



# Rhode Island Airport Corporation

September 15, 2020

**Request for Proposals**

**Aircraft Operations Monitoring System  
(AOMS) Services**

**at**

**T. F. Green Airport**

**Contract No. 31118**

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC) is seeking Request for Proposals (RFP) from qualified Firms to provide web based Aircraft Operations Monitoring System (AOMS) Services for the purpose of tracking noise comments and ensuring that flights are maintaining approved flight tracks for T. F. Green Airport (PVD). The selected firm shall provide all necessary equipment, software, training, and support services necessary to deliver Aircraft Operations Monitoring System (AOMS) Services for PVD.

## **REQUEST FOR PROPOSALS REQUIREMENTS**

RIAC requires respondents to keep the proposal to a maximum of ten (10) 8½" x 11" double-sided pages, no less than 11 font, excluding:

- Cover Letter (one page, single sided)
- Table-of-Contents
- Dividers
- Executive Summary (not to exceed one double-sided page)
- Resumes (each resume not to exceed one double-sided page)
- Screenshots and examples of previous work
- Client References
- Fee Schedule (Attachment A)

RIAC will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers (if necessary).

Proposing firm shall submit one electronic (thumb drive only) and five (5) printed copies of the proposal to:

Office of Procurement  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886-1533  
**Attn: AOMS Services Contract No. 31118**

The proposal must be submitted no later than **2:00PM EDT, October 13, 2020**. Late submissions will **not** be accepted. In order to control the dissemination of information regarding this RFP, organizations interested in submitting proposals shall not make personal contact with any member of RIAC staff or Board of Directors regarding this RFP. Questions concerning this RFP should be directed via email to the Office of Procurement at [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than **4:00PM EDT September 28, 2020**. RIAC will respond to all relevant questions no later than **end of day September 30, 2020** via addendum. This addendum will be posted to RIAC's website

(<https://www.pvdairport.com/corporate/procurement>) and the State of Rhode Island's Division of Purchasing website (<https://www.purchasing.ri.gov>).

RIAC accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RIAC prior to being awarded the contract. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firm's may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If firm does not submit a redacted public copy, RIAC assumes that firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed. RIAC will be the sole judge in determining as equivalent products (if applicable).

RIAC reserves the right to interview some, all, or none of the firms responding to this RFP based solely on its judgment as to the firm's proposals and capabilities. RIAC reserves the right to request and consider additional information from submitters and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least one hundred twenty (120) days after the time and date set for submission. RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a contract.

## **SCOPE**

### **Basic Capabilities**

The Aircraft Operations Monitoring System (AOMS) shall have the following capabilities:

1. Utilize FAA radar data, ADS-B, and ASDE-X or other comparable data, to track movement within Class C Air space for PVD; and the ability to incorporate Official Airline Guide (OAG) or comparable data;
2. Provide near real-time flight tracking;
3. Depict flight tracks via a multitude of visual graphics;
4. Store and access twenty (20) years of flight tracks and filter and create reports from such data (output options must include PDF, Excel, Word). This period shall be rolling from contract execution. The selected firm shall provide access to flight information from July 1, 2005 to present;
5. Select flight tracks as an individual track or group of tracks, yielding both a return of a count and operational data (e.g., airline, flight ID, time of operation, equipment, speed and altitude);
6. Easily produce a count and calculated average flight track (profile and aerial view) for a selected group of tracks (e.g., all departures to Way Points);

7. See, select, and evaluate flight track profiles (individual and group) and obtain a calculated average track for the profiles;
8. Filter a group of flight tracks by select data (e.g., type of aircraft, propulsion, time of day);
9. Display flight tracks over either a roadway or aerial base map, at a minimum, with the ability to add additional base options as needed;
10. Provide an aerial base that has the ability for its users to easily adjust its opacity as needed;
11. Filter flight tracks using an identified/created gate;
12. Easily create user defined gates, domes or cylinders around specific points or addresses;
13. Depict approved Part 150 departure and arrival flight paths. The system must positively identify any tracks that deviate from approved paths and be capable of generating reports identifying deviations and produce a report based on user defined time period. RIAC produces quarterly reports that include an accounting of deviations. The firm shall provide support as necessary, at no additional cost, to validate and verify deviations;
14. Search by property address or other noise complaint information;
15. Function as a web-based system with multiple logins;
16. Easily handle one (1) million operations per year; and
17. RIAC expects to use up to five log-ins for report preparation, input complaints received through other methods, and produce reports (both system and user-defined) to track complaints and demonstrate compliance with noise abatement and land use compatibility plans.

### Reporting

The AOMS shall include reports sufficient to satisfy RIGL 1-5-2 which shall provide at a minimum:

1. The total number of aircraft landings and departures, by aircraft type, and time of day;
2. An analysis of the amount of total usage of the runways during the reporting period; actual deviation from approved Part 150 departure and arrival flight paths by percent, runway, airline and time;
3. Other information as may be desirable to ensure compliance with approved noise abatement and land use compatibility plans.

The AOMS shall have the ability to create custom reports including, but not limited to:

1. Runway use (total number of operations) by hour, day, year, or user defined period of interest;
2. Runway use (total number of operations) by airline, equipment type and time of day (for an hour, a day, a year, or a period of interest);
3. Reports capable of demonstrating conformance with and deviations from approved Part 150 departure and arrival flight paths for a user specified period by percent, runway, operation, aircraft type, and other information as may be desirable to demonstrate compliance with noise abatement and land use compatibility plans;

4. Reports capable of tracking noise complaints and correlating the location of complainant to flight tracks.

**Proposers shall provide the annual fee for this element separately in the Fee Summary in Attachment A.**

#### General Public Access

RIAC intends to link a limited version of the AOMS to its website ([www.pvdairport.com](http://www.pvdairport.com)) to allow the general public to input noise comments (based on user identified property address) and identify recent operations. This version shall have the following capabilities:

1. View a base map (user selected aerial or roadway);
2. Control the display of approved Part 150 departure and arrival flight paths;
3. Display flight operations near-real time or for a user specified timeframe;
4. View a symbol indicating the location of a user defined property address;
5. Create and view a one-mile cylinder radius around the user defined property;
6. Display flight operations within the one-mile radius cylinder near-real time or for a user specified timeframe;
7. Flight tracks shall be color coded by operations (arrivals, departures, overflight);
8. Upon user selection, display the flight number, aircraft type, origin and destination airports, and altitudes of selected flight track.
9. Input complaint information (registration required)

**Proposers shall provide the annual fee for this element separately in the Fee Summary in Attachment A.**

#### General Aviation Airport Operations

RIAC is also seeking qualified vendors to provide flight operations data for its five (5) general aviation airports, which include Block Island (BID), Newport (UUU), North Central (SFZ), Quonset (OQU), and Westerly (WST) State Airports. The data shall include operations (i.e., arrivals and departures) by date, time, runway, aircraft type, and tail number (if possible).

