



INTERNAL MEMORANDUM

Contract Award

DATE: September 2, 2025

TO: Scott Collier, President, Toronto Parking Authority

FROM: Jarrett McDonald, Vice President Operations, Toronto Parking Authority

SUBJECT: **Restoration Consultant Retainer**

WARDS: All

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority, recommends that:

The President, Toronto Parking Authority, grant authority to award the Restoration Consultant Retainer to Sense Engineering to provide restoration engineering consulting, design, and contract administration services on an as required basis in the amount of \$450,000.00 excluding Harmonized Sales Tax (HST) through August 31, 2028, + the option to extend.

FINANCIAL IMPACT

The amount to award the contract for the Restoration Consultant Retainer is \$450,000.00 excluding Harmonized Sales Tax (HST).

Funding for the potential work to be completed is included in the approved TPA's 2025-2027 Capital Budget, TPA909079-1, CPK472-01, Internal Order 700436.

CALL SUMMARY

TPA completed a Request for Proposal (RFP) package issued on June 6th, 2025, with four (4) compliant bids received upon tender close on July 4th, 2025.

All bid submissions were evaluated by TPA staff. The selection was guided by the submission requirements as per the RFP, and acceptance of the terms and conditions noted in the RFP. A summary of the bids submitted can be seen in Table 1.

Vendor	Total Score (out of 100)
Sense Engineering	94.26
Engineering Link	85.33
Stantec Consulting Ltd.	83.99
RJC Engineers	82.12

Table 1: Vendor Score Summary

Based on the evaluation completed by TPA staff in accordance with the proposal evaluation scoring breakdown in the RFP, the top proposals were submitted Sense Engineering.

COMMENTS

TPA intends to retain one restoration engineering consultant on a retainer basis to lead the consulting, design process, and provide contract administration services for the various project packages focused on parking garages and other TPA owned buildings, with the potential contract award value being up to a maximum of \$450,000 excluding HST.

General scope of work items included in this retainer will consist of onsite investigations, overseeing minor building restoration projects, and addressing issues related to roofing, cladding, and building science reviews. Responsibilities also encompass general troubleshooting, reviewing shop drawings, and evaluating plans developed by external agencies and stakeholders that may impact TPA assets.

Based on the submission of the proposals, as per the proposal evaluation scoring breakdown in the RFP, Toronto Parking Authority is recommending that the contract of work for 2025-CS-VAR-2030.2 Restoration Consultant Services be awarded to Sense Engineering.

CONTACT

Howard Jung, Director of Parking Infrastructure and Asset Management, Toronto Parking Authority

(437) 249-7391

Howard.Jung@greenpmobility.com

Jarrett McDonald, Vice President, Operation, Toronto Parking Authority

(437) 833-3363

Jarrett.McDonald@greenpmobility.com

SIGNATURE

A handwritten signature in black ink, appearing to read 'SCOTT COLLIER', is written over a horizontal line.

Scott Collier, President, Toronto Parking Authority
Toronto Parking Authority



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM

Consulting Services – Purchase Award

DATE: September 3, 2025

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority

SUBJECT: Contract Award for Wayfinding Design Consulting Services to Steer Davies Gleave North America Inc.

WARDS: Wards – Toronto Centre, Davenport & Spadina-Fort York

SUMMARY

The purpose of this award is to develop site specific, tender ready wayfinding and signage packages for five priority garages as part of the Wayfinding and Signage Modernization Program.

Wayfinding and signage have been identified as a critical element of the customer experience in our garages and parking lots. Effective wayfinding is crucial to the mobility experience. It facilitates efficient movement of vehicular and pedestrian traffic both within and outside of TPA parking facilities. It allows the customer to find our facilities and move through them seamlessly from garage entry to exit creating an experience that promotes choice, ease, and speed.

Many TPA assets are currently equipped with legacy and obsolete wayfinding and signage solutions that do not adequately support the customer experience. Furthermore, the existing installations do not reflect the evolution of the business to include multiple products and services inclusive of Bikeshare and EV Charging. Lastly, there is little consideration to the complete mobility experience in the existing installations with inadequate reference to other modes of transport or local landmarks.

The project will be awarded to Steer Davies Gleave North America Inc. (Steer). Steer are the current contracted provider of wayfinding planning, design, and cartographic consultant services, for the City of Toronto (CoT) and various divisions and agencies.

