



# Rhode Island Airport Corporation

December 20, 2013

**- Requests for Proposals -**  
**Insurance Brokerage Services**

**Contract No. 25290**

**Approved:**

A handwritten signature in blue ink, appearing to read 'B C Schattle', written over a horizontal line.

Brian C. Schattle, CPA  
Chief Financial Officer

**Approved:**

A handwritten signature in blue ink, appearing to read 'J P Goulart', written over a horizontal line.

Jeffrey P. Goulart  
Manager, Finance & Administration

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC) is soliciting proposals from qualified insurance brokerage firms to provide services to market, place, and administer RIAC's insurance requirements for a one-year period with the option to extend the contract annually, up to a maximum of three years at RIAC's sole discretion.

The successful proposer shall be a professional firm which independently practices as an insurance broker, and whose principal corporate engagements, source of revenues, and client base are derived solely from brokerage services rendered directly to clients.

RIAC's standard Professional Service Agreement (PSA) is attached hereto and incorporated herein by this reference. RIAC expects the successful proposer to execute this PSA. Any exceptions to the terms of the PSA must be noted in the vendor's submission. RIAC reserves the right to accept, reject or modify any exceptions noted.

## **INSTRUCTIONS TO RESPONDENTS**

- A. RIAC requires respondents to keep the proposals to a maximum of twelve (12) double sided 8 ½ x 11 pages, excluding an Executive Summary, which should not exceed two (2) double sided pages, and resumes.
- B. Respondents shall submit one (1) electronic (flash drive) and four (4) 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: Insurance Broker Services – Contract No. 25290**

- C. The proposal must be submitted no later than 2:00 p.m., January 10, 2014, Eastern Time. Late submissions will not be accepted. RIAC reserves the right to interview some, all, or none of the firms responding to this Request for Proposals (RFP).

Questions concerning this RFP should be emailed to [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than 2:00 p.m. January 3, 2014. RIAC responses to questions concerning this RFP may be shared with each responsive proposing firm to ensure equal awareness of important facts and details.

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 hired. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. 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 reserves the right to interview some, all or none of the respondents responding to this RFP based solely on its judgment as to the respondents proposals and capabilities. RIAC reserves the right to reject any and all submittals, to request and consider

additional information from submitters, and to reject any and all submittals on any basis without disclosing the reason. No respondent may withdraw their submittal for at least ninety (90) 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 provisions of this RFP, prior to the issuance of a contract for the consulting services.

Procedures respecting submittals and the selection of broker shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and RIAC procurement rules.

## **SCOPE OF SERVICES**

### **I. Background**

RIAC was created by the Rhode Island Economic Development Corporation (EDC) on December 9, 1992 as a public corporation, governmental agency and public instrumentality, having a distinct legal existence from the State of Rhode Island (State) and EDC, having many of the same powers and purposes as EDC. RIAC is a component unit of the State. RIAC is empowered, pursuant to its Articles of Incorporation and Rhode Island law, to undertake the planning, development, management, acquisition, ownership, operation, repair, construction, reconstruction, rehabilitation, renovation, improvement, maintenance, development, sale, lease, or other disposition of any "airport facility", as defined in Title 42, Chapter 64 of the Rhode Island General Laws, as amended (the "Act"). "Airport facility" is defined in the Act in part as "developments consisting of runways, hangars, control towers, ramps, wharves, bulkheads, buildings, structures, parking areas, improvements, facilities, or other real or personal property, necessary, convenient, or desirable for the landing, takeoff, accommodation, and servicing of aircraft of all types, operated by carriers engaged in the transportation of passengers or cargo, or for the loading, unloading, interchange, or transfer of the passengers or their baggage, or the cargo, or otherwise for the accommodation, use or convenience of the passengers or the carriers or their employees (including related facilities and accommodations at sites removed from landing fields or other areas), or for the landing, taking off, accommodation, and servicing of aircraft owned or operated by persons other than carriers".

