

CITY OF ST. LOUIS
PROFESSIONAL SERVICE AGREEMENT FOR
PUBLIC RELATIONS & CREATIVE SERVICES
LAMBERT- ST. LOUIS INTERNATIONAL AIRPORT®

CONTRACT NO.: 71106

CONTRACT NOT-TO- EXCEED AMOUNT: \$850,000.00

CONSULTANT: Dovetail, Inc.
12 Maryland Plaza
St. Louis, Missouri 63108

FEDERAL I.D. #43 - 1171365

ESTIMATED ANNUAL ENCUMBRANCES:

FY 2017	\$110,000.00
FY 2018	\$285,000.00
FY 2019	\$285,000.00
FY 2020	\$170,000.00

CONTRACT AUTHORIZED BY: **ORDINANCE NO.** 70272
BUDGET ACCOUNT: 5659

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ST. LOUIS, MISSOURI

CITY OF ST. LOUIS
PROFESSIONAL SERVICE AGREEMENT FOR
PUBLIC RELATIONS & CREATIVE SERVICES
LAMBERT- ST. LOUIS INTERNATIONAL AIRPORT

This Agreement, made and entered into this 17th day of February, 2017 ("**Agreement**"), by and between the City of St. Louis, a municipal corporation of the State of Missouri (the "**City**") and Dovetail, Inc. ("**Consultant**").

WITNESSETH THAT:

WHEREAS, City owns and operates Lambert-St. Louis International Airport (the "**Airport**"); and

WHEREAS, City seeks to contract with the Consultant for Public Relations & Creative Services as more fully described herein.

NOW, THEREFORE, in consideration of the payments, terms, conditions, agreements, hereinafter set forth, to be made and performed by City, the Consultant hereby promises and agrees that it will faithfully perform all the services called for by this Agreement, in the manner and under the terms, covenant, and conditions hereinafter set forth.

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**CITY OF ST. LOUIS
LAMBERT - ST. LOUIS INTERNATIONAL AIRPORT**

1. DEFINITIONS

The following terms and definitions are used in this solicitation:

- A. **"Agreement"** means this contract executed between the City of St. Louis and Dovetail, Inc.
- B. **"Airport"** means the property owned by the City at Lambert-St. Louis International Airport.
- C. **"Airport Director"** means the Director of Airports of the City of St. Louis or his/her authorized or designated representative(s).
- D. **"Airport Representative"** means the Airport Public Relations Manager and/or the Assistant Director for Business Diversity Development or his/her authorized or designated representative.
- E. **"Authority"** means the Airport Authority of the City of St. Louis.
- F. **"City"** means the City of St. Louis, owner and operator of Lambert-St. Louis International Airport.
- G. **"Commencement Date"** means the date the term of this Agreement begins which is February 1, 2017 as provided for in Appendix A, Section 7.
- H. **"Consultant"** used herein means Dovetail, Inc.
- I. **"Contract Year"** means a consecutive twelve (12) calendar month period beginning on the Commencement Date and each twelve (12) consecutive calendar month period thereafter during the term of this Agreement.
- J. **"days"** means consecutive calendar days unless otherwise expressly stated.
- K. **"Director"** as used herein means the Director of Airports of the City of St. Louis and to his/her authorized representatives or designated representative.
- L. **"Expiration Date"** means the date the term of this Agreement ends which is January 31, 2020 as provided for in Appendix A, Section 7.
- M. **"Extras"** means additional service work or modifications, additions, or extras ordered in writing by the Director, as more fully described in Section 6 entitled "Extra Work."

- N. **"Holiday"** means New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- O. **"Manager"** means the Airport Public Relations Manager and/or the Airport Assistant Director of Business Diversity Development or his/ her designated or authorized representative.
- P. **"Provision"** means the terms, covenants, conditions, warranties, and provisions of this Agreement.

2. **SCOPE OF WORK**

The Consultant, subject to and in accordance with the Provisions of this Agreement, shall be responsible for providing Public Relations & Creative Services as ordered and directed, in writing, by the Manager. The Consultant shall provide administrative support to the Airport's Public Relations Program and Business Diversity Development Office including, but not limited to, serving as a conduit for City reimbursement of vendors providing services, media, or materials to the Airport and other general administrative functions. Below is a brief statement for the referenced responsibilities.

- A. The Consultant shall be responsible for:
1. Corporate Communications to include branding and corporate image materials and marketing collateral;
 2. Copywriting and content development for print, web, or digital media platforms;
 3. Community Relations to include community outreach communications and strategy;
 4. Crisis Communication to include communication strategies and implementation as needed;
 5. Internal Communications to include campaign strategies and support;
 6. Media Relations to include Airport support in media press kits, news conferences, media list development, video news releases and media monitoring;
 7. Social Media to include supporting Airport in strategies and management, including monitoring, as needed related to all Airport social media platforms;

8. Creative Services to include graphic design, web design and possible video production support for all Airport communication programs; and
 9. Special events support to include event preparation and event management as needed.
- B. Consultant should be able to provide or provide a sub-consultant to provide an Art Program Consultant with experience in art program management, art marketing, and community outreach. The Art Program Consultant will:
1. Help manage exhibitions programs including developing RFPs, managing selection of exhibitions, coordination with outside curators and artists, overseeing installation and de-installation, and assisting Airport with development of exhibition collateral and marketing materials;
 2. Manage commissioning of temporary and permanent public artworks, including development of RFQs and RFPs, managing artist selection, reviewing artist contracts, acting as a liaison through all stages of design, and assisting in the coordination of installation of artwork;
 3. Work with Airport with all fundraising and special events related to Airport art program; and
 4. Develop partnerships with cultural organizations, artists, and other potential partners to broaden the depth and reach of the Art and Culture Program.

3. **FEES/REIMBURSEMENTS**

- A. The City, subject to the Provisions of this Agreement, shall pay to the Consultant, in consideration of the above services rendered in performance of this Agreement “Fees” based upon the rates and charges set forth below. Consultant shall invoice the City monthly for all services ordered and performed in accordance with the Provisions of this Agreement
- B. The City, subject to the Provisions of this Agreement, shall reimburse the Consultant for authorized actual expenditures which are reasonable and necessary that are incurred by the Consultant at the request and direction of the Manager in writing, as provided for herein (the “Reimbursable Expenses”). Consultant shall maintain full and complete records of all expenses for which it intends to be reimbursed. (See **Exhibit C** entitled “Reimbursable Expenses” which is attached hereto and incorporated herein).