BACKGROUND

TPA launched a multi-year wayfinding and navigation program in 2021 with the intention of modernizing all vehicular and pedestrian wayfinding and signage solutions in key parking assets.

As part of this program the TPA has implemented complete wayfinding and signage solutions at 7 existing and new garages. TPA intends to continue this modernization program at the balance of its garages, each with specific design requirements.

This purchase award contemplates the review and design of integrated wayfinding and signage solutions at 5 priority garages as the next step in the modernization program. The scope in this award provides for design of site-specific modernized wayfinding signage systems at CP26, CP34, CP42, CP261, and CP286. These garages currently have legacy wayfinding and signage solutions that are inconsistent with current TPA and industry standards. For each garage, the engagement entails the production of a tender ready package inclusive of the following elements:

- Sign Location Planning
- Design Package Assembly
- Content & Message Scheduling
- Graphic Artwork Preparation

Steer has completed several design packages for the TPA, most recently in installations at CP215, CP72 and CP221.

RECOMMENDATIONS

The Vice President, Operations, recommends that:

The President, Toronto Parking Authority, grant authority to execute and sign the Wayfinding Design Services Agreement for the preparation of complete tender ready design packages for 5 garages.

FINANCIAL IMPACT

The following summarizes the financial impact of this award:

Location	Replacement Model	Qty	Unit Price	Total Amount
CP26	Tender Ready Design Package	1	\$ 78,925.00	\$ 78,925.00
CP34	Tender Ready Design Package	1	\$ 60,125.00	\$ 60,125.00
CP42	Tender Ready Design Package	1	\$48,525.00	\$48,525.00
CP261	Tender Ready Design Package	1	\$27,525.00	\$27,525.00
CP286	Tender Ready Design Package	1	\$35,625.00	\$35,625.00
Total				\$ 250,725.00

Contingency of fifteen percent (15%) \$37,608.75.

Total Estimated Procurement Value: \$288,333.75 (excluding HST)

Funding for this procurement is available in the approved TPA 2025 Capital Budget – Internal Order #700563.

DECISION HISTORY

The City of Toronto, Bid Award Panel, at its meeting of September 9, 2021, in considering the matter, "Award of Request for Proposal of Ariba Doc. No. 2759379269 to Steer Davies Gleave North America Inc. for Toronto 360 Wayfinding Planning, Design and Cartographic Consulting Services," adopted the following:

1. Bid Award Panel grant authority to award the contract in accordance with the Contract Details set out in the report (September 2, 2021) from the Chief Procurement Officer:

Description:

For the supply of wayfinding planning, design and cartographic consultant services, as and when required by various City Divisions and Public Bodies from the date of contract award to December 31, 2021, with the option to renew for up to four (4) additional one (1) year option terms.

Should the option(s) to renew be exercised, then individual participating Divisions will request the Chief Procurement Officer to process the necessary contract renewals under the same terms and conditions.

Recommended Supplier:

Steer Davies Gleave North America Inc.

This is a Co-Operative Request for Proposal for which the Toronto Parking Authority, Toronto Transit Commission and Metrolinx also participated and will be seeking their own authority to award under separate terms and conditions.

The City of Toronto exercised Option Year 4 on December 19, 2024, to renew the contract and extend the validity date of the original contract to December 31st, 2025.

CONTACT

Kieran Hess, Director, Parking Operations, Toronto Parking Authority
(437) 774-9714, Kieran.Hess@greenpmobility.com

Jarrett McDonald, Vice President, Operations, Toronto Parking Authority,
(437) 833-3363, Jarrett.McDonald@greenpmobility.com

SIGNATURE

W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: CoT Contract Award Document Package

Attachment 2: Contract Extension

Attachment 3: Steer Davies Gleave North America Inc. Design Services Quotation



INTERNAL MEMORANDUM CONTRACT AWARD

DATE: September 4, 2025
TO: Scott Collier, President, Toronto Parking Authority
FROM: Jarret McDonald, Vice President, Operations, Toronto Parking Authority
SUBJECT: **Project No. 2025-CON-VAR-2030.20.2: 305 Rockcliffe Renovation**
WARDS: 5 York South-Weston

SUMMARY

As part of the Toronto Parking Authority's (TPA) Operations Facility Improvement Project, a code compliance assessment was conducted at 305 Rockcliffe Blvd. During the review, TPA's code consultant, Jensen Hughes, advised that a dedicated battery storage system is required at the facility to safely store and charge all batteries on site, in accordance with applicable safety standards.