**Proposers shall provide the annual fee for this element separately in the Fee Summary in Attachment A.**

#### Service Levels

The firm shall provide support services for problem resolution, to include a toll-free telephone number and an online problem reporting system. A firm representative shall be available via phone call during the hours of 8am – 6pm Eastern Daylight Time (EDT), Monday through Friday of every week. The firm shall respond within two (2) business days of problem notification, and resolution is required no more than five (5) business days after the firm's initial response, unless another acceptable timeframe is agreed to in writing (e-mail agreement by both parties is acceptable). Notify RIAC at least one week prior to any expected system maintenance. RIAC shall be notified within 3 hours

of any disruption to service, including the expected down time, and an indication of any potential data loss. RIAC shall be notified upon resumption of service.

#### Database Administration and Continuity of Operations

The firm shall be solely responsible for database administration. The firm shall have a Continuity of Operations Plan, so that in the event the primary data center has a failure or suffers some catastrophic event, a backup facility or process shall provide for minimal interruption to the Airport's needs and no loss of Airport data.

#### Data Security and Protection of Personally Identifiable Information

The firm, as part of this bid, shall provide data security plan including plan for the protection of Personally Identifiable Information (PII) associated with noise complaints

#### Training

The firm shall provide three (3) days of on-site training for up to five (5) RIAC employees, and up to two (2) additional one (1) day training sessions upon request by the Airport. The firm shall provide training for any system upgrades that impact customer use at no additional cost (web-hosted training is acceptable).

#### Payment

Annual payments will be made in monthly installments billed on the first day of the month for the previous month services, with billing starting within 30 days of implementation.

### **SUBMITTAL CRITERIA**

The RFP shall include the following elements (in the order provided below) to assist RIAC in the evaluation:

1. Table of Contents and Cover Letter  
Please provide contact information (name, title, address, phone number and email address) for the individual(s) responsible for 1.) Negotiating and signing a Professional Services Agreement, and 2.) Responding to requests for additional information regarding this RFP.
2. Executive Summary  
In one page, double sided, provide relevant information about the firm's qualifications and capabilities including a brief history of the firm.
3. Statement of Understanding  
In one page, double sided, narrative format, provide your firm's general understanding of the RFP as outlined. Identify any potential challenges or special concerns that may be encountered, based on experience that may affect an estimated project completion date.
4. Qualifications of Implementation Team

This contract requires expertise in providing airport operations monitoring and noise management program experience. The firm must have a minimum of five (5) years of direct experience and submit examples of successful implementations of similar projects demonstrating their expertise and ability. Please provide a list of three (3) client references for projects that demonstrate direct experience. Provide an overview of the project team, highlighting the Project Manager by providing a resume included with submission not to exceed one page double-sided.

5. Technical Solutions

Provide a thorough description of the technical solution and implementation approach, including a testing plan, a continuity of operations plan and data security plan to ensure information is protected. Include a detailed description of anticipated milestones and key deliverables. Provide a detailed training plan for ensuring effective use by the end-users upon project completion. Provide a support plan that describes the means and methods for providing services, and the service level guarantee, and the specific services including:

- a. Timeline
- b. Continuity of Operations Plan
- c. Data Security Plan
- d. Service Levels & Schedule for releasing updates/fixes
- e. Training Plan

6. Appendix

To include Certificates of Insurance, PSA Exceptions Form (Attachment A), and Additional Requirements.

7. Fee (Attachment A)

This is a fixed fee contract. The firm shall provide pricing for AOMS Services as defined under the Scope for the total of three years, and two one year options. Please include pricing for General Public Access in the annual cost for years 1-5. In addition, identify this element separately, where indicated, in Attachment A. **NOTE: Proposed fees no greater than \$55,000 annually will only be considered.**

### **EVALUATION CRITERIA**

Proposals will be evaluated by a Selection Committee, which will be seeking to distinguish which proposer has, through the appropriate combination of several criteria, the abilities to best perform the required services to the satisfaction of RIAC. While some criteria may be ranked higher than others in the selection process, the proposal that achieves the highest overall ranking will be considered top-ranked by the Selection Committee. The proposals will be evaluated using the following criteria:

1. The quality of the firms' approach, understanding and demonstrated ability to provide the required services. The quality of the firm's Operational and Security Plans and proposed service levels. 20%
2. The overall expertise and demonstrated experience of the firms' implementation team and Project Manager to provide required services and the ability to coordinate closely with RIAC on all items of work. 20%
3. Proposed Fee. Fee proposal includes the fixed fee components, and presented within Attachment A. 60%

### **INSURANCE REQUIREMENTS**

Evidence of insurance as specified in the Professional Services Agreement.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The firm must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including Affirmative Action and the Disadvantaged Business Enterprise programs.

### **STANDARD PROFESSIONAL SERVICE AGREEMENT**

RIAC's standard PSA is attached hereto and incorporated herein by this reference. RIAC expects the proposer to execute this form of PSA. The term of the PSA will be for three years with up to two, one-year renewals at the sole discretion of RIAC. The requirements identified in this RFP and subsequent contract and task orders are based on FAA requirements and Rhode Island General Laws. RIAC reserves the right to amend or terminate this contract and subsequent Task Orders to conform to FAA requirements and/or Rhode Island General Laws.

### **ADDITIONAL REQUIREMENTS**

#### **Campaign Finance Compliance**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

#### **Major State Decision-Maker**

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:



- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

**Title VI Solicitation Notice:**

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

**- END OF RFP -**

**Attachment A**

**Fee Proposal**  
**RFP No. 31118 Aircraft Operations Monitoring System**  
 Complete and Return with Proposal

| Description   | Price per Year |
|---|----------------|
| *Fixed Price for PVD AOMS Services for:   |                |
| Year 1  | \$             |
| Year 2  | \$             |
| Year 3  | \$             |
| Year 4  | \$             |
| Year 5  | \$             |
| <b>TOTAL</b>  | <b>\$</b>      |
| Please provide the price associated with <b>General Public Access</b> , which is included in the Fixed Price above. |                |
| Year 1  | \$             |
| Year 2  | \$             |
| Year 3  | \$             |
| Year 4  | \$             |
| Year 5  | \$             |
| Fixed Price for General Aviation Airport Operations Services for:   |                |
| Year 1  | \$             |
| Year 2  | \$             |
| Year 3  | \$             |
| Year 4  | \$             |
| Year 5  | \$             |
| <b>TOTAL</b>  | <b>\$</b>      |

