

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: August 27, 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 AUGUST 13, 2024

III. CONSENT AGENDA

- A. Request for Recommendation to the Procurement Committee to Approve an Amendment to Addendum 44 of the General Consulting Services Agreement with Ricondo & Associates, Inc. to Add Subconsultants to the Fiscal Year 2024 On-Call General Consulting Services at the Orlando International Airport (MCO).

IV. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Approve the First Renewal Option One of Purchasing Contract 13-22 Fire Alarm System Certification, Testing, and Repair Services with Converjint Technologies, LLC.
- B. Request for Recommendation to the Aviation Authority Board to Approve an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services to Airline Relations at the Orlando International Airport (MCO).
- C. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 02-22, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services to Designers West Interiors Inc.
- D. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care LLC.
- E. Request to Recommendation to the Aviation Authority Board to Award Other Entity Contract (OEC) i.815-OEC for four (4) Chevy Silverado work utility trucks from Garber Fleet Sales utilizing Florida Sheriffs Association Contract# FSA23-VEL31.0 and 24-816-OEC for five (5) Ford Transit Vans from Alan Jay Fleet Sales utilizing Sourcewell Contracts 060920-NAF and 091521-NAF

V. FURTHER CONSIDERATION OF PROPOSERS SHORTLISTED FOR DESIGN/BUILD SERVICES FOR W-00501, AIRSIDE RESTROOM REFURBISHMENT (DESIGN/BUILD) AT THE ORLANDO INTERNATIONAL AIRPORT.

VI. TWO MINUTE RECESS - CHANGE COMMITTEE MEMBERS FOR THE EVALUATION OF INSURANCE BROKER SERVICES (24-642-RFP)

VII. CONSIDERATION OF PROPOSERS SHORTLISTED FOR INSURANCE BROKER SERVICES FOR RISK MANANGEMENT PROGRAM 24-642-RFP (Interviews will be private and recorded with up to 5-Minutes Introduction/Presentation and 20-Minute Q&A Session.)

9:50 a.m. Opening Statement (Public)

- 10:10 a.m. - 10:35 a.m. Alliant Insurance Services, Inc.
10:40 a.m. - 11:05 a.m. Aon Risk Services, Inc. of Florida
11:10 a.m. - 11:35 a.m. Arthur J Gallagher Risk Management, LLC.
11:40 a.m. - 12:05 p.m. McGriff Insurance Services, LLC.
12:10 p.m. - 12:35 p.m. Southeastern Series of Lockton, Inc.

12:45 p.m. Deliberations/Scoring (Public)

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriquez@goaa.org by 4:00 p.m., September 4, 2024.

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

(Pursuant to Florida Statute 286.0113 (2)(b)1., the portion of the Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

[The next Procurement Committee Meeting is scheduled for Tuesday, September 3, 2024, at 9:30 a.m.](#)

On **TUESDAY, August 13, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Griffin called the meeting to order at 9:35 a.m. 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
Robert Furr, GOAA Vice President, Engineering and Architecture
Iranetta Dennis, GOAA Vice President, Small Business
Jeff Daniels, GOAA Assistant Vice President, Facilities
Tricia Cottman, GOAA Vice President, Risk Management
Marie Dennis, GOAA Deputy Chief Financial Officer, Finance

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)
Kelly Loll, GOAA Vice President, Procurement Services
Ingrid-Lamour Thomas, GOAA Senior Administrator, Small Business Development
Jill Overstreet, GOAA Manager, Risk Management
David Harris, GOAA Senior Manager, Procurement Services
Janice Hughes, GOAA Assistant Manager, Procurement Services
Christopher DeLoatche, GOAA Manager, Planning
Keegan O'Brien, GOAA Assistant Vice President, Planning
Tim Mentzer, GOAA Deputy Fire Chief, ARFF
Tawana Allen, GOAA Vice President, Customer Experience
Gene Angel, GOAA Manager, Facilities
Dillan Montenegro, GOAA Recording Secretary, Procurement Services

CONSIDERATIONS OF MINUTES FOR July 23, AND July 30, 2024

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the meeting minutes from July 23, and July 30, 2024

CONSENT AGENDA

Upon Motion by Mr. Daniels, seconded by Mrs. Iranetta Dennis, vote carried to approve all the Consent Agenda Items.

- A. **Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for LYNX Busses Siting Support Services at the Orlando International Airport (MCO).**
- B. **Request for Approval of an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for additional fiscal year 2024 On-Call Transportation Planning Review Services at the Orlando International Airport (MCO).**
- C. **Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for 2024 Wildlife Hazard Management Training at Orlando International Airport (MCO)**

NEW BUSINESS

- A. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. FOR FISCAL YEAR (FY) 2025 STAFF EXTENSION SUPPORT SERVICES FOR PROJECT CONTROLS AT ORLANDO INTERNATIONAL AIRPORT (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the not-to-exceed amount of \$173,120.00.

- 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 ON-CALL ENVIRONMENTAL PLANNING AND NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) COMPLIANCE CONSULTING SERVICES AT ORLANDO INTERNATIONAL AIRPORT (MCO)**

Upon motion by Mr. Furr, seconded by Mrs. Marie Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the general consulting services agreement with Ricondo & Associates, Inc. for the not-to-exceed amount of \$38,258.00

C. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING ON-CALL ARCHITECTURE AND ENGINEERING CONSULTANT SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR EAST AIRFIELD SITE DEVELOPMENT PLANNING AT ORLANDO INTERNATIONAL AIRPORT.

Upon motion by Mr. Daniels, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the continuing on-call architecture and engineering consultant services with Kimley-Horn and Associates, Inc. for the not-to-exceed amount of \$1,195,970.00

D. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN AMENDMENT TO ADDENDUM 68 TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR PRE-PLANNING ACTIVITIES FOR ENVIRONMENTAL ASSESSMENT DEVELOPMENT AT ORLANDO INTERNATIONAL AIRPORT.

