

**GREATER ORLANDO AVIATION AUTHORITY  
PROCUREMENT COMMITTEE**

**DATE:** January 9, 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 Amendment to Addendum No. 44 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2024 On-Call General Consulting Services at the 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 General Consulting Services at the Orlando Executive Airport

**III. NEW BUSINESS**

- A. Request for Recommendation to the Aviation Authority Board of Approval of the First Renewal Option and Increase in Value for Purchasing Agreement PS-647, Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC d/b/a SIX The Agency

*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](mailto:kevin.thibault@goaa.org) with copy to [yovannie.rodriquez@goaa.org](mailto:yovannie.rodriquez@goaa.org) by 4:00 p.m., January 17, 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](mailto: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, January 23, 2024, at 9:30 a.m.](#)**



## 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: January 9, 2024

---

### ITEM DESCRIPTION

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

### 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

On October 5, 2023 the Procurement Committee approved \$50,000 for similar general on-call services with Ricondo & Associates. Since the initial approval, several projects have been conducted related to airport development and advanced air mobility that have used a significant portion of the approved funding. It has been determined that an additional \$50,000 will be needed to address any further general on-call services.

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.

If approved, these services would be effective the date of Procurement Committee 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 \$50,000.00. Funding is from previously-approved Operation and Maintenance Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 44 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

<b>Not-to-Exceed Fees</b>	\$50,000.00
<b>Lump Sum Fees</b>	\$0.00
<b>Not-to-Exceed Expenses</b>	\$0.00
<b>TOTAL</b>	<b>\$50,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>SJ</i> 12/28/23
<b>AAC – Funding Eligibility Review Date</b>	12/28/23

**ATTACHMENTS**

Attachment A: Finance Form

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>December 12, 2023</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>x2255</u>
<b>Preparer's Name:</b>	<u>Chris DeLoatche</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning and Environmental</u>	<b>Contract # / Name:</b>	<u>General Consulting Services</u>
<b>Description:</b>	<u>General On-Call @ ORL</u>	<b>Procurement Committee Date:</b>	<u>January 9, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</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
301.711.170.5310005.000.000000		\$50,000.00				
<b>Total Requisition:</b>		\$50,000.00				
<b>Requisition Number:</b>		95921				
<b>Funding Approver:</b> <u>Andrea Harper</u>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
95921	FY24 PC 01/09/24 Ricondo	In Process	27-DEC-2023 15:10:4	USD	50,000.00	Wages, Alice M	<input checked="" type="checkbox"/>

## **MEMORANDUM**

**TO:** Members of the Procurement Committee

**FROM:** Edelis Molina, Manager Small Business Programs

**DATE:** January 09, 2024

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

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

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

December 20, 2023

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

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

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to establish a general consulting services allowance in the amount of \$50,000. The purpose of this allowance is to assist the Greater Orlando Aviation Authority (the Aviation Authority) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority.

These services may relate to, but not necessarily be limited to professional consulting services for: airfield analysis, terminal planning/programming, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analysis, preparation of 3D renderings, aircraft parking plan analyses, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority.

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

### ***Schedule***

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

### ***Professional Fees***

Services provided under this agreement will be performed on an as-needed basis using Ricondo hourly approved rates. The proposed Not-to-Exceed Fee is \$50,000.

### **Hourly Rates**

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

TABLE 1 – FY 2024 APPROVED HOURLY RATES

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

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

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau  
Director

cc: Kevin Thompson  
Christopher DeLoatche  
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:  \_\_\_\_\_

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

Date: 12/20/2023



# Addenda / Amendments Awarded per Agreement - Summary for Committee

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

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

# Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00

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

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

# Addenda / Amendments Awarded per Agreement - Summary for Committee

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		\$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
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		\$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		\$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
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23		\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23		\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23		\$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			\$96,588.00	\$96,588.00

**Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC** \$9,316,434.00

# 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



## 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: January 9, 2024

---

### ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando Executive 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 December 20, 2023 is to provide on-call general consulting services for Orlando Executive Airport for the Fiscal Year 2024 (FY24). Such services will include (but are not limited to) professional consulting services for: airfield analysis, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, general aviation facility concept development, aircraft fleet mix review, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority. Throughout the fiscal year, as on-call assignments are completed, additional scope and funding needs are evaluated and funded on an as-needed basis.