**\* NOTE: Proposed fees no greater than \$55,000 annually will only be considered.**

**Professional Services Agreement  
For  
Aircraft Operations Monitoring System (AOMS) Services  
Contract No. 31118**

Professional Services Agreement (hereinafter referred to as the "AGREEMENT"), entered into as of **[Month] [Day], 20[##]**, by and between **[Consultant Name]** (hereinafter referred to as "CONSULTANT") and the Rhode Island Airport Corporation (hereinafter referred to as "RIAC"),

**WITNESSETH THAT:**

WHEREAS, RIAC has a need for **Aircraft Operations Monitoring System (AOMS) Services** ("SERVICES") for **T.F. Green Airport** (hereinafter referred to as the "AIRPORTS"); and

WHEREAS, RIAC has the authority to contract for such professional SERVICES; and

WHEREAS, CONSULTANT represents that it is experienced and has the authority to enter into the AGREEMENT and capability to perform such SERVICES; and

NOW THEREFORE, the parties do mutually agree as follows:

**1. ENGAGEMENT OF CONSULTANT**

RIAC hereby engages CONSULTANT and CONSULTANT hereby agrees to do, perform and carry out the SERVICES in accordance with this AGREEMENT upon RIAC providing written authorization to proceed. The term of this AGREEMENT shall be for **three (3) years with up to two (2) one-year renewals at the sole discretion of RIAC** unless cancelled under the provisions of this AGREEMENT.

**2. TASK ORDERS AND SCOPE OF SERVICES**

Task Orders, in the general form shown on Exhibit "A", shall be used to describe the parties' mutual agreement on the scope of services, schedule, compensation and any other particulars ("Task Orders"). Task Orders are binding only after acceptance and execution by duly authorized representatives of both parties. Each Task Order shall govern the parties' rights and obligations with respect to each assignment, but all within the framework of this AGREEMENT. In the event of an inconsistency between the terms of any Task Order and the terms of this AGREEMENT, the terms of this AGREEMENT shall govern.

**3. RIAC'S RESPONSIBILITY**

RIAC shall perform and provide the CONSULTANT with the following in a timely manner: (i) all available information in its possession pertinent to the SERVICES, including previous reports, drawings, specifications or any other data as may be reasonably required by CONSULTANT to perform the SERVICES; (ii) written notice whenever RIAC becomes aware of any information that affects the scope or timing of CONSULTANT'S SERVICES, or any defect in the CONSULTANT SERVICES; and (iii) access to all public and private property as necessary for the performance of the work to be undertaken by CONSULTANT pursuant to the SERVICES, and any Task Order issued pursuant thereto.

**4. CHANGES/AMENDMENT**

Except as provided in Section 32, below, no changes or amendments to this AGREEMENT or any Task Order shall be effective unless agreed to in writing by both RIAC and CONSULTANT. No restrictions, promises, warranties, covenants or undertakings shall exist other than those expressly set forth in the AGREEMENT or any duly executed Task Order.

**5. STANDARD OF CARE/WARRANTIES**

CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. CONSULTANT warrants that: (i) it has the authority and right to enter into this AGREEMENT and any Task Order, to perform services and provide materials, information and deliverables hereunder, and that its obligations hereunder are not in conflict with any other CONSULTANT obligation; (ii) each of its employees has the proper skill, training and background necessary to accomplish their assigned tasks; (iii) all services will be performed in a competent and professional manner, by qualified personnel authorized, as necessary under applicable State and Federal laws to perform the work necessary to complete the SERVICES, and will conform to RIAC's requirements hereunder and all applicable State and Federal laws; (iv) neither any deliverables, information, or materials, nor the performance of any services by CONSULTANT will infringe upon or violate the rights of any third party and RIAC shall receive free and clear title to all works, materials, information and deliverables prepared and/or developed in connection with this AGREEMENT; and (v) RIAC shall have the right to use for its own purposes, any ideas, methods, techniques, materials and information provided to or otherwise obtained by RIAC as a result of this AGREEMENT, without restriction, liability or obligation, except as may be specified herein.

**6. INSURANCE**

CONSULTANT shall maintain the insurance coverages specified on Exhibit "C" during the term of this AGREEMENT.

**7. SUBCONSULTANTS**

- (a) Without limiting the ability of CONSULTANT to hire subconsultants or subcontractors in accordance with this AGREEMENT, RIAC shall have the right to require CONSULTANT to engage subconsultants or subcontractors (reasonably acceptable to CONSULTANT) to perform any of the work required for the successful completion of the SERVICES or any Task Order under this AGREEMENT.
- (b) In the event that CONSULTANT proposes to engage a subconsultant or subcontractor to perform work required pursuant to any Task Order, such Task Order shall include the name of each subconsultant or subcontractor performing the task and a detailed description of the work to be performed by each subconsultant or subcontractor. Reference to any subconsultant or subcontractor in an approved Task Order executed in accordance with this AGREEMENT shall be deemed written approval by RIAC of the subconsultant or subcontractor, but only insofar as and to the extent that the work to be performed by the subconsultant or subcontractor is described in such Task Order.
- (c) Except as authorized above, none of the services to be provided by CONSULTANT pursuant to this AGREEMENT shall be subcontracted or delegated, in whole or in part, to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of RIAC, such approval to be at RIAC's sole discretion.
- (d) CONSULTANT shall enter into a written agreement with each such subcontractor or subconsultant pursuant to which each such subcontractor or subconsultant agrees to be bound by the terms and conditions of this AGREEMENT. RIAC shall have right to obtain a copy of any proposed subcontract upon request.

**8. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

RIAC fully supports the employment of disadvantaged business enterprises. The applicable contractual requirements are set forth in Exhibit E and fully incorporated herein by this reference.

**9. INDEMNIFICATION**

- (a) To the fullest extent permitted by law, CONSULTANT agrees to defend, indemnify and hold RIAC, the state of Rhode Island, and/or their respective current and former agents, officers, officials, directors, and, employees harmless from and against legal liability for all claims, demands, causes of action, judgments, losses, damages, and expenses, including, without limitation, attorneys' fees and court costs and expenses to the extent such claims, demands, causes of action, judgments, losses, damages, or expenses including without limitation, attorneys' fees and court costs and expenses are caused by (or in the case of the duty to defend are alleged to be caused by) (i) failure of the CONSULTANT, or the CONSULTANT's officers, employees, agents, representatives, subconsultants, or subcontractors to properly perform SERVICES, or (ii) the negligent or willfully tortious or unlawful acts, errors or omissions of CONSULTANT, CONSULTANT's officers, employees, agents, representatives, subconsultants, or subcontractors.
- (b) The CONSULTANT's indemnity and defense obligation under Section 9(a) shall supersede any provision contained herein or elsewhere to the contrary, and shall survive expiration or earlier termination of this AGREEMENT for a period equal to the statute of limitations for any action which could be brought against RIAC, the state of Rhode Island or their respective agents, officers, directors and employees and shall continue through the duration of any such action brought during the applicable time periods.
- (c) In claims against any person or entity indemnified under this Section 9 by an employee of the CONSULTANT or its subcontractor, subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 9 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the CONSULTANT, a subcontractor or a subconsultant under workers' compensation acts, disability benefit acts or other employee benefit acts.