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Amendment to Addendum 68 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning activities for the not-to-exceed amount of \$7,502.51.

E. REQUEST FOR RECOMMENDATION TO AVIATION AUTHORITY BOARD TO AWARD OTHER ENTITY CONTRACT (OEC) 24-765-OEC FOR ONE AIRCRAFT RESCUE FIRE FIGHTING (ARFF) RESCUE VEHICLE FROM MATHENY MOTOR TRUCK CO. D/B/A MATHENY FIRE & EMERGENCY UTILIZING FLORIDA SHERIFFS ASSOCIATION CONTRACT# FSA23-VEF17.0.

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Iranetta Dennis, vote carried to approve the recommendation to the Aviation Authority Board to Award Other Entity Contract (OEC) 24-765-OEC for One Aircraft Rescue Fire Fighting (ARFF) Rescue Vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency for the not-to-exceed amount of \$339,452.

F. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AMENDMENT NO. 3, ONE MONTH EXTENSION TO PURCHASING CONTRACT 19-20, CUSTOMER SERVICE AMBASSADOR'S SERVICES WITH REAL TIME SERVICES D/B/ATOP TALENT STAFFING (TOP TALENT)

Upon motion by Mr. Daniels, seconded by Mr. Furr, vote carried to approve that the following be recommended to the Aviation Authority Board: to 1) extend Purchasing Contract 19-20, Customer Service Ambassadors Service with Real Time Services d/b/a Top Talent Staffing, for a period of up to one month; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$555,625; and 3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

G. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AMENDMENT NO. 3, ONE MONTH EXTENSION TO PURCHASING CONTRACT 19-20, CUSTOMER SERVICE AMBASSADOR'S SERVICES WITH REAL TIME SERVICES D/B/ATOP TALENT STAFFING (TOP TALENT)

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve that the following be recommended to the Aviation Authority Board: (1) Amendment No. 3, three month extension to Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with Transdev Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund for a not-exceed amount of \$851,336.22; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by Legal Counsel.

CONSIDERATION OF FIRMS FOR VEHICLE AND EQUIPMENT MAINTENANCE SERVICES (24-205-RFP)

Upon motion by Mr. Furr, seconded by Mr. Daniels, vote was approved to proceed into direct negotiations with Transdev Fleet Services, Inc., for pricing determined reasonable by the Department, to be presented directly to the Aviation Authority Board for approval.

- Transdev Fleet Services, Inc.

TWO MINUTE RECESS - CHANGE COMMITTEE MEMBERS FOR THE EVALUATION OF INSURANCE BROKER SERVICES (24-642-RFP)

Jeff Daniels was replaced by Tricia Cottman, who confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding the agenda item.

CONSIDERATION OF FIRMS FOR INSURANCE BROKER SERVICES FOR RISK MANAGEMENT PROGRAM (24-642-RFP)

Tom Keel and Matt Susin representing McGriff Insurance Services, LLC. spoke at the public meeting for 3 minutes each.

Upon motion by Mrs. Cottman, seconded by Mrs. Marie Dennis, vote was approved to proceed into interviews for the five proposers at a later date.

- Alliant Insurance Services, Inc.
- Aon Risk Services, Inc. of Florida
- Arthur J Gallagher Risk Management Services LLC.
- McGriff Insurance Services, LLC.
- Southeastern Series of Lockton, Inc.

ADJOURNMENT

1. No additional public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by
11:00 a.m.

Chair Griffin

Procurement Committee

Senior Vice President of Operations



MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: August 27, 2024

ITEM DESCRIPTION

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

On October 5, 2023, the Procurement Committee approved an initial \$50,000 for general on-call services with Ricondo & Associates for Fiscal Year 2024. It has been determined that two subconsultants will be needed to assist the Aviation Authority in these on-call general consulting services. This is primarily associated with the Innovate28 tabletop event, hosted by the Aviation Authority. An additional, not to exceed amount of \$89,844.00 is being requested to assist in this task as further described in the Consultant's proposal dated August 16, 2024.

The Federal Aviation Administration's (FAA) Innovate28 (I28) program is an initiative that aims to enable advanced air mobility (AAM) operations safely by 2028. The program was developed in collaboration with NASA and industry stakeholders. FAA I28 Teams will co-host the first I28 tabletop event in Orlando in November 2024 as Orlando and MCO explore use cases for operations to/ from MCO.

Given the timeframe and specialized nature of organizing and hosting the tabletop, the Aviation Authority has identified Woolpert, Inc. and Environmental Science Associates (ESA) to serve as subconsultants under the General Consultant Agreement for the task. This event task will include, but is not limited to, stakeholder engagement, logistical support, access to subject matter expertise, and event organizing.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

The effective date of this amendment will be August 21, 2024.

SMALL BUSINESS

The Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority's Small Business Development Department. The findings and recommendation are attached.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$89,844.00. Funding is from FY24 and FY25 Operations and Maintenance Funds, subject to adoption by Aviation Authority Board of the Fiscal Year 2025 Aviation Authority Budget.

