

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: July 23, 2024

DAY: Tuesday

TIME: 9:30 A.M.

PLACE: Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Blvd., Orlando, FL 32827

I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS

II. CONSIDERATIONS OF MINUTES FOR JUNE 4, AND JUNE 11, 2024

III. CONSENT AGENDA

- A. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Airport Layout Plan (ALP) Update Support Services at the Orlando International Airport (MCO).
- B. Request for Approval of an Amendment to Addendum 44 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando International Airport (MCO).
- C. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Support Services with the Greater Orlando Aviation Authority.
- D. Request for Approval of an Amendment to Addendum 59 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando Executive Airport (ORL).
- E. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at Orlando International Airport (MCO).
- F. Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Montrose Environmental Solutions Inc., for FY2024 On-Call Environmental Compliance Services at Orlando International Airport.
- G. Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Terracon Consulting, Inc., for FY2024 On-Call Environmental Engineering Consulting Services at Orlando International Airport.
- H. Request for Approval of an Amendment to Addendum 36 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc., dba GCI Inc., to provide FY24 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator services, for the Construction Department at the Orlando International Airport.

IV. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-101-B-RFP Information Technology Consulting Services Agreement to Faith Group Consulting LLC.
- B. Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-101-C-RFP Information Technology Continuing Consulting Services Agreement to Technology Management Corporation (TMC) dba Technology Management Corporation-1 Incorporated.
- C. Request for Recommendation to the Aviation Authority Board for Approval of Amendment 2, Contract Value Increase, for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.
- D. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-515 IFB Landscape Maintenance Services for the AOA (Airport Operating Area) to P & L Lawn Maintenance.

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriquez@goaa.org by 4:00 p.m., July 30, 2024.

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

(Pursuant to Florida Statute 286.0113 (2)(b)1., the portion of the Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

The next Procurement Committee Meeting is scheduled for Tuesday, July 30, 2024, at 9:30 a.m.

On **TUESDAY, June 4, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 11:30 a.m. Vice Chair Griffin read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Marquez Griffin, Vice Chair, GOAA Senior Vice President, MCO Operations

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

Kelly Loll, GOAA Vice President, Procurement Services

Amber Johnson, GOAA Assistant Vice President, Small Business Development

Jill Overstreet, GOAA Manager, Risk Management

Dillan Montenegro, GOAA Recording Secretary, Procurement Services

Abdu El-Baroudi, GOAA Manager, Operations

Dave Deans, GOAA Manager Airport Operations, Airline Division

Ross Spence, Consultant, AECOM

Daisily Pagan, GOAA Manager, Facilities

CONSIDERATIONS OF MINUTES FOR APRIL 23, AND MAY 2, 2024

Upon motion by Mrs. Jarrette, seconded by Mrs. Dennis, vote carried to approve the meeting minutes from April 23, and May 2, 2024.

CONSENT AGENDA

REQUEST OF APPROVAL OF AN REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONSTRUCTION PAYMENT APPLICATION AND INVOICE REVIEW AND AUDIT AND ADVISORY SERVICES AGREEMENT WITH TALSON INTERNATIONAL, LLC FOR FISCAL YEAR (FY) 2024 INVOICE REVIEW PROCESS.

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to approve an Addendum to the Construction Payment Application and Invoice

Review and Audit and Advisory Services Agreement with Talson International, LLC.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD INVITATION FOR BID 24-506-IFB, PURCHASE OF TEN PRE-CONDITIONED AIR UNITS, TO ITW GSE, INC.

Upon motion by Mr. Furr, seconded by Mrs. Dennis vote carried to approve that the following be recommended to the Aviation Authority Board: 1) award Invitation for Bid 24-506-IFB to ITW GSE, Inc. as the low responsible and responsive bidder; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to exceed amount of \$1,226,525; and 3) authorize the Procurement Office to issue the necessary purchase order.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD INVITATION FOR BID 24-392-IFB, PURCHASE OF ONE MOBILE PRE-CONDITIONED AIR UNIT, TO TWIST AERO, LLC.

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve that the following be recommended to the Aviation Authority Board: 1) award Invitation for Bid 24-392-IFB to Twist Aero, LLC as the low responsible and responsive bidder; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to exceed amount of \$266,850; and 3) authorize the Procurement Office to issue the necessary purchase order.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD INVITATION FOR BID 24-535-IFB HOLIDAY DECORATION SERVICES TO MILLER LIGHTS INC.

Upon motion by Mrs. Jarrette, seconded by Mr. Furr, vote carried to approve the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid 24-535-IFB Holiday Decoration Services, to Miller Lights Inc. as the lowest responsible and responsive bidder, for the total not-exceed amount of \$1,312,198.40; (2) authorize funding from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by Legal Counsel.

CONSIDERATION OF FIRMS FOR AIRSIDES RESTROOM REFURBISHMENTS (W501) AT THE ORLANDO INTERNATIONAL AIRPORT.

Upon motion by Mr. Furr, seconded by Mrs. Dennis, vote carried to approve the following firms be shortlisted for interviews.

- Balfour Beatty Construction, LLC.
- Beck Architecture, LLC.
- Clancy & Theys Construction Co.
- Collage Design and Construction Group, Inc. dba The Collage Companies
- Gomez Construction Co.

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 12:25 p.m.

Marquez Griffin, Vice Chair

Procurement Committee

Senior Vice President of Operations

On **TUESDAY, June 11, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 9:31 a.m. Vice Chair Griffin read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Marquez Griffin, Vice Chair, GOAA Vice President, MCO Operations

Jeff Daniels, GOAA Assistant Vice President, Facilities

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

Christopher DeLoatche, GOAA Manager, Planning

Karla Carman, GOAA Manager, Wayfinding

Tawana Allen, GOAA Vice President, Customer Experience

Eugene Angel, GOAA Manager, Facilities

Dillan Montenegro, GOAA Procurement Recording Secretary

CONSIDERATION OF MINUTES FOR MAY 16, MAY 21, AND MAY 28, 2024

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the meeting minutes.

NEW BUSINESS

A. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR AN UPDATE TO THE GRAPHIC STANDARDS FOR AIRLINE TENANTS AND AIRLINE SERVICE PROVIDERS AT ORLANDO INTERNATIONAL AIRPORT (MCO).

Upon Motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board for approval of an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc.

B. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR PRE-PLANNING ACTIVITIES FOR ENVIRONMENTAL ASSESSMENT DEVELOPMENT AT ORLANDO INTERNATIONAL AIRPORT (MCO).

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc.

C. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL TO AWARD OTHER ENTITY CONTRACT 24-661-OEC FOR EIGHT CHEVY SILVERADO TRUCKS, ONE CHEVY SILVERADO UTILITY TRUCK, TWO FORD EXPLORERS, TWO FORD MAVERICKS, AND ONE NISSAN FRONTIER TRUCK FROM ALAN JAY FLEET SALES UTILIZING SOURCEWELL CONTRACT – 2024 091521-NAF & 06.

Upon motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board: (1) award Other Entity Contract 24-661-OEC for eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck from Alan Jay Fleet Sales utilizing Sourcewell Contract – 2024 091521-NAF & 06; (2) authorize the funding in the not-to-exceed amount of \$689,190 from the Capital Fund; and (3) approve the Procurement Services Department to issue the necessary Purchase Order.

D. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN AMENDMENT, TO SINGLE SOURCE CONTRACT 23-457-SGS00222, WITH OCEANEERING INTERNATIONAL, INC., TO ADD MOBILITY OPERATORS FOR MOBILITY VEHICLE SERVICES AT TERMINAL C.

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board: 1) approve Amendment to Single Source Contract 23-457-SGS00222, with Oceaneering International, Inc.; 2) authorize funding from the Operations and Maintenance Fund in the not-to exceed amount of \$711,048.00; and 3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 10:05 a.m.

Marquez Griffin, Vice Chair
Procurement Committee
Senior Vice President of Operations

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Airport Layout Plan (ALP) Update Support Services at the Orlando International Airport (MCO).

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 Federal Aviation Administration (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

The consultant's proposal dated June 24, 2024 is to provide support services for the ALP update at MCO. These ALP Updates may be needed to reflect new development or proposed capital projects not shown in the current, FAA-approved ALP for MCO, as well as modifications to existing conditions or future development included in the FAA-approved ALP. Such ALP Updates may be submitted by the Greater Orlando Aviation Authority to the FAA for approval as part of "pen-and-ink change" requests.

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 and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$40,000.00. Funding is from previously-approved Capital Expenditure Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve of an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$40,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$40,000.00
CRI – Compliance Review Date	DL 7/8/24
CRI – Funding Eligibility Review Date	7/8/24

ATTACHMENT A

FINANCE FORM

Date:	July 02, 2024	Requestor's Extension:	x3139
Requestor's Name:	Brad Friel	Preparer's Extension:	X2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Environmental	Contract # / Name:	General Consulting Services
Description:	ALP Update Support Services	Procurement Committee Date:	July 23, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: CAPEX

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310009.000.50 1610		\$40,000.00				
Total Requisition:		\$40,000.00				
Requisition Number:		97313				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97313	FY24 PC 07/16/24 - R	In Process	03-JUL-2024 14:32:25	USD	40,000.00	Wages, Alice M	☒

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Airport Layout Plan (ALP) Update Support Services at Orlando International Airport (MCO)

SMALL BUSINESS

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

June 24, 2024

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: Orlando International Airport (MCO) - Airport Layout Plan (ALP) Update Support Services
Scope of Work and Fee Proposal

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to provide on-call support services for updates to the Orlando International Airport (MCO) Airport Layout Plan (ALP). These ALP Updates may be needed to reflect new development or proposed capital projects not shown in the current, FAA-approved ALP for MCO, as well as modifications to existing conditions or future development included in the FAA-approved ALP. Such ALP Updates may be submitted by the Greater Orlando Aviation Authority (the Aviation Authority) to the FAA for approval as part of "pen-and-ink change" requests. These services may be approved as a new Addendum, or an Amendment to an existing Addendum to the General Consulting Services Agreement. In addition, these services would only be undertaken upon request by the Aviation Authority.

Below is a breakdown of the anticipated services to be provided.

- Update to the ALP drawing (Sheet 3 of 18) of MCO's ALP drawings set that was most recently revised in July 2021. Updates may include, but not be limited to changes to the ALP to reflect proposed or planned facility demolition, reconfiguration of proposed/future development, and new proposed facility or infrastructure development by tenants or the Aviation Authority.
- Narrative necessary to describe or justify the proposed ALP changes. This may require an ALP Narrative Report prepared in accordance with FAA guidelines or ALP checklist requirements.
- Updates to other ALP drawing set sheets that are warranted as a result of the revisions made to Sheet 3 of 18.
- To support the submittal of the updated ALP drawing, Ricondo will review, prepare, and complete, as needed, sections of Standard Operating Procedure (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*, checklist. Ricondo will draft the checklist while simultaneously updating the ALP drawing sheet.

Each requested ALP Update will include an updated ALP submittal to the Aviation Authority's staff in draft form for review and comment. Ricondo will address the Aviation Authority's comments as appropriate and prepare a document for submission to the FAA. Upon receipt of comments from the FAA, Ricondo will finalize the updated ALP and supporting narrative. All submittals referenced above will be delivered electronically (PDF).

Exclusions

- Update of the entire ALP drawings set for MCO, except as otherwise noted above
- Development of aviation activity forecasts
- Development of noise contours
- On-site surveys or site visits
- Obstacle surveys and analyses
- Runway length analyses

Schedule

Ricondo will coordinate with Aviation Authority staff to identify the schedule and deadlines associated with each work request received.

Professional Fees

Services will be performed on an as-needed basis using Ricondo's hourly approved rates. The proposed Not-to-Exceed Fee is \$40,000 (forty thousand dollars and zero cents). It is mutually understood that work under this Addendum for ALP Update Support Services would only be undertaken when requested by Aviation Authority staff.

Hourly Rates

Services performed under this Addendum would be compensated based on Ricondo approved hourly rates for FY 2024 (refer to **Table 1**). The breakdown of budgeted hours is provided in the attached Table C-5.

TABLE 1 – FY 2024 APPROVED HOURLY RATES

COMPANY	POSITION	HOURLY RATES
Ricondo	Senior Officer	\$350.00
Ricondo	Officer	\$340.00
Ricondo	Senior Director	\$295.00
Ricondo	Director	\$239.00
Ricondo	Manager	\$180.00
Ricondo	Senior Consultant	\$139.00
Ricondo	Technical Editor	\$138.00
Ricondo	Senior Graphic Designer	\$134.00
Ricondo	Graphic Designer	\$97.00
Ricondo	Consultant	\$93.00
Ricondo	Technical Specialist	\$66.00



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
June 24, 2024
Page 3

We appreciate the opportunity to continue serving and supporting the Greater Orlando Aviation Authority. If you require additional information, please contact me at 305-677-0370 or via email at pricondo@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "P. Ricondo".

Pete Ricondo, P.E.
Senior Vice President

ENCLOSURE – Table C-5 Breakdown of Not to Exceed Professional Fees, Truth in Negotiation Form

cc: Kevin Thompson
Christopher DeLoatche
Foo Pham, P.E.
Aaron Lofurno
21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\24-17- fy24 alp narrative report\2024-06-24-amendment\062424_alp update support services.docx

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

Ricondo & Associates, Inc.	Senior Officer		Senior Director		Manager		Senior Consultant		Consultant		TOTAL		
Rate (\$/Hour):	\$350		\$295		\$180		\$139		\$93		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
TASKS													
Airport Layout Plan (ALP) Support Services	4	\$1,400	12	\$3,540	66	\$11,880	140	\$19,460	40	\$3,720	262	\$40,000	\$153
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	4	\$1,400	12	\$3,540	66	\$11,880	140	\$19,460	40	\$3,720	262	\$40,000	\$153

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: 07/03/2024

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	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	NA	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	NA	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	NA	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	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	NA	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	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	NA	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	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	NA	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	NA	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
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$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	08/18/23		\$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	96397	\$127,904.00	\$127,904.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.00	\$22,954.00
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA		\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	\$227,536.00	\$227,536.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC

\$13,493,327.00

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
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.00
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 44 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando International Airport (MCO).

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 Federal Aviation Administration (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 June 24, 2024, is to provide Fiscal Year 2024 on-call general consulting services. On October 5, 2023 the Procurement Committee approved \$50,000 for general on-call services with Ricondo & Associates. Similarly, on January 9, 2024 the Procurement Committee approved additional funds of \$50,000 for these on call services. Again, on April 2, 2024 the Aviation Authority Board approved \$80,000 for additional on-call funds. Since the initial approval, several projects have been conducted related to airport development, the strategic plan and advanced air mobility that have used a significant portion of the approved funding. It has been determined that an additional \$80,000 will be the final amount needed to address any further general on-call services for FY24.

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 and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$80,000.00. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve of an amendment to an addendum of the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$80,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$80,000.00
CRI – Compliance Review Date	ANM 7/16/2024
CRI – Funding Eligibility Review Date	7/16/2024

ATTACHMENT A

FINANCE FORM

Date:	July 02, 2024	Requestor's Extension:	x3139
Requestor's Name:	Brad Friel	Preparer's Extension:	X2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Environmental	Contract # / Name:	General Consulting Services
Description:	On-Call Services	Procurement Committee Date:	July 23, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.00 0000		\$80,000.00				
Total Requisition:		\$80,000.00				
Requisition Number:		97310				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97310	PC 07/16/24 On Call S	In Process	03-JUL-2024 14:24:12	USD	80,000.00	Wages, Alice M	☒

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 44 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at Orlando International Airport (MCO)

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. does not propose small business participation on this amendment due to the on-call nature of the general consulting services.

June 24, 2024

Mr. Brad Friel, A.A.E.
Senior Vice President Planning & Environmental
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827

RE: Proposal for Supplemental On-Call General Consulting Services for Work to be Performed at Orlando International Airport

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum, or Amendment to an existing Addendum to the General Consulting Services Agreement to provide on-call, as needed, general consulting services with a Not-to-Exceed Fee in the amount of \$80,000. The purpose of this budget is to assist the Greater Orlando Aviation Authority (the Aviation Authority) with 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: airfield analysis, terminal planning/programming, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analysis, preparation of 3D renderings, aircraft parking plan analyses, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority.

This proposal is for general consulting efforts or advisory services to be performed at Orlando International Airport (MCO).

Schedule

Ricondo will coordinate with Aviation Authority staff to identify the schedule and deadlines associated with each work request received.

Professional Fees

Services provided under this agreement will be performed on an as-needed basis using Ricondo hourly approved rates. The proposed Not-to-Exceed Fee is \$80,000. The breakdown of budgeted hours is provided in the attached Table C-5.

Hourly Rates

It is mutually understood that work under this Addendum for On-Call General Consulting Services would only be undertaken when requested by Aviation Authority staff. Services performed under this Addendum would be compensated based on Ricondo approved hourly rates for FY 2024 (refer to **Table 1**).

Brad Friel, A.A.E.
Greater Orlando Aviation Authority
June 24, 2024
Page 2

TABLE 1 – FY 2024 APPROVED HOURLY RATES

COMPANY	POSITION	HOURLY RATES
Ricondo	Senior Officer	\$350.00
Ricondo	Officer	\$340.00
Ricondo	Senior Director	\$295.00
Ricondo	Director	\$239.00
Ricondo	Manager	\$180.00
Ricondo	Senior Consultant	\$139.00
Ricondo	Technical Editor	\$138.00
Ricondo	Senior Graphic Designer	\$134.00
Ricondo	Graphic Designer	\$97.00
Ricondo	Consultant	\$93.00
Ricondo	Technical Specialist	\$66.00

We appreciate the opportunity to continue serving and supporting the Greater Orlando Aviation Authority. If you require additional information, please contact me at 305-677-0370 or via email at pricondo@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.



Pete Ricondo, P.E.
Senior Vice President

cc: Kevin Thompson
Christopher DeLoatch
21041212

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 OFFICER WITH TRAVEL PREMIUM		SENIOR DIRECTOR		SENIOR DIRECTOR WITH TRAVEL PREMIUM		DIRECTOR		DIRECTOR WITH TRAVEL PREMIUM		MANAGER		MANAGER WITH TRAVEL PREMIUM		SENIOR CONSULTANT		CONSULTANT		TECHNICAL EDITOR		TOTAL		
Rate (\$/Hour):	\$350		\$385		\$295		\$330		\$239		\$274		\$180		\$215		\$139		\$93		\$138		labor		
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Avg. Hourly Rate
Tasks																									
On-Call General Consulting Services - MCO	40	\$14,000	16	\$6,160	24	\$7,080	11	\$3,630	24	\$5,736	12	\$3,288	94	\$16,920	16	\$3,440	96	\$13,344	54	\$5,022	10	\$1,380	397	\$80,000	\$202
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	40	\$14,000	16	\$6,160	24	\$7,080	11	\$3,630	24	\$5,736	12	\$3,288	94	\$16,920	16	\$3,440	96	\$13,344	54	\$5,022	10	\$1,380	397	\$80,000	\$202

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: 07/03/2024

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	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	NA	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	NA	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	NA	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	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	NA	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	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	NA	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	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	NA	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	NA	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
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$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	08/18/23		\$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	96397	\$127,904.00	\$127,904.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.00	\$22,954.00
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA		\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	\$227,536.00	\$227,536.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC

\$13,493,327.00

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
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.00
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Support Services at the Orlando International Airport (MCO).

