

**ADDENDUM NO. 41
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Solicitation Development Services for the Aviation Authority's
Enterprise Digital Content Ecosystem, Orlando International Airport

THIS ADDENDUM is effective this 27th day of September, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **RICONDO & ASSOCIATES, INC.** ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated January 8, 2021, Authority and Consultant entered into an agreement for Consultant to provide General Consulting services; and

WHEREAS, under the Agreement, Consultant agreed to perform such additional services for the Authority as are contained in any additional scope of work established by the Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

WHEREAS, the Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit "A." Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.
2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED amount of NINETY-FOUR THOUSAND TWO HUNDRED SIXTY-EIGHT AND NO/100 DOLLARS (\$94,268.00)**, broken down as follows:

Professional Fees:	NTE:	\$94,268.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$94,268.00

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;
AND

- B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

4. Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated January 8, 2021 and all prior addenda will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Addendum on this day of October 4, 2023.

GREATER ORLANDO AVIATION AUTHORITY

Kevin J. Thibault

By:

box SIGN 1V3Q39J4-1XR3QQ68

Kevin J. Thibault, P.E.
Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 2, 2023**

Karen Ryan

By: box SIGN 1J8BLK51-1XR3QQ68

**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

RICONDO & ASSOCIATES, INC

Pete Ricondo

By:

box SIGN 4LWR3Z7Q-1XR3QQ68

Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Pete Pelletier, Vice President of Information Technology

DATE: September 12, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at the Orlando International Airport.

BACKGROUND

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the FAA; Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

ISSUES

Consultant's proposal, dated August 30, 2023, is to provide a continuation of Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem. These services will provide the Authority with request for proposal solicitation documentation for the Aviation Authority Enterprise Digital Content Ecosystem. Deliverables include a finalized statement of work and specifications to be used as part of the procurement documentation, Solicitation

response format and evaluation criteria, procurement process timeline, and final procurement package.

This proposal includes a description of Tasks 1, 2, 3, 4 and 5. The Ricondo Team, however, is submitting this proposal for an Amendment to the General Consulting Services Agreement to authorize the completion of Tasks 3, 4, and 5 in Fiscal Year 2024. This project was authorized on August 1, 2023 (Addendum No. 39 to the Agreement Dated January 8, 2021 between the Greater Orlando Aviation Authority and Ricondo). However, only Tasks 1, 2, and 3 (partially) will be completed by the end of September 2023. This FY24 funding will ensure the completion of all tasks in the RFP development scope.

It is recommended that a performance bond not be required for these services since a bond requirement is not in their agreement.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo & Associates, Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

If approved, these services would be effective the date of Board approval.

SMALL BUSINESS

The MWBE/LDB/VBE participation has been reviewed by the Office of Small Business Development (OSBD). The findings and recommendation are attached.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$94,268.00. Funding is from Operations and Maintenance Funds subject to adoption by the Aviation Authority Board of the FY24 Aviation Authority budget. (301.521.170.5310009.000.000000).

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum to the Continuing General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$94,268.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$94,268.00
AAC – Compliance Review Date	MPG 9/6/23
AAC – Funding Eligibility Review Date	9/6/23

ATTACHMENTS

PC CONSENT/AGENDA BUSINESS ITEM - -

August 30, 2023

Mr. Joe Furnari
Manager, Automation Software
Greater Orlando Aviation Authority

RE: Request for Proposal (RFP) Development for Digital and Wayfinding Infrastructure
Scope of Work and Fee Proposal

Dear Mr. Furnari:

Ricondo & Associates, Inc. (Ricondo), the JW Group Inc. (JW Group), and Hahn integrated Systems (Hahn) appreciate the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority with the development of a Request for Proposal (RFP) for a consultant/vendor to provide comprehensive support services for the Aviation Authority's digital and wayfinding infrastructure.

The proposed scope of work consists of five primary tasks as noted below. The JW Group's proposal, which is included in Appendix B, provides a detailed description of each subtask.

This proposal includes a description of Tasks 1, 2, 3, 4 and 5. The Ricondo Team, however, is submitting this proposal for an Amendment to the General Consulting Services Agreement to authorize the completion of Tasks 3, 4, and 5 in Fiscal Year 2024. This project was authorized on August 1, 2023 (Addendum No. 39 to the Agreement Dated January 8, 2021 between the Greater Orlando Aviation Authority and Ricondo). However, only Tasks 1, 2, and 3 (partially) will be completed by the end of September 2023.

