GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE

DATE: March 12, 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. CONSENT AGENDA

A. Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for the 2024 Easter MCO Traffic Count Program at Orlando International Airport.

B. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Support Services for the Airline Relations Department at Orlando International Airport.

C. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for 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 at the Orlando International Airport.

III. NEW BUSINESS

A. Request for Recommendation to the Aviation Authority Board to Approve the Award of Single Source SG00235 for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites to Move Agency Amsterdam B.V.

B. Request the Procurement Committee deem Arthur Lawrence LLC, and, DataArt as non-responsive to the Request for Proposal 24-101-RFP, Information Technology (IT) Continuing Consulting Services.

*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.rodriguez@goaa.org by 4:00 p.m., March 19, 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, March 19, 2024

GREATER ORLANDO AVIATION AUTHORITY
Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental
(Prepared by Chris DeLoatche)

DATE: March 12, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. to perform the 2024 Easter MCO Traffic Count Program at the Orlando International Airport.

BACKGROUND

In 2021, the firms providing Continuing Transportation Planning Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On May 19, 2021, the Aviation Authority Board approved a Continuing Transportation Planning Services Agreement with the following firms:

- HDR Engineering, Inc.
- HNTB Corporation

These no-cost base agreements established the negotiated hourly rates. These services consist of the performance of transportation planning services and related professional services, and may include, but not be limited to, on-airport roadway traffic counts, multi-modal transportation facility planning, airport passenger surface access-related analyses, coordination with local, regional, state and federal transportation agencies on transportation planning issues to support the development of the Aviation Authority's existing and future facilities; assisting with strategic development planning, planning analyses of roadway opportunities and constraints, wayfinding and signage, and other miscellaneous transportation projects and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities. The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, evaluation and documentation of existing conditions; Master Document support, plan review and support of the Aviation Authority's horizontal permitting program, technical support and review of documents prepared by others, management support on various Aviation Authority projects and all other related professional services.

ISSUES

Consultant's proposal, dated February 21, 2024, is to provide professional transportation planning services associated with the 2024 Easter traffic count program at the Orlando International Airport (MCO). The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. does not exceed the $250,000 threshold; thus, this agenda item does not require Board approval.

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

Consultant shall, with each monthly invoice, certify that the assigned work and services are on schedule to be completed within the contracted lump sum price, or provide at time of certification a written notice to the Aviation Authority of any deviations.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is $90,000.00. 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 Transportation Planning Services Agreement with HDR Engineering, Inc. for the services contained herein and amount as shown below:

Not-to-Exceed Fees	$0.00
Lump Sum Fees	$90,000.00
Not-to-Exceed Expenses	$0.00
TOTAL	**$90,000.00**
AAC – Compliance Review Date	SJ 03/04/24
AAC – Funding Eligibility Review Date	03/05/24

ATTACHMENTS

Attachment A: Finance Form

ATTACHMENT A

FINANCE FORM

Date:	February 27, 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:**	Continuing Transportation Planning Services
Description:	MCO 2024 Easter Traffic Counts	**Procurement Committee Date:**	March 12, 2024
Vendor:	HDR Engineering, Inc.	**Agenda Item #:**	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	**FY 23 Amount**	**FY24 Amount**	**FY25 Amount**	**FY26 Amount**	**FY27 Amount**	**TOTAL CONTRACT**
301.711.170.5310013.000.000000		$90,000.00				
Total Requisition:		$90,000.00				
Requisition Number:		96393				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Preparer	Description	Approval Sta	Creation Date	Total	Currency	Reserved
96393	Wages, Alice M	FY24 03/12/23 PC HD	In Process	04-MAR-2024 10:23:0	90,000.00	USD	☑

GREATER ORLANDO AVIATION AUTHORITY
Innovation Connecting the World

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: March 12, 2024

RE: Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. to perform the 2024 Easter MCO Traffic Count Program at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that HDR Engineering, Inc. proposes to achieve 44% MWBE participation on this addendum.

Our analysis indicates that HDR Engineering, Inc. is eligible for award of the subject 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 Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. to perform the 2024 Easter MCO Traffic Count Program at the Orlando International Airport.**

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: $90,000.00

5. **MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	18,319.00	Actual Result	20%
Hispanic American	20,834.00	Actual Result	23%
Native American	-	Actual Result	0%
Other		Actual Result	0%
Total MWBE Participation	**39,153.00**	**Actual Result**	**44%**

6.b. **Engineering / Professional Service Firm Information:**
Name: **HDR Engineering, Inc.**
Address: **315 E. Robinson Street, Suite 400**
City, State, Zip: **Orlando, FL 32801**
Telephone: **(407) 420-4200**

6.b. **Name and Address of MWBE Subconsultant**
Name: **Please see attached**
Address:
City, State, Zip:
Telephone:

6.c. ***Identity:**
Work Item(s):
Amount of Subcontract
Percent of Prime Contract (%):

*** 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)**

MWBE Subcontractor/Subconsultant Certification

Project Name & Number: **Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. to perform the 2024 Easter MCO Traffic Count Program at the Orlando International Airport.**

Prime Firm: **HDR Engineering, Inc.**

Addendum Amount: **$90,000.00**

Company Name	**K & M Data Collection, LLC**	**Luke Transportation Engineering Consultants, Inc.**
Address	1871 Rex Court	29 East Pine Street
City, State, Zip	Longwood, FL 32750	Orlando, FL 32801
Phone	(407) 401-0988	(407) 423-8055
Identity	Caucasian Female American	Hispanic American
Work Item	Traffic Data Collection	Traffic Data Collection
Amount of Subcontract	$18,319.00	20,834.00
Percentage	20.4%	23.1%

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

$39,153.00 **44%**

$90,000.00

February 21, 2024

Mr. Brad Friel, A.A.E
Greater Orlando Aviation Authority
Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, FL 32827-4399

Re: Addendum to Continuing Transportation Planning Services Agreement dated October 1, 2021: Easter 2024 MCO Traffic Count Program

Dear Brad:

HDR Engineering, Inc. is pleased to submit this proposal to provide professional transportation planning services associated with the 2024 Easter traffic count program at Orlando International Airport (MCO). This year's scope includes collection of 7-day traffic counts at a total of ninety (90) locations, including the airport cordon line and other locations of interest, and collection of 8-hour turning movement counts at two (2) locations on-site at MCO. In addition to the providing an updated ESRI File Geodatabase (FGDB) and final report, the ArcGIS Online application created for last year's count program will be updated with the 2024 data as a way to provide a user-friendly way to house and view the traffic data.

The terms and conditions of the Agreement for Professional Services for Continuing Transportation Planning Services Orlando International and Executive Airports dated October 1, 2021, will apply to this addendum. If you have any questions, please contact Jamie Krzeminski at (407) 420-4250. We look forward to working with you.

Sincerely,
HDR ENGINEERING, INC.

Katie E. Duty
Vice President

James M. Krzeminski, PE, PTOE
Project Manager

JMK:jmk

C: Matthew Wiesenfeld (HDR); HDR Accounting Department

Exhibit A - Scope of Services for Easter 2024 Traffic Count Program, Orlando International Airport

Task 1 – Traffic Data Collection

The Consultant will conduct traffic data collection services in conjunction with the peak Easter travel period, including the following:

- Continuous seven-day traffic volume counts at ninety (90) locations on-site at MCO, including the MCO cordon line and other locations of interest.
- 8-hour turning movement counts (TMC) at the South Jeff Fuqua Boulevard at Station Loop Road intersection and the South Jeff Fuqua Boulevard at Terminal C Exit intersection.

The traffic counts and other data collection are tentatively proposed to be collected during the period from Monday, March 25 through Sunday, March 31, inclusive of the Easter holiday (March 31). The count locations are as follows:

Station	7-Day Traffic Count Location Descriptions
OIA Cordon Line (7 locations)	
3A	Northbound Jeff Fuqua Boulevard, north airport exit to SR 436
3B	North airport exit to Eastbound & Westbound SR 528 from Jeff Fuqua Boulevard
4A	Southbound Jeff Fuqua Boulevard, South of SR 528
4B	Eastbound SR 528 Off-Ramp to Southbound Jeff Fuqua Boulevard
37	Bear Road, East of Tradeport Drive
201	Jeff Fuqua Boulevard, South of Heintzelman Boulevard
301	Heintzelman Boulevard, North of Cargo Road
Terminal Areas and Curbs (20 locations)	
15	Terminal A 4th Curb Entrance
17	Terminal A Parking Garage Exit
19	Terminal A Departures Exit
20	Terminal A Commercial Vehicles Exit
21	Terminal A Arrivals Exit
22	Terminal B 4th Curb Exit
23	Terminal B Commercial Vehicles Exit
24	Terminal B Arrivals Exit
25	Terminal B Departures Exit
47	Terminal B Parking Garage Exit

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Station	7-Day Traffic Count Location Descriptions
170	Terminal A Parking Garage Entrance
180	Terminal B Parking Garage Entrance
232	Terminal C Parking Entrance
233	Terminal C Parking Bypass Lane
234	Terminal C Parking Exit
236	Station Loop Road, West of Jeff Fuqua Boulevard
237	Terminal C Commercial Vehicles Exit
238	Terminal C Arrivals Exit
239	Terminal C Departures Exit
240	Terminal C Through Lanes
Key Rent-a-Car Areas (7 locations)	
18	Terminal A Rent-a-Car Exit
26	Terminal B Rent-a-Car Exit
112	RAC Tunnel
171	Terminal A Rent-a-Car Entrance
181	Terminal B Rent-a-Car Entrance
235	Terminal C Rent-a-Car Exit
241	Terminal C Rent-a-Car Entrance
Loop Road Locations (18 locations)	
7A	Return Ramp to Terminal A from B
7B	Return Ramp To Terminal B from Northbound Jeff Fuqua Boulevard
8A	Return Ramp to Terminal B from A
8B	Return Ramp to Terminal A from A
9A	Southbound Jeff Fuqua Boulevard to Terminal A
9B	Southbound Jeff Fuqua Boulevard to Terminal B
12A	Northbound Jeff Fuqua Boulevard from Terminal A
12B	Northbound Jeff Fuqua Boulevard from Terminal B
27A	Return Ramp to Terminal B from B
27B	Exit from Terminal B
28	Slip Ramp from Terminal B Entrance to Northbound Jeff Fuqua Boulevard
31A	Southbound Jeff Fuqua Boulevard from Terminal A
31B	Southbound Jeff Fuqua Boulevard from Terminal B
32A	Northbound Jeff Fuqua Boulevard to Terminal A
32B	Northbound Jeff Fuqua Boulevard to Terminal B