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 Federal Aviation Administration (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

The consultant's proposal dated July 2, 2024 is to provide as needed, project implementation staff extension services for the Greater Orlando Aviation Authority for the remainder of Fiscal Year (FY) 2024, ending on September 30, 2024. Consulting services to be completed as part of this addendum as an extension of staff to the Aviation Authority may be related to, but are not necessarily be limited to, professional consulting services for strategic planning, congestion management, master planning, terminal planning/programming, capital improvement program or project implementation support and other miscellaneous general consulting services requested by the Aviation Authority. Participation in virtual or in-person meetings as requested by the Aviation Authority on specific projects or implementation-related topics is also included.

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 and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$32,805. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$32,805.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$32,805.00
CRI – Compliance Review Date	ANM 7/11/2024
CRI – Funding Eligibility Review Date	7/11/2024

ATTACHMENT A

FINANCE FORM

Date:	July 02, 2024	Requestor's Extension:	x3139
Requestor's Name:	Brad Friel	Preparer's Extension:	X2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Environmental	Contract # / Name:	General Consulting Services
Description:	Staff Support Services	Procurement Committee Date:	July 23, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.00 0000		\$32,805.00				
Total Requisition:		\$32,805.00				
Requisition Number:		97312				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97312	FY24 PC 07/16/24 - R	In Process	03-JUL-2024 14:30:11	USD	32,804.00	Wages, Alice M	☒



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Support Services at Orlando International Airport (MCO)

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 4.3% MWBE participation on this addendum.

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Support Services at Orlando International Airport (MCO)

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total MWBE Participation	-	Actual Result	_____

3.a. Prime Contractor Information:

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.c. *Identity: _____

Work Item(s): _____

Amount of Subcontract _____

Percent of Prime Contract (%): _____

4. Engineering/Professional Services Information:

Addendum Amount: \$32,805.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	1,404.00	Actual Result	4.3%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
Total MWBE Participation	1,404.00	Actual Result	4.3%

6.b. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.
Address: 1146 Corporate Blvd Suite 140
City, State, Zip: Orlando, FL 32817
Telephone: (407) 381-5730

6.b. Name and Address of MWBE Subconsultant

Name: Carolyn Binder CPA, LLC
Address: 3674 Winding Lake Circle
City, State, Zip: Orlando, FL 32835
Telephone: 407-319-0301

6.c. *Identity: Caucasian Female American

Work Item(s): Project control support services

Amount of Subcontract \$1,404.00

Percent of Prime Contract (%): 4.3%

* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)

July 9, 2024

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: Proposal for Fiscal Year (FY) 2024 Project Implementation Staff Extension Services
Orlando International Airport (MCO)

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo), Carolyn Binder, CPA, and Poulos & Bennett, LLC (Poulos & Bennett) appreciate the opportunity to submit this proposal to provide as needed, project implementation staff extension services for the Greater Orlando Aviation Authority (the Aviation Authority) for the remainder of Fiscal Year (FY) 2024, ending on September 30, 2024.

Consulting services to be completed as part of this addendum as an extension of staff to the Aviation Authority may be related to, but are not necessarily be limited to, professional consulting services for:

- Strategic Planning,
- Congestion Management,
- Master Planning,
- Terminal Planning/Programming,
- Capital Improvement Program or Project implementation support, and
- Other miscellaneous general consulting services requested by the Aviation Authority.

Participation in virtual or in-person meetings as requested by the Aviation Authority on specific projects or implementation-related topics is also included.

Carolyn Binder, CPA will be responsible for project control support services including the tracking of labor effort, progress reports, status updates, and coordination with the Aviation Authority staff for all related invoicing matters.

Schedule

The proposed services will be completed within FY2024, ending on September 30, 2024.

Hourly Rates

The approved hourly rates for Ricondo, Carolyn Binder, CPA, and Poulos & Bennett are noted in **Table 1**.

**TABLE 1 – APPROVED HOURLY RATES (FY2024)**

POSITION	HOURLY RATE
Ricondo/Senior Officer	\$350.00
Ricondo/Manager	\$180.00
Carolyn Binder, CPA/Senior Consultant	\$117.00
Poulos & Bennett, LLC/Principal	\$311.00
Poulos & Bennett, LLC/Director, Development Services	\$298.00
Poulos & Bennett, LLC/Development Manager	\$178.00
Poulos & Bennett, LLC/Senior Engineer	\$169.00
Poulos & Bennett, LLC/Project Manager	\$169.00
Poulos & Bennett, LLC/Senior Project Manager	\$165.00
Poulos & Bennett, LLC/Project Engineer	\$133.00
Poulos & Bennett, LLC/Senior CADD Designer	\$129.00
Poulos & Bennett, LLC/Development Coordinator	\$112.00
Poulos & Bennett, LLC/Administrative Assistant	\$ 69.00

Professional Fees

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services is \$32,805. A copy of Poulos & Bennett's and Carolyn Binder's proposals for these services is attached for your reference.

TABLE 2 – NOT-TO-EXCEED BUDGET ESTIMATE (LABOR AND REIMBURSABLE EXPENSES)

FIRM/POSITION	HOURLY RATE	LABOR HRS	COST
Ricondo/Senior Officer	\$350.00	4	\$ 1,400.00
Carolyn Binder, CPA/Senior Consultant	\$117.00	12	\$ 1,404.00
Poulos & Bennett, LLC/Director, Development Services	\$298.00	95	\$ 28,310.00
Poulos & Bennett, LLC/Senior Engineer	\$169.00	4	\$ 676.00
Poulos & Bennett, LLC/Project Engineer	\$133.00	4	\$ 532.00
Poulos & Bennett, LLC/Administrative Assistant	\$69.00	7	\$ 483.00
TOTAL COSTS			\$ 32,805.00
MINORITY/WOMEN BUSINESS ENTREPRISE (WBE) PARTICIPATION			95.73%

Minority/Women Business Enterprise (MWBE) Participation

Carolyn Binder, CPA is registered as a WBE, DBE, ACDBE, and SBE.



RICONDO®

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
July 9, 2024
Page 3

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 305-677-0370 or via email at pricondo@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Pete Ricondo
Senior Vice President

ENCLOSURE – Poulos & Bennett's Proposal; Truth in Negotiation Form

cc: 21041212

p:_projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - fy24 project implementation staff support services\fy2024 project implementation staff extension services.docx

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: 07/03/2024



Scope of Services

Greater Orlando Aviation Authority

Carolyn Binder, CPA, LLC's scope of work for the Greater Orlando Aviation Authority.

Project Control Support Activities

Carolyn Binder will be responsible for project control support services including, but not limited to,

- Reviewing billing/invoices/task authorizations/project budgets for clerical accuracy
- Tracking labor effort
- Creating progress reports internally and for GOAA management
- Coordinating with other subconsultants, Ricondo, and Aviation Authority staff for all related invoicing matters
- Providing status updates, as needed

Engagement Administration

Carolyn Binder, CPA acknowledges that during the engagement she will have access to and become acquainted with various trade secrets, innovations, processes, information, records, and specifications owned or licensed by GOAA and Ricondo. Carolyn Binder, CPA agrees that she will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Airport.

Proposal Price

Our hourly rate to provide these services is **\$117/hour, with an anticipated budget of 12 hours = NTE \$1,404**

Sincerely,

A handwritten signature in blue ink that reads 'Carolyn Binder CPA LLC'.

Carolyn Binder
Carolyn Binder, CPA, LLC
9300 Conroy Windermere Road #2093
Windermere, Florida 34786
407-319-0301
www.bindercpafirm.com



Orlando Office
2602 E. Livingston Street
Orlando, Florida 32803

(407) 487-2594
poulosandbennett.com

Jacksonville Office
7563 Philips Hwy., Suite 303
Jacksonville, Florida 32256

June 28, 2024
[Revised July 3, 2024]

Via Email

Pete Ricondo
Senior Vice President
Ricondo & Associates Inc.
1146 Corporate Blvd., Suite 140
Orlando, FL 32817
pricondo@ricondo.com

Subject: Proposal
Orlando International Airport (MCO)
Consulting and Advisory Services
Poulos & Bennett Job No. 24-122

Dear Mr. Ricondo:

Pursuant to your and the Greater Orlando Aviation Authority's (Authority) request, Poulos & Bennett, LLC (Poulos & Bennett) is pleased to provide this proposal for professional consulting and advisory services in support of airport project and development initiatives at the Orlando International Airport (MCO). These consulting services are proposed to be provided to the Authority on a continuing, as-needed basis.

These consulting services may be related to, but are not necessarily be limited to, professional consulting services for strategic planning, congestion management, master planning, terminal planning/programming, capital improvement program support and implementation, and other miscellaneous general consulting services requested by the Authority.

Proposed Schedule

The proposed services will be provided upon approval through September 30, 2024.

Proposed Fees

The proposed budget fee for these FY 2024 services is a Not To Exceed fee of \$30,001.00.(PR)

Hourly Rates

These consulting services will be provided on an as requested basis, utilizing Poulos & Bennett's approved hourly rates for FY 2024.

Poulos & Bennett's FY 2024 Approved Hourly Rates

Position	Hourly Rate
Principal	\$311.00
Director, Development Services	\$298.00
Development Manager	\$178.00
Senior Engineer	\$169.00
Project Manager	\$169.00
Senior Project Manager	\$165.00
Project Engineer	\$133.00
Senior CADD Designer	\$129.00
Development Coordinator	\$112.00
Administrative Assistant	\$69.00

Hourly services will be billed in accordance with the hourly rates listed above. Should the cost of hourly services requested by the Authority exceed the budget established in this proposal, Poulos & Bennett will submit an amendment to avoid interruption of services.

We appreciate the opportunity to provide this proposal to you in support of the Authority's planning efforts.

Sincerely,



R. Lance Bennett, P.E.
Partner
Poulos & Bennett, LLC

AMS:lab

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

NAME OF FIRM	SENIOR OFFICER		SENIOR DIRECTOR		MANAGER		SENIOR CONSULTANT		CONSULTANT		TOTAL		
RICONDO & ASSOCIATES, INC.	\$350		\$295		\$180		\$139		\$93		labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
Tasks													
Project Implementation Staff Extension Services	4	\$1,400	0	\$0	0	\$0	0	\$0	0	\$0	4	\$1,400	\$350
Labor (NTE)	4	\$ 1,400	0	\$ -	0	\$ -	0	\$ -	0	\$ -	4	\$ 1,400	\$350
TOTAL NOT TO EXCEED FEES:	4	\$ 1,400	0	\$ -	0	\$ -	0	\$ -	0	\$ -	4	\$ 1,400	\$350

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL

**TABLE C-5
BREAKDOWN OF NOT TO EXCEED**

NAME OF FIRM	Principal		Director, Development Services		Senior Engineer		Project Engineer		Administrative Assistant		TOTAL		
Poulos & Bennett, LLC	\$311		\$298		\$169		\$133		\$69		labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
Tasks													
Project Implementation Staff Extension Services	0	\$0	95	\$28,310	4	\$676	4	\$532	7	\$483	110	\$30,001	\$273
Labor (NTE)	0	\$ -	95	\$ 28,310	4	\$ 676	4	\$ 532	7	\$ 483	110	\$ 30,001	\$273
TOTAL NOT TO EXCEED FEES:	0	\$ -	95	\$ 28,310	4	\$ 676	4	\$ 532	7	\$ 483	110	\$ 30,001	\$273

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	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	NA	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	NA	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	NA	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	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	NA	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	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	NA	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	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	NA	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	NA	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
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$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	08/18/23		\$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	96397	\$127,904.00	\$127,904.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.00	\$22,954.00
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA		\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	\$227,536.00	\$227,536.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC

\$13,493,327.00

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
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.00
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Judith-Ann Jarrette, Vice President of ORL Operations

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 59 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando Executive Airport (ORL).

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 Federal Aviation Administration (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 July 8, 2024, is to provide Fiscal Year 2024 on-call general consulting services for the Orlando Executive Airport. On January 12, 2024 the Procurement Committee approved \$10,000 for general on-call services with Ricondo & Associates. Since then, the Aviation Authority staff has identified additional needs for miscellaneous general consulting services to assist with tasks.

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 and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$13,062.00. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an amendment to addendum 59 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$13,062.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$13,062.00
CRI – Compliance Review Date	DL 7/11/24
CRI – Funding Eligibility Review Date	7/11/24

ATTACHMENT A

FINANCE FORM

Date:	July 02, 2024	Requestor's Extension:	X1683
Requestor's Name:	Judith-Ann Jarrette	Preparer's Extension:	X2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Environmental	Contract # / Name:	General Consulting Services
Description:	On-Call Services - ORL	Procurement Committee Date:	July 23, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
901.441.870.5310005.000.00 0000		\$13,062.00				
Total Requisition:		\$13,062.00				
Requisition Number:		97324				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97324	FY24 PC 07/23/24 - O	In Process	09-JUL-2024 11:53:14	USD	13,000.00	Wages, Alice M	☒

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 59 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at Orlando Executive Airport (ORL)

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. does not propose small business participation on this amendment due to the on-call nature of the general consulting services.

July 8, 2024

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: AMENDMENT – Proposal for On-Call General Consulting Services for Work to be Performed at Orlando Executive Airport

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Amendment to the General Consulting Services Agreement to support the Orlando Executive Airport with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Greater Orlando Aviation Authority (the Aviation Authority).

Executed Addendum No. 59 to the General Consulting Services Agreement, dated January 12, 2024, authorized \$10,000 for Ricondo to support the Orlando Executive Airport. Aviation Authority staff have identified additional needs for miscellaneous general consulting services to assist with the preparation of site plans for helicopter operations, development parcels, and commercial properties.

Professional Fees

The Not to Exceed (NTE) fee amount for the proposed on-call support services is \$13,062.00. Table 1 summarizes the proposed budget estimate by approved Ricondo positions and labor rates.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo / Senior Officer	\$350.00	2	\$ 700.00
Ricondo / Officer	\$340.00	2	\$ 680.00
Ricondo / Senior Director	\$295.00	4	\$ 1,180.00
Ricondo / Director	\$239.00	2	\$ 478.00
Ricondo / Manager	\$180.00	8	\$ 1,440.00
Ricondo / Senior Consultant	\$139.00	16	\$ 2,224.00
Ricondo / Technical Editor	\$138.00	8	\$ 1,104.00
Ricondo / Consultant	\$93.00	48	\$ 4,464.00
Ricondo / Technical Specialist	\$66.00	12	\$ 792.00
TOTAL COSTS	-	102	\$ 13,062.00



RICONDO®

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
March 11, 2024
Page 2

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 305-677-0370 or via email at pricondo@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Pete Ricondo
Senior Vice President

ENCLOSURE – Truth in Negotiation Form

cc: 21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\24-21 - orl on-call\2024-07-08-ori_on-call-memo.docx

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: 07/08/2024

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
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$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	08/18/23		\$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	96397	\$127,904.00	\$127,904.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.00	\$22,954.00
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA		\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	\$227,536.00	\$227,536.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC **\$13,493,327.00**

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
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.00
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at Orlando International Airport (MCO).

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 Federal Aviation Administration (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

The Consultant's proposal, dated March 25, 2024, is to conduct an economic impact study of advanced air mobility within the East Airfield development area. In conducting economic impact studies, Ricondo employs general methodologies and definitions of economic impact as described by the Federal Aviation Administration (FAA). The FAA states that economic impacts measure the importance of aviation as an industry in terms of the employment it provides and the goods and services it consumes. In addition, economic impacts are the beneficial results that help to generate and sustain public support for airports.

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 does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$48,443.00. Funding is from previously-approved Capital Expenditure Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$48,168.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$275.00
TOTAL	\$48,443.00
CRI – Compliance Review Date	DL 6/12/24
CRI – Funding Eligibility Review Date	6/12/24

ATTACHMENT A

FINANCE FORM

Date:	June 10, 2024	Requestor's Extension:	x3139
Requestor's Name:	Brad Friel	Preparer's Extension:	x2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Environmental	Contract # / Name:	General Consulting Services
Description:	Economic Impact Analysis	Procurement Committee Date:	July 23, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: CAPEX

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310005.000.50 1672		\$48,443.00				
Total Requisition:		\$48,443.00				
Requisition Number:		96742				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96742	04/30/24 PC - Ricondo	In Process	15-APR-2024 13:53:5	USD	48,443.00	Wages, Alice M	☒



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study for Advanced Air Mobility at Orlando International Airport (MCO)

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 5.1% MWBE participation on this addendum.

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study for Advanced Air Mobility at Orlando International Airport (MCO)

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total MWBE Participation	-	Actual Result	_____

3.a. Prime Contractor Information:

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.c. *Identity: _____

Work Item(s): _____

Amount of Subcontract _____

Percent of Prime Contract (%): _____

4. Engineering/Professional Services Information:

Addendum Amount: \$48,443.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	2,480.00	Actual Result	5.1%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
Total MWBE Participation	2,480.00	Actual Result	5.1%

6.b. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.
Address: 1146 Corporate Blvd Suite 140
City, State, Zip: Orlando, FL 32817
Telephone: (407) 381-5730

6.b. Name and Address of MWBE Subconsultant

Name: Graphics Support Services, Inc., DBA GSS Creative
Address: 20 N Clark Street, Suite 1500
City, State, Zip: Chicago, IL 60602
Telephone: 312-553-2111

6.c. *Identity: Caucasian Female American

Work Item(s): Graphics/presentation support

Amount of Subcontract \$2,480.00

Percent of Prime Contract (%): 5.1%

* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)

March 25, 2024 (Updated April 17, 2024)

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: East Airfield Vertiport Development at Orlando International Airport (MCO)
Proposal for Economic Impact Study

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to prepare an economic impact analysis for the Greater Orlando Aviation Authority (the Aviation Authority). Services to be completed include the identification of economic impacts associated with development of vertiport facilities at Orlando International Airport (MCO) on the surrounding community.

Below is a description of the anticipated services to be provided.

Economic Impact Overview

In conducting economic impact studies, Ricondo employs general methodologies and definitions of economic impact as described by the Federal Aviation Administration (FAA). The FAA states that economic impacts measure the importance of aviation as an industry in terms of the employment it provides and the goods and services it consumes. In addition, economic impacts are the beneficial results that help to generate and sustain public support for airports. The following definitions of economic impact will be used in this study:

- **Direct Impacts** are consequences of economic activities carried out at the Airport by various tenants having a direct involvement in aviation (e.g., fixed base operators, airport management, etc.). Employing labor, purchasing locally produced goods and services, paying taxes, and contracting for capital improvements are good examples of activities at the Airport that generate these direct impacts. Strictly speaking, direct impacts represent economic activities that would not have occurred in the absence of the proposed vertiport facilities to be located on the east airfield.
- **Indirect Impacts** derive primarily from off-site economic activities that are partially attributable to the Airport. For these analyses, these indirect impacts will be measured by local expenditure patterns by air traveler visitors utilizing the proposed vertiport facilities.
- **Induced Impacts** are the multiplier effects of the direct and indirect impacts. These effects are the increases in employment and expenditures created by successive rounds of local spending and hiring.

Because standard economic impact studies do not project future economic impact, additional assumptions and varying methodologies will be necessary to project future economic impact of the proposed vertiport facilities and associated development. .

