

**Request for Qualifications
Professional Planning Services
Strategic District Study
Chattanooga Metropolitan Airport Authority**

Issue Date: March 27, 2024

Deadline for Questions: April 15, 2024; @ 4:30 p.m.
Chattanooga Metropolitan Airport Authority
Attn: Anne Marie Ivey
Email: aivey@chattairport.com

Point of Contact: Anne Marie Ivey
Phone: 423-855-2280
Email: aivey@chattairport.com

Submittal Deadline: May 06, 2024; @ 2:00 p.m.
Chattanooga Metropolitan Airport Authority
1001 Airport Road, Suite 14
Chattanooga, TN 37421

DESCRIPTION: The Chattanooga Metropolitan Airport Authority (CMAA) is inviting qualified professional consultant firms and/or teams to submit a Statement of Qualifications (SOQ) to provide professional planning services for the development of a Strategic District Study for the Chattanooga Metropolitan Airport (CHA).

a) Interested and qualified firms and/or teams shall submit a Statement of Qualifications (SOQ) in accordance with requirements of this RFQ by the deadline indicated above.

b) The CMAA may elect to issue addenda to this RFQ. All addenda will be posted on the CMAA website at <https://www.chattairport.com>.

It is the responsibility of the respondent to view, obtain or download all addenda issued by the CMAA for this RFQ. The respondent shall acknowledge all issued addenda as part of the submittal.

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PART I: INSTRUCTIONS AND INFORMATION TO RESPONDENTS

SECTION 1 - INSTRUCTIONS

1. **PRE-RESPONSE INFORMATION AND QUESTIONS:** Each response that is timely received will be evaluated on its merit and completeness of all requested information. In preparing Responses, Respondents are advised to rely only upon the contents of this RFQ and accompanying documents and any written clarifications or addenda issued by the CMAA. If discrepancies or omissions in this document are found by any prospective Respondent, or if there are any RFQ related questions, a written request for clarification or interpretation must be submitted to the Point of Contact indicated on page 1 of this RFQ. **THE CMAA IS NOT RESPONSIBLE FOR ANY VERBAL INSTRUCTIONS.** All questions must be submitted in writing to the Point of Contact before the Submittal Question Deadline indicated on page 1 of this document. All answers will be issued in the form of a written addendum. Addenda will be posted to the CMAA website as indicated on page 1 of this RFQ. It is the responsibility of the Respondents to obtain all addenda issued for this RFQ.
2. **PROHIBITED CONTACTS:** Other than with the consent of the Point of Contact, all Respondents, including any persons affiliated with or in any way related to a Respondent, are strictly prohibited from contacting any Commissioner or any CMAA Staff on any matter having to do in any respect with this RFQ after March 27, 2024. Any other contact with such persons associated with the CMAA shall be made only through and in coordination with the Point of Contact and may be required to be in writing, in appropriate circumstances or cases, as directed by the Point of Contact. Prohibitive or inappropriate contacts made by Respondents may result in the disqualification of the Respondent. This requirement will be strictly enforced.
3. **RFQ MODIFICATIONS:** Clarifications, modifications, or amendments may be made to this RFQ at the discretion of the CMAA. Any changes made will be made through issuance of an addendum. Addenda will be posted to the Airport website under "Business at CHA". All interested parties are instructed to view the listed website regularly for any issued addenda. It is the responsibility of the Respondent to obtain the available addenda and acknowledge any issued addenda on the Response Form, found in Part V of this RFQ.
4. **RESPONSE SUBMISSION:** To be considered, the Response must be prepared and submitted in the manner and detail specified in this RFQ.
 - a) Responses must be submitted to the Point of Contact indicated on page 1 of this RFQ by the date and time indicated as the Response Deadline on page 1 of this RFQ. The Point of Contact or a designated representative time stamp will determine the official receipt time. It is each Respondent's responsibility to ensure that its response is time stamped by the receiver by the Response Deadline. This responsibility rests entirely with the Respondent, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted prior

to the Response Deadline during normal business hours only, Monday through Friday, except for holidays observed by the CMAA.

