

**GREATER ORLANDO AVIATION AUTHORITY  
PROCUREMENT COMMITTEE**

**DATE:** June 11, 2024

**DAY:** Tuesday

**TIME:** 9:30 A.M.

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

**I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS**

**II. CONSIDERATIONS OF MINUTES FOR MAY 16, MAY 21, AND MAY 28, 2024**

**III. NEW BUSINESS**

- A. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Update to the Graphic Standards for Airline Tenants and Airline Service Providers at Orlando International Airport (MCO).
- B. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning Activities for Environmental Assessment Development at Orlando International Airport (MCO).
- C. Request for Recommendation to the Aviation Authority Board for Approval to Award Other Entity Contract 24-661-OEC for eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck from Alan Jay Fleet Sales utilizing Sourcewell Contract – 2024 091521-NAF & 06.
- D. Request for Recommendation to the Aviation Authority Board to Approve an Amendment, to Single Source Contract 23-457-SGS00222, with Oceaneering International, Inc., to Add Mobility Operators for Mobility Vehicle Services at Terminal C.

*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.rodriguez@goaa.org](mailto:yovannie.rodriguez@goaa.org) by 4:00 p.m., June 18, 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, June 25, 2024, at 9:30 a.m.](#)**

On **THURSDAY, May 16, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Sharman called the meeting to order at 9:03 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority’s Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

- Kathleen Sharman, Chair, GOAA Chief Financial Officer, Finance
- Marquez Griffin, Vice Chair, GOAA Senior Vice President, MCO Operations
- Jeff Daniels, GOAA Assistant Vice President, Facilities
- Robert Furr, GOAA Vice President, Engineering and Architecture
- Iranetta Dennis, GOAA Vice President, Small Business
- Judith Ann Jarrette, ORL Vice President, Operations

Also participating:

- Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)
- Kelly Loll, GOAA Vice President, Procurement Services
- Randolph Hudgins, GOAA Vice President, Human Resources
- Jill Overstreet, GOAA Manager, Risk Management
- Janice Hughes, GOAA Assistant Manager, Procurement Services

**CONSIDERATIONS OF MINUTES FOR MARCH 26, 2024**

Upon motion by Vice Chair Griffin, seconded by Mrs. Jarrette, vote carried to approve the meeting minutes from March 26, 2024

**Request for Approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. to provide additional OAR Services for Specification and EDC updates at the Orlando International Airport.**

Upon motion by Vice Chair Griffin, seconded by Mr. Furr, vote carried to approve the consent agenda item.

Vote carried to approve an addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. to provide additional OAR Services for Specification and EDC updates at the Orlando International Airport.

**APPROVE AWARD FOR CONTRACT 24-260-RFP, PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES.**

Kelly Loll presented the memorandum. Discussion ensued. The Procurement Committee evaluated the submitted proposals as follows.

<i>Scoring Criteria</i>							
<b>CRITERIA</b>	<b>TAB #</b>	<b>Score Assigned</b>	<b>Atlantic Employee Screening</b>	<b>Check Before Hire LLC</b>	<b>First Choice Research and Investigations</b>	<b>Global Investigative Services, Inc.</b>	<b>TruView BSI, LLC</b>
Experience and Qualifications of Proposer and Engagement Team, and References	3	25.00	23	17	18	21	19
Timeliness of Service (Average Response Time and Notifications for Interruptions in Service)	4	20.00	19	16	13	16	16
Approach and Methodology (Ability to perform scope of work, sample reports, technological capabilities, methods of obtaining information and Pass-through Fees etc.)	5	25.00	24	17	17	22	16
Additional Requirements of the Response, Prior or Pending Convictions, Indictments, Investigations, Claims, and Proof of Insurance.	6	10.00	7	5	9	5	8
<b>Sub-Total</b>		<b>80.00</b>	<b>73.00</b>	<b>55.00</b>	<b>57.00</b>	<b>64.00</b>	<b>59.00</b>
			<b>PRICING PROPOSAL</b>				
Pricing Schedule	7	20.00	15.45	19.15	19.83	11.45	20
<b>Grand Total</b>		<b>100.00</b>	<b>88.45</b>	<b>74.15</b>	<b>76.83</b>	<b>75.45</b>	<b>79.00</b>

Scores were allocated across five specific criteria: Experience & Qualifications, Knowledge and Expertise of the Team, Timeliness of Service, Approach & Methodology, Additional Requirements such as prior or pending legal matters as well as Proof of Insurance, and Pricing schedule. The total maximum combined score achievable was 100.

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the award to the first-place firm, 24-260-RFP Pre-Employment Background Screening Services.

**First: Atlantic Personnel & Tenant Screening, Inc. dba Atlantic Employee Screening**

Second: TruView BSI, LLC.

Third: First Choice Research and Investigations, LLC. dba First Choice Background Screening.

Fourth: Global Investigative Services, Inc.

Fifth: Check Before Hire, LLC.

#### **ADJOURNMENT**

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 10:30 a.m.

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Marquez Griffin, Vice Chair

Procurement Committee

Senior Vice President of Airport Operations

On **TUESDAY, May 21, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 9:30 a.m. Vice Chair Griffin read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

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

Jeff Daniels, GOAA Assistant Vice President, Facilities

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Tawana Allen, GOAA Vice President, Customer Experience

Also participating:

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

Kelly Loll, GOAA Vice President, Procurement Services

Ingrid Lamour-Thomas, GOAA Senior Small Business Administrator, Small Business Development

Jill Overstreet, GOAA Manager, Risk Management

Angela Howard, GOAA Assistant Vice President, Customer Experience

Marie Dennis, GOAA Deput Chief Financial Officer, Finance

Dillan Montenegro, GOAA Recording Secretary, Procurement Services

Greg Rothwell, GOAA Electrical Systems Manager, Facilities

#### **CONSIDERATIONS OF MINUTES FOR April 2, and April 9, 2024**

Upon motion by Mr. Daniels, seconded by Mrs. Allen, vote carried to approve the meeting minutes from April 2, and April 9, 2024

#### **CONSENT AGENDA**

**Request for Approval of an Addendum to the Continuing Civil Engineering Services Agreement with Kimley-Horn and Associates, Inc. for Master Planning Services of the East Airfield at Orlando International Airport (MCO).**

Upon motion by Mr. Daniels, seconded by Mrs. Allen, vote carried to approve the consent agenda item.

Vote carried to approve an addendum to the Continuing Civil Engineering Services Agreement with Kimly-Horn and Associates, Inc.

#### **NEW BUSINESS**

**Recommendation to Approve Amendment No. 1, the First and Second Renewal Option for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.**

Upon motion by Mr. Furr, seconded by Mr. Daniels, vote carried to approve Amendment No. 1, the First and Second Renewal Option for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

Vote carried to approve following be recommended to the Aviation Authority Board: (1) approved Amendment No. 1, First and Second Renewal Option, for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$5,171,063.45 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



**EVALUATION OF FIRMS FOR 24-163-RFP, CUSTOMER AMBASSADOR SERVICES**

Kelly Loll presented the memorandum. Discussion ensued. The Procurement Committee evaluated the submitted proposals as follows for Location 1 and Location 2.

Location 1

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enerprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References - Provide a list of similar projects/contracts to demonstrate that Respondent has a minimum of 5 years' experience within the last 10 years, in the successful direct management and operation of premium Customer Service Ambassador services at an airport or similar entity within the travel, tourism or hospitality industries, with a total of at least twenty million annual guests. Respondents' references should demonstrate that the Respondent and the key individuals have the experience required, and reasonably has the reputation to perform the Scope of Services. References shall be able to validate the Respondent's capabilities and experience.	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff. Identified the On-site Manager to be assigned to the Aviation Authority's account who has at least three (3) years of successful experience, describe the Manager's experience, which is with similar scope to that of the Orlando International Airport. Key Personnel, and other Personnel. Included Relationship and Org Chart.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology - Staffing Plan, Quality Management Plan, Feedback, Coordinate Customer Movemen, Training and Engagement Plan and Transition Plan; Innovative Solutions	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
Additional Requirements of the Proposal MWBE Participation Plan, Prior Pending Convictions, Indictments, Investigations, Regulatory Investigations, Conflict of Interest.	10.00	9.00	8.00	6.00	8.00	7.00	9.00	8.00	7.00
<b>Sub - Total</b>	<b>80.00</b>	<b>76.00</b>	<b>63.00</b>	<b>50.00</b>	<b>51.00</b>	<b>55.00</b>	<b>53.00</b>	<b>53.00</b>	<b>74.00</b>
<b>Location 1 Management Fee</b>	<b>20.00</b>	<b>15.13</b>	<b>11.39</b>	<b>13.37</b>	<b>6.37</b>	<b>20.00</b>	<b>8.99</b>	<b>14.11</b>	<b>15.02</b>
<b>Total</b>	<b>100.00</b>	<b>91.13</b>	<b>74.39</b>	<b>63.37</b>	<b>57.37</b>	<b>75.00</b>	<b>61.99</b>	<b>67.11</b>	<b>89.02</b>

Location 2

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enerprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References - Provide a list of similar projects/contracts to demonstrate that Respondent has a minimum of 5 years' experience within the last 10 years, in the successful direct management and operation of premium Customer Service Ambassador services at an airport or similar entity within the travel, tourism or hospitality industries, with a total of at least twenty million annual guests. Respondents' references should demonstrate that the Respondent and the key individuals have the experience required, and reasonably has the reputation to perform the Scope of Services. References shall be able to validate the Respondent's capabilities and experience.	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff. Identified the On-site Manager to be assigned to the Aviation Authority's account who has at least three (3) years of successful experience, describe the Manager's experience, which is with similar scope to that of the Orlando International Airport. Key Personnel, and other Personnel. Included Relationship and Org Chart.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology - Staffing Plan, Quality Management Plan, Feedback, Coordinate Customer Movemen, Training and Engagement Plan and Transition Plan; Innovative Solutions	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
Additional Requirements of the Proposal MWBE Participation Plan, Prior Pending Convictions, Indictments, Investigations, Regulatory Investigations, Conflict of Interest.	10.00	9.00	7.00	6.00	9.00	6.00	8.00	7.00	7.00
<b>Sub - Total</b>	<b>80.00</b>	<b>76.00</b>	<b>62.00</b>	<b>50.00</b>	<b>52.00</b>	<b>54.00</b>	<b>52.00</b>	<b>52.00</b>	<b>74.00</b>
<b>Location 2 Management Fee</b>	<b>20.00</b>	<b>15.78</b>	<b>11.52</b>	<b>13.61</b>	<b>6.30</b>	<b>20.00</b>	<b>9.43</b>	<b>14.93</b>	<b>16.14</b>
<b>Total</b>	<b>100.00</b>	<b>91.78</b>	<b>73.52</b>	<b>63.61</b>	<b>58.30</b>	<b>74.00</b>	<b>61.43</b>	<b>66.93</b>	<b>90.14</b>

Scores were allocated across five specific criteria: Experience & Qualifications/References, Knowledge and Expertise of the Team, Approach & Methodology, and Additional Requirements such as prior or pending Legal matters, Proof of Insurance, MWBE Participation Plan and Management Fee. The total maximum combined score achievable was 100.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to rank the proposers for Location 1 and award to the first-placed firm:

**First: ABM Aviation, Inc.**

Second: VIP Hospitality, LLC.

Third: Realtime Services

Fourth: BAGS

Fifth: Triangle Services, Inc.

Sixth: Flagship Aviation Services

Seventh: Sunshine Enterprise, USA LLC.

Eighth: GC Services

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to rank the proposers for Location 2 and award to the first-placed firm:

**First: VIP Hospitality, LLC.**

Second: ABM Aviation, Inc.

Third: Realtime Services

Fourth: BAGS

Fifth: Triangle Services, Inc.

Sixth: Flagship Aviation Services

Seventh: Sunshine Enterprise, USA LLC.

Eighth: GC Services

Upon Motion by Vice Chair Griffin, vote carried to award Location 1 and Location 2 to the first-placed firms. Votes were also carried to deem Tryfacta, Inc, as non-responsible, Innovative Services and Aircraft Holdings as non-responsive to the RFP, due to not meeting the minimum requirements.

#### **ADJOURNMENT**

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 11:17 a.m.