Services Years One Through Three

Corporate Communications & Branding	\$135.00 per hour
Crisis Communications	\$135.00 per hour
Creative Services	\$110.00 per hour
Community Relations	\$ 95.00 per hour
Copywriting	\$ 95.00 per hour
Internal Communications	\$ 95.00 per hour
Special Events	\$110.00 per hour
Social Media	\$ 75.00 per hour
Miscellaneous Administrative	\$ 75.00 per hour
Account Manager	\$110.00 per hour
Video/Audio Production	\$110.00 per hour
Public Art Management/Strategy	\$ 90.00 per hour
Public Art Implementation/Assistance	\$ 65.00 per hour
Data Analysis/Measurement/Research	\$75.00 - \$110.00 per hour
Special Event Staffing	\$40.00 \$75.00 per hour

4.0 PAYMENTS

- A. All Fees, Reimbursable Expenses, or Extras to be paid by the City to Consultant for the work performed pursuant to this Agreement shall be paid in due course after receipt of Consultant's itemized invoices to the City, subject to and in accordance with the Provisions of this Agreement. (See Sections 3.0 & 6.0.)
- B. Acceptance by Consultant of the final payment shall constitute payment in full for all work done.
- C. Nothing in this Agreement shall be construed or interpreted to create a debt, liability, or obligation of any kind whatsoever upon the City or Airport for the City or Airport to order or request any particular amount of work or services (See Section 24.G).
- D. In no event shall Fees, Reimbursable Expenses, and Extras provided for in this Agreement exceed this Agreement's Contract-Not-To-Exceed Amount of Eight Hundred and Fifty Thousand Dollars (\$850,000.00) during the term of this Agreement. Payment for the Fees and Extras shall be made at the rates and amounts provided for herein subject to and in accordance with the Provisions of this Agreement. All payments hereunder shall be contingent upon the appropriations of sufficient funds by the City annually.
- E. The Consultant represents, covenants, warrants and agrees to submit invoices for the services and work performed pursuant to this Agreement in a timely manner and as provided for in this Agreement. The Consultant hereby acknowledges and

agrees that the City shall not be required or obligated to pay any invoices submitted to the City by the Consultant more than six (6) months after the expiration or earlier termination of this Agreement and/or be responsible for any costs or expenses incurred by the Consultant for services or work performed pursuant to this Agreement for which City Invoices or Airport Invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of this Agreement.

5. FAILURE TO PERFORM

- A. If the Airport Representative determines at his/her sole discretion that the quality or quantity of any work required to be performed under this Agreement is unacceptable or that the Consultant has failed or refused to perform the job or work, the City may take reasonable and necessary actions to perform the work or remedy the Consultant's failed or under performance(s) (see Sections 8.C and 8.L). All reasonable costs or expenses incurred by the City will be promptly and timely paid or reimbursed by the Consultant as provided for herein. The City may deduct such costs, plus 15 % for administrative costs, from any payments due to the Consultant under this Agreement or the City may invoice the Consultant for such costs which shall be due within thirty (30) days of the City's written request. Subsequent to receipt of notice that the City will perform the work or remedy the breach or default, the Consultant shall not undertake further performance of such work without the specific prior authorization from the Airport Representative.
- B. The work, if necessary, and any other actions taken by the City pursuant to this subsection may only be performed after first providing at least five (5) working days notice to Consultant of such failure to comply during which time the Consultant may demonstrate to the City why no such alleged failure is present or to timely remedy such alleged failure. However, the City's right to perform such work will not arise, if such failure cannot be reasonably cured within five (5) working days and the Consultant promptly and with due diligence takes prompt and appropriate corrective action and diligently pursues until the failure is corrected to the City's reasonable satisfaction.

6. EXTRA WORK

- A. At the written request and direction of the Director, additional Public Relations & Creative Services, work or modifications, additions, or extras ("**Extras**") may be required. The fee or charge for Extras will be agreed upon up front in writing on a case by case basis as described herein and in Section 11.A of this Agreement. For all work conducted under this Agreement, the total amount to be paid to the Consultant must not exceed the total Contract Not-To-Exceed Amount of this Agreement. (See Section 11.D).

- B. Any work not herein specified which may be fairly implied as included in the Agreement, of which the Director will be the sole and absolute judge, will be done by the Consultant without extra charge. The Consultant will do all Extras that may be requested or ordered by the Director in writing. No claim for Extras will be allowed in favor of the Consultant unless such Extras have been ordered in advance by written request of the Director. The Consultant will furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City. All bills for Extras done in any month, will be submitted to the Director, in writing, before the 15th day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements duly approved by the Director. As proof of costs, the Consultant will submit copies of itemized invoices received from the Consultant's approved subcontractor(s) which have been previously reviewed and approved by the Consultant. Extras will be paid for on the basis of a fixed amount or rate or charge or any combination thereof to be agreed upon and approved by the Consultant and the Director in writing prior to such Extras being performed. (See Section 11.A).

7. **TERM**

The term of this Agreement will be for three (3) years beginning on the Commencement Date specified below and ending thirty-six (36) months thereafter unless terminated or cancelled as provided for in Appendix B, Section 2. This Agreement is expressly subject to, and will not become effective or binding on the City until, fully executed by all signatories of the City. The commencement and expiration dates will be as follows:

"Commencement Date": **February 1, 2017** "Expiration Date": **January 31, 2020**

8. **ADMINISTRATIVE PROCEDURES**

- A. Before work under this Agreement commences, the Consultant will designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full-time employee of the Consultant as the Consultant's "Project Coordinator". The Project Coordinator will be fully authorized to act for the Consultant in all matters covered by this Agreement. The Consultant will also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the provisions thereof.
- B. When necessary, or as requested by the Airport Representative, the Consultant will make periodic reports and recommendations to the Airport Representative with respect to conditions, transactions, situations or circumstances encountered by the Consultant relating to the services to be performed under this Agreement.

- C. The Consultant's performance hereunder must be in accordance with the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services contemplated by this Agreement. All work will be executed in the most workmanlike, safe and substantial manner and everything will be furnished by Consultant that is necessary to complete and perfect the aforesaid work according to the design and intention, whether particularly specified or not which may be inferred from this Agreement and its specifications. Work which should properly be performed by skilled laborers, will not be attempted by common laborers.
- D. The Consultant will ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with both the name and telephone number of the Consultant. (if applicable)
- E. Daily site clean-up must be accomplished by the Consultant. This clean-up must include the placing of material, tools, and equipment in a neat, safe, and orderly arrangement. Equipment must never be allowed to block access to existing facilities. Rubbish, debris, rubble, and garbage must be properly removed daily and disposed of by the Consultant in accordance with all applicable local, state, and federal laws and regulations. The Consultant will acknowledge, stipulate, and agree that the City and its officers, agents, representatives, or employees are not responsible or liable for, in any way whatsoever, for any hazardous condition created by, arising out of, or incidental to the Public Relations & Creative Services performed by the Consultant or its officers, employees, Consultants, representatives, or agents under this Agreement. (See Section 29 entitled "Insurance and Indemnification.")
- F. The Consultant will furnish, and have on the job at all times, ample equipment to properly and safely carry out the work contemplated herein including such tool or equipment as may be necessary to meet emergency requirements.
- G. The Consultant will give personal attention to the performance of this Agreement and will furnish to the Airport Representative a listing of all employees (including subcontractor's employees) performing services under this Agreement. (See also Section 31 entitled "Assignment and Subcontracting") This listing of said employees will be updated and maintained by the Consultant throughout the term of this Agreement. The Consultant will be present, either in person, or have a duly authorized representative (i.e., Project Coordinator or supervisory personnel) at the site of the work continuously during working hours, throughout the progress of the work, to receive directions or furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Consultant will be considered the same as given to the Consultant in person.
- H. Consultant, at its cost, will be required to secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of the

Agreement.

- I. The Consultant will attend a pre-performance conference prior to commencement of any work under this Agreement. Said conference will be after the date of Agreement execution, and prior to start of the work.
- J. The work to be performed under this Agreement is on an active Airport. Therefore, prior to the start of any work under this Agreement, the Consultant will provide the Airport Representative with a work schedule which will indicate a proposed sequence and time schedule of the work to be accomplished for the Airport Representative's prior written approval. (See Section 2, entitled "Scope of Work".)
- K. In case of an emergency, the Director, Operations Supervisor, or either of their representatives, will have authority to order the Consultant to immediately terminate work and clear the area of personnel and equipment. The Consultant will immediately comply to such an order with all possible speed.
- L. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise relative to the proper performance of this Agreement, and his decisions will be final and conclusive, except as provided for in Section 16.
- M. The City reserves the right to solicit bids and award contracts to other Consultants for any modifications or additions to the Public Relations & Creative Services. The City reserves the right to furnish components, parts, supplies, and materials at its discretion or to perform the work contemplated herein. (See Sections 11.B. and 24.G).