- b) Responses received after the Response Deadline will not be accepted and will be returned to the Respondent.
 - c) The opening and reading of a Response, does not constitute the CMAA's acceptance of the Respondent as a responsive and responsible Respondent.
 - d) Responses must be submitted by email to aivey@chattairport.com. Respondents must also confirm with the POC to ensure that the POC has received the the RFQ.
 - e) Submission of a Response establishes a conclusive presumption that the Respondent is thoroughly familiar with the Request for Qualifications (RFQ) and that the Respondent understands and agrees to abide by all of the stipulations and requirements contained therein.
 - f) All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Response Form.
 - g) All costs incurred in the preparation and presentation of the Response is the Respondent's sole responsibility; no costs will be reimbursed to any Respondent.
 - h) All documentation submitted with the Response will become the property of the CMAA.
 - i) Response Format: Each response should be limited to a total of twenty (20) printed pages. Covers, title pages, table of contents, dividers, and individual resumes of key personnel will not be included in the page count. Any information that needs to be returned should not be submitted. Responses are to be submitted as outlined below:
 - 1. Title Page;
 - 2. Table of Contents;
 - 3. Cover Letter;
 - 4. Executive Letter;
 - 5. Project Team Organization (include organizational chart);
 - 6. Firm/Team Relevant Experience;
 - 7. General Project Management Approach;
 - 8. Knowledge and Understanding of Local Environment;
 - 9. DBE Participation, Small & Local Business Inclusion;
 - 10. Resumes of Key Personnel (1 page max each person);
 - 11. Form 1 - Respondent Contact Directory;
 - 12. Form 2 - Acknowledgement of Addenda;
 - 13. Form 3 - Proof of Insurance;
 - 14. Form 4 - Client References (Including: Client/Organization Name, Project, Contact Person and Title, Telephone Number, Email Address, Date(s) of Project, Summary of Services, Contract Amount, Firm's Role, Project Status)
 - 15. Form 5 - Exceptions
5. **DUPLICATE RESPONSES:** No more than one (1) Response as the Prime Consultant from any Respondent, including its subsidiaries, affiliated companies and

franchises will be considered by the CMAA. In the event multiple Responses are submitted in violation of this provision, the CMAA will have the right to determine which Response will be considered, or at its sole option, reject such multiple Responses.

6. **CANCELLATION/REJECTION:** The CMAA reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received if it is determined by the President/CEO or his designee that the best interest of the CMAA will be served by so doing. If the solicitation is cancelled or all Responses are rejected by the CMAA, a notice will be posted on the CHA website as identified for the posting of addenda. A Response will not be considered from any person, firm or corporation that is in arrears or in default to the CMAA on any contract, debt, or other obligation, or if the Respondent is debarred by the CMAA from consideration for a contract award.
7. **PROCUREMENT POLICY:** Procurement for the CMAA will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the CMAA. The President/CEO has the vested authority to execute a contract, subject to Commission approval where required.
8. **FREEDOM OF INFORMATION ACT ("FOIA") REQUIREMENTS:** Responses are subject to public disclosure after the final ranking. All information contained in any submitted bid, request for proposal, or request for qualifications document to the CMAA will be available for public review upon FOIA request. All Respondents are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the respondent will be allowed to justify its claim of privilege and the CMAA will assess the validity of said claim in advance of any release.
9. **DISCRIMINATION:** In the event a contract is entered into pursuant to this RFQ, the company shall not discriminate against any qualified employee or qualified applicant for employment because of race, color, sex, or national origin. The company must include in any and all subcontracts a provision similar to the above.
10. **AMBIGUITY:** Any ambiguity in any Statement as a result of omission, error, lack of clarity or non-clarity by the company with this RFQ, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the CMAA.
11. **SUPPLEMENTARY INFORMATION REQUEST:** The CMAA reserves the right to request any supplementary information it deems necessary to evaluate the Respondent's experience, qualifications, or to clarify or substantiate any information contained in the Respondent's submittal.

12. **RFQ SCHEDULE:** The following is the current schedule. The CMAA reserves the right to modify any part of this schedule. If the schedule is modified an addendum will be published

- Deadline for Questions April 15, 2024
- Final Addendum April 19, 2024
- RFQ Submittals Due May 06, 2024
- Shortlist Notification May 10, 2024
- Presentations and Interviews May 21, 2024
- Negotiations Begin May 24, 2024
- Recommendation Presented to the Board of Commissioners for Approval June 17, 2024

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SECTION 2 - INFORMATION

(1) BACKGROUND:

The Chattanooga Metropolitan Airport Authority (CMAA) is seeking a qualified consulting firm/team to provide professional airport services for the development of a Strategic District Study (Project) for the Chattanooga Metropolitan Airport (CHA).