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Marquez Griffin, Vice Chair

Procurement Committee

Senior Vice President of Airport Operations

On **TUESDAY, May 28, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 9:37 a.m. Vice Chair Griffin read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

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

Jeff Daniels, GOAA Assistant Vice President, Facilities

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Tawana Allen, GOAA Vice President, Customer Experience

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Also participating:

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

Kelly Loll, GOAA Vice President, Procurement Services

Amber Johnson, GOAA Assistant Vice President, Small Business Development

Jill Overstreet, GOAA Manager, Risk Management

Paul Haust, GOAA Manager, Information Technology

Marie Dennis, GOAA Deput Chief Financial Officer, Finance

Dillan Montenegro, GOAA Recording Secretary, Procurement Services

Eric Filbert, GOAA Assistant Vice President, Facilities

Tony McClendon, GOAA Manager, Maintenance Admin

#### **CONSIDERATIONS OF MINUTES FOR APRIL 10, AND APRIL 11, 2024**

Upon motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve the meeting minutes from April 10, and April 11, 2024

#### **CONSENT AGENDA**

##### **REQUEST OF APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 60 TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH TERRACON CONSULTANTS, INC. FOR ADDITIONAL FY 2024 ON-CALL EMERGENCY SPILL RESPONSE FOR PETROLEUM, CHEMICAL AND/OR SEWER DISCHARGES AND ABANDONED DRUMS AT THE ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the consent agenda item.

Vote carried to approve an of an Amendment to Addendum No. 60 to the Continuing Environmental Consulting Services with Terracon Consultants, Inc.

##### **REQUEST OF APPROVAL OF AMENDMENT 2 TO ADDENDUM NO. 8 TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH MSE GROUP, LLC. FOR ADDITIONAL FY 2024 WILDLIFE HAZARD ASSESSMENT SURVEY AND REPORT AT THE ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the consent agenda item.

Vote carried to approve an Amendment to Addendum No. 8 to the Continuing Environmental Consulting Services with MSE Group, LLC.

##### **REQUEST OF APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 6 TO THE CONTINUING CIVIL ENGINEERING SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL FY 2024 ON-CALL ENGINEERING SERVICES AT THE ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the consent agenda item.

Vote carried to approve an Amendment to Addendum No. 6 to the continuing Civil Engineering Services with Kimley-Horn and Associates.

#### **NEW BUSINESS**

##### **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD OTHER ENTITY CONTRACT (OEC) 24-637 FOR THREE JOHN DEERE 6120M CAB TRACTORS, THREE FC15R FLEX WING ROTARY CUTTERS AND THREE JOHN DEERE Z970R ZTRAK MOWERS FROM EVERGLADE GLADES EQUIPMENT GROUP UTILIZING SOURCEWELL CONTRACTS – AG #082923-DAC (PG BA CG 76) AND SOURCEWELL GROUNDS MAINT #031121-DAC (PG BT CG 76).**

Upon motion by Mrs. Dennis, seconded by Mr. Daniels, vote carried to award other entity contract (oec) 24-637 for three John Deere 6120m cab tractors, three fc15r flex wing rotary cutters and three John Deere z970r ztrak mowers from Everglade Glades Equipment Group utilizing sourcewell contracts – ag #082923-dac (pg ba cg 76) and sourcewell grounds maint #031121-dac (pg bt cg 76).

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award 24-637-OEC for a one-time procurement of three John Deere 6120M cab tractors, three John Deere FC15R Flex Wing rotary cutters and three John Deere Z970R ZTrak mowers to

Everglades Equipment Group as the awarded contractor; (2) authorize the funding in the not-to-exceed amount of \$529,786.44 from the Capital Fund; and (3) approve the Procurement Services Department to issue the necessary Purchase Order.

**REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD OTHER ENTITY CONTRACT (OEC) 24-612- OEC FOR A STRIPE HOG SH8000 WATERBLASTING SYSTEM FROM WATERBLASTING LLC, DBA HOG TECHNOLOGIES UTILIZING SOURCEWELL CONTRACT #111522-WTB.**

Upon motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve the award of other entity contract (oec) 24-612- oec for a Stripe Hog sh8000 waterblasting system from Waterblasting LLC, dba Hog Technologies utilizing Sourcewell contract #111522-wtb.

Vote carried to approve the following be recommended to the Aviation Authority Board: (1) award 24-612-OEC for a one-time procurement of one SH8000 Stripe Hog Waterblasting System to Waterblasting, LLC doing business as Hog Technologies as the awarded Contractor; (2) authorize funding in the not-to exceed amount of \$834,685.49 from the Capital Fund; and (3) approve the Procurement Services Department to issue the necessary Purchase Order.

**CONSIDERATION OF FIRMS FOR 24-280-RFP, LOW VOLTAGE WIRING AND INSTALLATION ON-CALL SERVICES.**

Upon motion by Mrs. Jarrette, seconded by Mrs. Dennis, vote carried to deem Miami Tribal Systems Integrators, Pro Electrical Services and Paloma Technologies, LLC, as non-responsive due to not hitting the minimum requirements. Pro Electrical Services and Paloma did not show proof of 5 years of Airport experience. Miami Tribal Systems Integrators could not verify as a Florida business.

Upon motion by Mrs. Jarrette, seconded by Mrs. Dennis, vote carried to recommend that the Aviation Authority Board award the following firms for 24-280-RFP Low Voltage Wiring and Installation On-Call Services.

- Archis, Inc.
- Certified Network Professionals, Inc.
- Orlando Business Telephone Systems, Inc.
- Precision Contracting Services, Inc.
- Quality Cable Contractors, Inc.

**ADJOURNMENT**

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 10:35 a.m.

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



## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: June 11, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Update to the Graphic Standards for Airline Tenants and Airline Service Providers at Orlando International Airport (MCO).

## **BACKGROUND**

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

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

## **ISSUES**

The Consultant's proposal, dated May 9, 2024, is to update the Graphic Standards for Airline Tenants and Airline Service Providers at the Orlando International Airport (MCO or the Airport). Working with the Aviation Authority, Ricondo will review and update the current version of the Graphic Standards for Airline Tenants and Airline Service Providers (Rev. Aug 2014). This task will include analysis of the existing Graphic Standards document, existing Airline Tenant graphics and conditions at MCO, benchmarking and industry standards (such as ACRP), and recommendations for a new Graphic Standards document.

The analysis will be limited to the requirements for graphics within the Airline Tenants and Airline Service Providers lease spaces within the Landside and Airside Buildings. The Landside areas shall include the Departure Curbside Check-in area, Airline Check-in counter areas, Airline Ticket Offices (ATO) and the Baggage Claim Areas (including Baggage Service Office [BSO]). The Airside areas shall include the holdrooms, airline gate podia and queue areas and airline help desk areas, the boarding bridges and ramp level offices. The task does not include wayfinding within the Terminal or Terminal roadway signage.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo & Associates exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Aviation Authority Board approval.

**SMALL BUSINESS**

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

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$151,239.00. Funding is from previously-approved Capital Expenditure Funds.

**RECOMMENDED ACTION**

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

Not to Exceed Fees	\$144,964.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$6,275.00
<b>TOTAL</b>	<b>\$151,239.00</b>
CRI – Compliance Review Date	DL 6/4/24
CRI – Funding Eligibility Review Date	6/4/24

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>May 28, 2024</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>X4392</u>
<b>Preparer's Name:</b>	<u>Karla Carman</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>Tenant Graphics Update</u>	<b>Procurement Committee Date:</b>	<u>June 11, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</u>	<b>Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: CAPEX**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310005.000.50 1610		\$151,239.00				
<b>Total Requisition:</b>		\$151,239.00				
<b>Requisition Number:</b>		97076				
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97076	PC 06/11/24 Tenant Graphics Update	In Process	30-MAY-2024 17:56:1	USD	151,239.00	Wages, Alice M	<input checked="" type="checkbox"/>

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: June 11, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Update to the Graphic Standards for Airline Tenants and Airline Service Providers at Orlando International Airport (MCO)

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 3.9% MWBE participation in this addendum. Our analysis indicates that Ricondo & Associates, Inc. is eligible for award of the subject addendum.



**MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**

**PLEASE COMPLETE THIS FORM**

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

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Update to the Graphic Standards for Airline Tenants and Airline Service Providers at Orlando International Airport (MCO)

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

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

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

**4. Engineering/Professional Services Information:**

Addendum Amount: \$151,239.00

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

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	5,896.00	Actual Result	3.9%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
<b>Total MWBE Participation</b>	<b>5,896.00</b>	<b>Actual Result</b>	<b>3.9%</b>

**3.a. Prime Contractor Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**6.b. Engineering / Professional Service Firm Information:**

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

**3.b. Name and Address of MWBE Subcontractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**6.b. Name and Address of MWBE Subconsultant**

Name: Please see attached  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3.c. \*Identity:**

Work Item(s): \_\_\_\_\_  
Amount of Subcontract \_\_\_\_\_  
Percent of Prime Contract (%): \_\_\_\_\_

**6.c. \*Identity:**

Work Item(s): \_\_\_\_\_  
Amount of Subcontract \_\_\_\_\_  
Percent of Prime Contract (%): \_\_\_\_\_

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

**MWBE Subcontractor/Subconsultant Certification**

**Project Name & Number:** Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Update to the Graphic Standards for Airline Tenants and Airline Service Providers at Orlando International Airport (MCO)

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

**Addendum Amount:** \$151,239.00

<b>Company Name</b>	<u>Carolyn Binder CPA, LLC</u>	<u>Graphics Support Services, Inc., DBA GSS Creative</u>
<b>Address</b>	<u>3674 Winding Lake Circle</u>	<u>20 N Clark St Suite 1500</u>
<b>City, State, Zip</b>	<u>Orlando, FL 32835</u>	<u>Chicago, IL 60602</u>
<b>Phone</b>	<u>407-319-0301</u>	<u>312-553-2111</u>
<b>Identity</b>	<u>Caucasian Female American</u>	<u>Caucasian Female American</u>
<b>Work Item</b>	<u>Project Controls</u>	<u>Graphics support</u>
<b>Amount of Subcontract</b>	<u>\$936.00</u>	<u>4,960.00</u>
<b>Percentage</b>	<u>0.6%</u>	<u>3.3%</u>

<b>Company Name</b>	<u> </u>	<u> </u>
<b>Address</b>	<u> </u>	<u> </u>
<b>City, State, Zip</b>	<u> </u>	<u> </u>
<b>Phone</b>	<u> </u>	<u> </u>
<b>Identity</b>	<u> </u>	<u> </u>
<b>Work Item</b>	<u> </u>	<u> </u>
<b>Amount of Subcontract</b>	<u> </u>	<u> </u>
<b>Percentage</b>	<u> </u>	<u> </u>

<b>Company Name</b>	<u> </u>	<u> </u>
<b>Address</b>	<u> </u>	<u> </u>
<b>City, State, Zip</b>	<u> </u>	<u> </u>
<b>Phone</b>	<u> </u>	<u> </u>
<b>Identity</b>	<u> </u>	<u> </u>
<b>Work Item</b>	<u> </u>	<u> </u>
<b>Amount of Subcontract</b>	<u> </u>	<u> </u>
<b>Percentage</b>	<u> </u>	<u> </u>

<b>Company Name</b>	<u> </u>	<u> </u>
<b>Address</b>	<u> </u>	<u> </u>
<b>City, State, Zip</b>	<u> </u>	<u> </u>
<b>Phone</b>	<u> </u>	<u> </u>
<b>Identity</b>	<u> </u>	<u> </u>
<b>Work Item</b>	<u> </u>	<u> </u>
<b>Amount of Subcontract</b>	<u> </u>	<u> </u>
<b>Percentage</b>	<u> </u>	<u> </u>

<u>\$5,896.00</u>	<u>3.9%</u>
<u>\$151,239.00</u>	



May 9, 2024

Ms. Karla M. Carman  
Manager, Wayfinding & Signage Program  
Greater Orlando Aviation Authority  
One Jeff Fuqua Boulevard  
Orlando, FL 32827

RE: Updated Graphic Standards for Airline Tenants and Airline Service Providers

Orlando International Airport (MCO)

Scope of Work, Schedule and Budget

Dear Ms. Carman:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to the Greater Orlando Aviation Authority (GOAA or the Aviation Authority) to update the Graphic Standards for Airline Tenants and Airline Service Providers at the Orlando International Airport (MCO or the Airport). Working with the Aviation Authority, Ricondo will review and update the current version of the Graphic Standards for Airline Tenants and Airline Service Providers (Rev. Aug 2014). This task will include analysis of the existing Graphic Standards document, existing Airline Tenant graphics and conditions at MCO, benchmarking and industry standards (such as ACRP), and recommendations for a new Graphic Standards document. The analysis will be limited to the requirements for graphics within the Airline Tenants and Airline Service Providers lease spaces within the Landside and Airside Buildings. The Landside areas shall include the Departure Curbside Check-in area, Airline Check-in counter areas, Airline Ticket Offices (ATO) and the Baggage Claim Areas (including Baggage Service Office [BSO]). The Airside areas shall include the holdrooms, airline gate podia and queue areas and airline help desk areas, the boarding bridges and ramp level offices. The task does not include wayfinding within the Terminal or Terminal roadway signage. We understand there is a current effort to update the branding at MCO and this task will, to the extent possible, incorporate and consider this effort.