9. **RULES AND REGULATIONS**

- A. Consultant warrants, covenants, represents, stipulates, and agrees that the Consultant will comply with all applicable rules and regulations including, resolutions, plans, operating directives, Airport certification manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as they may be amended from time to time, in performing the work or services contemplated herein or the Provisions of this Agreement. Consultant warrants, covenants, represents, stipulates, and agrees that the Consultant will comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City as may be amended from time to time, and all federal, state, city, local and other governmental authorities, now or hereafter applicable, in performing the Provisions of this Agreement and the work or services contemplated herein.

- B. The Consultant will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1500 as they may be amended from time to time. Any and all violations by the Consultant or its officers, employees, subcontractors, independent Consultants, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Consultant, or its officers, employees, agents, or representatives, will be the responsibility of the Consultant. City will be reimbursed (within ten (10) days of the City's request) for any such fines or penalties imposed on the City.
- C. The Consultant will be responsible for the work of all subcontractors and agents, and all work must be kept under the Consultant's control. A complete list of all such subcontractors will be submitted to the Director for his/her prior written approval (See Section 31 herein).
- D. The Consultant will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

10.0 RESPONSIBILITIES OF THE CONSULTANT

In the performance of any Agreement resulting from this RFP, the Consultant shall:

- A. Consultant warrants, represents, and agrees that the Consultant shall comply with all applicable rules and regulations including ordinances, resolutions, plans, operating directives, environmental plans or programs, Airport certification manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as they may be amended from time to time, in performing the work or services contemplated herein or the Provisions of the Agreement. Consultant warrants, represents, and agrees that the Consultant shall comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City and all federal, state, city, local and other governmental authorities, as may be amended from time to time, now or hereafter applicable, in performing the Provisions of the Agreement and/or the work or services contemplated herein.
- B. Carry out the services as described in Section 2.0, Scope of Work, as ordered, requested, and directed in writing by the Manager.
- C. Not subcontract, assign and /or otherwise transfer any of the services or work to be performed under the Agreement without the prior written consent of the City, and any failure to do so shall be deemed cause for termination of the Agreement. (See Section 30, "Assignment & Subcontracting").

- D. Be responsible for the employment and supervision of its own staff to carry out its obligations under the Agreement and be responsible for the performance and payment of professional services that it may hire subject to the Provisions of the Agreement in addition to the Consultant's regularly employed staff. (Section 30, "Assignment and Subcontracting").
- E. The Consultant shall be responsible for the professional quality, technical accuracy, and coordination of information and materials utilized to implement the services provided under the Agreement. The Consultant shall, without any additional compensation, correct or revise errors or deficiencies for which it is responsible in the course of providing its services under the Agreement as determined by the Manager.
- F. Treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Airport Director, unless otherwise required by a court order or subpoena. Consultant shall timely inform the City of any such order or subpoena prior to releasing said confidential information.
- G. Provide personal attention to and prompt services for all assignments. The Consultant understands and agrees that the City does not waive any rights or bases for any cause of action by the virtue of its review, approval, acceptance, or payment of any services provided by the Consultant under the Agreement.
- H. Throughout the term of the Agreement, the Consultant shall maintain all licenses, certifications, and credentials necessary to perform the services contemplated herein in accordance with all applicable federal, state, and local laws, and regulations including, without limitation all applicable rules and regulations of United States Department of Transportation (USDOT) as they may be amended from time to time.

11. REPAIR OF DAMAGE

The Consultant will promptly report any property of the City or third parties damaged by Consultant's operations or employees. The Consultant will make no repairs or replacements to City property without the prior written approval of the Airport Director.

12. NOTICE OF LOSS OR CLAIMS

- A. The Consultant will indemnify, defend, and save harmless the City, its officers, employees, and agents from all suits or actions, or losses brought against or suffered by the City, its officers, employees or agents, for or on account of any injuries or damages received or sustained by any party or parties by or from the Consultant, his employees, representative, or agents, in the performance of the work

herein specified, or in consequence of any negligence in guarding the same, or any defective materials or equipment used, or by or on account of any act or omission of the said Consultant.

- B. The Consultant will indemnify, defend, and save harmless the City, its officers, employees, representatives, and agents from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material or process used by the Consultant or its officers, employees, representative, or agent in the execution of this Agreement.
- C. The Consultant shall within seven (7) days of service or demand, provide written notification to the Director of all suits or action or losses arising out of this Agreement.

13. REPLACEMENT OF PERSONNEL

Consultant will agree to promptly replace the manager or any employee working under this Agreement should the Airport Director feel and recommend that such should be done for the good of the services being rendered. The Airport Director's decision will be final and binding.

14. PROHIBITED ACTS

Consultant will not do or permit to be done any act which:

- A. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;
- B. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;
- C. In the opinion of the Airport Representative, will constitute a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in this Agreement;
- D. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance or a nuisance in or on the Airport; or
- E. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.

- F. If by reason of the Consultant's failure to comply with the provisions of this section, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Consultant will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport which was charged because of such violation by the Consultant. For the purpose of this section, "Airport" includes all structures or improvements located thereon.

15. RIGHT OF REVIEW

Consultant will have the right to take any decision or direction of the Airport Representative to the Director for his/her review and decision. The decision of the Director will be final and binding. All requests for review must be in writing and within 24 hours of the Airport Representative's decision in dispute, and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Section 10.L).

16. GOVERNING LAW AND FORUM SELECTION

This Agreement will be made and entered into in the State of Missouri, and Missouri law, the City's charter and ordinances, as they may be amended from time to time, will govern and apply to this Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to this Agreement must be brought only in a federal or state court in The City of St. Louis, Missouri. Consultant and the City hereby admit and consent to the jurisdiction and venue of such courts. The Provisions of this section survive the expiration or early termination of this Agreement.

17. WAIVERS OF LIEN

Upon completion of work contemplated herein, and if requested by the City, the Consultant will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of this Agreement. Lien waivers must be submitted on forms and executed in a manner acceptable to the Airport Representative. Consultant will warrant, covenant, represent, stipulate, and agree not to permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, Consultant, or any other reason.

18. FACILITIES PROVIDED BY THE AIRPORT

City, subject to and in accordance with the Provisions of this Agreement, will provide the right of ingress and egress to all areas herein specified in order for the Consultant to perform the work and services contemplated herein.

19. PRECAUTIONARY MEASURES

Consultant will warrant, covenant, represent, stipulate, and agree the Consultant will exercise every precaution to prevent injury to persons or damage to property and avoid inconvenience to the City's travelers, licensees, and invitees, or airlines operating at the Airport, or other users of the Airport. Consultant will without limiting the generality hereof, place such watchmen, erect such barricades and railings, give such warnings, display such lights, signals, or signs and exercise such precautions against fire, or electrocution, and take such other precautions as may be necessary, proper or desirable.

20. STORAGE AND STAGING AREA

- A. Location of storage and transfer area ("Transfer Area") will be assigned by the Airport Representative in writing (if applicable). If assigned, the Transfer Area will be used for storage of the Consultant's equipment and property, and will be maintained by the Consultant at its cost and to the City's standards as provided for in this Agreement. Assignment of the Transfer Area will be based on availability of space.
- B. The Consultant will be responsible for the security of its equipment and will maintain and improve the Transfer Area as directed by the Airport Representative. The Consultant will acknowledge, stipulate, and agree that the City (including its officers, employees, agents or representatives) will not be responsible or liable for any vandalism, theft, casualty, loss, or damages of any kind whatsoever to the Consultant's equipment, containers, compactors, parts, tools, or supplies, or other personal property.
- C. City, subject to and in accordance with the Provisions of this Agreement, will provide the right of ingress and egress to all areas required in the performance of the Consultant's services.

