

**ADDENDUM NO. 6
TO THE AGREEMENT DATED MAY 14, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND DRMP, INC.**

Project: FY24 Environmental Permit Tracking Database (EPTD) and Hazardous Material Database (HMD) Services, Orlando International Airport

THIS ADDENDUM is effective this 4th day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **DRMP, INC.** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated May 14, 2021 Authority and Consultant entered into an agreement for Consultant to provide Continuing Environmental Consulting Services; and

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

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

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

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit “A.” Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.
2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED** amount of **FIFTY-TWO THOUSAND SIX HUNDRED EIGHTEEN AND NO/100 DOLLARS (\$52,618.00)**, broken down as follows:

Professional Fees:	NTE:	\$52,618.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$52,618.00

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

AND

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

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

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

5. Except as expressly modified in this Addendum, the Agreement dated May 14, 2021 and all prior addenda will remain in full force and effect.

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

GREATER ORLANDO AVIATION AUTHORITY

By:

Kevin J. Thibault
boxSIGN 1V9Q3H4-KC7D5WLP

Kevin Thibault, Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 4, 2023**

Karen Ryan
boxSIGN 188K31-KC7D5WLP

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

DRMP, INC.

By:

Rachel Schmidt
boxSIGN 4P8B8W4-KC7D5WLP

Signature (Duly Authorized Rep.)

Rachel Schmidt

Printed Name

Environmental Dept Manager

Title



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, Senior Vice President, Multi-Modal Planning and Environmental
(Prepared by Dan Carrington)

DATE: September 26, 2023

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for FY 24 Environmental Permit Tracking Data Base (EPTD) & Hazardous Material Data Base (HMD) at Orlando International Airport (MCO)

BACKGROUND

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

On April 21, 2021, the Aviation Authority Board approved a Continuing Environmental Consulting Services Agreement with each of the following firms:

- Breedlove, Dennis and Associates, Inc.
- Bio-Tech Consulting, Inc.
- DRMP, Inc.
- The Transit Group, Inc. d/b/a Ecological Associates, Inc.
- EXP U.S. Service, Inc.
- MSE Group, LLC
- Terracon Consultants, Inc.
- Vanasse Hangen Brustlin, Inc.

These no-cost base agreements established the negotiated hourly rates. The continuing environmental consulting services may include, but are not limited to, evaluation and assessment of wildlife issues, uplands and wetlands evaluation, habitat analysis, threatened and endangered species issues, jurisdictional wetland determinations, water quality analysis, land management, and monitoring of wetlands mitigation on facilities operated or purchased by the Aviation Authority 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 preparation of required notices and reports, coordination and providing assistance with requirements of authorities having jurisdiction over various mitigation sites, documentation of existing environmental conditions, preparation of environmental studies, technical support, and assistance with permitting activities which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

ISSUES

Consultant’s proposal dated August 23, 2023, is to provide (EPTD) for (HMD) pertaining to Multiple Federal and State Agencies such as at Orlando International Airport (MCO).

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

If approved, these services would be effective October 1, 2023.

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 \$52,618.00. Funding is from Operation and Maintenance Funds subject to adoption by the Aviation Authority Board of the FY24 Aviation Authority Budget (301.712.170.5310010.000.000000)

RECOMMENDED ACTION

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

Not-to-Exceed Fees	\$52,618.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$52,618.00
AAC – Compliance Review Date	<i>S.J</i> 09/18/23
AAC – Funding Eligibility Review Date	09/18/23

ATTACHMENTS

- Attachment A: Finance Form
- Attachment B: OSBD Memo



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: September 26, 2023

Re: Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for FY 24 Environmental Permit Tracking Data Base (EPTD) & Hazardous Material Data Base (HMD) at Orlando International Airport (MCO)

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

Our analysis indicates that DRMP, Inc. is eligible for award of the subject Addendum.



941 Lake Baldwin Lane, Orlando, Florida 32814
Phone: 407.896.0594 | Fax: 407.896.4836

August 23, 2023

DRMP #: 21-0003.000

Dan Carrington
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, FL 32827
dcarrington@goaa.org

**Subject: GOAA W424 Continuing Environmental Consulting Services
Proposal for Addendum No. 5– Environmental Permits Tracking Database & Hazardous
Material Database for Orlando International Airport (MCO) FY 2024**

Dear Mr. Carrington:

Thank you for allowing DRMP, Inc. (DRMP) the opportunity to continue to perform Environmental Consulting Services for the Greater Orlando Aviation Authority (GOAA). Per the above referenced Continuing Services Agreement (W424), the Consultant, DRMP shall provide environmental services for the airports owned and operated by the Client, GOAA. As an addendum to this agreement, GOAA has requested that DRMP provide a proposal for the continued maintenance of the Environmental Permit Tracking Database (EPTD), Geographic Information Systems (GIS) tracking, and Hazardous Material Database (HMD) for the airports managed by GOAA including the Orlando International and Executive Airport. The proposed scope of services for the requested addendum is outlined as follows:

I. SCOPE OF SERVICES

DRMP developed an EPTD based in GIS and Microsoft Excel that tracks critical permit information, such as, issuance and expiration dates, permit conditions, compliance requirements and any other pertinent information associated with environmental permits at MCO. The EPTD catalogs permit information into a user-friendly platform that will assist GOAA with planning, design, and construction at MCO. DRMP has been tracking hazardous materials and contamination sites for MCO in a separate GIS data layer and Microsoft Excel database. We have developed the following task-oriented scope of services for the continued data management, tracking, and support of the EPTD and HMD for GOAA managed airports.

Task 1: Updates to the EPTD and HMD for MCO

DRMP shall continue to merge available environmental permits and documentation, into the EPTD via Microsoft Excel. Available online environmental databases, the existing GOAA network, and staff coordination will be utilized to locate relevant environmental documentation for the airport. The following lists the regulatory agency information that will be cataloged in the EPTD spreadsheets:

1. South Florida Water Management District (SFWMD)
2. Florida Department of Environmental Protection (FDEP)
3. United States Army Corps of Engineers (USACE)
4. Federal Aviation Administration (FAA)
5. Florida Fish and Wildlife Conservation Commission (FWC)
6. United States Fish and Wildlife Service (USFWS)

DRMP shall continuously monitor the new permit data for the airport to ensure the most current permit information is incorporated into the EPTD. DRMP shall identify missing information and notify GOAA immediately with recommendations and upcoming permit expirations. As a part of the EPTD, DRMP shall assist GOAA's Records Department in locating as-built plans for projects and coordinate directly with the consultants responsible for obtaining permits for MCO. DRMP shall also assist the Records Department with the upload of these files to GOAA's SharePoint site and will monitor the permit conditions and mitigation requirements in the EPTD spreadsheets.



In order to maintain the HMD, DRMP shall coordinate with GOAA staff and consultants to track hazardous materials and contamination sites for MCO in the HMD. DRMP shall also assist the Records Department with the upload of these files to GOAA's SharePoint site and shall monitor the conditions and requirements in the HMD spreadsheets. The HMD shall follow the same Microsoft Excel format as the EPTD.

Assumptions

1. GOAA shall provide DRMP with access to all applicable files.
2. GOAA shall provide the contacts of all consultants that have obtained permits for MCO.

Deliverable

1. DRMP shall utilize information provided by GOAA and its consultants to update the EPTD summary tables for the FDEP, SFWMD, and USACE permits twice a month for the length of the Addendum 5 and provide these summary tables to GOAA via email.
2. Additionally, DRMP shall update the HMD every four (4) months for the length of Addendum 5 and provide these updates to GOAA staff and their consultants via email.

Task 2: GIS Permit Boundary, Hazardous Material Sites, and GOAA Parcels Data

DRMP shall research and input the FDEP, SFWMD, and USACE permit boundaries of both previously issued and new permits in GIS. DRMP shall link the permit boundaries from issued permits to the GOAA Developments and Infrastructure Parcels and update the EPTD spreadsheets accordingly.

In addition, DRMP shall utilize and link the GOAA Development and Infrastructure Parcel data to the hazardous materials and contamination sites to track this information spatially in GIS. This information shall be used to update the HMD spreadsheets.

Task 3: On-Call Environmental Services and EPTD and HMD Support

DRMP shall assist GOAA with environmental activities at MCO in accordance with the terms and conditions of W424 Continuing Environmental Consulting Services Contract. These tasks include, but are not limited to the following:

- Uplands and Wetland Evaluations;
- Jurisdictional Wetland Determinations;
- Wetland Monitoring;
- Threatened and Endangered Species Surveys and Permitting;
- Assessment of Wildlife Management Issues;
- Water Quality Analysis and Monitoring;
- Land Management;
- Environmental GIS Mapping;
- NEPA Documentation and Airport Planning Support;
- Regulatory Agency Permit(s) Reviews and Coordination;
- Preparation of Permit Applications;
- EPTD Training;
- Coordination with GOAA staff; and
- Attend Meetings with GOAA staff.

GOAA manages multiple projects and consultants at the airport that produce a wide variety of environmental data. DRMP shall provide reviews of this information on an as-needed basis and these services may include preparing GIS maps, providing technical assistance/expertise, and/or providing reports.