Our team will include Gresham Smith as our Subject Matter Expert. Having been selected to write the ACRP 52; Wayfinding and Signing Guidelines for Airport Terminals and Landside, they are the industry leaders in this area. In addition, their portfolio of Experiential Design and Wayfinding at airports and having an office in Tampa, Florida makes this firm a very strong team member.

Other subconsultants include Carolyn Binder, CPA – She will be responsible for project control support services including the tracking of labor effort, progress reports, status updates, and coordination with the Aviation Authority staff for all related invoicing matters. Carolyn Binder, CPA is registered as a WBE, DBE, ACDBE, and SBE. Also included on the team is GSS (Graphic Support Services) – GSS will assist with graphics support and production. GSS is a DBE certified company.

## ***Scope of Work***

### **Task 1 – Analyze Existing Graphic Standards**

The Ricondo Team will review and provide recommendations for modifications to the existing Airline Tenant Graphic Standards dated August 2014. We will review the contents of the existing document and recommend areas where revisions and or additions are recommended. The document is approximately ten years old at this time and the industry has significantly evolved regarding how the airlines communicate with its customers. Technology has impacted the way customers navigate through the Airport and how they interface with the airlines. Mobile devices and Airline applications are now the methods by which the vast majority of passengers access airline and airport information. This in turn affects the facility, equipment and expectations of the passengers. The revised standards must be made current and forward-looking regarding the role of technology in the airport environment. The current standard includes limited information and direction regarding 'LCD monitors' and 'Electronic Ticketing Devices', but the content is antiquated and does not align with the capabilities and extent of use that is currently seen in the industry.

The Ricondo Team will review each section of the existing standards for content and recommend revisions. The Team will also identify areas that are not currently addressed in the standard and will bring recommendations to the Authority through the Design Review Team (DRT) meetings.

### **Task 2 – Benchmarking and Industry Standards**

Task 2 above is one component of aligning the new standard with the current industry best practices. The other components will be referencing ACRP Report 52 *Wayfinding and Signing Guidelines*, Report 161 *Guidelines for International Customers*, and Report 177 *Enhancing Wayfinding for Aging Travelers and Persons with Disabilities*. The Team will utilize Subject Matter Experts in this effort who are familiar with (and have participated in the development of) these standards to ensure the revised Graphic Standard is current with and anticipating future trends in the industry.

### **Task 3 – Analyze and Document Existing Conditions**

This effort would examine the various conditions within the Airline Lease Spaces. There have been many improvements to the Airline Lease areas over the past 10 years. The Aviation Authority has reimaged the ticket counter back wall and incorporated an updated design to include continuous monitors interconnected using the Synect Passenger 360 system. Airlines have incorporated electronic ticketing machines for boarding passes, bag tagging/bag drop and check-in. Over the years, various airlines have presented and implemented upgrades to their lease spaces which are not referenced in the standards. These proposals have been addressed by the DRT on a case-by-case basis without the benefit of a standard. Having a current standard will provide the DRT with a basis for review and disposition to insure fairness and consistency throughout the Terminal.

The Ricondo Team will conduct site visits to document the existing conditions, noting the variety of approaches used by Airlines including equipment, queueing, layouts, etc. for the Airline Lease Areas outlined above. The Team will collect photographic examples of what has been implemented by various tenants and provide evaluations as to the effectiveness of the results. This will serve to foster discussions about revisions being considered and help shape the direction of the revised Graphic Standards.

#### **Task 4 – Recommendations for New Standards**

The Ricondo Team will synthesize these efforts into a revised Graphic Standard for Airline Tenants and Airline Service Providers. The new standards may or may not lend themselves to perpetuating the existing format. Some of the information gleaned from the research and industry standards may benefit from a more graphic approach to the document. Currently the standard is a technical document stating what is allowed; outlining 'what' to do. The Team may suggest a different format to include more graphics and elaborate more on the 'why' we are doing something. This approach may be beneficial in addressing design proposals that are outside of the strict interpretation of the standard and allow for a more elastic interpretation by DRT members.

It is anticipated that the new standard will be developed with input from and be reviewed with the DRT. Members of the DRT are all stakeholders and may have input based on experiences related to each of their own departments. One example is the request to adjust the heights of the totems in the ticket lobby. These were increased and it was determined that the new height had to be limited due to security sight lines. This input will be valuable in crafting a design standard that addresses both current and future needs. Other stakeholders include the Airlines and their service providers. As the end users and those most familiar with the needs of their customers, the airlines will have valuable information about not only the way they operate currently, but also where they are headed in the future.

The new standard may need to be reviewed by legal to verify that it does not conflict with current airline agreements. The new standard will address both static and digital signage and will contain renderings of images so that all users have visual references.

#### ***Timeline***

- Task 1-Analyze the existing Graphic Standards is anticipated to be a 3 week duration.
- Task 2-Document the existing Conditions is anticipated to be a 4 week duration.
- Task 3-Benchmarking and Industry Standards is anticipated to be a 3 week duration.
- Task 4-Developing the New Graphic Standard is anticipated to be a 5 week duration.
- Considering meetings and review times, the general duration is anticipated to be approximately 4 months

Ms. Karla Carman  
 Greater Orlando Aviation Authority  
 May 9, 2024  
 Page 4

**Meetings**

Ricondo anticipates conducting bi-weekly meetings during the duration of this task. We anticipate 2 meetings with the DRT (1 progress and 1 final) and up to 4 break out meetings with SME. We have also included an industry meeting with the Airlines to get their input regarding the new standards.

**Deliverables**

Graphic Standards for Airline Tenants and Airline Service Providers in electronic format (PDF and/or Word document)

**Professional Fees**

Professional Fees for the above scope of work are Not to Exceed on an hourly basis as outlined in the chart below.

**Exclusions**

This proposal does not include the procurement and development of sign mockups for review by the DRT.

TABLE 1 – COST SUMMARY – LABOR AND REIMBURSABLE EXPENSES

FIRM	COST
Ricondo Labor	\$39,429
Ricondo Expenses	N/A
Gresham Smith Labor	\$99,639
Gresham Smith Expenses	\$6,275
Graphics Support Services Labor	\$4,960
Graphic Support Services Expenses	N/A
Carolyn Binder, CPA Labor	\$936
Carolyn Binder, CPA Expenses	N/A
<b>TOTAL COSTS</b>	<b>\$151,239</b>

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at scarreau@ricondo.com.



Ms. Karla Carman  
Greater Orlando Aviation Authority  
May 9, 2024  
Page 5

Sincerely,

RICONDO & ASSOCIATES, INC.

Craig A Kirkwood

Craig A. Kirkwood  
Associate Director for  
Pete Ricondo, P.E.  
Senior Vice President

ENCLOSURES

C-Tables Hourly Not to Exceed Professional Fees  
Truth in Negotiation Form  
Gresham Smith Proposal Letter  
GSS Proposal Letter  
Carolyn Binder Proposal Letter

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**

**TABLE C-1**

**SUMMARY OF TOTAL CONTRACT VALUE**

**GRAPHIC STANDARDS FOR AIRLINE TENANTS AND AIRLINE SERVICE PROVIDERS**

Phase of Project:	Analyze Existing Graphic Standards	Benchmarking and Industry Standards	Document Existing Conditions	Recommendations for New Airline Graphic Standards	TOTAL CONTRACT
<b>Update Graphic Standards for Airline Tenants and Airline Service Providers</b>					
1.0 Lump Sum Fee:					
2.0 Not to Exceed Professional Fees:	\$14,602	\$20,394	\$57,908	\$52,060	\$144,964
3.0 Not to Exceed Reimbursable Expenses:			\$3,137	\$3,138	\$6,275
<b>4.0 TOTAL CONTRACT VALUE:</b>	\$14,602	\$20,394	\$61,045	\$55,198	\$151,239
Total Lump Sum Labor Hours:					
Total Not to Exceed Professional Labor Hours:	91	109	327	283	810
<b>TOTAL LABOR HOURS:</b>	91	109	327	283	810
<b>Average Hourly Rate:</b>					\$187



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

Phase of Project:	Analyze Existing Graphic Standards		Benchmarking and Industry Standards		Document Existing Conditions		Recommendations for New Airline Graphic Standards		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
<b>Update Graphic Standards for Airline Tenants and Airline Service Providers</b>											
<b>Ricondo &amp; Associates, Inc.</b>											
Not to Exceed Fee Subtotal	12	\$2,666	36	\$8,274	50	\$11,944	71	\$16,545	169	\$39,429	\$233
<b>Gresham Smith</b>											
Not to Exceed Fee Subtotal	79	\$11,936	73	\$12,120	277	\$45,964	164	\$29,619	593	\$99,639	\$168
<b>Graphics Support Services, Inc. (GSS)</b>											
Not to Exceed Fee Subtotal							40	\$4,960	40	\$4,960	\$124
<b>Carolyn Binder, CPA</b>											
Not to Exceed Fee Subtotal							8	\$936	8	\$936	\$117
<b>Total Not to Exceed Amount:</b>	<b>91</b>	<b>\$14,602</b>	<b>109</b>	<b>\$20,394</b>	<b>327</b>	<b>\$57,908</b>	<b>283</b>	<b>\$52,060</b>	<b>810</b>	<b>\$144,964</b>	<b>\$179</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-3**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
Ricondo Associates, Inc.

RICONDO & ASSOCIATES, INC.	OFFICER		SENIOR		DIRECTOR		DIRECTOR with Travel Premium		TECHNICAL EDITOR		TOTAL		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	
<b>Rate (\$/Hour):</b>	\$340		\$295		\$239		\$264		\$138		labor		
<b>Update Graphic Standards for Airline Tenants and Airline Service Providers</b>	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Analyze Existing Graphic Standards</b>													
Review Existing Airline Graphic Standards			1	\$239	2	\$478					3	\$717	\$239
Prepare Report			1	\$239	2	\$478			2	\$276	5	\$993	\$199
Internal Review			1	\$239	1	\$239					2	\$478	\$239
Review Meeting with Owner			1	\$239	1	\$239					2	\$478	\$239
<b>Subtotal</b>			<b>4</b>	<b>\$956</b>	<b>6</b>	<b>\$1,434</b>			<b>2</b>	<b>\$276</b>	<b>12</b>	<b>\$2,666</b>	<b>\$222</b>
<b>Benchmarking and Industry Standards</b>													
Prepare Report			1	\$295	1	\$239			8	\$1,104	10	\$1,638	\$164
Meet with Airline Representatives			2	\$590			16	\$4,224			18	\$4,814	\$267
Internal Review			1	\$295	2	\$478			2	\$276	5	\$1,049	\$210
Review Meeting with Owner			1	\$295	2	\$478					3	\$773	\$258
<b>Subtotal</b>			<b>5</b>	<b>\$1,475</b>	<b>5</b>	<b>\$1,195</b>	<b>16</b>	<b>\$4,224</b>	<b>10</b>	<b>\$1,380</b>	<b>36</b>	<b>\$8,274</b>	<b>\$230</b>
<b>Document Existing Conditions</b>													
Collect existing conditions drawings					8	\$1,912					8	\$1,912	\$239
Field visit to document existing conditions							24	\$6,336			24	\$6,336	\$264
Assemble findings			1	\$239	2	\$478					3	\$717	\$239
Prepare Report			1	\$239	2	\$478			6	\$828	9	\$1,545	\$172
Internal Review			1	\$239	2	\$478					3	\$717	\$239
Review Meeting with Owner			1	\$239	2	\$478					3	\$717	\$239
<b>Subtotal</b>			<b>4</b>	<b>\$956</b>	<b>16</b>	<b>\$3,824</b>	<b>24</b>	<b>\$6,336</b>	<b>6</b>	<b>\$828</b>	<b>50</b>	<b>\$11,944</b>	<b>\$239</b>
<b>Recommendations for New Airline Graphic Standards</b>													
Preliminary Draft of new standards			2	\$590	8	\$1,912			12	\$1,656	22	\$4,158	\$189
Review Meeting with Owner			2	\$590	2	\$478					4	\$1,068	\$267
Incorporate Owner comments					2	\$478					2	\$478	\$239
Internal Review			1	\$295	2	\$478			2	\$276	5	\$1,049	\$210
Progress Meeting with Design Review Team			1	\$295			16	\$4,224			17	\$4,519	\$266
Internal Review			1	\$295	2	\$478			2	\$276	5	\$1,049	\$210
Present recommendation to DRT							16	\$4,224			16	\$4,224	\$264
<b>Subtotal</b>			<b>7</b>	<b>\$2,065</b>	<b>16</b>	<b>\$3,824</b>	<b>32</b>	<b>\$8,448</b>	<b>16</b>	<b>\$2,208</b>	<b>71</b>	<b>\$16,545</b>	<b>\$233</b>
<b>TOTAL</b>	<b>0</b>	<b>\$0</b>	<b>20</b>	<b>\$5,452</b>	<b>43</b>	<b>\$10,277</b>	<b>72</b>	<b>\$19,008</b>	<b>34</b>	<b>\$4,692</b>	<b>169</b>	<b>\$39,429</b>	<b>\$233</b>