RECOMMENDED ACTION

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

Not to Exceed Fees	\$88,844.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$1,000.00
TOTAL	\$89,844.00
CRI – Compliance Review Date	DL 8/21/24
CRI – Funding Eligibility Review Date	8/21/24

Marquez Griffin, Senior Vice President of Operations
Procurement Committee Chairman

Date

Kevin J. Thibault, Chief Executive Officer

Date

ATTACHMENT A

FINANCE FORM

Date:	<u>August 14, 2024</u>	Requestor's Extension:	<u>x3139</u>
Requestor's Name:	<u>Brad Friel</u>	Preparer's Extension:	<u>x2255</u>
Preparer's Name:	<u>Chris DeLoatche</u>	Solicitation #:	<u>N/A</u>
Requestor's Department:	<u>Multi-Modal Planning and Environmental</u>	Contract # / Name:	<u>General Consulting Services</u>
Description:	<u>On-Call Services</u>	Procurement Committee Date:	<u>August 27, 2024</u>
Vendor:	<u>Ricondo & Associates, Inc.</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.00 0000		\$29,608.00	\$60,236.00			
Total Requisition:		\$29,608.00	\$60,236.00			\$89,844.00
Requisition Number:		97635	97663			
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97635	FY24 PC 08/27/24 On	In Process	15-AUG-2024 14:35:06	USD	29,608.00	Wages, Alice M	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 27, 2024

ITEM DESCRIPTION

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

SMALL BUSINESS

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

August 16, 2024

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, FL 32824

RE: Proposal for MCO Innovate 28 (I28) Meetings – Support Services

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo), with support from Environmental Science Associates (ESA) and Woolpert appreciate the opportunity to submit this proposal to provide meeting planning, logistics, facilitation, and other support services to the Greater Orlando Aviation Authority (Aviation Authority) for hosting I28 meetings over a two (2) day period. Specifically, these meetings will be closely coordinated with the Federal Aviation Administration (FAA) Innovate 28 (I28) Team for Advanced Air Mobility (AAM) Airspace Planning. Services anticipated as part of this effort are outlined in the two tasks below. The approach will be informed by ESA's and Woolpert's work with the Florida Department of Transportation (FDOT) in advancing AAM at the statewide level but adapted to meet the goals of the Aviation Authority and the FAA. For ease of budgeting, Task 1 will be completed by September 30th, 2024, and Task 2 will be conducted between October 1st and December 6th, 2024.

Below is a breakdown of the anticipated services to be provided. ESA's and Woolpert's proposals are included as attachments.

Task 1 – Initial Planning

ESA and Woolpert will support the planning required for the two (2) Aviation Authority and FAA I28 Team meetings on consecutive days in November 2024. The efforts under this task include:

- Assistance in identifying the goals and agendas for the meetings.
- Assistance in developing and sending out digital save-the-date notices based on the Aviation Authority's final distribution lists.
- Distributing and managing digital invitations and RSVPs (such as bounce back, updated information, alternative attendees, etc.) for both meetings based on Aviation Authority's final distribution lists.
- Distributing the meeting agendas.
- Host bi-weekly planning meets with FAA and OEM/operators (independent meetings on alternative weeks)
- Reviewing the initial event planning materials to include the Concept of Operations (CONOPS), exhibits, handouts, questions, etc.

To accomplish this task, ESA and Woolpert will participate in up to 13 virtual meetings:

- Weekly meetings with the Aviation Authority (7).
- Aviation Authority and FAA I28 Team bi-weekly meetings (3).
- Bi-weekly planning meetings with AAM OEMs and Operators (3).

Task 2 – CONOPS Development and Meeting Facilitation

ESA and Woolpert will support the final development of the CONOPS use case scenarios and the facilitation of the two (2) Aviation Authority and FAA I28 Team meetings in November 2024. The efforts under this task include:

- Reviewing the final event materials to include the CONOPS, presentations, exhibits, handouts, questions, etc.
- Preparing and printing the materials (badges, table tents, sign-in sheets, agendas, etc.) for the two (2) Aviation Authority and FAA I28 Team meetings.
- Attending the two (2) Aviation Authority and FAA I28 Team meetings.
- Assisting in the development of the Tabletop meeting minutes.

The CONOPS will be developed based on feedback from OEM/operators and include the following items:

- Reference Aircraft (wingspan, transition speed and altitude to wing-borne flight, weight, cruise speed, weather condition capabilities, taxiing).
- Desired tempo of operations per hour and scheduled versus on-demand services.
- Charging and turnaround times.
- Location of vertiports and the layout of each vertiport (FATO and aircraft parking stands).
- Routes and cruise altitudes of aircraft when in controlled airspace.
- Other components, including exhibits, as necessary.

ESA and Woolpert will also develop the materials necessary for the tabletop event, including the following:

- Word document with guiding questions for facilitators based on the CONOPS
- PowerPoint Presentation to guide the tabletop, including the following information:
 - Introduction to Tabletop, objectives, and outcomes
 - Overview of use cases, including CONOPS and exhibits

To accomplish this task, ESA and Woolpert will participate in up to 15 virtual meetings:

- Weekly meetings with the Aviation Authority (9).
- Aviation Authority and FAA I28 Team bi-weekly meetings (4).
- Planning meetings with the Tabletop meeting active participants (2)

Schedule

The proposed services will be completed between the issued Notice to Proceed, anticipated to be on or near August 20th, 2024 and December 6th, 2024.

Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$89,844.00. A copy of ESA’s and Woolpert’s proposals for these services is attached for your reference. Ricondo will not be participating in this task, as such there are zero hours and no budget proposed for Ricondo.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
ESA/Senior Principal Consultant 4	\$296.00	18	\$ 5,328.00
ESA/Principal Consultant 6	\$265.00	60	\$ 15,900.00
ESA/Principal Consultant 4	\$242.00	24	\$ 5,808.00
ESA/Managing Consultant 3	\$198.00	12	\$ 2,376.00
ESA/Senior Consultant 4	\$153.00	32	\$ 4,896.00
ESA/Senior Consultant 3	\$135.00	24	\$ 3,240.00
ESA/Associate Consultant 3	\$129.00	4	\$ 516.00
ESA – Outsourced Project Related Expenses	N/A	N/A	\$ 1,000.00
Woolpert/Senior Geospatial SME	\$255.00	140	\$ 35,700.00
Woolpert/Project Manager	\$145.00	104	\$ 15,080.00
TOTAL COSTS			\$ 89,844.00
WBE/DBE PARTICIPATION			0.0%



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
August 16, 2024
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We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 305-677-0370 or via email at pricondo@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "P. Ricondo".