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.

If approved, these services would be effective the date of Procurement Committee 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 \$10,000.00. Funding is from previously-approved Operation and Maintenance Funds.

**RECOMMENDED ACTION**

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

<b>Not-to-Exceed Fees</b>	\$10,000.00
<b>Lump Sum Fees</b>	\$0.00
<b>Not-to-Exceed Expenses</b>	\$0.00
<b>TOTAL</b>	<b>\$10,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>SJ</i> 12/28/23
<b>AAC – Funding Eligibility Review Date</b>	12/28/23

**ATTACHMENTS**

Attachment A: Finance Form

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>December 12, 2023</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>x2255</u>
<b>Preparer's Name:</b>	<u>Chris DeLoatche</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning and Environmental</u>	<b>Contract # / Name:</b>	<u>General Consulting Services</u>
<b>Description:</b>	<u>General On-Call @ ORL</u>	<b>Procurement Committee Date:</b>	<u>January 9, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</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
901.441.870.5310005.000.000000		\$10,000.00				
<b>Total Requisition:</b>		\$10,000.00				
<b>Requisition Number:</b>		95922				
<b>Funding Approver:</b> <u>Andrea Harper</u>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
95922	FY24 PC 01/09/24 - Ricondo	In Process	27-DEC-2023 15:14:16	USD	10,000.00	Wages, Alice M	<input checked="" type="checkbox"/>



## **MEMORANDUM**

**TO:** Members of the Procurement Committee

**FROM:** Edelis Molina, Manager Small Business Programs

**DATE:** January 09, 2024

**RE:** Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando Executive 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 general consulting services.

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

December 20, 2023

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

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

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to establish a general consulting services allowance in the amount of \$10,000. The purpose of this allowance is to assist the Greater Orlando Aviation Authority (the Aviation Authority) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority.

These services may relate to, but not necessarily be limited to professional consulting services for: airfield analysis, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, general aviation facility concept development, aircraft fleet mix review, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority.

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

### ***Schedule***

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

### ***Professional Fees***

Services provided under this agreement will be performed on an as-needed basis using Ricondo hourly approved rates. The proposed Not-to-Exceed Fee is \$10,000.

### **Hourly Rates**

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

TABLE 1 – FY 2024 APPROVED HOURLY RATES

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

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

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau  
Director

cc: Kevin Thompson  
Christopher DeLoatche  
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:  \_\_\_\_\_

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

Date: 12/20/2023

# Addenda / Amendments Awarded per Agreement - Summary for Committee

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

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

# Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00

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

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

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

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		\$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
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		\$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		\$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
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23		\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23		\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23		\$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			\$96,588.00	\$96,588.00

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

\$9,316,434.00



# 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



## GREATER ORLANDO AVIATION AUTHORITY

---

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

### MEMORANDUM

TO: Members of the Procurement Committee  
FROM: Vicki Jaramillo, Chief Development Officer  
DATE: January 9, 2024

### ITEM DESCRIPTION

Request the Procurement Committee to recommend to the Aviation Authority Board the approval of the First Renewal Option and Increase in Value for Purchasing Agreement PS-647 Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC d/b/a SIX The Agency ("SIX The Agency").

### BACKGROUND

The initial term of the Agreement was for thirty-six (36) months, effective March 1, 2021, and expiring February 29, 2024 with the Aviation Authority having options to renew the Agreement for two (2) additional periods of one (1) year each, upon mutual agreement.

The scope of services requires SIX The Agency to provide ongoing advertising production services that align with the Aviation Authority's marketing and branding needs in the international and domestic markets. SIX The Agency will develop advertising campaigns for targeted global audiences, which may include B2B and B2C advertising creative, digital banner ads, broadcast commercials, billboard design, collateral material, trade show material, promotional items, booth and event branding, in-stadium digital animation, video development and production, website redesign, and client branding on an as needed basis for the Orlando International Airport and Orlando Executive Airport.

### ISSUES

First Renewal Option/Increase in Value – March 1, 2024 to February 28, 2025.

Department – Concurs with the First Renewal Option.