**10. WAIVER OF DAMAGES**

Notwithstanding any other provision of this AGREEMENT, to the fullest extent permitted by law, neither RIAC nor the state of Rhode Island, nor their respective agents, parent or subsidiary corporations, affiliates, shareholders, investors, directors, officers, employees, representatives, attorneys or agents shall be liable, whether in contract, tort, negligence, strict liability or otherwise, for any lost or prospective profits or any other special, punitive, exemplary, indirect, incidental or consequential losses or damages arising out of or in connection with this AGREEMENT, or termination thereof, or any failure of performance related hereto, howsoever caused, whether arising from such person's sole, joint or concurrent negligence.

**11. DISPUTE RESOLUTION**

- (a) In the event of a dispute between RIAC and CONSULTANT arising out of or related to this AGREEMENT or any Task Order issued hereunder, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute within fifteen (15) calendar days of notice, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.
- (b) Should such negotiation or mediation fail to resolve the dispute within an additional fifteen (15) calendar day period, RIAC, in its sole discretion, thereafter, shall select either binding arbitration in accordance with the Arbitration Rules of the American Arbitration Association, or State or Federal court seated in Rhode Island and having jurisdiction over such matter, as the next forum for dispute resolution. In the event that CONSULTANT is the party continuing to press a dispute not resolved in accordance with Section 11(a), RIAC shall make the foregoing forum determination within ten (10) business days of a written

request from CONSULTANT. CONSULTANT consents to the personal jurisdiction of State or Federal courts seated in Rhode Island.

- (c) The provision of Section 11 shall survive expiration or earlier termination of this AGREEMENT.

**12. DOCUMENTS PROPERTY OF RIAC**

All documents, data, plans, reports and other materials prepared by CONSULTANT under this AGREEMENT shall become the property of RIAC and, at RIAC's option, shall be provided to RIAC in the electronic medium specified by RIAC (provided CONSULTANT has such capability); provided, however, that CONSULTANT shall have the right to retain copies of such documents and other materials for its records.

**13. DATA TO BE FURNISHED TO CONSULTANT**

All data, reports, records, plans, maps and other information as are available, in RIAC's custody, and necessary to carry out the SERVICES under this AGREEMENT shall be furnished to CONSULTANT, without charge by RIAC, in a timely manner. RIAC shall coordinate with and assist CONSULTANT in obtaining all other information necessary to carry out the SERVICES.

**14. COORDINATION BETWEEN RIAC AND CONSULTANT**

- (a) Continuing coordination and communication shall be maintained between CONSULTANT and RIAC to ensure the timely completion of the SERVICES. To expedite such coordination and communications, RIAC shall designate a staff member as its representative to whom CONSULTANT shall direct all correspondence, progress reports, requests for information or assistance and other materials.
- (b) The CONSULTANT's designee, identified on the applicable Task Order, shall serve as the representative of CONSULTANT for the SERVICES and he/she or another CONSULTANT staff member acceptable to RIAC shall attend all meetings upon the reasonable request of RIAC.

**15. PERSONNEL**

CONSULTANT represents that it has, or will obtain at its sole cost and expense, all personnel required to perform the SERVICES required under this AGREEMENT and all Task Orders issued hereunder. Any and all persons engaged by CONSULTANT to perform the SERVICES shall be considered employees of CONSULTANT, not RIAC. Any of CONSULTANT's personnel or those of its subcontractors or subconsultants, specifically identified in a Task Order are considered essential to performance and may not be removed or replaced without the prior approval of RIAC. All personnel employed or engaged by CONSULTANT shall possess the necessary skills for performance under this AGREEMENT. CONSULTANT will at all times enforce proper discipline and good order among the personnel under its control or supervision.

**16. TIME IS OF THE ESSENCE**

The parties hereto agree that time is of the essence with respect to any deadline or schedule set forth in this AGREEMENT or any Task Order.

**17. COMPENSATION**

RIAC agrees to pay CONSULTANT an amount in accordance with the Fee Arrangements set forth on Exhibit "D" and each Task Order.

**18. METHOD OF PAYMENT**

- (a) The specific method of payment for SERVICES to be rendered (i.e., lump sum, time and materials, etc.) shall be as set forth in Exhibit "D" or as separately established by Task

Order. RIAC shall pay CONSULTANT in accordance with monthly invoices to be submitted by CONSULTANT. Invoices for time and material type contracts shall cover SERVICES performed during the preceding month and shall be for an amount calculated from the actual number of hours expended on the work by each staff member and the hourly rates specified in Attachment "D-1" to Exhibit "D". Invoices for lump sum type contracts shall be based on percent complete of total project.

- (b) Out-of-pocket (direct) expenses shall be listed separately on any invoice and shall be in compliance with Attachment "D-2" to Exhibit "D".
- (c) Subcontractors are to be considered as a direct expense when invoicing. No consultant mark-up will be allowed for subcontractor services.
- (d) From the total of the amount determined by RIAC to be payable on an invoice, CONSULTANT shall deduct a pre-determined percentage as set forth in Exhibit "D", to be held as retainage and paid by RIAC upon completion of the Project.
- (e) RIAC shall pay CONSULTANT invoiced amounts within thirty (30) days after the date RIAC deems said invoice to represent a true and accurate detail of work performed and expenses. Invoices are due on the 10<sup>th</sup> of the month or the next business day should the 10<sup>th</sup> of the month fall on a weekend or State of Rhode Island recognized holiday. Invoices shall be accompanied by supporting documentation as required by RIAC.

**19. TERMINATION OF AGREEMENT FOR CAUSE OR RIAC'S CONVENIENCE**

- (a) This AGREEMENT may be terminated by either party upon written notice in the event of default under this AGREEMENT by the other party; provided, however, the non-performing party shall have fourteen (14) calendar days from the receipt of the termination notice to cure such default or to submit a plan for curing such default that is acceptable to the other party.
- (b) RIAC may terminate or suspend performance of this AGREEMENT for RIAC's convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the SERVICES on a schedule acceptable to RIAC, and RIAC shall pay CONSULTANT for SERVICES performed.
- (c) The provisions of this Article shall also apply to each individual Task Order, separate and apart from any other Task Order, and without terminating or otherwise affecting this AGREEMENT as a whole.