Measuring Economic Impact of East Airfield Vertiport Development in CY 2028

Ricondo will collect all relevant data necessary to measure future economic impact of the proposed East Airfield vertiport development. To estimate the direct economic impacts of East Airfield vertiport development, it is anticipated that assumptions for the following will be made based on information to be provided by the Aviation Authority (or in the absence of information, assumptions will be made by Ricondo in collaboration with the Aviation Authority staff) for the following information for calendar year (CY) 2028¹:

- Employment (full-time equivalent)
- Payroll
- Gross Sales
- Taxes (property, sales, and employee)
- Capital Improvements (three years/average)
- Other Operating Expenses (total less payroll)

Considering there are many unknown associated with the proposed project, Ricondo will work closely with the Aviation Authority's staff to refine the assumptions to be used to calculate direct and indirect impacts.

The estimated direct and indirect impacts will represent the primary impacts associated with the proposed East Airfield vertiport development and the multipliers used in this study will be derived from the US Bureau of Economic Analysis (BEA) Regional Input–Output Modeling System (RIMS) regional economic model. Estimated impacts associated with visitors utilizing the proposed vertiport facilities will **not** be included in the analysis.

Deliverables

Ricondo will prepare a draft and final Economic Impact Analysis Report (in Word and PDF format) containing the results of the study. The report will include the following:

- Purpose of the study
- Profile of East Airfield vertiport development
- Identification of assumptions
- Results of the study, including metrics for direct and induced jobs, payroll, and output
- Relevant tables, maps, charts, and exhibits illustrating the key findings

¹ The analysis year is currently anticipated to be CY 2028, when Phase II of the proposed project is estimated to be completed.



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
March 25, 2024
Page 3

In addition, Ricondo will summarize the findings of the analyses in a Microsoft PowerPoint presentation format.

Meetings

Throughout the study, Ricondo anticipates participating in up to two (2) virtual meetings and one (1) meeting at the Airport. These meetings will provide an opportunity to discuss/review the assumptions to be used to develop the economic impact model, as well as the outcomes of the economic impact analysis. Ricondo will be responsible for the preparation of the meeting materials. This meeting will include the participation of up to three (3) Ricondo staff.

Schedule

The proposed services will be completed within 90 calendar days of receipt of Notice to Proceed (NTP).

Professional Fees

As noted in the attached **Table 1**, the Not to Exceed (NTE) professional fee amount for the proposed services is \$48,443.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Senior Director	\$295	20	\$ 5,900.00
Manager	\$180	150	\$ 27,000.00
Senior Consultant	\$139	92	\$ 12,788.00
Graphics Support Services	\$124.00	20	\$ 2,480.00
Expenses (US Bureau of Economic Analysis Dataset)			\$ 275.00
GRAND TOTAL			\$ 48,443.00
WOMEN BUSINESS ENTREPRISE (WBE)/DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION			5.12%



RICONDO®

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
March 25, 2024
Page 4

We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau
Director

cc: 21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - east airfield dvpt eco impact analysis\041624_economic impact study
proposal.docx

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: 03/25/2024

APPENDIX A BREAKDOWN OF PROFESSIONAL FEES

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

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR DIRECTOR		SR DIRECTOR w/Travel Premium		MANAGER		SENIOR CONSULTANT		TOTAL		
Rate (\$/Hour):	\$295		\$330		\$180		\$139		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
Economic Impact Study											
Task 1 - Data Collection	0	\$0			12	\$2,160	16	\$2,224	28	\$4,384	\$157
Task 2 - Develop Model Assumptions	4	\$1,180			40	\$7,200	20	\$2,780	64	\$11,160	\$174
Task 3 - Economic Impact Analysis Calculations	4	\$1,180			40	\$7,200	8	\$1,112	52	\$9,492	\$183
Task 4 - Meetings with GOAA	8	\$2,360			8	\$1,440	8	\$1,112	24	\$4,912	\$205
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	4	\$1,180			50	\$9,000	40	\$5,560	94	\$15,740	\$167
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	20	\$5,900	0	\$0	150	\$27,000	92	\$12,788	262	\$45,688	\$174

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

GSS	Senior Graphic Designer		TOTAL		
Rate (\$/Hour):	\$124		labor hours	Cost	Avg. Hourly Rate
	hours	Cost			
Tasks					
Tasks					
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	20	\$2,480	20	\$2,480	\$124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	20	\$2,480	20	\$2,480	\$124

APPENDIX B SUBCONSULTANT PROPOSALS



March 20, 2024

Dear Mr. Carreau:

Graphics Support Services, Inc. (dba) GSS Creative will assist Ricondo with all graphics support for the preparation of the draft and final Economic Impact Analysis Report and PowerPoint presentation. Please see our fees in Table C-5 of the proposal.

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

GSS	Senior Graphic Designer		TOTAL		
Rate (\$/Hour):	\$124		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
Tasks					
Tasks					
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	20	\$2,480	20	\$2,480	\$124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	20	\$2,480	20	\$2,480	\$124

Respectfully,

Michelle Piette
President
Graphics Support Services, Inc.

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
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$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	08/18/23		\$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	96397	\$127,904.00	\$127,904.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.00	\$22,954.00
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA		\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	\$227,536.00	\$227,536.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC

\$13,493,327.00

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
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.00
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Keegan O'Brien, P.E., Assistant Vice President of Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions Inc., for FY2024 On-Call Environmental Compliance Services at Orlando International Airport

BACKGROUND

In 2023, the firms providing Continuing Environmental Engineering Consultant Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On December 13, 2023, the Aviation Authority Board approved a Continuing Environmental Engineering Consultant Services Agreement with the following firms:

- CDM Smith
- Montrose Environmental Solutions, Inc.
- Terracon Consultants, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include, but are not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum, and hazardous material incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

ISSUES

Consultant's proposal, dated May 14, 2024, is to provide FY2024 On-Call Environmental Compliance Services.

Upon completion of all required documentation, services will be effective no earlier than Procurement Committee approval.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions Inc., does not exceed the \$250,000 threshold; thus, this agenda item dose not require Board approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$30,000.00. Funding is from previously approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions, Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$30,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$30,000.00
CRI – Compliance Review Date	DL 6/18/24
CRI – Funding Eligibility Review Date	6/18/24

ATTACHMENT A

FINANCE FORM

Date:	6/12/24	CCM / PC:	PC
Requestor's Name:	Keegan O'Brien	Requestor's Extension:	3555
Form Preparer's Name:	Keegan O'Brien	Preparer's Extension:	3555
Requestor's Department:	Planning & Environmental	Purchasing Solicitation #:	N/A
Description:	FY2024 On-Call Environmental Compliance Services	Committee Date:	7/23/24
Vendor:	Montrose Environmental Solutions, Inc.	Committee Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000	\$30,000.00					
Total Requisition:	\$30,000.00					
Requisition Number:	97176					
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97176	FY24 PC 06/25/24 Mo	In Process	12-JUN-2024 16:10:46	USD	30,000.00	Wages, Alice M	☒

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request of Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions, Inc. for FY2024 On-Call Environmental Compliance Services at the Orlando International Airport

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Montrose Environmental Solutions, Inc. does not propose small business participation on this addendum.

May 14, 2024

Electronic Mail Delivery Only
mary.obrien@goaa.org

Keegan O'Brien
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, Florida 32827

RE: May 2024 – September 2024 On-Call Environmental Compliance Services
Orlando International Airport (OIA), Orlando, Florida
Continuing Environmental Engineering Consultant Services – January 12, 2024

Dear Mrs. O'Brien,

Montrose Environmental Solutions, Inc. (Montrose) is pleased to present our proposal to provide "on-call" professional services associated with comprehensive environmental compliance audits and facility inspections for OIA in Orlando, Florida. These services will be provided from May 2024 – September 2024 under our Agreement for Continuing Environmental Engineering Consultant Services dated January 12, 2024.

Background

The Greater Orlando Aviation Authority's (GOAA) mandate to legally operate OIA includes maintaining compliance with applicable federal and local environmental permits, registrations, and plans for a variety of facilities and tenants. These obligations require the regular monitoring, recording, and responses of airport activities and procedures, including those associated with tenant operations. To monitor the multiple operating facilities with applicable regulatory and internal requirements, GOAA is required to monitor compliance with the following programs:

1. Resource Conservation and Recovery Act (RCRA), pursuant to Code of Federal Regulations (CFR) Title 40 Parts 260 through 268, adopted in Chapter 62-730 of the Florida Administrative Code (FAC).
2. 40 CFR Part 273 and FAC Chapter 62-730.185 – Standards for Universal Waste Management of Used Oil pursuant to 40 CFR Part 279 adopted in FAC 62-710.
3. National Pollutant Discharge Elimination System (NPDES) pursuant to Florida Statute (FS) 403.0885 and FAC 62-621.300.
4. NPDES Multi-Sector Generic Permit for Storm Water Discharge Associated with Industrial Activity (MSGP), associated OIA-specific Stormwater Pollution Prevention Plan (SWPPP), and Best Management Practices (BMPs).
5. NPDES General Permits for Construction Activity pursuant to FAC 62-621.300.
6. Spill Prevention, Control, and Countermeasures (SPCC) pursuant to 40 CFR Part 112 and associated OIA-specific SPCC plan.

7. FL Stat 403.077 – FDEP regulations for submitting a Public Notice of Pollution for reportable releases.
8. Sewer use for oil/water separators (OWSs) and grease traps pursuant to City of Orlando Chapter 30.

Scope of Work

At GOAA's request, Montrose will provide "on-call" professional services that will support airport and tenant compliance with applicable environmental permits and/or standards. These services will include evaluation of OIA sites (tenant- and GOAA-operated). The following list provides examples of services that may be requested:

1. Environmental Compliance: Site inspections and audits to ensure sites are following updates to regulations and/or procedures. Inspections would include the following:
 - a. Evaluation of Storage systems, waste container and container storage conditions, appropriate labeling and use of satellite storage, housekeeping practices, preventive maintenance, waste manifests and employee training records.
 - b. Evaluation of hazardous materials for usage.
 - c. Evaluation of Site-specific drainage, inventory of exposed materials, and risk identification conducted with the applicable recommended BMPs.
 - d. Evaluation of Significant spills and leaks documented for each facility will be inventoried and evaluated for improved prevention and response.
 - e. Evaluation of Oil Water Separator (OWS) conditions and documentation.
 - f. Evaluation of Petroleum storage tank conditions and documentation.
 - g. Evaluation of Stormwater conditions and documentation at potential areas of pollution, including but not limited to fueling stations/aboveground tanks, loading/unloading areas, wash bays, and bulk storage areas.
 - h. Evaluation of Grease Traps conditions and documentation.
 - i. Evaluation of Grounds Maintenance and documentation.
 - j. Evaluation of Environmental Record Keeping.
2. Deficiencies Reporting: Based on the field audit documentation, Montrose Environmental will provide GOAA with a specific deficiency sheet for each deficiency identified and a summary of the deficiencies via electronic mail.
 - a. The summary will include digital photographs (if applicable) documenting the deficiencies and recommendations for each corrective action.
 - b. The audit correspondence will be prepared and provided to the tenant by GOAA.
 - c. An inspection report will be provided to GOAA to document the inspection results as well as any deficiencies and recommendations identified.
 - d. Tenant- and GOAA-operated facility deficiencies will be reported combined and also as separate deficiencies.
 - e. Summary of deficiencies will be reported in excel.
3. Accommodations or Permissions: It is assumed that GOAA will provide any accommodations or permissions required for a Montrose employee to access GOAA's internal network and records storage locations.

4. Potential Hazard: In the event the Montrose Environmental inspector/auditor detects conditions that pose an immediate danger to the health and safety of personnel, or hazard to the environment, the Contractor shall report the facts to the GOAA POC immediately. A written report of such incidence shall be forwarded to the GOAA POC within five working days of the detection.
5. Airport Improvement Program: Montrose will assist in the identification and evaluation of the Airport Improvement Program (AIP) grants and funding for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

Proposed Cost

Per the January 12, 2024, Continuing Environmental Engineering Consultant Services Contract, on-call professional services will be completed on a time and materials basis not-to-exceed \$30,000. Unit rates are provided in **Attachment A**.

Key Assumptions

The following presents a summary of our assumptions developed in association with the scope of services:

1. All deliverables will be electronic via email.
2. Follow all GOAA EHS, Security and facility program regulations.

Closure

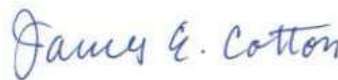
We appreciate the opportunity to support GOAA with this project. If you have any questions or require additional information, please contact me at 407.304.9568 / jicotton@montrose-env.com.

Very truly yours,

Montrose Environmental Solutions, Inc.



Mark Canfield
Federal Program Manager



James Cotton
Contract Manager

Enclosures:

Attachment A – Unit Rates
Attachment B – Truth in Negotiation Certificate

cc. Proposal File
Montrose Contract/Client Manager
Kyle Lopic, EHS Consultant – Montrose

Attachment A
Unit Rates

Attachment A			
Greater Orlando Aviation Authority			
Continuing Environmental Engineering Consulting Services - January 12, 2024			
May 14, 2024			
ITEM	RATE	UNIT	Total
MONTROSE PERSONNEL LABOR			
Principal	\$246.00	Hour	\$0.00
Senior Engineer	\$199.00	Hour	\$0.00
Senior Project Manager	\$177.00	Hour	\$0.00
Senior Geologist (or Scientist, Engineer)	\$151.00	Hour	\$0.00
Biologist	\$109.00	Hour	\$0.00
Project Geologist (or Scientist, Engineer)	\$115.00	Hour	\$0.00
Database Administrator	\$115.00	Hour	\$0.00
Chemist/Reviewer	\$113.00	Hour	\$0.00
Field Geologist (or Scientist, Engineer)	\$88.00	Hour	\$0.00
Administrative Assistant	\$76.00	Hour	\$0.00
CAD/GIS/BIM Analyst	\$67.00	Hour	\$0.00

Attachment B
Truth in Negotiation Certificate

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 Montrose Environmental Solutions, Inc.

By: James E. Cotton

Print Name: James E. Cotton

Date: May 14, 2024

Addenda / Amendments Awarded per Agreement - Summary for Committee

Montrose Environmental Solutions, Inc. -- Agreement No. 202311-CEE2
Continuing Environmental Engineering Consultant Services

Add	Amd	Proj.	Description	PSC/CCM		Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount
000	000	-	Continuing Environmental Engineering Consultant Services	PSC	11/15/23	12/13/23	01/12/24		\$0.00	\$0.00
Total for Montrose Environmental Solutions, Inc. for Agreement No. 202311-CEE2									\$0.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration		Current Expiration Date
		1st Extension		
		2nd Extension		
Continuing Agreement Consultant - Environmental Engineering				
Montrose Environmental Solutions, Inc.	01/12/24	Original Dur:	3 Yrs	01/12/27
		1st Ext Dur:	1 Yrs	
		2nd Exr Dur:	1 Yrs	

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Keegan O'Brien, P.E., Assistant Vice President of Environmental

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consulting, Inc., for FY2024 On-Call Environmental Engineering Consultant Services at Orlando International Airport

BACKGROUND

In 2023, the firms providing Continuing Environmental Engineering Consultant Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On December 13, 2023, the Aviation Authority Board approved a Continuing Environmental Engineering Consultant Services Agreement with the following firms:

- CDM Smith
- Montrose Environmental Solutions, Inc.
- Terracon Consultants, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include, but are not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum, and hazardous material incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

ISSUES

Consultant's proposal, dated June 10, 2024, is to provide FY2024 On-Call Environmental Engineering Consultant Services

Upon completion of all required documentation, services will be effective no earlier than Procurement Committee approval.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consulting, Inc., does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$30,000.00. Funding is from previously approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consulting Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$30,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$30,000.00
CRI – Compliance Review Date	DL 6/18/24
CRI – Funding Eligibility Review Date	6/18/24

ATTACHMENT A

FINANCE FORM

Date:	6/12/24	CCM / PC:	PC
Requestor's Name:	Keegan O'Brien	Requestor's Extension:	3555
Form Preparer's Name:	Keegan O'Brien	Preparer's Extension:	3555
Requestor's Department:	Planning & Environmental	Purchasing Solicitation #:	N/A
Description:	FY2024 On-Call Environmental Engineering Consulting Services	Committee Date:	7/23/24
Vendor:	Terracon Consulting, Inc.	Committee Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000	\$30,000.00					
Total Requisition:	\$30,000.00					
Requisition Number:	97178					
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97178	FY24 PC 06/25/24-Ter	In Process	12-JUN-2024 16:12:59	USD	30,000.00	Wages, Alice M	☒

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY2024 On-Call Environmental Engineering Consulting Services at the Orlando International Airport

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Terracon Consultants, Inc. does not propose small business participation on this addendum.



1675 Lee Road
Winter Park, FL 32789
P (407) 740-6110
Terracon.com

June 10, 2024

Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, Florida 32827-4399

Attention: Ms. Keegan O'Brien
Telephone: 407-713-7080
Email: mary.obrien@goaa.org

**Proposal for On-Call Environmental Engineering Consulting Services (FY24)
Orlando International and Executive Airports
Orlando, Orange County, Florida
Terracon Proposal No. PH1247818**

Dear Ms. O'Brien:

In accordance with your request, Terracon Consultants, Inc. (Terracon) is pleased to present for your review and consideration our proposal to provide additional Fiscal Year 2024 On-Call Environmental Engineering Consulting Services on an as-needed basis at the Orlando International Airport (MCO) and Orlando Executive Airport (ORL). This proposal is provided as part of ongoing development and maintenance throughout the airport properties.

SCOPE OF SERVICES

Terracon will be available to GOAA (hereinafter "Authority") to provide continuing environmental consulting services and related professional services, including but not limited to conducting all phases of environmental review, planning, assessment and response; spill prevention planning and implementation, response and management plans; and interfacing with regulators and industry professionals to develop communication strategies, disposal options, soil (and other material and waste) management protocols, sampling and engagement with stakeholders; and all related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over facilities such as the Federal Aviation Authority (FAA), the Transportation Security Administration (TSA) and the Florida Department of Environmental Protection (FDEP).

Services provided may also include studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management



support on various Authority projects and all other environmental engineering and related professional services which may be required where the Authority elects not to solicit letters of interest by means of public advertisement.

SCHEDULE AND ESTIMATED FEES

There are no set schedules for services proposed. All schedules for services will be determined at the time the services are requested. Based on the scope requested, Terracon continues its commitment to utilize small business, minority and veteran-owned and disadvantaged business entities as feasible and available.

Terracon is prepared to implement the above generally outlined scope of services on an as-needed basis for a not to exceed amount of **\$30,000.00**, utilizing Terracon's contract unit fee rates provided in **Attachment A**. The Truth in Negotiation Certification is provided as an **Attachment B**.

AUTHORIZATION

If this proposal meets with your approval, work may be initiated by issuing an Addendum to the Continuing Environmental Engineering Services Contract dated January 8, 2024.

Terracon appreciates the opportunity to provide these services to you and the Greater Orlando Aviation Authority. If you should have any questions or comments regarding this proposal, please contact either of the undersigned at 407-740-6110.

Sincerely,

Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read "Lydia Wing".

Lydia Wing
Senior Geologist

A handwritten signature in black ink, appearing to read "Brian Brandon".