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

Gresham Smith	XDW Director		Architect		Sr. Env. Graphic Designer		Jr. Architect		Jr. Env. Graphic Designer		TOTAL		
			PM										
Rate (\$/Hour):	\$257		\$169		\$183		\$122		\$74		labor		Avg. Hourly
Update Graphic Standards for Airline Tenants and Airline Service Providers	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Analyze Existing Graphic Standards</b>													
Review Existing Airline Graphic Standards	6	\$1,542	6	\$1,014	4	\$732	4	\$488	2	\$148	22	\$3,924	\$178
Prepare Report	2	\$514	2	\$338	4	\$732	4	\$488	16	\$1,184	28	\$3,256	\$116
Internal Review	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Review Meeting with Owner (Virtual)	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Bi-weekly Team Meetings	2	\$514	2	\$338	2	\$366	2	\$244	1	\$74	9	\$1,536	\$171
<b>Subtotal</b>	<b>14</b>	<b>\$3,598</b>	<b>14</b>	<b>\$2,366</b>	<b>14</b>	<b>\$2,562</b>	<b>14</b>	<b>\$1,708</b>	<b>23</b>	<b>\$1,702</b>	<b>79</b>	<b>\$11,936</b>	<b>\$151</b>
<b>Benchmarking and Industry Standards</b>													
Research and Prepare Report	8	\$2,056	8	\$1,352	12	\$2,196	12	\$1,464	4	\$296	44	\$7,364	\$167
Internal Review	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Review Meeting with Owner (Virtual)	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Bi-weekly Team Meetings	2	\$514	2	\$338	2	\$366	2	\$244	1	\$74	9	\$1,536	\$171
<b>Subtotal</b>	<b>14</b>	<b>\$3,598</b>	<b>14</b>	<b>\$2,366</b>	<b>18</b>	<b>\$3,294</b>	<b>18</b>	<b>\$2,196</b>	<b>9</b>	<b>\$666</b>	<b>73</b>	<b>\$12,120</b>	<b>\$166</b>
<b>Document Existing Conditions</b>													
Collect and Review existing conditions drawings (Ricondo)	2	\$514	6	\$1,014	4	\$732	16	\$1,952	4	\$296	32	\$4,508	\$141
Field visit to document existing conditions	24	\$6,168	24	\$4,056	24	\$4,392	24	\$2,928	0	\$0	96	\$17,544	\$183
Meet with Airline Representatives (In Person)	4	\$1,028	4	\$676	4	\$732	4	\$488	0	\$0	16	\$2,924	\$183
Assemble findings	6	\$1,542	6	\$1,014	16	\$2,928	16	\$1,952	0	\$0	44	\$7,436	\$169
Prepare Report	8	\$2,056	4	\$676	16	\$2,928	16	\$1,952	16	\$1,184	60	\$8,796	\$147
Internal Review	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Review Meeting with Owner (Virtual)	2	\$514	2	\$338	2	\$366	2	\$244	2	\$148	10	\$1,610	\$161
Bi-weekly Team Meetings	2	\$514	2	\$338	2	\$366	2	\$244	1	\$74	9	\$1,536	\$171
<b>Subtotal</b>	<b>50</b>	<b>\$12,850</b>	<b>50</b>	<b>\$8,450</b>	<b>70</b>	<b>\$12,810</b>	<b>82</b>	<b>\$10,004</b>	<b>25</b>	<b>\$1,850</b>	<b>277</b>	<b>\$45,964</b>	<b>\$166</b>
<b>Recommendations for New Airline Graphic Standards</b>													
Preliminary Draft of new standards	8	\$2,056	8	\$1,352	24	\$4,392	24	\$2,928	0	\$0	64	\$10,728	\$168
Review Meeting with Owner (Virtual)	2	\$514	2	\$338	2	\$366	2	\$244	0	\$0	8	\$1,462	\$183
Incorporate Owner comments	4	\$1,028	4	\$676	8	\$1,464	8	\$976	0	\$0	24	\$4,144	\$173
Progress Meeting with Design Review Team (Virtual)	4	\$1,028	4	\$676	4	\$732	4	\$488	0	\$0	16	\$2,924	\$183
Present recommendation to DRT (In Person)	16	\$4,112	8	\$1,352	8	\$1,464	8	\$976	0	\$0	40	\$7,904	\$198
Bi-weekly Team Meetings	3	\$771	3	\$771	3	\$549	3	\$366	0	\$0	12	\$2,457	\$205
<b>Subtotal</b>	<b>37</b>	<b>\$9,509</b>	<b>29</b>	<b>\$5,165</b>	<b>49</b>	<b>\$8,967</b>	<b>49</b>	<b>\$5,978</b>	<b>0</b>	<b>\$0</b>	<b>164</b>	<b>\$29,619</b>	<b>\$181</b>
<b>TOTAL</b>	<b>115</b>	<b>\$29,555</b>	<b>107</b>	<b>\$18,347</b>	<b>151</b>	<b>\$27,633</b>	<b>163</b>	<b>\$19,886</b>	<b>57</b>	<b>\$4,218</b>	<b>593</b>	<b>\$99,639</b>	<b>\$168</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
 Graphics Support Services

Graphics Support Services, Inc.	SENIOR GRAPHICS DESIGNER		TOTAL		
	hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	\$124				
Update Graphic Standards for Airline Tenants and Airline Service Providers					
<b>Task</b>					
Graphics Support Services for Airline Signage and Graphic Standards	40	\$4,960	40	\$4,960	\$124
<b>Total Not to Exceed Professional Fees</b>	<b>40</b>	<b>\$4,960</b>	<b>40</b>	<b>\$4,960</b>	<b>\$124</b>

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

Carolyn Binder, CPA	SENIOR GRAPHICS DESIGNER		TOTAL		
	hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	\$117				
Update Graphic Standards for Airline Tenants and Airline Service Providers					
<b>Task</b>					
Project Controls, Budgeting and Invoicing	8	\$936	8	\$936	\$117
<b>Total Not to Exceed Professional Fees</b>	<b>8</b>	<b>\$936</b>	<b>8</b>	<b>\$936</b>	<b>\$117</b>

**EXHIBIT A - CONSULTANTS COMPENSATION PROPOSAL**  
**TABLE C -6**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE EXPENSES**

<b>EXPENSES:</b>	<b>AMOUNT</b>			
<b>Ricondo &amp; Associates</b>				
<b>TASK 1</b>				
Printing/Copying (Triangle Reprographics Inc.)	<b>Size</b>	<b>Rates</b>	<b>Qty</b>	<b>Subtotal</b>
Letter Size Printing Color	8.5 x 11	\$0.39	0	\$0.00
Large Format Color Printing	36 x 24	\$6.99	0	\$0.00
Ledger Size Color Printing	11 x 17	\$0.69	0	\$0.00
Color Document Production	booklet	\$20.00	0	\$0.00
Presentation Boards and Mounting	30 x 42	\$55.00	0	\$0.00
Courier		\$104.00	0	\$0.00
<b>Subtotal - Ricondo &amp; Associates</b>				<b>\$0.00</b>
				\$0.00
<b>EXPENSES:</b>	<b>AMOUNT</b>			
<b>Gresham Smith</b>				
Travel - Estimated expenses (2 trips total)	<b>Amount</b>	<b>Qty</b>	<b>Subtotal</b>	
Airfare	\$ 800.00	2	\$ 1,600.00	
Logding	\$ 140.00	13	\$ 1,820.00	
Meals	\$ 69.00	13	\$ 897.00	
Transportation (rental/uber/lyft/taxi)	\$ 100.00	13	\$ 1,300.00	
Mileage	\$ 0.67	400	\$ 268.00	
Parking (BNA and MCO)	\$ 30.00	13	\$ 390.00	
<b>Total - Gresham Smith</b>				<b>\$ 6,275.00</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL  
TABLES C-7b and C-7c  
PARTICIPATION SCHEDULES**

**TABLE C-7b MWBE PARTICIPATION SCHEDULE**

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Data Collection Support, Benchmarking & Outreach, Analyses & Recommendations	\$39,429.00	N/A
Gresham Smith		N/A	Subject Matter Expert	\$99,639.00	N/A
Graphics Support Services (GSS)		WBE	Graphics Support	\$4,960.00	3.4%
Carolyn Binder, CPA		WBE	Project Controls	\$936.00	0.6%
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$144,964.00</b>	<b>4.1%</b>

**TABLE C-7c LDB PARTICIPATION SCHEDULE**

NAME OF FIRM	ADDRESS		PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Data Collection Support, Benchmarking & Outreach, Analyses & Recommendations	\$39,429.00	N/A
Gresham Smith		N/A	Subject Matter Expert	\$99,639.00	N/A
Graphics Support Services		WBE	Graphics Support	\$4,960.00	N/A
Carolyn Binder, CPA		LDB	Project Controls	\$936.00	0.6%
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$144,964.00</b>	<b>0.6%</b>

**EXHIBIT A - CONSULTANTS COMPENSATION PROPOSAL  
TABLE C-9 CONTRACT HOURLY RATES**

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the contract hourly rates shown below.

<b>FIRM</b>	<b>POSITION</b>	<b>CONTRACT HOURLY RATE</b>
Ricondo & Associates	Senior Officer	\$350
Ricondo & Associates	Officer	\$340
Ricondo & Associates	Senior Director	\$295
Ricondo & Associates	Director	\$239
Ricondo & Associates	Manager	\$180
Ricondo & Associates	Senior Consultant	\$139
Ricondo & Associates	Technical Editor	\$138
Ricondo & Associates	Senior Graphics Designer	\$134
Ricondo & Associates	Consultant	\$93
Ricondo & Associates	Graphic Designer	\$97
Ricondo & Associates	Consultant	\$93
Ricondo & Associates	Technical Specialist	\$66
Gresham Smith	Project Executive	\$304.00
Gresham Smith	Director Experiential Design and Wayfinding	\$257.00
Gresham Smith	Architect	\$169.00
Gresham Smith	Sr. Environmental Graphic Designer	\$183.00
Gresham Smith	Environmental Graphic Designer	\$130.00
Gresham Smith	Jr. Environmental Graphic Designer	\$74.00
Gresham Smith	Jr. Architect	\$122.00
Carolyn Binder, CPA	CPA Project Controls	\$117.00
Graphic Support Services, Inc.	Graphic Designer	\$124.00



TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant: Ricondo & Associates, Inc.

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

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

Date: 10/30/2023



April 22, 2024

Mr. Craig Kirkwood  
Associate Director  
RICONDO  
3504 Lake Lynda Drive, Suite 165  
Orlando, FL 32817

Subject: **PROPOSAL** - GOAA Airline Graphic Standards  
Orland, FL  
Gresham Smith Project No. 19256.88

Dear Craig:

On behalf of the Gresham Smith (GS) team we are pleased to present the scope of work and fee proposal to work with Ricondo and the Greater Orlando Airport Authority (GOAA) to update the GOAA Airline Graphic Standards within the airline leased spaces.

**Background**

Gresham Smith has extensive signing experience in the aviation industry. Our approach is sound in principle and proven in application with work that includes 14 of the top 30 airports in the US. This work includes ATL’s International Terminal where we were responsible for every aspect of the customer signing and wayfinding experience from gateway to gate.