Task 1 – Mobilization and Project Controls

The Ricondo Team will lead a kick-off meeting and mobilization efforts to initiate work on the project. The kick-off meetings will include the review of the scope and expectations, project goals and objectives, identification of key contacts and stakeholders (Aviation Authority departments, system vendors, airport tenants, etc.), definition of progress reporting methodology, and schedule requirements.

Task 2 – Discovery and Stakeholder Engagement

The goal of this task will be to understand the current digital and wayfinding infrastructure, system integrations, existing contractual agreements, roles and responsibilities of individuals and/or entities currently providing support services, and future requirements. This information will be used to develop the business, functional, and performance requirements to be included in procurement documentation.

The results of this effort will be documented and used to support the assessment to be performed in Task 3 and the development of request for proposal documentation in Task 4, as necessary.

Task 2 Meeting

The Ricondo Team will conduct one (1) two (2)-day site visit to facilitate this task. Additionally, up to five (5) remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.

Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System

The goal of this task will be to understand and document the impacts of migrating to a new vendor to support the digital and wayfinding infrastructure. Information gathered in the Task 2 stakeholder discussions will be used to analyze the effects of a system/vendor replacement. Items that will be assessed include, but are not limited to:

- Hardware Impacts – Is the existing hardware proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
- Content Impacts – Is the content created for the existing system proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
- Supporting Infrastructure – Will there be impacts to the supporting infrastructure associated with a replacement solution?

As part of the analysis and assessment, the Ricondo Team will perform an industry outreach effort to identify and document the approach(es) used by peer airports regarding their digital ecosystems. The team has a network of current and former airport clients where digital signage systems have been deployed and are currently being supported through various approaches. Established contacts in the industry will be utilized to identify peer airports that can be used for analysis and evaluation. The key information to be obtained through this effort will include, but is not limited to:

- Approach for supporting the various display hardware, including hardware required for driving displays, video walls, etc. (e.g., video controllers).
- Approach for supporting the video distribution infrastructure.
- Approach for managing / supporting the development and maintenance of existing and new content. This will include both internal and any contracted content development.
- Approach for managing the digital ecosystem where vendor proprietary hardware, software, and content is a factor.
- Approach for obtaining resources to provide the required maintenance support. This will identify approaches of using internal staff versus outsourced (contracted) services.

The results of this assessment will be used to support the requirements to be included in Task 4.

Task 3 Meeting

The Ricondo Team will facilitate one in-person meeting/work session with the Aviation Authority staff to review the findings from this study, including Task 1, 2, and 3 and draft recommendations for the procurement of Digital Content and Ecosystem Services.

Task 4 – Request for Proposal Development

The business, functional, and performance specifications for procurement documentation will be developed in a format developed by the Ricondo Team with input from the Aviation Authority. This documentation will also include the requirements for transitioning / migration to a new vendor platform (as necessary). The design will be formally submitted and performed in two (2) phases, draft and final. At the delivery of the draft submittal, the team will facilitate a design review workshop to present the current status of the documentation, to facilitate discussion, and to receive input and feedback from the Aviation Authority stakeholders.

Task 4 Meeting

The Ricondo Team will conduct one (1) two (2)-day site visit to facilitate this task. Additionally, up to five (5) remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.

Task 5 – Solicitation Vendor Selection Support

The Ricondo Team will provide support services during the solicitation phase to assist the Authority with the overall process and selection of a vendor that meets the established specifications and requirements. Support services are anticipated to include the following:

- Participation in pre-solicitation meeting with potential vendors.
- Technical assistance in responding to Request for Information requests by Vendors.
- Participation in internal coordination meetings as directed by the Authority to support the solicitation process.
- Provide evaluation of solicitation responses to confirm adherence to all solicitation requirements and to rank vendors based on the established evaluation criteria.
- Support the interview / demonstration process for short listed vendors, as necessary. This will include the development of agendas and demonstration scripts, attending the short list interview / demonstration, and providing technical guidance to the Authority.
- Provide support for and attend the vendor evaluation (and recommendations) presentation to the Authority committee.

