

Solicitation AP12001

Public Engagement / Public Relations Consulting Services



**SALT LAKE
CITY**

Salt Lake City Corporation

Bid AP12001

Public Engagement / Public Relations Consulting Services

Bid Number AP12001
Bid Title Public Engagement / Public Relations Consulting Services

Bid Start Date Feb 17, 2012 2:47:59 PM MST
Bid End Date Mar 9, 2012 2:00:00 PM MST

Bid Contact Cole Hobbs
801-575-2984
cole.hobbs@slcgov.com

Bid Contact Shauna Henderson
801-575-2978
shauna.henderson@slcgov.com

Description

Statements of Qualification and Experience will be received by the Salt Lake City Department of Airports for firms to provide public engagement and public relations consulting services for the Salt Lake City International Airport.

Odwyerpr.com

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
PUBLIC ENGAGEMENT / PUBLIC RELATIONS CONSULTING SERVICES

odwyerpr.com

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
PUBLIC ENGAGEMENT / PUBLIC RELATIONS CONSULTING SERVICES
TABLE OF CONTENTS

SCHEDULE	Page 3
NOTICE	Page 4
GENERAL OVERVIEW	Page 5
SCOPE OF WORK	Page 11
SUBMITTAL REQUIREMENTS	Page 12
EVALUATION CRITERIA	Page 14
APPENDIX	Page 15
AGREEMENT FORM	

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 1
Schedule

RFQ Available	February 17, 2012
Statements Due	March 9, 2012
Interviews	TBD
Contract Commencement	May 1, 2012

Respondents or their agents are instructed not to contact selection committee members, City employees, the Mayor's office, the City Council, or members of the Airport Board (as outlined in Salt Lake City Code Title 2 Chapter 2.44, Conflict of Interest), or externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFQ to the date of execution of the Agreement resulting from this solicitation. City, in its sole discretion, may disqualify Respondents in violation of this paragraph.

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 2
Notice

Statements of Qualification and Experience ("Statements") will be received by the Salt Lake City Department of Airports ("SLCDA") for firms ("Respondent" or "Respondents") to provide public engagement and public relations consulting services for the Salt Lake City International Airport.

An RFQ package which includes a Scope of Work describing the required services can be obtained online at: www.slcpurchasing.com beginning February 17, 2012. Statement of Qualifications must be submitted to SLCDA's Division of Administration and Commercial Services, Salt Lake City International Airport, P.O. Box 145550, Salt Lake City, Utah 84114-5550 (or if delivered by courier to the SLCDA Division of Administration and Commercial Services, Salt Lake City International Airport, Terminal Unit One, 2nd Floor Mezzanine, 776 N. Terminal Drive, Salt Lake City, Utah 84122) no later than 2:00 p.m., local time on March 9, 2012. Respondents may contact Shauna Henderson at (801) 575-2978 with questions regarding the website.

The right to reject any and all proposals or to accept any proposal that is deemed to be more advantageous to the public and City is reserved.

The Statements will be evaluated by a SLCDA selection committee and several Respondents may be invited to be interviewed.

Following completion of the evaluation and establishment of the preference ranking, negotiations for contract purposes may be initiated with the top ranked Respondent(s) and a consultant will be selected to provide the services on an on-call basis.

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 3
General Overview

1. REQUEST FOR QUALIFICATIONS ("RFQ")

The Salt Lake City Department of Airports ("SLCDA") is soliciting Statements of Qualifications and Experience from qualified firms ("Respondent" or "Respondents") to provide public engagement and public relations consulting services ("Project" or "Projects") for the Salt Lake City International Airport ("Airport").

The SLCDA is in the planning phase of a large Terminal Redevelopment Program (TRP) along with other projects and programs. The SLCDA intends to contract with a consulting firm to provide the services on an on-call, as-needed basis. No guarantee of the actual service requirement is implied or expressed by this RFQ or the resulting agreement. Service requirements will be determined by actual need. Additional information is provided in Section 4 – Scope of Work.

For additional information concerning the Salt Lake City International Airport and the Terminal Redevelopment Program please visit: www.slcairport.com.

2. MINIMUM QUALIFICATIONS

Respondents must demonstrate extensive experience and expertise in providing full service public engagement and public relations consulting services of the type covered in this RFQ with an emphasis on serving clients similar in complexity to the SLCDA. Respondents must have experience providing consulting services encompassing a broad range of public engagement needs as well as experience with large scale capital projects.

Understanding and knowledge of the political, cultural, and economic issues of the greater Salt Lake City area is critical. Additionally, the selected Respondent shall demonstrate a knowledge of local media markets.

A demonstrated understanding of transportation issues.

A demonstrated understanding of the National Environmental Policy Act.

3. WRITTEN AGREEMENT REQUIRED

The selected Respondent will be required to enter into a written agreement with Salt Lake City Corporation ("City") to provide all services required in this RFQ. The standard form of agreement is attached to this RFQ as an appendix. The form agreement is provided for information purposes only. City may modify the terms of the agreement at any time prior to execution.

Work projects will be authorized by written task orders under the main agreement.

4. TERM OF AGREEMENT

City intends to enter into an agreement with the selected Respondent commencing approximately May 1, 2012, and continuing for a period of five (5) years. City may add additional term as an option under the Agreement.

5. PROCUREMENT AND ETHICS REQUIREMENTS

All Respondents and the selected Respondent must agree to comply with and be governed by City's procurement rules and ethics standards.

REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES. The Respondent represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

6. SCOPE OF AGREEMENT

The selected Respondent will be required to provide all labor, supervision, materials, supplies, transportation, equipment, and services necessary to assume overall responsibility for the coordination and administration of the Project.

7. GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT ("GRAMA")

City is subject to the requirements of the Government Records Access and

Management Act, Chapter 2, Title 63, UTAH CODE ANN. or its successor ("GRAMA"). All materials submitted by Respondent to City are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming an exemption from disclosure shall rest solely with each Respondent. Any materials for which Respondent claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from Respondent explaining Respondent's claim of exemption from disclosure. City will promptly notify Respondent of any requests made for disclosure of documents submitted under a claim of confidentiality. Respondent may, at Respondent's sole expense, take any appropriate actions to prevent disclosure of such material. Respondent specifically waives any claims against City related to disclosure of any materials required by GRAMA. In order to comply with GRAMA, please note the following:

- A. Respondents shall not stamp all materials confidential. Respondents should stamp only those materials for which a claim can be made under the act. Such materials include: trade secrets, pricing, non-public financial information, etc.
- B. Respondents must submit a letter stating reasons for claiming confidentiality for every type of information stamped. Failure to submit this letter can result in the publication of this information.