CHA is a commercial service airport located in the city of Chattanooga, TN approximately midway between the cities of Atlanta, GA and Nashville, TN consisting of approximately 1,100 acres. Nearly one million passengers per year are served by 4 airlines offering an average of 25 non-stop daily departures to 10 cities across the United States.

The Project will be funded with CMAA operating funds.

(2) SCOPE OF SERVICES:

The Chattanooga Metropolitan Airport has a rich history and important economic role in the Chattanooga-Hamilton County region (<https://www.chattairport.com/history>). The airport area has a need to consider the continued economic growth and benefits to the region and community. The airport area “district” is currently undefined but should include an area that represents the greatest potential for more airport related businesses, office, hospitality and development opportunities to leverage the Chattanooga airport to support the region’s growth.

The development of an Airport Strategic District Study will allow coordination with City of Chattanooga, Airport Authority and Regional Planning Agency (RPA) to determine the appropriate airport district investments and infrastructure needs for the future. Expansion of the airport, gateways, land use conflicts, real estate acquisition, mobility and economic growth should be elements of a district study.

The City of Chattanooga and Hamilton County through the RPA are undertaking new Comprehensive Plans with completion expected in 2024 (www.planchattanooga.org, www.planhamilton.org). The Comprehensive Plans will include development of Area plans as well as identification of land uses, policies and capital priorities. The Airport Strategic District Study will complement the Comprehensive Plans by identifying airport specific growth challenges, real estate, infrastructure needs and economic opportunities to leverage the Chattanooga Metropolitan Airport.

Proposed elements of the Airport Strategic District Study include:

1. Engage Airport Authority Board, City and County government leadership.
2. Identify businesses, commercial property owners and stakeholders to support the Airport Strategic District study.
3. Engage national airport development and expansion experts who can offer testimony, model airport area programs and improvements which will leverage the Chattanooga Airport for greater economic outcomes.
4. Undertake an Airport Expansion and Transportation Access Study to include specific areas of the airport periphery which should be considered for new land uses, acquisition, protection and improvement.
5. Consider a Strategic Investment Area for Airport which will seek to promote new development and airport-related businesses.
6. Determine infrastructure needs, financing tools and a public/private structure which will implement the Airport Strategic District Study.

PART II: STATEMENT OF QUALIFICATION (SOQ)

1. In order to be considered responsive, each Submittal is required to respond to the information requested below:

a) Title Page:

The title page must contain the name of this RFQ, which is "PROFESSIONAL AIRPORT PLANNING SERVICES, AIRPORT STRATEGIC DISTRICT STUDY FOR THE CHATTANOOGA METROPOLITAN AIRPORT AUTHORITY", and identify the primary contact person of the Respondent's team along with company name, address, phone number, and email address. The contact name listed as the lead Person in the Respondent's team will be considered by the CMAA as the Respondent's main contact point for all communication regarding this RFQ. Accordingly, all communications made by the CMAA or its Designated Representatives to the contact will be deemed communications to the Respondent.

b) Table Of Contents:

Proposal Statements must contain a detailed table of contents listing major sections and subsections that correspond to the requirements of the Request for Qualifications. The table of contents should also list all tables, appendices, and figures contained in the Proposal.

c) Cover Letter:

A cover letter must be submitted with each Proposal Statement. The cover letter must be prepared on the letterhead of the lead team member of the Respondent's Team and signed by a representative who is empowered to enter into a Contract with the CMAA on the Respondent's behalf. The cover letter is intended to introduce the Respondent and to state the Respondent's commitment to enter into a binding

agreement to provide services if selected. It must contain at least the following information:

1. Complete legal name of the Prime Consultant and the names of all primary sub consultants that comprise the Respondent Team, including the identification of any Disadvantaged Business Enterprise (DBE) team members, and a discussion of the proposed role of each team member.
2. Designation of the Person that will contract with the CMAA on the Respondent's behalf.