Station	7-Day Traffic Count Location Descriptions
900	Terminal B Entrance from Southbound Jeff Fuqua Boulevard
230	Terminal C Entrance from North
231	Terminal C Entrance from South
Other Locations (38 locations)	
6	Ramp from Southbound Jeff Fuqua Boulevard to Cargo Road (R-3)
39	Tradeport Drive, North of Bear Road
40	Tradeport Drive, West of Post Office Way
41	Cargo Road, East of Casa Verde Road
44	Landstreet Road, West of Tradeport Drive
45	Binnacle Way, West of Tradeport Drive
46	Express Street, West of Tradeport Drive
48	TNC Staging / B-52 Park Access Road
49	Bear Road, North of Cargo Road
51	Cargo Road Ramp to Southbound Jeff Fuqua Boulevard (R-1)
52	Cargo Road Ramp to Northbound Jeff Fuqua Boulevard (R-4)
53	Ramp from Northbound Jeff Fuqua Boulevard Terminal B to Cargo Road (R-2)
54	Cargo Road between Ramp R-2 and Ramp R-4
55	Cargo Road, West of Casa Verde Road
56	Roundabout from Northbound Jeff Fuqua Boulevard Terminal A to Cargo Road
85	Cargo Road, East of Hangar Boulevard
86	Southbound Jeff Fuqua Boulevard Off Ramp to Heintzelman Boulevard
87	Southbound Jeff Fuqua Boulevard On Ramp from Heintzelman Boulevard
88	Northbound Jeff Fuqua Blvd Off Ramp to Heintzelman Blvd
89	Northbound Jeff Fuqua Boulevard On Ramp from Heintzelman Boulevard
91	North Park Place (Economy Parking Blue Lot) Entrance/Exit
92	Taxi Bullpen Entrance/Exit
93	South Travel Plaza North/South Road
94	South Travel Plaza/South Cell Lot Northern East/West Driveway
95	South Travel Plaza right-in/right-out driveway
145N	Northbound Tradeport Drive, South of Binnacle Way
145S	Southbound Tradeport Drive, South of Binnacle Way
200	Jeff Fuqua Boulevard at Mid-Crossfield Taxiway
202	Jeff Fuqua Boulevard, north of Heintzelman Boulevard
210	South Park Place (Economy Parking Red Lot) Access Roadway

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Station	7-Day Traffic Count Location Descriptions
211	South Cell Lot Entrance/Exit
214	North Cell Lot Return to Terminal A Ramp
215A	North Cell Lot North Entrance from Cargo Road
215B	North Cell Lot North Exit to Northbound Jeff Fuqua Boulevard
216A	North Cell Lot South Entrance from Northbound Jeff Fuqua Boulevard
216B	North Cell Lot South Exit to Southbound Jeff Fuqua Boulevard
302	Heintzelman Boulevard, south of Cargo Road
400	Casa Verde Road, south of Canal Road

Task 2: Traffic Analysis

The Consultant will process continuous roadway traffic count data collected as part of Task 1 into a spreadsheet format showing hourly profiles in tabular and graphic form. Peak hour roadway capacities developed for use at the airport will be updated, and a level of service analysis will be completed for average daily peak hour volumes, average weekday peak hour volumes, and the isolated highest peak hour volume conditions recorded at each location. Assessments will be completed to understand changes in traffic volumes and travel patterns, particularly as related to historical traffic volumes and changes to physical and/or operational conditions at the airport. A summary of the turning movements by hour will be prepared based on the TMC data collected at the two signalized intersections along South Jeff Fuqua Boulevard, with the highest peak hour volumes noted.

Task 3: Geodatabase Update and ArcGIS Online Application

The Consultant will update the ESRI File Geodatabase (FGDB) originally developed in 2011 to include this year’s count data which will allow easy data access, querying and spatial analysis of current and past (previous five years) Easter traffic count data and operational characteristics. Spatial data created by the Consultant will be using the NAD 1983 State Plane Florida East (feet) coordinate system and will be compliant with Federal Geographic Data Committee (FGDC) standards.

HDR will also update the interactive ArcGIS Online (AGOL) web application developed in 2023 featuring a dynamic web map and dashboard for more user-friendly data visualization and access, including tabular and graphical summaries of hourly traffic count profiles from each count location. HDR will coordinate with GOAA on hosting of the site / data, and potential incorporating of the traffic data into another existing or planned GOAA GIS-based application. Note that this scope only includes hours for coordination and providing files, but not for

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recreation or rebuilding of the traffic data application in another platform or application.

Product: The Consultant will submit one electronic copy of the GIS File Geodatabase. AGOL application-based data will be uploaded and stored in HDR's AGOL environment as a public link, and HDR will provide files to GOAA for potential incorporation into a GOAA based application. One PDF copy of all individual count location tabular and graphical summaries will be provided as an appendix to the report described in Task 4 and as backup to the AGOL web application.

Task 4: Documentation

The Consultant will compile traffic data and analyses from Tasks 1-2 into a comprehensive report. Consultant observations will be provided in the report, which will also discuss count locations, physical and operational conditions during the count period, comparisons to historical volumes, airport trip distribution, roadway capacities and level of service. Sections of the report will also describe the GIS geodatabase and shapefile structure. A one-page executive summary infographic will be provided to highlight the most important statistics from this year's count program.

Product: The Consultant will submit an electronic PDF copy of the draft report to the Client for review. The Consultant will make necessary modifications to the report to address Client comments and submit an electronic PDF copy of the final report to the Client.

SCHEDULE

The draft report will be submitted to the Client by August 5, 2024, which will allow approximately eighteen (18) weeks for data reduction, analysis, and report preparation. The final report will be delivered within two (2) weeks of receipt of review comments from the Client.

FEE

The services described above in Tasks 1-4 will be accomplished for a fee of $ 90,000 as follows:

HDR Engineering, Inc. (lump sum)	$ 50,847.00
Luke Transportation Engineering Consultants, Inc. (lump sum)	$ 20,834.00
K&M Data Collection, LLC (lump sum)	$ 18,319.00
Tasks 1-4 Total:	$ 90,000.00

Any tasks not specifically included within this scope of services will be considered additional work and will require an amendment to the contract addendum.

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DBE/MWBE/LDB

Luke Transportation Engineering Consultants, Inc. (LTEC) and K&M Data Collection, LLC (K&M) are M/WBE certified firms that have been retained to assist HDR with the traffic data collection. The combined portion of the fee reserved for LTEC and K&M represents 43.5% of the total.

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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 Greater Orlando 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 one (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 Greater Orlando Aviation Authority, whichever is later.

Consultant: HDR Engineering, Inc.______________________________

By: Katie E. Duty

Print Name: Katie E. Duty, Vice President_____________________________

Date: February 21, 2024

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Greater Orlando Aviation Authority
Easter 2024 OIA Traffic Count Program
Luke Transportation Engineering Consultants, Inc.

luke transportation engineering consultants

L tec # 17-0805

2/15/2024

Position:	PRINCIPAL		PROJECT MANAGER		PROJECT ENGINEER		SENIOR PLANNER		CLERICAL/ TECHNICIAN/ ANALYST		TOTAL		
Rate ($/Hour):	$175.00		$127.00		$111.00		$105.00		$44.00				Avg. Hourly
	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Rate
Data Collection:													
7-Day Continuous Traffic Volume Counts (45 locations on site at OIA)	1	$175.00	6.5	$825.50	11	$1,221.00	16	$1,680.00	363.00	$15,972.00	397.50	$19,873.50	$50.00
8-hr Turning Movement Counts (2 locations on site at OIA)		$0.00	0.5	$63.50		$0.00	1	$105.00	18.00	$792.00	19.50	$960.50	$49.26
Sub-Total Data Collection	**1**	**$175.00**	**7**	**$889.00**	**11**	**$1,221.00**	**17**	**$1,785.00**	**381.00**	**$16,764.00**	**417.00**	**$20,834.00**	$49.96
TOTAL LUMP SUM FEE:	**1**	**$175.00**	**7**	**$889.00**	**11**	**$1,221.00**	**17**	**$1,785.00**	**381.00**	**$16,764.00**	**417.00**	**$20,834.00**	$49.96

K & M Data Collection, LLC

JOB ESTIMATE

1871 Rex Court
Longwood, Fl 32750
kmdata@cfl.rr.com
(407.401.0988)

TO:
Jamie Krzeminski, PE, PTOE
HDR, Inc
315 East Robinson St
Orlando, Fl 32801 (407-420-4200)

JOB DESCRIPTION
Conduct Forty Five (45), Seven Day Volume Traffic Counts at Orlando International Airport.

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Volume Counts Technician Hours @ $68.00 Per Hr. = 255 Total Hours	$17,340.00
Principal Hours @ $89.00 Per Hr. = 11 Total Hours	979.00
TOTAL ESTIMATED JOB COST	**$18,319.00**

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Kimberly Roe Maznicki
PREPARED BY

February 7, 2024
DATE

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-1
SUMMARY OF TOTAL CONTRACT VALUE

Greater Orlando Aviation Authority
Easter 2024 MCO Traffic Count Program
HDR Engineering, Inc.