8. RESPONSIBILITIES OF THE SELECTED RESPONDENT

The services being requested are outlined in Section 4 - Scope of Work.

9. EVALUATION AND EVALUATION CRITERIA

Statement evaluation criteria are outlined in Section 6. The selection committee will consider all documents, the response to this RFQ, information gained while evaluating responses, and other relevant information to make its determination. The committee's selection will be the Respondent which, in the committee's sole opinion, is best able to provide the services according to City's needs.

10. SUBMISSION PROCEDURE AND STATEMENT CONTENT

- A. Statements shall be submitted not later than 2:00 p.m. local time on March 9, 2012, addressed by regular surface mail to:

Cole Hobbs
Airport Contracts Manager
Salt Lake City International Airport
P.O. Box 145550
Salt Lake City, Utah 84114-5550

Respondents desiring to courier or hand deliver their RFQs shall do so to:

SLCDA Division of Administration and Commercial Services
Salt Lake City International Airport
Terminal Unit One, Second Floor Mezzanine
776 N. Terminal Drive
Salt Lake City, Utah 84122

- B. Four (4) copies of the Statement shall be submitted. Statements shall be limited to twenty (20) pages in length, single sided, excluding cover sheets.
- C. Statements shall contain all required information and be in the format outlined in Section 5 – Submittal Requirements.
- D. All statements must include a cover letter indicating Respondent's name, address, telephone number, and facsimile number. The statement must be signed in ink by an authorized representative of Respondent's firm. Statements must be submitted in a sealed envelope showing Respondent's name, address, and submittal date on the outside of the envelope.

11. INSURANCE

The selected Respondent, at its own cost and expense, shall secure and maintain the following policies of insurance:

- A. Commercial general liability insurance with City as an additional insured in the minimum amount of \$2,000,000 combined single limit each occurrence. The commercial general liability policy or policies shall provide coverage for premises operations, acts of independent Consultants and completed operations. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to City.
- B. Business Auto Insurance in the minimum amount of \$2,000,000 combined single limit each occurrence. The policy must provide that coverage will not be cancelled or reduced without at least thirty (30) days prior written notice to City.
- C. Evidence of workers compensation and employer's liability with coverage for statutory benefits required by the state of Utah.
- D. Professional liability insurance in the minimum amount of \$1,000,000.

12. Employment Status Verification System (SB 81)

- A. Each Respondent and each person signing on behalf of any Respondent certifies as to its own entity, under penalty of perjury, that the named Respondent has registered and is participating in the Status Verification System to verify the work eligibility status of the Respondent's new employees that are employed in the state of Utah in accordance with UCA Section 63G-11-103.
- B. The Respondent shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) consultant by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-11-103 and to comply with all applicable employee status verification laws. Such affidavit must be provided to Consultant prior to the notice to proceed for the subcontractor to perform the work."
- C. The City will not consider a proposal Statement for award, nor will it make any award where there has not been compliance with this Section.
- D. Manually or electronically signing the proposal Statement is deemed the Respondent's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws, including UCA Section 63G-11-103.

13. ADDITIONAL INFORMATION

- A. No interpretation of the meaning of any provision in this RFQ, nor correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to this RFQ shall be made to the Respondent orally. Every request for interpretation or additional information regarding this RFQ shall be made in writing to Cole Hobbs, Airport Contracts Manager, via e-mail to cole.hobbs@slcgov.com. City shall not be obligated to respond to requests for such interpretation or correction. By signing and submitting this RFQ, Respondent acknowledges that it has registered on Bidsync through the City's procurement website at www.slcprocurement.com and has viewed all materials on the website, including any addenda to this RFQ.
- B. Respondents or their agents are instructed not to contact selection committee members, City employees, the Mayor's office, the City Council, or members of the Airport Board (as outlined in Salt Lake City Code Title 2 Chapter 2.44, Conflict of Interest), or externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this RFQ to the date of

execution of the Agreement resulting from this solicitation. City, in its sole discretion, may disqualify Respondents in violation of this paragraph.

- C. City reserves the right to cancel or modify the terms of this RFQ at any time. City will provide Respondents with written notice of the cancellation or modification.
- D. Should it be necessary the selection committee shall notify those Respondents to be given further consideration and interview. The interview dates, times, requirements, and format will be provided to the finalists in advance following a thorough review of all submittals by the committee.

Odwyerpr.com

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 4
Scope of Work

Background

The City and its Department of Airports are seeking a firm which specializes in public engagement and outreach services including public relations. The work will include the upcoming Terminal Redevelopment Program (TRP) but the selected Respondent shall also be utilized to assist in outreach and public relations on various other projects on an on-call basis. The Respondent will need to demonstrate a broad range of public relations and engagement skills and the capacity to handle large scale projects.

Broader Goals and Objectives

It is the goal of the City and SLCDA to establish an effective program allowing community stakeholders to provide meaningful feedback and participation to the extent possible for the upcoming TRP. It is understood that effective programs can allow not only improvements in design and outcomes, but more importantly provide a positive, highly creative, energizing, and rewarding public experience.

It is the expectation of the selected Respondent to assess community stakeholders, organizations, and individuals that can be tapped for involvement in the process. Some information to consider may include the histories, personalities, and relationships of the participating organizations and individuals.

Following are the broader goals which may be expected:

- Creating alliances and partnerships with existing organizations that build trust and mechanisms for joint action or feedback. A broad range of possible participation levels may be possible.
- An asset mapping process which engages residents in identifying the key issues and areas of importance regarding the upcoming work
- Surveying of community stakeholders. There are participatory methods of survey design and administration.
- Use of Geographic Information System (GIS) Maps in connection with the SLCDA and design team that show detail. This technology can be made accessible to

local government agencies as well as community groups.

- Town Hall Meetings/Community Forums which can be held to gather data and input on needs, assets, priorities, and evaluation. These are typically held when engaging in broad-based community initiatives. Other important considerations may include:
- Gathering input from the general public;
- Developing potential media coverage and events at the appropriate times.
- Gaining high quality input from a large number of people.
- Utilizing focus groups and small gatherings of people to deal with certain topics or issues. These focus groups can be a source of community input that is enhanced by the dialogue among members when asked focused questions.
- Engaging the community in a meaningful way.

