation of designs and specifications for appropriate repairs/strengthening techniques and replacement.
- 11) Perform structural feasibility studies.
- 12) Recommend routine maintenance, operational practices, and repairs and/or enhancements that would appreciably extend the remaining structure's service life.
- 13) Design of foundation systems for various structures including concrete spread footings, toe wall footings, mat foundation, auger cast piles, steel piles, and precast concrete piles.
- 14) Perform evaluation, analysis and recommendations for soil strengthening and remediation.
- 15) Specifications will conform to the latest version of the Construction Specifications Institute
- 16) Bidding and construction phase services including:
- 17) Answering questions during the bidding process.
- 18) Assisting in the preparation of any required addenda.
- 19) Attending pre-bid conference.
- 20) Reviewing bids, preparing bid tabulation sheet, and making recommendation for award
- 21) Attending and administering a preconstruction conference.
- 22) Visiting the work site a predetermined number of times with Airport Staff when the schedule starts falling behind or if there are conflicts between the Design documents and the work being performed.
- 23) Determining if work is proceeding in accordance with the Contract Documents.
- 24) Issuing necessary interpretations, clarifications, and change orders as required including construction request for information.
- 25) Reviewing and recommending approval or rejection of Shop Drawings, samples, and other data which contractor(s) are required to submit.
- 26) Reviewing all certificates of inspection, testing, and approvals required by laws, rules, regulations, ordinances, code orders, or the Contract Documents.
- 27) Review and recommend approval of schedule of values, schedules and payment applications.
- 28) Project closeout will include final punch list, operation and maintenance manuals, and approval of all structural testing reports.