Contractor– Based on the information known at this time, Contractor has performed satisfactorily during the initial term.

**Originally the advertising production services provided by Six the Agency** was used primarily by the Marketing/Air Service Development department. As of January 2023, multiple Aviation Authority's departments have started to engage SIX the Agency for their own projects requiring creative design services.

**PC NEW BUSINESS ITEM - -**

The first renewal option includes an increase in value to allow other departments to utilize the agreement for creative design projects.

Pricing is based on hourly rates per project for: a) marketing/business development consulting; b) creative conceptive; c) creative/design; d) public relations-director; e) public relations - communications specialist; f)public relations -communications assistant; g) social media management; h) public relations; i) non-profit public relations; and j) other outside of hourly rates such as website design and development, branding package, custom video and TV spots are quoted on a per project basis on hard costs, delivery scope, and market value.

## **SMALL BUSINESS**

This Contract did not include Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to limited scope and availability.

## **ALTERNATIVES**

None

## **FISCAL IMPACT**

This fiscal impact of this award is a not-to-exceed amount of \$501,000 with funding from the Operations and Maintenance Fund account. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

## **RECOMMENDED ACTION**

It is respectfully recommended that the Procurement Committee approve that the following be recommended to the Aviation Authority Board (1) exercise the first renewal option for Purchasing Agreement PS-647 Advertising Production Services, with SIX The Agency.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount \$501,000; and (3) authorize an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel

## **ATTACHMENTS**

Attachment A – Finance Form  
Attachment B – Contract History

# ATTACHMENT A

## FINANCE FORM

Date:	December 27, 2023	Requestor's Extension:	3133
Requestor's Name:	Jerry Harris/Staci Wilkenson	Preparer's Extension:	3887
Preparer's Name:	Ana Brana	Solicitation #:	
Requestor's Department:	Marketing	Contract # / Name:	PS-647
Description:	First Renewal Option	Procurement Committee Date:	January 9, 2024
Vendor:	SIX Degrees Marketing	Agenda Item #:	

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.221.220.5310009.000.000000	\$10,000					10,000
301.009.170.5480001.000.000000	\$7,500	\$7,500				15,000
301.006.170.5310009.000.000000	\$122,500	\$87,500				210,000
301.511.170.5490002.000.000000	\$5,833	\$4,167				10,000
301.311.170.5310009.000.000000	\$58,333	\$41,667				100,000
901.441.870.5480001.000.000000	\$5,333	\$1,667				7,000
301.021.170.5310009.000.000000	\$83,333	\$41,667				125,000
301.008.170.5310009.000.000000	\$12,000	\$12,000				\$24,000
<b>Total Requisition:</b>	\$304,832	\$196,168				\$501,000
<b>Requisition Number:</b>	95954	95955				

<b>Funding Approver:</b>	<i>Andrea Harper</i>
<b>OMB Notes:</b>	Normally each department will enter their own requisition for services

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
95954	FY24 Six Degrees Marketing	Incomplete	02-JAN-2024 08:27:42	USD	304,832.00	Brana, Ana M	<input checked="" type="checkbox"/>
95955	FY25 Six Degrees Marketing	In Process	02-JAN-2024 08:42:57	USD	196,168.00	Brana, Ana M	<input type="checkbox"/>

ATTACHMENT B

CONTRACT HISTORY

PS-647, ADVERTISING PRODUCTION SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"><li>• PSC 09/25/2020</li><li>• Board 02/02/2021 CA-N</li></ul>	36 Months Agreement	03/01/2021 thru 02/29/2024	\$315,000.00
Increase In Value	<ul style="list-style-type: none"><li>• PM Approval 11/15/2022</li></ul>	Increase In Value #01	11/01/2022 Thru 02/29/2024	\$25,000.00
Increase In Value	<ul style="list-style-type: none"><li>• PM Approval 4/18/2023</li></ul>	Increase In Value #02	05/01/2023 Thru 02/29/2024	\$68,000.00
<b>Amendment No. 1</b>	<ul style="list-style-type: none"><li>• PC 01/09/2024</li></ul>	First Renewal Option/Increase in Value	03/1/2024 – 02/29/2025	<b>\$501,000.00</b>
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$909,000.00</b>