TPA completed a competitive procurement process with a Request for Tender (RFT) package, prepared by OCBA, issued to seven (7) bidders on August 7th, 2025. Three (3) compliant bids were received upon tender close on August 28th, 2025.

Following the close of tender and initial review of the bids by both TPA and OCBA, a letter of recommendation for contract award was provided by OCBA. TPA reviewed the recommendation letter and concurred with OCBA's assessment.

Based on the submission of a compliant bid (including post-tender submission), the lowest bid price, ability to complete the work in the prescribed time and the conformance to tender requirements, TPA is recommending that the contract of work for 2025-CON-VAR-2030.20.2 – 305 Rockcliffe Renovation be awarded to Ritestart Limited.

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority recommends that:

- 1) President of the Toronto Parking Authority grant authority to award the 305 Rockcliffe Renovation project located at 305 Rockcliffe Blvd. for 2025-CON-VAR-2030.20.2, to Ritestart Limited, having submitted the lowest compliant bid and meeting all specifications in conformance with the Construction Tender requirements, in the amount of \$403,100.00 base bid, plus \$80,000 contingency, for a total of \$483,100.00 excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The amount to award the contract for 2025-CON-VAR-2030.20.2: 305 Rockcliffe Blvd Renovation is \$403,100.00 base bid, plus \$80,000 contingency, for a total of \$483,100.00 excluding Harmonized Sales Tax (HST).

Funding for the 305 Rockcliffe Renovation is available in the approved TPA 2025-2027 Capital Budget under TPA909079, CPK472-01, internal order 700436.

CALL SUMMARY COMMENTS

On August 7th, 2025, OCBA issued a Request for Tender (RFT) for the construction services required to carry out a renovation at 305 Rockcliffe Blvd. The RFT for these services was issued to seven (7) bidders. The RFT closed on August 28th, 2025. Three (3) proposals were received and are listed below in the ascending order of their total base bid cost quoted without HST.

All bid submissions were evaluated by both TPA and OCBA. The selection was guided by the bid price, ability to complete the work in the prescribed time, and conformance to tender documents.

Table 1: Summary of Bids Received

Rank	Proponent	Base Bid (excl. HST)	All Optional Items (excl. HST)
1	Ritestart	\$323,200.00	\$79,900.00
2	Procon	\$387,283.00	\$58,805.00
3	Rochon	\$397,000.00	\$32,740.00

Following the close of tender, a letter of recommendation for contract award was provided by OCBA dated September 2, 2025 (attached). TPA reviewed the recommendation letter and concurred with OCBA's assessment. It is recommended that the contract of work for 2025-CON-VAR-2030.20.2, 305 Rockcliffe Renovation be awarded to Ritestart Limited.

COMMENTS

As part of the Toronto Parking Authority's (TPA) Operations Facility Improvement Project, a code compliance assessment was conducted at 305 Rockcliffe Blvd. During the review, TPA's code consultant, Jensen Hughes, advised that a dedicated battery storage system is required at the facility to safely store and charge all batteries on site, in accordance with applicable safety standards.

This project includes the creation of a new battery storage room within the 305 Rockcliffe facility with the required ventilation as advised by Jensen Hughes. Other scope of work items intended to improve the overall functionality of the facility include; deep clean of the facility, localized tile repairs and replacement, repainting, supply and installation of new furniture and lighting, and upgrades to the washroom and the kitchen areas.

TPA completed a competitive procurement process with a Request for Tender (RFT) package, prepared by OCBA. Following the close of tender and initial review of the bids by both TPA and OCBA, a letter of recommendation for contract award was provided by OCBA. TPA reviewed the recommendation letter and concurred with OCBA's assessment.

Based on the submission of a compliant bid (including post-tender submission), the lowest bid price, ability to complete the work in the prescribed time and the conformance to tender requirements, TPA is recommending that the contract of work for 2025-CON-VAR-2030.20.2 – 305 Rockcliffe Renovation be awarded to Ritestart Limited.