Brian P. Brandon, PWS
Sr. Associate/Department Manager III

Attachment A – Terracon Compensation Schedule

Attachment B - Truth In Negotiation Certification

ATTACHMENT A
TERRACON COMPENSATION SCHEDULE

Hourly Rates Report By Vendor

<i>Office</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Effective</i>	<i>Renog. Date</i>	<i>Comments</i>
<u>Terracon Consultants, Inc.</u>					
HOME	Administrative	\$75.00	01/05/24	01/05/25	
HOME	CADD Designer	\$82.00	01/05/24	01/05/25	
HOME	CADD Designer	\$65.00	07/11/18	07/11/19	
HOME	Clerical	\$62.00	07/11/18	07/11/19	
HOME	Engineer	\$89.00	01/05/24	01/05/25	
HOME	Engineer	\$96.00	07/11/18	07/11/19	
HOME	Environmental Scientist	\$92.00	01/05/24	01/05/25	
HOME	Field Geologist	\$118.00	01/05/24	01/05/25	
HOME	Field Scientist	\$73.00	01/05/24	01/05/25	
HOME	Multiplier	\$2.95	01/05/24	01/05/25	
HOME	Multiplier	\$2.93	07/11/18	07/11/19	
HOME	Principal	\$251.00	01/05/24	01/05/25	
HOME	Principal	\$247.00	07/11/18	07/11/19	
HOME	Project Archaeologist	\$81.00	01/05/24	01/05/25	
HOME	Project Assistant	\$80.00	01/05/24	01/05/25	
HOME	Project Manager	\$100.00	01/05/24	01/05/25	
HOME	QC Reviewer	\$220.00	01/05/24	01/05/25	
HOME	QC Reviewer	\$192.00	07/11/18	07/11/19	
HOME	Senior Administrative Asst	\$102.00	01/05/24	01/05/25	
HOME	Senior CADD Designer	\$97.00	07/11/18	07/11/19	
HOME	Senior Engineer	\$162.00	01/05/24	01/05/25	
HOME	Senior Engineer	\$143.00	07/11/18	07/11/19	
HOME	Senior Environmental Technician	\$75.00	07/11/18	07/11/19	
HOME	Senior Project Manager	\$177.00	01/05/24	01/05/25	
HOME	Senior Project Manager	\$169.00	07/11/18	07/11/19	
HOME	Senior Scientist	\$157.00	01/05/24	01/05/25	
HOME	Senior Technician	\$82.00	01/05/24	01/05/25	

ATTACHMENT B
TRUTH IN NEGOTIATION CERTIFICATION

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 Terracon Consultants, Inc.

By: Mark Mulligan

Print Name: Mark Mulligan

Date: June 10, 2024

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terracon Consultants, Inc. -- Agreement No. 202311-CEE1
Continuing Environmental Engineering Consulting Services

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>		<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	Continuing Environmental Engineering Consulting Services	PSC	11/15/23	12/13/23	01/09/24		\$0.00	\$0.00
<i>Total for Terracon Consultants, Inc. for Agreement No. 202311-CEE1</i>									\$0.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration		Current Expiration Date
		1st Extension		
		2nd Extension		
Continuing Agreement Consultant - Environmental Engineering				
Terracon Consultants, Inc.	01/09/24	Original Dur:	3 Yrs	01/09/27
		1st Ext Dur:	0 Yrs	
		2nd Exr Dur:	0 Yrs	

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Scott Shedek, Vice President of Construction

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 36 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY24 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator services, for the Construction Department at the Orlando International Airport.

BACKGROUND

On May 18, 2022, the Aviation Authority Board approved GCI, Inc for Continuing Program and Project Management Services and related services at Orlando International Airport and Orlando Executive Airport, including performing as the Owner's Authorized Representative (OAR). These services are described in the Agreement for Professional Services dated June 7, 2022. On September 5, 2023 the Procurement Committee recommended approval of staff extension services with Geotech Consultants International, Inc. dba GCI Inc. to provide FY24 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator services, for the Construction Department. The Aviation Authority approved these services on September 27, 2023.

ISSUES

Since then, the budget for the FY24 Staff Extension Services for Small Projects has been reviewed and it has been determined that not all funding will be expended, and a reduction in funding for FY24 services can be achieved without affecting the remaining services needed to support Small Projects. This funding will be returned to the operations and maintenance budget. Consultant's proposal, dated June 24, 2023, is to reduce the budget for the FY24 Staff Extension Services for FY24 Small Projects.

If approved, this reduction will be effective on the date of Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is (\$100,000.00). Funding is being credited back to previously approved Operations and Maintenance Funds 301.715.170.5310009.000.000000.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 36 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. for the services contained herein and the amount as shown below:

	Addendum 36	Proposed Amendment	Revised Amount
Not to Exceed Fees	\$332,862.00	(\$100,000.00)	\$232,862.00
Lump Sum Fees	\$0.00	\$0.00	\$0.00
Not to Exceed Expenses	\$0.00	\$0.00	\$0.00
TOTAL	\$332,862.00	(\$100,000.00)	\$232,862.00
CRI – Compliance Review Date	ANM 7/16/2024		
CRI – Funding Eligibility Review Date	7/16/2024		

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 36 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI, Inc. to provide FY24 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator Services for the Construction Department at the Orlando International Airport.

SMALL BUSINESS

The proposed deductive amendment to addendum 36 does not have any impact on the small business participation.



June 24, 2024

Mr. Scott Shedek
Vice President of Construction
GREATER ORLANDO AVIATION AUTHORITY
11314 Terminal C Service Road
Orlando, FL 32824

Subject: **FY24 Small Projects Staff Extension**
Orlando International Airport

Dear Mr. Shedek:

GCI Inc. is pleased to submit this proposal to provide a reduction in Construction Project Management services for the above-referenced project at the Orlando International Airport. This proposal has been prepared based on our understanding of the requested scope of work.

The scope of our services for the proposed project consists of providing assistance to the GOAA staff in the areas of construction project management, project control, contract administration and construction coordination in support of the project.

Our estimated man-hour requirements for completion of the project are identified below. The total contract value is estimated at **(\$100,000.00)**. This amount consists of **(\$100,000.00)** for Not to Exceed Fees and **\$0.00** for Not to Exceed Expenses.

MWBE/LDB participation as proposed by GCI Inc. has been reviewed by the Office of Small Business Development. Their findings and recommendation are attached.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the project.

We appreciate the opportunity to present this proposal and we look forward to continuing to work with GOAA on this most important project. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

GCI Inc.


Owusu Amaning
Managing Principal

Program/Project Management • Construction Management Consultant • Owner's Authorized Representative •
Maintenance Management Consultant • Construction Engineering and Inspection

Orlando International Airport

Small Projects Staff Extension FY 24

24-Jun-24

Planning, Engineering and Construction Department Support - Amendment

		Addendum 36	Proposed Amendment	Revised Amount
Role	Firm	Original Fee	Proposed Fee	Revised Fee
Project Manager	GCI	\$185,982	(\$62,000)	\$123,982
Sr. Project Coordinator	GCI	\$146,880	(\$38,000)	\$108,880
SUBTOTAL		\$332,862	(\$100,000.00)	\$232,862.00
REIMBURSABLE EXPENSES:				
			\$0.00	\$0.00
SUBTOTAL			\$0.00	\$0.00
TOTAL:		\$332,862.00	(\$100,000.00)	\$232,862.00
MWBE/LDB PARTICIPATION:				
			\$0.00	\$0.00
SUBTOTAL			\$0.00	\$0.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Geotech Consultants International, Inc., dba GCI, Inc. -- Agreement No. 202204-OAR2 Continuing Program and Project Management Services

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount	
000	000	-	Continuing Program and Project Management Services	PSC	04/22/22	05/18/22	06/07/22	\$0.00	\$0.00	
001	000	V-00977-MCO	V-00977-MCO A-GARAGE ELEVATOR-STAIR VESTIBULES EPOXY & BOLLARD INSTALL Construction Phase OAR Services for V-977	CCM	07/12/22	NA	07/26/22	1007138	\$10,595.00	\$10,595.00
002	000	G-00038-MCO	G-00038-MCO TERMINAL B - ROADWAY SIGNAGE UPGRADES Construction Phase OAR Services for G-00038	CCM	07/26/22	NA	08/04/22	1007143	\$15,140.00	\$15,140.00
003	000	-	PART-TIME FY23 SMALL CONSTRUCTION PROJECTS AND STAFF EXTENSION SERVICES FOR THE CONSTRUCTION DEPARTMENT	CCM	09/06/22	NA	09/14/22	95163	\$97,920.00	\$97,920.00
004	000	-	FY23 Staff Extension Services for the Construction Department for Safety Management	CCM	09/06/22	NA	09/14/22	95198	\$141,780.00	\$141,780.00
005	000	-	FY23 Small Construction Projects and Staff Extension Services for the Construction Department	CCM	09/06/22	NA	09/14/22	95112	\$141,780.00	\$141,780.00
006	000	-	FY23 Staff Extension Support Services for the Engineering and Construction Department	CCM	09/06/22	09/21/22	09/26/22	95116	\$425,340.00	\$425,340.00
007	000	V-00979-ORL	V-00979-ORL ORL COLONIAL PROMENADE RTU HVAC SUITE 4308 UPGRADE Construction Phase OAR Services for V-979	CCM	09/27/22	NA	10/20/22	1007169	\$3,965.00	\$3,965.00
008	000	-	FY23 Staff Extension Services for the Engineering & Construction Department including APM and Electrical Support	CCM	09/27/22	NA	10/20/22	95219	\$20,328.00	\$20,328.00
009	000	-	FY23 Staff Extension Services for the Small Business Department	CCM	09/27/22	NA	10/20/22	96219	\$212,160.00	\$212,160.00
010	000	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Construction Phase OAR Services for H-S00027	CCM	10/11/22	NA	11/08/22	1007176	\$52,058.00	\$52,058.00
010	001	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	12/06/22	NA	12/01/22		\$37,664.00	\$89,722.00
010	002	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	01/31/23	NA	02/06/23		\$41,832.00	\$131,554.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

010	003	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 & 2, and Additional Construction Phase OAR Services for H-S00027	CCM	04/25/23	NA	04/27/23		\$10,368.00	\$141,922.00
010	004	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	05/30/23	NA	06/01/23		\$2,112.00	\$144,034.00
010	005	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 through 4, and Additional Construction Phase OAR Services for H-S00027	CCM	06/27/23	NA	06/29/23		\$9,696.00	\$153,730.00
010	006	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 through 5, and Additional Construction Phase OAR Services for H-S00027	CCM	07/25/23	NA	08/01/23		\$3,264.00	\$156,994.00
010	007	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027 Temporary Quick-Turn- Around Facility	CCM	10/10/23	NA	11/09/23		\$1,920.00	\$158,914.00
011	000	V-00985-MCO	V-00985-MCO B-GARAGE ELEVATOR-STAIR VESTIBULES EPOXY & BOLLARD INSTALL Construction Phase OAR Services for V-985	CCM	10/25/22	NA	11/08/22	1007190	\$12,729.00	\$12,729.00
013	000	-	Staff Extension Support Services to Support Terminal C Phase 1X Airfield Civil Restart	CCM	11/22/22	NA	12/19/22	1007220	\$222,372.00	\$222,372.00
014	000	-	FY23 Program Management and Oversight OAR Services for Terminal C Digital Asset Integration into Maximo	CCM	11/22/22	NA	12/19/22	96096	\$237,968.00	\$237,968.00
015	000	-	FY23 Staff Extension Support Services For Operational Readiness to the Executive Administration Department	CCM	11/22/22	12/14/22	12/19/22	95622	\$443,872.00	\$443,872.00
016	000	-	FY23 On Call Estimating Services	CCM	12/06/22	NA	12/22/22	95669	\$50,000.00	\$50,000.00
017	000	E-00268-MCO	E-00268-MCO ARFF STATION AIR CURTAINS Construction Phase OAR Services for E-268	CCM	01/24/23	NA	02/06/23	1007231	\$3,726.00	\$3,726.00
018	000	V-00987-MCO	V-00987-MCO A & B GARAGE EXPANSION JOINT REPLACEMENT Construction Phase OAR Services for V-987	CCM	01/24/23	NA	02/06/23	1007226	\$14,887.00	\$14,887.00
019	000	E-S00013-MCO	E-S00013-MCO TERM C, LST LEVEL 1 CONDUIT INSTALLATION Construction Phase OAR Services for E-S00013	CCM	01/31/23	NA	02/06/23	1007234	\$4,928.00	\$4,928.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

020	000	H-00356-MCO	H-00356-MCO MCO GUARDRAIL REPAIRS 2022/2023 Construction Phase OAR Services for H-356	CCM	02/28/23	NA	03/20/23	1007278	\$7,000.00	\$7,000.00
021	000	H-00358-MCO	H-00358-MCO TERMINAL A LOADING DOCK DRIVE LANE SLAB REPLACEMENT Construction Phase OAR Services for H-358	CCM	03/21/23	NA	03/22/23	1007301	\$33,159.00	\$33,159.00
022	000	V-00991-MCO	V-00991-MCO B-SIDE BAG MAKE-UP AREA GUARDRAIL REPLACEMENT Construction Phase OAR Services for V-991	CCM	03/21/23	NA	03/22/23	1007298	\$14,265.00	\$14,265.00
023	000	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Construction Phase OAR Services for V-S00033 Terminal C CBP and TSA Regulatory Changes (D/B)	CCM	03/28/23	NA	04/03/23	1007303	\$73,904.00	\$73,904.00
024	000	V-00994-MCO	V-00994-MCO ALASKA AIRLINES RELOCATION (D/B) Design and Construction Phase OAR Services for V-994	CCM	04/11/23	NA	04/18/23	1007320	\$20,985.00	\$20,985.00
025	000	V-00993-MCO	V-00993-MCO AIRSIDES 1-4 SERVICE AREAS TRITURATOR CANOPIES (D/B) Construction Phase OAR Services for V-993	CCM	04/11/23	NA	04/18/23	1007393	\$10,475.00	\$10,475.00
026	000	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Design and Construction Phase OAR Services for BP-S199	CCM	04/25/23	NA	04/27/23	1007355	\$39,933.00	\$39,933.00
026	001	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Additional Design and Construction Phase OAR Services for BP-S199	CCM	05/02/23	05/17/23	05/24/23	AMD 1007355	\$595,131.00	\$635,064.00
026	002	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Additional Design and Construction Phase OAR Services for BP-S199	CCM	11/21/23	NA	12/04/23		\$34,620.00	\$669,684.00
026	003	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Extension and No Cost Reallocation for Design and Construction Phase OAR Services for BP-S199	CCM	04/09/24	NA	04/15/24		\$0.00	\$669,684.00
027	000	R-00099-MCO	R-00099-MCO TERMINALS A & B RENTAL CAR QTA CANOPY LEAKS Construction Phase OAR Services for R-099	CCM	04/25/23	NA	04/27/23	1007354	\$11,170.00	\$11,170.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

028	000	V-00981-MCO	V-00981-MCO HYATT 4TH FLOOR WATER HEATER PIPING REPAIR Construction Phase OAR Services for R-099	CCM	04/25/23	NA	04/27/23	1007324	\$50,350.00	\$50,350.00
029	000	G-00042-MCO	G-00042-MCO ROADWAY AND GARAGE - SIGN UPDATES Construction Phase OAR Services for G-00042	CCM	05/09/23	NA	05/15/23	1007344	\$3,840.00	\$3,840.00
030	000	V-00980-MCO	V-00980-MCO CCTV RENEWAL & REPLACEMENT - PHASE 1 D/B Design Phase OAR Services for V-980	CCM	05/30/23	NA	06/09/23	1007373	\$151,376.00	\$151,376.00
030	001	V-00980-MCO	V-00980-MCO CCTV RENEWAL & REPLACEMENT - PHASE 1 D/B Additional Design Phase OAR Services for V-980	CCM	01/30/24	NA	02/02/24		\$30,972.00	\$182,348.00
031	000	V-00999-MCO	V-00999-MCO A & B GARAGES BARRIER CABLE REPAIR Construction Phase OAR Services for V-999	CCM	05/30/23	NA	06/01/23	1007380	\$2,105.00	\$2,105.00
032	000	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Construction Phase OAR Services for V-S00033	CCM	06/06/23	NA	06/09/23	1007376	\$7,680.00	\$7,680.00
032	001	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Additional Construction Phase OAR Services for V-S00033	CCM	07/11/23	NA	07/11/23		\$23,040.00	\$30,720.00
033	000	V-01000-MCO	V-01000-MCO LEVEL 3 TSA BREAKROOM AND RESTROOM REBUILD Construction Phase OAR Services	CCM	06/06/23	NA	06/21/23	1007397	\$8,797.00	\$8,797.00
034	000	V-01002-MCO	V-01002-MCO TERMINALS A AND B CENTER CORE CCTV INSTALLATION Construction Phase OAR Services for V-1002	CCM	07/25/23	NA	08/01/23	1007414	\$19,990.00	\$19,990.00
035	000	-	FY24 Staff Extension Services to Airline Relations	PSC	09/05/23	09/27/23	10/04/23	96602	\$593,427.00	\$593,427.00
036	000	-	FY24 Staff Extension for Small Projects, Including Project Manager and Project Coordinator Services, for the Construction Department	PSC	09/05/23	09/27/23	10/04/23	96904	\$332,862.00	\$332,862.00
037	000	-	FY24 On-Call Estimating Services for the Engineering and Construction Department	PSC	09/05/23	09/27/23	10/12/23	97392	\$50,000.00	\$50,000.00
038	000	V-S00043-MCO	V-S00043-MCO TERMINAL C EGRESS STAIR VISION SCREENS Construction Phase OAR Services for V-S00043	CCM	10/10/23	NA	10/20/23	1007462	\$8,996.00	\$8,996.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

039	000	W-00490-MCO	W-00490-MCO CHANGING REGULATORY PROGRAM OVERSIGHT SERVICES Construction Phase OAR Services for W-00490	CCM	10/10/23	NA	11/01/23	1007456	\$140,754.00	\$140,754.00
039	001	W-00490-MCO	W-00490-MCO CHANGING REGULATORY PROGRAM OVERSIGHT SERVICES Additional Construction Phase OAR Services for W-00490	CCM	04/30/24	NA	05/16/24		\$67,584.00	\$208,338.00
040	000	E-S00019-MCO	E-S00019-MCO TERMINAL C EXIT SIGNAGE IN LANDSIDE AND AIRSIDE Construction Phase OAR Services for E-S00019	CCM	10/24/23	NA	10/27/23	1007502	\$4,900.00	\$4,900.00
041	000	V-01010-MCO	V-01010-MCO TERMINAL A EAST LEVEL 1 OFFICE CREATION Design Phase OAR Services for V-01010	CCM	10/24/23	NA	10/30/23	1007491	\$29,808.00	\$29,808.00
042	000	V-S00044-MCO	V-S00044-MCO TERMINAL C TENANT BUILDOUT (COMPLETION OF BP-S187) Construction Phase OAR Services for V-S00044	CCM	11/07/23	NA	11/08/23	1007476	\$19,968.00	\$19,968.00
043	000	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE Construction Phase OAR Services for E-281	CCM	11/21/23	NA	12/04/23	1007479	\$219,914.00	\$219,914.00
043	001	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE No Cost Revision for Construction Phase OAR Services for E-281,	CCM	01/30/24	NA	02/02/24		\$0.00	\$219,914.00
043	002	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE Additional Construction Phase OAR Services for E-281	CCM	02/13/24	NA	02/14/24		\$87,890.00	\$307,804.00
044	000	V-S00049-MCO	V-S00049-MCO COPA AIRLINES RELOCATION Construction Phase OAR Services for V-S00049	CCM	02/27/24	NA	03/04/24	1007587	\$3,474.00	\$3,474.00
044	001	V-S00049-MCO	V-S00049-MCO COPA AIRLINES RELOCATION Additional Construction Phase OAR Services for V-S00049	CCM	07/16/24	NA			\$3,780.00	\$7,254.00
045	000	V-S00050-MCO	V-S00050-MCO AVIANCA AIRLINES RELOCATION Construction Phase OAR Services for V-S00050	CCM	02/27/24	NA	03/04/24	1007588	\$2,418.00	\$2,418.00
046	000	V-S00051-MCO	V-S00051-MCO AEROMEXICO AIRLINES RELOCATION Construction Phase OAR Services for V-S00051	CCM	02/27/24	NA	03/04/24	1007589	\$3,342.00	\$3,342.00
047	000	H-00374-MCO	H-00374-MCO TRITURATOR SEWER LINE REPLACEMENT (DESIGN/BUILD) Construction Phase OAR Services for H-374	CCM	06/25/24	NA	06/28/24		\$19,130.00	\$19,130.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Total for Geotech Consultants International, Inc., dba GCI, Inc. for Agreement No. 202204-OAR2

\$4,945,443.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration		Current Expiration Date	
		1st Extension			
		2nd Extension			
Continuing Agreement Consultant - OAR/RE Construction					
Geotech Consultants International, Inc., dba GCI, Inc.	Black American	06/07/22	Original Dur:	3 Yrs	06/07/25
			1st Ext Dur:	1 Yrs	
			2nd Exr Dur:	1 Yrs	

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
09/05/23	09/27/23	035	000	\$593,427.00	\$593,427.00
09/05/23	09/27/23	036	000	\$332,862.00	\$926,289.00
09/05/23	09/27/23	037	000	\$50,000.00	\$976,289.00

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Harsh Uchariya, Vice President of Information Technology

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-101-B-RFP Information Technology Consulting Services Agreement to Faith Group Consulting LLC.