Phase of Project:	Preliminary Design	Schematic 30%	Development 60%	Const. Docs. 95%	Bidding & Award	SUBTOTAL	Const. Admin.	Record Documents	TOTAL CONTRACT
1.0 Lump Sum Fee:	$ 90,000.00	$ -	$ -	$ -	$ -	$ 90,000.00	$ -	$ -	**$ 90,000.00**
2.0 Not to Exceed Reimbursable Fee:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
3.0 Not to Exceed Reimbursable Expenses:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
4.0 TOTAL CONTRACT VALUE:	**$ 90,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 90,000.00**	**$ -**	**$ -**	**$ 90,000.00**

Total Lump Sum Labor Hours:	1,123	0	0	0	0	1123	0	0	**1,123**
Total Not to Exceed Reimbursable Labor Hours:	0	0	0	0	0	0	0	0	**0**
TOTAL LABOR HOURS:	**1,123**	**0**	**0**	**0**	**0**	**1123**	**0**	**0**	**1,123**
Average Hourly Rate:	**$ 80.14**								

Notes:
1. The lump sum cells in Table C-1 are linked to Table C-2 values
2. The Not to Exceed cells in Table C-1 are linked to Table C-4 values
3. The linked cells are based on a maximum of 5 subconsultants; if more than 5 are included enter all values manually.

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-2
SUMMARY OF LUMP SUM FEES

Greater Orlando Aviation Authority
Easter 2024 MCO Traffic Count Program
HDR Engineering, Inc.

Phase of Project:	Preliminary Design		Schematic (30%)		Development (60%)		Const. Docs. (95%)		Bidding & Award		Const. Admin.		Record Documents		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
Consultant HDR																	
Lump Sum Fee Subtotal	440	$50,847													440	$50,847	$116
Subconsultant No. 1 LTEC																	
Lump Sum Fee Subtotal	417	$20,834													417	$20,834	$50
Subconsultant No. 2 K&M																	
Lump Sum Fee Subtotal	266	$18,319													266	$18,319	$69
Subconsultant No. 3																	
Lump Sum Fee Subtotal															0	$0	#DIV/0!
Subconsultant No. 4																	
Lump Sum Fee Subtotal															0	$0	#DIV/0!
Subconsultant No. 5																	
Lump Sum Fee Subtotal															0	$0	#DIV/0!
Total Lump Sum Amount:	**1,123**	**$90,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,123**	**$90,000**	$80

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-3
BREAKDOWN OF LUMP SUM FEES

Greater Orlando Aviation Authority
Easter 2024 MCO Traffic Count Program
HDR Engineering, Inc.

Position:	Sr. Principal		Project Principal		Sr. Project Manager		Engineer/ Planner VI		Engineer/ Planner IV		Engineer/ Planner II		Sr. Designer		Designer		Sr. Project Accountant		Document Control		TOTAL		
Rate ($/Hour):	$333		$249		$208		$166		$132		$106		$99		$79		$129		$119				
	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
Task 1: Traffic Data Collection																							
Project Mgmt/Admin	0.0	$0	1.0	$249	0.0	$0	6.0	$996	0.0	$0	6.0	$636	0.0	$0	0.0	$0	6.0	$774	0.0	$0	19.0	$2,655	$140
Coordination of Counts	0.0	$0	1.0	$249	0.0	$0	2.0	$332	2.0	$264	12.0	$1,272	8.0	$792	0.0	$0	0.0	$0	0.0	$0	25.0	$2,909	$116
Task 1 Subtotal	**0.0**	**$0**	**2.0**	**$498**	**0.0**	**$0**	**8.0**	**$1,328**	**2.0**	**$264**	**18.0**	**$1,908**	**8.0**	**$792**	**0.0**	**$0**	**6.0**	**$774**	**0.0**	**$0**	**44.0**	**$5,564**	**$126**
Task 2: Traffic Analysis																							
Reduction/Analysis of Data	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	191.0	$20,246	0.0	$0	0.0	$0	0.0	$0	0.0	$0	191.0	$20,246	$106
Quality Assurance/Quality Control	0.0	$0	8.0	$1,992	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	8.0	$1,992	$249
Task 2 Subtotal	**0.0**	**$0**	**8.0**	**$1,992**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**191.0**	**$20,246**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**199.0**	**$22,238**	**$112**
Task 3																							
~~Task 4:~~ Geodatabase Update & ArcGIS Online Application																							
Update data & build AGOL application	0.0	$0	0.0	$0	2.0	$416	0.0	$0	24.0	$3,168	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	26.0	$3,584	$138
Task 3 Subtotal	**0.0**	**$0**	**0.0**	**$0**	**2.0**	**$416**	**0.0**	**$0**	**24.0**	**$3,168**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**26.0**	**$3,584**	**$138**
Task 4: Documentation																							
Prepare Draft Report	0.0	$0	0.0	$0	0.0	$0	16.0	$2,656	0.0	$0	56.0	$5,936	16.0	$1,584	45.0	$3,555	0.0	$0	4.0	$476	137.0	$14,207	$104
Prepare Final Report	0.0	$0	0.0	$0	0.0	$0	8.0	$1,328	0.0	$0	16.0	$1,696	0.0	$0	0.0	$0	0.0	$0	2.0	$238	26.0	$3,262	$125
Quality Assurance/Quality Control	0.0	$0	8.0	$1,992	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	8.0	$1,992	$249
Task 4 Subtotal	**0.0**	**$0**	**8.0**	**$1,992**	**0.0**	**$0**	**24.0**	**$3,984**	**0.0**	**$0**	**72.0**	**$7,632**	**16.0**	**$1,584**	**45.0**	**$3,555**	**0.0**	**$0**	**6.0**	**$714**	**171.0**	**$19,461**	**$114**
TOTAL LUMP SUM FEE:	**0.0**	**$0**	**18.0**	**$4,482**	**2.0**	**$416**	**32.0**	**$5,312**	**26.0**	**$3,432**	**281.0**	**$29,786**	**24.0**	**$2,376**	**45.0**	**3,555.0**	**6.0**	**$774**	**6.0**	**$714**	**440.0**	**$50,847**	**$116**

NOTES:

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a not to exceed reimbursable basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-3
BREAKDOWN OF LUMP SUM FEES

Greater Orlando Aviation Authority
Easter 2024 MCO Traffic Count Program
Luke Transportation Engineering Consultants, Inc.

Position:	PRINCIPAL		PROJECT MANAGER		PROJECT ENGINEER		SR. PLANNER		TRANSP. ANALYST / TECHNICIAN		TOTAL		
Rate ($/Hour):	$175		$127		$111		$105		$44				
	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	Avg. Hourly Rate
Data Collection													
7-Day Counts (44 locations on-site at MCO)	1.0	$175.00	6.5	$825.50	11.0	$1,221.00	16.0	$1,680.00	363.0	$15,972.00	397.5	$19,873.50	$50.00
8-ht Turning Movement Counts (2 locations on site at MCO)			0.5	$63.50			1.0	$105.00	18.0	$792.00	19.5	$960.50	$49.26
Sub-Total Data Collection	**1.0**	**$175.00**	**7.0**	**$889.00**	**11.0**	**$1,221.00**	**17.0**	**$1,785.00**	**381.0**	**$16,764.00**	**417.0**	**$20,834.00**	**$49.96**
TOTAL LUMP SUM FEE:	**1.0**	**$175.00**	**7.0**	**$889.00**	**11.0**	**$1,221.00**	**17.0**	**$1,785.00**	**381.0**	**$16,764.00**	**417.0**	**$20,834.00**	**$49.96**

NOTES:

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a lump sum basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-3
BREAKDOWN OF LUMP SUM FEES

Greater Orlando Aviation Authority
Easter 2024 MCO Traffic Count Program
K&M Data Collection, LLC

Position:	PRINCIPAL		CADD/TECHNICIAN		TOTAL		
Rate ($/Hour):	$89		$68				Avg. Hourly
	labor hours	Cost	labor hours	Cost	labor hours	Cost	Rate
Data Collection							
7-Day Traffic Counts (45 locations on-site at MCO)	11.0	$979	255.0	$17,340	266.0	$18,319	$69
Sub-Total Data Collection	**11.0**	**$979**	**255.0**	**$17,340**	**266.0**	**$18,319**	**$69**
TOTAL LUMP SUM FEE:	**11.0**	**$979**	**255.0**	**$17,340**	**266.0**	**$18,319**	**$69**

NOTES:

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a lump sum basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-7a, C-7b and C-7c
PARTICIPATION SCHEDULES

TABLE C-7a DBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Subconsultant No. 1				
Subconsultant No. 2				
Subconsultant No. 3				
Subconsultant No. 4				
Subconsultant No. 5				
TOTAL PROPOSED PARTICIPATION			**$0.00**	**0.0%**

TABLE C-7b MWBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Subconsultant No. 1 - Luke Transportation Engineering Consultants, Inc.	P.O. Box 941446, Maitland, Florida 32794	MBE	7-Day traffic counts (44 locations at MCO); 8-hour turning movement count (2 locations)	$20,834.00	23.1%
Subconsultant No. 2 - K&M Data Collection, LLC	1871 Rex Court, Longwood, FL 32750	WBE	7-Day traffic counts (45 locations at MCO)	$18,319.00	20.4%
Subconsultant No. 3					
Subconsultant No. 4					
Subconsultant No. 5					
TOTAL PROPOSED PARTICIPATION				**$39,153.00**	**43.5%**

TABLE C-7c LDB PARTICIPATION SCHEDULE

NAME OF FIRM	ADDRESS	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Subconsultant No. 1:				
Subconsultant No. 2				
Subconsultant No. 3				
Subconsultant No. 4				
Subconsultant No. 5				
TOTAL PROPOSED PARTICIPATION			**$0.00**	**0.0%**

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

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the corresponding Contract Hourly Rate, up to the Not to Exceed limit defined by the Agreement. Include information on positions held by both the design consultant and each subconsultant.