CONTACT

Jarrett McDonald,
Vice President of Operations,
(437)-833-3363
Jarrett.McDonald@greenpmobility.com

Howard Jung,
Director of Parking Infrastructure and Asset Management,
(416) 393-7335
Howard.Jung@greenpmobility.com

SIGNATURE



Scott Collier
President, Toronto Parking Authority



REPORT FOR ACTION

Request to Amend Internal Memorandum to Award for Parking Occupancy Project for Off Street In-Ground Sensors

Date: September 12, 2025
To: Scott Collier, President, Toronto Parking Authority
From: Jarrett McDonald, Vice President Operations, Toronto Parking Authority

SUMMARY

The Toronto Parking Authority (TPA) is continuing its efforts to modernize off-street parking infrastructure through the installation of advanced occupancy sensors. These sensors support real-time monitoring, enhance parking compliance, and improve customer experience across high-demand locations.

On June 23, 2025, an internal memorandum was issued to award the supply, deliver, and install occupancy sensor devices, including system configuration, network setup, and optional digital signage, across 12 off-street car parks in the amount of \$489,514.28 (including contingency but excluding taxes) (see Attachment 1).

The locations chosen for the installation of these occupancy sensors are:

Car Parks	Address	Number of Stalls
64	265 Durie St	144
81	695 Lansdowne Ave	16
82	9 Emerson Ave	49
84	9 Salem Ave	33
85	557 Palmerston Ave	55
93	675 Manning Ave	49
104	745 Ossington Ave	46
116	255 Kennedy Ave	56
130	7 Bartlett Ave	37
143	265 Willard Ave	90
144	376 Clinton St	34
235	2201 Dundas St W	10
TOTAL	12 locations	619 stalls

Request to Approve Occupancy In-Ground Sensors Purchase – Off-Street

Following a detailed review of the pricing form submitted with the original memorandum, TPA staff observed that they mistakenly omitted two key items that require amendment:

1. First-Year Warranty for CP 82 – 9 Emerson Avenue

The original pricing form did not include the first-year warranty coverage for the occupancy sensors at CP 82. This warranty is a standard requirement for all sensor installations and must be incorporated into the project scope and cost.

2. Operational Expenditure costs for Digital Signs

The operational expenditure (OPEX) costs were inadvertently calculated as one (1) digital sign payment instead of five (5) payments one for each of the five (5) digital signage. These digital signs are intended to display real-time parking availability—were not captured in the original pricing form. These signs are within the scope of the project and their associated costs must be reflected to ensure accurate budgeting and implementation.

This document seeks authority to amend the June 23, 2025, internal memorandum to include the above items and with an updated amount of \$490,451.75 (excluding taxes).

RECOMMENDATIONS

The Vice President, Toronto Parking Authority recommends that:

- 1) The President, Toronto Parking Authority, grant authority to amend the June 23, 2025 internal memorandum to award the procurement and installation of 619 in-ground sensors, 5 digital sign boards and 8 network gateways to Eleven-X, and
- 2) Authorize the updated total amount of \$490,451.75 (excluding tax).

FINANCIAL IMPACT

The updated pricing for this proposal increases the total contract amount from \$489,514.28 as detailed in the June 23, 2025 internal memorandum to \$490,451.75 to cover the following:

1. First-Year Warranty for CP 82 – 9 Emerson Avenue
2. OPEX costs for all of the digital signs

The summary of updated costs can be seen in Table 1.

Table 1- Breakdown of Updated Project Costs

Item	Description	Amount (Excluding HST)
1	Initial Internal Memorandum – June 23, 2025	\$479,030.76*
2	Increase in cost due to: 1. Included First-Year Warranty for CP 82 – 9 Emerson Avenue 2. Additional OPEX costs for Digital Signs	\$2,205.00 \$9,216.00
3	Total Project Cost	\$490,451.75**

*Note that this cost is before contingency and HST. Total cost in original memorandum after contingency was \$489,514.28.

**Due to the updated costs and to off-set the increase, no contingency has been applied to the updated projects.

Funds for this purchase are included in the approved 2025 TPA Capital Budget within the Implement Occupancy Measurement at Select Off-Street Car Park (Internal Order Number 700504).