More Specifically

The selected Respondent shall work directly for a Department of Airports representative in close connection with the Airport Advisory Board and Salt Lake City Mayor's Office to perform these basic tasks:

- Work with the Airport Board to conduct outreach to stakeholders and interested parties concerning the upcoming TRP.
- Follow the City's internal Public Engagement guide and employ thorough and innovative engagement approaches.
- Understand the NEPA process and capitalize on the public process already underway for the Airport. Assist SLCDA representatives during open houses and other public outreach concerning environmental issues.
- Work collaboratively with other public engagement firms representing the airport industry and industry associations, such as Airports Council International - North America (ACI-NA).
- Work collaboratively with other consulting firms representing the SLCDA for various work on the TRP and other projects and initiatives.
- Work collaboratively with local community leaders representing various interests.
- Provide a variety of survey work including preparation, execution and analysis of collected data.

Additionally, the Airport and City may utilize the selected Respondent to perform a broad range of community engagement and public relations services including but not limited to:

- Public Engagement
- Stakeholder Involvement
- Campaign Creation
- Corporate Communications
- Strategic Advertising
- Message and Materials Development
- Managing Public Input
- Social Media Development
- Media Navigation
- Other related services to those described herein

Odwyerpr.com

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 5
Submittal Requirements

Respondents are requested to respond to each of the following inquiries and in the order stated. Please respond in full, narrative sentences and restate each inquiry prior to responding:

1. RESOURCES AND PERSONNEL

- A. State Respondent's name, address, principal office, and type of entity. State the date of incorporation/organization and the state in which Respondent is incorporated or organized. Indicate the former names, if any, under which Respondent has conducted business and the years of operation under each name.
- B. Include information generally describing the size of Respondent's firm, location of the office that will work directly with City, number of years in business providing: 1) public engagement consulting services; and 2) public relations consulting services. Include federal tax ID number.
- C. List and provide resumes of the key individuals who will be assigned to work with City. Provide information regarding their experience specific to public engagement and public relations consulting services on projects similar in size and complexity to those at the Salt Lake City International Airport. Provide the location from which they will work.
- D. Submit an organization chart of Respondent personnel anticipated to be team members, and the specific tasks they will perform. Include information on subconsultants, if any.

2. DEMONSTRATED PROJECT EXPERIENCE

- A. Discuss Respondent's overall qualifications and experience by providing a minimum of two (2) examples, specific to public relations and public engagement consultant services, in working with large scale projects and with clients on projects similar to those required in Section 4 - Scope of Work and in an environment similar in complexity to that of the SLCDCA.

- B. Describe use of new technologies and methods in communicating to and understanding the public on sensitive projects with broad public impacts.
- C. List at least three (3) clients who would provide references for Respondent's work, with phone numbers and e-mail addresses. Please list any airport references.

odwyerpr.com

REQUEST FOR QUALIFICATIONS
SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
Public Engagement / Public Relations Consulting Services
SECTION 6
Evaluation Criteria

1. EVALUATION CRITERIA

- A. Resources and experience of personnel available to City. Demonstrated understanding and experience in creating effective strategies to engage and conduct outreach to the public concerning large complex projects. Demonstrated understanding of local political, cultural, and economic issues.
- B. Demonstrated experience in providing public engagement and public relations consulting services, of the type covered in this RFQ, with an emphasis on serving clients similar in complexity to the SLCDA. A history of successful campaigns and achievement of client goals on large projects. Understanding of local and regional culture and economics. Demonstrated ability to use new technology and other proven methods to create effective outreach programs.

2. CRITERIA WEIGHTING

<u>Factor</u>	<u>Weight</u>
Organization, Resources, and Personnel	50%
Demonstrated Project Experience	50%

3. INTERVIEWS

Following the evaluation of the written Statements of Qualifications, City may determine to interview one or more of Respondents. Submission of a Statement of Qualifications does not guarantee the right to an interview. City reserves the right to accept or reject any or all Statements of Qualifications. Additional information will be provided to those Respondents being interviewed.

4. FINAL SELECTION

The SLCDA shall award a single contract to the top ranked Respondent following successful fee negotiations. Should the negotiations not be successful, the SLCDA shall enter negotiations with the next highest ranked firm. Selection is no

guarantee of work and the resulting contract will be strictly non-exclusive.

odwyerpr.com

APPENDIX

AGREEMENT FORM

Odwyerpr.com

The form agreement is provided for information purposes only. City may modify the terms of the agreement at any time prior to execution.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of _____ ("Effective Date"), by and between SALT LAKE CITY CORPORATION, a Utah municipal corporation ("City") and _____, a _____ authorized to and doing business in Utah, with offices located at _____ [address] _____, ("Consultant").

RECITALS

WHEREAS, City owns the Salt Lake City International Airport, the South Valley Regional Airport (formerly Airport II), and the Tooele Valley Airport ("Airport" or "Airports") and through its Department of Airports ("SLCDA") operates the Airports; and,

WHEREAS, City and Consultant desire to enter into an agreement for the Consultant to provide the services specified below for the term specified below.

NOW, THEREFORE, in consideration of the foregoing recitals and the following mutual promises and considerations, the parties agree to the following:

ARTICLE 1

CONSULTANT SERVICES

- A. Basic Services. The Consultant may perform the "Basic Services," as more fully specified in Exhibit A, attached hereto and hereby incorporated by reference, generally described as public engagement consulting services ("Project").
- B. Consultant Representative. The Consultant has designated _____ as the Consultant's representative who shall have authority to act on behalf of the Consultant. Consultant shall not change the Consultant's representative without at least

seven (7) days prior written notice to City. Any replacement for the Consultant's representative shall be at least as qualified for the work as the person being replaced. The hourly rate for any such replacement representative shall not exceed the hourly rate of the person being replaced.

ARTICLE 2

TERM

The term of this Agreement shall commence upon the Effective Date and continue through _____, unless terminated as specified herein.

ARTICLE 3

NON-EXCLUSIVITY

The Consultant acknowledges that City has or may hire other consultants to perform work similar to that which is within the Consultant's scope of work under this Agreement.