**20. NOTICES**

Except as provided for otherwise herein, all notices, requests, demands and other communications required or permitted pursuant to this AGREEMENT shall be made in writing and shall be deemed to have been duly given if personally delivered or deposited in the United States mail, first class postage prepaid and addressed as follows:

|          |   |
|----------|---|
| To RIAC: | President and CEO<br>Rhode Island Airport Corporation<br>T. F. Green Airport<br>2000 Post Road<br>Warwick, RI 02886 |
|----------|---|

|               |   |
|---------------|---|
| With copy to: | Corporate Legal Counsel<br>Rhode Island Airport Corporation<br>T. F. Green Airport<br>2000 Post Road<br>Warwick, RI 02886 |
|---------------|---|

To CONSULTANT:                   **[Consultant Name]**  
   **[Contact Name]**  
   **[Contact Title]**  
   **[Consultant Address]**  
   **[Consultant Address]**

or to such other person or address as either party may specify by notice given as provided herein to the other party.

**21. FINDINGS CONFIDENTIAL**

Except as required by law, CONSULTANT shall not, at any time, divulge to any person any proprietary information or fact relating to the conduct, management or business of RIAC. All information relating to the details of the SERVICES and any other documents, data, plans, reports or other materials provided to or acquired by CONSULTANT in connection with this AGREEMENT shall be treated as confidential and used only in the performance of the services hereunder for the advancement of the interests of RIAC and the SERVICES. Except as required by law, no documents, data, plans, reports or other materials provided to or prepared or assembled by CONSULTANT in connection with this AGREEMENT shall be made available to any other individual or organization by CONSULTANT without prior written approval of RIAC.

**22. ASSIGNABILITY**

This AGREEMENT shall be binding upon and inure to the benefit of the successors, assignees or affiliates of CONSULTANT and RIAC. This AGREEMENT may not be assigned by either party hereto, in whole or in part, without the express written consent of the other party hereto and any attempted assignment in contravention of this provision shall be void and of no effect.

**23. NO THIRD-PARTY RIGHTS**

This AGREEMENT shall not create any right in or benefit to parties other than RIAC and CONSULTANT and their assignees or successors.

**24. NO JOINT VENTURE**

Nothing herein shall be construed to imply a joint venture or principal and agent relationship between RIAC and CONSULTANT, and neither party shall have any right, power, or authority to create any obligation, express or implied, on behalf of the other.

**25. NONDISCRIMINATION**

RIAC does not tolerate discrimination of any form. The applicable contract requirements for nondiscrimination are set forth in Exhibit E and fully incorporated herein by this reference.

**26. AVAILABILITY OF RECORDS**

CONSULTANT shall keep full, complete, and accurate books and records, showing all of its receipts and expenses pertaining to work related to this contract. Records include, but are not limited to, time and expense records. CONSULTANT shall, at all times, provide and maintain, in a true and accurate manner, and in accordance with General Accepted Accounting Principles (“GAAP”), such accounts, books, records and data as would reasonably be expected to be examined by an independent certified public accountant in performing an audit or examination of CONSULTANT’s receipts and expenses in accordance with GAAP and generally accepted auditing standards.



**27. NO WAIVER**

The failure of either party to enforce any time, or for any period of time, the provisions hereof shall not be construed as a waiver of such provisions or of the rights of such party to enforce each and every provision. No RIAC payment to CONSULTANT for SERVICES performed under this AGREEMENT shall be construed as a waiver of any rights under this AGREEMENT.

**28. APPLICABLE LAWS**

CONSULTANT agrees to perform the SERVICES required hereunder in compliance with each Task Order and all applicable local, State and Federal laws and the rules, regulations, and requirements promulgated by RIAC from time to time.

**29. SEVERABILITY**

If a provision of this AGREEMENT is or becomes illegal, invalid, or unenforceable in any jurisdiction, it will not affect: (a) the legality, validity or enforceability in that jurisdiction of any other provision of this AGREEMENT; or (b) the legality, validity or enforceability in any other jurisdiction of that or any other provision of this AGREEMENT.

**30. GOVERNING LAW**

This AGREEMENT shall be construed in accordance with the substantive and procedural laws of the State of Rhode Island, exclusive of its choice-of-law rules.

**31. AUDITS**

RIAC shall have the right, through its representatives, and at all reasonable times, to inspect, examine, copy, and audit such books and records and all documents related to any work that falls under this contract. The originals of all such records and documents shall be made available to RIAC at the airport during the contract term. CONSULTANT will maintain copies of all records and documents on electronic media, in the form customarily used in the industry, available for RIAC's inspection in printed form, for a period of not less than three (3) years following the latter of final payment for services, or contract completion.

**32. FAA REQUIRED CLAUSE**

RIAC adheres to all applicable FAA contractual and grant requirements. FAA required contract clauses are set forth in Exhibit E and, as applicable, are fully incorporated herein by this reference. Notwithstanding Section 4, above, CONSULTANT agrees that Exhibit E may be unilaterally amended by RIAC to update the FAA required clauses as necessary for RIAC to comply with its grant assurances and applicable law.

**33. SENSITIVE SECURITY INFORMATION.**

(a) CONSULTANT shall maintain in confidence, and shall cause its Key Employees (as hereinafter defined) to maintain in confidence, (a) all contract documents and information to be developed under this AGREEMENT, and (b) all records, documents, and information provided to CONSULTANT by RIAC for CONSULTANT's preparation of said contract documents and information, that contain and/or constitute Sensitive Security Information ("SSI") as defined by 49 C.F.R. 1520.7, including without limitation, for (a) and (b), above, all data, plans, specifications, sketches, drawings, other renderings, individual personnel records, and all other records, documents and information that contain and/or constitute SSI. CONSULTANT shall restrict access to all such records, documents and information that contain and/or constitute SSI only to those employees of CONSULTANT who require such access to perform the services required under this Agreement (such employees, "Key Employees").

- (b) The unauthorized release of SSI is prohibited. All records, documents and information defined by 49 C.F.R. 1520 *et seq.* as SSI, or designated by RIAC as SSI, shall be marked, stored, distributed and destroyed in accordance with 49 C.F.R. 1520 *et seq.* SSI records, documents and information received during the course of this Agreement are the property of RIAC. No part of any such records or documents, or any of the information contained therein, may be photocopied or reproduced in any way except as specifically required or permitted by the terms of this AGREEMENT, or released to any person without the prior written permission of RIAC. Unauthorized possession, photocopying, reproduction, or release of such records and documents, or any portion of their contents, or failure to return them to RIAC immediately upon request, shall constitute a material breach of this AGREEMENT, and may result in immediate termination of this AGREEMENT and/or such other action as deemed appropriate by RIAC, including but not limited to referral to federal authorities [see 49 C.F.R. 1520.5(d)].

**34. CAMPAIGN FINANCE COMPLIANCE/MAJOR STATE DECISION-MAKER**  
CONSULTANT certifies by the execution of this AGREEMENT that it is in full compliance with Rhode Island General Laws Chapter 27 of Title 17 and Chapter 14 of Title 36.