21. BADGING

- A. The Consultant will comply with all applicable federal, state and local governmental laws and regulations as well as rules and regulations of the Airport as may be amended from time to time. (See Section 9.A)

- B. The Consultant at its cost will supply to and update as needed for the Airport Police Security Operations Bureau, a list of the Consultant's employees to be issued an Airport Employee Badge.
- C. The Consultant at its cost, if requested by the City, will provide verification of a five (5) to ten (10) year employee background check of each employee to be issued an Airport Employee Badge.
- D. The Consultant will, when requested and ordered by the Airport Representative, schedule with the Airport Police Security Operations Bureau to have each employee, to be issued an Airport ID Badge, fingerprinted, for a criminal history check. This process will be used to issue Airport Identification Badges to all Consultant employees assigned to work within the Security Identification Display Area ("SIDA"). The Consultant will maintain at all times adequate control of said identification badges. All employees issued identification badges will be required to attend the SIDA class offered by the Airport Police. The Consultant will bear the cost of providing badges for the Consultant's employees working under this Agreement. The cost for badging is approximately \$80.00 per employee and includes the cost of the badge, background check, fingerprinting and the SIDA course. Replacement cost for lost, stolen, or damaged identification badges will be the sole responsibility of the Consultant.
- E. The Consultant will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as they may be amended from time to time. Any and all violations by the Consultant or its officers, employees, subcontractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Consultant, or its officers, employees, agents, or representatives, will be the responsibility of the Consultant. The City will be reimbursed (within ten (10) days of the City's request) for any such fines or penalties imposed on the City (See Section 9.B).
- F. Due to the amount of time needed to complete the badging process, it is recommended that the Consultant begin the process at least thirty (30) days prior to November 1st of each year that this Agreement is in effect.

22. PERFORMANCE & PAYMENT BOND

- A. At or prior to the execution of this Agreement, the Consultant will immediately execute a Performance Bond and a Payment Bond each in the amount of Five Thousand Dollars (\$5,000.00) with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of this Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this

Section 22. The Consultant will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds and/or Payment Bonds and if the Consultant's Performance Bonds and/or Payment Bonds are terminated, cancelled, not renewed or extended, the Consultant shall promptly provide the City with a replacement bond(s) in full compliance with this Section 22. Any sum or sums derived from said Performance and/or Payment Bonds will be used for the completion of this Agreement and the payment of laborers and material suppliers, as the case may be.

- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of this Agreement begins.

23. **MISSOURI UNAUTHORIZED ALIENS LAW**

As a condition precedent for the award of this Agreement and prior to performing any work or services under this Agreement, the Consultant, shall, pursuant to the applicable provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the "**Missouri Unauthorized Aliens Law**"), by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The Consultant shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as **Exhibit A** entitled "Affidavit". Consultant's failure to comply at all times with the Missouri Unauthorized Aliens Law or the provisions of this Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of this Agreement by the City and/or the City seeking other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties or remedies for violations of the Missouri Unauthorized Aliens Law as set forth therein. The Consultant shall promptly and timely deliver to the City a fully executed original of the Affidavit (see Exhibit A) including any required documentation in accordance with the Missouri Unauthorized Aliens Law prior to performing any work under this Agreement.

24. **GENERAL PROVISIONS**

- A. The Consultant is, and at all times hereunder, will be and remain an independent Consultant and nothing herein will be interpreted or construed to mean that the Consultant or any of its employees or agents is an employee or agent of the City.
- B. The Consultant will coordinate the services performed under this Agreement with the Airport Representative designated by the Airport Director.

- C. This Agreement will be the entire agreement and no amendment or modification will be made (except as expressly provided for herein) unless in writing and signed by the parties hereto.
- D. The City of St. Louis and the Consultant will agree that this Agreement and all contracts entered into under the Provisions of this Agreement will be binding upon the parties hereto and their successors and permitted assigns.
- E. A waiver by either party of the Provisions hereto to be performed, kept, or observed by the other party will not be construed as or operate as, a waiver of any subsequent default or breach of any of the terms, covenants, or conditions of this Agreement. Any waiver by either party must be in writing and signed by the party waiving.
- F. The Consultant will keep and maintain such records and reports as are necessary for the City to determine compliance with the obligations of this Agreement. Such records must be maintained by the Consultant for at least three (3) years after the expiration or termination of this Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, in order to determine compliance with this Agreement. (See Section 34 entitled "Right To Audit Clause").
- G. Consultant acknowledges, understands, stipulates, and agrees that the City retains the right to receive bids and award contracts on any modifications, deletions, or additions to the Public Relations & Creative Services contemplated herein. In addition, the City retains the right to furnish materials or supplies at its discretion, or perform for itself, any work contemplated herein. (See Sections 8.M and 11.B).
- H. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with the Agreement.
- I. Neither party will be deemed in violation of this Agreement, if it is prevented from performing any of the obligations hereunder by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Appendix A, Section 24K).
- J. In the event any Provision herein contained is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision, herein contained, provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of this Agreement.

- K. Time is of the essence in this Agreement. The parties agree that time will be of the essence in the performance of each and every obligation and understanding of this Agreement.
- L. Unless otherwise expressly provided for herein, when the consent, approval, waiver, release, or certification ("**Approval**") of either party is required under the terms of this Agreement, such Approval must be in writing and signed by the party making the Approval. Whenever the Approval of the City or the Director of Airports is required, the Approval must be from the City's Director of Airports or his/her authorized or designated representative.

25. PREVAILING WAGE AND FRINGE BENEFITS

The Consultant will warrant, covenant, represent, stipulate, and agree that all employees and subcontractor's employees performing any work under and subject to the terms of this Agreement at the Airport will be paid not less than the prevailing hourly rate of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the metropolitan St. Louis area pursuant to 41 U.S.C. 351 ex seq., as amended, except for any person engaged in an executive, administrative or professional capacity. This Section 25 is subject to and is in accordance with City Ordinance No. 62124.

26. MEDIA INQUIRIES / ADVERTISING

- A. If contacted by any media entity or other third party ("**Media Entity**") about this Agreement or the services or work performed by the Consultant under this Agreement ("**Airport Project**"), the Consultant will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.
- B. Consultant acknowledges and agrees that any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Consultant. Consultant will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.
- C. Consultant will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Consultant will timely inform the City of any such order or subpoena prior to releasing said confidential information.

- D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a prominent disclaimer that neither the City nor the Airport necessarily endorses the Consultant's work.
- E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.
- F. Photos taken by Consultant of Airport Projects must be pre-approved in writing by the Airport's Public Relations Manager. Consultant acknowledges and understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.
- G. The Airport's Public Relations office must be given at least three (3) business days' notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

27. CUSTOMER SERVICE

Consultant, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees and service providers at the Airport, no matter their role or function. Consultant agrees that all of its employees performing service at the Airport pursuant to this Agreement shall:

- A. Demonstrate excellent customer service at all times when in contact with users of the Airport.
- B. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport, including but not limited to, appropriate greetings and assistance to travelers, if and when applicable.
- C. Help ensure that travelers have a positive Airport experience and at all times, behave in a businesslike and professional manner while on Airport property.
- D. Speak English, unless otherwise necessary to accommodate customers; refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users; be actively working while on duty and refrain from gathering and "chatting" in groups while on duty, unless necessary; refrain from the use of non-business cell phones while on duty; refrain from napping or sleeping in public areas.

