

**ADDENDUM NO. 12  
TO THE AGREEMENT DATED JUNE 10, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND HNTB CORPORATION**

**Project: FY24 On Call Transportation Planning Consulting Services,  
Orlando International Airport**

**THIS ADDENDUM** is effective this 1st day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **HNTB CORPORATION** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated June 10, 2021, Authority and Consultant entered into an agreement for Consultant to provide Continuing Transportation Planning 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 **THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$30,000.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$30,000.00</b>

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 June 10, 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 10/4/2023.

**GREATER ORLANDO AVIATION AUTHORITY**

*Kevin J. Thibault*  
boxSIGN EV923914-4L2R3C3W8

By: 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*

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

**HNTB CORPORATION**

*George Gilhooley*  
boxSIGN #1649102-4L2R3C3W8

By: Signature (Duly Authorized Rep.)

George Gilhooley  
Printed Name

SVP  
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 of Multi-Modal Planning and Environmental  
(Prepared by Alex Sorondo)

DATE: September 26, 2023

---

**ITEM DESCRIPTION**

Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for fiscal year 2024 (FY24) On-Call Transportation Planning Consulting Services for the Greater Orlando Aviation Authority.

**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 September 5, 2023, is to provide On-Call Transportation Planning Consulting Services.

If approved, these services would be effective October 1, 2023 and extend through September 30, 2024.

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 HNTB Corporation is below the \$250,000 threshold; thus, this agenda item does not require Board approval.

**SMALL BUSINESS**

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

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$30,000.00. Funding is from rom FY24 Operation and Maintenance (O&M) Funds, subject to adoption by the Aviation Authority Board of the FY24 Aviation Authority budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$30,000.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$30,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>EW</i> 9/11/2023
<b>AAC – Funding Eligibility Review Date</b>	9/12/2023

**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 Transportation Planning Services Agreement with HNTB Corporation for fiscal year 2024 (FY24) On-Call Transportation Planning Consulting Services for the Greater Orlando Aviation Authority.

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

Our analysis indicates that HNTB Corporation is eligible for award of the subject addendum.

**HNTB Corporation**  
The HNTB Companies  
Infrastructure Solutions

200 Colonial Center Parkway  
Suite 200  
Lake Mary, Florida 32746

Telephone (407) 805-0355  
Facsimile (866) 205-1648  
www.hntb.com

September 5, 2023

Mr. Brad Friel  
Senior Vice President of Multi-Modal Planning and Environmental  
Greater Orlando Aviation Authority  
5855 Cargo Road  
Orlando, FL 32827

Dear Mr. Friel:

HNTB Corporation (HNTB) is pleased to submit this proposal for transportation consulting services associated with supporting Greater Orlando Aviation Authority (GOAA) staff with on-call transportation planning, traffic engineering and technical support on an as-needed basis for the fiscal year 2024. HNTB will utilize this authorization to perform miscellaneous transportation planning and traffic engineering services requested by GOAA that are not associated with other work authorizations. HNTB will prepare a Task Authorization form including an hourly estimate of fees to complete each task as it is assigned to assist GOAA with managing the overall budget of this agreement.

For purposes of this agreement, GOAA will be referred to as the Client and HNTB will be referred to as the Consultant.

#### SCOPE

Generally, the scope of work will include, but is not limited to, the review, analysis, and providing recommendations for traffic planning and traffic engineering issues identified by GOAA. The scope may also include meetings, workshops, or presentations, as required by the Client.

#### SCHEDULE

The Consultant will work as expeditiously as possible to meet the Client's schedule for individual task work authorizations. The Consultant will coordinate with Client staff about the schedule for each work request received.

#### FEE

Services provided under this agreement will be performed on an as-needed basis using the hourly rate schedule on file with GOAA. A recommended labor budget Not-to-Exceed (NTE) fee authorization of \$30,000 is requested for the Consultant to accomplish the miscellaneous activities as assigned by the Client.

DBE/MWBE/LDB

**HNTB**

Since this scope of services is for an on-call contract, the specific DBE/MWBE/LDB firms to be utilized cannot be identified at this time. As such, HNTB has provided our commitment to pursue and fulfill the DBE/MWBE/LDB objectives.

#### TERMS OF AGREEMENT

The terms and conditions of the Agreement for Professional Services Continuing Transportation Planning Services at the Orlando International and Executive Airports, dated June 10, 2021, will apply to this addendum.