d) Executive Summary:

The purpose of the Executive Summary is to provide an overview of the Respondent's qualifications to provide the anticipated services. At a minimum, the Executive Summary must contain the following information:

1. Name and location of the proposed Project Manager.
2. The general and specific capabilities and experience of the Respondent that the Respondent believes will benefit the CMAA and the program.

e) Project Team Organization:

1. Introduction of Respondent and its Team/Partners, to include individual company capabilities and size;
2. A narrative description of the role assigned to each PARTNER identified in the overall organization submitted in the Proposal Contact Directory;
3. An organizational chart is REQUIRED.

f) Firm/Team Project Experience:

Respondent is to provide a narrative description of a minimum of three (3) previous projects the Respondent has completed in the past five (5) years to demonstrate the Respondent's capability and qualifications to successfully complete the anticipated work. The submitted project(s) should be similar in scope, size and complexity to the anticipated project list. For each project submitted the Respondent is required to submit a Client Reference List (Form 4), which is to be included in the Submittal.

g) General Project Management Approach:

1. Describe your proposed management organization and how this organizational structure will facilitate managing the Project in an effective and efficient manner. A chart shall graphically depict the organization in the Respondent's view on its staffing of the functions of project management. The organization chart shall depict the relationship of all key position roles. Names of proposed candidates for each function on the chart shall be provided. The organization shall constitute

an integrated team comprised of experienced professionals in each specialized area.

2. Describe the Respondent's proposed method of achieving an integrated team and how this team will interface with CMAA staff.
3. Describe the Respondent's proposed method to:
 - a) Effect timely communication through its organization and the CMAA,
 - b) Identify and resolve issues during the Project duration, and
 - c) Make critical decisions.
4. In regard to methods to facilitate decision-making, this would include where appropriate, Respondent's plan to delegate authority for decision making within its proposed organization.

h) Knowledge and Understanding of Local Environment:

Describe the Respondent's knowledge and understanding of the local environment and its impact on the airport. The City of Chattanooga and the surrounding region is currently experiencing tremendous growth which has affected operations and passenger counts at the airport. Each Respondent should be familiar with the local environment in order to determine future impacts to the airport.

i) DBE Participation, Small & Local Business Inclusion:

Although a DBE goal has not been established for this project, CMAA strongly encourages participation in the Disadvantage Business Enterprise (DBE) Program. as well as Small and Local Business inclusion.

The CMAA shall award contracts without regard to race, color, sex, or national origin.

The Tennessee Department of Transportation UCP Disadvantaged Business Enterprise (DBE) directory is provided as a service to those who are in search of Certified DBE contractors. It is to be used as a guide for selecting certified Disadvantaged Business Enterprises to utilize on State and/or Federal Aid Contracts. Information in the directory should be verified with the TDOTs Uniform Certification Program.

<https://www.tdot.tn.gov/APPLICATIONS/DBEDirect/>

j) Respondent's Key Personnel:

1. Principal-in-Charge. The Principal-In Charge is the principal of the Respondent's Managing Partner with overall responsibility for the Respondent's commitment to the project. Identify and provide a description of the capabilities, qualifications, experience, certifications, professional affiliations, education and training, and any other relevant information related to the Principal-In-Charge.
2. Project Manager. The Project Manager is the professional responsible for overseeing and coordinating the efforts of the Respondent's team on a day- to-

day basis for the Project. The Project Manager shall have management experience specific to projects of similar size. The Project Manager shall report to the Principal-In-Charge and act on behalf of the Respondent's team as the liaison to other team members, the CMAA and its Designated Representatives, and project stakeholders. Identify and provide a description of the proposed Project Manager, his or her capabilities, qualifications, experience, certifications, professional affiliations, education and training. Provide examples in which the Project Manager has demonstrated experience in issue resolution. Provide examples where the Project Manager has provided leadership in a similar project team environment, demonstrated the ability to reach consensus and resolve issues, and other relevant information relating to the Project Manager. The CMM believes that in order for the designated Project Manager to function successfully in this role for the duration of a Project, they must be able to readily respond for in-person meetings in Chattanooga, Tennessee during the Project. The Project Manager will be specifically named and designated for the complete term of the Agreement, and any change in the Project Manager will require the CMM's prior written approval.