FIRM	POSITION	CONTRACT HOURLY RATE
HDR Engineering, Inc.	Sr. Principal	$ 333
HDR Engineering, Inc.	Project Principal	$ 249
HDR Engineering, Inc.	Sr. Project Manager	$ 208
HDR Engineering, Inc.	Engineer/ Planner VI	$ 166
HDR Engineering, Inc.	Chief Designer	$ 168
HDR Engineering, Inc.	Engineer/ Planner V	$ 148
HDR Engineering, Inc.	Engineer/ Planner IV	$ 132
HDR Engineering, Inc.	Engineer/ Planner III	$ 113
HDR Engineering, Inc.	Engineer/ Planner II	$ 106
HDR Engineering, Inc.	Engineer/ Planner I	$ 93
HDR Engineering, Inc.	Sr. Designer	$ 99
HDR Engineering, Inc.	Designer	$ 79
HDR Engineering, Inc.	Sr. Project Accountant	$ 129
HDR Engineering, Inc.	Document Control	$ 119
K&M Data Collection, LLC	Principal	$ 89
K&M Data Collection, LLC	CADD / Technician	$ 68
Luke Transportation Engineering Consultants, Inc.	Principal	$ 175
Luke Transportation Engineering Consultants, Inc.	Project Manager	$ 127
Luke Transportation Engineering Consultants, Inc.	Project Engineer	$ 111
Luke Transportation Engineering Consultants, Inc.	Senior Planner	$ 105
Luke Transportation Engineering Consultants, Inc.	Transp. Analyst	$ 44
Luke Transportation Engineering Consultants, Inc.	Technician	$ 44

Addenda / Amendments Awarded per Agreement - Summary for Committee

HDR Engineering, Inc. -- Agreement No. 202104-CTP1

Continuing Transportation Planning

Add	Amd	Proj.	Description	PSC/CCM		Board	Exec.	PO#	$ Amount	Cumul. per Add. $ Amount
000	000	-	Continuing Transportation Planning	PSC	04/27/21	05/19/21	10/01/21		$0.00	$0.00
001	000	-	FY22 On-Call Horizontal Development Plan Review Services	CCM	10/05/21	NA	10/12/21	93841	$25,000.00	$25,000.00
001	001	-	Reduction in Scope of FY22 On-Call Horizontal Development Plan Review Services	CCM	08/23/22	NA	08/31/22		($10,000.00)	$15,000.00
002	000	-	FY22 On-Call Transportation Planning Services	CCM	10/05/21	NA	10/12/21	93843	$50,000.00	$50,000.00
002	001	-	Additional FY22 On-Call Transportation Planning Services	CCM	08/23/22	NA	08/31/22		$10,000.00	$60,000.00
003	000	-	2022 Easter MCO Traffic Count Program	CCM	03/22/22	NA	03/29/22	94592	$84,977.00	$84,977.00
004	000	-	FY23 On Call Horizontal Development Plan Review Services	CCM	10/04/22	NA	10/20/22	95445	$25,000.00	$25,000.00
005	000	-	FY23 On Call Transportation Planning Services	CCM	10/04/22	NA	10/20/22	95444	$50,000.00	$50,000.00
005	001	-	Additional FY23 On Call Transportation Planning Services	CCM	01/03/23	NA	01/18/23		$50,000.00	$100,000.00
006	000	-	Dowden Road Extension Traffic Study	CCM	01/03/23	NA	01/18/23	95668	$67,033.00	$67,033.00
007	000	-	2023 Easter MCO Traffic Count Program	PSC	03/21/23	NA	03/29/23	96210	$89,948.00	$89,948.00
008	000	-	Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	CCM	08/01/23	NA	08/10/23	1007419	$202,388.00	$202,388.00
008	001	-	Additional Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	CCM	10/10/23	NA	10/20/23		$193,721.00	$396,109.00
009	000	-	FY24 On Call Horizontal Development Plan Review Services	PSC	09/26/23	10/18/23	10/26/23	96635	$20,000.00	$20,000.00
009	001	-	Additional FY24 On Call Horizontal Development Plan Review Services	PSC	01/02/24	NA	01/09/24		$20,000.00	$40,000.00
010	000	-	FY24 On-Call Transportation Planning Services	PSC	09/26/23	10/18/23	10/26/23	96637	$75,000.00	$75,000.00

Total for HDR Engineering, Inc. for Agreement No. 202104-CTP1 **$953,067.00**

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm		Agreement Execution Date	Original Duration / 1st Extension / 2nd Extension		Current Expiration Date
Continuing Agreement Consultant - Transportation Planning					
HDR Engineering, Inc.	Not a Minority Firm	10/01/21	Original Dur:	3 Yrs	10/01/24
			1st Ext Dur:	1 Yrs	
			2nd Exr Dur:	1 Yrs	

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	$ Amt	Cumulative
03/21/23		007	000	$89,948.00	$89,948.00
09/26/23	10/18/23	009	000	$20,000.00	$109,948.00
09/26/23	10/18/23	010	000	$75,000.00	$184,948.00
01/02/24		009	001	$20,000.00	$204,948.00

GREATER ORLANDO AVIATION AUTHORITY
Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

Memorandum

To: **Members of the Procurement Committee**

From: **Jacqueline Chin, Assistant Vice President – Airline Relations**

Date: **March 12, 2024**

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year (FY) 2024 On-Call Support Services for the Airline Relations Department at Orlando International Airport.

BACKGROUND

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as needed or annual basis. This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the FAA; Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

ISSUES

Consultant's proposal, dated February 29, 2024, is to assist the Aviation Authority Airline Relations department with miscellaneous support services on an as-needed basis. These services may relate to, but not necessarily be limited to professional consulting services for: the establishment of passenger demand including daily and hourly peak passenger demand, aircraft gate allocation simulation, the review of existing processor performance and the establishment of facility requirements associated with passenger demand, the formulation of terminal improvement plans to meet operational requirements associated with future passenger demand, the preparation of aircraft parking concept plans, research and identification of best practices related to the management of common use facilities at airports, formulation of common use priorities and framework for the management of common use facilities, etc.

If approved, these services would be effective the date of Procurement Committee Approval.

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.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is $58,250. 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 the amount as shown below:

Not to Exceed Fees	**$58,250.00**
Lump Sum Fees	**$0.00**
Not to Exceed Expenses	**$0.00**
TOTAL	**$58,250.00**
AAC – Compliance Review Date	SJ 03/04/24
AAC – Funding Eligibility Review Date	03/04/24

RECOMMENDED ACTION

Attachment A: Finance Form

Greater Orlando Aviation Authority

Date:	*3/4/2024*	**CCM / PC:**	
Requestor's Name:	*Jackie Chin*	**Requestor's Extension:**	3830
Form Preparer's Name:	*Kevin Toth*	**Preparer's Extension:**	2213
Requestor's Department:	*302 - Airline Relations*	**Purchasing Solicitation #:**	
Description:	*General On-Call Support Services - Airline Relations*	**Committee Date:**	3/12/2024
Vendor:	Ricondo	**Committee Agenda Item#:**	

NON-PROJECT FUNDS: O&M, CAPEX, 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
308.302.170.5310009.000.501658	58,250.00					58,250.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	58,250.00	-	-	-	-	58,250.00
BPA or Requisition Number	96351					

Funding Approver: *Andrea Harper*
OMB Notes:

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96351	FY24 (302) Encumbrance Req - PO t	In Process	27-FEB-2024 10:53:52	USD	58,250.00	Cason, Diane C	☑

GREATER ORLANDO AVIATION AUTHORITY
Innovation Connecting the World

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: March 12, 2024

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Support Services for the Airline Relations Department at the Orlando International Airport

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 addendum due to the on-call nature of the services to be provided.

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

RICONDO®

February 29, 2024

Ms. Jacqueline Chin
Assistant Vice President
Airline Relations
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, FL 32827

RE: Proposal for Fiscal Year (FY) 2024 On-Call Support Services for the Airline Relations Department at the Orlando International Airport (MCO)

Dear Ms. Chin:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (Aviation Authority) Airline Relations department with miscellaneous support services at the Orlando International Airport (MCO) 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:

- The establishment of passenger demand including daily and hourly peak passenger demand.
- Aircraft gate allocation simulation (i.e., development of ramp charts).
- The review of existing processor performance and the establishment of facility requirements associated with passenger demand including:
  - The simulation of facility performance using CAST© computer modeling. This would include the prediction of average passengers processing times, passenger flows, queue lengths, and anticipated performance and hourly passenger throughputs based on existing facility configurations.
  - The preparation of video clips to illustrate passenger movements and queue build-ups resulting from existing lane configurations/queue areas.
- The formulation of terminal improvement plans to meet operational requirements associated with future passenger demand.
- The preparation of aircraft parking concept plans.
- Aircraft and vehicle simulation modeling.
- Research and identification of best practices related to the management of common use facilities at airports. This may include various outreach activities such as the preparation of surveys to collect perspectives on the implementation, operation, and maintenance of common use facilities.
- Formulation of common use priorities and framework for the management of common use facilities.

- Review of processes and standards for new passenger processing systems or equipment (e.g., self-bag drop systems).
- Review of passenger processes based on the implementation of new technology and/or standards (e.g., implementation of biometric technology).
- As requested by GOAA staff, project meetings attendance.

Schedule

The proposed services are for Fiscal Year 2024.

Professional Fees

While this proposal has been developed with an attempt to understand the desired services as noted above, the actual hours of effort could vary based on the number of tasks to be completed in FY 2024 and complexity. This proposal is predicated on the following labor hour assumptions for the on-call support services:

- Senior Director: 30 hours
- Manager: 120 hours
- Senior Consultant: 300 hours

For the review of the concessionaire proposal packages, this proposal is predicated on the following labor

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumptions is $58,250. There is no Ricondo expense budget for this task.