**35. ENTIRETY**  
This AGREEMENT together with Exhibits, Task Orders, and attachments hereto, contains the entire agreement between the parties and supersedes any prior or inconsistent agreements, negotiations, representations and promises, written or oral.

**36. CAPTIONS**  
The captions contained in this AGREEMENT are for reference only and are in no way to be construed as part of this AGREEMENT.

**37. ADDITIONAL FEES**  
The RIAC will not be liable for any losses, costs, damages, penalties, fines, settlements, liabilities and expenses incurred by the Consultant and/or Consultant's subconsultants, subcontractors, employees or agents, arising out of any dispute or formal legal proceeding, regardless of whether Consultant is a party to said dispute or proceeding.

**38. SURVIVAL**  
Consultant shall remain obligated to the RIAC under all clauses of this Contract that expressly or by their nature may extend beyond or survive the expiration or termination of this Contract.

**39. AWARDING OF OTHER CONTRACTS**  
The RIAC may award other contracts for services on the Project for which Consultant is providing services for under this Contract and Consultant shall cooperate with such other Consultants and shall coordinate its services to be performed hereunder with the work of the other consultants in such manner as the RIAC may reasonably direct, but in all instances shall be entitled to rely on the directions of RIAC. Upon receiving written notice from Consultant that another Consultant is failing to coordinate its services with Consultant's services as directed, the RIAC shall investigate the matter and take such action as may be necessary. However, the RIAC shall not in any event be liable to Consultant for any damages suffered by Consultant by reason of the failure of another consultant to carry out the directions of the RIAC. If Consultant suffers damage by reason of any act or omission of any Consultant or subconsultant, Consultant shall have no claim against the RIAC. To the extent the RIAC determines in its sole discretion that acts and omissions of any Consultant or subconsultant cause unreasonable or unnecessary delays in Consultant's performance of this Contract, the RIAC shall grant an appropriate time extension to Consultant

**40. CONFLICTS OF INTEREST**

If an actual or potential conflict arises between the interests of the RIAC and the interests of other clients represented by Consultant regarding this Project, Consultant shall immediately notify the RIAC in writing. If the RIAC consents to Consultant's continued representation of these other clients, it will notify Consultant in writing. If the RIAC does not issue such written consent within three business days after receiving Consultant's notice of an actual or potential conflict, Consultant shall immediately terminate its representation of these other clients if such termination is permitted by contract. If Consultant does not or cannot resolve the conflict of interest arising from its representation of other clients through termination of such contracts or by other means within the time period reasonably set by the RIAC, the RIAC shall terminate this Contract immediately without providing any further opportunity to cure under Article 19. Nothing in this section shall be construed by Consultant as an attempt to interfere with any contract between Consultant and a third party, and the indemnification and hold harmless provisions of this Contract apply to any litigation involving the RIAC arising from this Section.

**41. AIRPORT SECURITY**

Consultant understands and agrees that fines and/or penalties may be assessed by the Transportation Security Administration for Consultant's non-compliance with the provisions of Title 49 CFR Part 1542 entitled "Airport Security", as amended from time to time, or by other agencies for noncompliance with laws or regulations applicable to Consultant's operations. Any fines or penalties assessed against the RIAC because of Consultant's non-compliance with Title 49 CFR Part 1542 or other applicable laws or regulations must be reimbursed to the RIAC by Consultant within ten days of receipt of written notice from the RIAC stating the amount of the fine or penalty. Consultant's failure to reimburse the RIAC within ten days may result in immediate termination of this Contract without any further opportunity to cure under Article 19.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed and intend to be legally bound hereby.

**[Consultant Name]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Rhode Island Airport Corporation**

Approved By:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Substance and Form By:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Recommended By:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit “A”**

**Task Order No. [###]  
Aircraft Operations Monitoring System (AOMS) Services  
Project CIP No. [XXX-#### if applicable or delete]  
AIP No. [##-##-####-###-#### if applicable or delete]  
Contract No. 31118; Purchase Order No. [#####]**

This Task Order is made as of this [day] of [Month], 20[##] under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for **Aircraft Operations Monitoring System (AOMS) Services**, dated [Month] [Day], 20[##], (the “AGREEMENT”) between the Rhode Island Airport Corporation (“RIAC”) and [Consultant Name] (“CONSULTANT”).

**Section A. – Services & Schedule**

A.1. CONSULTANT shall perform the following services:

**[ENTER DETAILED SCOPE OF SERVICES]**

(Collectively, “SERVICES”).

A.2. In conjunction with the performance of the foregoing SERVICES, CONSULTANT shall provide the following submittals/deliverables (documents) to RIAC:

**[LIST DELIVERABLES]**

A.3. CONSULTANT shall perform the SERVICES and deliver the related documents (if any) according to the following schedule:

**[LIST MILESTONE DATES FOR SCHEDULE]**

**Section B. – Compensation**

B.1. In return for the performance by CONSULTANT of the obligations set forth in this Task Order, RIAC shall pay to CONSULTANT an amount not to exceed \$\_\_\_\_\_, payable according to the following terms:

**[ENTER PAYMENT TERMS OR CROSS EXHIBIT D TO AGREEMENT]**

**Section C. – Subconsultants**

The following describes the scope, schedule and budget allocated to subcontractors and subconsultants used in performance of this Task Order.

**[LIST SUBCONTRACTORS, BUDGET AMOUNTS AND IDENTIFY MBE/DBE/WBE]**

| Subcontractor Name | Contract Amount | DBE % | DBE \$ |
|--------------------|-----------------|-------|--------|
|                    |                 |       |        |
|                    |                 |       |        |

The CONSULTANT shall ensure that all of the above-referenced subconsultants agree to carry insurance and to indemnify RIAC on the same terms and conditions as required in the AGREEMENT or any exhibit or schedule thereto.

**Section D. – Proposed Organization**

**[LIST NAMES AND TITLES OF PROPOSED STAFF]**

**Section E. – RIAC’s Responsibilities**

RIAC shall perform and/or provide the following in a timely manner. Unless otherwise provided in this Task Order, RIAC shall bear all costs incident to compliance with the following:

**[DEFAULT TO CONTRACT TERMS]**

**Section F. – Other Provisions**

The parties agree to the following additional provisions with respect to this specific Task Order:

**[ENTER OTHER PROVISIONS]**

Except to the extent modified herein, all terms and conditions of the AGREEMENT shall continue in full force and effect.