BACKGROUND

On May 24, 2024, the Aviation Authority Board awarded Request for Proposal, 24-101-RFP, Information Technology Consulting Services to Faith Group Consulting LLC (Faith Group). The Contract will expire on May 31, 2029.

The Contract requires Faith Group to provide a broad range of services associated with the planning and implementation of IT projects and initiatives that are identified in the Aviation Authority's Capital Improvement Plan (CIP), Information Technology Master Plan (ITMP), the Aviation Authority's annual project planning process, and other IT projects and initiatives requested by the Aviation Authority. The Services may include project management; staff augmentation; research of specific technologies; research and concept development; IT business analysis; business case development; infrastructure and applications design, installation, configuration, development and testing; database management and administration; cyber and physical security; development of solicitation documents; functional, performance and interface requirements definition and documentation project planning; applications development, implementation and integration across multiple systems; operations and management of IT; assistance with IT roadmap or strategic plans; vendor and product evaluations and recommendations and other IT consulting services.

ISSUES

Contract Adjustment – Staff is requesting that the agreement to be revised to add the following Amendment: Faith Group Consulting LLC will provide the Aviation Authority with Content and Innovation services for the visual communication ecosystem at MCO. This system, comprised of over 2,000 digital displays, elevates passenger experience, and drives new visual communication capabilities throughout the airport. This amendment is for services to be performed during the 2025 fiscal year.

Faith Group will partner with the Greater Orlando Aviation Authority to provide a holistic communication strategy that encompasses all passenger touchpoints throughout the passenger experience, providing a unified experience for terminals A, B and C.

The content for the system includes the latest instructions, wayfinding, events, promotions, and safe travel tips. It also provides useful information as passengers progress through the airport, including messaging, branding, promotions, flight information, wait times, and other live data.

Term: The term for this Amendment is for the period of October 1, 2024, through September 30, 2025

The total cost for Amendment #1 is a not-to-exceed amount of \$3,100,000.

Cost Breakdown:

Below is the lump sum fee for services from October 1, 2024–September 30, 2025, to support this effort. This will be invoiced monthly in 12 lump sum payments and will not exceed the total amount. The Visual Communication Innovation will be NTE and invoiced monthly as work is completed.

Billing Information	TOTAL
Monthly Invoice Amount	\$225,000.00
Total Months	X 12
Sub-Total:	\$2,700,000.00
Visual Communication Innovation	\$400,000.00
TOTAL:	\$3,100,000.00

SMALL BUSINESS

This agreement includes a detailed Small Business Action Plan (“Action Plan”) that the Consultant will commit to implementing in order to maximize Small Business participation and development in a robust, meaningful manner, reduce barriers of entry for Small Businesses, and promote development of Small Business.

The Aviation Authority’s Professional Service participation program goal is 17% for Goods and Services. For this amendment, the small business participation will be assessed on a case-by-case basis, based on each project’s actual scope of work and availability.

FISCAL IMPACT

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$3,100,000 with funding from the Operations and Maintenance Fund account codes: 301.521.210.5310009.000.100883.

Funds expected to be spent under the contract in the current fiscal year are within the budget. Funding required in current and subsequent fiscal years will be allocated from the Operation and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.1, Contract Adjustment to Procurement Contract 24-101-B-RFP, Information Technology Continuing Consulting Services with Faith Group Consulting LLC; (2) authorize funding from the Operations and Maintenance Funds in a not-to-exceed amount of \$3,100,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENT A: Finance Form

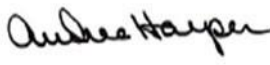
ATTACHMENT B: Contract Summary

Attachment A
Finance Form

Date:	6/14/2024	Requestor's Extension:	4548
Requestor's Name:	Joe Furnari	Preparer's Extension:	3124
Form Preparer's Name:	Ian Brooks	Purchasing Solicitation #:	24-101-B-RFP
Requestor's Department:	Information Technology	CCM / PC:	PC
Description:	FY25 Digital Ecosystem	Committee Date:	TBD
Vendor:	Fith Group Consulting LLC	Committee Agenda Item#:	TBD

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
301.521.210.5310009.000.100883		\$3,100,000.00				\$3,100,000.00
Total Requisition	\$0.00	\$3,100,000.00	\$0.00	\$0.00	\$0.00	\$3,100,000.00
Requisition Number		97230				

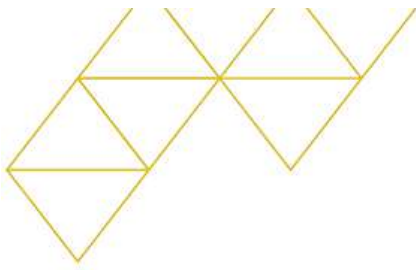
OMB Notes Funding Approve		Converted into PO #:	
Total Requisition		Date:	
BPA Amount		Buyer:	
Grand Total - Agree to Committee Item	\$ -		

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97230	FY25 Digital Content and Innovation	In Process	21-JUN-2024 09:06:50	USD	3,100,000.00	Brooks, Ian J	☐

Attachment B
Contract Summary

24-101-B-RFP, Information Technology Continuing Consulting Services
Agreement Faith Group Consulting, LLC.

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	• PC Approved 03/12/2024 • Board Approved 04/24/2024, Item "N"	60 Months	06/01/2024 thru 5/31/2029	\$0.00
Amendment No. 1	• Pending PC Meeting Approval 07/16/2024	Contract Adjustment	10/01/24 Thru 09/30/2025	\$3,100,000
Total Contract Value with all Changes (approved and proposed)				\$3,100,000.00



Faith Group

3101 S HANLEY ROAD

ST. LOUIS, MO 63143

T: 314.991.2228 | F: 314.991.2268

MEMORANDUM

TO: Ian Brooks; IT Contracts Manager
CC: Joe Furnari, Richard D'Anjou
FROM: Jason Wallace
PROJECT: FY25 Visual Communication Strategy and Content Production
PROJECT #: GOAA # TBD
SUBJECT: Scope of Work & Cost Breakdown
DATE: 6/14/2024

Overview

Faith Group and Synect (the FG Team) have been tasked with providing a visual communications ecosystem that enables the airport to broadcast original content and deliver meaningful, up-to-date information to passengers. The visual communication ecosystem provides relevant, dynamic communication tools to inform and empower travelers.

Intent

The FG Team's goal is to provide Content and Production Services for the visual communication ecosystem at MCO. This system, comprised of over 2,000 digital displays, elevates passenger experience, and drives new visual communication capabilities throughout the airport. This includes signage in the following locations:

- North & South Terminal Buildings
- South Automated People Mover (APM)
- Terminal C Complex

Cost Breakdown

Below is the lump sum fee for services from October 1, 2024 – September 30, 2025, to support this effort. This will be invoiced monthly in 12 lump sum payments and will not exceed the total amount. The Visual Communication Innovation will be NTE and invoiced monthly as work is completed.

Billing Information	TOTAL
Monthly Invoice Amount	\$225,000.00
Total Months	X 12
Sub-Total:	\$2,700,000.00
Visual Communication Innovation	\$400,000.00
TOTAL:	\$3,100,000.00

Thank You, Jason Wallace
Sr. IT Project Manager
Jason.Wallace@faithgroupllc.com
(614) 937-4801

Orlando International Airport | Visual Communication Strategy, Innovation and Content Production - Statement of Work

Visual Communication Ecosystem Addendum

June 21, 2024

Contract Term: October 1, 2024, through September 30, 2025



Faith Group

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Table of Contents

Executive Summary.....	4
Scope of Services	6
1. Ongoing Content Refreshes and Maintenance	7
Instructional Content	7
Wayfinding and Security Checkpoint Content	8
North Terminal Instructions and Wayfinding to/from Terminal C	9
Events and Community	10
Games, Art, and Anxiety Reducers	11
Promotions.....	11
2. Production Tasks.....	12
Render.....	12
Content Iteration	12
Split and Encode.....	12
Sequence.....	12
Test.....	12
Package	13
3. Lab Upkeep and Optimization	13
4. Playlist Management/Scheduling	13
5. Program Management and Administration	13
6. Visual Communication Innovation	13
Qualifying Display Canvases.....	14
Submittals	14
Compensation and Payment Plan.....	15
Content Refreshes & Maintenance, Production Tasks, Lab Upkeep, Playlist Management, Program Management Payment Plan.....	15
Innovation Payment Plan.....	15
Contract Management.....	16
Information Technology Department	17
Greater Orlando Aviation Authority's Video Working Group.....	17
Greater Orlando Aviation Authority's Video Steering Team	17

Appendix A: List of Supported Canvases	19
North Terminal Curbside.....	19
North Terminal Bump-Out	19
North Terminal Check-in	19
North Terminal Wayfinding	19
West Checkpoint.....	19
ReadySeeGo™ Digital Totems	19
North Terminal SAPM/Landside Wayfinding	19
North Terminal SAPM/Landside Pylon.....	19
South APM Wayfinding	19
South APM 3x10 sign	19
South APM Pylon	20
STC Baggage Information Displays.....	20
STC sign types: CO4, C19, C05, CO5.1, C18, C18.1.....	20
STC Check-In Displays.....	20
STC sign types: C14, C27, C28, C42.....	20
STC Flight Information Displays	20
STC sign types: C30, C02, C03	20
STC Gate Information Displays.....	20
STC sign types: C10, C25.2, C26.2	20
STC Wayfinding Displays	20
STC sign types: C22, B26, B12, B31, B33, C23, C15, B34, C38, C40, C24, B25, B39, C11, C11.1, B24, C12, C12.1, C07, C42, B46	20
STC CBP Displays	20
STC sign types: TV3, TV	20
Appendix B: Submittal Examples	21
Sample Steering Group Notes	21
Sample Video Working Group Meeting Notes	23
Sample VIDEO Working Group/Steering Group Presentation Deck.....	26
Appendix C: Sample Plan of Record	30

Executive Summary

The many digital canvases at Orlando International Airport (MCO) are part of a visual communications ecosystem that enables the airport to broadcast original content and deliver meaningful, up-to-date information to passengers. The visual communication ecosystem provides relevant, dynamic communication tools to inform and empower travelers. This system includes the following visual communication ecosystem signage:

- North Terminal
 - Curbside
 - ReadySeeGo® Units
 - West Checkpoint
 - Check-in Counters
 - Bump-out Counters
 - Wayfinding Locations
- Train Station
 - Grand Hall
 - Train Station Wayfinding Locations
- Terminal C Complex
 - Gate Pier LED
 - Baggage Information Displays
 - Check-In Counters
 - Gate Information Displays
 - Wayfinding Displays
 - Info Desk
 - Palm Court
 - ReadySeeGo® Units
 - Rental Car Counters

Under this Addendum, Synect shall provide Content and Innovation services for the visual communication ecosystem at MCO. This system, comprised of over 2,000 digital displays, elevates passenger experience, and drives new visual communication capabilities throughout the airport.

Synect will partner with the Greater Orlando Aviation Authority to provide a holistic communication strategy that encompasses all passenger touchpoints throughout the passenger experience, providing a unified experience for terminals A, B and C.

The content for the system includes the latest instructional, wayfinding, events, promotions, and safe travel tips. It also provides useful information as passengers progress through the airport, including messaging, branding, promotions, flight information, wait times, and other live data.



Together, the ecosystem and the custom content create a unified, cohesive experience to decrease passenger anxiety, promote a safe and healthy environment, and help MCO deliver a world-class experience across the entire passenger journey.



Scope of Services

The following section provides an overview of the scope and work to be performed under Content and Production. It will include workstreams to generate content concepts, keep existing content accurate and playing as intended, and supply all project and program management activities outlined in this addendum.

The objective is to ensure a steady introduction of ideas and concepts for the visual communication ecosystem, while also making certain that existing content is accurate, updated, and playing as intended. This includes concepting, content design, content production, and the review cycles required to move content through each phase of the effort.

Another element of Content and Production is lab upkeep. This ensures there is a pre-production environment where content updates and system changes can be properly tested prior to changes being made in the production environment.

Airports are in a constant state of change and ensuring the passenger journey is uninterrupted and stress free as possible requires the airport to be flexible. The purpose of Visual Communication Innovation is to deliver innovative projects for the airport. The work performed as part of this scope is targeted to address new challenges and opportunities as they arise in the airport environment.

These challenges and their potential solutions will be identified and defined as part of each unique Visual Communication Innovation initiative.

A description of this work is below.



1. Ongoing Content Refreshes and Maintenance

Ongoing content refreshes and maintenance represent the primary work performed under this addendum. This includes ongoing ideation, design, and production for content that will play on the Aviation Authority's visual communication ecosystem. Some examples of different content types are listed below.

Instructional Content

Synect will partner with MCO to develop instructional messaging that educates passengers while on their journey. This will help move passengers through the airport in a safe, expedited, and relaxed way.



Figure 1. Example of instructional content



Wayfinding and Security Checkpoint Content

Synect will maintain, update, and refresh the digital ecosystem wayfinding screens and security checkpoint screens in the ecosystem. Updates may include different airline locations, new airlines, new wait times for security, or different line patterns at security.



Figure 2. Example of wayfinding and security content

North Terminal Instructions and Wayfinding to/from Terminal C

Synect will update and create content to inform and guide to/from Terminal C. This content will raise awareness, help passengers know when to go to Terminal C, and assist with wayfinding to and from the new terminal. The instructions and wayfinding content will display in both terminals.

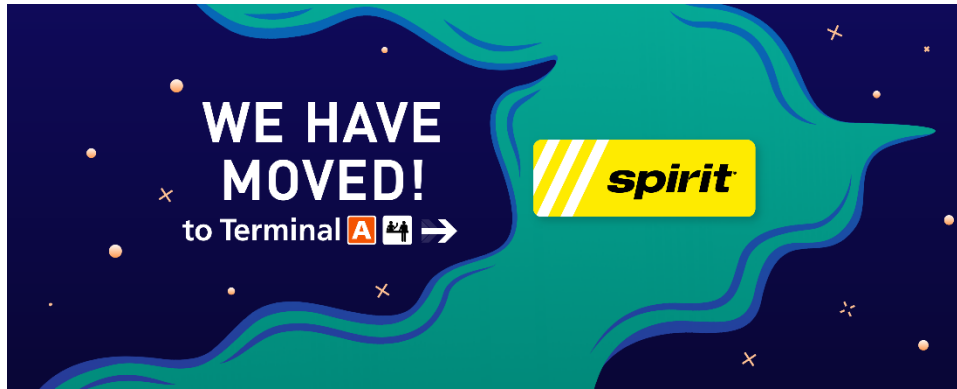


Figure 3. We have moved announcement content



Figure 4 Example of solving operational challenges with totems

Events and Community

Local events and airport happenings can drive event-specific content programs. These can include new stores, new facilities or resources, live music, or other events. Live action and similar content related to the surrounding area can highlight local destinations and the beauty of the region. Iconic holiday and seasonal imagery can transform the airport and inspire a sense of celebration for passengers.



Figure 5. Example of seasonal content



Games, Art, and Anxiety Reducers

Occupied time feels shorter and more pleasant than unoccupied time. Games are an ideal way to help reduce perceived wait time and keep passengers engaged. Art can be comforting, thought-provoking, exciting, or simply beautiful. With art, the airport can build a memorable, emotional connection with passengers. These elements result in a calmer, better airport experience, and help reduce passenger anxiety.

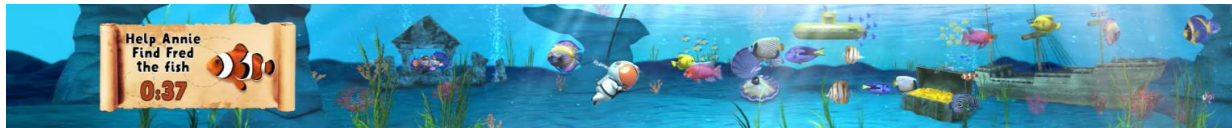


Figure 6. Example of entertaining content

Promotions

Announcements from the airport, new apps or resources for passengers, employee recognition, or similar airport-specific programs can be promoted inside this category.



Figure 7. Example of promotional content

2. Production Tasks

After content is designed, each piece of content for the visual communication ecosystem goes through the production pipeline. During production, the creative files and assets established and generated during the content design are developed into ecosystem-ready files. This work entails the rendering, splitting, encoding, sequencing, testing, and packaging of the assets for the various canvas groups within the ecosystem. A description of production tasks is listed below.

Render

Rendering is the first step of the production pipeline, wherein the final product of the creative studio is ingested into a render farm system that processes the project. Media types provided by the studio can include After Effects files, 3D, live action video, and more. The outcome of that process is a series of frames that are ready to be split and encoded into final video files.

Under this addendum, Synect will render all content pieces that are created for the airport's visual communication ecosystem.

Content Iteration

Content Iteration is needed to address the complexity of the visual communication ecosystem, which is comprised of display canvas groups of various shapes and sizes. This is when a single design is updated to work across selected display types.

Split and Encode

Splitting is the process of taking frames produced by the render farm then slicing and encoding them into video files. The size, type, and other characteristics of the video files are optimized for performance, playback, scalability, efficiency, and other considerations.

Synect will split and encode the render farm frames that are created for use in the ecosystem.

Sequence

Sequencing is the process of taking the split video files and assembling them into sequences. Sequences enable synchronized content playback across the various displays at the airport. Within sequencing, the various media files are assembled in a multitude of configurations, including the different visual executions for airport experiences and airline packages. This process ensures the scalable and efficient operation of the visual communication ecosystem.