DECISION HISTORY

On June 23, 2025, an internal memorandum was issued to award the supply, delivery, and installation of occupancy sensor devices, including system configuration, network setup, and optional digital signage, across 12 off-street car parks.

COMMENTS

The purpose of this paper is to seek authorization from the President, Toronto Parking Authority, to amend the initial internal memorandum to purchase the in-ground occupancy sensor equipment and installation services from *Eleven-X* in the updated amount of \$490,451.75 (excluding HST).



TORONTO PARKING AUTHORITY

Memorandum

DATE: September 19, 2025

TO: W. Scott Collier, President, Toronto Parking Authority

FROM: Adamo Donatucci, Vice President, Business Development & Stakeholder Engagement, Toronto Parking Authority
Aviva Levy, Associate Director, Policy Development & Stakeholder Engagement

SUBJECT: Planning Services Contract 1-Year Extension

REQUEST

Approval is being requested for a one-year extension of the contract for the Planning Services Vendor of Record (VOR) Agreement, awarded in 2022. The VOR expired in 2024 and in accordance with the terms of the agreement, the contract can be extended for up to two more optional years across the following four (4) service categories:

- 1) Development Planning
- 2) Transportation Planning and Demand Modelling
- 3) Pricing Analysis and Rate Setting
- 4) Governance and Strategic Planning

The first of the two extension terms expires on September 30, 2025. A second extension term to September 30, 2026, is being requested.

RECOMMENDATIONS

The Vice President, Business Development & Stakeholder Engagement, Toronto Parking Authority, recommends that:

1. The President, Toronto Parking Authority, authorize an extension of the Planning Services VOR Agreement to September 30, 2026 for vendors to continue to provide Planning consulting services.

FINANCIAL IMPACT

In 2022, an initial amount of \$245,150 (excluding HST) was awarded for the VOR Agreement for services across the four (4) service categories, including the original term and the two optional extensions years (Attachment 1).

To date, \$209,544 has been spent on consulting services, as outlined below, and \$35,606 remains available for use:

- Review and modernization of TPA's governance and policy framework that define its mandate and delegated authorities
- Planning approvals for continued operation of Car Park 533 (2300 Lakeshore Boulevard West)
- Review of proposed expansion of Car Park 505 (934 Royal York Road) to incorporate the adjacent vacant residential dwelling at 15 Cliveden Avenue
- Facilitate stakeholder engagement on potential changes to on-street paid parking on Sundays

Additional funding of \$229,850 (increasing the budget to \$475,000) was approved in February 2025 to proceed with future work under the Planning Services VOR Agreement including to cover the optional two extensions, each for one year (Attachment 2). The funding will be included in future Operating Budget Requests.

SUMMARY

The vendors listed below were selected to be a part of the Planning Services Vendor of Record (VOR) Agreement that was effective October 1, 2022, and expired on September 30, 2024:

- 1) Development Planning:
 - WSP Canada Inc.
 - IBI Group Inc. (now Arcadis)
- 2) Transportation Planning and Demand Modelling:
 - WSP Canada Inc.
 - IBI Group Inc. (now Arcadis)
 - CIMA Canada Inc.
 - Alta Planning + Design Canada Inc.
 - Mott MacDonald Canada Inc.
- 3) Pricing Analysis and Rate Setting
 - IBI Group Inc. (now Arcadis)
 - CPCS Transcom. Ltd.
- 4) Governance and Strategic Planning:
 - Mott MacDonald Canada Inc.

- Access Planning Ltd.

The scope of work for this arrangement includes advisory and technical services on an as-need basis for development planning processes and approvals, transportation planning, pricing analysis, and strategic planning.

An additional one-year extension to the contract is being requested to support near term projects, including consulting services for engagement related to paid parking on Sundays.

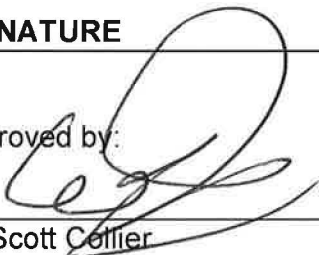
CONTACT

Adamo Donatucci
Vice President, Business Development & Stakeholder Engagement
Adamo.Donatucci@greenpmobility.com
416-505-8986

Aviva Levy, Associate Director, Policy Development & Stakeholder Engagement
Aviva.Levy@greenpmobility.com
416-791-9655

SIGNATURE

Approved by:



W. Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: Report on the RFP Bid Evaluation Process
Attachment 2: Memorandum - Planning Services Contract – Additional Funds



REPORT FOR ACTION

Award to Purchase Accelerated Custom Development from Passport Parking Inc.