TABLE 1 – PROFESSIONAL FEES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Director	$295.00	30	$ 8,850.00
Ricondo/Manager	$180.00	120	$ 21,600.00
Ricondo/Senior Consultant	$139.00	200	$ 27,800.00
Expenses			Not Applicable
TOTAL COSTS			**$ 58,250.00**

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

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau
Director

cc: Kevin Toth
Brad Friel
21041212

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: P Ricondo ______________________

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

Date: 02/29/2024

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 Serivces	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

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
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 Servivces	CCM	10/25/22	NA	11/08/22	95631	$25,000.00	$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	$75,000.00	$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	$25,000.00	$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		$75,000.00	$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	$25,320.00	$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	$248,260.00	$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		$247,406.00	$495,666.00

029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	**CCM**	12/20/22	NA	01/09/23	95678	$57,705.00	$57,705.00
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
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
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		$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		$1,090,217.00	$1,090,217.00
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 AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23		$195,303.00	$195,303.00
052	001	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		$97,772.00	$293,075.00
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		$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		$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	97046	$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		$795,886.00	$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	**PSC**	02/27/24	NA	03/04/24		$59,139.00	$59,139.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC **$10,382,317.00**

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

GREATER ORLANDO AVIATION AUTHORITY
Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

Memorandum

To: **Members of the Procurement Committee**

From: **Jacqueline Chin, Assistant Vice President – Airline Relations**

Date: **March 12, 2024**

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for 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 at the Orlando International Airport.

BACKGROUND

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as needed or annual basis. This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the FAA; Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

ISSUES

Consultant's proposal, dated February 29, 2024, is to develop a simulation model to assess the resulting passenger flows/circulation at Airsides 2 and 4 and the north terminal landside terminal under various scenarios during the Maintenance of the Airsides 2 and 4 APM system. The model would also be used to estimate the number of buses that would be required to transport passengers from one airside to the other. Primary tasks to be completed as part of this effort include the modeling of passenger flow and bus loading/unloading operations simulation and the establishment of high-capacity bus and bus stating area requirements.

If approved, these services would be effective the date of Procurement Committee Approval.

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.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is $129,650. 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 the amount as shown below:

Not to Exceed Fees	**$129,650.00**
Lump Sum Fees	**$0.00**
Not to Exceed Expenses	**$0.00**
TOTAL	**$129,650.00**
AAC – Compliance Review Date **AAC – Funding Eligibility Review Date**	

Greater Orlando Aviation Authority
Finance Form

Date:	*3/5/2024*	**CCM / PC:**	
Requestor's Name:	*Jackie Chin*	**Requestor's Extension:**	3830
Form Preparer's Name:	*Kevin Toth*	**Preparer's Extension:**	2213
Requestor's Department:	*302 - Airline Relations*	**Purchasing Solicitation #:**	
Description:	*COOP Passenger / Facility Modeling - Airline Relations*	**Committee Date:**	3/12/2024
Vendor:	Ricondo	**Committee Agenda Item#:**	

NON-PROJECT FUNDS: O&M, CAPEX, 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
301.302.170.5310009.000.000000	129,650.00					129,650.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	129,650.00	-	-	-	-	129,650.00
BPA or Requisition Number	**96408**					

Funding Approver: Andrea Harper
OMB Notes:

Number	Preparer	Description	Approval Sta	Creation Date	Total	Currer	Reserved
96408	El Baroudi, Abderr	COOP Passenger / Fa	Incomplete	04-MAR-2024 15:59:4	129,650.00	USD	☑

GREATER ORLANDO AVIATION AUTHORITY
Innovation Connecting the World

PCM HANDOUT
3/12/2024 Item CA-C
OSBD Memo

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: March 12, 2024

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for 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 at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 4% MWBE participation on this addendum.

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

Orlando International Airport
One Jeff Fuqua Boulevard, Orlando, Florida 32827
407-825-2001

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 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 at the Orlando International Airport.**

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: **$129,650.00**

5. **MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	5,124.00	Actual Result	4%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other		Actual Result	0%
Total MWBE Participation	**5,124.00**	**Actual Result**	**4%**

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: **Please see attached**
Address:
City, State, Zip:
Telephone:

6.c. ***Identity:**
Work Item(s):
Amount of Subcontract
Percent of Prime Contract (%):

*** 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)**

MWBE Subcontractor/Subconsultant Certification

Project Name & Number: **Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for 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 at the Orlando International Airport.**

Prime Firm: **Ricondo & Associates, Inc.**

Addendum Amount: **$129,650.00**

Company Name	**Carolyn Binder CPA, LLC**	**Graphics Support Services, Inc., DBA GSS Creative**
Address	3674 Winding Lake Circle	20 N Clark St Suite 1500
City, State, Zip	Orlando, FL 32835	Chicago, IL 60602
Phone	407-319-0301	312-553-2111
Identity	Caucasian Female American	Caucasian Female American
Work Item	Project control support services	Graphics support and production
Amount of Subcontract	$1,404.00	3,720.00
Percentage	1.1%	2.9%

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		

$5,124.00 **4%**

$129,650.00

RICONDO®

February 28, 2024

Orlando International Airport

Scope of Work and Budget Proposal

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

Prepared for:

Greater Orlando Airport Authority

Prepared by:

RICONDO

BACKGROUND

The Airsides 2 and 4 Automated People Mover (APM) systems are scheduled to be replaced between 2025 and 2027 (as part of BP-47). These driverless APMs provide fast and convenient transportation for airport passengers travelling between the landside terminal and Airsides 2 and 4 (and vice versa). Each APM is configured as a dual lane shuttle to provide redundancy to the system operations. Each train includes three cars and carries up to 240 passengers per direction during normal operations. The elevated track between Airsides 2 and 4 and the landside terminal extends over 2,000 feet.

During the replacement of the existing cars, one lane will be taken out of service at a time (Work on each airside will span over a one-year period, with each lane being out of service for 6 months). The other lane will remain operational providing the only passenger transportation between the landside terminal and Airsides 2 or 4. One of the operational backup plans being considered by the Greater Orlando Aviation Authority (the Aviation Authority) to address the potential failure and/or maintenance of the single train is to allow passengers to walk between the landside terminal and the airsides during good weather conditions only. In addition, buses between Airsides 2 and 4 would be provided for passengers with limited mobility. During inclement weather, however, all passengers would be transported by bus to the other airside. From there, passengers will be directed to the existing APMs for transportation to the landside terminal. As such, busing operations would only take place between the Airside 2 and Airside 4 (there would be no direct busing operations between the airsides and the landside terminal).

To assist with the development of its contingency plan, the Aviation Authority has requested a study from Ricondo & Associates, Inc. (Ricondo) to develop a simulation model to assess the resulting passenger flows/circulation in both the airsides and landside terminal under various scenarios. The model would also be used to estimate the number of buses that would be required to transport passengers from one airside to the other.

To accomplish this effort, the following tasks have been identified:

- Passenger Flow and Bus Loading/Unloading Operations Simulation Modeling
  - Define Activity Levels
  - Establish Simulation Scenario Assumptions
  - Model Passenger Flows in the Impacted Facilities and Bus Loading/Unloading Operations
  - Identify Required Facility Improvements
  - Model Preferred Concept and Establish Bus Ridership Demand
- Bus and Associated Parking Area Requirements
  - Establish High-Capacity Bus Requirements (based on Bus Capacity, Travel Distance, Passenger Demand, and Service Headway)
  - Define Bus Staging Area Requirements and Review Impacted Facilities

SCOPE OF SERVICES

This section provides a summary scope of the approach to this effort. For budgeting purposes, the following assumptions have been made:

- This proposal includes the simulation of passenger flows on the emergency walkway including an assessment of the projected volume of peak passengers that can efficiently flow through the available emergency walkway and existing doorways at each end of the walkway.
- CAST© terminal simulation will be used to model passenger movements and processes within the Airsides 2 and 4 including APM and airside bus parking area, and APM platforms at the landside terminal. The simulation will meter passenger volumes to account for landside terminal processes (check-in and screening), Airside 4 FIS processes, building vertical circulation system capacity, and passenger walk speeds.
- It is assumed that all arriving international passengers would be required to recheck their baggage after clearing the U.S. Customs. Similarly, international arriving passengers may have to be screened after clearing the U.S. Customs and prior to being directed to the bus holding areas. For budgeting purposes, it is assumed that two scenarios would be evaluated: with and without international passengers screening.
- The fee proposal for this effort assumes simulation of four scenarios as described in the following section. Details of each scenario will be refined in collaboration with the Aviation Authority at the onset of the project. If additional scenarios are subsequently required (beyond what is mentioned in this document), this scope of work would need to be expanded.
- This proposal does not include the identification of potential roadway geometric deficiencies along the proposed bus routes between Airsides 2 and 4.

1. PASSENGER FLOW AND BUS LOADING/UNLOADING OPERATIONS SIMULATION MODELING

1.1 DATA COLLECTION AND BASELINE SIMULATION MODEL PREPARATION

To develop the simulation model, Ricondo will collect information on the proposed passenger flows (as defined by the Aviation Authority), ingress and egress points at both Airsides 2 and 4 including passenger holding areas, existing APM systems (headway, capacity, etc.), passenger demand characteristics, and facility constraints (e.g. Gate 1). As part of this effort, Ricondo will conduct a site visit to help identify passenger flows and anticipated facility constraints. This information, as well as the existing floor plans, will be used to prepare a baseline simulation model using CAST©.

1.2 DEFINE ACTIVITY LEVEL

While the maintenance of the APM systems will span over a 2-year period, only one activity level will be defined for the simulation modeling to be conducted as part of this effort. This activity level will be defined by merging the airline flight schedule anticipated for the 2024 peak month (March or April) and information regarding anticipated future flights at the Airport.

Ricondo will obtain the 2024 airline flight schedule to establish the average day peak month daily and hourly peak passenger demand for those airlines operating at Airsides 2 and 4. Load factors will be obtained using the U.S. DOT T-100 database and/or data from the Aviation Authority. Anticipated new flights that are likely to materialize in the 2025 thru 2027 period while the existing APMs are being replaced will be provided by the Aviation Authority. This effort does <u>not</u> include any projections of aviation activity.