Synect will sequence all content pieces created by the studio to match the required media configurations of the visual communications ecosystem.

Test

During testing, content will be reviewed in a video wall environment for potential design and technical issues. Synect will maintain a pre-production video wall environment in a Synect office. Considerations for testing include spelling, grammar, punctuation, imagery, image quality, alignment, playback, synchronization, and more. Issues, if found, are documented and reported for resolution. This process is



iterative, and the results can send a content piece back to various stages in the production pipeline or back to the creative studio.

Synect will provide pre-production testing and quality assurance for all content pieces for the ecosystem.

Package

Packaging is the preparation of all final tested and verified media and sequences. Upon its completion, the content package can be consumed by the visual communication ecosystem at the airport and played back on the various display configurations. The content package is provided to operations for implementation, which is completed outside of the production work stream. Synect will package the necessary files for hand-off to operations as the final step in the production process.

The output of production is a package with the content formatted to the right resolution for the canvases on which it will play. It will be ready for use in the visual communication ecosystem, and it will be handed off once production is complete.

3. Lab Upkeep and Optimization

Content and Production includes upkeep and support of the lab, which is a testing environment that emulates the Aviation Authority's production environment. All work performed under this addendum will be tested in the lab prior to being introduced to the production environment. The lab is also used to reproduce issues found in the production environment.

4. Playlist Management/Scheduling

Content and Production includes playlist management. This work consists of developing the content playback strategy and playlist. The goal is to put the relevant information in front passengers on specific signage for the optimal amount of time. Playlist management maximizes the visual communication ecosystem's effectiveness with the traveling public. The playlist schedule is handed off to the operations team to program and set within the management software.

5. Program Management and Administration

This work includes overseeing all aspects of managing the program, including plan of record, work schedules, risks, dependencies, status, reporting, and project completion. A sample plan of record can be seen in Appendix C. This work enables readiness for all Video Working Group and Steering Group meetings, and it ensures the timely delivery of work performed under this addendum. The administration of the contract includes invoicing and contract reporting.

6. Visual Communication Innovation

The purpose of Visual Communication Innovation is to address new requests for system functionality or enhancements. Examples of potential Visual Communication Innovation include, but are not limited to, new development work, new features, and similar advancements of the existing visual communication ecosystem.



Visual Communication Innovation is designed to help the Aviation Authority address new challenges and opportunities as they arise. Visual Communication Innovation is in place to address ecosystem requests that are innovative in nature.

Synect will be able to quickly address the Owner's needs under this scope of work to solve new pain points or address changing circumstances as they occur. Visual Communication Innovation objectives will be discussed in Steering Group meetings. Those challenges and their potential solutions will be clearly identified and defined prior to the start of any Visual Communication Innovation effort.

This is a flexible effort, which is intended to help the airport as new challenges and opportunities arise. The effort, scope, time, and deliverables will be evaluated and agreed upon by both owner and contractor in Steering Group. This evaluation will take place in the context of the amount of funding available for these efforts at the time the request is made. Work will commence once both parties agree and sign off on scope, milestones, and budget. Once agreed-upon, the authorization to proceed will trigger milestone one.

Payment terms for Visual Communication Innovation are outlined in Payment and Compensation Plan section.

Qualifying Display Canvases

Services will be performed for qualifying display canvases. Qualifying display canvases are defined as those canvases that fall within the current visual communication ecosystem. A description of current qualifying displays canvases supported under this addendum is attached in Appendix A.

New display canvases outside of the list in Appendix A may be added to the visual communication ecosystem from time to time. These requests will undergo a feasibility assessment, and adjustments to scope, capacity, and priority will be evaluated by both the Owner and Contractor.

Submittals

The Parties agree that the Submittals below will address the requirements of the Services described in this Addendum. Submittals will be provided by the contractor.

Submittals will be provided following the Video Working Group and Steering Group Meetings in the form of the documents listed below. The submittals will be comprised of the items below.

- Steering Group meeting notes
- Steering Group presentation deck
- Video Working Group meeting notes
- Video Working Group presentation deck



Sample documents are included in Appendix B.

Compensation and Payment Plan

The following section provides an overview of the compensation and payment plan structure for the efforts included in this addendum. The total not-to-exceed amount for October 1, 2024 to September 30, 2025 for this contract is Two Million Seven Hundred Thousand Dollars. (\$2,700,000.00 USD).

Content Refreshes & Maintenance, Production Tasks, Lab Upkeep, Playlist Management, Program Management Payment Plan

In consideration of the Services related to Content Maintenance, Ongoing Content Refreshes and Maintenance, Production, Lab Upkeep and Optimization, Playlist Management/Scheduling, Program Management and Administration described in this statement of work to be performed pursuant to this Addendum, the compensation payable to the Contractor (Faith Group Consulting, LLC) shall be a total lump sum of Two Million Seven Hundred Thousand Dollars. (\$2,700,000.00 USD).

The contract shall be payable in 12 lump sum payments for October 1, 2024, to September 30, 2025, of Two Hundred and Twenty-Five Thousand Dollars (\$225,000.00 USD).

Faith Group shall issue invoices directly to the Aviation Authority under the existing Information Technology Consulting services agreement.

Innovation Payment Plan

In consideration of the Services related to Visual Communication Innovation described in Section 6 to be performed pursuant to this Addendum, the compensation for these services shall not exceed Four Hundred Thousand Dollars (\$400,000.00 USD). Work will commence once both parties agree to a task order that defines scope, milestones, and budget.

This amount may include, but is not limited to:

Optimization of Signage & Queuing Process

Monitor and analysis of passenger flow with data analytics

- Biometrics Signage
- Check-in, Security, Boarding
- Smart Digital Displays
- Adaptable information throughout the signage
- Curated Content from Social Media
- Promoting passenger social posts through integrated feeds on signage
- TSA Tablet Control
- For state control of wayfinding signs
- Failovers
- Micro Experiences



Contract Management

The following section includes contract management parameters that have been provided by the Greater Orlando Aviation Authority.

The Owner shall have complete authority to transmit instructions, receive information and interpret and define the Greater Orlando Aviation Authority's policies and decisions with respect to the Scope of Work for the Work. The Greater Orlando Aviation Authority's direction that impacts the scope, budget or schedule of the Work must be documented and must be signed and presented to the Greater Orlando Aviation Authority's Procurement Committee ("PC") and Board for approval.

The Owner will receive and process the Contractor's submittals, including transmitting the submittals to and receiving either acceptance or comments on the submittals from the Video Working Group and the Owner, with such reasonable promptness as to avoid or minimize delay in the Work or in the activities of the Owner, Contractor, or other stakeholders, while allowing sufficient time for the Video Working Group's adequate review of the submittals. The Owner's processing and review of the submittals shall not relieve the Contractor of its obligation under the Contract Documents. The contractor shall not be liable for delays in delivery Work to the extent caused by delays in the Owner's processing and review of any required Submittals.

The Owner, through its Greater Orlando Aviation Authority's Video Steering Group, with the Chief Executive Officer or his/her designee, has the final authority to reject Work which does not conform to the Contract Documents. It is understood by the Owner that because the Services may be content, innovation, or related services, and innovative services and software implementation, inspection, examination and testing of the Services is only feasible at certain points in Work and that Contractor may be unable to make in development or mid-installation software available for inspection, examination, or testing and that Owner's rights under this section are therefore limited to such examination and inspection rights as are reasonable and feasible given the nature of the Work. However, the Owner shall be granted the right of reasonable inspection, examination, and testing at appropriate times throughout the Services, as mutually agreed by the Owner and Contractor.

The Owner shall review the amounts due to the Contractor on each invoice and determine if there are any apparent issues with any amounts requested for payment. The Owner, in conjunction with the Greater Orlando Aviation Authority's Video Steering Team and the Contractor, will receive for the Owner's review and records, written warranties, and other documents required by the Contract Documents and assembled by the Contractor and will issue a final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents. Receipt by the Owner of



warranties and other documents at variance with the requirements of the Contract Documents shall not be deemed acceptance of a modification to the Contract Documents or a waiver of any requirement of the Contract Documents.

Information Technology Department

The Information Technology (“IT”) Department shall be available to assist the Greater Orlando Aviation Authority’s Video Steering Team, Video Working Group and Contractor with any IT matters related to the Services, including infrastructure and equipment related matters. The IT Department may assist the Contractor in the installation of any necessary software on Greater Orlando Aviation Authority servers to effect successful installation of the Services.

Greater Orlando Aviation Authority’s Video Working Group

The Greater Orlando Aviation Authority’s Video Working Group consists of the Owner, the IT Department, the Operations Department, the Marketing Department, the Planning Department, and any other staff, contractors, or consultants that the Aviation Authority deems necessary to effect successful management and direction of the Services.

Greater Orlando Aviation Authority’s Video Steering Team

The Greater Orlando Aviation Authority’s Video Steering Team is comprised of the Greater Orlando Aviation Authority’s Chief Executive Officer, or designee, Chief of Operations, or designee, Vice President of Information Technology, or designee, the Senior Vice President of Public Affairs, a representative from the Customer Service Department, Airport Operations and Planning Departments and their support staff. The Video Steering Team will provide general oversight and guidance, as necessary, throughout the Term of this Agreement with the final decision maker for the Owner being the Chief Executive Officer. The Video Steering Team has the authority to review and approve or deny Services proposed by Contractor. In no event shall Contractor proceed with any Work until receipt of approval to proceed from the Video Steering Team.



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Faith Group

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Appendix A: List of Supported Canvases

The following section provides an overview of each canvas. This list is a representation of the Existing Greater Orlando Aviation Authority Ecosystem. Contractor may only exclude currently existing displays with written agreement with the Greater Orlando Aviation Authority.

North Terminal Curbside

The curbside area is home to the first canvases that passengers encounter as they approach the airport. The curbside displays show airport branding to welcome arriving passengers, and they facilitate wayfinding to the airlines that offer curbside check-in.

North Terminal Bump-Out

The bump-outs provide an additional check-in area at the airport. They display airport and airline branding to aid passengers in wayfinding.

North Terminal Check-in

The North Terminal check-in is the massive video wall ribbon of screens behind the check-in counters.

North Terminal Wayfinding

This wayfinding refers to the digital wayfinding signs that are in the North Terminal landside areas.

West Checkpoint

These video walls are located on either side of the Chili's restaurant. They display wait time for TSA and assign lane identifiers to the sides.

ReadySeeGo™ Digital Totems

ReadySeeGo™ totems are a portable digital signage solution placed in various locations around the airport.

North Terminal SAPM/Landside Wayfinding

This wayfinding refers to the digital wayfinding signs that are in the North Terminal SAPM Landside areas.

North Terminal SAPM/Landside Pylon

This wayfinding refers to the digital pylon sign located in the North Terminal SAPM Landside areas.

South APM Wayfinding

This wayfinding refers to the digital wayfinding signs that are in the South APM areas.

South APM 3x10 sign

The South APM 3x10 sign is a large video wall on the fifth floor above the trams that head to the North Terminal.

South APM Pylon

The South APM Pylon refers to the digital pylon sign located in the South APM area.

STC Baggage Information Displays

STC sign types: CO4, C19, C05, CO5.1, C18, C18.1

STC Check-In Displays

STC sign types: C14, C27, C28, C42

STC Flight Information Displays

STC sign types: C30, C02, C03

STC Gate Information Displays

STC sign types: C10, C25.2, C26.2

STC Wayfinding Displays

STC sign types: C22, B26, B12, B31, B33, C23, C15, B34, C38, C40, C24, B25, B39, C11, C11.1, B24, C12, C12.1, C07, C42, B46

STC CBP Displays

STC sign types: TV3, TV



Appendix B: Submittal Examples

The following items are examples of different submittal types. The samples are truncated for length, and the actual documents may not match the exact formatting shown below.

Sample Steering Group Notes



DATE	1/25/2024
ATTENDEES	Synect: Amanda Thibodeau, Gaby Machloof, Nir Bashan, Yahav Ran, Ryan Boyle, Brent Clutch Guabatz, Bonnie Lavigne, Brandon Rymanowicz GOAA: Angela Starke, Jackie Chin, Jerry Harris, Joe Furnari, Karla Carman, Scott Goodwin, Matt Conrad, Anthony Davit, Bob DeBaere, Bradley Friel, Danny Palakal, Kathleen Sharman, Kenyatta Lee, Kevin Thibault, Lennon Batchelor, Marquez Griffin, Richard Clarke, Robert Batchelder, Scott Shedek, Tawana Allen, Tom Draper, Tracey Conner, Yovannie Rodriguez
MEETING	January 25 th Video Steering Group
AGENDA ITEMS	• Final Approval • Q1 2024 POR – • Heart Month • Racing to the Top – Welcome Race Fans • Small Unit Ticketing Solves • Go Lives • AeroMexico • 10x3 Brightline TIDs

Action Items:

- ☐ Synect to provide both Racing Concept 1 and Concept 2 to Marketing
- ☐ Synect to push Racing Concept 2 live into Production at the Airport ASAP
- ☐ Synect to deliver Heart Month and go live 2/9
- ☐ Synect to deliver 1U and 2U Ticketing Solve Concept 2
- ☐ Synect to work with GOAA on POR, Passenger journey mapping, and Playlist updates

Notes:

Q1 2024 POR:

- Comment: GOAA suggested to incorporate more Orlando area/Central Florida events into the POR and incorporate the event “Welcome Messaging” on more wayfinding signage
- Comment: GOAA requested a copy of the current POR and Playlist from Synect to see where and when content is playing
- Racing to the Top:
 - Comment: GOAA likes Concept 2
 - Comment: Synect confirmed this experience would play on Ticketing, Curbside and Bumpouts, and these assets would also be shared with Marketing to showcase on Social Media
 - Comment: GOAA requested to get this experience up in time for the Rolex Daytona event this weekend

Consensus: Synect to provide both Concept 1 and Concept 2 to Marketing. Synect to push Concept 2 live into Production at the Airport ASAP

- Heart Month:
 - Comment: GOAA would like to review the digital and static signage and the customer journey mapping



- Comment: GOAA would like to review the scheduling and location of signs participating in the experience execution.
- Comment: Synect confirmed that we could revert to evergreen if we all agree that a certain theme does not work for a certain sign.
- Comment: GOAA approved Synect to move forward with delivering Heart Month

Consensus: Synect to deliver Heart Month and go live 2/9

- 1U and 2U Ticketing Solves:

- Comment: GOAA suggested for future updates to explore small unit solves that incorporate the new branding.
- Comment: Synect confirmed the 1U and 2U solve would be sandwiched between two airlines on the Ticketing wall and would not play next to an experience
- Comment: GOAA approved Synect to move forward with delivering Concept 2

Consensus: Synect to deliver Concept 2

Go Lives:

- AeroMexico:
 - Comment: N/A

Consensus: N/A

- 10x3 Brightline TIDS:
 - Comment: N/A

Consensus: N/A



Sample Video Working Group Meeting Notes



DATE	02/15/2024
ATTENDEES	Synect: Amanda Thibodeau, Gaby Machloof, Nir Bashan, Ryan Boyle, Brandon Rymanowicz, Andrea Andrews, Bonnie Lavigne GOAA: Jackie Chin, Jerry Harris, Joe Furnari, Karla Carman, Angela Howard
MEETING	February 15 th Video Working Group
AGENDA ITEMS	• O&M • Multilingual Updates • Meet & Greet Pylons Level 6 (B24-6000 and B24-6001) • Information Booth Signs Level 6 (C22 – Both Level 6 Info Signs) • C04 CBP Baggage Carousel • RSG Airside 1 • Airlines • Breeze • Avianca • POR 2024 • Spring 2024 • Go-Lives • Heart Month • Football

Action Items:

- ☐ GOAA to send Synect the preferred Connecting Flight pictogram
- ☐ Synect to review the weather stamp and consider removing the forecasted three days weather and leave only the current date's weather on C22
- ☐ Synect to bring Meet and Greet Pylon Option 1, C22, and C04 to 2/22 Steering Group for final approval
- ☐ Synect to bring Breeze and Avianca airline updates to 2/22 Steering Group
- ☐ GOAA to provide Synect with information to confirm Avianca lettering is ADA compliant
- ☐ Synect to add in more flora into the lettering to fill in more of the empty spaces in between letters on Spring 2024 concepts
- ☐ Synect to bring both Spring 2024 options and colored texts to 2/22 Steering Group for Design final approval

Notes:

O&M:

Multilingual Updates

- Meet and Greet Pylon:
 - Comment: GOAA to send Synect the Connecting Flight pictogram to use on Meet and Greet Pylon Level 6
 - Comment: Synect confirmed we will review the directions in the studio once the design is selected
 - Comment: GOAA prefers left to right arrows, rather than one arrow pointing straight ahead
 - Comment: GOAA selected Option 1



Consensus: GOAA to send Synect the preferred Connecting Flight pictogram. Synect to bring Meet and Greet Pylon Option 1 to 2/22 Steering Group for final approval

- C22 Information Booths:
 - Comment: GOAA questioned the weather and time stamp and if the information looks cluttered live
 - Comment: Synect confirmed this section is about 4 screens wide, so it is large enough to read and not look cluttered live
 - Comment: GOAA questioned if we could show only the current date's weather and not the forecasted weather for the next three days
 - Comment: Synect confirmed this could be doable
 - Comment: GOAA approved of design changes to bring to Steering Group

Consensus: Synect to review the weather stamp and consider removing the forecasted three days weather and leave only the current date's weather. Synect to bring to 2/22 Steering Group for final approval

- C04 CBP Baggage Carousel:
 - Comment: GOAA confirmed that Synect should add the second language underneath "For safety...."
 - Comment: GOAA approved with changes

Consensus: Synect to bring to 2/22 Steering Group for final approval

- RSG Airside 1:
 - Comment: N/A

Consensus: N/A

Airlines:

- Breeze:
 - Comment: GOAA questioned the location of the counter titles on the top of the backwall
 - Comment: Synect confirmed that Southwest and United both have the counter titles located at the top of the backwall
 - Comment: GOAA questioned the white colored background
 - Comment: Synect confirmed this was airline preferred coloring
 - Comment: GOAA approved to go to Steering Group

Consensus: Synect to bring to 2/22 Steering Group for final approval

- Avianca:
 - Comment: Synect confirmed the gradient wouldn't be an issue once the airline moves to Terminal C
 - Comment: Synect confirmed the FIDS height and size is the same as the other airlines that are live
 - Comment: GOAA questioned if white letters were ADA compliant against the red background
 - Comment: GOAA to provide Synect with information to confirm the lettering is ADA compliant
 - Comment: GOAA approved to go to Steering Group

Consensus: GOAA to provide Synect with information to confirm the lettering is ADA compliant. Synect to bring to 2/22 Steering Group for final approval

POR 2024

- Spring 2024:
 - Comment GOAA asked if this will go on any Wayfinding signs
 - Comment: Synect advised this will go on Ticketing specifically
 - Comment: Synect confirmed this is all native flora used in the design



- Comment: GOAA requested we add in more flora into the lettering to fill in more of the empty spaces in between letters
- Comment: GOAA requested Synect bring both Options and colored texts to 2/22 Steering Group

Consensus: Synect to add in more flora into the lettering to fill in more of the empty spaces in between letters and bring both options and colored texts to 2/22 for Design final approval

Go Lives

- Heart Month
 - Comment: N/A

Consensus: N/A

- Football
 - Comment: N/A

Consensus: N/A



Sample VIDEO Working Group/Steering Group Presentation Deck



1-- Information Booth Signs Level 6

Option 1 - English & 1 Additional Language
Seeking Final Approval

1-- Information Booth Signs Level 6

Option 2 - English & 2 Languages
Seeking Final Approval

1-- Information Booth Signs Level 6

Option 2 - English & 2 Languages
Seeking Final Approval

1-- Information Booth Signs Level 6

Please Choose 1
Seeking Final Approval

1-- Meet & Greet Pylons

Map Level 6

Meet & Greet Pylons:

- Add multilingual options with similar adjustments from GSP Multilingual.
- Create signage using the RightSigns direction menu program.
- Change arrow from right to left on Level 4 area.
- Group arrows & response text together to avoid multiple arrows in the same direction.
- Use tag sign program instead of "Key Client" text.