*ATL International Terminal*

*Genuine Ingenuity*

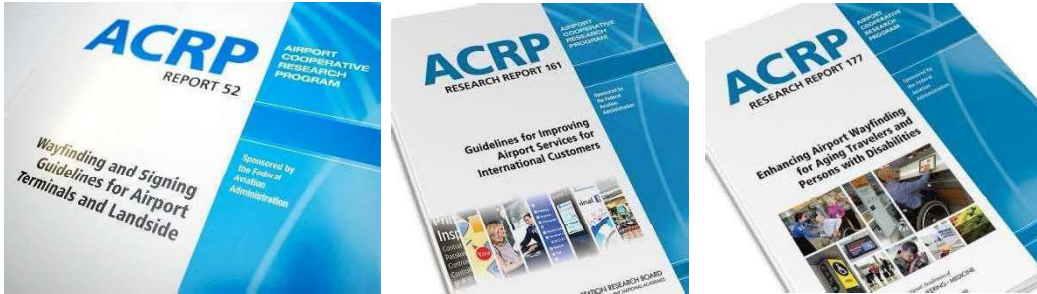
3615 Bromley Grand Avenue  
Suite 320  
Tampa, FL 33607  
813.251.6838

GreshamSmith.com

FL Qualifier No. AR0013420  
FL Registry No. RY3806

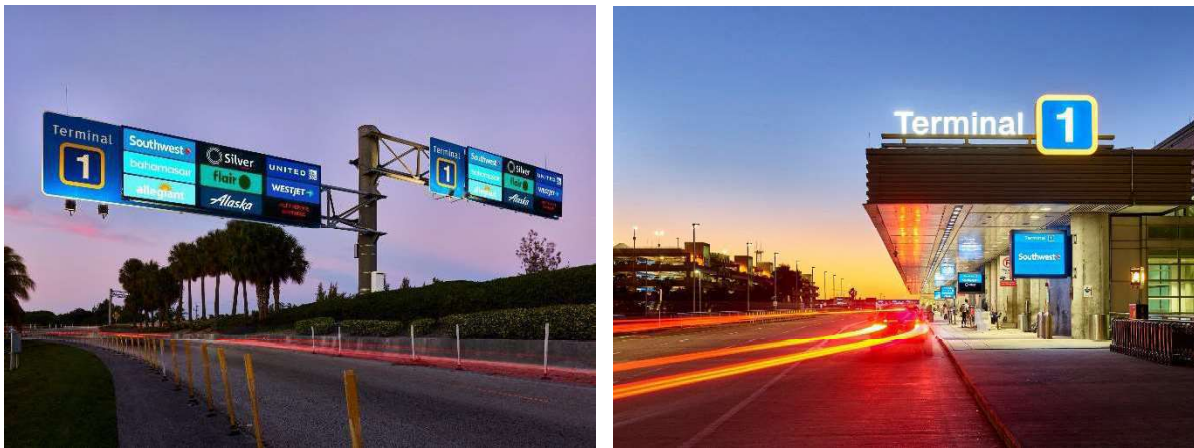


Furthermore, Gresham Smith served as the principal investigator on ACRP Reports 52 and 177 and served as the signing and wayfinding subject matter expert on Report 161. The collective knowledge in these three reports represent industry leading research.



Industry leading research

We understand this service summary is focused on updating the standards based on current conditions at the Orlando International Airport (OIA) that has a blend of digital and static signage. Our team has the expertise to address a strategy and written guideline for both. We have worked with airports to develop strategies that support airline brands as well as generic airline naming conventions.



Dynamic signing strategy for airline listings at FLL

### Scope of Work & Methodologies

In response to the request for an Overview of the proposed updates to the Graphic Standards and Methodology for aligning the standards with current industry best practices we have developed the following scope of work:

Based on a review of the 2014 graphic standards and our conversations regarding the scope of work we would suggest the following methodologies that begin with a proven approach our team has used at many airports is the 3 L's of **Look**, **Listen** and **Learn**.

- We will **Look** to observe the current conditions at MCO to see firsthand what and how airline tenants' needs are being addressed.
- We **Listen** to GOAA and key stakeholders to understand the goals and needs of the project.



- Finally, we seek to **Learn** what is important to the customer. This last step is often overlooked but typically yields valuable information that can enhance the customer experience.

We will apply the **Look, Listen** and **Learn** approach as follows:

**1. Analyze Existing Graphic Standards**

- a. Initial review with GOAA to **Listen** so we have a clear understanding of the goals of this task and perceived gaps in the current standards – will use the current ToC as the basis for the review. Key is understanding how GOAA intends to use this document moving forward. Evaluation includes a three-part process:
  - i. How this aligns with airport operations
  - ii. Airline contractual requirements with GOAA
  - iii. Public facing customer needs.
- b. Prepare report with findings

**2. Benchmarking and Industry Standards**

- a. Research and review of other available airport standards
- b. Prepare report with findings

**3. Analyze and Document Existing Conditions**

- a. Map out the lease lines for the airlines on the curbside, and in the terminal landside and airside areas.
- b. Meet with key stakeholders as a group to understand their needs and goals. The understanding is the primary stakeholder group will be the DRT.
- c. Meet with airline representatives as a group to understand their needs.
- d. The next step is to **Look** and assess the current conditions for airline tenants and service providers in comparison to what is in the 2014 document. We use a very effective and cost-efficient tool of 360 photos to gather information needed.
- e. Review of current exhibits and identification of which exhibits need updates.
- f. Next, we want to take time to **Learn** what is important to the MCO customer. The simplest way to do this is working with GOAA, typically the Guest Experience group, to mine customer feedback for comments related to finding their airline and other support services relevant to airline naming.
- g. Establish the overarching criteria for each component and or area of the airline operation and how this overlays with GOAA's goals for this document.
- h. The current standard is very prescriptive in focusing on the "what" to do or not do. There is very little narrative on the "why". The team will discuss with GOAA the benefits of including additional information that helps convey the intent of the airline graphic standards.
- i. Format – the team will review with GOAA options to updating the existing format.
- j. With this information we will develop an initial findings report that summarizes the proposed areas in need of updates. Ex: what is out of date – what is missing and how this aligns with how the airlines operate.
- k. Review and comment with GOAA to determine next steps.

**4. Recommendations for New Standards**

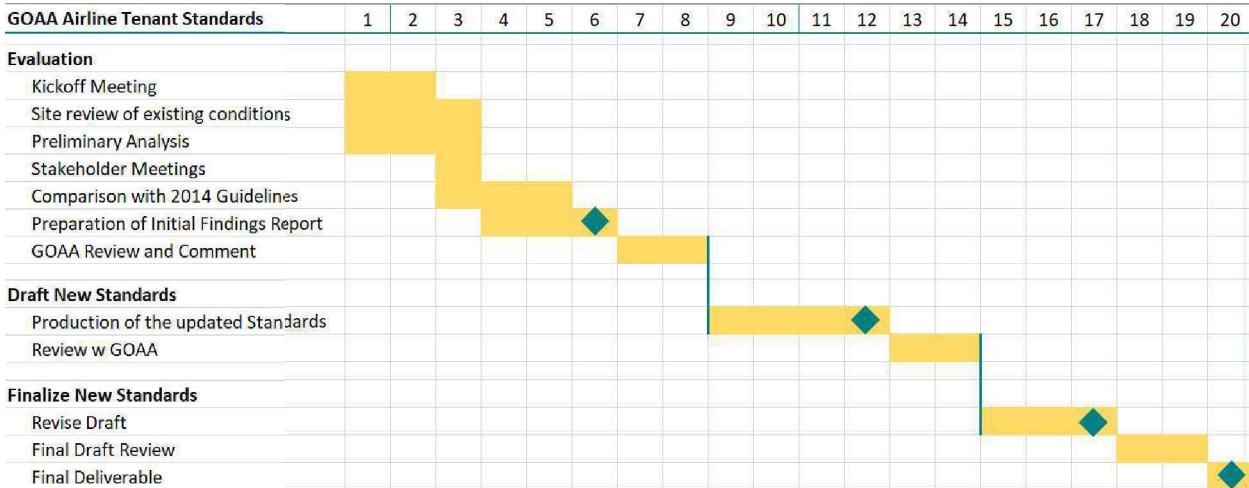
- a. Draft Standards - Based on GOAA feedback develop an updated Draft of the Airline Graphic Standards and exhibits.
- b. Review w GOAA
- c. Finalize Standards



Mr. Craig Kirkwood  
April 22, 2024

### Schedule

The projected timeline for the completion of the project, including priorities and key milestones is shown below. Upon receipt of the NTP we will prepare a revised schedule with calendar dates. We recommend bi-weekly team meetings to support efficient communication and help ensure the project stays on schedule.



### Professional Fee

The professional fee for the above scope of work is \$99,639.00 with estimated reimbursable expenses of \$6,275.00

### Exclusions:

Design efforts for new and or additional sign types not currently addressed in the 2014 document.  
Airline listings beyond the curbside and terminal airline lease lines.

### Summary

Gresham Smith is excited about partnering with Ricondo and GOAA to update the Airline Graphic Standards for OIA. Thank you for the opportunity and if you have any questions regarding this proposal, please let me know.

Sincerely,

Jim Harding  
Principal  
Director Experiential Design and Wayfinding

Cc: Ben Raposa – Gresham Smith  
David Park – Gresham Smith



## Scope of Services

## Greater Orlando Aviation Authority

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

**Project Control Support Activities**

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

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

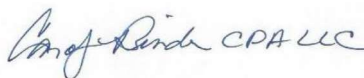
**Engagement Administration**

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

**Proposal Price**

Our hourly rate to provide these services is **\$117/hour, with an anticipated budget of 8 hours = NTE \$936.00**

Sincerely,



Carolyn Binder  
Carolyn Binder, CPA, LLC  
9300 Conroy Windermere Road #2093  
Windermere, Florida 34786  
407-319-0301  
[www.bindercpafirm.com](http://www.bindercpafirm.com)





April 19, 2024

Dear Mr. Carreau:

Graphics Support Services, Inc. (dba) GSS Creative will assist Ricondo with all graphics support for the update of the airline signage and graphics standards. Please see our fees in Table C-5 of the proposal.

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

GSS	Senior Graphic Designer		TOTAL		
	hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):		\$124			
Tasks					
Tasks					
Graphics Support Services for Airline Signage and Graphics Standards	40	\$4,960	40	\$4,960	\$124
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>40</b>	<b>\$4,960</b>	<b>40</b>	<b>\$4,960</b>	<b>\$124</b>

Respectfully,

Michelle Piette  
President  
Graphics Support Services, Inc.

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

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

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



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

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00

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

028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00
029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00
030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23	08/18/23		\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23	96397	\$127,904.00	\$127,904.00

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

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

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

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

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

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	\$191,230.00	\$310,614.00
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*Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC* **\$12,826,824.00**

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

### **Addenda / Amendments in Chronological Order**

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00

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

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## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: June 11, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning Activities for Environmental Assessment Development at Orlando International Airport (MCO).

## **BACKGROUND**

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

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

## **ISSUES**

The Consultant's proposal, dated April 16, 2024, is to provide planning and environmental support for the Greater Orlando Aviation Authority (GOAA) relative to pre-environmental assessment planning phase of the future Consolidated Rental Car Facility (CONRAC). This proposal identifies the tasks that would need to be completed to support the planning required to initiate an Environmental Assessment (EA) in accordance with FAA Order 1050.1F, Environmental Impacts: Policies and Procedures, FAA Order 5050.4B, NEPA Implementing Instructions for Airport Actions, and Desk Reference 1050.1 which provides explanatory guidance for environmental impact analysis.

Ricondo will support the development of the project definition and background, work with ESA to complete the alternatives analysis, provide project oversight, and complete a technical editorial review of the final deliverables. Archaeological Consultants will be responsible for the development of the cultural resource assessment. Carolyn Binder, CPA will be responsible for project control support services including the tracking of labor effort, progress reports, status updates, and coordination with the Aviation Authority staff for all related invoicing matters.



The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo & Associates exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

Upon completion of all required documentation, services will be effective no earlier than the Aviation Authority Board approval.

**SMALL BUSINESS**

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

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$227,536.00 Funding is from previously-approved Capital Expenditure Funds.

**RECOMMENDED ACTION**

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

Not to Exceed Fees	\$227,536.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$227,536.00</b>
CRI – Compliance Review Date	DL 6/5/24
CRI – Funding Eligibility Review Date	6/5/24

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>May 31, 2024</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>Pre-Planning Environmental Assessment</u>	<b>Procurement Committee Date:</b>	<u>June 11, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</u>	<b>Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: CAPEX**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310010.000.50 1157		\$227,536.00				
<b>Total Requisition:</b>		\$227,536.00				
<b>Requisition Number:</b>		97083				
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97083	PC 06/11/24 - Environ	In Process	31-MAY-2024 15:41:13	USD	235,036.00	Wages, Alice M	<input checked="" type="checkbox"/>



**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: June 11, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning Activities for Environmental Assessment Development at Orlando International Airport (MCO)

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 0.6% MWBE participation in this addendum. Our analysis indicates that Ricondo & Associates, Inc. is eligible for award of the subject addendum.

**MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**

PLEASE COMPLETE THIS FORM

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

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning Activities for Environmental Assessment Development at Orlando International Airport (MCO)

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

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

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

**3.a. Prime Contractor Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**3.b. Name and Address of MWBE Subcontractor**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**3.c. \*Identity:**

Work Item(s): \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percent of Prime Contract (%): \_\_\_\_\_

**4. Engineering/Professional Services Information:**

Addendum Amount: \$227,536.00

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

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	1,404.00	Actual Result	0.6%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
<b>Total MWBE Participation</b>	<b>1,404.00</b>	<b>Actual Result</b>	<b>0.6%</b>

**6.b. Engineering / Professional Service Firm Information:**

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

**6.b. Name and Address of MWBE Subconsultant**

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

**6.c. \*Identity:**

Work Item(s): Caucasian Female American  
 Amount of Subcontract \$1,404.00  
 Percent of Prime Contract (%): 0.6%

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

April 16, 2024 (Revised June 3, 2024)

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

RE: Consolidated Rental Car Facility (CONRAC)  
Pre-Planning Activities for Environmental Assessment Development

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo), Environmental Science Associates (ESA), Archaeological Consultants, Inc. (ACI), and Carolyn Binder, CPA appreciate the opportunity to submit this proposal to provide planning and environmental support for the Greater Orlando Aviation Authority (GOAA) relative to pre-environmental assessment planning phase of the future Consolidated Rental Car Facility (CONRAC). This proposal identifies the tasks that would need to be completed to support the planning required to initiate an Environmental Assessment (EA) in accordance with FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*, and Desk Reference 1050.1 which provides explanatory guidance for environmental impact analysis.

Ricondo will support the development of the project definition and background, work with ESA to complete the alternatives analysis, provide project oversight, and complete a technical editorial review of the final deliverables.

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

Below is a breakdown of the anticipated services to be provided. ESA's scope of work is included as an attachment to this proposal.

### ***Task 1 – Project Definition and Background***

The Ricondo Team will review and verify the project development components and construction elements to be evaluated in the EA and develop the project description which will include, at a minimum, major and minor project elements, connected elements or actions, and supporting graphics.

As part of this task, the Ricondo Team will compile current and relevant planning studies and documentation, identify any potential participating or cooperating agencies, identify points of contact for the EA, and identify community and stakeholders that may be affected.

### ***Task 2 – Project Initiation***

Upon receipt of a Notice-to-Proceed, the Ricondo Team will participate in conference calls with the Aviation Authority's staff to initiate the project, confirm the Authority administrative requirements, and coordinate work on Task 1. At the substantial completion of Task 1, the Ricondo Team will attend and participate in

one virtual meeting with the FAA Orlando ADO to review the Proposed Project; the EA's Scope of Services and technical approach; and methods to streamline and efficiently complete the EA process. During this kick-off, the project leads, participating agencies, community groups/organizations, and other stakeholders identified will be coordinated with the FAA.

### ***Task 3 – Purpose and Need***

The Purpose and Need statement will identify what goals/objectives will be met and/or what shortfalls will be alleviated by the proposed CONRAC project. Documentation for this task will require input from and coordination with the CLIENT. This task will also identify the federal actions necessary to implement the Proposed Project; anticipated project development timelines; and likely project costs and funding sources.

The introduction to the Purpose and Need statement will include airport location and vicinity maps, a summary of relevant activity at Orlando International Airport (MCO), the description of the Proposed Project, graphics depicting the Proposed Project, and an overview of the NEPA EA process. Working collaboratively with the Aviation Authority staff, the Ricondo Team will review prior planning studies and current conditions, and prepare a preliminary Purpose and Need statement. As needed and to the extent budgeted, ESA will assist the Aviation Authority to update data/information that supports the purpose of and need for the proposed project. The Ricondo Team will also concisely describe the requested federal actions, conceptual development timeframe, and conceptual costs.

A draft version of the Purpose and Need statement will be submitted to the Aviation Authority for review and comment. As directed by the Aviation Authority, the Ricondo Team will provide a copy of the Purpose and Need statement to the FAA for review and comment (electronic copy). The Ricondo Team assumes that FAA comments will be incorporated into the Preliminary Draft EA to be developed in Phase 2 and that the preparation and coordination of a subsequent version(s) of the draft statement will not be required.

### ***Task 4 – Alternatives Analysis and Agency Review***

The Ricondo team will identify a range of alternatives that would be evaluated in the EA. The identification of alternatives may include sites previously evaluated and possibly alternate sites not reviewed or identified. For the EA, evaluation of alternatives will be limited to alternatives that would meet the purpose and need for the proposed project, however this planning element may have additional alternatives that would be screened.

The Ricondo team will define criteria for a multi-level screening evaluation. The first screening level would determine whether or not an alternative satisfies Purpose and Need criteria. Subsequent screening levels would evaluate environmental, operational, and construction complexity criteria. The Ricondo team will review the proposed screening criteria with the Aviation Authority and FAA prior to initiating substantial work on the alternatives analysis. Alternatives will be concisely compared in narrative, tabular, and graphic form. A brief discussion will state the reasons for either eliminating an alternative or retaining an alternative for further evaluation in the EA.

A draft version of the Alternatives Analysis will be submitted to the Aviation Authority and the FAA for review and comment. The Ricondo team assumes that FAA comments will be incorporated into the

Preliminary Draft EA and that the preparation and coordination of a subsequent version(s) of the Alternatives Analysis will not be required.

### ***Task 5 – Early Identification of Potential Environmental Impacts***

#### ***5.1 Screening and Potential Impacts Analysis***

This task includes preliminary desktop analyses and field reviews to determine potential significant environmental impacts requiring a more in-depth technical analysis during the EA. Potential mitigation strategies for significant impacts will be documented for a full technical analysis in the EA. The specific environmental impact categories listed in the FAA's 1050.1F Desk Reference are identified below:

- Air Quality
- Biological Resources
- Climate
- Coastal Resources
- Department of Transportation Section 4(f) Resources
- Farmlands
- Hazardous Materials and Waste, Solid Waste, and Pollution Prevention
- Historic, Architectural, Archaeological, and Cultural Resources
- Land Use and Surface Transportation
- Natural Resources, Energy Supply, and Sustainable Design
- Noise and Noise-Compatible Land Use
- Socioeconomics, Environmental Justice, and Children's Environmental Health and Safety Risks
- Visual Effects
- Water Resources

This screening will identify any potentially impacted resources and detail what additional studies or investigation will be required. If potentially significant impacts or community concerns are identified, this would be discussed and coordinated with the Aviation Authority and the FAA. If required, potential mitigation strategies would be identified for any potentially significant effects.

#### ***5.2 Wetland Evaluation Report***

The Ricondo Team will prepare a Wetland Evaluation Report that documents information gathered during the field investigations and information received from the Aviation Authority (or their consultant) and includes maps depicting the location of jurisdictional wetlands. The following information would be contained in the report:

- A description of waters and wetlands found within the project area,
- Discussion of wetland habitats and functional assessment(s)

- Wetland maps
- Impact calculations (approximate) for screening analysis of alternatives
- Discussion of conservation areas (if applicable)
- Other relevant information

The Wetland Evaluation Report will be a stand-alone document that will be incorporated into the EA once initiated.

### ***5.3 Cultural Resource Assessment Survey***

A Cultural Resources Assessment Survey (CRAS) will be performed by a qualified professional cultural resources firm. The CRAS requires that shovel tests be performed in areas where proposed project-related surface disturbance is anticipated to occur, including areas that may be disturbed by construction materials transport, staging, and other temporary disturbances. The Aviation Authority will provide personnel knowledgeable of buried utility locations to join the survey team in the field for the purpose of identifying inappropriate locations to perform these shovel tests. ESA will prepare a draft CRAS that includes photographs, locations, descriptions, histories, contexts, and National Register eligibility assessments and recommendations. ESA will submit the draft report to the Aviation Authority and FAA for review and comment. The CRAS will be a stand-alone document that will be incorporated into the EA once initiated.

### ***5.4 Biological Assessment***

ESA will develop a comprehensive Biological Assessment (BA) that will document the existing habitat conditions within the study area. Efforts will include review of publicly available data, prior studies, field conditions, and other resources to develop the BA. ESA's preliminary "effect" recommendation for each listed species potentially present within the Detailed Study Area will be coordinated with the Aviation Authority and the FAA. If it is determined that the Proposed Project or its alternatives may affect one or more listed species, the FAA is required to consult with the USFWS. In this case, ESA will develop information necessary to disclose impacts in the EA and support FAA's consultation process.

If the Proposed Project may affect listed species, potential conservation measures to off-set that impact will be developed. Conservation measures consist of actions taken to help ensure the continued existence of a federal and/or state listed protected species. The specific conservation measures developed will be dependent on the species to be affected and the potential impact.

For the purpose of supporting FAA's consultation with the USFWS under section 7 of the Endangered Species Act, the BA will include those federally-listed species that may be affected by the Proposed Project. The BA shall conform to the guidelines found within the USFWS/National Marine Fisheries Service, Endangered Species Consultation Handbook. ESA will respond to review comments from the Aviation Authority and the FAA on the BA, as well as any subsequent questions on the contents of the BA during FAA's consultation with the USFWS. This task includes providing support to the FAA for informal consultation. The BA will be a stand-alone document that will be incorporated into the EA once initiated.



### *Task 6 – Project Coordination and Meetings*

This task involves the administrative and managerial activities necessary for the Ricondo Team to implement and oversee the Pre-EA Planning. It includes:

- Support up to 12 virtual meetings with the Aviation Authority and / or FAA in support of the Pre-EA Planning. This includes the development of agenda, meeting notes, and other supporting information.
- Routine and regular management and administrative tasks, necessary to complete the project. This includes, but is not limited to, preparing and coordinating contract and insurance documents, reviewing project-related financial reports, preparing monthly invoices and progress reports, and completing internal and external project administration.
- Routine and regular coordination calls and discussions with the Aviation Authority staff on administrative matters, project progress and issues that may arise, and other topics not related to specific tasks outlined in this proposal.

### *Schedule*

The proposed services will be completed in Fiscal Year 2024.

*Minority/Women Business Enterprise (MWBE) and Local Developing Business (LDB) Participation* Carolyn Binder, CPA is registered as a WBE, DBE, ACDBE, and SBE.

### *Professional Fees*

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$227,536.00. A copy of ESA and Carolyn Binder proposals for these services is attached for your reference.

Mr. Bradley Friel, A.A.E., AICP  
 Greater Orlando Aviation Authority  
 April 16, 2024 (Revised June 3, 2024)  
 Page 6

**TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES**

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Officer	\$350.00	54	\$ 18,900.00
Ricondo/Officer	\$340.00	16	\$ 5,440.00
Ricondo/Manager	\$180.00	40	\$ 7,200.00
Ricondo/Technical Editor	\$138.00	32	\$ 4,416.00
Carolyn Binder, CPA/Senior Consultant	\$117.00	12	\$ 1,404.00
ESA/Senior Principal Consultant 4	\$296.00	158	\$ 46,768.00
ESA/Principal Consultant 6	\$265.00	100	\$ 26,500.00
ESA/Principal Consultant 4	\$242.00	172	\$ 41,624.00
ESA/Managing Consultant 3	\$198.00	152	\$ 30,096.00
ESA/Senior Consultant 4	\$153.00	120	\$ 18,360.00
ESA/ Senior Consultant 3	\$135.00	108	\$ 14,580.00
ESA/ Associate Consultant 3	\$129.00	68	\$ 8,772.00
ESA/ Senior Publications Specialist	\$125.00	16	\$ 2,000.00
ESA/ Publications Specialist	\$123.00	12	\$ 1,476.00
<b>TOTAL COSTS</b>			<b>\$ 227,536.00</b>
<b>WBE/DBE PARTICIPATION</b>			<b>.62%</b>

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

Sincerely,

RICONDO & ASSOCIATES, INC.