Pete Ricondo
Senior Vice President

ENCLOSURES – ESA and Woolpert Proposals including Professional Fee Breakdown and Hourly Rate; Truth in Negotiation Form

cc: 21041212

p:_projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - mco innovate 28 meetings\2024-08-16_mco innovate 28 meetings.docx

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: 08/16/2024



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

esassoc.com

August 16, 2024

Mr. Pete Ricondo
Senior Vice President
Ricondo
3504 Lake Lynda Drive, Suite 165
Orlando, FL 32817

Subject: Support for FAA Innovate 2028 Meetings
Greater Orlando Aviation Authority

Dear Pete:

Environmental Science Associates (ESA) is pleased to offer this proposal to assist in facilitating the Greater Orlando Aviation Authority (GOAA) meetings with the Federal Aviation Administration (FAA) Innovate 28 (I28) Team for Advanced Air Mobility (AAM) Airspace Planning. Services anticipated as part of this effort are outlined in the two tasks below. Our approach is informed by our work with FDOT in advancing AAM at a statewide level but adapted to meet the goals of GOAA and the FAA. For ease of budgeting, Task 1 will be completed by September 30th and Task 2 will be conducted between September 30th and December 6th.

Task 1 – Initial Planning

Description: As part of the Consultant Team, ESA will support the planning required for the two (2) GOAA and FAA I28 Team meetings on consecutive days in November 2024. The efforts under this task include:

- ➔ Assistance in identifying the goals and agendas for the meetings.
- ➔ Assistance in developing and sending out digital save the date notices based on GOAA's final distribution lists.
- ➔ Distributing and managing digital invitations and RSVPs (such as bounce back, updated information, alternative attendees, etc.) for both meetings based on GOAA's final distribution lists.
- ➔ Distributing the meeting agendas.
- ➔ Reviewing the initial event planning materials to include the Concept of Operations (CONOPS), exhibits, handouts, questions, etc.

To accomplish this task, ESA will participate in up to 13 virtual meetings:

- ➔ Weekly meetings with GOAA (7).
- ➔ GOAA and FAA I28 Team bi-weekly meetings (3).
- ➔ Bi-weekly planning meetings with AAM OEMs and Operators (3).

Assumptions: The virtual meetings have been budgeted to allow one (1) member from ESA to participate in each. GOAA will be responsible for any press releases or other materials outside the basic meeting invitations and agendas.



Mr. Pete Ricondo
August 16, 2024
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Task 2 – CONOPS Development and Meeting Facilitation

Description: As part of the Consultant Team, ESA will support the final development of the CONOPS use case scenarios and the facilitation of the two (2) GOAA and FAA I28 Team meetings in November 2024. The efforts under this task include:

- ➔ Reviewing the final event materials to include the CONOPS, presentations, exhibits, handouts, questions, etc.
- ➔ Preparing and printing the materials (badges, table tents, sign-in sheets, agendas, etc.) for the two (2) GOAA and FAA I28 Team meetings.
- ➔ Attending the two (2) GOAA and FAA I28 Team meetings.
- ➔ Assisting in the development of the Tabletop meeting minutes.

To accomplish this task, ESA will participate in up to 15 virtual meetings:

- ➔ Weekly meetings with GOAA (7).
- ➔ GOAA and FAA I28 Team bi-weekly meetings (4).
- ➔ Planning meetings with the Tabletop meeting active participants (2)

Assumptions: The virtual meetings have been budgeted to allow one (1) member from ESA to participate while the two (2) in-person meetings include two (2) members from ESA. GOAA will be responsible for all aspects of the meeting venue required such as the coordination, reservations, audio visual equipment, food/beverage service, etc. Does not include large scale printing of CONOPS package.

Estimated Cost

ESA estimated cost for these services is:

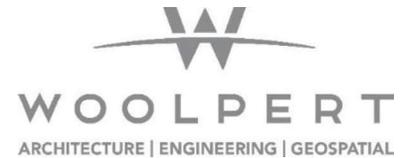
Task 1	\$13,678
Task 2	<u>\$25,386 (includes \$1,000 budget for acquisition of materials – name tags, tent cards, etc.)</u>
Total	\$39,064

Effort to be billed on a not to exceed basis at ESA’s GOAA approved contract rates. Services for each task are limited to the available budget.

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

Sincerely,

Michael R. Arnold
Senior Vice President



August 16, 2024

Pete Ricondo
Ricondo
1000 NW 57th Court Suite 920
Miami, FL 33126

RE: I28 Facilitation Services

Dear Mr. Ricondo,

Woolpert is extremely excited to provide this proposal for facilitating the Innovate 28 (I28) meeting for the Greater Orlando Aviation Authority (GOAA). We strongly feel that Woolpert has the unrivaled ability to provide facilitation services to GOAA because of our experience working within the aviation and advanced air mobility (AAM) industry on similar projects and stakeholder familiarity. We will listen to GOAA's needs and provide GOAA with subject matter experts unparalleled in the industry and familiar with their objectives.

Taking our experience from the previous facilitation services we have conducted, our team will serve GOAA to further prepare and facilitate the I28 meeting to be held over a two (2) day period in November 2024. Our external expertise within AAM being brought to this project includes FAA research, FDOT statewide planning, standards development, and significant community engagement experience. The Woolpert team brings you airspace specialists, AAM subject matter experts, planners, and expert facilitators. Our team will leverage additional relationships with many of the most prominent AAM manufacturers and potential operators to further support the event.

Approach

We have tailored this approach to be broken into two phases, first for initial planning and second for plan execution and deliverable development.

Task 1: Initial Planning

Schedule: August 12 - September 27

In this task, the Team will gather input from relevant internal and external stakeholders to identify meeting goals, build the agenda, and coordinate event planning with GOAA. The Team will meet with GOAA on a weekly basis, join the FAA/GOAA's bi-weekly meeting and host bi-weekly planning meetings with OEM/operator active participants to begin the concept of operations (CONOPs) development (an anticipated total of 13 virtual planning meetings).