**[Consultant Name]**

**Rhode Island Airport Corporation**

Approved By:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Substance and Form By:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Recommended By:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit "C"**

**Aircraft Operations Monitoring System (AOMS) Services  
Contract No. 31118**

**INSURANCE REQUIREMENTS**

1. CONSULTANT shall carry and maintain in full force and effect for the duration of this AGREEMENT, any supplements thereto, the insurance specified below. CONSULTANT shall submit to RIAC a certificate of insurance indicating the existence of such coverages prior to contract execution. If such insurance coverages are not maintained and documented by CONSULTANT, RIAC may consider the firm nonresponsive and may terminate this AGREEMENT.
2. The same insurance coverage shall be provided by or on behalf of all subconsultants and subcontractors engaged hereunder.
3. CONSULTANT (and all subconsultants and subcontractors) shall provide and maintain, at its own cost, the following minimum insurance:
  - a. General Liability limits of \$1,000,000 per occurrence.
  - b. Motor Vehicle Liability Insurance with limits of \$1,000,000 per occurrence.
  - c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
  - d. Umbrella Liability limits of \$10,000,000 excess of \$1,000,000 primary layer for airfield construction services, otherwise \$5,000,000.
  - e. Errors and Omissions coverage with minimum limits of \$1,000,000 per claim.
4. RIAC and the State of Rhode Island shall be named as additional insured on all policies of insurance with the exception of the Errors and Omission (Professional Liability) and Worker's Compensation insurance.



**Exhibit “D”**

**Aircraft Operations Monitoring System (AOMS) Services  
Contract No. 31118**

**FEE ARRANGEMENTS**

1. **[Consultant Name]** (“CONSULTANT”) fee to perform professional services set forth on an approved Task Order in conjunction with the AGREEMENT shall be invoiced on a not-to-exceed, time and materials basis and at the employee’s actual hourly rate, not to exceed the approved billable rates caps (see Attachment “D-1”) used to perform the work, except in the case of a lump sum Task Order. From the total of the amount determined to be payable on an invoice, **zero percent (0%)** of such total amount will be deducted and retained by RIAC until the final payment is made under said Task Order.
2. Reasonable out-of-pocket expenses for telephone calls, computer services, transportation and subsistence, reproduction of reports, express delivery and other services and materials, to include subconsultant services will be billed at their actual cost, and in compliance with Attachment “D-2”.
3. Prior to initiating any work for SERVICES under this AGREEMENT, CONSULTANT shall submit, in both electronic and hard copy, a proposed written work scope of services, proposed schedule of completion, list of deliverables, and fee based on the approved billing rates and reimbursables specified in the AGREEMENT, CONSULTANT will only proceed when RIAC provides written notice to do so.
4. Invoices are due on the 10<sup>th</sup> of the month and shall be accompanied by supporting documentation as required. Invoices shall be addressed to:

Accounts Payable  
Rhode Island Airport Corporation  
2000 Post Road, 3<sup>rd</sup> Floor  
Warwick, RI 02886-1533  
Email: [ap@pvdairport.com](mailto:ap@pvdairport.com)

ATTACHMENT 'D-1'

**FEE SUMMARY**

## ATTACHMENT 'D-2'

The following has been established as acceptable expenses incurred while conducting RIAC business. It is recognized and anticipated that on certain occasions, circumstances may warrant deviations. In such cases, prior written approval must be obtained by the RIAC.

**Receipts must be submitted for all expenses.** Documentation **MUST** include detailed receipts for all expenses (credit card receipts are **NOT** acceptable) in order to be reimbursed. Reimbursable expenses may include the following:

- The cost of travel. Modes of transportation that will adequately accommodate travel scheduling requirements and that are the most direct and cost effective to RIAC. The cost of air transportation shall not exceed the cost of coach airfare. Airfare will only be reimbursed up to the cost of coach airfare shown on the ticket, and not on the basis of any frequent flyer agreement.
- Employees will be reimbursed for the use of personal vehicles at the GSA/IRS Standard Mileage approved rate. Any reimbursement for travel must include back-up for the mileage (i.e. MapQuest).
- Ground transportation includes taxis, rental cars, buses and trains.
- RIAC will reimburse up to a full size automobile rental when other means of ground transportation would not be deemed cost effective. Parking costs, tolls, and other similar fees.
- Consultants conducting business at T. F. Green Airport should park in the hourly parking lot and have their tickets validated by RIAC Staff. RIAC will not reimburse for parking at T. F. Green Airport.
- All lodging will be at the single occupancy rate and must be supported and documented with detailed hotel receipts. Please contact RIAC @ [procurement@pvdairport.com](mailto:procurement@pvdairport.com) for the preferred hotels rates if available. If a contractor fails to do so, the contractor will only be reimbursed for the rates negotiated by RIAC at their preferred hotels.
- RIAC will pay for reasonable meals and tips. If tips are given, the amount should be reflected on the receipt for the meal.
- All travel and expense reports must be submitted for payment within one (1) month of the travel or expense. RIAC reserves the right to refuse payment of expenses submitted after one (1) month of being incurred.
- All detailed receipts should include the date, the vendor, and in the case for meals where the invoice is for more than one person, a listing of each individual.

Expenses that will be **rejected** may include, but are not limited to the following:

- Unreasonable expenses, including meals, tips, lodging and transportation. RIAC considers the following as reasonable with respect to meals (Breakfast <\$10, Lunch <\$15, Dinner, <\$20. Anything over these amounts may be considered unreasonable and not paid (excluding tip).
- Receipts for alcoholic beverages are NOT reimbursable. Alcoholic beverages should not be included on any receipts.
- UPS/Fed Ex/etc. fees for the mailing of any documents/invoices, unless agreed upon by RIAC.
- Late fees, interest and/or finance charges due to untimely payments.
- Mileage over and above the lesser of: mileage from CONSULTANT Rhode Island offices to T. F. Green or mileage from a CONSULTANT's employee's home to T. F. Green.
- RIAC will only reimburse for either gas or mileage, not both.
- Lease of vehicles without detailed supporting documentation.

- Badging deposits paid to RIAC. These deposit will be returned once the badge is returned
- Any licensing and/or training fees for CONSULTANT's employees.
- Minimum order charges for recurring expenses.
- Expenses that are not specified for and/or associated to the Project, such as Annual Independent Audits.
- Hotel expenses above the cost of the negotiated rates set by RIAC

**EXHIBIT E**

**FAA REQUIRED CONTRACT CLAUSES**

As applicable, CONSULTANT agrees as follows:

**1. NONDISCRIMINATION – GENERAL**

- a. Applicability: Clauses 1.b to 1.e. apply to all contracts and must be included in all subcontracts.
- b. CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.
- c. This provision binds the CONSULTANT subconsultants, and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.
- d. This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.
- e. In these cases the provision obligates the party or any transferee for the longer of the following periods:
  - i. the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - ii. the period during which the airport sponsor or any transferee retains ownership or possession of the property.

**2. NONDISCRIMINATION – TITLE VI**

- a. Applicability: Clause 2.b. applies to all contracts and must be included in all subcontracts.
- b. During the performance under this AGREEMENT, CONSULTANT, for itself, its assignees, and successors in interest, agrees as follows:
  - i. **Compliance with Regulations.** CONSULTANT shall comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities listed below in Section 2. b. vii. (“Regulations”) as they may be amended from time to

time, which are hereby incorporated herein by reference and made a part of this AGREEMENT.