1-- Meet & Greet Pylons Level 6

Seeking Final Approval

Recap

Plan of Record Updates

2024 Plan of Record

Highlights

Q1: Completed

Q2-Q4: pending Video Working Group & Steering Group approval

Amplified with 7 identified groups of stakeholders and received Project Ideas for different programs for the 2024 POR.

Navigation	6
Event, Private, Brand	24
Education & Information	2
Operational Agility	1
OSM: Maintenance of Content	2

Termination program decision will be discussed and prioritized by leadership.

2024 Plan of Record

Initial Analysis

Welcome Messages for March & April

- Multiple stakeholders identified the need to have Welcome and Ad hoc Messages supported in the system.
- **Action:** If there are any Welcome Messages GOAA would like to incorporate in the system for the months of March & April, please send our way!

2024 Plan of Record

Next Steps

Synect to organize list of ideas to bring for discussion & prioritization in 3rd Video Working Group and final approval in March Steering Group.

- Synect to organize ideas into programs - **COMPLETED**
- Synect to analyze Urgency, Exposure, Lead Time & Coverage for ideas - **in progress**
- Synect to coordinate feedback from remaining Stakeholders - **in progress**
- Synect to map ideas to Passenger Journey - **in progress**

Design

Spring 2024

- Designs based on approved concepts
- All in context in release order
- Both background options were positively viewed, note to bring to Steering Group for final decision

2 Spring 2024

Approved Concept - Collage

Target Signs:

- Hanging Backdrop for all Terminals
- Corbels & Self Check in Screens
- 15x30 Train Station

Initial Concept Draft Artwork

2 Spring 2024

Option 1 - Dark Background

2 Spring 2024

Option 1 - Dark Background

2 Spring 2024

Option 1 - Dark Background

2 Spring 2024

Option 1 - Dark Background

2 Spring 2024

Option 1 - Dark Background

2 Spring 2024

Option 2 - Bright Background

2 Spring 2024
Option 2 – Spring Background

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

31

2 Spring 2024
Option 2 – Spring Background

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

32

2 Spring 2024
Option 2 – Spring Background

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

33

2 Spring 2024
Option 2 – Spring Background

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

34

2 Spring 2024
Option 2 – Spring Background

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

35

Final Approval Airlines

• Breeze
• Avianca

ORLANDO INTERNATIONAL AIRPORT | MCO

2 Breeze Airways
Seeking Final Approval

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

37

2 Avianca
Seeking Final Approval

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

38

O&M Go Lives

• O&M
• O&M
• O&M

ORLANDO INTERNATIONAL AIRPORT | MCO

39

2 Heart Month Go Live
No action needed

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

40

2 Football Go Live (02/02-02/12)
No action needed

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

41

2 Racing Go Live
No action needed

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

42

1 Totem 10 Airside 1 Concessions
No action needed

Blue Text

10 Counter Units (approx)

Blue Text

10 Counter Units (approx)

43

ORLANDO INTERNATIONAL AIRPORT | MCO

THANK YOU!

44

Programs

1. Breeze
2. Avianca
3. O&M
4. Heart Month
5. Football
6. Racing

ORLANDO INTERNATIONAL AIRPORT | MCO

45



Appendix C: Sample Plan of Record

Quarter	Deliveries	Content Type
Q1 (jan,feb,mar)	Azul video handoff	Airline
	Lynx Charter handoff	Airline
	6 RSGs in Terminal C- static handoff	RSG
	6 RSGs in Terminal C- motion handoff	RSG
	B25	Wayfinding
	RSG Motion 1 (4 RSGs concession level 2)	RSG
	IM 03 01 Static	Wayfinding
	IM 03 01 Motion	Wayfinding
	C30, C03, C25 additional background peice with updated gate	Wayfinding
	C10 updates (concession promo campaign to fix the blade issue on the left)	Wayfinding
	Spirit We have moved	Airline
	BIDS domestic & FIS redline update	Wayfinding
	RSG Motion 2 (4 RSGs concession level 2 update)	RSG
	FIS totem fix	Wayfinding
	C22 Info Desk - Promtion Concession campaign	Wayfinding
	Rental Car update	Wayfinding
	C04 Oversized Baggage	Wayfinding
	Viva Aerobus Charter	Airline
	FIS pylon update	Wayfinding
	EM Version 2 for production	Wayfinding
Q2 (apr,may,jun)	C10 Gates - Floating salad	Wayfinding
	Aeromexico Logo update	Airline
	Spirit RSGS	RSG
	RSG Motion 3 (4 RSGs concession level 2 update)	RSG
	Wayfinding updates (Train Station)	Wayfinding
	Brightline Video	Wayfinding
	RSG Concessions update	RSG
	Wayfinding updates (A,B,C Terminals + Train station)	Wayfinding
	C22 JCD handoff	Wayfinding
	Pylon update- updated airline	Wayfinding
	Silver logo update	Airline
	C22 JCD handoff V2 - Add frame to stream	Wayfinding
	FIS Totems	Wayfinding
	Wayfinding Evergreen, no memorial day (with updates)	Wayfinding
	Breeze and Alaska - 'We have moved'	Airline
	GlobalIX/Redway for Terminal C	Airline
	C15 Security Checkpoint - 'Only ticketed passenegers..' tile	Wayfinding
	4th of July	Experience
	United Bumpouts 'Bag drop Shortcut'	Airline

Quarter	Deliveries	Content Type
Q3 (jul,aug,sep)	Virgin Atlantic logo update	Airline
	All Aboard!! (Brightline)	Experience
	QR Code update 38.1A, 16A, 127B	Wayfinding
	RSG #8 update (Add Summer House)	RSG
	RSG#6 (Add Taxis, Ground Transportation wayfinding to both sides of the totem)	RSG
	RSG #3 & #4	RSG
	C15 Security Checkpoint - Enhanced tiles and lane IDs	Wayfinding
	50 Yard line	Wayfinding
	Southwest mini-notification	Airline
	Delta 'Agent Assist' & 'Self Tagged Bags' bumpout	Airline
	Dynamic Security Bubble - C15 and N3-IM	Wayfinding
	All aboard!! (Test content)	Experience
	RSG MCO App Transitions	RSG
	RSG #3, #4 & #6 V2	RSG
	50 Yard line V2	Wayfinding
	C15 Security Checkpoint - Enhanced tiles and lane IDs V2	Wayfinding
	Virgin bumpouts	Airline
	C22 Info Desk - Update design to remove live action background for JCD	Wayfinding
	'You Are On' transition with Annie for the Pylon located outside the Terminal Link	Wayfinding
	All aboard!! V2	Experience
	Southwest bumouts (X3)	Airline
	Remove all 'We have moved' experiences	Experience
	RSG #1 under Chilli's - Remove airline branding (Alaska and Spirit)	RSG
	RSG #2 & #5 - Relocation + New content	RSG
	50 Yard line Redline Improvements V3	Wayfinding
	Add 'Plaza Premium Lounge' to RSG #13 - #16	RSG
	JetBlue Station ID Font update	Airline
	Discover - Fix yellow dot issue	Airline
	Porter Airlines	Airline
	Porter Airlines to terminal C - RSG #3 & #4 update	RSG
	JetBlue Station ID Font update #2	Airline
	Southwest NE Flts	Airline
	RSG #2 & #5 - Relocation + New content V2	RSG
	Brightline 10X3	Wayfinding
	All aboard WF NT Fix	Experience
	C02 Sterile Corridor - Rotate Brightline with Ground transportation	Wayfinding
	All C07 Pylons - level treatment, rotate food & shops, add rental car, apply schedule	Wayfinding
	Four RSGs in domestic hallway - Add train station and Brightline icon	RSG
	NT All aboard WF signs (small train) - 66A, 65A, 86.3A on the B side West Checkpoint	Wayfinding
	NT All aboard WF signs (Blade train) - 86.3A on the B side West Checkpoint	Wayfinding
	B25 - New redlines for the B side of the sign	Wayfinding
	You Are On Annie CTRAN on the pylon in the NT	Wayfinding
	Update sign 86.3A - Remove Annie's dog and add big train with blade	Wayfinding
	Remove Caribbean Promo video	Airline
	Annie's Family Journey	Experience



Q4 (oct, nov, dec)	Porter Airlines - Redelivery	Airline
	Southwest backwall	Airline
	Southwest backwall - correct the variables and redeliver	Airline
	Southwest backwall - correct the CTRAN issue & add updated failvoer images	Airline
	United Backwall - Updated counter titles	Airline
	United Backwall	Airline
	United Backwall - counter titles with Star Alliance only, no text	Airline
	Add FIDs on C17 ticketing island	Wayfinding
	Aeromexico counter titles + Updated BCK color + Video	Airline
	Spirit counter titles	Airline
	Discover - Essential branding update + transition	Airline
	Air Canada - Bumpout update	Airline
	Jeltine Charter airline	Airline
	AirTransat - Logo update	Airline
	A4 APM Sign 6-01A - Rotating arrow next to 'Terminal C' to be a hard left arrow	Wayfinding
	Sign 6-3-01A - People are going into the elevators thinking they need to take them to catch the train	Wayfinding
	10X3 retrofit All Aboard experience to support the Brightline schedule	Wayfinding
	C19 Remove elevator Annie, Add elevator icon and text, Add text under bag claim and ground transport	Wayfinding
	B25s - Add another state which will have the Level 4 header	Wayfinding
	C27 Ground transportation - Include all info desk details, use the upstairs info sign as reference, C22	Wayfinding
	C15 Update - Slowing down the overall cycle of all the info and reorder for better exposure.	Wayfinding
	C15 Update - Work with TSA to summarize some of the wordy cards and remove TSA logo	Wayfinding
	CBP Pylons - "Global Entry" update	Wayfinding
	Add Jetlines to the RSG totems in the food court under terminal B airline list	Wayfinding
	Domestic arrivals pylons - Add state showing level 4 info	Wayfinding
	JetBlue - International Help Desk counter title	Airline
	JCD EM Version 2	Wayfinding
	EM Version 2 for JCD	Wayfinding
	Pylon transitions timing	Wayfinding
	AI Kiosk - RSG content pieces	RSG
	Emergency Messages for JCD	Wayfinding
	50 Yard line - V4 (Increase font sizes and make adaptive design)	Wayfinding
	Update sign 125B to include train station info and remove dead space (match 127B)	Wayfinding
	Pylon in NT terminal link area. Client wants flights screen with Terminals A,B,C to stay on longer than An	Wayfinding
	Air Canada - counter titles and bumpout	Airline
	Remove Southwest NE Flts from 50 yard line	Airline
	Welcome USA fencing on the holding room displays	Wayfinding
	American Airlines Counter titles	Airline
	Paw Pilots phase 1	Experience
	Avianca Logo update	Airline
	Paw Pilots phase 2	Experience
	MCO APP Promotion	Experience
	Sense of Culture	Experience
	Boo your way through the airport - Franken Annie	Experience
	Boo your way through the airport - Harvest Annie	Experience
	The Holiday spirit takes off - Phase 1 (Ticketing NT+ST+CS+SCI)	Experience
	The Holiday spirit takes off - C10 Gates redelivery	Experience
	The Holiday spirit takes off - 50 Yard line	Experience
	The Holiday spirit takes off - 23 NT WF signs	Experience
	The Holiday spirit takes off - C27 Mears	Experience
	The Holiday spirit takes off - Phase 2 (Rest South Terminal)	Experience
	The Holiday spirit takes off - Phase 2.5 (C05 Pylons in level 6)	Experience
	The Holiday spirit takes off - Phase 3 (Rest of North Terminal)	Experience
	The Holiday spirit takes off - Phase 4 (Train station)	Experience
	FIS Multilingual	Experience

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Harsh Uchariya, Vice President of Information Technology

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-101-C-RFP Information Technology Continuing Consulting Services Agreement to Technology Management Corporation (TMC) d/b/a Technology Management Corporation-1 Incorporated.

BACKGROUND

On May 24, 2024, the Aviation Authority Board awarded request for Proposal 24-101-RFP, Information Technology Consulting Services to Technology Management Corporation (TMC). The Contract will expire on May 31, 2029.

The Contract requires Technology Management Corporation to provide a broad range of services associated with the planning and implementation of Information Technology (IT) projects and initiatives that are identified in the Aviation Authority's Capital Improvement Plan (CIP), Information Technology Master Plan (ITMP), the Aviation Authority's annual project planning process, and other Information Technology projects and initiatives requested by the Aviation Authority. The Services may include project management; staff augmentation; research of specific technologies; research and concept development; IT business analysis; business case development; infrastructure and applications design, installation, configuration, development and testing; database management and administration; cyber and physical security; development of solicitation documents; functional, performance and interface requirements definition and documentation project planning; applications development, implementation and integration across multiple systems; operations and management of IT; assistance with IT roadmap or strategic plans; vendor and product evaluations and recommendations and other IT consulting services.

ISSUES

Contract Adjustment – Staff is requesting that the agreement to be revised to add the following Amendment: Technology Management Corporation will provide the Aviation Authority with Information Technology Staff Augmentation Support Services to the Information Technology Department. This support will provide a Senior Applications Program Analyst for Sharepoint and an Applications Program Analyst for ServiceNow. These roles will supply the Information Technology department with full-time support for two of the Aviation Authority's most critical IT systems. This amendment is for services to be performed during the 2025 fiscal year.

Term: The term for this Amendment is for the period of October 1, 2024, through September 30, 2025

The total cost for Amendment #1 is a not-to-exceed amount of \$560,040. Pricing is based on an hourly rate. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by the consultant.

SMALL BUSINESS

This agreement includes a detailed Small Business Action Plan ("Action Plan") that the Consultant will commit to implementing in order to maximize Small Business participation and development in a robust, meaningful matter, reduce barriers of entry for Small Businesses, and promote development of Small Business.

The Aviation Authority's Professional Service participation program goal is 17% for Goods and Services. For this amendment, the small business participation will be assessed on a case-by-case basis, based on each project's actual scope of work and availability.

FISCAL IMPACT

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$560,040 with funding from the Operations and Maintenance Fund account codes: 301.521.170.5310009.000.000000.

Funds expected to be spent under the contract in the current fiscal year are within the budget. Funding required in current and subsequent fiscal years will be allocated from the Operation and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approval to the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.1, Contract Adjustment for Procurement Contract 24-101-C-RFP, Information Technology Continuing Consulting Services with Technology Management Corporation (TMC) d/b/a Technology Management Corporation-1 Incorporated.; (2) authorize funding from the Operations and Maintenance Funds in a not-to-exceed amount of \$560,040; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENT A: Finance Form

ATTACHMENT B: Contract Summary

Attachment A
Finance Form

Date:	<u>6/14/2024</u>	Requestor's Extension:	<u>4548</u>
Requestor's Name:	<u>Joe Furnari</u>	Preparer's Extension:	<u>3124</u>
Form Preparer's Name:	<u>Ian Brooks</u>	Purchasing Solicitation #:	<u>24-101-C-RFP</u>
Requestor's Department:	<u>Information Technology</u>	CCM / PC:	<u>PC</u>
Description:	<u>FY25 IT Staff Augmentation Support</u>	Committee Date:	<u>TBD</u>
Vendor:	<u>Technology Management Corporation (TMC)</u>	Committee Agenda Item#:	<u>TBD</u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
301.521.170.5310009.000.000000		\$560,040.00				\$560,040.00
Total Requisition	\$0.00	\$560,040.00	\$0.00	\$0.00	\$0.00	\$560,040.00
Requisition Number		97189				

OMB Notes:
Funding Approver

Audrey Harper

Converted into PO #:

Date:

Buyer:

Total Requisition
BPA Amount

Grand Total - Agree to Committee Item \$ -

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97189	Technology Management Corp; FY25	In Process	13-JUN-2024 17:05:06	USD	560,040.00	Brooks, Ian J	☐

Attachment B
Contract Summary

24-101-C-RFP, Information Technology Continuing Consulting Services Agreement
Technology Management Corporation (TMC)

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	• PC Approved 03/12/2024 • Board Approved 04/24/2024, Item "N"	60 Months	06/01/2024 thru 5/31/2029	\$0.00
Amendment No. 1	• Pending PC Meeting Approval 07/16/2024	Contract Adjustment	10/01/24 Thru 09/30/2025	\$560,040.00
Total Contract Value with all Changes (approved and proposed)				\$560,040.00

Transmittal Letter

June 3, 2024

Mr. Ian Brooks
Contracts Manager
Greater Orlando Aviation Authority
5850-B Cargo Road
Orlando, Florida 32827-4399

Ian,

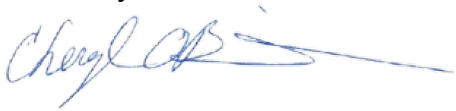
On behalf of Technology Management Corporation (TMC) and our subconsultants, we would like to thank you for your utilization of our staff to date and review of our official response for FY2025 Staff Augmentation Submittals for 10/1/24 to 9/30/25.

The Information Systems Support Services, between TMC and the Greater Orlando Aviation Authority (GOAA) is to staff full-time positions for GOAA to support multiple initiatives at the airport. It is anticipated that most of these positions will be onsite 40 hours a week and will be under the direction of GOAA Managers.

As a member of the GOAA IT team, these staff will be responsible for carrying out day-to-day operations for their various positions under the direction of the GOAA IT team. The primary duties and responsibilities are known by all current staff and they will continue to be upheld.

On behalf of TMC and our entire project team, thank you for your consideration.

Sincerely,



Cheryl O'Brien
President and Founder
Technology Management Corporation



GREATER ORLANDO AVIATION AUTHORITY

FY 2025 Information Systems Staff Augmentation Support

**Sr. Application Programmer/Analyst (1)
Application Programmer/Analyst (1)**

10/1/2024 – 9/30/2025

Submitted by:



Technology Management Corporation

Technology Management Corporation (TMC)

**4790 Lakeway Terrace
Shorewood, MN 55331
952-470-0217**

June 3, 2024

Project Fees & Schedule

Our subconsultant for this work include JD Solve IT.

Principal in Charge hours are proposed for charges incurred for oversight and management of the sub-consultant resources. Activities such as coordination of recruitment and vetting of staff candidates with the sub-consultant, monitoring and coordinating training requirements associated with staff development and training with the sub-consultant. Oversight of on-boarding including GOAA badging process. Coordination of staff turnover when required. Review and approval of monthly invoices, resolving any discrepancies with invoices.

The Contracts Administrator hours are for coordination of time sheets, invoice coordination with sub-consultant, invoice and statements of work preparation for new project or staff positions.

Below is listed the fees for each position.