Mr. Joe Furnari
Greater Orlando Aviation Authority
August 30, 2023
Page 4

Deliverables

The deliverable for this project will include the following:

- Finalized statement of work and specifications to be used as part of the procurement documentation.
- RFP response format and evaluation criteria
- Procurement schedule
- Final procurement package

Preliminary Schedule

The proposed schedule for this project is as follow:

- Task 1 – 1 Week
- Task 2 – 4 Weeks (Note: will be dependent on stakeholder coordination)
- Task 3 – 4-6 Weeks (Note: will be dependent on peer airport availability)
- Task 4 – 6-8 Weeks
- Task 5 – Duration dependent on the Aviation Authority's procurement process

Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) professional fee for the proposed services included in Tasks 3, 4, and 5 is \$94,268.00. The breakdown of the NTE fee for Ricondo, the JW Group, and Hahn is included in Appendix A.

TABLE 1 – NOT TO EXCEED PROFESSIONAL FEES

FIRM	COST
Ricondo & Associates, Inc. Labor	\$ 10,260.00
The JW Group Labor	\$ 69,036.00
Hahn Integrated Systems Labor	\$ 14,972.00
TOTAL COSTS	\$ 94,268.00

We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at scarreau@ricondo.com.

Sincerely,



RICONDO®

Mr. Joe Furnari
Greater Orlando Aviation Authority
August 30, 2023
Page 5

RICONDO & ASSOCIATES, INC.

Sébastien Carreau
Director

cc: 21041212; Ian Brooks; Pete Pelletier

APPENDIX A BREAKDOWN OF PROFESSIONAL FEES

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-1
SUMMARY OF TOTAL CONTRACT VALUE
RFP Development for Digital and Wayfinding Infrastructure

Phase of Project:	Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	Task 4 - Development of Requirements and Procurement Document	Task 5 - Solicitation Vendor Selection Support	TOTAL CONTRACT
2.0 Not to Exceed Professional Fees:	\$10,188.00	\$73,556.00	\$10,524.00	\$94,268.00
3.0 Not to Exceed Reimbursable Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
4.0 TOTAL CONTRACT VALUE:	\$10,188.00	\$73,556.00	\$10,524.00	\$94,268.00

Total Not to Exceed Professional Labor Hours:	52	376	56	484
TOTAL LABOR HOURS:	52	376	56	484
Average Hourly Rate:				\$195

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-4
SUMMARY OF NOT TO EXCEED PROFESSIONAL FEES AND REIMBURSABLE EXPENSES

Phase of Project:	Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System		Task 4 - Development of Requirements and Procurement Document		Task 5 - Solicitation Vendor Selection Support		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
Ricondo & Associates, Inc.									
Not to Exceed Professional Fees	4	\$1,004.00	40	\$7,756.00	8	\$1,500	52	\$10,260.00	\$197
The JW Group									
Not to Exceed Professional Fees	40	\$7,608.00	268	\$52,404.00	48	\$9,024	356	\$69,036.00	\$194
Hahn integrated Systems									
Not to Exceed Professional Fees	8	\$1,576.00	68	\$13,396.00	0	\$0	76	\$14,972.00	\$197
Total Not to Exceed Professional Fees:	52	\$10,188.00	376	\$73,556.00	56	\$10,524	484	\$94,268.00	\$195

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES
Ricondo & Associates, Inc.

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR OFFICER		SENIOR DIRECTOR		TECHNICAL EDITOR		TOTAL		
Rate (\$/Hour):	\$315		\$251		\$124		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost			
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System									
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System		\$0	4	\$1,004		\$0	4	\$1,004	\$251
Task 4 - Development of Requirements and Procurement Documentation									
Task 4 - RFP Development	4	\$1,260	16	\$4,016	20	\$2,480	40	\$7,756	\$194
Task 5 - Solicitation Vendor Selection Support									
Task 5 - Solicitation Vendor Selection Support		\$0	4	\$1,004	4	\$496	8	\$1,500	\$188
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	4	\$1,260	24	\$6,024	24	\$2,976	52	\$10,260	\$197