Specific activities in task 1 include:

- Develop meeting agendas
- Develop and send event planning spreadsheet
- Host bi-weekly planning meets with FAA and OEM/operators (independent meetings on alternative weeks)
- Host weekly planning meetings with GOAA
- Begin a draft outline of the CONOPs and tabletop questions

Task 2: CONOPs Development and Meeting Facilitation

Schedule: September 30 – December 6

In this task, the Team will build the CONOPs to be exercised in a tabletop format, continue coordination, and facilitate the I28 meeting. The CONOPS will be developed based on feedback from OEM/operators and include the following items:

- Reference Aircraft (wingspan, transition speed and altitude to wing-borne flight, weight, cruise speed, weather condition capabilities, taxiing)
- Desired tempo of operations per hour and scheduled versus on-demand services
- Charging and turnaround times
- Location of vertiports and the layout of each vertiport (FATO and aircraft parking stands)
- Routes and cruise altitudes of aircraft when in controlled airspace
- Other components, including exhibits, as necessary

The Team will also develop the materials necessary for the tabletop event, including the following:

- Word document with guiding questions for facilitators based on the CONOPS
- PowerPoint Presentation to guide the tabletop, including the following information:
 - Introduction to Tabletop, objectives, and outcomes
 - Overview of use cases, including CONOPS and exhibits

Following the meeting, the team will collect all meeting notes in a Post Meeting Minutes. The team will meet with GOAA weekly prior to the meeting and host one virtual debrief meeting after the event. Additionally, the team will join the FAA/GOAA's bi-weekly meeting and host four virtual planning meetings with active participants (a total of 15 virtual meetings).

Specific activities in task 2 include:

- Host bi-weekly planning meets with FAA and OEM/operators (independent meetings on alternative weeks)
- Host weekly planning meetings with GOAA
- Finalize the CONOPs and tabletop questions/agendas
- Facilitate the Tabletop event (with three staff members)
- Provide GOAA with consolidated meeting notes/minutes.

Deliverables

We will deliver meeting agendas, an event plan, CONOPs, and meeting notes summarizing the I28 tabletop meeting. Please feel free to reach out with any questions.

Sincerely,

Zachary Shuman

Zachary Shuman, CM
Aviation Services Practice Leader
Senior Associate
303.949.5886
zach.shuman@woolpert.com

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

Position:	Senior Geospatial SME		Project Manager		TOTAL		
	\$255		\$145		labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	labor hours	Cost	labor hours	Cost			
Task 1							
Initial Planning	42	\$10,710	36	\$5,220	78	\$15,930	\$204
Sub-Total Initial Planning	42	\$10,710	36	\$5,220	78	\$15,930	\$204
Task 2							
CONOPS Development and Meeting Facilitation	98	\$24,990	68	\$9,860	166	\$34,850	\$210
CONOPS Development and Meeting Facilitation	98	\$24,990	68	\$9,860	166	\$34,850	\$210
TOTAL NOT TO EXCEED REIMBURSABLE FEE:	140	\$35,700	104	\$15,080	244	\$50,780	\$208

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

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
044	003	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$80,000.00	\$260,000.00
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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	06/25/24		\$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	97575	\$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
059	001	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$13,062.00	\$23,062.00
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
060	001	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE Additional FY24 On-Call General Consulting Services	CCM	07/23/24	NA			\$0.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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	97493	\$22,954.50	\$22,954.50
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
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	06/05/24		\$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
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24		\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24		\$227,536.00	\$227,536.00
068	001	-	Additional Pre-Planning Activities for Environmental Assessment Development	PSC	08/13/24	08/21/24			\$7,502.51	\$235,038.51
069	000	-	Airport Layout Plan (ALP) Update Support Services	PSC	07/23/24	NA	08/01/24		\$40,000.00	\$40,000.00
070	000	-	Project Implementation Staff Support Services	PSC	07/23/24	NA	08/01/24		\$32,805.00	\$32,805.00
071	000	-	Economic Impact Study of Advanced Air Mobility	PSC	07/23/24	NA	07/29/24		\$48,443.00	\$48,443.00
072	000	W-00525-MCO	W-00525-MCO MCO MASTER PLAN UPDATE Professional Consulting Services for W-525	CCM	08/06/24	08/21/24			\$4,799,486.00	\$4,799,486.00
073	000	-	FY24 On-Call Environmental Planning and National Environmental Policy Act Compliance Consulting Services	PSC	08/13/24	08/21/24			\$38,258.00	\$38,258.00

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

\$18,552,884.01

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	\$22,954.50	\$1,859,502.50
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.50
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.50
07/23/24		044	003	\$80,000.00	\$2,318,277.50
07/23/24		059	001	\$13,062.00	\$2,331,339.50
07/23/24		069	000	\$40,000.00	\$2,371,339.50

Addenda / Amendments Awarded per Agreement - Summary for Committee

07/23/24		070	000	\$32,805.00	\$2,404,144.50
07/23/24		071	000	\$48,443.00	\$2,452,587.50
08/13/24	08/21/24	068	001	\$7,502.51	\$2,460,090.01
08/13/24	08/21/24	073	000	\$38,258.00	\$2,498,348.01



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: August 27, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Approve the First Renewal Option One of Purchasing Contract 13-22 Fire Alarm System Certification, Testing, and Repair Services with Convergent Technologies, LLC.

BACKGROUND

The initial term of the Contract is for 36 months, effective November 1, 2021, through October 31, 2024, with the Aviation Authority having options to renew the Contract for two additional periods of one year each.