- E. Not utilize public seating, boarding areas, gate areas or lounge areas within the terminals and concourses. The above areas are intended for use by the traveling public and not as rest or lounge facilities for Consultant's employees.

28. INSPECTIONS

- A. The Airport Representative will at all times have free access to the work, as well as the equipment, and shops of the Consultant for the purpose of determining Consultant's compliance with the Provisions of this Agreement. The Airport Representative may perform periodic inspections of the work as outlined in the Agreement, to determine that services performed by the Consultant meet with required standards and the Consultant will be required to timely and promptly make any improvements as required by the Airport Representative at no additional charge to the City (See Sections 2 & 8).

29. INSURANCE AND INDEMNIFICATION

- A. The Consultant, at its expense, at all times during the term hereof, will cause St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents and the Consultant to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants pursuant to this Agreement under the following types of coverage:
 - 1. Comprehensive General Liability;
 - 2. Comprehensive Automobile Liability (any vehicles, including owned, hired and non-owned).
- B. **The minimum limits of coverage for the above classes of insurance must equal a single limit of Two Million Dollars (\$2,000,000.00) comprised of such primary and excess policies of insurance as the Consultant finds it feasible to purchase during the term of this Agreement and will name St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents (the "CITY" as used in this Section) by endorsement as an "Additional Insured". Prior to execution of this Agreement, Consultant will provide certificates of said insurance and all endorsements required pursuant to this Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Consultant will also mail or fax a copy of the Certificate of Insurance and all required endorsements to:**

St. Louis Airport Police Department
P.O. Box 10212, Lambert Station
St. Louis, Missouri 63145
Attn: Sharon Wilson, Bureau of Security Operations
Phone: 314-426-8002
Fax: 314-890-1325

- C. Such liability insurance coverage must also extend to damage, destruction and injury to CITY owned or leased property and CITY personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The CITY will have no liability for any premiums charged for such coverage, and the inclusion of the CITY as an Additional Insured is not intended to, and does not make the CITY a partner or joint venturer with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the CITY when any policy issued to the CITY provides duplicate or similar coverage and in such circumstances, the CITY's policy will be excess over Consultant's policy.
- D. The Consultant will protect, defend, and hold St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and the use or occupancy of the City's premises and the acts or omissions of Consultant's officers, agents, employees, Consultants, subcontractors, licensees, invitees, or independent Consultants regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Director or his/her designee will give to Consultant reasonable notice of any such claims or actions. The Consultant will also use counsel reasonably acceptable to the City Counselor of the City or his/her designee, after consultation with the Director or his/her designee, in carrying out its obligations hereunder. The Provisions of this section survive the expiration or early termination of this Agreement.
- E. The Consultant will maintain Workers' Compensation and Employers Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Consultant will require that all of its subcontractors or licensees similarly provide such coverage. The City, its officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by Consultant's failure to comply with the provisions of this subsection. The indemnification provisions of this Agreement apply to this subsection. It is

expressly agreed that the employees of the Consultant are not employees of the City for any purpose, and that employees of the City are not employees of the Consultant.

30. CANCELLATION

- A. The City retains the right to cancel this Agreement immediately upon written notice to the Consultant, if the Consultant should fail to properly keep any Provision of this Agreement; or, if the quality of service should fall below the specified standards as determined by the City; or, if the Consultant should fail or refuse to render the amount of service required.
- B. The Consultant has the right to cancel this Agreement if the City fails to keep, perform, or observe any material Provision of this Agreement for a period of thirty (30) Days after written notice by the Consultant specifying such material breach by the City; provided, however, that such material breach which can be cured, but which cannot with due diligence be cured within such thirty (30) Days, shall not give rise to the Consultant's right to terminate this Agreement if corrective action is instituted by the City within such thirty (30) Days and diligently pursued until the material breach is corrected.
- C. The Consultant retains the right to cancel this Agreement without cause upon (90) Days written notice to the City. There will be no liability to the Consultant and such a cancellation will be deemed a no fault cancellation.
- D. The City retains the right to cancel this Agreement without cause upon (30) Days written notice to the Consultant. There will be no liability to the City and such a cancellation will be deemed a no fault cancellation.
- E. Notwithstanding anything to the contrary herein, it is expressly understood by the parties hereto that this Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.
- F. If requested in writing by the Airport Representative or in the event of cancellation, termination, or the expiration of this Agreement, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by the Consultant within one (1) business day.

31. ASSIGNMENT AND SUBCONTRACTING

- A. Consultant will not assign or transfer this Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At

least 90 days prior to any contemplated assignment of this Agreement, Consultant will submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without cause or justification, such requests. No assignment will be made or will be effective unless Consultant is not in default on any of the other terms, covenants, and conditions herein contained. The party to whom such assignment is made will expressly assume in writing the terms, covenants, and conditions of this Agreement. The parties to this Agreement understand and agree that the Consultant is and will remain responsible for the performance of its assigns under this Agreement. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.

- B. Consultant will not subcontract or transfer any part of the services or work to be performed hereunder without the prior written approval of the Director of Airports. At least 60 days prior to any contemplated subcontracting of service or work or the transfer of any part of the services or work to be performed hereunder, Consultant will submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement. The City reserves the right to refuse without cause or justification, such requests. At a minimum, any sub-Consultant agreement must expressly require strict compliance with the terms, covenants, and conditions of this Agreement. The Consultant will furnish all authorized subcontractors or agents a copy of this Agreement. The parties understand and agree that the Consultant is responsible for the performance of its subcontractors or agents under this Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.
- C. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for above, will constitute default on the part of the Consultant under this Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this provision.
- D. The City has approved the following M/W/DBE subcontractors for participation under this Agreement at the percentage participation goals as set out below:

eLittle Communications Group	MBE	12.5%
Ollie Dowell Communications	MBE	12.5%
Via Partnership	WBE	5%

32. AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION

- A. Consultant agrees during performance under this Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.
- B. Consultant agrees during performance under this Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.
- C. Consultant agrees during performance under this Agreement, that should it be determined by the Consultant or City that Consultant will be unable to conform to the approved positive employment program, submitted to determine eligibility under the Fair Employment Division Practices Provisions of the City Code, will notify the Fair Employment Division of the St. Louis Council on Human Relations within ten days as to the steps to be taken by the Consultant to achieve the provisions of this program.
- D. Consultant will permit reasonable access by the City to such persons, reports and records as are necessary for the purpose of ascertaining compliance with fair employment practices.
- E. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this Agreement, or to furnish information or permit records and accounts to be inspected, within twenty days from the date requested, this Agreement may be canceled, terminated, or suspended in whole or part and Consultant may be declared ineligible for further City contracts for a period of one year, by the option of the City; provided further in the event the contract is canceled, terminated, or suspended for failure to comply with fair employment practices, the Consultant will have no claim for any damages against the City.
- F. Consultant further agrees that these clauses (A through E) on discrimination and equal opportunity practices in all matters of employment and training for employment will be incorporated by Consultant in all contracts or agreements entered into with suppliers of materials or services, Consultants and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Agreement.

- G. Whenever the Consultant is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with the clauses (A through F) of these provisions relating to fair employment practices, such Consultant will notify the City Counselor in writing of such suit or threatened suit within ten days.
- H. The Consultant must submit evidence from the City's Civil Rights Enforcement Agency (**CREA**) stating that Consultant has complied with the City's requirements for an affirmative action program as required by the Mayor's Executive Order on Equal Opportunity in Employment.
- I. Consultant will comply with all applicable nondiscriminatory requirements that may be imposed pursuant to the Federal Aviation Act of 1958, as amended; Title VI of the Civil Rights Act of 1964, as amended; 49 C.F.R. Parts 21, 23, and 26, as said regulations may be amended; and state and local laws.