The Consultant further acknowledges that this Agreement is not a guarantee of the assignment of any work and that City may assign work to various consultants solely within City's discretion.

ARTICLE 4

TASK ORDER PROJECTS

- A. City Request for Estimate. When City identifies work which may be performed within the Consultant's scope of work as specified in Exhibit A – Basic Services herein, City may request the Consultant to provide City with a specific estimate of time and expense for completing such work.
- B. Negotiated Agreement. If City and Consultant can agree scope, time and cost for performing such specific items, City shall authorize the Consultant to perform

the specific items as agreed. Such terms and authorization shall be described and agreed to by written Task Order. The form of the Task Order is attached to this Agreement as Exhibit C.

- C. Failure to Agree. If City and Consultant cannot agree on the time and cost of the specific work to be performed, City reserves the right to have the work performed by another party and the Consultant waives any claims for damages or other costs associated with such work.
- D. Special Notice to Proceed. No work on a Task Order item under this Article shall be begun by the Consultant until City has given a written notice to proceed for the work.

ARTICLE 5

COMPENSATION

For the Basic Services specified in this Agreement, City shall pay Consultant an amount negotiated on an individual task order basis, as outlined in Article 4 – Task Order Projects. Travel related expenses shall be negotiated in conformance with Exhibit B, Travel and Expense Policy attached hereto and hereby incorporated by reference. Consultant shall invoice City on a monthly basis for services completed during that period. City shall review, approve, and remit compensation for undisputed work submitted by Consultant within 30 days. Should City dispute any aspect of an invoice, City shall notify Consultant of such within 15 days. City and Consultant will work in good faith to resolve disputed invoices in a timely manner.

ARTICLE 6

SERVICE STANDARDS AND QUALITY ASSURANCE

- A. Conformance to Laws. The Consultant and Consultant's work product shall conform with all applicable federal, state and City and other local laws, regulations and ordinances.
- B. Quality Assurance. The Consultant shall be solely responsible to City for the quality of all services performed by the Consultant or its subconsultants under this Agreement. All services furnished by the Consultant or its subconsultants shall be performed in accordance with the best professional judgment and skill, in a timely manner and shall be fit and suitable for the purposes intended by City. The foregoing standard shall not be construed, and is not intended, to require the Consultant to exercise professional skill greater than, or to utilize techniques more advanced than, such as are now generally exercised and utilized by major firms in the same business as the Consultant in the United States.

ARTICLE 7

INSURANCE

- A. Insurance. The Consultant, at its own cost and expense, shall secure and maintain the following policies of insurance:
1. Professional Liability Insurance.
 - a. The professional liability policy shall have limits of not less than \$1,000,000 per claim, which insures the agreement to indemnify and save harmless City from and against any and all claims arising from the negligent acts, errors, or omissions of the Consultant in the performance of the professional services rendered under this Agreement.

- b. In the event that City's tender of defense based on the Consultant's alleged negligence is rejected by the Consultant, and the Consultant is later found by a court of competent jurisdiction to have been negligent as aforesaid, then in addition to any other remedies City may have, the Consultant agrees to pay City's reasonable costs, expenses and attorneys' fees in proving such negligence, defending itself and enforcing this indemnity provision.
 - c. The policy shall (i) provide full prior acts coverage or have a retroactive date effective before the Effective Date, and (ii) be maintained for a period of three (3) years following the end of the term of this Agreement or contain a comparable "extended discovery" clause or "tail coverage."
2. Commercial General Liability Insurance. The commercial general liability policy or policies shall provide coverage for premises operations, acts of independent contractors and completed operations. The policy or policies shall have limits of not less than \$2,000,000 per occurrence limit of liability. The commercial general liability policy or policies shall provide coverage for premises operations, acts of independent contractors and completed operations. If the policy is issued on a claims made basis, the policy shall be maintained for a period of one (1) year following the completion of this Agreement or contain a comparable "extended discovery" clause or "tail coverage."

3. Business Auto Coverage Form. The policy or policies shall provide coverage for owned, hired and non-owned automobiles. The policy or policies shall have limits of not less than \$2,000,000 per occurrence limit of liability.
 4. Workers Compensation and Employers Liability. The policy shall provide coverage for statutory benefits required by the state of Utah.
- B. Additional Insured and Pre-Cancellation Notice. The insurance policies required above shall contain an endorsement listing Salt Lake City Corporation as an additional insured (except for the professional liability insurance required in subparagraph A.1. and workers compensation required in subparagraph A.4. of this Article) and shall further provide that the policy may not be canceled or modified in a way which impairs the protection of the additional insureds without thirty (30) days prior written notice to City.
- C. Certificates of Insurance. Prior to execution of this Agreement by City, the Consultant shall provide City with certificates evidencing the coverage described above in a form acceptable to City Attorney's Office.
- D. Rights Reserved by City. City reserves the right to increase limits and coverage hereunder consistent with industry standards, statute or judicial decision, or Airport policy; provided, however, that any such increase shall be consistent with other similarly situated consultants. Consultant shall then cause its insurance coverages hereunder increased to any such new limit.
- E. City Continuance of Coverage. If any of the policies of insurance required from the Consultant are canceled or lapse, City may, at City's sole discretion, obtain

substitute coverage at reasonable rates. City may deduct the cost of such coverage, plus ten percent (10%) for administrative charges, from any monies owing to the Consultant.

- F. Policies of Insurance. At City's request, the Consultant shall provide City with the actual policies providing the coverage required above.
- G. Quality of Insurance Companies. All policies of insurance provided shall be issued by insurance companies qualified to do business in the state of Utah and listed on the United States Treasury Department's current Department of Treasury Fiscal Services List 570, or having a general policyholders rating of not less than "A-" in the most current available A.M. Best Co., Inc.'s, Best Insurance Report.

ARTICLE 8

INDEMNIFICATION

- A. The Consultant agrees to indemnify, save harmless and defend City, its officers and employees from and against all losses, claims, demands, actions, damages, costs, charges and causes of action of every kind or character, including without limitation attorneys' fees, to the extent they are caused by the Consultant's wrongful, reckless or negligent performance hereunder. The Consultant's duty to defend City shall exist regardless of whether City or Consultant may ultimately be found to be liable for anyone's negligence or other conduct. If City's tender of defense, based upon this indemnity provision, is rejected by the Consultant, and the Consultant is later found by a court of competent jurisdiction to have been required to indemnify City, then in addition to any other remedies City may have,

the Consultant shall pay City's reasonable costs, expenses and attorneys' fees incurred in proving such indemnification, defending itself or enforcing this provision. Nothing herein shall be construed to require the Consultant to indemnify City against City's sole negligence.