Pursuant to the State Lease Agreement, RIAC leases T.F. Green Airport (Airport) and the five general aviation airports (collectively, Airports) from the State for a term ending June 30, 2038 at a rental of \$1.00 per year. RIAC has also acquired all of the personal property and other assets of the State located at or relating to the Airports. In consideration of RIAC's assumption of the Rhode Island Department of Transportation's (RIDOT) responsibilities with respect to the Airports, the State and RIDOT have assigned to RIAC all of their rights to the revenues of the Airports, the proceeds of State General Obligation (G.O.) Bonds related to the Airports, Federal Aviation Administration (FAA) grant agreements, a Federal Highway Administration grant, insurance proceeds, all contracts including concession agreements and the prior airline agreements, and all licenses and permits.

RIAC operates on a fiscal year basis beginning on July 1st and continuing through the following June 30th of each year. RIAC was created to operate as a self-sustaining entity and receives no funds from the State's General Fund for the operation and maintenance of any of the Airports under its jurisdiction. RIAC has utilized State G.O. Bonds issued on behalf of RIAC for the

intended use at the Airports. Per the Lease Agreement, RIAC is obligated to repay to the State the principal and interest on any G.O. Bonds issued for airport purposes.

RIAC does not have the authority to issue bonds or notes or borrow money without the approval of EDC. In addition, RIAC does not have the power of eminent domain with respect to real property. RIAC does have certain contractual rights under the Lease Agreement to require the State to exercise powers of eminent domain for the benefit of RIAC.

The Board of Directors of RIAC, consisting of seven members, annually approves an operating and maintenance budget, as well as a capital budget for the fiscal year. The Board of Directors relies upon the advice and recommendation of RIAC's Finance & Audit Committee, which consists of three members of the full Board of Directors.

### **T. F. GREEN AIRPORT**

RIAC operates T. F. Green Airport, which is Rhode Island's only certified Part 139 commercial airport. The Airport is primarily an origin – destination airport. In recent years, approximately 96% of the passengers at the Airport either began or ended their journeys at the Airport.

The terminal complex including access roads and related improvements was completed in September 1996 and replaced the prior terminal which was demolished. The terminal building is named the Bruce Sundlun Terminal at T.F. Green Airport (Terminal). The Terminal at the time of its opening was a two level facility of approximately 302,000 square feet including fifteen jet gates. There was also one commuter aircraft parking position. In 1998, the Terminal was expanded to add four new jet gates and one new commuter aircraft parking position. As a result of the expansion, the Terminal space increased to approximately 350,000 square feet with a capacity of nineteen jet gates and two commuter gates for a total of twenty-one gates.

The Terminal has passenger concourses that extend to the north and south of the central terminal area. Facilities for departing passengers are located on the second level where ticket counters, baggage checks, departure lounges and concessions such as restaurants and news/gift stands are located. On the second level, passengers pass through the central terminal area and then through the security checkpoint. From there, departing passengers take the concourse to the appropriate hold room and gate.

A major terminal improvement project at the Airport was completed in 2008 to minimize congestion, ease circulation, improve security procedures, and enhance concessions. The expansion and improvement project increased the Terminal to approximately 402,000 square feet. As of June 30, 2013, airlines serving the Airport lease approximately 82,000 square feet of exclusive and preferential use area and approximately 61,000 square feet of common use area.

A total of approximately 9,740 public parking spaces are available on Airport property and/or leased space. They are divided as follows: a short term lot in front of the Terminal (Lot D) with approximately 420 spaces; a parking garage with approximately 1,500 spaces (Garage A); a garage with 720 spaces (Garage B); a leased garage with approximately 1,540 spaces (Garage C); and an express lot with approximately 4,360 spaces with an additional overflow capacity of 1,200 spaces that can be put into service, if needed (Lot E). Garage A, Garage B, Garage C, Lot D and Lot E (RIAC controlled parking facilities) are operated pursuant to a parking management agreement with Standard Parking Corporation.

RIAC leased Garage C from New England Parking, LLC in December 2007 for a ten year term through November 30, 2017. Per the terms of the lease agreement RIAC is responsible for all

Garage C operations and maintenance costs and for the collection of all revenues from Garage C.

Public vehicular access is provided by a roadway system that directs vehicular traffic from Post Road and Interstate Route 95 to the Terminal curbs. These roads connect to a dual-level curbside system accommodating arriving and departing passengers. When approaching the Terminal, the roadway divides into an upper level for departing passengers and a lower level for arriving passengers. The upper level includes a curbside to provide an unloading area for private vehicles, taxis, limousines, and rental car company and hotel shuttles. The lower level roadway includes a curbside designated as loading zones for private vehicles and various commercial vehicles such as buses, courtesy vans, taxis and limousines.