Task 4: Meetings and Coordination

DRMP shall conduct/attend Environmental Permit Meetings with GOAA and in-house consultants to obtain the recent environmental data and project status for incorporation into the EPTD, on an as needed basis. DRMP will attend up to four (4) environmental status meetings with GOAA staff and their consultants for MCO for the length of Addendum 5. These meetings will identify the following permit information:



- a. Issuance and Expiration Dates;
- b. Expiring Permits;
- c. Permit Compliance and Conditions;
- d. Mitigation or Remediation;
- e. As-builts;
- f. Identification of Consultants; and
- g. New Projects and Permit Application Submittals.

DRMP shall conduct/attend semi-annual meetings with GOAA staff and consultants to update any new hazardous materials and/or contamination sites or provide updates to existing sites for inclusion in HMD. DRMP shall attend up to two (2) hazardous material status meetings with GOAA staff and their consultants for MCO. These meetings shall address any new hazardous material and/or contamination sites, review the GIS spatial data, and review the HMD Microsoft Excel database.

Deliverable

1. *DRMP shall provide hard copies of the EPTD spreadsheets to all the meeting attendees. DRMP shall update the EPTD based on the information discussed in the meetings and provide revised EPTD summary sheets to GOAA via email.*
2. *DRMP shall provide hard copies of the HMD Microsoft Excels spreadsheets to all meeting attendees. DRMP shall update the HMD based on the meeting discussions and provide the revisions via email.*

II. ADDITIONAL SERVICES (Not included in this proposal)

Should the Client desire to change or expand upon these services, an additional fee shall be negotiated. Services authorized in writing by the Client other than those specifically listed in the Scope of Services shall be considered Additional Services for which the Client shall compensate DRMP at current hourly rates for the actual personnel involved in the tasks or as pre-negotiated for that task. Any negotiation required shall be accomplished prior to further work on the project.

III. SCHEDULE

Work effort shall begin immediately upon receiving Notice-to-Proceed (NTP) from Client, Greater Orlando Aviation Authority (GOAA). It is anticipated that the Scope of Services for this, Addendum No. 5, shall begin continuously following completion of Addendum No. 4 and be completed within twelve (12) months following receipt of NTP.



IV. COMPENSATION SUMMARY AND TERMS

The following table summarizes the terms and fees as proposed by DRMP in the Scope of Services presented herein:

TASK	DESCRIPTION	TERMS	FEE
I.	Updates to the EPTD and HMD for MCO	Not to Exceed	\$11,808.00
II.	GIS Permit Boundary, Hazardous Material Sites, and GOAA Parcels Data	Not to Exceed	\$10,070.00
III.	On-Call Environmental Services and EPTD and HMD Support	Not to Exceed	\$18,900.00
IV.	Meeting and Coordination	Not to Exceed	\$11,840.00
TOTAL:			\$52,618.00

We sincerely appreciate the opportunity to provide consulting services relative to this addendum. Should you have any questions regarding this proposal, please contact our office.

This Scope of Services and Fee Schedule is hereby submitted by:

DRMP, Inc.

Rachel Schmidt

Rachel Schmidt PWS
Environmental Department Manager

8/23/2023

Date

CC: George McLatchey: Vice President/Environmental Division Manager, DRMP

Continuing Environmental Consulting Services (W424)
Proposal for Addendum No. 5 – Environmental Permits Tracking Database Hazardous Material Database for Orlando International Airport (MCO) FY 24
Not to Exceed Rate Breakdown