- B. Without limitation, the terms of this indemnity include an agreement by Consultant to indemnify, defend and hold harmless City from and against any and all expense, loss, claim, damage, or liability suffered by City by reason of Consultant's breach of any environmental requirement existing under federal, state or local law, regulation or policy in connection with any of Consultant's acts, omissions, operations or uses of property relating to this Agreement, or such a breach by the act or omission of any of Consultant's officers, employees, agents, or invitees, whether direct or indirect, or foreseen or unforeseen, including (but not limited to) all cleanup and remedial costs, diminution in the value of City property, and reasonable legal fees and costs incurred by City in connection with enforcement of this provision. The provisions of this paragraph shall survive the termination of this Agreement. Nothing herein shall be construed to require the Consultant to indemnify City against City's sole negligence.

ARTICLE 9

CITY'S RESPONSIBILITY

- A. City's Program for the Work. City has provided the Consultant full information regarding City's requirements for the Consultant's work, including the Request for Qualifications (RFQ) dated February 2012 and Exhibit A – Basic Services herein, which set forth City's objectives, constraints and criteria.

- B. City's Project Manager. City has designated Barbara Gann, Public Relations/Marketing Director, as Project Manager who shall have authority to act in City's behalf with respect to the Project.
- C. City's Performance. City shall furnish required information and services and shall render approvals and decisions promptly so as to avoid unreasonable delay in the progress of the Consultant's services.

ARTICLE 10

TERMINATIONS

- A. City Convenience Termination. City may terminate this Agreement at any time for convenience upon seven (7) calendar days written notice.
- B. Termination for Cause by City. City may terminate this Agreement for cause if the Consultant fails to cure any defect in the Consultant's performance of the work under this Agreement within seven (7) calendar days after receiving written notice to cure.
- C. Work Project Termination. City may terminate the Consultant's work on a specific work project initiated under this Agreement pursuant to this Article. If City designates any termination as a "work project termination," only the Consultant's work on the specific project shall be terminated and such notice shall not constitute a termination of this Agreement.
- D. Termination by Consultant. If City materially fails to meet its responsibilities and obligations under this Agreement, the Consultant shall notify City of such failure. If City fails to cure its material breach, the Consultant may, after thirty (30) days written notice, terminate its performance under this Agreement.

- E. Payment for Termination. In the event of termination, City shall pay the Consultant a percentage of the fee based upon the ratio of work satisfactorily completed and reasonable costs incurred to the total work required as determined by City, less any appropriate damages as City may determine.

ARTICLE 11

OWNERSHIP OF DOCUMENTS

All data used in compiling the Consultant's work, surveys and inspections of the work site(s), and the results of any tests, surveys, as well as all photographs, drawings, electronically stored records of work performed, renderings, specifications, schedules, Consultant's work, data processing output, computations, studies, audits, research, reports, models and other items of like kind prepared by the Consultant, its employees and consultants, shall be the sole and exclusive property of City, and City shall own all intellectual property rights thereto. The Consultant may retain reproducible copies of all of the foregoing documents for information and reference. The originals of all of the foregoing documents shall be delivered to City promptly upon completion thereof. This provision may be enforced by an order of specific performance and is independent of any other provision of this Agreement.

ARTICLE 12

CONSULTANT/SUBCONSULTANT RELATIONSHIP

Except as may be otherwise provided, the Consultant shall not contract with subconsultants to perform any portion of the work provided for in this Agreement without the prior written consent of City. It is solely the Consultant's responsibility to ensure that any of the Consultant's permitted subconsultants perform in compliance with the terms

of this Agreement.

ARTICLE 13

SAFETY

The Consultant agrees to take all necessary safety precautions and comply with all applicable provisions of federal, state and municipal safety laws and building codes to prevent accidents or injury to its employees, agents or subconsultants and to protect other persons on, about or adjacent to the premises where the Consultant's work is being performed and any accidents or injuries caused by the Consultant, its agents or subconsultants. (This safety requirement shall not relieve any contractor performing work on the Project from complying with the safety requirements of their contract, nor shall it make the Consultant responsible for the contractor's compliance with the safety requirements.) City Project Manager or designee may stop the Consultant's work if safety laws or safe work practices are not being observed.

ARTICLE 14

DAMAGE TO PROPERTY

The Consultant shall be responsible for any and all damage to property belonging to City and/or City's tenants to the extent caused by an act or omission of the Consultant, its agents or employees. The Consultant shall be responsible for repairing any damaged property and shall pay the costs therefor.

ARTICLE 15

LICENSES

The Consultant agrees to possess and keep current all state and local licenses required for the services to be performed herein.

ARTICLE 16

INDEPENDENT CONTRACTOR

The Consultant is an independent contractor and not an employee of City. Except as specifically provided in this Agreement, the Consultant has no authority to act on behalf of City.

ARTICLE 17

ASSIGNMENT

This Agreement cannot be assigned by either party without the prior written consent of the other.

ARTICLE 18

NOTICES

- A. Notices to City provided for herein shall be sufficient if sent certified mail, postage prepaid, for which a delivery receipt is required, addressed to:

U.S. Postal Service:

Contracts Manager
Salt Lake City Department of Airports
Salt Lake City International Airport
P.O. Box 145550
Salt Lake City, Utah 84114-5550
Fax No. (801) 575-2041

Overnight carrier or hand delivery:

Contracts Manager
Salt Lake City Department of Airports
Salt Lake City International Airport
776 North Terminal Drive
Terminal Unit One, 2nd Floor Mezzanine
Salt Lake City, Utah 84122

Notices to the Consultant, if sent by mail, postage prepaid, for which a delivery receipt is required, addressed to:

Phone No. _____
Fax No. _____

- B. Effectiveness of Notice. Notices sent by certified mail or overnight express delivery as provided in paragraph A above shall be effective on the date on which such notice was sent.
- C. Facsimile Notice. Notice may be sent by facsimile. Facsimile notice shall be effective on the date of transmission provided that a confirmation establishing the successful transmission of the notice is sent by first class mail, postage prepaid, along with a copy of the notice no later than 24 hours after the facsimile notice is transmitted.
- D. Facsimile Notice Required. If any notice is required under this Agreement with a period of less than seven (7) days, notice shall be sent by facsimile as provided in paragraph C above.
- E. Saturdays, Sundays and Legal Holidays. If the time for response to any notice expires on Saturday, Sunday or a legal holiday in the state of Utah, the time shall be extended to 5:00 p.m. local time on the next business day.