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES

The JW Group

The JW Group (COST ESTIMATES)	PRINCIPAL IN CHARGE		PRINCIPAL IN CHARGE w/ Travel Premium		SENIOR IT Sys. Specialist		TOTAL		
Rate (\$/Hour):	\$183.00		\$233.00		\$195.00		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System									
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	16	\$2,928.00		\$0	24	\$4,680.00	40	\$7,608.00	\$190
Task 4 - Development of Requirements and Procurement Documentation									
Task 4 - RFP Development	64	\$11,712.00	24	\$5,592	180	\$35,100.00	268	\$52,404.00	\$196
Task 5 - Solicitation Vendor Selection Support									
Task 5 - Solicitation Vendor Selection Support	28	\$5,124.00		\$0	20	\$3,900.00	48	\$9,024.00	\$188
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	108	\$19,764.00	24	\$5,592	224	\$43,680.00	356	\$69,036.00	\$194

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES
Hahn Integrated Systems

Hahn Integrated Systems (COST ESTIMATES)	PRINCIPAL (incl. Travel)		TOTAL		
Rate (\$/Hour):	\$197.00		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System					
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	8	\$1,576.00	8	\$1,576.00	\$197
Task 4 - Development of Requirements and Procurement Documentation					
Task 4 - RFP Development	68	\$13,396.00	68	\$13,396.00	\$197
Task 5 - Solicitation Vendor Selection Support					
Task 5 - Solicitation Vendor Selection Support	0	\$0.00	0	\$0.00	#DIV/0!
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	76	\$14,972.00	76	\$14,972.00	\$197

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLES C-7b and C-7c
PARTICIPATION SCHEDULES

TABLE C-7b MWBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Project Administration, RFP Review, QA/QC	\$10,260.00	N/A
The JW Group		N/A	IT Consulting Services, Stakeholder Engagement, RFP Development	\$69,036.00	N/A
Hahn integrated Systems		MWBE	IT Consulting Services, Discovery and Stakeholder Engagement; RFP Development	\$14,972.00	15.9%
TOTAL PROPOSED PARTICIPATION				\$94,268.00	15.9%

TABLE C-7c LDB PARTICIPATION SCHEDULE

NAME OF FIRM	ADDRESS	PROPOSED SCOPE OF SERVICES		FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Project Administration, RFP Review, QA/QC	\$10,260.00	N/A
The JW Group		N/A	IT Consulting Services, Stakeholder Engagement, RFP Development	\$69,036.00	N/A
Hahn integrated Systems		MWBE	IT Consulting Services, Discovery and Stakeholder Engagement; RFP Development	\$14,972.00	15.9%
TOTAL PROPOSED PARTICIPATION				\$94,268.00	15.9%

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-9
CONTRACT HOURLY RATES

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the contract hourly rates shown below.

FIRM	POSITION	CONTRACT HOURLY RATE
Ricondo & Associates	Senior Officer	\$315
Ricondo & Associates	Officer	\$275
Ricondo & Associates	Senior Director	\$251
Ricondo & Associates	Manager	\$166
Ricondo & Associates	Senior Consultant	\$136
Ricondo & Associates	Technical Editor	\$124
Ricondo & Associates	Senior Graphics Designer	\$105
Ricondo & Associates	Consultant	\$87
Ricondo & Associates	Graphic Designer	\$72
The JW Group	Principal in Charge (High)	\$183.00
The JW Group	Principal in Charge (High) with Travel	\$233.00
The JW Group	Sr. IT Sys. Specialist (High)	\$195.00
Hahn Integrated Systems	Principal (incl. Travel)	\$197.00

APPENDIX B THE JW GROUP PROPOSAL

Proposed Scope of Work

Solicitation Documentation Development for providing Comprehensive Services Supporting the Greater Orlando Aviation Authority Digital and Wayfinding Infrastructure

Presented to:

Ricondo

June 29, 2023

Presented by:



**302 Dawnwood Drive
Landenberg, PA 19350
484.508.8344
www.thejwg.com**

Introduction

The following scope of services defines the work to be performed to assist Ricondo, and their client, the Greater Orlando Aviation Authority (the Authority), in developing solicitation documentation for a consultant/vendor to provide comprehensive support services for the Authority's digital and wayfinding infrastructure. It is anticipated that The JW Group, Inc. (JWG) and Hahn Integrated Systems (Hahn) will partner to complete the proposed scope of work.

To develop the solicitation documentation the following tasks will be performed:

Task 1 – Mobilization and Project Controls

Task 2 – Discovery and Stakeholder Engagement

Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System

Task 4 - Development of Business, Functional, and Performance Requirements and Solicitation Documentation

Task 5 – Solicitation / Procurement Support

Task 1 – Mobilization and Project Controls

JWG/Hahn team members will lead a kick-off meeting and mobilization efforts to initiate work on the project. The kick-off meeting will include the review of the scope and expectations, project goals and objectives, identification of key contacts and stakeholders (Authority departments, system vendors, airport tenants, etc.), definition of progress reporting methodology, and schedule requirements.