Position:	PROJECT		DEPARTMENT		ENVIRONMENTAL		ENVIRONMENTAL		GIS ANALYST		GIS ANALYST		TOTAL			
Rate (\$/Hour):	\$184.00		\$145.00		\$108.00		\$93.00		\$106.00		\$76.00				Avg. Hourly	
	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	Rate	
Task 1: Updates to the EPTD and HMD for MCO																
Ongoing Permit Review and Tracking	0	\$0	0	\$0	8	\$864	8	\$744	0	\$0	0	\$0	16	\$1,608	\$101	
Maintenance of EPTD and HMD	0	\$0	0	\$0	12	\$1,296	8	\$744	0	\$0	0	\$0	20	\$2,040	\$102	
GOAA Staff Coordination	0	\$0	0	\$0	8	\$864	8	\$744	0	\$0	0	\$0	16	\$1,608	\$101	
Bi-Weekly Summary Table Emails	0	\$0	0	\$0	40	\$4,320	24	\$2,232	0	\$0	0	\$0	64	\$6,552	\$102	
Sub-Total Task 1: Updates to the EPTD and HMD for MCO	0	\$0	0	\$0	68	\$7,344	48	\$4,464	0	\$0	0	\$0	116	\$11,808	\$102	
Task 2: GIS Permit Boundary, Hazardous Material Sites, and GOAA Parcels Data																
Maintenance and Updates to the GOAA Developments and Infrastructure Parcels Online GIS Database	0	\$0	0	\$0	0	\$0	0	\$0	95	\$10,070	0	\$0	95	\$10,070	\$106	
Sub-Total Task 2: GIS Permit Boundary, Hazardous Material Sites, and GOAA Parcels Data	0	\$0	0	\$0	0	\$0	0	\$0	95	\$10,070	0	\$0	95	\$10,070	\$106	
Task 3: On-Call Environmental Services and EPTD and HMD Support																
Field Work	0	\$0	0	\$0	8	\$864	80	\$7,440	0	\$0	0	\$0	88	\$8,304	\$94	
Regulatory Agency Permit(s) Reviews and Coordination	0	\$0	4	\$580	12	\$1,296	0	\$0	0	\$0	0	\$0	16	\$1,876	\$117	
GOAA Staff Coordination	0	\$0	4	\$580	10	\$1,080	0	\$0	0	\$0	0	\$0	14	\$1,660	\$119	
Preparation of Permit Applications	0	\$0	4	\$580	60	\$6,480	0	\$0	0	\$0	0	\$0	64	\$7,060	\$110	
Sub-Total Task 3: On-Call Environmental Services and EPTD and HMD Support	0	\$0	12	\$1,740	90	\$9,720	80	\$7,440	0	\$0	0	\$0	182	\$18,900	\$104	
Task 4: Meeting and Coordination																
On-Call Meetings with GOAA Staff	0	\$0	8	\$1,160	30	\$3,240	80	\$7,440	0	\$0	0	\$0	118	\$11,840	\$100	
Sub-Total Task 4: Meeting and Coordination	0	\$0	8	\$1,160	30	\$3,240	80	\$7,440	0	\$0	0	\$0	118	\$11,840	\$100	
Total:						\$52,618										

DRMP, Inc.

August 2023

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 Rachel Schmidt

By: DRMP, Inc.

Print Name: Rachel Schmidt

Date: 09/15/2023

ATTACHMENT A

FINANCE FORM

Date:	<u>08/23/2023</u>	Requestor's Extension:	<u>3463</u>
Requestor's Name:	<u>Dan Carrington</u>	Preparer's Extension:	<u>3463</u>
Preparer's Name:	<u>Dan Carrington</u>	Solicitation #:	<u></u>
Requestor's Department:	<u>Planning</u>	Contract # / Name:	<u>Continuing Environmental Consulting Services Agreement</u>
Description:	<u>FY 24 Environmental Permit Tracking Data Base (EPTD) & Hazardous Material Data Base (HMD)</u>	Procurement Committee Date:	<u>9/26/2023</u>
Vendor:	<u>DRMP</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M

Account Code Format:	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000		\$52,618.00				
Total Requisition:		\$52,618.00				
Requisition Number:		95075				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Addenda / Amendments Awarded per Agreement - Summary for Committee

DRMP, Inc. -- Agreement No. 202104-CE3

Continuing Environmental Consulting Services

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>	
000	000	-	Continuing Environmental Consulting Services	PSC	04/01/21	04/21/21	05/14/21	\$0.00	\$0.00	
001	000	-	Perform Wildlife Hazard Management Training	CCM	05/25/21	NA	07/13/21	93495	\$9,820.00	\$9,820.00
002	000	-	FY22 Environmental Permit Tracking Database and Hazardous Material Database	CCM	09/21/21	NA	10/05/21	93836	\$44,475.00	\$44,475.00
003	000	-	Perform Wildlife Hazard Management Training	CCM	05/24/22	NA	07/08/22	94767	\$10,376.00	\$10,376.00
004	000	-	FY23 Environmental Permit Tracking Database and Hazardous Material Database Services	CCM	09/13/22	NA	05/24/23	95204	\$52,618.00	\$52,618.00
004	001	-	No Cost Reallocation of Funds for FY23 Environmental Permit Tracking Database and Hazardous Material Database Services	PSC	05/23/23	NA	06/13/23		\$0.00	\$52,618.00
005	000	-	2023 Wildlife Hazard Management Training	PSC	05/09/23	NA	06/07/23		\$10,376.00	\$10,376.00
Total for DRMP, Inc. for Agreement No. 202104-CE3								\$127,665.00		

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 - Environmental			
DRMP, Inc.	05/14/21	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	05/14/24

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/09/23		005	000	\$10,376.00	\$10,376.00
05/23/23		004	001	\$0.00	\$10,376.00