33. **MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE MBE/WBE) PARTICIPATION**

A. Definitions:

As used in this requirement, "Minority Business Enterprise" or "MBE" and "Women Business Enterprise" or "WBE" are defined as follows:

1. **"Minority Business Enterprise" or "MBE"** means a minority business enterprise as defined in the Mayor's Executive Order #28, as amended.
2. **"Women Business Enterprise" or "WBE"** means a women's business enterprise as defined the Mayor's Executive Order #28, as amended.

B. Policy:

It is the policy of the City of St. Louis Airport Authority to ensure the maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its subrecipients through the competitive bidding process. The provisions of this Policy apply to all contracts awarded by the City, its departments and agencies and to all recipients of City funds or City-administered government funds and will be liberally construed for the accomplishments of its policies and purposes.

C. Goal:

A goal of 25% MBE and 5% WBE utilization has been established in connection with this Agreement. This goal is based on the original Agreement amount and remains in effect throughout the term of this Agreement. If an award of this Agreement is made and the MBE/WBE participation is less than this Agreement goal, the Consultant shall continue good faith efforts throughout the term of this Agreement to increase MBE/WBE participation and to meet this Agreement goal. **Please note: Consultants that have been certified as either an MBE or WBE are still required to fill both goals. In addition, Consultants that have been certified as an MBE and a WBE can only be used to fulfill either the MBE goal or the WBE goal, not both goals.**

D. Obligation:

1. The Consultant agrees to take all reasonable steps to ensure that MBEs/WBEs have maximum opportunity to participate in contracts and subcontracts financed by the City of St. Louis Airport Authority provided under this Agreement. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the award or in the performance of contracts financed by the City of St. Louis Airport Authority.
2. A current Directory of M/W/BE certified firms is available online at www.flystl.com/businessdiversitydevelopment.

E. Eligibility:

Consultant should access the online directory to obtain a list of eligible MBEs/WBEs and to determine the eligibility of the MBE/WBE firms it intends to utilize in this Agreement.

F. Counting MBE/WBE Participation toward Goals:

MBE/WBE participation towards the attainment of the goals will be credited on the basis of the total subcontract prices agreed to between the Consultant and subcontractors for the contract items being sublet as reflected on the "MBE/WBE Utilization Plan".

G. Post Award Compliance:

If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Consultant of the responsibility to continue good faith efforts to maximize participation of MBEs/WBEs during the term of this Agreement.

H. Substitution of MBE/WBE Firms after Award:

1. The Consultant will conform to the scheduled amount of MBE/WBE participation. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Consultant will immediately notify the contracting department and City of St. Louis Airport Authority Business Diversity Development (BDD) office prior to replacement of the firm.
2. Substitutions of MBE/WBE must be approved in writing by the Director. (See Appendix B, Section 3.B.) Substitutions of MBE/WBE will be allowed only when the MBE/WBE has failed to perform due to a default (material breach) of its subcontract or agreement. Consultant understands, warrants, and agrees that it shall not cancel or terminate its agreement with the MBE/WBE without cause and shall timely forward supporting documentation substantiating the cause of the default or termination to the Director for review.

I. Good Faith Efforts:

When the M/WBE goals cannot be met, the Proposer shall document and submit justification utilizing the Consultant's **"Good Faith Efforts Report Form"** and provide a statement as to why the goals could not be met. The quality and intensity of the Consultant's good faith efforts will be evaluated by the City. The Consultant must demonstrate the good faith efforts taken to meet the M/WBE goals, including but not limited to the following:

1. Efforts made to select portions of the work proposed to be performed by M/WBEs in order to increase the likelihood of achieving the stated goal, including, where appropriate, but not limited to, breaking down contracts into economically feasible units to facilitate M/WBE participation. Selection of portions of work are required to at least equal the goal for M/WBE utilization specified in the contract.
2. Written notification at least (14) calendar days prior to the opening of bids, soliciting individual M/WBEs interested in participation in the contract as a subcontractor, regular dealer, manufacturer, consultant, or service agency and for what specific items or type of work.
3. Written notification to disadvantaged economic development assistance agencies and organizations which provide assistance in recruitment and placement of M/WBEs, of the type of work, supplies, or services being considered for M/WBEs on this contract.
4. Efforts made to negotiate with M/WBEs for specific items of work including evidence on:

- a. The names, addresses, telephone numbers of M/WBEs who were contacted, the dates of initial contact and whether initial solicitations of interest were followed up by contacting the M/WBEs to determine with certainty whether the M/WBE is interested. Personal or phone contacts are expected.
 - b. A description of the information provided the M/WBEs regarding the plans and specifications and estimated quantities for portions of the work to be performed.
 - c. A statement of why additional agreements with M/WBEs were not reached, and
 - d. Documentation of each M/WBE contacted but rejected and the reasons for the rejection.
5. Absence of any agreements between the Consultant and the M/WBE in which M/WBE promises not to provide subcontracting quotations to other Proposers.
6. Efforts made to assist the M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit required by the Consultant.
7. Documentation that qualified M/WBEs are not available, or not interested.
8. Attendance at any meeting scheduled by the user department, or the SLDC to encourage better Consultant-subcontractor relationships, forthcoming M/WBE utilization opportunities (i.e. pre-bid, workshops, seminars), etc.
9. Advertisement, in general circulation media, trade association publications, disadvantaged-focused media, of interest in utilizing M/WBEs and area of interest.
10. Efforts to effectively use the services of available disadvantaged community organizations; disadvantaged Consultant's groups; local, state and federal disadvantaged business assistance offices; and other organizations that provide assistance in recruitment and placement of M/WBEs.
11. Examples of actions not acceptable as reasons for failure to meet the M/WBE goal.
 - a. M/WBE unable to provide performance and/or payment bonds.
 - b. Rejection of reasonable bid based on price.

- c. M/WBE would not agree to perform items of work at the unit bid price.
 - d. Union versus nonunion status.
 - e. Consultant normally would perform all or most of the work of the contract.
 - f. Solicitation by mail only.
 - g. Restricting to only those general group of items which may be listed in bids under such headings "Items Subcontractible to M/WBE firms".
- 12. The demonstration of good faith efforts by the Consultant must, in the end, prove the Consultant had actively and aggressively sought out M/WBEs to participate in the project.
 - 13. The information provided will be evaluated to determine if the low Proposer is responsive. All the information provided must be accurate and complete in every detail. The apparent low Proposer's attainment of the M/WBE goal or demonstration of good faith effort will assist in determining the award of the contract.

J. Record Keeping Requirements:

The Consultant shall keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the City of St. Louis Airport Authority to determine compliance with the MBE/WBE contract obligations. The City of St. Louis Airport Authority reserves the right to investigate, monitor and/or review actions, statements, and documents submitted by any Consultant, subcontractor, or MBE/WBE.

K. Reporting Requirement:

The Consultant shall submit monthly reports on MBE/WBE involvement to the City of St. Louis Airport Authority Business Diversity Development Office via the BDD online reporting system. Actual payments to MBEs/WBEs will be verified. The Consultant shall ensure its subcontractors are also submitting monthly reports on MBE/WBE participation via the BDD online reporting System.