1.3 ESTABLISH SIMULATION ASSUMPTIONS

In collaboration with the Aviation Authority, Ricondo will define up to four simulation scenarios. Considering that the airline activity levels for each airside are not similar, the simulation modeling would need to independently account for the closure of Airsides 2 and 4. The scenario assumptions will be reviewed with and approved by the Aviation Authority staff prior to the simulation modeling. These scenarios are likely to include the following.

- Worst Case Scenario (the existing emergency walkway is not usable):
  - Non-Operational Airside 2 APMs: Both of the Airside 2 APMs are out of service and the weather conditions prevent the use of the existing emergency walkway. In this scenario, the Airside 2 passengers would be transported to the Airside 4 by bus. From there, they will be directed to the existing APMs for transportation to the landside terminal (and vice versa).
  - Non-Operational Airside 4 APMs: Both of the Airside 4 APMs are out of service and the weather conditions prevent the use of the existing emergency walkway. In this scenario, the Airside 4 passengers would be transported to the Airside 2 by bus. From there, they will be directed to the existing APMs for transportation to the landside terminal (and vice versa).
- Base Scenario (the existing emergency walkway is usable):
  - Non-Operational Airside 2 APMs: Both of the Airside 2 APMs are out of service but the weather conditions allow the use of the existing emergency walkway. In this scenario, it is assumed that a majority of passengers would walk to/from the terminal. The remaining passengers would be transported to the Airside 4 by bus. From there, they will be directed to the existing APMs for transportation to the landside terminal (and vice versa).
  - Non-Operational Airside 4 APMs: Both of the Airside 4 APMs are out of service but the weather conditions allow the use of the existing emergency walkway. In this scenario, it is assumed that a majority of passengers would walk to/from the terminal. The remaining passengers would be transported to the Airside 2 by bus. From there, they will be directed to the existing APMs for transportation to the landside terminal (and vice versa).

Assumptions that would need to be reviewed and discussed with the Aviation Authority include, but are not limited to:

- Bus specifications including capacity, average speed and acceleration, estimated passenger loading and unloading time, and etc. Based on preliminary discussions with the Aviation Authority staff, it is anticipated that Cobus #2900 or #3000 would be used as part of its contingency plan.

- Passenger level-of-service goals with respect to maximum wait time, queue lengths and platform congestion.
- Travel path
- Percentage of passengers with limited mobility
- Employee shift schedule
- Anticipated facility improvements to accommodate the proposed passenger flows and passenger boarding and bus parking area
- Elevator type, rate, and capacity
- APM capacity
- International arrival flows including the FIS exit lobby and the elimination of the "International Mode"

1.4 MODEL PASSENGER FLOWS IN THE IMPACTED FACILITIES AND BUS OPERATIONS

The study will use CAST© computer modeling to simulate facility performance (including the emergency walkway), bus loading/unloading operations, and bus routing between the Airsides 2 and 4 under the aforementioned scenarios. This modeling effort will serve to analyze bus loading/unloading processes, bus travel time, review passenger flows including vertical circulation (floor changes), and assess passenger hold areas and passenger wait times. The modeling effort will also include the simulation of passenger flows on the existing emergency walkways to assess whether the projected volume of peak passengers can efficiently flow through the available walkway and existing doorways.

The model will be used to illustrate passenger demand over the course of a day including passenger flows/circulation and possible "bottlenecks." Passenger demand will be generated from the activity levels established under Subtask 1.2. Employee demand will be generated based on data and/or assumptions to be provided by the Aviation Authority.

The simulation will also be used to identify improvements that may be required to accommodate the passenger demand and flows. Videos to be generated as part of this simulation effort will focus on the APM platforms, the bus waiting areas, the staircases, the Airside 4 security screening checkpoint, and the bus routes between Airsides 2 and 4.

Key metrics that will be reviewed as part of the simulation modeling include:

- Number of passengers that would need to be bused
- Passenger holding area capacity
- Passenger wait time at the bus parking areas
- Elevator/escalator performance
- Security screening checkpoint performance including passenger wait time and queue length
- Passenger queue Length
- Passenger flow/circulation in the staircase

- APM passenger capacity vs. projected passenger demand
- Passenger flow/circulation on the APM platforms including platform capacity
- Aggregated passenger demand resulting from the busing operations between the airsides
- International arriving passenger flow and baggage handling and processing
- Passenger flow through doorways
- Bus loading and unloading operations

1.5 IDENTIFY REQUIRED FACILITY IMPROVEMENTS

Based on the findings from the base model and site visits, up to two alternatives for each airside will be developed. The proposed alternatives will focus on improving passenger level of service without major reconfiguration of the terminal spaces, APM platforms, passenger holding areas, and proposed bus parking areas. The main objective associated with this subtask is to propose improvements that will be needed to support passenger flows and holding areas at prescribed level of service. Improvements could address TSA screening for passengers exiting A/S 4 FIS, vertical circulation, airside bus platforms, and segregation of flows if required. The proposed alternatives will be evaluated and reviewed with the Aviation Authority staff to define a preferred concept.

For budgeting purposes, it has been assumed that Ricondo will not be responsible for updating terminal floor plans and/or architectural and engineering documents for implementation to reflect the recommended facility improvements.

An optional allowance of $8,000 has been added to this proposal for the development of cost estimates for the proposed facility improvements if needed.

1.6 MODEL PREFERRED CONCEPT AND ESTABLISH BUS RIDERSHIP DEMAND

Once a preferred alternative has been developed, Ricondo will “rerun” the simulation to quantify the benefits of the proposed improvements (if any). For budgeting purposes, however, it has been assumed that only the worst-case scenario (the existing emergency walkway is not usable) would be modeled.

This model will also be used to establish bus ridership demand (based on the distance between the aircraft gates and the bus holding area, combined with the metering of passengers out of aircraft and variations in passenger walk speeds).

2. BUS AND ASSOCIATED PARKING AREA REQUIREMENTS

2.1 ESTABLISH HIGH-CAPACITY BUS REQUIREMENTS

Based on the passenger demand to be established as part of the passenger terminal simulation effort and the scenarios established under Task 1.3, Ricondo will estimate the number of high-capacity buses required to meet the passenger wait time goal to be established by the Aviation Authority. Bus requirements will be calculated for the anticipated passenger demands based on assumed bus capacity, anticipated travel paths and distances, and speeds, and target maximum headway and passenger wait times. To understand overall operating requirements over the course of the day, busing requirements will be developed for (a) non-peak periods assuming a maximum headway that would be allowed to meet maximum waiting time level-of-service standards and (b) peak period requirements that would provide an estimate of the number of buses required to transport peak-period passenger demands at shorter headways. "Headway" refers to the time interval between the arrival of a shuttle bus at a particular pickup or drop-off area. This analysis will be completed using the CAST© simulation model and/or Microsoft Excel.

2.2 DEFINE BUS PARKING AREA REQUIREMENTS AND REVIEW IMPACTED FACILITIES

As part of this subtask, Ricondo will analyze the operating requirements for the passenger boarding and bus parking area based on the number of high-capacity buses required, anticipated steering angles and turn radii, bus lengths and width, and other geometric characteristics of the anticipated bus model(s) to be used for this operation. Based on the staging area requirements, Ricondo will develop up to three concept plans for the passenger drop-off/pick up platforms and the bus maneuvering and parking areas (one at Airside 2 and one at Airside 4). These concept plans will highlight the anticipated bus routes in the vicinity of the Airsides, the passenger drop-off/pick-up points, and the adjacent facilities including aircraft gates to be impacted by the bus circulation and/or required staging area. Ricondo will use the AviPLAN software to complete vehicle turn simulations and establish bus operating area requirements. This analysis will be limited to establishing geometric requirements at the anticipated Airside 2 and Airside 4 passenger ingress/egress points. Remote bus staging area requirements will not be evaluated as part of this effort.

Ricondo will outline the facilities that are likely to be impacted. This effort, however, does <u>not</u> include a review of operational and financial impacts associated with the facilities to be impacted (e.g. required gate closure and anticipated airline relocation will not be evaluated as part of this effort).

3. COORDINATION MEETINGS

Throughout the study, Ricondo anticipates participating in up to ten (10) meetings at the Airport. These meetings will provide an opportunity to discuss/review the assumptions that were used to develop the model, as well as the outcomes of the simulation modeling. Ricondo will be responsible for the preparation of the meeting materials.

4. STUDY DELIVERABLES AND BRIEFINGS

Ricondo will summarize the findings of the analyses in a Microsoft PowerPoint presentation format. For budgeting purposes, it has been assumed that no technical report would be developed as part of this study. Preliminary results would be presented to the Aviation Authority staff eight weeks from receipt of the Notice to Proceed (NTP). Following this meeting and based on the Aviation Authority's comments, Ricondo will have 30 calendar days to complete the simulation including the development of a final presentation outlining the findings and recommendations resulting from the analyses.

SUBCONSULTANTS

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

GSS – Will assist with all graphics support and production. GSS is a DBE certified company.