Task 2 – Discovery and Stakeholder Engagement

The goal of this task will be to understand the current digital and wayfinding infrastructure, system integrations, existing contractual agreements, roles and responsibilities of individuals and/or entities currently providing support services, and future requirements. This information will be used to develop the business, functional, and performance requirements to be included in procurement documentation. To perform this task the following will be performed:

1. JWG/Hahn team members will conduct interviews with project stakeholders including Authority representatives in IT, properties, facilities, operations, administration, and others as directed by the Authority project manager to ensure that we have a clear understanding of activity forecasts, strategic business plans, functional and operational expectations, and any constraints or limitations that may be applicable. Additionally, JWG/Hahn team members will facilitate meetings with any affected tenants or vendors to ensure that their needs and requirements are considered during the development of the

business, functional and performance requirements. Tasks that will be performed as part of this effort include, but are not limited to:

- a) Review existing and identify new contractual requirements.
 - b) Identify and document business, functional and performance requirements to be included in solicitation documentation.
 - c) Identify and document expectations and requirements for a consultant/vendor to support the digital and wayfinding infrastructure. This is anticipated to include, but not be limited to:
 - 1. Anticipated tasks and projects to be performed.
 - 2. Content management and scheduling requirements.
 - 3. Content control requirements.
 - 4. Content development requirements, including clear direction on content creation / studio duties and coordination requirements.
 - 5. Processes and procedures to be used.
 - 6. Coordination and reporting requirements.
 - 7. Infrastructure support requirements (networking, cybersecurity, etc.)
 - 8. Responsiveness (response times, service expectations) requirements.
 - 9. Consultant/Vendor minimum qualifications.
 - d) Review the current digital backwall and wayfinding environment (system architecture, network architecture, display types, video wall hardware, software(s) in place, planned enhancements, etc.)
 - e) Discuss issues or concerns with current environment and desired enhancements (if applicable)
 - f) Discuss evaluation criteria, vendor response format and pricing format for inclusion in solicitation documentation.
2. Deliverables. It is anticipated that this task will result in the following deliverables:
- a) Meeting minutes from all stakeholder meetings.
 - b) Preliminary list of business, functional and performance requirements to be included in solicitation documentation.
 - c) Outline of vendor response and pricing format and evaluation criteria.
3. It is assumed that one (1) two (2) day site visit will be required to facilitate this task. Additionally, remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.

The results of this effort will be documented and used to support the assessment to be performed in Task 3 and the development of solicitation documentation in Task 4, as necessary.

Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System

The goal of this task will be to understand and document the impacts of migrating to a new vendor to support the digital and wayfinding infrastructure. Information gathered in the Task 2 stakeholder discussions will be used to analyze the effects of a system/vendor replacement. Items that will be assessed include, but are not limited to:

1. Hardware Impacts – Is the existing hardware proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
2. Content Impacts – Is the content created for the existing system proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
3. Supporting Infrastructure – Will there be impacts to the supporting infrastructure associated with a replacement solution?

As part of the analysis and assessment, JWG/Hahn team members will perform an industry outreach effort to identify and document the approach(es) used by peer airports regarding their digital ecosystems. JWG/Hahn has a network of current and former airport clients where digital signage systems have been deployed and are currently being supported through various approaches. JWG/Hahn will utilize established contacts in the industry to identify peer airports that can be used for analysis and evaluation. The key information to be obtained through this effort will include, but is not limited to:

1. Approach for supporting the various display hardware, including hardware required for driving displays, video walls, etc. (e.g., video controllers).
2. Approach for supporting the video distribution infrastructure.
3. Approach for managing / supporting the development and maintenance of existing and new content. This will include both internal and any contracted content development.
4. Approach for managing the digital ecosystem where vendor proprietary hardware, software, and content is a factor.
5. Approach for obtaining resources to provide the required maintenance support. This will identify approaches of using internal staff versus outsourced (contracted) services.

The results of this assessment will be used to support the requirements to be included in Task 4.