This Contract requires Convergent to provide all labor, supervision, training, on-site parts, Subcontract support, materials, tools and equipment, licenses, permits, testing, technical services, consulting services, repair and replacement, materials and supplies, equipment, tools (including any necessary special tools and equipment) and all other accessories, services, facilities, activities and procedures as deemed necessary, or proper for, or incidental to, performing all fire alarm and mass notification system testing, maintenance and certification.

ISSUES

First Renewal Option – November 1, 2024, through October 31, 2025.

Department Concurs with the renewal option.

Based on the information known, Convergent Technologies, LLC has performed satisfactorily during the initial term of the contract.

The annual value for the First Renewal Option is for a total not-to-exceed amount of \$833,438.90. The actual amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$833,438.90. Funding required in the current and subsequent fiscal years 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 First Renewal Option One of Purchasing Contract 13-22 Fire Alarm System Testing, Certification, and Repair Services with Convergent Technologies, LLC; (2) authorize funding in the not-to-exceed amount of \$833,438.90 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.

ATTACHMENTS

Attachment A – Contract History

Attachment B – Finance Form

ATTACHMENT B

**CONTRACT HISTORY
13-22 FIRE ALARM SYSTEM TESTING CERTIFICATION AND REPAIR SERVICES**

Contract	Approvals	Description	Term	Dollars
Initial Term	CPC 9/7/2021 NB Item A Board 10/20/2021 NB Item D	36 Months Contract Award	10/1/2021 through 9/30/2024	\$1,602,480
Amendment No. 1	PC 2/21/2023 NB Item B Board 3/15/2023 NB Item I	Contract Adjustment	11/1/2022 through 10/31/2024	\$620,584.26
Amendment No. 2	Pending PC 8/27/2024 Pending Board 9/18/2024	First Renewal Option	10/1/2024 thru 9/30/2025	\$833,438.90
Total Contract Value with all changes (approved and proposed):				\$3,056,503.16



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Jackie Chin, Assistant Vice President of Airline Relations

DATE: August 27, 2024

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services to Airline Relations at the Orlando International Airport

BACKGROUND

On May 18, 2022, the Aviation Authority Board approved Geotech Consultants International, Inc. dba GCI Inc. for Continuing Program and Project Management Services and related services at Orlando International Airport and Orlando Executive Airport, including performing as the Owner's Authorized Representative (OAR). These services are described in the Agreement for Professional Services dated June 7, 2022.

ISSUES

Consultant's proposal, dated August 7, 2024, is for staff extension to provide project management services for the Airline Relations, and other departments as assigned, to help oversee the Capital Improvement Program, Operational Readiness and Airport Transition activities and other projects. Support includes, but is not limited to, directing, coordinating, and managing projects from inception to completion, attending and/or chairing meetings, preparing presentations, generating and presenting memos for GOAA committees, assisting with funding strategies and analysis, and overseeing program activities to ensure compliance between Owner, CMARs and contractors. It is recommended that a performance bond not be required for these professional services.

Services cannot commence before the date of Aviation Authority Board approval. The approved addendum must be executed by the Aviation Authority before invoicing for services. Services will be provided from October 1, 2024 through September 30, 2025.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

SMALL BUSINESS

The Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority's Small Business Development Department. The findings and recommendation are attached.

ALTERNATIVES

None at this time.

FISCAL IMPACT

The fiscal impact is \$549,148.00. Funding is from Operations & Maintenance Funds, subject to Aviation Authority Board adaption of the FY25 Aviation Authority Budget.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$549,148.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$549,148.00
CRI – Compliance Review Date	DL 8/16/24
CRI – Funding Eligibility Review Date	8/16/24

**ATTACHMENT A
FINANCE FORM**

Date:	<u>8/12/2024</u>	CCM / PC:	<u>PC</u>
Requestor's Name:	<u>Jackie Chin</u>	Requestor's Extension:	<u>3830</u>
Form Preparer's Name:	<u>Kevin Toth A.A.E.</u>	Preparer's Extension:	<u>2213</u>
Requestor's Department:	<u>Airline Relations</u>	Purchasing Solicitation #:	<u></u>
Description:	<u>Project Management Services</u>	Committee Date:	<u>8/27/24</u>
Vendor:	<u>GCI, Inc.</u>	Committee Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M,

Account Code Format: xxx,xxx,xxx,xxxxxxxx,xxx,xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.302.170.5310009.000.000000		549,148.00				
Total Requisition:		549,148.00				
Requisition Number:		97634				
Funding Approver: <i>JWR</i> 8/16/24						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved	Type
97634	FY25 (302) GCI - Project Manag	In Process	15-AUG-2024 14:06:54	USD	549,148.00	Cason, Diane C	<input type="checkbox"/>	Internal Requisition

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 27, 2024

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc., dba GCI, Inc. to provide FY25 Staff Extension Services to Airline Relations, Orlando International Airport.

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Geotech Consultants International, Inc., dba GCI, Inc. does not propose small business participation for this addendum as the services being provided are staffing support.



August 7, 2024

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

Subject: FY25 Staff Extension – Airline Relations
Orlando International Airport

Dear Ms. Chin:

GCI Inc. is pleased to submit this proposal to provide FY25 Staff Extension services at the Orlando International Airport. This proposal has been prepared based on our understanding of the following scope of work:

Provide project management services for the Airline Relations, and other departments as assigned, to help oversee the Capital Improvement Program, Operational Readiness and Airport Transition activities and other projects. Support includes, but is not limited to, directing, coordinating, and managing projects from inception to completion, attending and/or chairing meetings, preparing presentations, generating and presenting memos for GOAA committees, assisting with funding strategies and analysis, and overseeing program activities to ensure compliance between Owner, CMARs and contractors.

Our estimated man-hour requirements and applicable unit rates for these support services are attached to this proposal. The total contract value is estimated at \$549,148.00. This amount consists of \$549,148.00 for Not to Exceed Fees and \$0.00 for Not to Exceed Expenses.

MWBE/LDB participation is not expected at this time.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the project.