- 1. **Liquidated Damages.** The Consultant hereby agrees and stipulates that their or their subcontractor(s)'s failure to comply with the MBE/WBE reporting requirements could result in an administrative and/or financial burden to the City. Therefore, the Consultant agrees and stipulates that the

Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Consultant for failure to report. The stated liquidated damages in this sub-Section are cumulative over the term of this Agreement and are in addition to any other remedies City may have under this Agreement or at law or in equity:

- a. The first failure to report violation will result in a warning letter;
 - b. The second failure to report violation will require Consultant to pay liquidated damages to the City not to exceed \$25.00 for each week past due;
 - c. For the third failure to report violation will require Consultant to pay liquidated damages to the City not to exceed \$50.00 for each week past due; and
 - d. For the fourth failure to report violation will require Consultant to pay liquidated damages to the City not to exceed \$75.00 for each week past due.
2. Payment of Liquidated Damages. All liquidated damages will be deducted by the City's next payment schedule. In the case there is no future payment(s), the Consultant will make the liquidated damage payment to the City within 30 days written notice of the violation.
 3. Notice. For any failure to report a violation specified in this section with associated liquidated damages, the City will provide written notice including liquidated damages due and payable to the City.
- L. Applicability of Provisions to MBE/WBE Consultants:

These provisions are applicable to all Consultants including MBE/WBE Consultants. If the MBE/WBE Consultant intends to sublet any portion of this Agreement, the MBE/WBE Consultant shall comply with provisions regarding Consultant and subcontractor relationships.

34. RIGHT TO AUDIT CLAUSE

- A. The Consultant's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Agreement, and for a period of three years after the early termination or the expiration of this Agreement or longer if required by law.

B. The Consultant's "records" as referred to in this Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by this Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Consultant records which may have a bearing on matters of interest to the City in connection with the Consultant's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation of:

1. Consultant's compliance with the Provisions of this Agreement or the performance of the services contemplated herein; or
2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Consultant or any of its payees or subcontractors, if any.

35. LIVING WAGE

A. Living Wage Compliance Provisions: Any work ordered by the City under this Agreement is subject to the St. Louis Living Wage Ordinance Number 65597 (the "Ordinance") and the "Regulations" associated therewith, as may be amended from time to time, both of which are incorporated herein by this reference. The Ordinance and Regulations require the following compliance measures, and Consultant hereby warrants, represents, stipulates, and agrees to strictly comply with these measures beginning on the Commencement Date of this Agreement:

1. **Minimum Compensation:** Consultant hereby agrees to pay an initial hourly wage to each employee performing services related to this Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (See **Exhibit B**) which is attached hereto and incorporated herein. The initial rate will be adjusted each year no later than April 1, and Consultant hereby agrees to adjust the initial hourly

rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.

2. **Notification:** Consultant shall provide the Living Wage Bulletin together with the "Notice of Coverage" to all employees in English, Spanish, and any other languages spoken by a significant number of the Consultant's employees within thirty (30) days of the effective date of this Agreement for existing employees and within thirty (30) days of employment for new employees.
3. **Posting:** Consultant shall post the Living Wage Bulletin, together with a "Notice of Coverage", in English, Spanish, and any other languages spoken by a significant number of the Consultant's employees, in a prominent place in a communal area of each worksite covered by this Agreement.
4. **Subcontractors:** Consultant hereby agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors. Consultant shall include these Living Wage Compliance Provisions in any contract with such Subcontractors.
5. **Term of Compliance:** Beginning on the effective date of this Agreement, Contactor hereby agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to this Agreement is being performed by Consultant's employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Consultant shall provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. **Penalties:** Consultant acknowledges and agrees that failure to comply with any provision of the Ordinance or Regulations may result in penalties specified in the Ordinance and Regulations, which penalties may include, without limitation, suspension or termination of this Agreement, forfeiture and/or repayment of City funds, disbarment, and/or the payment of liquidated damages, as provided in the Ordinance and Regulations.
8. **Acknowledgements:** Consultant acknowledges receipt of a copy of the Ordinance and Regulations.

36. **CIVIL RIGHTS GENERAL PROVISIONS**

- A. The Consultant agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.
- B. The provisions bind the Consultant and sub tier Consultants from the proposal solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

37. **CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS**

- A. During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees as follows:
 - 1. **Compliance with Regulations:** The Consultant (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.
 - 2. **Non-discrimination:** The Consultant, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when this Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
 - 3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of the Consultant's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
 - 4. **Information and Reports:** The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and

instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a Consultant's noncompliance with this Section, the City will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Consultant under this Agreement until the Consultant complies; and/or
- b. Cancelling, terminating, or suspending this Agreement, in whole or in part.

6. **Incorporation of Provisions:** The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Consultant may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

- B. During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Consultants, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); or

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

38. FEDERAL FAIR LABOR STANDARDS ACT PROVISION

- A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Sect. 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.
- B. The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

39. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All Contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Section 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Consultant retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

40. SEISMIC SAFETY

When applicable, the Consultant agrees to ensure that all work performed under this Agreement, including work performed by its subcontractor(s), conforms to a building code standard that provides a level of seismic safety and substantially equivalent to standards established by the National Earthquake Hazards Reduction Program ("NEHRP"). Local building codes that model their code after the current version of the International Building Code meet the NEHRP equivalency level for seismic safety.

41. DISTRACTED DRIVING

The City encourages the Contactor to promote policies and initiatives for its employees and other work personnel that decreases the crashes by distracted drivers, including

policies that ban text messaging while driving motor vehicles while performing work activities associated with this Agreement. The Consultant must include the substance of this section in all sub contracts that involve driving a motor vehicle in performance of the work associated with this Agreement.

42. **CLEAN AIR AND WATER POLLUTION CONTROL**

Consultant agrees to comply with all applicable standards, Executive Orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. Sec. 740-7671q) and the Federal Water Pollution Act as amended (33 U.S.C. Sec. 1251-1387). The Consultant agrees to report any violation to the City immediately upon discovery. The City assumes responsibility for notifying the Environmental Protection Agency and the Federal Aviation Administration.

43. **PURCHASE OF EQUIPMENT**

Any and all equipment and materials including without limitation, computer equipment and software purchased by the Consultant on behalf of the City in conjunction with this Agreement shall become the property of the City upon payment by the City. All such purchases of equipment and materials must be authorized in writing by the City. Consultant shall maintain a list describing all such equipment, software, and materials and provide the Manager with an up to date copy of the list at least annually and/or as requested by the Manager (See Section 3.B).

44. **CONFLICT OF INTEREST**

- A. The Consultant warrants, represents, and agrees that the Consultant, and its Airport Directors, officers, employees, agents, representatives, and affiliates (hereinafter referred to in this section as "**Consultant**") shall not have any role or engage in any consulting services or any other activity relating directly or indirectly with a City project for which the Consultant is presently performing or has previously performed work or services under this Agreement or any previous agreement for marketing advisory services with the City. As used in this section the word "**affiliates**" includes any corporation, association, firm, partnership, proprietorship, or other business entity of any kind or character in which the Consultant, and its Airport Directors, officers, employees, representatives, or agents has any ownership interest in, or is a Airport Director, officer, or employee of. Further, it shall be the Consultant's sole responsibility to identify and disclose in writing to the City (prior to performing any work or services under this contract) any City project under this Agreement or any previous agreement for marketing advisory services with the City in which the Consultant presently has or previously had a role or involvement in.