Task 4 – Solicitation Documentation Development

The business, functional, and performance specifications for solicitation documentation will be developed in a format developed by the JWG/Hahn team with input from the Authority. This documentation will also include the requirements for transitioning / migration to a new vendor platform (as necessary). The design will be formally submitted and performed in two (2) phases, draft and final. At the delivery of the draft submittal, the team will facilitate a design review workshop to present the current status of the documentation, to facilitate discussion, and to receive input and feedback from Authority stakeholders. To perform this task, the Team will perform the following services:

1. The team will work with the Authority stakeholders to finalize the detailed scope of work to be provided / performed by the consultant/vendor.
2. The team will identify staffing, response, and reporting (including performance metrics) requirements to be included in the solicitation documentation.
3. The team will identify and include potential project-related requirements in the solicitation documentation. This may include the identification and feasibility of potential projects, potential permitting requirements, and anticipated schedules.
4. The team will develop a draft statement of work, including business, functional, and performance specifications as well as content creation requirements and submit for review and comment. To assist in the review the team will perform a review workshop with Authority stakeholders to finalize the statement of work (SoW) and business, functional and performance specification portions of the solicitation package. Agreed upon modifications will be made to the SoW and requirements to include all stakeholder comments and input. It is anticipated that the SoW and specifications will define the following, as a minimum:
 - a) Services and support to be provided, including content creation/studio duties.
 - b) Coordination and reporting requirements.
 - c) Potential projects.
 - d) Response and reporting requirements.
 - e) Testing and acceptance requirements.
 - f) Others as determined during stakeholder discussions.
5. JWG/Hahn will assist in developing evaluation criteria and a response format to direct potential consultants/vendors in preparing their responses. This will provide clear guidance to proponents and define the format and information required for the Authority to efficiently perform reviews of submitted responses against the identified evaluation criteria. This will also include pricing forms that define base response elements, add/alternate response elements, unit pricing, and support pricing as required. This response format

- will be coordinated with the established evaluation criteria that will be coordinated with the Authority.
6. Once the statement of work, specifications, evaluation criteria, and response formats are finalized, the team will coordinate with the Authority to finalize the solicitation package. This will consist of integrating these requirements into the Authority required documentation format. It is anticipated that the Authority's procurement department will provide requirements for contractual legal language (including indemnity and insurance requirements).
 7. Deliverables. It is anticipated that this task will result in the following deliverables:
 - a. Finalized statement of work and specifications to be used as part of the solicitation documentation.
 - b. Vendor response format and evaluation criteria
 - c. Procurement schedule
 - d. Final procurement package
 8. It is assumed that two (2) one (1) day site visits will be required to facilitate this task.

Task 5 – Solicitation Vendor Selection Support

JWG/Hahn will provide support services during the solicitation phase to assist the Authority with the overall process and selection of a vendor that meets the established specifications and requirements. Support services are anticipated to include the following:

1. Participation in pre-solicitation meeting with potential vendors.
2. Technical assistance in responding to Request for Information requests by Vendors.
3. Participation in internal coordination meetings as directed by the Authority to support the solicitation process.
4. Provide evaluation of solicitation responses to confirm adherence to all solicitation requirements and to rank vendors based on the established evaluation criteria.
5. Support the interview / demonstration process for short listed vendors, as necessary. This will include the development of agendas and demonstration scripts, attending the short list interview / demonstration, and providing technical guidance to the Authority.
6. Provide support for and attend the vendor evaluation (and recommendations) presentation to the Authority committee.

Schedule

The schedule for completion of the above-described tasks will be coordinated with the Authority and Ricondo. Our preliminary schedule, that is dependent on stakeholder coordination and input as well as the Authority's procurement process is as follows:

Task 1 – 1 Week

Task 2 – 4 Weeks (Note: will be dependent on stakeholder coordination)

Task 3 – 4-6 Weeks (Note: will be dependent on peer airport availability)

Task 4 – 6-8 Weeks (Note: will be dependent on the Authority's procurement department input and coordination)

Task 5 – Duration dependent on Authority's procurement process.