This proposal represents a continuation of services by HNTB as part of our Transportation Planning contract with GOAA. If you need additional Information, please feel free to contact me. We appreciate the opportunity to provide the Authority with our professional services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'AS', with a long horizontal flourish extending to the right.

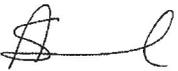
Alejandro Sorondo, P.E., MBA  
Project Director

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: HNTB Corporation

By:  \_\_\_\_\_

Print Name: Alejandro Sorondo, P.E., MBA

Date: 9/5/23

## *Hourly Rates Report By Vendor*

<i>Office</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Effective</i>	<i>Renog. Date</i>	<i>Comments</i>
<b><u>HNTB Corporation</u></b>					
HOME	Administrative Assistant	\$68.00	08/08/23	08/08/24	
HOME	Architect	\$100.00	08/08/23	08/08/24	
HOME	Asst. Project Manager	\$182.00	08/08/23	08/08/24	
HOME	Chief Architect	\$281.00	08/08/23	08/08/24	
HOME	Design Intern	\$60.00	08/08/23	08/08/24	
HOME	Engineer	\$136.00	08/08/23	08/08/24	
HOME	Engineering Intern	\$112.00	08/08/23	08/08/24	
HOME	Intern Architect	\$75.00	08/08/23	08/08/24	
HOME	Multiplier	\$2.65	08/08/23	08/08/24	
HOME	Project Architect	\$124.00	08/08/23	08/08/24	
HOME	Project Engineer	\$157.00	08/08/23	08/08/24	
HOME	Senior Designer	\$167.00	08/08/23	08/08/24	
HOME	Senior Project Architect	\$158.00	08/08/23	08/08/24	
HOME	Senior Project Architect	\$175.00	10/01/22	10/01/23	Add 45 FY23
HOME	Senior Project Architect	\$184.00	10/01/23	10/01/24	Add 45 FY24
HOME	Senior Project Architect	\$193.00	10/01/24	10/01/25	Add 45 FY25
HOME	Senior Project Architect	\$203.00	10/01/25	10/01/26	Add 45 FY26
HOME	Senior Project Engineer	\$241.00	08/08/23	08/08/24	
HOME	Senior Project Manager I	\$340.00	08/08/23	08/08/24	
HOME	Senior Project Manager II	\$238.00	08/08/23	08/08/24	
FIELD	Administrative Assistant	\$78.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Administrative Assistant	\$82.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Administrative Assistant	\$86.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Administrative Assistant	\$90.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Architect-Designer	\$107.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Architect-Designer	\$112.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Architect-Designer	\$118.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Architect-Designer	\$124.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Asst. Project Manager	\$161.00	08/08/23	08/08/24	
FIELD	Asst. Project Manager	\$153.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Asst. Project Manager	\$161.00	10/01/23	10/01/24	Add 45 FY24

## *Hourly Rates Report By Vendor*

<i>Office</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Effective</i>	<i>Renog. Date</i>	<i>Comments</i>
FIELD	Asst. Project Manager	\$169.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Asst. Project Manager	\$177.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Chief Engineer-Architect	\$248.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Chief Engineer-Architect	\$260.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Chief Engineer-Architect	\$273.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Chief Engineer-Architect	\$287.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Multiplier	\$2.47	08/08/23	08/08/24	
FIELD	Project Architect	\$138.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Project Architect	\$145.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Project Architect	\$152.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Project Architect	\$160.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Project Director	\$216.00	10/01/22	10/01/23	Cont. Transportation (Alex)
FIELD	Project Director	\$249.00	10/01/23	10/01/24	Alex Sorrondo
FIELD	Senior Project Architect	\$156.00	08/08/23	08/08/24	
FIELD	Senior Project Manager	\$219.00	10/01/22	10/01/23	Add 45 FY23 and Cont. Transportation
FIELD	Senior Project Manager	\$230.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Senior Project Manager	\$242.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Senior Project Manager	\$254.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Senior Project Manager I	\$245.00	08/08/23	08/08/24	
FIELD	Senior Project Manager II	\$221.00	08/08/23	08/08/24	
FIELD	Sr. Program Director I	\$345.00	08/08/23	08/08/24	
FIELD	Sr. Program Director I	\$329.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Sr. Program Director I	\$345.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Sr. Program Director I	\$362.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Sr. Program Director I	\$380.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Sr. Program Director II	\$300.00	08/08/23	08/08/24	
FIELD	Sr. Program Director II	\$286.00	10/01/22	10/01/23	Add 45 FY23
FIELD	Sr. Program Director II	\$300.00	10/01/23	10/01/24	Add 45 FY24
FIELD	Sr. Program Director II	\$315.00	10/01/24	10/01/25	Add 45 FY25
FIELD	Sr. Program Director II	\$331.00	10/01/25	10/01/26	Add 45 FY26
FIELD	Travel Premium	\$58.00	08/08/23	08/08/23	West and mid-west
	Senior Project Architect	\$162.00	06/04/19	06/04/20	FY20 rate