We appreciate the opportunity to present this proposal and we look forward to working with GOAA on these important staff support services. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

GCI, Inc.


Owusu Amaning
Managing Principal

Program/Project Management • Owner's Authorized Representative •
Maintenance Management Consultant • Construction Engineering and Inspection

Headquarters: 2290 North Ronald Reagan Blvd., Suite 100, Longwood, FL 32750 • Phone 407•331•6332 • Fax 407•331•9066

Offices: •Orlando •Tampa •New Orleans •Miami

Orlando International Airport

Operational Readiness Staff Extension FY25														7-Aug-24	
Role	Individual	Firm	2024			2025									Total
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Project Manager	T. Burke	GCI	138	120	126	126	120	126	132	126	126	132	126	126	1,524
Sr. Project Manager	W. Beltran	GCI	184	160	168	168	160	168	176	168	168	176	168	168	2,032
TOTAL STAFF HOURS			322	280	294	294	280	294	308	294	294	308	294	294	3,556

Orlando International Airport

Operational Readiness Staff Extension FY25				7-Aug-24
Role	Firm	Hourly Rate	Total Hours	Total Fee
Project Manager	GCI	\$139.00	1,524	\$211,836.00
Sr. Project Manager	GCI	\$166.00	2,032	\$337,312.00
SUBTOTAL			3,556	\$549,148.00
REIMBURSABLE EXPENSES:				
				\$0.00
SUBTOTAL				\$0.00
TOTAL:				\$549,148.00
MWBE/LDB PARTICIPATION:			% Participation	
		\$0.00	0.00%	\$0.00
SUBTOTAL				\$0.00

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 Greater Orlando Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Greater Orlando Aviation Authority, whichever is later.

Consultant: GCI, Inc.
By: 
Print Name: Jamie McGonagill
Date: 01/21/24

Greater Orlando Aviation Authority OAR Staffing
Projected Hours by Task for FY2025 (October 1, 2024 - September 30, 2025)

Legend:

Future proposal

Name	Position	Company	Sponsor	Project #	Project Name	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	TOTAL	
Brian Powers	Inspector	GCI, Inc.	Construction	PMO	South Terminal Projects through 12/2025	184	160	168	176	160	168	176	168	168	176	168	168	2040	
Total Hours						184	160	168	176	160	168	176	168	168	176	168	168	2040	
Bunker Hill	Project Manager	GCI, Inc.	Construction	PMO	South Terminal Projects through 3/2026	184	160	168	176	160	168	176	168	168	176	168	168	2040	
Total Hours						184	160	168	176	160	168	176	168	168	176	168	168	2040	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	BP-S00193	South Employee Parking Lot													0	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	BP-S00199	Train Station Passenger Drop Off Lobby Parking Lot													0	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	V-01002	Term A & B Center Core CCTV Installation													0	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	V-01003	Annex Campus Security Infrastructure (ACS Install)													0	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	V-S0044	STC Egress Stair Vision Screen													0	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	W-00453	AS 2 & 4 APM Replacement Prog. Mgmt. & Oversight	168	168	168	168	168	168	168	168	168	168	168	168	2016	
Carmen Hernandez	Sr. Project Coordinator	GCI, Inc.	Construction	E-281	Airside 4 PA Systems Upgrade - On Hold													0	
Total Hours						168	2016												
David Batdorf	Sr. Inspector	GCI, Inc.	Engineering	BP-00497	MCO TW G & H Rehab	184	160	176	48	24								592	
Total Hours						184	160	176	48	24	0	592							
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	BP-S00191	STC Buildout of Tenant Space Program													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	BP-S00193	South Employee Parking Lot													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	BP-S00199	Train Station Passenger Drop Off Lobby Parking Lot													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-00980	CCTV R&R Ph 1 - LS Term A & B (D/B) (DCP)													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-00980	CCTV R&R Ph 1 - LS Term A & B (D/B) (Construction)													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-01002	Term A & B Center Core CCTV Installation													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-01003	Annex Campus Security Infrastructure (ACS Install)													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-01010	MCO Lev 1 Office Space Design Proposal													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-S0044	STC Egress Stair Vision Screen													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	E-281	Airside 4 PA System Upgrades - ON HOLD													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	EP-434	East Checkpoint Draft Divider Wall													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	BP-431	PDL Parking Lot Detectable Warning													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-S00049	Copa Airlines Relocation													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-S00050	Avianca Airline Relocation													0	
Jamie McGonagill	Sr. PM	GCI, Inc.	Construction	V-S00051	AeroMexico Airlines Relocation													0	
Total Hours						0													
Jimmy McCuddy	Sr. Inspector Electrical	GCI, Inc.	Construction	V-S00033	Term C CBP & TSA Regulatory Changes													0	
Jimmy McCuddy	Sr. Inspector Electrical	GCI, Inc.	Construction	E-S00014	Terminal C Replacement of Departures Bridge & Ground Transportation LED Strip Lights													0	
Jimmy McCuddy	Sr. Inspector Electrical	GCI, Inc.	Construction	W-00490	MCO CR Program Oversight Services													0	
Jimmy McCuddy	Sr. Inspector Electrical	GCI, Inc.	Construction	V-980	CCTV R&R Phase 1 Landside Terminal A&B (D/B)(DCP)													0	
Total Hours						0													
Jim Pancoast	Sr. PM	GCI, Inc.	Construction	FY24 O&M	Small Projects Staff Extension													0	
Total Hours						0													
John Panzella	Safety PM III	GCI, Inc.	Construction	PMO	South Terminal Projects through 2/2026	184	160	168	176	160	168	176	168	168	176	168	168	2040	
Total Hours						184	160	168	176	160	168	176	168	168	176	168	168	2040	
Lindsay Antoine	Asst. PM	GCI, Inc.	Construction	BP-S00199	Train Station Passenger Drop Off Lobby Parking Lot													0	
Lindsay Antoine	Asst. PM	GCI, Inc.	Construction	H-S00029	Airfield Civil Restart Enabling Work													0	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Geotech Consultants International, Inc., dba GCI, Inc. -- Agreement No. 202204-OAR2 Continuing Program and Project Management Services