3. Team Members and Specialized Sub Consultants. The Respondent shall identify any outside specialized consultants it intends to use as a sub consultants / for the delivery of project work, or major portion thereof. The Respondent shall submit information on the team members and sub consultants which shall include:
 - a. List of specialized consultants and definition of the work the sub consultant will perform.
 - b. The specialized sub consultant's resume and company history, address and details of experience with similar type of project during the past five (5) years.

k) Respondent Contact Directory

The Purpose of the Respondent Contact Directory - Form 1 is to provide the CMM with a centralized, easily identified source of important contacts and other information regarding each Firm or Team Member. The directory must include the company names, primary contact person(s), positions/titles, mailing addresses, phone, and e-mail addresses for each of the named partners of the respondent team.

1. At least two individuals, one primary the other(s) secondary, authorized to represent each Team Member of the Respondent for purposes of this RFQ should be identified.

l) Exceptions to this RFQ:

The Respondent shall either confirm that it takes no exceptions to this RFQ and its attachments or, if the Respondent does take exception(s) to any portion of the RFQ, a thorough explanation of the specific portion of the RFP to which exception is taken shall be submitted in writing on Form 5.

m) Completed Study:

Any Respondent selected for an interview shall be required to bring a copy of the most recent Study completed for a similar project. The Study should include projects completed by the person designated as CMAA Project Manager by Respondent.

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PART III: EVALUATION OF SUBMITTALS

1. Evaluation Process:

- a) The RFQ submittal is the first step in a two-step process for selecting one professional consultant to develop CMAA's Master Plan. The RFQ provides information necessary for the Respondent to submit qualifications for consideration, evaluation and ranking by the CMAA. Based on the evaluation criteria established, each properly submitted Statements of Qualifications (SOQ) will be reviewed, evaluated and ranked by a Consultant Selection Committee (Committee) comprised of CMAA's President and Vice Presidents. Based on the rankings of the Committee, presentations and interviews will be held with short-listed Respondents. Upon completion of the presentation / interview process, contract negotiations will begin with the top ranked Firm/Team of the interviewed Respondents. Negotiations will include: scope of services, contract schedule, contract terms and conditions, technical specifications, and price. After negotiations are complete, a recommendation will be prepared and presented to the Chattanooga Metropolitan Airport Authority Board for approval. If CMAA is unable to negotiate a satisfactory contract with the top Firm/Team, negotiations will be formally terminated and negotiations will commence with the next ranked Firm and so forth, until a satisfactory contract can be negotiated.
- b) The CMAA reserves the right to reject any Respondent who does not satisfy the CMAA as to its ability to perform the work successfully.
- c) The selected Firms/Teams will be notified in writing. All non-selected firms will be notified in writing as well.
- d) Evaluation Factors:

2. Evaluation Factors:

Relative Weight	Graded Item	Score
40	Past and Current Project Experience and Performance of Respondent {Team/Firm) on Similar Projects including the ability to complete the project on time and within budget (provide specific project examples within the past five years as well as a recently completed Study).	
15	Resumes of Key Personnel Committed to Project w/ Relevant Experience on Similar Projects	
25	Project Management Approach	
10	Team Structure and Capability	
10	Responsiveness to RFQ Requirements	
100%	TOTAL SCORE	

PART IV: SUBMITTAL REQUIREMENTS CHECKLIST

ITEM	DESCRIPTION
1	Title Page
2	Table of Contents
3	Cover Letter
4	Executive Summary
5	Project Team Organization (include organizational chart)
6	Firm/Team Project Experience
7	General Project Management Experience
8	Knowledge and Understanding of Local Environment
9	DBE Participation, Small & Local Business Inclusion
10	Resumes of Key Personnel
11	Form 1 - Respondent Contact Directory
12	Form 2 - Acknowledgement of Addenda
13	Form 3 - Proof of Insurance
14	Form 4 - Client Reference
15	Form S - Exceptions Form

PART V: SUBMITTAL FORMS

Forms 1-5 are included on the following pages.

Form 2 - Acknowledgment of Addenda

Respondents must sign below and return this form with Submission as acknowledgment of receipt of all issued Addenda.