Pete Ricondo  
 Senior Vice President

ENCLOSURE – ESA Proposal including Professional Fee Breakdown and Hourly Rate; Truth in Negotiation Form

cc: 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: 04/16/2024

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# APPENDIX A    SUBCONSULTANT PROPOSALS



5401 South Kirkman Road  
Suite 475  
Orlando, FL 32819  
407.403.6300 [phone](#)  
407.403.6301 [fax](#)

[esassoc.com](http://esassoc.com)

March 18, 2024

Mr. Sebastien Carreau  
Director  
Ricondo  
3504 Lake Lynda Drive, Suite 165  
Orlando, FL 32817

**Subject:** Planning Required for Environmental Assessment  
Development of new Consolidated Rental Car Facility (CONRAC)  
Greater Orlando Aviation Authority

Dear Sebastien:

Environmental Science Associates (ESA) is pleased to offer this proposal to provide planning and environmental support for the Greater Orlando Aviation Authority (GOAA) relative to pre-environmental assessment planning phase of the future consolidated rental car facility. Services anticipated as part of this effort are outlined below:

## ***I. OBJECTIVE***

The Greater Orlando Aviation Authority (GOAA) is proposing to develop a new Consolidated Rental Car facility (CONRAC) at the Orlando International Airport (MCO). This “Proposed Project” will require federal actions that are subject to environmental review under the National Environmental Policy Act of 1969 (NEPA). Pursuant to Federal Aviation Administration (FAA) instructions implementing NEPA, the environmental review will be accomplished in the form of an Environmental Assessment (EA). This Scope of Services sets forth the work efforts required by Environmental Science Associates (ESA) to support the planning required to initiate an EA in accordance with FAA Order 1050.1F, Environmental Impacts: Policies and Procedures, FAA Order 5050.4B NEPA Implementing Instructions for Airport Actions, and the FAA’s 1050.1F Desk Reference.

The tasks outlined in this Scope of Services initiate the EA planning process and update and validate project information on which the EA will be based. Information developed in this phase will be coordinated with the FAA to obtain the agency’s approval and concurrence that the project can proceed to preparation of the EA.

### ***TASK 1 PROJECT DEFINITION AND BACKGROUND***

For the purpose of developing a description of the Proposed Project for the EA, ESA will meet with the CLIENT to review and verify the project development components, identify alternatives, and construction elements to be evaluated in the EA. ESA will coordinate with GOAA consultants to obtain required information in support of the project definition development. Using information, files and data provided by the CLIENT (and / or their consultants), ESA will develop the project description which will include, at a minimum, major and minor project elements, connected elements or actions, and supporting graphics.

ESA will compile current and relevant planning studies and documentation, identify any potential participating or cooperating agencies, identify points of contact for the EA, and identify community and stakeholders that may be affected.



Sebastien Carreau  
March 18, 2024  
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## **TASK 2      *PROJECT INITIATION***

Upon receipt of a Notice-to-Proceed, ESA will participate in conference calls with the CLIENT to initiate the project, confirm the CLIENT administrative requirements (e.g., invoicing), and coordinate work on Task 1. At the substantial completion of Task 1, ESA will attend and participate in one virtual meeting with the FAA Orlando ADO to review the Proposed Project; the EA's Scope of Services and technical approach; and methods to streamline and efficiently complete the EA process. During this kick-off, the project leads, participating agencies, community groups/organizations, and other stakeholders identified will be coordinated with the FAA.

## **TASK 3      *PURPOSE AND NEED***

The Purpose and Need statement will identify what goals/objectives will be met and/or what shortfalls will be alleviated by the proposed CONRAC project. Documentation for this task will require input from and coordination with the CLIENT. This task will also identify the federal actions necessary to implement the Proposed Project; anticipated project development timelines; and likely project costs and funding sources.

The introduction to the Purpose and Need statement will include airport location and vicinity maps, a summary of relevant activity at MCO, the description of the Proposed Project, graphics depicting the Proposed Project, and an overview of the NEPA EA process. Working collaboratively with the CLIENT, ESA will review prior planning studies and current conditions, and prepare a preliminary Purpose and Need statement. As needed and to the extent budgeted, ESA will assist the CLIENT to update data/information that supports the purpose of and need for the proposed project. ESA will also concisely describe the requested federal actions, conceptual development timeframe, and conceptual costs (to be provided by others).

A draft version of the Purpose and Need statement will be submitted to the CLIENT for review and comment. As directed by the CLIENT, ESA will provide a copy of the Purpose and Need statement to the FAA for review and comment (electronic copy). ESA assumes that FAA comments will be incorporated into the Preliminary Draft EA to be developed in Phase 2 and that the preparation and coordination of a subsequent version(s) of the draft statement will not be required.

## **TASK 4      *ALTERNATIVES ANALYSIS AND AGENCY REVIEW***

The planning required the development of a range of alternatives that would be evaluated in the EA. The identification of alternatives may include sites previously evaluated and possibly alternate sites not reviewed or identified. For the EA, evaluation of alternatives will be limited to alternatives that would meet the purpose and need for the proposed project, however this planning element may have additional alternatives that would be screened.

ESA will define criteria for a multi-level screening evaluation. The first screening level would determine whether or not an alternative satisfies Purpose and Need criteria. Subsequent screening levels would evaluate environmental, operational, and construction complexity criteria. ESA will review the proposed screening criteria with CLIENT and FAA prior to initiating substantial work on the alternatives analysis. Alternatives will be concisely compared in narrative, tabular, and graphic form. A brief discussion will state the reasons for either eliminating an alternative or retaining an alternative for further evaluation in the EA.



Sebastien Carreau  
March 18, 2024  
Page 3

A draft version of the Alternatives Analysis will be submitted to CLIENT and the FAA for review and comment. ESA assumes that FAA comments will be incorporated into the Preliminary Draft EA and that the preparation and coordination of a subsequent version(s) of the Alternatives Analysis will not be required.

## **TASK 5      *EARLY IDENTIFICATION OF POTENTIAL ENVIRONMENTAL IMPACTS***

### **5.1      Screening and Potential Impacts Analysis**

This task includes ESA conducting a preliminary desktop and field reviews to determine potential significant environmental impacts requiring a more in-depth technical analysis during the EA. Potential mitigation strategies for significant impacts will be documented for a full technical analysis in the EA. The specific environmental impact categories listed in the FAA's 1050.1F Desk Reference are identified below:

- Air Quality
- Biological Resources
- Climate
- Coastal Resources
- Department of Transportation Section 4(f) Resources
- Farmlands
- Hazardous Materials and Waste, Solid Waste, and Pollution Prevention
- Historic, Architectural, Archaeological, and Cultural Resources
- Land Use and Surface Transportation
- Natural Resources, Energy Supply, and Sustainable Design
- Noise and Noise-Compatible Land Use
- Socioeconomics, Environmental Justice, and Children's Environmental Health and Safety Risks
- Visual Effects
- Water Resources

This screening will identify any potentially impacted resources and detail what additional studies / investigation will be required. If potentially significant impacts or community concerns are identified, this would be discussed and coordinated with the CLIENT and the FAA. If required, potential mitigation strategies would be identified for any potentially significant effects.

### **5.2      Wetland Evaluation Report**

ESA will prepare a Wetland Evaluation Report that documents information gathered during the field investigations and information received from CLIENT (or their consultant) and includes maps depicting the location of jurisdictional wetlands. The following information would be contained in the report:

- A description of waters and wetlands found within the project area,
- Discussion of wetland habitats and functional assessment(s)



Sebastien Carreau  
March 18, 2024  
Page 4

- Wetland maps
- Impact calculations (approximate) for screening analysis of alternatives
- Discussion of conservation areas (if applicable)
- Other relevant information

The Wetland Evaluation Report will be a stand-alone document that will be incorporated into the EA once initiated.

### 5.3 Cultural Resource Assessment Survey

A Cultural Resources Assessment Survey (CRAS) will be performed by a qualified professional cultural resources firm. The CRAS requires that shovel tests be performed in areas where proposed project-related surface disturbance is anticipated to occur, including areas that may be disturbed by construction materials transport, staging, and other temporary disturbances. CLIENT will provide personnel knowledgeable of buried utility locations to join the survey team in the field for the purpose of identifying inappropriate locations to perform these shovel tests. ESA will prepare a draft CRAS that includes photographs, locations, descriptions, histories, contexts, and National Register eligibility assessments and recommendations. ESA will submit the draft report to CLIENT and FAA for review and comment. The CRAS will be a stand-alone document that will be incorporated into the EA once initiated.

### 5.4 Biological Assessment

ESA will develop a comprehensive Biological Assessment (BA) that will document the existing habitat conditions within the study area. Efforts will include review of publicly available data, prior studies, field conditions, and other resources to develop the BA. ESA's preliminary "effect" recommendation for each listed species potentially present within the Detailed Study Area will be coordinated with CLIENT and the FAA. If it is determined that the Proposed Project or its alternatives may affect one or more listed species, the FAA is required to consult with the USFWS. In this case, ESA will develop information necessary to disclose impacts in the EA and support FAA's consultation process.

If the Proposed Project may affect listed species, potential conservation measures to off-set that impact will be developed. Conservation measures consist of actions taken to help ensure the continued existence of a federal and/or state listed protected species. The specific conservation measures developed will be dependent on the species to be affected and the potential impact.

For the purpose of supporting FAA's consultation with the USFWS under section 7 of the Endangered Species Act, the BA will include those federally-listed species that may be affected by the Proposed Project. The BA shall conform to the guidelines found within the USFWS/National Marine Fisheries Service, Endangered Species Consultation Handbook. ESA will respond to review comments from CLIENT and the FAA on the BA, as well as any subsequent questions on the contents of the BA during





Sebastien Carreau  
March 18, 2024  
Page 5

FAA's consultation with the USFWS. This task includes providing support to the FAA for informal consultation. The BA will be a stand-alone document that will be incorporated into the EA once initiated.

#### **TASK 6 PROJECT COORDINATION AND MEETINGS**

This task involves the administrative and managerial activities necessary for ESA to implement and oversee the Pre-EA Planning. It includes:

- ESA will support up to 12 virtual meetings with the CLIENT and / or FAA in support of the Pre-EA Planning. ESA will support development of agenda, meeting notes, and other supporting information.
- Routine and regular ESA management and administrative tasks, necessary to complete the project. This includes, but is not limited to, preparing and coordinating contract and insurance documents, reviewing project-related financial reports, preparing monthly invoices and progress reports, providing administrative documentation to the CLIENT (e.g., DBE participation reports), and completing internal and external project administration.
- Routine and regular coordination calls and discussions with the CLIENT on administrative matters, project progress and issues that may arise, and other topics not related to specific tasks outlined in this Scope of Services.

#### **ASSUMPTIONS AND LIMITATIONS**

- Formal species surveys are not included in this Scope of Services. Additional species surveys, supplemental assessments, development of detailed mitigation plans and drawings, attendance at consultation meetings, and specialized technical support services related to "formal consultation" between the FAA and USFWS are not included in this Scope of Services.
- It is understood that CLIENT has separate environmental contractors who will provide information for development of wetland report including, but not limited to, wetland delineations, wetland functional assessments, permit history and information. This contractor will be available to support development of the wetland report and biological assessment by providing prior studies, reports and other required information.
- Information related to stormwater management / drainage will be required. ESA does not provide those services. CLIENT will provide preliminary drainage / stormwater management information for use in the project planning and documentation.
- Planning level information related to surface transportation and traffic will be provided to ESA by CLIENT (or their consultant).



Sebastien Carreau  
March 18, 2024  
Page 6

***ESTIMATED COST***

Our estimated cost for these services is **\$190,176.00** to be billed on a not to exceed basis at ESA's GOAA approved contract rates.

***SBE/MBE/DBE***

Please let us know if you have any questions or need anything further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. R. Arnold'.