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>September 5, 2023</u>	<b>Requestor's Extension:</b>	<u>3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>3142</u>
<b>Preparer's Name:</b>	<u>Alex Sorondo</u>	<b>Solicitation #:</b>	<u></u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning &amp; Env</u>	<b>Contract # / Name:</b>	<u>Continuing Transportation Planning</u>
<b>Description:</b>	<u>On-Call Transportation Planning Services</u>	<b>Procurement Committee Date:</b>	<u>September 26, 2023</u>
<b>Vendor:</b>	<u>HNTB Corporation</u>	<b>Agenda Item #:</b>	<u></u>

**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		\$30,000.00				
<b>Total Requisition:</b>		\$30,000.00				
<b>Requisition Number:</b>		<b>94919</b>				
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Operating Unit **GOAA**  
 Number **94919**      Type **Internal Requisition**      Preparer **Mitchell, Elecia B**  
 Description **FY24 PC 9/26/23 H**      Status **Incomplete**      Total **USD 30,000.00**

Lines      **Source Details**      **Details**      **Currency**

Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
1	Encumbrance C			Encumbrance.Ho	Continuing Transporatio	US D	3	

Destination Type **Expense**      Source **Supplier**  
 Requester **Mitchell, Elecia B**      Supplier

## Addenda / Amendments Awarded per Agreement - Summary for Committee

### HNTB Corporation -- Agreement No. 202104-CTP2

#### Continuing Transportation Planning

<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 Transportation Planning	<b>PSC</b>	04/27/21	05/19/21	06/10/21	\$0.00	\$0.00	
001	000	-	FY21 Extension of Staff Services for Transportation Planning and Related Tasks	<b>CCM</b>	06/22/21	NA	06/29/21	93531	\$76,032.00	\$76,032.00
002	000	-	FY21 On Call Horizontal Development Plan Review Services	<b>CCM</b>	07/27/21	NA	08/03/21	93692	\$5,000.00	\$5,000.00
003	000	-	FY21 On Call Transportation Planning Services	<b>CCM</b>	07/27/21	NA	08/03/21	93595	\$15,000.00	\$15,000.00
004	000	-	FY22 Extension of Staff Services for Transportation Planning and Related Tasks	<b>CCM</b>	08/31/21	09/15/21	09/20/21	93878	\$387,882.00	\$387,882.00
005	000	-	FY22 On Call Horizontal Development Plan Review Services	<b>CCM</b>	09/28/21	NA	10/05/21	93879	\$10,000.00	\$10,000.00
006	000	-	FY22 On Call Transportation Planning Services	<b>CCM</b>	09/28/21	NA	10/05/21	93845	\$50,000.00	\$50,000.00
007	000	W-00446-MCO	W-00446-MCO MCO ROADWAY MASTER PLAN Professional Transportation Planning Services for W-00446	<b>CCM</b>	12/07/21	NA	12/14/21	1006911	\$241,525.00	\$241,525.00
008	000	-	FY23 Extension of Staff Services for Transportation Planning and Related Tasks	<b>CCM</b>	08/23/22	09/21/22	09/26/22	95154	\$423,360.00	\$423,360.00
009	000	-	FY23 On Call Horizontal Development Plan Review Services	<b>CCM</b>	10/04/22	NA	10/20/22	95226	\$10,000.00	\$10,000.00
010	000	-	FY23 On Call Transportation Planning Services	<b>CCM</b>	10/04/22	NA	10/20/22	95443	\$25,000.00	\$25,000.00
<b>Total for HNTB Corporation for Agreement No. 202104-CTP2</b>								<b>\$1,243,799.00</b>		

## Addenda / Amendments Awarded per Agreement - Summary for Committee

### Terms of Agreement

Firm	Agreement Execution Date	Original Duration 1st Extension 2nd Extension	Current Expiration Date
<b>Continuing Agreement Consultant - Transportation Planning</b>			
HNTB Corporation Not a Minority Firm	06/10/21	Original Dur: 3 Yrs 1st Ext Dur: 0 Yrs 2nd Exr Dur: 0 Yrs	06/10/24