Proposed Fees

JWG proposes to perform the above detailed scope of work for a not to exceed fee of **\$98,516**, including travel-related expenses. Invoicing will be submitted monthly based on actual hours worked and expenses incurred. This fee estimate is based on the anticipated labor hours and travel related expenses as detailed in the tables below:

The JW Group, Inc.	Principal in Charge		Principal in Charge w/Travel Premium		Sr. IT Systems Specialist		TOTAL		
Rate (\$/Hour):	\$183		\$233		\$195		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost			
Tasks									
Tasks									
Task 1 - Mobilization and Project Controls	8	\$1,464		\$0	4	\$780	12	\$2,244	\$187
Task 2 - Discovery and Stakeholder Engagement	40	\$7,320	16	\$3,728	44	\$8,580	100	\$19,628	\$196
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	32	\$5,856	0	\$0	48	\$9,360	80	\$15,216	\$190
Task 4 - Development of Requirements and Procurement Documentation	64	\$11,712	24	\$5,592	180	\$35,100	268	\$52,404	\$196
Task 5 - Solicitation Vendor Selection Support	28	\$5,124	0	\$0	20	\$3,900	48	\$9,024	\$188
TOTAL NTE PROFESSIONAL FEES:	172	\$31,476	40	\$9,320	296	\$57,720	508	98,516	\$194

APPENDIX C HAHN INTEGRATED SYSTEMS PROPOSAL



May 26, 2023

the JWgroup
Jim Willis
302 Dawnwood Drive
Landenberg, PA 19350

Please accept this proposal to assist the JWgroup with the development of a Request for Proposal (RFP) for a consultant/vendor to provide comprehensive support services for the Greater Orlando Aviation Authority's Digital and Wayfinding Infrastructure. The proposed scope of work will include assistance with the following described tasks:

- Task 1- Mobilization and Project Controls
- Task 2- Discovery and Stakeholder Engagement
- Task 3- Assess the Impacts of replacing the Incumbent Vendor/System
- Task 4- Development of Requirements and Procurement Documentation

Hahn Integrated shall provide Subject Matter Expertise services in accordance with the provisions of the agreement for professional services. The proposed staffing level effective as of June 28, 2023.

EMPLOYEE	RATE	HOURS	TOTAL
Neil Hahn	\$197 (incl. travel)	92	\$18,124

We appreciate the opportunity to present this proposal and we look forward to working on the project. Should you have any questions or need additional information, call me at 303-396-8131.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil Hahn', is written over a light blue horizontal line.

Neil Hahn
Vice President

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant: Ricondo & Associates, Inc.

By:  _____

Print Name: Pete Ricondo, P.E., Senior Vice President

Date: 08/30/2023

Addenda / Amendments Awarded per Agreement - Summary for Committee

Ricondo & Associates, Inc. -- Agreement No. 202012-GC General Consulting Services Agreement

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount
000	000	-	General Consulting Services Agreement	PSC	12/09/20	01/08/21		\$0.00	\$0.00
001	000	-	FY21 On-Call General Consulting Services	CCM	02/16/21	02/23/21	93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	04/13/21	93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	04/30/21	93379	\$55,380.00	\$55,380.00
003	001	-	Additional FY21 On-Call Signage Design and Consulting Services	CCM	08/24/21	09/15/21	AMD 93379	\$9,940.00	\$65,320.00
004	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	06/29/21	07/06/21	1006749	\$66,800.00	\$66,800.00
004	001	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) No Cost Time Adjustment to Provide FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	09/28/21	10/05/21	AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	08/23/21	93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	08/23/21	94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	08/23/21	93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	09/15/21	93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	09/15/21	93829	\$25,000.00	\$25,000.00
010	000	-	FY22 On-Site Planning Support Services	CCM	08/31/21	09/15/21	93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	09/28/21	93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	10/05/21	93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	10/05/21	93834	\$114,968.00	\$114,968.00
013	001	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	05/24/22	06/08/22		\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	08/31/22		\$21,900.00	\$196,728.00
014	000	-	FY22 On-call Support Services for the Commercial Properties Department	CCM	11/23/21	12/07/21	94312	\$25,776.00	\$25,776.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00
029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00955-MCO	V-00955-MCO AIRSIDE 4 TSA AREA WALL PANEL INSTALLATION Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23		\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23			\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23		\$127,904.00	\$127,904.00
040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23			\$205,506.00	\$205,506.00
Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC									\$6,614,627.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00