Michael R. Arnold  
Senior Vice President

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

ESA	Senior Principal Consultant 4		Principal Consultant 6		Principal Consultant 4		Managing Consultant 3		Senior Consultant 4		Senior Consultant 3		Associate Consultant 3		Senior Publications Specialist		Publications Specialist		TOTAL		
	Rate (\$/Hour):	\$296	\$265		\$242		\$198		\$153		\$135		\$129		\$125		\$123		labor	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Avg. Hourly Rate
<b>Tasks</b>																					
Task 1 - Project Definition and Background	16	\$4,736		\$0	32	\$7,744	16	\$3,168	12	\$1,836		\$0		\$0		\$0		\$0	76	\$17,484	\$230
Task 2 - Project Initiation	12	\$3,552		\$0	12	\$2,904		\$0		\$0	12	\$1,620		\$0		\$0	4	\$492	40	\$8,568	\$214
Task 3 - Purpose and Need	12	\$3,552	12	\$3,180		\$0	16	\$3,168	12	\$1,836		\$0	16	\$2,064		\$0		\$0	68	\$13,800	\$203
Task 4 - Alternatives Analysis	24	\$7,104	16	\$4,240		\$0	24	\$4,752		\$0	24	\$3,240	16	\$2,064		\$0	8	\$984	112	\$22,384	\$200
Task 5.1 - Environmental Screening	12	\$3,552		\$0	24	\$5,808	40	\$7,920		\$0	24	\$3,240		\$0	6	\$750		\$0	106	\$21,270	\$201
Task 5.2 - Wetland Evaluation Report	12	\$3,552	16	\$4,240	40	\$9,680		\$0	40	\$6,120	24	\$3,240		\$0	4	\$500		\$0	136	\$27,332	\$201
Task 5.3 - CRAS	6	\$1,776	20	\$5,300		\$0	24	\$4,752	24	\$3,672	24	\$3,240	24	\$3,096	2	\$250		\$0	124	\$22,086	\$178
Task 5.4 - Biological Assessment	24	\$7,104	12	\$3,180	40	\$9,680	32	\$6,336	16	\$2,448		\$0	12	\$1,548	4	\$500		\$0	140	\$30,796	\$220
Task 6 - Coordination and Meetings	40	\$11,840	24	\$6,360	24	\$5,808		\$0	16	\$2,448		\$0		\$0		\$0		\$0	104	\$26,456	\$254
<b>Labor (NTE)</b>	<b>158</b>	<b>\$ 46,768</b>	<b>100</b>	<b>\$ 26,500</b>	<b>172</b>	<b>\$ 41,624</b>	<b>152</b>	<b>\$ 30,096</b>	<b>120</b>	<b>\$ 18,360</b>	<b>108</b>	<b>\$ 14,580</b>	<b>68</b>	<b>\$ 8,772</b>	<b>16</b>	<b>\$ 2,000</b>	<b>12</b>	<b>\$ 1,476</b>	<b>906</b>	<b>\$ 190,176</b>	<b>\$210</b>
<b>SUBCONSULTANT EXPENSES</b>																					\$
<b>TOTAL NOT TO EXCEED FEES:</b>	<b>158</b>	<b>\$ 46,768</b>	<b>100</b>	<b>\$ 26,500</b>	<b>172</b>	<b>\$ 41,624</b>	<b>152</b>	<b>\$ 30,096</b>	<b>120</b>	<b>\$ 18,360</b>	<b>108</b>	<b>\$ 14,580</b>	<b>68</b>	<b>\$ 8,772</b>	<b>16</b>	<b>\$ 2,000</b>	<b>12</b>	<b>\$ 1,476</b>	<b>906</b>	<b>\$ 190,176</b>	

## Scope of Services

## Greater Orlando Aviation Authority

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

**Project Control Support Activities**

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

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

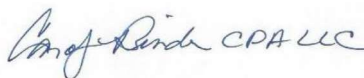
**Engagement Administration**

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

**Proposal Price**

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

Sincerely,



Carolyn Binder  
Carolyn Binder, CPA, LLC  
9300 Conroy Windermere Road #2093  
Windermere, Florida 34786  
407-319-0301  
[www.bindercpafirm.com](http://www.bindercpafirm.com)

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

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

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

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

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00

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

028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00
029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00
030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23	08/18/23		\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23	96397	\$127,904.00	\$127,904.00

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

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



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

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

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

065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA	\$287,728.00	\$287,728.00

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

**\$13,114,552.00**

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

### **Addenda / Amendments in Chronological Order**

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00

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

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**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: June 11, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval to Award Other Entity Contract 24-661-OEC for eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck from Alan Jay Fleet Sales utilizing Sourcewell Contract – 2024 091521-NAF & 06.

**BACKGROUND**

Sourcewell Contract – 2024 091521-NAF & 06 is effective until November 8, 2025.

Due to an order cancellation at Alan Jay Fleet, an opportunity was presented to the Aviation Authority to procure the vehicles in the Requisition Table. Each unit requires specific departmental upfitting and quotes were received based on those requirements. Requisitions were submitted each time a vehicle became available, the Requisition Table shows the different quotes and funds for the specific vehicle.

<b>Requisition Table</b>			
<b>Vehicles</b>	<b>Quote</b>	<b>Cost</b>	<b>Fund</b>
4Qty - 2024 Chevy Silverado 1500 Crew Cab	54104-1 54105-1	\$219,178	501094/ CIR#00961 New Vehicles
2Qty - 2024 Chevy Silverado 1500 Crew Cab 2Qty – 2024 Ford Mavericks Super Crew XLT	54106-1 54019-1	\$176,016	501094/ CIR#00961 New Vehicles
1Qty – 2024 Chevy Silverado 3500 Utility Truck 1Qty – 2024 Nissan Frontier King Cab	54017-2 54428-2	\$93,702	501027/ CIR#00062 Vehicle Replacement (rolling stock)
2Qty – 2025 Ford Explorers 2Qty - 2024 Chevy Silverado 1500 Crew Cab	54254-1 54069-2	\$200,294	501027/ CIR#00062 Vehicle Replacement (rolling stock)

New vehicles are needed because of staffing increases. Replacement vehicles are needed because of lifespan analysis and are scheduled for decommissioning.

Chevy Silverado utility truck, Nissan Frontier truck, two Chevy Silverado trucks, and two Ford Explorer units will be Vehicle Replacements to the Aviation Authority’s fleet. Six Chevy Silverado trucks and two Ford Maverick units will be new vehicles supporting new staffing additions.

## **ISSUES**

If not awarded, the opportunity to procure in the current marketplace ten of the fourteen vehicles will be lost (eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck).

## **SMALL BUSINESS**

The Small Business Development Department (SBDD) has reviewed the requirements for the solicitation and determined, due to the limited and specialized scope of the required services, and/or lack of ready, willing, and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation. In addition, SBDD cannot change the terms and conditions of an existing contract such as the Sourcewell Contract 2024 091521-NAF & 06.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The value of this procurement is a not-to-exceed amount of \$689,190. Funding is available from the previously approved Capital Expenditure Fund.

## **RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award Other Entity Contract 24-661-OEC for eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck from Alan Jay Fleet Sales utilizing Sourcewell Contract – 2024 091521-NAF & 06; (2) authorize the funding in the not-to-exceed amount of \$689,190 from the Capital Fund; and (3) approve the Procurement Services Department to issue the necessary Purchase Order.

## **ATTACHMENTS**

Attachment A – Finance Form

Greater Orlando Aviation Authority

Date:	<u>6/5/2024</u>	CCM / PC:	<u>PC</u>
Requestor's Name:	<u>John Field</u>	Requestor's Extension:	<u></u>
Form Preparer's Name:	<u>Eugene Angel</u>	Preparer's Extension:	<u>2495</u>
Requestor's Department:	<u>Facilities</u>	Purchasing Solicitation #:	<u></u>
Description:	<u>Vehicle Purchase</u>	Committee Date:	<u>24-661-OEC</u>
Vendor:	<u>Alan Jay Fleet Sales</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
Requisition 96807 - CIR#00961 New Vehicles	219,178.00					219,178.00
Requisition 96923 - CIR#00961 New Vehicles	176,016.00					176,016.00
Requisition 96943 - CIR#00062 Vehicle Replacement	93,702.00					93,702.00
Requisition 97031 - CIR 00062 Vehicle Replacement	200,294.00					200,294.00
						-
						-
						-
						-
<b>Total Requisition</b>	689,190.00	-	-	-	-	689,190.00
<b>BPA or Requisition Number</b>	Multi Reqs					

Funding Approver: Andrea Harper  
 OMB Notes:



## **MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Tawana Allen, Vice President of Customer Experience

DATE: June 11, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Approve an Amendment, to Single Source Contract 23-457-SGS00222, with Oceaneering International, Inc., to Add Mobility Operators for Mobility Vehicle Services at Terminal C.

## **BACKGROUND**

The contract is to provide six manually driven mobility vehicles capable of accommodating up to six passengers, with a planned future fully automated state. Four vehicles are utilized post-security on the main domestic level, assisting passengers to and from the Palm Court and gates in Terminal C and two vehicles are utilized to assist passengers in the International Arrivals corridor at Terminal C. The vehicles are operated by Aviation Authority Contract personnel, with an on-site supervisor from Oceaneering International, Inc. (Oceaneering). In addition, on-site maintenance and service support are provided by Oceaneering to ensure optimal operational capability.

Oceaneering's vehicle safety capabilities and design fit Terminal C requirements and measurements. The vehicle configuration, with regards to the passengers and payload, is optimal for use in an airport terminal. The operator is elevated for increased viewing capacity and line-of-sight. The passenger seating is specific to the intended guest demographic and configured optimally for the guest experience. The vehicle has accommodations for carry-on baggage with spatial allowance for the passengers to keep their belongings within their proximity.

In November of 2022, the Chief Executive Officer approved a single source contract with Oceaneering through March 2023 in the not-to-exceed amount of \$50,250 to assess these enhanced mobility vehicles. The intent from the outset was to evaluate the concept and performance of Oceaneering mobility vehicles.

On March 15, 2023, the Aviation Authority Board approved a Single Source Contract for Mobility Vehicles to Oceaneering International, Inc. for a period of one-year effective April 1, 2023, in the not-to-exceed amount of \$402,000, to allow for further assessments of the unit's performance and to gather the necessary data for a future competitive procurement. The one-year agreement includes mobility vehicles, on-site maintenance and support.

On March 27, 2024, the Aviation Authority Board approved an Amendment to Extend the Single Source for Mobility Vehicles to Oceaneering International, Inc. for a period of Up to Nine Months, up to December 31, 2024, in the not-to-exceed amount of \$301,500, to allow adequate time to complete the new procurement.

## **ISSUES**

The Aviation Authority recognizes the opportunity to provide passengers at Terminal C mobility vehicle services. These services have been successful in enhancing the customer experience, and reducing the concern over the walking distances in Terminal C.



The Aviation Authority is in the process of developing specifications for a new procurement for mobility vehicles with an expanded scope to include operators. The new procurement is planned to be released in July 2024.

Currently, the mobility vehicles are operated by the Aviation Authority's customer service Ambassador contractor, with the Operators' scope ending on June 30, 2024. Amendment No. 4 will be to add mobility vehicle operators to the Oceaneering contract, this will allow for uninterrupted passenger mobility services.

#### **SMALL BUSINESS**

This Contract does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the limited and specialized scope.

#### **ALTERNATIVES**

There are no reasonable alternatives under consideration.

#### **FISCAL IMPACT**

The fiscal impact of this Amendment is a not-to-exceed amount of \$711,048.00. Funding required in the 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 requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: to 1) approve Amendment to Single Source Contract 23-457-SGS00222, with Oceaneering International, Inc.; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$711,048.00; and 3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

#### **ATTACHMENTS**

Attachment A – Finance Form

## ATTACHMENT A

Greater Orlando Aviation Authority Finance Form						
Date:	6/5/2024	Requestor's Extension:	2116			
Requestor's Name:	Tawana Allen	Preparer's Extension:	2606			
Form Preparer's Name:	Abdu El-Baroudi	Purchasing Solicitation #:	23-457-SGS00222			
Requestor's Department:	Customer Experience	CCM / PC / PSC:	PC			
Description:	Mobility Vehicles	Committee Date:	6/11/2024			
Vendor:	Oceanering International, Inc	Committee Agenda Item#:	TBD			
<b>NON-PROJECT FUNDS: O&amp;M, CAP EX, I&amp;D, R&amp;R, OEA REVENUE FUNDS</b>						
Account Code	FY 24	FY 25	FY 26	FY 27	FY 28	Total
mat: xxx.xxx.xxx.xxxxxxx.xxx.xxx	Amount	Amount	Amount	Amount	Amount	Contract
301.413.210.5340007.000.000000	355,524	355,524				711,048
<b>Total Requisition</b>	<b>355,524</b>	<b>355,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>711,048</b>
<b>Requisition Number</b>	<b>97114</b>					
OMB Notes:						
Funding Approver	<i>Andrea Harper</i>				Converted into PO #:	
					Date:	
Total Requisition					Buyer:	
BPA Amount						
and Total - Agree to Committee Item	\$ -					

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97114	FY24- Mobility Vehicle	Incomplete	05-JUN-2024 15:58:02	USD	355,524.00	El Baroudi, Abderr	<input type="checkbox"/>