Firm	Role	Rate	Hours	Total
JD Solve IT	Sr. App. Prog/Analyst	\$ 144.00	2080	\$ 299,520.00
TMC	App. Prog/Analyst	\$ 111.00	2080	\$ 230,880.00
TMC	Principal	\$ 220.00	104	\$ 22,880.00
TMC	Contracts Administrator	\$ 65.00	104	\$ 6,760.00
	Total			\$ 560,040.00

WMBE/LDB/DBE Participation

TMC is a certified WBE and also DBE in the State of Florida. JD Solve IT is a certified DBE and MBE in the State of Florida.

App. Prog./Analyst

Responsibilities:

TMC understands that the below listed duties are only illustrative and are not intended to describe every function which may be performed by this position. TMC also understands that the Authority management may assign specific duties not listed if such duties are a logical assignment to the position. The App. Prog./Analyst will be able to further integrate and advance the ServiceNow modules into the overall strategy of the IT department to create ServiceNow as the main portal for Configuration Change Management, Ticketing, Moves/Adds/Changes, Help Desk, NOC, SOC:

- Configure application related fields, forms, views, dashboards and homepages
- Configure email notifications, acceptance roles and access controls
- Configure relationship of application to other ServiceNow modules/applications
- Assist in the expansion of the ServiceNow knowledge base for use either directly or through links to the new Electronic Content Management-SharePoint.
- Coordinate and continue to develop the active ServiceNow modules as stated above to align with recommendations and procedures outlined by the Information Technology Infrastructure Library (ITIL) in order to integrate People, Processes, & Technology (PP&T) into a cohesive, service delivery model and framework (e.g. ISO20000, ITIL v3, etc.) for GOAA's IT infrastructure and environment.
- Expand ServiceNow through working sessions and one-on-one activities to define functional requirements for the Asset Management Module.
- Be available as the subject matter expert for ServiceNow for other departments and staff within IT.
- Creation of ServiceNow training requirements for airport and IT department staff.
- Greater Orlando Aviation Authority (GOAA) Service Delivery Model Training: develop, expand and implement the GOAA service delivery Standard Operating Procedures (SOP) manual: roles, responsibilities, and accountabilities throughout the GOAA service delivery model.
- Conduct one-on-one training and group training on-site to ensure that ServiceNow is a success and delivers as expected for the organization.
- Perform other related duties as

assigned.

Education and Experience:

- 3-5 years' experience supporting the implementation, administration, configuration, and/or development of ServiceNow.
- ServiceNow Experience should include scripting in ServiceNow, tool configuration, design work, technical configuration and deployment. Specifically, candidates shall possess the skill to develop on the ServiceNow platform including the creation and/or customization of the core applications such as

Incident, Problem, Change and Service Catalog System/Process Automation (orchestration) experience.

- Experience with working or developing in any one of the following programming languages: JavaScript, PHP, C, Java, Perl, HTML or HTML 5
- Generating detailed documentation
- Excellent communication skills
- Leadership skills in technical initiatives
- Communications that clearly articulate solutions and perform demonstrations

Special Knowledge, Skills and Abilities:

- Experience implementing systems using the Agile/Scrum methodology
- Experience in the System Development Life Cycle (SDLC) processes including customer requirement analysis and system design
- Administration of a ServiceNow instance including the delegation of groups, modification of CMS, workflows, business rules, UI actions, UI policies, ACLs, dictionary, catalog items and updates of all existing solutions requiring revisions
- Understanding of Configuration Management as it relates to ITIL
- Web Services Integration (SOAP, REST, and JSON)
- Experience with Altiris Software is a plus
- ITIL certification and ServiceNow Implementer is a plus

Licenses and Certifications:

- Valid driver license and US Citizenship
- ServiceNow Certifications: ServiceNow Certified System Administrator; ServiceNow Application Developer

Sr. App. Prog./Analyst (SharePoint)

The Senior Applications Programmer/Analyst will support a multi-tier SharePoint environment. The candidate will require a minimum five years of recent experience designing and implementing SharePoint solutions. An understanding web application architecture. Experience SharePoint 2016 (or higher). Experience implementing and supporting business process automation and/or workflow tools; K2 preferred. Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes-stressful environment are important attributes of the candidate.

This position shall be part of the IT team fostering the continued growth and acceptance of the ECM program by providing SharePoint administration and supporting both the internal and external customers in various ECM initiatives including but not limited to the following tasks:

- Work closely with customers and peers to elicit all requirements needed to implement capabilities.
- Develop, review, and maintain documentation and best practices and procedures.
- Troubleshoot and resolve SharePoint system issues.
- Assist with customer training.
- Perform installation, configuration, and maintenance of SharePoint and related technologies.
- Advanced SharePoint administration including Search, Content Type Hub and Record Center.
- Manage security for SharePoint, both intra and extranet.
- Support Office Web Application and Project Web Application Server installations with SharePoint.
- Able to write custom queries for both search functions (data review) and Reporting Services including SSRS reports.
- Configuration and support IIS application servers and components.
- Ability to apply branding to the portal and sites using HTML5, CSS and jQuery.
- Must also have an understanding of document and records management concepts and techniques.

JD SOLVE IT

FY25 PROPOSAL FOR SERVICES

OVERVIEW

Through Technology Management Corp (TMC), JD SOLVE IT, LLC. (JDSolveIT) is pleased to submit this proposal for services to support Greater Orlando Aviation Authority (GOAA) in achieving its goals for improving collaborative work efforts by providing systems support and development to achieve greater efficiencies with paperless efforts and greater access for external partners, vendors, and suppliers. JDSolveIT has been instrumental in the effort thus far with the structuring of GOAA's Records Management System for compliance with State of Florida requirements. This familiarity will provide faster turnaround with implementation efforts related to M365 and paperless initiatives.

The Objective

The engagement objectives are multifaceted. Ranging from customer support to advanced integrations and system support, coupled to custom development to achieve those aims.

- **Need #1: Work closely with customers and peers to elicit all requirements needed to implement capabilities aligned with document and records management concepts and techniques and deliver the necessary training thereafter.**
- **Need #2: Develop, review, and maintain documentation and best practices and procedures.**
- **Need #3: Troubleshoot and resolve SharePoint system issues inclusive of installation, configuration, and maintenance of the underlying infrastructure and related technologies such as Office Web Application and Project Web Application Server.**
- **Need #4: Advanced SharePoint administration including Search, Content Type Hub, Record Center and management of security for both intra and extranet.**
- **Need #5: Custom development of queries for both search functions (data review) and Reporting Services including SSRS reports.**
- **Need #6: Further development of GOAA's paperless initiatives with advanced K2 workflows and forms within the SharePoint environment and M365.**

The Opportunity

Partnering and engaging JDSolveIT brings over 20 years of experience to bear in achieving the organizational goals.

- **Goal #1: Train GOAA staff on the collaboration solutions developed**

- **Goal #2: Integrate the SharePoint platforms (On-Premises SharePoint and M365) into the problem-solving efforts at GOAA**
- **Goal #3: Monitor the efficiency of the solutions with maintenance and, when necessary, improvements to solutions delivered**

The Solution

- **Recommendation #1: Stay ahead of customer trends**
- **Recommendation #2: Implement workflow solutions that assist in the automation of tasks and reduction of paperwork**
- **Recommendation #3: Focus on paperless initiatives, management buy-in for automations, and efficiencies**

OUR PROPOSAL

Greater Orlando Aviation Authority (GOAA) has a well-deserved reputation for its support of efficient and safe air travel operations. However, faced with the rapid pace of change and an ever-increasing paper flow, the economic impact from the limitations that paper processing entails is increasingly visible as the bottleneck to taking full advantage of the improvements in technology. With TMC/JDSolveIT, GOAA can look to take advantage of the automations that will improve staff efficiencies and improved customer perceptions.

Rationale

- Research the current capabilities of existing platforms
- Seek opportunities to improve processes
- Alignment with mission

Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

TMC and JDSolveIT seek to incorporate proven methodologies in delivering the solutions that GOAA seeks by assigning well qualified personnel to the tasks. The assigned engagement lead will operate in a highly responsive manner in managing deliverables that are identified and well supported by management buy-in for the solution.

Technical/Project Approach

The project approach will seek to provide regular maintenance schedules for applying security and update patches to the on-premises servers on a quarterly basis in conjunction with the daily monitoring needs.

Additionally, development solutions will always be outlined with a schedule timeline upon management buy-in for the solution approach and proper scope and requirements outline for an initiative.

Resources

The lead resource for the engagement is Joe DeLima, the founder of JDSolveIT.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
IT support solution	Maintenance and support of SharePoint Server 2019 and underlying servers with regular/period patching to maintain peak security.
Paperless Initiative	Leverage K2/Nintex as a solution for the automation that is needed with various paper bound solutions. Work with management to identify and prioritize solutions in a coordinated implementation manner that takes into consideration USER, ORGANIZATIONAL, and TECHNICAL feasibility in addressing the improvements sought.
Collaboration Tools	Assist in the identification and selection of tools to be used that facilitate the transition and/or integration of SharePoint Servers on premise with the cloud-based solutions such as M365.

Supplied Material

The following materials are to be supplied by Greater Orlando Aviation Authority (GOAA) for this project. For JD SOLVE IT, LLC. (JDSolveIT) to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by Greater Orlando Aviation Authority (GOAA)	Due Date*
User data for review and implementation of solutions	2 weeks after scope development
VPN access for maintenance window	10/1/2024
Licensed Visual Studio (for reports development and other solutions)	
Admin access to servers (Workstation, SharePoint farm servers, OWA, and K2 Server)	

EXPECTED RESULTS

We expect our engagement by GOAA to provide the following results:

Financial Benefits

- Result #1: Boost employee productivity and engagement in SharePoint
- Result #2: Improved turnaround time from current paper-bound processes

Technical Benefits

- **Result #1: Peak server operating efficiencies**
- **Result #2: Platform diversification**
- **Result #3: Ease of access**

PRICING

JDSolveIT's services rendered to GOAA FY2025 for a Sr. Application Programmer Analyst is to be billed at \$144.00 per hour for a 2080-hour engagement term (as a full time Staff Augmentation placement.)

QUALIFICATIONS

JD SOLVE IT, LLC. With over 20 years in the IT industry, is continually proven to be an industry leader for high quality/guaranteed product/service in the following ways:

- **Vision**
- **Inspiration**
- **Flexibility**

CONCLUSION

We look forward to working with GOAA towards a robust collaboration solutions. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an enhanced collaboration framework build on a well maintained and supported solution.

If you have questions on this proposal, feel free to contact me, Joe DeLima at your convenience by email at joe@jdsolveit.com or by phone at (407) 313-8977.

Thank you for your consideration.

DocuSigned by:



Joe DeLima
B01EA0282FF949D...
Founder and Principal Consultant

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: July 23, 2024

ITEM DESCRIPTION

Request to recommend to the Aviation Authority Board the approval of Amendment 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.

BACKGROUND

The initial term of the Contract was for 60 months which commenced on September 1, 2021, and with the Aviation Authority having options to renew the Contract for two additional periods of one year each.

This contract requires Daikin Applied Americas, Inc. to provide management, maintenance, and repair services to Daikin/ McQuay chillers, including all related components associated with electrical starter panels and variable frequency drives located in the Central Energy Plants at the Orlando International Airport. The work to be performed by Daikin Applied Americas, Inc. includes, but is not limited to, labor, supervision, training, testing, technical services, consulting services, repair, replacement of obsolete parts, parts, necessary materials and supplies, equipment, tools (including any necessary special tools and equipment), chemicals (excluding refrigerants) and all other accessories, services, facilities, activities, and procedures at the Orlando International Airport, in accordance with the Contract Documents.

ISSUES

Staff requests that the contract value be increased by \$600,000 due to the age of the Main Chiller Plant equipment needing additional parts and servicing.

Pricing is based on a monthly price, hourly price and mark-up percentage multiplied by the estimated number of months, annual hours, or annual service. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority. The increase will include purchase of additional parts, materials and rentals for repairs and additional work hours.

SMALL BUSINESS

This Contract does not include Minority and Woman Owned Business Enterprise or Local Developing Business participation requirement due to limited scope and availability.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact for the Contract Value Increase is a not-to-exceed amount of \$600,000. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) Amendment No. 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.; (2) authorize funding in the not-to-exceed amount of \$600,000 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENTS

Attachment A – Finance Form
Attachment B – Contract History

FINANCE FORM

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.631.210.5460001.000.10 0698			\$300,000	\$300,000		\$600,000
Total Requisition:			\$300,000	\$300,000		\$600,000
Requisition Number:			BPA	BPA		
Funding Approver:						
OMB Notes:						

ATTACHMENT B**CONTRACT HISTORY****21-21, Daikin/McQuay Chiller Maintenance Services**

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	• CPC 7/26/2021 • Board 8/18/2021 - Item -N	60 Months Single Source Contract Award	09/01/2021 thru 8/31/2026	\$2,869,874.00
Amendment No. 1	• CPC 03/28/2022 • Board 4/20/2022 - Item -J	Contract Adjustment	04/01/2022 Thru 08/31/2026	\$ 123,058.51
Amendment No. 2	• Pending PC 7/23/2024	Increase in Value	10/01/2024 Thru 08/31/2026	\$600,000.00
Total Contract Value with all Changes (approved and proposed)				\$3,592,932.51

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: July 23, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-515-IFB Landscape Maintenance Services for the AOA (Airport Operating Area) to P & L Lawn Maintenance.

BACKGROUND

On May 5, 2024, the Aviation Authority issued an Invitation for Bid 24-515 IFB Landscape Maintenance for the AOA. The term of this contract will be for five years with initial service starting on or about October 1, 2024.

The Contractor shall provide all labor, supervision, materials (including any replacement plant material and irrigation parts required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified roadway landscape areas located inside the AOA at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

On June 4, 2024, the Aviation Authority received seven responses:

<u>Name of Respondent</u>	<u>Total Five Year Bid Price</u>
• A.L.G Landscaping and Concrete Work, Inc.	\$1,862,106.04*
• P & L Lawn Maintenance, Inc.	\$2,301,930.00
• Rotol Consultants, Inc.	\$3,461,327.75
• Helping Hand Lawn Care	\$4,610,200.00
• Superior Landscaping & Lawn Care	\$7,938,892.05
• Atria Landscape Development	\$12,528,480.00
• Able Business Services	\$25,620,763.23

References for the two low Respondents were checked and confirmed that A.L.G Landscaping and Concrete Work, Inc., has not performed services of similar size and scope of landscape maintenance and irrigation service of 100 acres or more. The reference provided could not validate the capabilities and experience of A.L.G Landscaping and Concrete Work, Inc. The Reference also indicated within their response the services provided were for Lawn Care, Trash Removal and Tree Debris Removal only.

*Staff recommends A.L.G Landscaping and Concrete Work, Inc. to be considered non-responsive due to not meeting the minimum requirements.

References for P & L Lawn Maintenance, Inc. were determined to be responsive and responsible. Therefore, Staff recommends award to P & L Lawn Maintenance, Inc. for landscape maintenance and irrigation service, as the next lowest respondent.

SMALL BUSINESS

This Contract does not include Minority and Woman Owned Business Enterprise or Local Developing Business participation requirement due to limited scope and availability.

ALTERNATIVES

The Committee may choose not to award/recommend this procurement to the Aviation Authority Board.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$2,301,930 for the five-year period. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem the Response from A.L.G Landscaping and Concrete Work, Inc. as non-responsive; (2) Award Invitation for Bid 24-515-IFB. Landscape Maintenance Services for the AOA to P & L Lawn Maintenance, Inc., for the total not-exceed amount of \$2,301,930.00; (3) authorize funding from the Operations and Maintenance Fund; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by Legal Counsel.

ATTACHMENTS

Attachment A – Finance Form

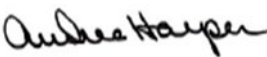
Attachment B – Minimum Requirements

ATTACHMENT A

FINANCE FORM

Date:	7/10/2024	Requestor's Extension:	
Requestor's Name:	Daisily Pagan	Preparer's Extension:	2495
Preparer's Name:	John Field	Solicitation #:	24-515 IFB
Requestor's Department:	Facilities	Contract # / Name:	24-515 / Landscape Maintenance Services for the AOA
Description:	Contract Award	Procurement Committee Date:	07/23/2024
Vendor:	P & L Lawn Maintenance	Agenda Item #:	

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	FY29 Amount	TOTAL CONTRACT
301.631.110.5340004.000.100876	\$449,825	\$449,825	\$461,090	\$466,590	\$474,600	\$2,301,930.00
Total Requisition:	\$449,825	\$449,825	\$461,090	\$466,590	\$474,600	\$2,301,930.00
Requisition Number:	97342	97343	97344	97345	97346	
Funding Approver:						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97342	PC 07-2024 FY2025 Funding: Award	In Process	10-JUL-2024 16:04:50	USD	449,825.00	Field, John M	☐

ATTACHMENT B
MINIMUM REQUIREMENTS

Minimum Requirements

Responses will be considered only from Respondents which are regularly engaged in the business as described in this Solicitation package; with a record of performance for the period of time stated in the Minimum Requirements, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated.

Respondents that do not meet the requirements listed as determined by the Aviation Authority, at its sole discretion, will be deemed non-responsive and not considered for award. All decisions made by the Aviation Authority are final.

- a. Bidder must have a minimum of five (5) years' experience performing Landscape Maintenance Services in an area of at least 100 acres providing:
 - 1) Mowing;
 - 2) Edging and Trimming;
 - 3) Weeding;
 - 4) Pruning Services
 - 5) Disease and Insect Control;
 - 6) Fertilization;
 - 7) Trash and Debris Removal;
 - 8) Provide/Placement of Mulch;
 - 9) Plant Replacement; and
 - 10) Irrigation Maintenance.
- b. Bidder has provided these services for at least three (3) entities with contracts of similar size and scope of this Contract during such five (5) year period immediately preceding the date*
- c. Demonstrates the availability of the necessary manpower (both supervisory and operational personnel) and necessary equipment to accomplish the scope of work in the Solicitation, per the Vendor's Submission Operational Plan and Equipment List.
- d. Bidder shall submit with bid copies of Licenses and Certifications that are pertinent to this work. All such documents shall be current.
 - 1) The Bidder or an employee of Bidder, possesses a State of Florida Restricted Pesticide Ornamental and Turf License issued by the Department of Agriculture and Consumer Services authorizing the application of pesticides, herbicides, and insecticides for exterior.
- e. Proof Bidder can meet the Insurance requirements as set forth herein.
- f. The Aviation Authority reserves the right to reject any Bid if the evidence submitted by or investigation of such Contractor fails to satisfy the Aviation Authority that such Contractor is a responsive and responsible Contractor in accordance with the criteria set forth herein*

References

- a. Respondent must provide at least three references from Clients to whom the Respondent delivered goods or provided services of a similar scope, within five years from the date of this solicitation*

- b. Respondents' references should demonstrate that the Respondent reasonably has the reputation to perform the Scope of Services / provide goods*
- c. References shall be able to validate the Respondent's capabilities and experience*
- d. The Respondent authorizes the Aviation Authority, its staff or consultants to contact any of the references provided in the response and specifically authorizes such references to release either orally or in writing, any appropriate data with respect to the Respondent and its Engagement Team members.
- e. Respondent bears full responsibility for naming references which will respond to the Aviation Authority's reference checks. If the Respondent's references do not respond to the Aviation Authority's reference checks, the Respondent's evaluation will be adversely affected by non-responsive references.