PROFESSIONAL FEES

As noted in **Table 1**, the Not to Exceed (NTE) professional fee amount for the proposed services is $129,650. A copy of GSS and Carolyn Binder, CPA proposals for these services is attached for your reference. Also attached to this proposal is a detailed breakdown of Ricondo's proposed budget.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Director	$295.00	48	$ 14,160.00
Ricondo/Senior Director with Travel Premium	$330.00	12	$ 3,960.00
Manager	$180.00	256	$ 46,080.00
Senior Consultant	$139.00	434	$ 60,326.00
Carolyn Binder, CPA/Senior Consultant	$117.00	12	$ 1,404.00
Graphics Support Services	$124.00	30	$ 3,720.00
GRAND TOTAL			**$ 129,650.00**
WOMEN BUSINESS ENTREPRISE (WBE)/DISADVANTAGED BUSINESS ENTERPRISE PARTIPCATION			**4.00%**

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: 02/28/2024

APPENDIX A BREAKDOWN OF PROFESSIONAL FEES

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-1
SUMMARY OF TOTAL CONTRACT VALUE
Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 APM Systems

Phase of Project:	Tasks	TOTAL CONTRACT
1.0 Lump Sum Fee:	$0.00	**$0.00**
2.0 Not to Exceed Professional Fees:	$129,650.00	**$129,650.00**
3.0 Not to Exceed Reimbursable Expenses:	$0.00	**$0.00**
4.0 TOTAL CONTRACT VALUE:	**$129,650.00**	**$129,650.00**

Total Lump Sum Labor Hours:	0	**0**
Total Not to Exceed Professional Labor Hours:	792	**792**
TOTAL LABOR HOURS:	**792**	**792**
Average Hourly Rate:		$164

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-2
SUMMARY OF NOT TO EXCEED FEES

TASKS	ALL TASKS		TOTAL		
	labor hours	Total Fee	labor hours	Cost	Avg. Rate
Ricondo & Associates, Inc.					
Not to Exceed Fee Subtotal	750	$124,526.00	750	$124,526	$166
Carolyn Binder, CPA, LLC					
Not to Exceed Fee Subtotal	12	$1,404.00	12	$1,404	$117
Graphics Support Services					
Not to Exceed Fee Subtotal	30	$3,720.00	30	$3,720	$124
Total Not to Exceed Amount:	**792**	**$129,650**	**792**	**$129,650**	$164

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
Tasks											
Tasks											
Task 1 - Passenger Flow & Bus Loading/Unloading Operations Simulation Modeling											
Task 1.1 - Data Collection and Baseline Simulation Model Preparation		$0		$0	12	$2,160	40	$5,560	52	$7,720	$148
Task 1.2 - Define Activity Level	4	$1,180		$0	8	$1,440	24	$3,336	36	$5,956	$165
Task 1.3 - Establish Simulation Assumptions	2	$590		$0	8	$1,440	8	$1,112	18	$3,142	$175
Task 1.4 - Model Passenger Flows & Bus Operations											
Worst Case: Non-Operational Airside 2 APMs	4	$1,180			30	$5,400	40	$5,560	74	$12,140	$164
Worst Case: Non-Operational Airside 4 APMs	4	$1,180			30	$5,400	40	$5,560	74	$12,140	$164
Base Case: Non-Operational Airside 2 APMs	4	$1,180			30	$5,400	40	$5,560	74	$12,140	$164
Base Case: Non-Operational Airside 4 APMs	4	$1,180			30	$5,400	40	$5,560	74	$12,140	$164
Task 1.5 - Identify Required Facility Improvements	4	$1,180		$0	16	$2,880	16	$2,224	36	$6,284	$175
Task 1.6 - Model Preferred Concept and Establish Bus Ridership Demand	4	$1,180		$0	12	$2,160	40	$5,560	56	$8,900	$159
Task 2 - Bus and Associated Parking Area Requirements											
Task 2.1 - Establish High-Capacity Bus Requirements	4	$1,180		$0	16	$2,880	32	$4,448	52	$8,508	$164
Task 2.2 - Define Bus Parking Area Requirements & Review Impacted Facilities	2	$590		$0	8	$1,440	50	$6,950	60	$8,980	$150
Task 3 - Coordination Meeting		$0	12	$3,960	24	$4,320	24	$3,336	60	$11,616	$194
Task 4 - Study Deliverables and Briefings	8	$2,360		$0	24	$4,320	40	$5,560	72	$12,240	$170
Project Administration	4	$1,180		$0	8	$1,440		$0	12	$2,620	$218
TOTAL NOT TO EXCEED PROFESSIONAL FEES (Including Optional Tasks):	**48**	**$14,160**	**12**	**$3,960**	**256**	**$46,080**	**434**	**$60,326**	**750**	**$124,526**	**$166**

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES
Carolyn Binder, CPA, LLC

Carolyn Binder, CPA, LLC	Sr. Project Manager		TOTAL		
Rate ($/Hour):	$117		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
Tasks					
Tasks					
Project Administration	12	$1,404	12	$1,404	$117
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	**12**	**$1,404**	**12**	**$1,404**	**$117**

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		Avg. Hourly
	hours	Cost	hours	Cost	Rate
Tasks					
Tasks					
Task 3 - Coordination Meeting	15	$1,860	15	$1,860	$124
Task 4 - Study Deliverables and Briefings	15	$1,860	15	$1,860	$124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	**30**	**$3,720**	**30**	**$3,720**	**$124**

APPENDIX B SUBCONSULTANT PROPOSALS

CAROLYN BINDER, CPA, LLC

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,

Carolyn Binder CPA LLC

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

February 28, 2024

Dear Mr. Carreau:

Graphics Support Services, Inc. (dba) GSS Creative will assist Ricondo with all graphics support and production associated with the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems. 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 3 - Coordination Meeting	15	$1,860	15	$1,860	$124
Task 4 - Study Deliverables and Briefings	15	$1,860	15	$1,860	$124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	30	$3,720	30	$3,720	$124

Respectfully,

Michelle Piette
President
Graphics Support Services, Inc.

20 N. Clark Street Suite 1500 Chicago, IL 60602 312 553-2111 TEL 312 553-2113 FAX gsscreative.net

GSS CREATIVE

GREATER ORLANDO AVIATION AUTHORITY
Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Keila Walker-Denis, Interim Vice President of Information Technology

DATE: March 12, 2024

ITEM DESCRIPTION

Recommendation to the Procurement Committee to approve the award of Single Source SG-00235 for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites to Move Agency Amsterdam B.V. (Move Agency).

BACKGROUND

Move Agency will perform a complete redesign of the current MCO Website (orlandoairports.net) and the MCO Cares Website (MCOCares.com). The supplier will use their Digital Airport Platform to support multi-stream content management, providing the Aviation Authority with control over content management, including creation, approval and publishing. Move Agency will also offer hosting for the websites on Amazon Web Services (AWS). The tools in their Digital Airport Platform (DAP) allow the Aviation Authority to re-use existing assets in terms of Content, Mapping tools, beacon infrastructure, and Airport infrastructure used for wayfinding in Terminals A, B, and C. The DAP includes Amazon Web Services hosting with enhanced security protections such as Distributed Denial of Service. The Move Agency's DAP provides an airport-specific platform, integration result integration with existing systems, a single-entry point for multiple front-end channels, customization options, security, reliability, and future expansion, at a reasonable cost.

At the onset of the project, requirements were gathered from the current website owners as well as other users. These were regrouped and prioritized. From a website development tool perspective, an internet search identified many potential options. An evaluation against the prioritized list of requirements eliminated most of the tools. A closer look at the remaining tools' ability to integrate with Contentful (the Content Management Solution (CMS) used by MCO's mobile app) and the other interfaces currently in use further eliminated many options. Additionally, of the identified tools, none were specific to airport environments. Other Florida airports were contacted to ascertain how they had proceeded for their own website implementations and/or upgrades. These findings helped reinforce confidence in our proposed solution. Their solutions involve a more traditional setup without a headless CMS or interfaces, therefore not benefiting from DAP functionality and mobile app support. Furthermore, Cincinnati, Dallas Fort Worth and Charlotte Douglas airports all selected Move through either a Single Source or a competitive selection process. The Aviation Authority reached out to these airports. These airports did either a Single Source or their competitive contract does not have the specific “piggyback” language available. However, the Move Agency has agreed to offer the hourly rates associated with Cincinnati Airport’s competitive contract.

The major impact of using another tool would be the need to redevelop interfaces to the existing CMS and mapping platforms currently in use. There are essentially 4 options for us to choose from: using Move with their DAP, hiring a local consultant team, hiring an outsourced team or hiring a local developer. While all of these offers custom development services, only the Move option offers platform expansion capabilities, airport experience, and known upfront and maintenance costs. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities

ISSUES

Approval of this request will result in the purchase of services required to deploy the Digital Airport Platform and design and develop new websites for OrlandoAirports.net as well as MCOCares.com. Existing content from both the websites and the MCO Mobile App will be migrated to the new platform.

This is a one-time website upgrade cost of $346,731.84.

The Aviation Authority Policy 450.03 Non-Competitive Procurements permits to acquire Goods and Services, or Professional Services made from one firm among others in a competitive marketplace which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need. The Aviation Authority policy required the requesting department to complete a Single Source Procurement Justification form, which stated, in detail, the justification for the Single Procurement. The Notice of Intent to Award and Single Source, which contained the scope of work for the goods were electronically posted to the Aviation Authority’s website, for fifteen (15) business days on August 16, 2023. No challenges were received.

SMALL BUSINESS

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the specialized scope of the required services, a Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation goal is not applicable.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of $346,731.84 for the procurement of services associated with the Digital Airport Platform and Upgrade of the Orlando Airports and MCO Cares website to be funded from Capital Expenditure Fund: 308.521.170.5310009.000.500957 (Mobile Applications) and 308.521.170.5310009.000.501604 (Orlandoairports.net Upgrade). Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required will be allocated from the Capital Expenditure Funds, 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 the award of Single Source SG-00235 to Move Agency Amsterdam B.V. for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites in the not-to-exceed amount of $346,731.84; 2) authorize funding from the Capital Improvement Fund: 308.521.170.5310009.000.500957 and 308.521.170.5310009.000.501604; and 3) authorize the Chief Executive Officer or designee to execute the necessary documents, following satisfactory review by legal Counsel.