ATTACHMENT A

FINANCE FORM

Date:	8/30/23	Requestor's Extension:	3902
Requestor's Name:	Pete Pelletier	Preparer's Extension:	3124
Preparer's Name:	Ian Brooks	Solicitation #:	N/A
Requestor's Department:	Information Technology	Contract # / Name:	RFP Development Services
Description:	Consulting Services	Procurement Committee Date:	9/12/2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.521.210.5310009.000.000000		\$94,268.00				\$94,268.00
Total Requisition:		\$94,268.00				
Requisition Number:		94909				

Funding Approver: *Andrea Harper*
OMB Notes:

Requisitions - 94909

Operating Unit: GOAA

Number: 94909

Description: FY24 Aviation Auth

Type: Internal Requisition

Status: Incomplete

Preparer: Brooks, Ian J

Total: USD 94,268.00

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[]
1	Prof Svcs	S0000181		Services, Consulti	Services, Professional C	US D	9	

Destination Type: Expense

Requester: Brooks, Ian J

Organization: Material Control - 121

Location: Information Technolo

Subinventory:

Source: Supplier

Supplier:

Site:

Contact:

Phone:

Distributions

Approve...



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: September 12, 2023

Re: Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined, due to the limited and specialized scope of the required services, Ricondo & Associates, Inc. does not propose small business participation on this addendum.

Our analysis indicates that Ricondo & Associates, Inc. is eligible for award of the subject addendum.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: September 27, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. at the Orlando International Airport (MCO)

BACKGROUND

On December 9, 2020, the Aviation Authority Board approved the General Consulting Services Agreement with Ricondo & Associates, Inc., following a competitive award process in compliance with state statutes and Aviation Authority policies.

The agreement is structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The scope of advertised services includes advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design-build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies, including the Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required.

For reference, since August 2023, the following amendment to the General Consulting Services Agreement with Ricondo & Associates, Inc. has been approved. A summary of previous approvals can be provided upon request.

- Amendment No. 3 to Addendum No. 26 for Additional Fiscal Year (FY) 2023 On-Call General Consulting Services at MCO, for the total not-to-exceed fee amount of \$75,000, with funding from previously-approved Operations and Maintenance Funds. Services will consist of assistance to the Aviation Authority on miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority. These services may relate to, but not necessarily be limited to, professional consulting services for master planning, airfield analysis, terminal planning/programming/design, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services. Services will be provided through October 1, 2023. *[Reference PC Meeting held August 22, 2023, Agenda Item No. III-C].*

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the

aggregate, by \$250,000 or more over the contract value. The Procurement Committee recommended approval of an addendum to the above-referenced agreement, as follows:

- An Addendum for FY 2024 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fee amount of \$205,506, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will consist of assisting the Aviation Authority on various projects and tasks related to the rebalancing of passenger demand between the existing terminals and airside, as well as operational readiness support services. Services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized scope of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 5, 2023, Agenda Item No. IV-F].*
- An Addendum for Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at MCO, for the total not-to-exceed fee amount of \$94,268, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will provide the Aviation Authority with the completed procurement package for the proposed solicitation documentation for the Aviation Authority Enterprise Digital Content Ecosystem. Deliverables include a finalized statement of work and specifications to be used as part of the procurement documentation, solicitation response format and evaluation criteria, procurement process timeline, and final procurement package. Services will be provided from October 1, 2023, through completion of the requested services. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized scope of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 12, 2023, Agenda Item No. III-E].*
- An Addendum for FY 2024 On-Call Airline Reallocation Support Services at MCO, for the total not-to-exceed fee amount of \$65,060, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will include, but are not limited to, assessments of various airline allocation scenarios and evaluation of the relocation of domestic and international airline carriers between Terminals A and B (Airside 1, 2, 3 and 4) and Terminal C. Services will be provided from October 1, 2023, through completion of the requested services. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the on-call nature of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 12, 2023, Agenda Item No. III-F].*

As this addendum will result in an aggregate increase to the Aviation Authority's Agreement with Ricondo & Associates, Inc. exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

SMALL BUSINESS

Individual small business participation is included for each of the addenda listed above.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$364,834. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. and for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (1) FY 2024 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fee amount of \$205,506, with funding from Operations and Maintenance Funds;
- (2) Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at MCO, for the total not-to-exceed fee amount of \$94,268, with funding from Operations and Maintenance Funds; and,
- (3) FY 2024 On-Call Airline Reallocation Support Services at MCO, for the total not-to-exceed fee amount of \$65,060, with funding from Operations and Maintenance Funds.