The present airfield configuration consists of two intersecting runways, Runway 5/23 and Runway 16/34. Other facilities at the Airport include: fuel storage areas, facilities for fixed base operators, certain rental car service facilities, air freight and air cargo facilities, various hangars and other aviation-related facilities.

### **GENERAL AVIATION AIRPORTS**

There are five General Aviation Airports operated by RIAC, each of which is managed pursuant to a Management Contract by and between RIAC and AFCA AvPORTS Management LLC (AvPORTS). Each of these airports is briefly described below:

North Central Airport: Located approximately fifteen miles north of the Airport, North Central Airport is classified as a reliever airport by the FAA and is located in Smithfield.

Quonset Airport: This airport is located in North Kingstown, approximately ten miles south of the Airport. The Rhode Island Air National Guard moved its operations from the Airport to Quonset Airport in 1986. The Rhode Island Army National Guard also maintains a presence at Quonset Airport. Quonset Airport has additional industrial facilities which are leased to several companies by the Quonset Development Corporation (QDC), a subsidiary of the EDC. Quonset Airport is classified by the FAA as a reliever airport.

Westerly Airport: This airport is located in Westerly, approximately thirty-five miles southwest of the Airport. Westerly Airport is classified as a commercial service airport and enplanes approximately 10,000 commuter passengers annually.

Newport Airport: This airport is located in Middletown, approximately seventeen miles southeast of the Airport. Newport Airport is classified as a general aviation airport.

Block Island Airport: Situated on Block Island just off the southern coast of Rhode Island, Block Island Airport is approximately twenty-five miles from the Airport. Block Island Airport is classified as a commercial service airport and enplanes approximately 10,000 commuter passengers annually.

## **II. Anticipated Insurance Coverage**

The following types of insurance coverage's are to be considered:

- a. Airport Premises Liability and Excess Liability
- b. Property, Flood, and Underground Tank

- c. Inland Marine
- d. Workers' Compensation
- e. Automobile
- f. Fiduciary, Cyber, Crime and Kidnap and Ransom
- g. Aircraft Hull and Liability
- h. Public Officials, Directors and Officers Liability
- i. Pollution Liability

### **III. Contents of Proposal**

Please ensure the following areas are addressed in your submission. The information you provide should relate to the office within your firm which will have primary responsibility for the servicing of RIAC's account. If you intend to have more than one office directly involved in providing the services included in your proposal, please specify the location of each office and segregate your responses by office. Please be sure to organize your response consistent with the format as described below.

#### **Organizational Description**

- Identify your principal address.
- Identify the number of offices you have.
- Identify the primary office that will service this account.
- Identify the total number of professionals who will service RIAC

#### **Account Executive and Team Members:**

Identify the Account Executive who will be responsible for your firm's activities on behalf of RIAC and include the resume of the Account Executive and any additional team members that will work on the account. Detail the experience that each team member, including the Account Executive, has with clients of comparable size and exposure. Provide an organizational chart of your office(s) detailing how each team member fits within the organization.

#### **Experience of Firm**

Summarize relevant experience and involvement of your firm and the team members with other public sector accounts including airports. Please indicate the accounts with comparable exposures that are serviced by your office. Your answer should be specific as to the lines of coverage placed for such clients.

Explain the size and nature of each of these organizations and the length of time each has been a client of your firm. Include the name of a contact person for at least three references who may be contacted including name, company, address, telephone number and e-mail address

#### **Services Provided/Offered**

Describe the extent to which the following services are available from your firm and from whom:

- a. Loss control engineering services including risk identification services, loss forecasting services and property and liability loss control engineering.
- b. Claims management services including actuarial and statistical services, loss reserve analysis, in-house claims processing services and expert assistance on large, complex claims.
- c. Data processing/management information systems.

- d. Other Services, including but not limited to, educational seminars and assistance in property valuation.

Your proposal should indicate if there are specialized services available for any of the above that apply to the specific lines of coverage being proposed.