ARTICLE 19

NO THIRD-PARTY BENEFICIARIES

This Agreement does not and shall not be deemed or construed to confer upon or grant to any third party or parties, except to bona fide successors in interest, any rights to claim damages or to bring any suit, action or other proceeding against either the City or the Consultant because of any breach hereof or because of any of the terms,

covenants, agreements or conditions herein contained.

ARTICLE 20

CAPITALIZED TERMS

Terms capitalized in this Agreement which are defined in this Agreement, shall have the meaning specified in this Agreement. Other terms are capitalized solely for convenient reference.

ARTICLE 21

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT

City is subject to the requirements of the Government Records Access and Management Act, Chapter 2, Title 63, Utah Code Annotated or its successor ("GRAMA"). All materials submitted by the Consultant pursuant to this Agreement are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming an exemption from disclosure shall rest solely with the Consultant. Any materials for which the Consultant claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from the Consultant explaining the Consultant's claim of exemption from disclosure. City will promptly notify the Consultant of any requests made for disclosure of documents submitted under a claim of confidentiality. The Consultant may, at the Consultant's sole expense, take any appropriate actions to prevent disclosure of such material. The Consultant specifically waives any claims against City related to disclosure of any materials required by GRAMA.

ARTICLE 22

FAA NONDISCRIMINATION CLAUSE

- A. The Consultant, for itself, its heirs, personal representatives, successors in interest, and assignees, as a part of the consideration hereof, hereby covenants and agrees to comply with all requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said regulations may be amended.
- B. The Consultant, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, hereby covenants and agrees that no person on the grounds of sex, creed, race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the providing of services hereunder.
- C. In the event of a breach of any of the nondiscriminatory covenants pursuant to Part 21 of the Regulations of the Office of the Secretary of Transportation, as amended, City shall have the right to terminate this Agreement as if it had never been made or issued.
- D. The Consultant does hereby agree to include the above clauses in all subcontracts and cause subcontractors to similarly include clauses in further subcontracts.
- E. Nothing herein contained shall be construed to grant or authorize the granting of an exclusive right forbidden by Federal law or rules and regulations.

ARTICLE 23

FAA SUBORDINATION CLAUSE

This Agreement shall be subordinate to the provisions of any existing or future agreements between City and the United States Government relating to the operation or

maintenance of the Airports, the execution of which has been or will be required as a condition precedent to the granting of federal funds for the development of the Airports to the extent that the provisions of any such existing or future agreements are generally required by the United States at other civil air carrier airports receiving federal funds and provided that City agrees to give the Consultant written notice in advance of the execution of such agreements of any provisions which will modify the terms of this Agreement.

ARTICLE 24

RULES AND REGULATIONS

In providing its services hereunder, the Consultant agrees to comply with all applicable laws of the United States of America and the state of Utah and lawful rules and regulations promulgated by their authority, including the Federal Aviation Administration with reference to airport security; and all applicable lawful rules, regulations and ordinances of City now in force or thereafter prescribed and promulgated by authority of law, specifically including all fire codes and security regulations.

ARTICLE 25

TSA AIRPORT SECURITY CLAUSE

The Consultant acknowledges that security is of primary importance at the Airports, and that security requirements are likely to change during the term of this Agreement.

Consultant shall at all times comply with all federal, state and local security laws, regulations, policies, requirements and directives whether written or verbal, including, without limitation, 49 C.F.R. Part 1542 "Airport Security" or any amendment or successor thereto, and Consultant will work cooperatively with City in connection with

the same. Consultant understands and agrees that the same may impact Consultant's business operations and costs. Consultant further agrees that it shall be strictly liable for the payment of any civil penalties assessed against City or Consultant relating to security, and shall be solely and fully responsible for any and all breaches of security and the consequences thereof resulting from the negligence or intentional acts of omission or commission of its officers, employees, representatives, agents, servants, subtenants, consultants, contractors, successors, assigns and suppliers.

ARTICLE 26

REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES

The Consultant represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

ARTICLE 27

EMPLOYMENT STATUS VERIFICATION SYSTEM (SB 81)

- A. Consultant and each person signing on behalf of Consultant certifies as to its own entity, under penalty of perjury, that the named Consultant has registered and is participating in the Status Verification System to verify the work eligibility status of the Consultant's new employees that are employed in the state of Utah in accordance with UCA Section 63G-11-103.
- B. The Consultant shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) consultant by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-11-103 and to comply with all applicable employee status verification laws. Such affidavit must be provided to Consultant prior to the notice to proceed for the subcontractor to perform the work."
- C. Manually or electronically signing the Agreement is deemed the Consultant's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws, including UCA Section 63G-11-103.

ARTICLE 28

COMPLETE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements either written or oral, and cannot be altered, amended or modified except in writing signed by both parties.

ARTICLE 29

GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the state of Utah, and venue shall be in Salt Lake County, Utah.

IN WITNESS WHEREOF, the parties have signed this Agreement to be effective as of the day and year first above written.

SALT LAKE CITY CORPORATION

JOHN BUCKNER
DIRECTOR OF ADMINISTRATION AND
COMMERCIAL SERVICES
SALT LAKE CITY DEPARTMENT OF
AIRPORTS

ATTEST:

CITY RECORDER

CONSULTANT

By _____

Its _____

STATE OF _____)
: ss.
COUNTY OF _____)

On _____, personally appeared before me
(Date)

_____, who being by me duly sworn,
(Name of person signing Agreement)

did say that s/he is the _____
(Title of person signing Agreement)

of _____, a corporation validly existing under the laws of the state
of _____; and that said instrument was signed on behalf of said corporation by
authority of a resolution or bylaws of its Board of Directors; and said person acknowledged
to me that said corporation executed the same.