ATTACHMENTS
Attachment A: Finance Form
Attachment B: Single Source Justification

Attachment A

Greater Orlando Aviation Authority
Finance Form

Date:	*1/11/2024*	**Requestor's Extension:**	4548
Requestor's Name:	*Joe Furnari*	**Preparer's Extension:**	3126
Form Preparer's Name:	*Richard d'Anjou*	**Purchasing Solicitation #:**	
Requestor's Department:	Information Technology	**CCM / CPC / PSC:**	
Description:	Website, App SLA	**Committee Date:**	
Vendor:	Move Agency	**Committee Agenda Item#:**	

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	Total Contract
308.521.170.5310009.000.501604	300,000.00				
308.521.170.5310009.000.500957	46,731.84				
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Requisition	346,731.84	-	-	-	346,731.84
Requisition Number	96040				

OMB Notes:
Funding Approver: Andrea Harper

Total Requisition
BPA Amount:
Grand Total - Agree to Committee Item:

Converted into PO #:
Date:
Buyer:

Single Source Procurement Request

Requested By
Joe Furnari

Request Date
8/8/2023

Department
521 – Information Technology

Request ID
SG-00235

Request Info

Initiated By
Joe Furnari

Supplier/Firm Name
Move Agency

Description
Consultation services for the redesign, development, deployment, hosting and support of the MCO Website.

Procurement Details

Need By
9/4/2023

Document Number

Estimated Amount
$340,000.00

1. What is the end use of the item or nature of the Goods, Services or Professional Services being requested?
The services to be provided by Move will be used to perform a complete redesign of the current MCO Website (orlandoairports.net) as well as the MCO Cares Website (MCOCares.com). Move will use their Digital Airport Platform to support multi-stream content management, providing the Authority with control over content management including creation, approval and publishing. Move will also provide hosting for the websites on AWS. Work will include adapting the MCO Mobile App to CMS updates performed during the website installation.

2. What capacity does the supplier for the Goods, Services or Professional Services have that make it uniquely capable of satisfying the need?
From its beginnings in 2006, Move have always been at the forefront of mobile development, catering to airports worldwide, as well as other industries. In fact, their work with airports have earned them 3 best airport app awards in a row, as well a design award for the DFW mobile app and an innovation award for Hong Kong International Airport.
It is this experience that led Move to develop their airport-specific Digital Airport Platform, focusing on the whole passenger experience. In order to stay ahead of the competition, Move adopted an Agile approach to development, which allows them to quickly produce deployable solutions that reflect the demands of their multiple customers. Careful attention to requirements development, involving key stakeholders, helps ensure the delivery of timely solutions that meet expectations as well as offering an openness for future enhancements.
(please also see the attached presentation)

3. Why are these unique capabilities or characteristics essential and necessary to meet the need?
Move's experience in the design, development and deployment of mobile apps and websites in the airport industry make them prime candidates for the Orlando Airport's websites and app upgrade project. Furthermore, the tools they provide in the form of their Digital Airport Platform (DAP) allow the Authority to re-use all of our existing assets in terms of Content, Mapping tools, beacon infrastructure used for wayfinding in Terminals A, B and C.
The DAP includes hosting on Amazon Web Services (AWS) with enhanced security protections such as Distributed Denial of Service (DDoS) as an added benefit. Furthermore, as an added feature, the non-live pages of the site are 'compiled' into static pages, leaving very little code on the servers; only the dynamic content (such as security wait times, flight information) gets loaded on request. The result is a very fast and secure website. In terms of unique benefits, the Move's DAP provides an airport specific platform, integration with existing systems, a single entry point for multiple front-

end channels, customization options, security, reliability, future expansion, at a reasonable cost.

4. What market research was done to ensure no other available source was capable of fulfilling the requirement?

At the onset of the project, requirements were gathered from the current website owners as well as other users. These were regrouped and prioritized.
From a website development tool perspective, an internet search identified many potential options. An evaluation against the prioritized list of requirements eliminated most of the tools. A closer look at the remaining tools' ability to integrate with Contentful (the Content
Management Solution (CMS) used by MCO's mobile app) and the other interfaces currently in use further eliminated many options.
Additionally, of the identified tools, none were specific to airport environments.
Other Florida airports were contacted to ascertain how they had proceeded for their own website implementations and/or upgrades. These findings helped reinforce confidence in our proposed solution. Their solutions involve a more traditional setup without a headless CMS or interfaces, therefore not benefiting from DAP functionality and mobile app support. Furthermore, Cincinnati, Dallas Fort Worth and Charlotte Douglas airports all selected Move through their competitive selection process.

5. Is there a specification, statement of work of purchase description available that is sufficient for competitive procurement? If not, is one being developed?

Not at this time.

6. What steps are being taken to foster competition in subsequent procurements of the Goods, Services or Professional Services?

None

7. What would the impact be in job accomplishment and/or financial loss if another supplier's Goods, Services or Professional Services with similar capabilities were substituted?

The major impact of using another tool would be the need to redevelop interfaces to the existing CMS and mapping platforms currently in use. There are essentially 4 options for us to choose from: using Move with their DAP, hiring a local consultant team, hiring an outsourced team or hiring a local developer. While all of these offer custom development services, only the Move option offers platform expansion capabilities, airport experience, and known upfront and maintenance costs. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities

8. If this request is for a one-time procurement, what is the estimated cost of the Goods, Services or Professio…

There will be an initial procurement for the design, development, implementation of the websites and mobile app to the amount of $340K.
It is to be noted that the original budget estimate ($340K) for upgrading the website in place with no new functionally updates was approximately the same as the quoted price for implementing the DAP. Thus, staff's opinion is this option will save the Authority money with a greater return on investment.

9. If this request is for a multiple procurements over a 12 month period, what is the estimated total cost of the Goods, Services or Professional Services over that time period?

There will be subsequent maintenance and hosting costs to the order of $6,900 / month. This cost includes expenses for obtaining additional licenses/plans, expanding the scope of trouble shooting, bug fixing & monitoring of the web, as well as increasing hosting and server management capacity. As the DAP is a very open platform, if more functionality becomes required in the future, then additional development costs will be incurred. (This would be the same if another vendor / solution were to be identified and selected).

10. Circumstances change over time. If this request is for approval for a continuing requirements, what is the length of time this procurement approval is needed prior to re-evaluating available commercial solutions and the Authority's requirements?

Estimated at three years.
The current website has been in place for 8 years and the app for 7. It is expected that some additions to both platforms will be required as new features are requested. While most content updates can be made in house, additional modules will require the vendor to develop and/or integrate them.

Is Project Related	Project Number
No	

Is Committee Approved
No

Committee Approved On

Is Board Approved / Notified
No

Board Approved On

Period of Coverage: **36 Months**

Notes

Activity History

Procurement Step	Action Taken	Action Taken On		
Final Purch Mgr Re...	Approve	8/13/2023 8:49 PM		Luis Aviles
CEO Review	Approve	8/11/2023 2:05 PM		Kevin Thibault
CFO Review	Approve	8/11/2023 1:37 PM		Kathleen Sharman
Purch Mgr	Approve	8/8/2023 10:33 PM	Airport-specific Digital Airport Platform, focusing on the whole passenger experience. Other tools would require redeveloping interfaces to the existing CMS and mapping platforms currently in use. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities	Luis Aviles
Dept Approver	Approve	8/8/2023 2:45 PM		Pete Pelletier
Create Procuremen...	Workflow Initialized	8/8/2023 2:34 PM		Joe Furnari
Initialized Workflow	Form Submitted	8/8/2023 1:53 PM		Joe Furnari

GREATER ORLANDO AVIATION AUTHORITY
Innovation Connecting the World

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Kelly Loll, Vice President of Procurement Services

DATE: March 12, 2024

ITEM DESCRIPTION

Request the Procurement Committee deem Arthur Lawrence LLC, and DataArt as non-responsive to the Request for Proposal 24-101-RFP, Information Technology (I.T.) Continuing Consulting Services.

BACKGROUND

The term of the Agreement will be for sixty (60) months, with the initial service to commence on or about June 1, 2024.

The Awarded Proposer(s) is to provide a broad range of services associated with the planning and implementation of I.T. 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 I.T. projects and initiatives requested by the Aviation Authority.

The Services may include project management; staff augmentation; research of specific technologies; research and concept development; I.T. 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 I.T.; assistance with I.T. roadmap or strategic plans; vendor and product evaluations and recommendations and other I.T. consulting services.

ISSUES

On August 6, 2023, the Aviation Authority issued a Request for Proposal for Information Technology Continuous Consulting Services. On September 13, 2023, the following Responses were received:

- 3Di, Inc.
- Arthur Lawrence, LLC*
- Avero, LLC
- Barich, Inc.
- COGENT Infotech Corporation
- DataArt*
- EPIC
- Faith Group LLC
- Information Systems Consultants, Inc.
- Krasan Consulting Services, Inc.

- RightIT Solution, LLC
- Technology Management Corporation
- The Evolvers Group, L.P.
- Zirlen Technology

(*Non-Responsive)

Procurement Services' staff has reviewed the responses submitted for 24-101-RFP, Technology (IT) Continuing Consulting Services, and recommends the Procurement Committee deem:

Arthur Lawrence, LLC as non-responsive due to not meeting the mandatory requirement of Section 3.1.c and Tab 8, which required the Proposer to attach the completed Information Technology Functional Requirements and Capabilities Matrix, Attachment "A"-Compliance Expertise Matrix.

DataArt as non-responsive due to not meeting the mandatory requirements of Section 3.1.b, 3.1.c, 3.1.d, and 3.1.f, which are the required response forms. They also did not provide references or complete Attachment "A"-Compliance Expertise Matrix required under Tab 8.

The Procurement Committee will evaluate the remaining twelve responsive responses at a later date using the established criteria listed in the RFP.

SMALL BUSINESS

A Minority Woman Business Enterprise (MWBE) participation goal was not established, but Respondents were to provide an MWBE action plan. At a later date, the Small Business Development Department will provide a report to the Procurement Committee regarding the remaining responses and their MWBE action plan.

ALTERNATIVES

Not Applicable.

FISCAL IMPACT

Not Applicable.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee deem Arthur Lawrence, LLC and DataArt as non-responsive to the Request for Proposal 24-101-RFP, Information Technology (IT) Continuing Consulting Services.