Date: September 18, 2025
To: Scott Collier, President, Toronto Parking Authority
From: Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
Wards: All

SUMMARY

To elevate the Green P App and strengthen Toronto Parking Authority's (TPA) leadership in digital parking and mobility, we are advancing two key enhancements:

1. **EV Charging Integration (FLO):** Seamless access to Canada's largest municipally owned charging network, directly through the Green P App.
2. **Business & Fleet Accounts (EVB2B):** A tailored platform for corporate and fleet customers, enabling centralized account management, reporting, and streamlined charging and parking payments.

To deliver these improvements, TPA has engaged Passport Parking Inc. (Passport), the current operator of the Green P App. Both initiatives require custom development work to expand the app's existing platform capabilities and to address immediate operational needs as customer demand accelerates.

Importantly, the EVB2B initiative directly supports Corporate Goal #4 for 2025: *Create better customer engagement by leveraging real-time data to drive insights and marketplace action.* This feature will give TPA powerful tools to serve fleet operators, commercial partners, and large employers while also strengthening our ability to generate insights from real-time usage patterns.

This investment ensures TPA remains ahead of industry expectations, improves customer choice, and positions the Green P App as a fully integrated parking and charging solution for both individuals and businesses.

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority recommends that the President, Toronto Parking Authority:

1. Authorize procurement of the accelerated custom development for EV charging (Flo Integration) and Business / Fleet Accounts, and
2. Approve the total proposal amount of \$215,055.00 (excluding tax).

FINANCIAL IMPACT

Passport's quotation, received September 16, 2025, totals \$215,055.00 and aligns with the scope of a previously approved capital project. Funding will be drawn from the 2025 TPA Capital Budget.

Table 1- Breakdown of Accelerated Custom Development Costs

Item	Amount (Excl. HST)
EV Charging (FLO Integration)	\$37,395.00
Business / Fleet Accounts	\$177,660.00
Total	\$215,055.00



TORONTO PARKING AUTHORITY

Memorandum

DATE: October 17, 2025
TO: Scott Collier, President, Toronto Parking Authority
CC:
FROM: Arlene Yam Fritz, Vice President Human Resources
SUBJECT: Succession Planning Project - Contract Amount Increase

RECOMMENDATIONS

The Vice President, Human Resources, Toronto Parking Authority (TPA) recommends that:

- 1) The President of Toronto Parking Authority grant authority to increase the value of the contract between TPA and Korn Ferry on a non-competitive basis from \$96,900 to \$108,300, representing an increase of \$11,400 (11.8%) net of taxes.

FINANCIAL IMPACT

The impact of this recommendation is \$11,400 or 11.8% of the original contract value.

CALL SUMMARY

In June 2025, through a limited solicitation procurement process, the TPA awarded a contract to Korn Ferry to provide consultant services for the Succession Planning Project in the amount of \$96,900 excluding taxes. The scope of these services included 7 director and associate director roles.

A decision was made in September 2025, to expand the Succession Planning Project to include 4 vice president positions. A new solicitation for the 4 vice president positions would require significant duplication of costs and effort. For economic reasons, as it is most cost effective, the recommendation was to expand the scope of the existing contract with Korn Ferry on a non-competitive basis.

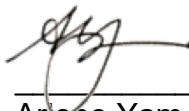
The expansion of scope requires a change order to the Korn Ferry contract as summarized below:

Description	Amount	Type
Original contract amount	\$ 96,900	Limited solicitation
Change order amount	\$ 11,400	Non-competitive
Total amount	\$108,300	

With the increase, the amount will exceed the Vice President's delegated authority, requiring the President's approval.

Requester:

Approved by:

 Oct 17, 2025

Ariene Yam Fritz
VP Human Resources

 Oct 17, 2025

W. Scott Collier
President

ATTACHMENTS

1. Change Order
2. Korn Ferry Contract dated June 30, 2025