NOTARY PUBLIC

Residing at _____

My commission expires _____

odwyerpr.com

EXHIBIT A

BASIC SERVICES

Background

The City and its Department of Airports are seeking a firm which specializes in public engagement and outreach services including public relations. The work will include the upcoming Terminal Redevelopment Program (TRP) but the Consultant shall also be utilized to assist in outreach and public relations on various other projects on an on-call basis. The Consultant will need to demonstrate a broad range of public relations and engagement skills and the capacity to handle large scale projects.

Broader Goals and Objectives

It is the goal of the City and SLCDA to establish an effective program allowing community stakeholders to provide meaningful feedback and participation to the extent possible for the upcoming TRP. It is understood that effective programs can allow not only improvements in design and outcomes, but more importantly provide a positive, highly creative, energizing, and rewarding public experience.

It is the expectation of the Consultant to assess community stakeholders, organizations, and individuals that can be tapped for involvement in the process. Some information to consider may include the histories, personalities, and relationships of the participating organizations and individuals.

Following are the broader goals which may be expected.

- Creating alliances and partnerships with existing organizations that build trust and mechanisms for joint action or feedback. A broad range of possible participation levels may be possible.
- An asset mapping process which engages residents in identifying the key issues and areas of importance regarding the upcoming work
- Surveying of community stakeholders. There are participatory methods of survey design and administration.
- Use of Geographic Information System (GIS) Maps in connection with the SLCDA and design team that show detail. This technology can be made accessible to local government agencies as well as community groups.
- Town Hall Meetings/Community Forums which can be held to gather data and input on needs, assets, priorities, and evaluation. These are typically held when engaging in broad-based community initiatives. Other important considerations may include:

- Gathering input from the general public;
- Developing potential media coverage and events at the appropriate times.
- Gaining high quality input from a large number of people.
- Utilizing focus groups and small gatherings of people to deal with certain topics or issues. These focus groups can be a source of community input that is enhanced by the dialogue among members when asked focused questions.
- Engaging the community in a meaningful way.

More Specifically

The Consultant shall work directly for a Department of Airports representative in close connection with the Airport Advisory Board and Salt Lake City Mayor's Office to perform these basic tasks:

- Work with the Airport Board to conduct outreach to stakeholders and interested parties concerning the upcoming TRP.
- Follow the City's internal Public Engagement guide and employ thorough and innovative engagement approaches.
- Understand the NEPA process and capitalize on the public process already underway for the Airport.
- Work collaboratively with other public engagement firms representing the airport industry and industry associations, such as Airports Council International - North America (ACI-NA).
- Work collaboratively with local community leaders representing various interests.
- Provide a variety of survey work including preparation, execution and analysis of collected data.

Additionally, the Airport and City may utilize the Consultant to perform a broad range of community engagement and public relations services including but not limited to:

- Public Engagement
- Stakeholder Involvement
- Campaign Creation
- Corporate Communications
- Strategic Advertising
- Message and Materials Development

- Managing Public Input
- Social Media Development
- Media Navigation
- Other related services to those described herein

odwyerpr.com

EXHIBIT B

TRAVEL AND EXPENSE POLICY

2.01.01 Consultant's Travel Reimbursement

Responsible Airport Division: Accounting

Key Words: contractor, contracts, reimbursement, travel

1. General.

- 1.1 The Salt Lake City Department of Airports will reimburse the reasonable costs of travel that persons under contract with the City spend in the performance of their contractual responsibilities. Due to the various types of contracts entered into at the Airport, there is a need for a consistent process in the approval, payment, review and accounting for travel expenditures incurred by persons authorized to travel. However, this policy is only effective to the extent that it is incorporated in a duly executed contract with the City of Salt Lake.
- 1.2 It is the purpose of this departmental policy to: Provide clear guidelines for obtaining approval and reimbursement for travel-related expenditures by persons traveling under contracted Airport work. Serve as a reference for prospective offerors or bidders for contracts for Airport work. Establish parameters for travel expenditures, accounting and auditing in connection with contracted Airport work.

2. Definitions.

- 2.1 A. "Reasonable cost" means least costly means of accomplishing objectives, considering the nature and purpose of travel, and the impact on the overall contract cost or agreed upon budgets.
- B. "Documentation" means original receipts, invoices, statements, etc. which confirm actual incurred costs, receipts of payment, date of transaction, and nature of the service or product received; or if other receipts are unavailable, a written letter of memorandum that summarizes the basis of the particular payment.
- C. "Per Diem" means allowance for meals and lodging associated with out-of-town business travel.
- D. "Business Need" means specific requirements or circumstances dictated by the nature of the requirements of the contract.
- E. "Out-of-town travel" means travel of more than 50 miles one way from the authorized traveler's designated place of assignment.

- F. "Non-reimbursable travel expenditures" means those expenses that were incurred without pre-approval; expenses not allowed in the contract; and expenditures not allowed in federal, state, and City regulations current at that time.
- G. "SLC" means City of Salt Lake.

3. Application.

3.1 This policy is applicable to the following types of contracts, but only to the extent that travel is authorized in the contract:

- A. Time and materials (expenses) contracts - T&M or T&E.
- B. Lump sum plus reimbursable expenses.
- C. Contract with a not-to-exceed amount (NTE), which allows for reimbursable expenses.
- D. Other types of contractual agreements that are not lump sum and have identified travel as reimbursable line item in the fee proposal agreement.

4. Travel.

4.1 For travelers to SLC who are not based in the SLC area only the following expenses shall be reimbursed and only in the stated amounts:

- A. The means of transportation used by the authorized traveler must be the most economical means available during the time of travel, and the Airport will only reimburse up to the expense of using that means. Example, if a traveler decides to drive instead of taking a plane to SLC, if the cost of a round trip ticket at the time was lower than the cost of mileage reimbursement, the Airport will only reimburse up to the cost of the airfare.
- B. If travel is by air, travel must be by coach and at the most reasonable cost available at the time of travel. Round trip fare will be reimbursed only if travel is directly between SLC and the traveler's base of employment, and solely for purposes of performing the contract. If the travel is for additional purposes or includes other stops, the Airport will only reimburse the proportionate share of travel costs necessary for the performance of the contract with SLC. If travel is by vehicle, reimbursement will be made based on the Federal Standard Mileage Rate (issued by the Internal Revenue Service (IRS)*).
- C. Lodging in the SLC area will be paid up to 150% of the per diem rate set

by the Federal Travel Regulation. No other room charges will be paid for lodging.