This is to acknowledge receipt of the following **Addenda** for **Request for Qualifications {RFQ} / On-Call Professional Consulting Services**:

1. _____
2. _____
3. _____
4. _____

Dated the _____ day of _____, 20_____.

Corporate Respondent:

[Insert Corporate Name]

By: _____

Name: _____

Title: _____

Corporate Secretary/ Assistant Secretary (Seal)

Non-Corporate Respondent:

[Insert Respondent Name]

By: _____

Name: _____

Title: _____

Notary Public (Seal)

My Commission Expires: _____

Form 3 - Proof of Insurance coverage

Respondent shall provide the CMAA with satisfactory evidence of the Respondent's Professional Liability Insurance from a company satisfactory to the CMAA and licensed to transact business in the State of Tennessee. Respondent shall submit this form with its Submission.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Respondent is required to submit a letter or certificate from the Company providing insurance certifying that the Company has professional liability insurance in accordance with the terms set forth in this RFQ.

Date: _____

Corporate Respondent:
[Insert Corporate Name]

By: _____

Name: _____

Title: _____

Corporate Secretary/ Assistant Secretary (Seal)

Non-Corporate Respondent:

[Insert Respondent Name]

By: _____

Name: _____

Title: _____

Notary Public (Seal)

My Commission Expires: _____

Form 4 - Client References

Respondents should provide a list of clients as references using the following format:

1. Client: Name
Address
City, State, Zip
Phone
- Project: Any Applicable Project
- Contact Person & Title: Name -Title
Address
City, State, Zip
Phone
Email
- Date(s) of Project: Month Day, Year to Month Day, Year
- Description/Summary of Services:
- Cost/Amount of Contract:
- Firm's Role: Responsible for etc.
- Completion Status:

2. (Next Client)

Respondent may supplement this form by attaching additional pages to it or may create its own form for including in its Submission as long as such form meets the informational requirements of this form.

Form 5 - Exceptions Form

All Work requested in the RFQ must be provided with the terms, conditions and specifications set forth in the RFQ (including any addenda or amendments), subject only to the exceptions stated in the chart below. Exceptions representing material changes to the RFQ's terms must be specified below. For each exception, provide an explanation. If none, state "None".

RFQ Section Number	RFQ Section Title	Exception and Proposed Change to RFQ

The signature below certifies that: (a) the Response complies with the requirements of this RFQ; and (b) that the Respondent takes no exception to the terms of the RFQ other than those listed in the chart contained in this Form.

Company Name

Date

Authorized Signature

Please type or print name

PART VI: FORM OF AGREEMENT

The Form of Agreement will be provided to the shortlisted firms as an attachment to the shortlist letter of notification.

Appendix A - Insurance Requirements

- General Liability including coverage for bodily injury, property damage, products/completed operations, personal injury, and contractual liability as assumed under contract, on an occurrence form with limits of not less than \$2 mil per occurrence. Policy must extend coverage for all Airport operations.
- Workers' Compensation statutory coverage and Employer's Liability coverage with a limit of not less than \$1 mil per occurrence.
- Professional Liability coverage with limits of not less than \$5 mil per occurrence and include coverage for environmental consulting. If coverage is on a claims-made-basis, the retroactive date must be on or before the effective date of the contract. Coverage must be maintained for a minimum of 3 years past the expiration of the contract.
- Auto Liability coverage including hired and non-owned coverage for not less than \$2 mil per occurrence
- All Insurance policies shall be primary and noncontributory.
- All insurance carriers must have an A.M. Best's rating of A VII or better and be licensed to do business in the State of Tennessee.
- Chattanooga Metropolitan Airport Authority must be named as an additional insured on the General Liability and Auto Liability policies.
- Forty-five (45) days prior notice of cancellation must be provided to Chattanooga Metropolitan Airport Authority on all policies
- Certificates of insurance including additional insured endorsement(s) must be provided to CMAA before any work can begin. Certificates must satisfy all required coverages and limits.
- All subcontractors or third parties hired by the consultant must maintain the same limits as required by the consultant. If an environmental firm is hired, the environmental firm must maintain environmental liability coverage for not less than \$5 mil per occurrence and coverage must be maintained for a minimum of 3 years past the expiration of the contract.

- END-