- ii. **Nondiscrimination.** CONSULTANT, with regard to the SERVICES performed by it during the term of this AGREEMENT, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- iii. **Solicitations for Subcontracts.** In all solicitations either by competitive bidding or negotiation made by CONSULTANT for services to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by CONSULTANT of CONSULTANT's obligations under this AGREEMENT and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- iv. **Information and Reports.** CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by RIAC or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, CONSULTANT shall so certify to RIAC or the FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
- v. **Sanctions for Noncompliance.** In the event of CONSULTANT's noncompliance with the nondiscrimination provisions of this AGREEMENT, RIAC shall impose such contractual sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to CONSULTANT under this AGREEMENT until CONSULTANT complies, and/or
  - (b) cancellation, termination, or suspension of this AGREEMENT, in whole or in part.
- vi. **Incorporation of Provisions.** CONSULTANT shall include the provisions of 2.b. (i) through (vi) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. CONSULTANT shall take such action with respect to any subcontract or procurement as RIAC or the FAA may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that, in the event CONSULTANT becomes involved in, or is threatened with, litigation, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States or RIAC.
- vii. **Title VI List of Pertinent Nondiscrimination Statutes and Authorities.** During the performance of this Agreement, CONSULTANT, for itself, its

assignees, and successors in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and

activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

### **3. ACCESS TO RECORDS AND REPORTS.**

- a. Applicability: Clause 3.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT must maintain an acceptable cost accounting system. CONSULTANT agrees to provide RIAC, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### **4. BREACH OF CONTRACT TERMS.**

- a. Applicability: Clause 4.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. Any violation or breach of terms of this AGREEMENT on the part of the CONSULTANT or its subcontractors or subconsultants may result in the suspension or termination of this AGREEMENT or such other action that may be necessary to enforce the rights of the parties of this AGREEMENT. The duties and obligations imposed by the AGREEMENT and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **5. BUY AMERICAN PREFERENCE.**

- a. Applicability: Clause 5.b. applies to all AIP eligible projects under which this AGREEMENT has a manufactured product as a deliverable and must be included in all applicable subcontracts.



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

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

- a. Applicability: Clause 6.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. CONSULTANT agrees:
  - i. That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
  - ii. To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
  - iii. That, as a condition for the award of this contract, the contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
  - iv. To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

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

- a. Applicability: Clause 7.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. CONSULTANT agrees:
  - i. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

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

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

iii. Withholding for Unpaid Wages and Liquidated Damages.

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

iv. Subcontractors.

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

## **8. DEBARMENT AND SUSPENSION**

- a. Applicability: Clauses 8.b and c. apply to all AIP eligible projects that exceed \$25,000 and must be included in all subcontracts meeting that threshold.
- b. By submitting a bid/proposal under the solicitation for this AGREEMENT, CONSULTANT certifies that at the time CONSULTANT submits its proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

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

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

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

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

- a. Applicability: Clause 9.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT agrees to abide by the federal minimum wage provisions contained in the Fair Labor Standards Act (29 USC 201). CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

## **10. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.**

- a. Applicability: Clause 10.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:
  - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

- a. Applicability: Clause 9.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT agrees to abide by the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

#### **12. RIGHT TO INVENTIONS.**

- a. Applicability: Clause 12.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. All rights to inventions and materials generated under this AGREEMENT are subject to requirements and regulations issued by the FAA and RIAC of the Federal grant under which this contract is executed.

#### **13. TERMINATION OF CONTRACT.**

- a. Applicability: Clause 13.b. applies to all AIP eligible projects that exceed \$10,000 and must be included in all subcontracts meeting that threshold.
- b. Additional Termination Rights:
  - i. RIAC may, by written notice, terminate this contract in whole or in part at any time, either for the RIAC's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all

materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to RIAC.

- ii. If the termination is for the convenience of RIAC, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- iii. If the termination is due to failure to fulfill the contractor's obligations, RIAC may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor is liable to RIAC for any additional cost occasioned to RIAC thereby.
- iv. If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination will be deemed to have been effected for the convenience of RIAC. In such event, adjustment in the contract price will be made as provided in paragraph ii of this clause.
- v. The rights and remedies of RIAC provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

#### **14. TRADE RESTRICTION**

- a. Applicability: Clause 14.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. By submission of an offer, the CONSULTANT certifies that with respect to this solicitation and any resultant contract, the CONSULTANT –
  - 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
  - 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
  - 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

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

CONSULTANT must provide immediate written notice to the RIAC if CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed

circumstances. The CONSULTANT must require subcontractors provide immediate written notice to the CONSULTANT at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an CONSULTANT or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

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

CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. CONSULTANT may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless CONSULTANT has knowledge that the certification is erroneous.

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

## **15. TEXTING WHEN DRIVING**

- a. Applicability: Clauses 15.b. and c. apply to AIP eligible projects and must be included in all subcontracts.
- b. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

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

## **16. VETERAN'S PREFERENCE**

- a. Applicability: Clause 16.b. applies to all AIP eligible projects and must be included in all subcontracts that involve labor.
- b. In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

## **17. DISADVANTAGED BUSINESS ENTERPRISES**

- a. Applicability: Clauses 16.b. through e. apply to all AIP eligible projects and must be included in all subcontracts.
- b. In connection with the performance of this AGREEMENT, CONSULTANT shall cooperate with RIAC in meeting its commitments and goals with respect to the maximum utilization of Disadvantaged Business Enterprises (DBEs). CONSULTANT shall use reasonable efforts to ensure that DBEs shall have the maximum opportunity to compete for subconsultant and subcontractor work under this AGREEMENT in accordance with RIAC's requirements relating to disadvantaged businesses. The stated goal for DBE participation under this AGREEMENT will be determined on a task order basis.
- c. On a monthly basis, in such form as RIAC may require, CONSULTANT shall provide a written report setting forth the efforts undertaken by CONSULTANT to comply with the requirements of this section and the level of participation of disadvantaged enterprises in the work undertaken pursuant to this AGREEMENT. Such report shall accompany the monthly invoices for payment submitted by CONSULTANT.
- d. CONSULTANT, and any subcontractor or subconsultant, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this AGREEMENT or such other remedy, as the recipient deems appropriate.

- e. CONSULTANT agrees to pay each subcontractor or subconsultant under this AGREEMENT for satisfactory performance of its contract no later than ten (10) days from the receipt of each payment the CONSULTANT receives from RIAC. CONSULTANT agrees further to return retainage payments to each subcontractor or subconsultant within ten (10) days after the subcontractor's or subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of RIAC. This clause applies to both DBE and non-DBE subcontractors and subconsultants.