- D. Meal rates shall apply whether travelers dine alone or in groups. Rates and conditions are as follows.
1. Meals while in the SLC area will be paid at actual cost, but not to exceed the allowable per diem rate set by the Federal Travel Regulation*
 2. Reasonable reimbursement for meals while in transit to and from SLC will be based on arrival time in SLC and departure time from SLC.
 3. Meals will be reimbursed only for the authorized traveler and not for others who may accompany the traveler.
 4. No charges for alcoholic beverages will be reimbursed.
- E.
1. Transportation by car while in SLC will be paid at U.S. Government Car Rental Program Rate* for pre-approved airport business purposes only. The actual costs of taxes, insurance and gas will also be paid. Actual parking costs will be paid while the consultant is in SLC. The traveler will obtain the best rate applicable to the period of time during which the rental car is needed.
 2. If the nature of the visit does not require a rental car, the reasonable cost of ground transportation will be reimbursed. Actual taxi fare will be paid and use of a personal car will be limited to the Federal Standard Mileage Rate.
- F. The actual reasonable cost of other expenses incurred by the traveler while in SLC will not be reimbursed if the traveler has a local office or local partner or affiliate in SLC. If the traveler has no local partner, office or affiliate in the SLC area, reasonable amounts for duplicating services, fax service, and other misc. business expenses related to the engagement will be reimbursed at cost. Business phone calls in furtherance of the contract with SLC will be reimbursed during the period of travel. Personal calls, whether local or long distance, will not be reimbursed.
- G. Travel in and out of the continental United States will be subject to written pre-approval by the Airport. If a traveler will be originating from outside the continental U.S., the cost of travel will be reimbursed only as if the travel was originated from the home office in the U.S. unless pre-approved in writing.

4.2 For travelers based in SLC traveling to destinations in the continental U.S., only the following expenses shall be reimbursed and only in the stated amounts:

- A. The traveler shall follow the provisions of Section 4.1 of this policy. However, the following shall apply:
 - 1. All provisions for transportation of Section 4.1 also applies for authorized travelers based in SLC.
 - 2. Actual lodging will be reimbursed only up to 150% of the government standard rates set by the Federal Travel Regulation.
 - 3. Actual meals will not exceed the per diem guidelines used by the City which are government standard rates set by the Federal Travel Regulation*
 - 4. Other miscellaneous expenses (i.e., fax transmittal, copying) will be reimbursed based on actual cost. No personal long-distance calls will be paid.
- B. Travel requests will be pre-approved by the Airport and will be for the furtherance of the contract with the City and based on an annual or program out-of-town travel budget.
- C. If the consultant travels with a family member, only the cost that applies to the consultant will be reimbursed. No expenses for a family member or companion will be submitted or eligible for reimbursement.

4.3 Travel Authorization, Reimbursement and Documentation. Travel expenditures shall be part of the contract's annual approved budget or agreed reimbursable fee. The traveler's official contract representative will recommend the authorization for travel to the Airport's representative for approval using the Airport's travel authorization form or Consultant's company form. If the requested travel is not in the approved budget or in the agreed contract fee, the travel authorization form will be forwarded to the Airport's finance representative for financial and budget review and approval. The traveler shall only make travel arrangements after receipt of an approved Travel Authorization Form from the Airport. Travel identified in the agreement, work or task orders, or consultant's budget approved by SLC's representatives is authorized travel.

Request for reimbursements for travel-related expenditures must be submitted within 90 days after completion of travel. The Airport will pay all approved travel in the amounts that are in compliance with this policy within 30 days after receipt and approval of the reimbursement request.

The traveler shall submit the approved Travel Authorization and Reconciliation plus copies of expenditure receipts to request a reimbursement. All original

receipts shall be kept at the traveler's designated office of assignment and be made available on demand during the processing of reimbursement or during audit.

5. Relocation Expenses.

5.1 Relocation expenses are only applicable to specific employees who are pre-approved for relocation in writing by the Airport. All such employees must be necessary in connection with an Airport agreement that extends over a one-year period and requires the presence of that employee on a regular basis.

5.2 Relocation expenses shall be part of the approved annual budget or agreed to fee in the contract. Actual relocation expenses will be submitted based on a specific employee's budget and requirements, and pre-approved by the Airport. Reimbursement will be limited to a maximum amount of \$25,000.00 per approved employee and shall only be for the following category expenditures:

- A. House hunting trip (limited to one trip). Reimbursement is limited to three days of expenses for the employee and one other member of the household. These provisions apply both to homeowners and renters.
- B. Temporary living expenses up to 30 days in accordance with the Airport's Consultant's Travel Reimbursement Policy.
- C. Actual costs related to the move which include moving company expenses (based on the lower of two bids and for no more than 12,000 pounds of household goods inclusive of personal vehicle) and reasonable transportation costs for the employee and household members.
- D. Cost of terminating the lease for renters.

5.3 Replacement employees, whether permanent or temporary, will not be eligible for relocation expense (one-time relocation per job category). No relocation expenses will be reimbursed for moving out of SLC.

5.4 Persons employed by local partners or affiliates will not be eligible for relocation reimbursement.

Exhibit C

TASK ORDER

City has accepted the attached scope of work (Scope) to perform the work under this Task Order for the following Project:

_____(A detailed scope shall be attached to this Task Order).

CONTRACT DOCUMENTS: This Task Order is a part of the Contract between Salt Lake City Corporation and _____ dated _____, and it is subject to all of the terms and conditions of that Contract.

CONSIDERATION: City shall pay the following as full and complete consideration to the Consultant for the performance of all obligations and performances under this Task Order, or additions or deductions in connection with the City's rights as set forth in the Contract.

Total Task Order Price:

_____ (\$_____).

Schedule of Prices: A schedule of prices, tasks, and hourly rates shall be attached to this Task Order.

Extra Work: All additional work related but not specified in this Task Order shall be set forth and agreed upon in a separate Task Order.

IN WITNESS WHEREOF, the parties have executed this Task Order No. ____.

DATE: _____

CITY _____

DEPARTMENT OF AIRPORTS
REPRESENTATIVE _____

EXECUTIVE DIRECTOR _____

CONSULTANT _____

By _____

Its _____

Attachments shall include a detailed scope and agreed upon rates and fees.

Question and Answers for Bid #AP12001 - Public Engagement / Public Relations Consulting Services

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

odwyerpr.com