#### **Profile of Insurance Markets**

A profile of the insurance carriers you solicit is required to assist RIAC in evaluating your strengths in the marketplace. Please provide the following information:

- a. A listing of the top ten (10) principal insurers/carriers used by your office, the lines of insurance placed with each of them and the estimated premium volume of each line of coverage placed in calendar years 2012 and 2013.
- b. Specify those insurers/carriers available to you that you feel would be the appropriate match for RIAC and detail the reasons for this fit. Describe brokerage arrangements with the insurers/carriers. Please segregate your answers for each area of RIAC's insurance program.
- c. Describe any access to specialty markets that, in your opinion, would be useful to RIAC. If access is exclusive, please describe the nature of the exclusivity.
- d. Current assessment of the overall insurance marketplace with an emphasis on the lines of coverage specified in Section II. Detail your firm's approach to changing market conditions. Include examples or opportunities that RIAC should focus on during various market conditions (lower premiums, lower deductibles, increased coverage, etc.)

#### **Fee Proposal**

Please provide an annual lump sum fee on the attached Exhibit A for Years, 1, 2 and 3, which will be paid in quarterly installments. In evaluating proposals, RIAC will seek to assure that a reasonable fee be paid for a high quality of service. The respondent should include the estimated dollar value of any anticipated subcontract, if applicable, including a detailed description of the services to be subcontracted, the reason for the subcontract, and the rights and duties of the parties to the proposed subcontract. The respondent shall also identify the subcontractor and set forth the compensation to be paid there under.

If the respondent recommends additional services not outlined in this RFP, such services should be described and priced separately.

#### **Additional Qualifications**

Explain what distinguishes your firm from others, and why do you believe your firm can best meet the insurance needs of RIAC.

#### **Quality Control**

Explain how your firm exercises quality control on risk investigation or identification, marketing, policy issuance and policy content. Describe your firm's quality control process.

#### **Evaluation of Insurers**

What capability do you have within your firm to evaluate the solvency and quality of insurers used by your firm? To what extent and how is this information made available to your clients?

### **Insurance Broker's License**

Please provide evidence of an Insurance Broker's license for the State of Rhode Island.

#### **IV. Insurance Requirements**

- A. The broker shall be prepared to carry and maintain in full force and effect for the duration of any contract, and any supplements thereto, the insurance specified below. The broker will be expected to submit to RIAC a certificate of insurance indicating the existence of the coverage required at the time of contract negotiations for a specific project or service. Should insurance coverages not be documented by the broker at time of contract negotiations, RIAC has and maintains the right to consider the broker non-responsive, and to terminate contract negotiations, if necessary.
- B. The broker shall ensure that insurance shall be provided by or on behalf of all sub-consultants to cover services performed under any contract, and included in all subcontracts. The broker shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and approved by RIAC for the broker and any sub-consultant proposed for these services.
- C. The broker shall provide and maintain, at their own cost, the following minimum insurance:
  - 1. Errors and Omissions Coverage with minimum limits of \$1,000,000 per occurrence.
  - 2. Motor Vehicle Liability Insurance with limits of \$1,000,000.
  - 3. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
  - 4. General Liability limits of \$1,000,000 per occurrence.
  - 5. Umbrella Liability limits of \$5,000,000.

RIAC, the State of Rhode Island, and /or its designated representatives 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.

#### **V. 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).

## VI. 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.

## **SELECTION CRITERIA**

A selection committee will evaluate the competing proposals and will present to RIAC the results of its evaluation with a recommendation for contract award. The standard by which the selection committee will make its evaluation is the proposal which best serves the overall interests of RIAC based upon the following criteria:

1. The quality and extent of the firm's experience and expertise in the area of insurance brokerage for operations similar to those of RIAC. - *Firm Experience*
2. The qualifications of the individuals who would be primarily responsible for providing services to RIAC. - *Account Executive and Team Members*
3. The scope and quality of services being offered. - *Services Provided/Offered*
4. The firm's strength in the marketplace - *Profile of Insurance Markets*
5. Proposed fee competitiveness with respect to scope of services provided. - *Fee Proposal*
6. Other criteria shown to be relevant to the circumstances by the context of the applicants' proposals. - *Additional Information, Quality Control and Evaluation of Insurers*

**EXHIBIT 'A'**  
**INSURANCE BROKERAGE SERVICES**  
**FEE PROPOSAL**

YEAR 1 ANNUAL RATE \$                       
(amount in numbers)

\_\_\_\_\_ (amount in words)

YEAR 2 ANNUAL RATE \$                       
(amount in numbers)