- B. The Consultant warrants, represents, and agrees that given the nature of the work and services to be performed by the Consultant hereunder (i.e., Marketing Advisory Services), Consultant shall not engage in or perform any work or services under this Agreement which may conflict with or appear to conflict with the interest of the City. Consultant warrants, represents, and agrees to avoid situations in which Consultant's interest may conflict with or even appear to conflict with the interest of the City. Consultant shall, promptly upon discovery, advise the City in writing of any such conflict of interest or the appearance of a conflict of interest. Any dispute between the City and Consultant as to whether a conflict of interest or the appearance of a conflict of interest exists, shall be resolved by the City and its sole decision shall be final and conclusive.
- C. Consultant acknowledges and agrees that all materials, files, applications, reports, documents, manuals, records, logs, specifications, data, surveys, analyses, drawings, estimates, maps, and other related work products ("**Work Product**"), whether transmitted orally, in writing, or electronically provided by the City or produced by the Consultant under this Agreement, are confidential and shall remain the property of the City. (See Section 30.E) Such Work Product shall be returned promptly within three (3) working days of the City's request, to the City at the early termination or expiration of this Agreement or when requested by the Manager. Further, Consultant warrants, represents, and agrees that the Consultant shall not publish, distribute, or otherwise disclose, or permit to be disclosed or published any such Work Product without first notifying the City and securing the City's written consent.
- D. For the breach or default of the terms, covenants, conditions, or warranties of this section, the City shall have the right to immediately terminate this Agreement for cause upon written notice and shall have all rights and remedies available at law or in equity. Consultant acknowledges and agrees that the Provisions of this section shall survive the early termination or expiration of this Agreement.

45. **NOTICE PROVISION**

Except as herein otherwise expressly provided, all notices required to be given to the City hereunder must be in writing and must be delivered personally or be sent by certified mail return receipt requested, or overnight courier to:

Rhonda Hamm Niebruegge
Airport Director
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

With a copy to:

Jeff Lea
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

And a copy to:

Amber Gooding
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

And a copy to:

Robert Salarano
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

All notices, demands, and requests by the City to the Consultant must be sent to:

Tom Etling
Dovetail, Inc.
12 Maryland Plaza
St. Louis, Missouri 63108

The City or Consultant may designate in writing from time to time any changes in addresses or any addresses of substitutes or supplementary persons in connection with said notices. The effective date of service of any such notice shall be deemed received at the earlier of actual receipt or the dates such notice is mailed to the Consultant or the Airport Director.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals as set forth below:

DOVETAIL, INC.

ATTEST:

BY: [Signature] 12/22/16
Date
Tom Etling, CEO

BY: [Signature] 12/22/16
Date
President, Dovetail

THE CITY OF ST. LOUIS, MISSOURI, OWNER AND OPERATOR OF
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT:

The foregoing Agreement was approved on this 4th day of January, 2017,
by the Airport Commission.

BY: [Signature] 1/3/17
Director of Airports Date

The foregoing Agreement was approved by the Board of Estimate and Apportionment at its
meeting on January 10, 2017.

BY: [Signature] 1-20-17
Secretary Date
Board of Estimate & Apportionment

APPROVED AS TO FORM BY:

COUNTERSIGNED BY:

[Signature] 1-3-2017
City Counselor Date

[Signature] 2/8/17
Comptroller Date

ATTESTED TO BY:

[Signature] FEB 17 2017
Register Date

COMPTROLLER'S OFFICE
DOCUMENT # 71106

Exhibit A

Missouri Unauthorized Aliens Law Affidavit

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:32:03 +0000

STATE OF Missouri)
)SS.
COUNTY OF St. Louis City)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared Tom Etling (Name of Affiant) who, by me being duly sworn, deposed as follows:

My name is Tom Etling (Name of Affiant), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the CEO (Position/Title) of Dovetail, Inc. (Consultant).

I have the legal authority to make the following assertions:

1. Dovetail, Inc. (Consultant) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with Public Relations and Creative Services for the City of St. Louis Airport Authority (the "Agreement"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, Dovetail, Inc. (Consultant) does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

[Signature]
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this 5th day of October, 2016.

[Signature]
Notary Public

My Commission Expires:

2/21/2020

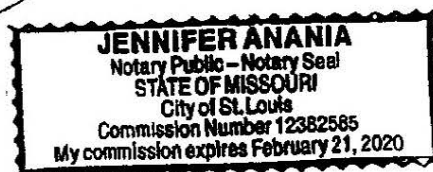


Exhibit B

**ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ADJUSTMENT BULLETIN**

**NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2016**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.60** per hour (130% of the federal poverty guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are not provided to the employee, the living wage rate is **\$16.87** per hour (130% of the federal poverty guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Fringe benefit rate defined under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.27** per hour

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and are effective as of **APRIL 1, 2016**. These rates will be further adjusted when the federal poverty guidelines are adjusted by the U.S. Department of Health & Human Services, or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <https://www.stlouis-mo.gov/government/city-laws/ordinances/ordinance.cfm?ord=65597> or obtained from:

City of St. Louis Living Wage Program Office
St. Louis, Missouri
(314) 426-8106

Dated: February 5, 2016

Exhibit C

Reimbursable Expenses

Confidential
garvinm@stlouis-mo.gov
2020-01-16 13:32:03 +0000

REIMBURSABLE EXPENSES

Reimbursable Expenses as authorized by the City of St. Louis are actual expenditures, which are reasonable and necessary and are incurred by the Consultant in the interest of the performance of this Agreement and are subject to the terms, covenants, and conditions of this Agreement including, without limitation, the Contract Not-To-Exceed Amount of this Agreement. The following expenses shall be reimbursable:

1. Local travel at the prevailing IRS rate per mile, including parking fees and tolls.
2. Travel (Note 1, below).
3. Equipment, maintenance, and supplies (Note 2, below).
4. Office Supplies on site, specific to job performance.
5. Express mail, postage, messenger service.
6. Photography, videos, and presentation materials.
7. Reproduction expenses (i.e., Xerox, printing, etc.)
8. Auxiliary Services (see Section 22.0, entitled "Assignment & Subcontracting")
9. Purchase of Advertising in various media, as approved in advance in writing by the Manager.
10. Other items as approved in advance in writing by the Manager.

Note 1:

Travel into and outside the area must be authorized in writing by the City. Expenses for such travel shall be limited as follows:

Vehicle rental costs will be allowed only if Consultant can demonstrate that such rental afforded a reasonable method of travel, taking into consideration the element of time, location, purpose, etc., or if instructed to rent a vehicle by the Manager. Use of such vehicle for personal travel shall not be included.

Airfare costs will be allowed only if Consultant can demonstrate that such costs afforded the most reasonable method of travel, taking into consideration the element of time, location, purpose, etc., or if instructed to travel by air by the Manager.

Hourly wage rates for Consultant's personnel shall not be billed for the period of time that the business trip was planned.

Travel time for all meetings will be recognized as billable time and eligible for reimbursement from the City of St. Louis.

Sleeping accommodation costs shall be limited to a reasonable amount taking into account elements of time, distance, purpose, etc., or if instructed to by the Manager to use a certain hotel property.

Personal telephone expenses, non-business entertainment and other personal expenses shall not be included in invoices and are not Reimbursable Expenses.

Note 2:

All equipment purchases including without limitation, computer hardware and software purchases shall be pre-authorized by the City in writing. These expenditures may include maintenance and related supplies. (See Section 30.0, entitled "Purchase of Equipment").

Note 3:

Attorney fees and Accountant fees (as needed for finance interpretations) incurred by Consultant for the benefit of the Project must be approved in advance and in writing by the City. Consultant understands and agrees that such attorney fees shall not include any attorney fees incurred in connection with any loss, liability, claim, or dispute whatsoever arising out of or incident to this Agreement or the performance of this Agreement between the parties hereto and/or their officers, employees, consultants, contractors, invitees, agents, or representatives.