\_\_\_\_\_ (amount in words)

YEAR 3 ANNUAL RATE \$                       
(amount in numbers)

\_\_\_\_\_ (amount in words)

TOTAL ALL THREE YEARS \$                       
(amount in numbers)

\_\_\_\_\_ (amount in words)

**Exceptions to Professional Services Agreement**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Title) (Company)

certify that I have no exceptions to the Professional Services Agreement as presented for work associated with **(RFP No. 25290 – Insurance Brokerage Services)**

\_\_\_\_\_  
SIGNATURE OF PROPOSER

\_\_\_\_\_  
DATE

**OR**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Title) (Company)

request the following exceptions to the Professional Services Agreement as presented for work associated with **(RFP No. 25290 – Insurance Brokerage Services)**

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\_\_\_\_\_  
SIGNATURE OF PROPOSER

\_\_\_\_\_  
DATE

**PROFESSIONAL SERVICES AGREEMENT**

**for**

**Insurance Brokerage Services**

**Contract No.2520**

PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the "AGREEMENT"), entered into as of **(ENTER DATE OF AGREEMENT)**, by and between **(ENTER CONSULTANT NAME AND ADDRESS)**, (hereinafter referred to as "CONSULTANT") and the Rhode Island Airport Corporation (hereinafter referred to as "RIAC"),

**WITNESSETH THAT:**

WHEREAS, RIAC has a need for professional brokerage services to market, place and administer RIAC's insurance requirements and related services as detailed in Exhibit B (hereinafter referred to as the "SERVICES") for T.F. Green, North Central, Quonset, Westerly, Newport and Block Island airports (hereinafter referred to as the "AIRPORTS");

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 agreement and capability to perform such SERVICES;

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 \_\_\_\_\_, **(INSERT TERM INFORMATION)**

**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**

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)**

- (a) 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 is zero point zero percent (0.0 %).

- (b) 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.

## **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 15<sup>th</sup> of the month or the next business day should the 15<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: Kelly J. Fredericks, P.E., A.A.E.  
President and CEO  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886

With copy to: General Counsel  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886

To CONSULTANT: (ENTER CONSULTANT NAME)  
(CONTACT NAME/TITLE/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, assigns 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**

CONSULTANT agrees that, during the performance of this AGREEMENT, it shall not discriminate in its employment practices against any employee or applicant for employment because of the employee's or the applicant's race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability. Any subcontract awarded under this AGREEMENT shall contain a like provision.

**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, that 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**

CONSULTANT, by execution of this AGREEMENT certifies that:

- (a) CONSULTANT is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United State Trade Representatives (USTR).
- (b) CONSULTANT has not knowingly entered into nor shall CONSULTANT enter into any contract or subcontract for these SERVICES with a subcontractor that is a citizen or national of a foreign country on said USTR list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list.
- (c) CONSULTANT has not procured nor shall CONSULTANT procure any product nor subcontracted for the supply of any product for use on the SERVICES that is produced in a foreign country on said USTR list.
- (d) Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a subcontractor who is unable to certify the above. If CONSULTANT knowingly procures or subcontracts for the supply of any products or services of a foreign country on the said list for use under this AGREEMENT, the Federal Aviation Administration (FAA) may direct, through RIAC, cancellation of the contract at no cost to the FAA or RIAC.
- (e) CONSULTANT agrees, by executing this AGREEMENT, it will incorporate this provision for certification without modification in each subcontract issued hereunder. CONSULTANT may rely upon the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
- (f) CONSULTANT shall provide immediate written notice to 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. CONSULTANT's contracts with subcontractors shall require each subcontractor to provide immediate written notice to CONSULTANT if at any time it learns that its certification was or has become erroneous by reason of changed circumstances.
- (g) This certification is a material representation of fact upon which reliance was placed when entering into this AGREEMENT. If it is later determined that CONSULTANT or its subcontractor knowingly rendered an erroneous certification, the FAA may direct, through RIAC, cancellation of the contract or subcontract for default at no cost to RIAC or the FAA.

- (h) 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 consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (i) This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**33. 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.

**34. 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.

**35. CAPTIONS**

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

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

**ATTEST**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**ATTEST**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**RHODE ISLAND AIRPORT CORPORATION**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**CONSULTANT**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Exhibit "A"**

**SAMPLE TASK ORDER**

**ENTER TASK ORDER NUMBER**  
**ENTER TYPE OF SERVICES**  
**For ENTER PROJECT NAME**  
**ENTER PROJECT CIP NUMBER**  
**AIP No. ENTER AIP NUMBER (if applicable)**  
**Contract No. ENTER CONTRACT NUMBER**

This Task Order is made as of this \_\_\_\_\_ **(day)** of \_\_\_\_\_, 20XX under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for **(ENTER PSA TYPE OF SERVICES)**, dated **(ENTER PSA DATE)** (the "AGREEMENT") between the Rhode Island Airport Corporation ("RIAC") and **(ENTER CONSULTANT NAME)** ("CONSULTANT").

**Section A. – SERVICES**

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**

**Section B. – Schedule**

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

**LIST MILESTONE DATES FOR SCHEDULE**

**Section C. – Compensation**

C.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 D. – Subconsultants**

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

**LIST SUBCONTRACTORS AND BUDGET INFORMATION**

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 E. – Proposed Organization**

**LIST NAME AND TITLE OF PROPOSED STAFF**

**Section F. – 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 G. – 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.

**RHODE ISLAND AIRPORT CORP.**

**(ENTER CONSULTANT NAME)**

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

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

Name: Kelly J. Fredericks, P.E., A.A.E.

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

Title: President and CEO

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit "B"**

**TASK ORDER No. 1**

**ENTER TYPE OF SERVICES**  
**For ENTER PROJECT NAME**  
**ENTER PROJECT CIP NUMBER**  
**AIP No. ENTER AIP NUMBER (if applicable)**  
**Contract No. ENTER CONTRACT NUMBER**

This Task Order is made as of this \_\_\_\_ **(day)** of \_\_\_\_\_, **20XX**, under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for **(ENTER PSA TYPE OF SERVICES)**, dated **(ENTER PSA DATE)** (the "AGREEMENT") between the Rhode Island Airport Corporation ("RIAC") and **(ENTER CONSULTANT NAME)** ("CONSULTANT").

**Section A. – SERVICES**

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**

**Section B. – Schedule**

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

**LIST MILESTONE DATES FOR SCHEDULE**

**Section C. – Compensation**

C.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 \$ \_\_\_\_\_, inclusive of expenses, payable according to the terms set forth on Exhibit D to the AGREEMENT.

**Section D. – Subconsultants**

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

**LIST SUBCONTRACTORS AND BUDGET INFORMATION**

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 E. – Proposed Organization**

**LIST NAME AND TITLE OF PROPOSED STAFF**

**Section F. – 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 G. – 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.

**RHODE ISLAND AIRPORT CORP.**

**(ENTER CONSULTANT NAME)**

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

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

Name: Kelly J. Fredericks, A.A.E.

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

Title: President and CEO

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit "C"**

**ENTER TYPE OF SERVICES  
For ENTER PROJECT NAME  
ENTER PROJECT CIP NUMBER  
AIP No. ENTER AIP NUMBER (if applicable)  
Contract No. ENTER CONTRACT NUMBER**

**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:

**(DEFAULT TO TERMS SPECIFIED IN THE RFP)**

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"**

**ENTER TYPE OF SERVICES  
For ENTER PROJECT NAME  
ENTER PROJECT CIP NUMBER  
AIP No. ENTER AIP NUMBER (if applicable)  
Contract No. ENTER CONTRACT NUMBER**

**FEE ARRANGEMENTS**

1. **(ENTER CONSULTANT's 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.
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 an 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:

Office Of Procurement  
Rhode Island Airport Corporation  
2000 Post Road  
Warwick, RI 02886-1533

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 shall include detailed receipts for all expenses (credit card receipts are **NOT** acceptable). 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 approved rate.
- 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.
- RIAC will pay for reasonable meals and tips. If tips are given, the amount should be reflected on the receipt for the meal.
- Receipts for alcoholic beverages are **NOT** reimbursable.
- 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.

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

- Unreasonable expenses, including meals, tips, lodging and transportation.
- Late fees, interest and/or finance charges due to untimely payments.
- Expenses submitted without a receipt.
- Expenses submitted with only credit card receipts.
- 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.
- 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.
- Tips and taxes that are not reduced by the cost of alcohol.