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	Continuing Program and Project Management Services	PSC	04/22/22	05/18/22	06/07/22	\$0.00	\$0.00
001	000	V-00977-MCO	V-00977-MCO A-GARAGE ELEVATOR-STAIR VESTIBULES EPOXY & BOLLARD INSTALL Construction Phase OAR Services for V-977	CCM	07/12/22	NA	07/26/22	1007138	\$10,595.00
002	000	G-00038-MCO	G-00038-MCO TERMINAL B - ROADWAY SIGNAGE UPGRADES Construction Phase OAR Services for G-00038	CCM	07/26/22	NA	08/04/22	1007143	\$15,140.00
003	000	-	PART-TIME FY23 SMALL CONSTRUCTION PROJECTS AND STAFF EXTENSION SERVICES FOR THE CONSTRUCTION DEPARTMENT	CCM	09/06/22	NA	09/14/22	95163	\$97,920.00
004	000	-	FY23 Staff Extension Services for the Construction Department for Safety Management	CCM	09/06/22	NA	09/14/22	95198	\$141,780.00
005	000	-	FY23 Small Construction Projects and Staff Extension Services for the Construction Department	CCM	09/06/22	NA	09/14/22	95112	\$141,780.00
006	000	-	FY23 Staff Extension Support Services for the Engineering and Construction Department	CCM	09/06/22	09/21/22	09/26/22	95116	\$425,340.00
007	000	V-00979-ORL	V-00979-ORL ORL COLONIAL PROMENADE RTU HVAC SUITE 4308 UPGRADE Construction Phase OAR Services for V-979	CCM	09/27/22	NA	10/20/22	1007169	\$3,965.00
008	000	-	FY23 Staff Extension Services for the Engineering & Construction Department including APM and Electrical Support	CCM	09/27/22	NA	10/20/22	95219	\$20,328.00
009	000	-	FY23 Staff Extension Services for the Small Business Department	CCM	09/27/22	NA	10/20/22	96219	\$212,160.00
010	000	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Construction Phase OAR Services for H-S00027	CCM	10/11/22	NA	11/08/22	1007176	\$52,058.00
010	001	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	12/06/22	NA	12/01/22		\$37,664.00
010	002	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	01/31/23	NA	02/06/23		\$41,832.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

010	003	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 & 2, and Additional Construction Phase OAR Services for H-S00027	CCM	04/25/23	NA	04/27/23		\$10,368.00	\$141,922.00
010	004	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027	CCM	05/30/23	NA	06/01/23		\$2,112.00	\$144,034.00
010	005	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 through 4, and Additional Construction Phase OAR Services for H-S00027	CCM	06/27/23	NA	06/29/23		\$9,696.00	\$153,730.00
010	006	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY No Cost Time Extension of Addendum 10 and Amendments 1 through 5, and Additional Construction Phase OAR Services for H-S00027	CCM	07/25/23	NA	08/01/23		\$3,264.00	\$156,994.00
010	007	H-S00027-MCO	H-S00027-MCO TEMPORARY QUICK-TURN-AROUND FACILITY Additional Construction Phase OAR Services for H-S00027 Temporary Quick-Turn- Around Facility	CCM	10/10/23	NA	11/09/23		\$1,920.00	\$158,914.00
011	000	V-00985-MCO	V-00985-MCO B-GARAGE ELEVATOR-STAIR VESTIBULES EPOXY & BOLLARD INSTALL Construction Phase OAR Services for V-985	CCM	10/25/22	NA	11/08/22	1007190	\$12,729.00	\$12,729.00
013	000	-	Staff Extension Support Services to Support Terminal C Phase 1X Airfield Civil Restart	CCM	11/22/22	NA	12/19/22	1007220	\$222,372.00	\$222,372.00
014	000	-	FY23 Program Management and Oversight OAR Services for Terminal C Digital Asset Integration into Maximo	CCM	11/22/22	NA	12/19/22	96096	\$237,968.00	\$237,968.00
015	000	-	FY23 Staff Extension Support Services For Operational Readiness to the Executive Administration Department	CCM	11/22/22	12/14/22	12/19/22	95622	\$443,872.00	\$443,872.00
016	000	-	FY23 On Call Estimating Services	CCM	12/06/22	NA	12/22/22	95669	\$50,000.00	\$50,000.00
017	000	E-00268-MCO	E-00268-MCO ARFF STATION AIR CURTAINS Construction Phase OAR Services for E-268	CCM	01/24/23	NA	02/06/23	1007231	\$3,726.00	\$3,726.00
018	000	V-00987-MCO	V-00987-MCO A & B GARAGE EXPANSION JOINT REPLACEMENT Construction Phase OAR Services for V-987	CCM	01/24/23	NA	02/06/23	1007226	\$14,887.00	\$14,887.00
019	000	E-S00013-MCO	E-S00013-MCO TERM C, LST LEVEL 1 CONDUIT INSTALLATION Construction Phase OAR Services for E-S00013	CCM	01/31/23	NA	02/06/23	1007234	\$4,928.00	\$4,928.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

020	000	H-00356-MCO	H-00356-MCO MCO GUARDRAIL REPAIRS 2022/2023 Construction Phase OAR Services for H-356	CCM	02/28/23	NA	03/20/23	1007278	\$7,000.00	\$7,000.00
021	000	H-00358-MCO	H-00358-MCO TERMINAL A LOADING DOCK DRIVE LANE SLAB REPLACEMENT Construction Phase OAR Services for H-358	CCM	03/21/23	NA	03/22/23	1007301	\$33,159.00	\$33,159.00
022	000	V-00991-MCO	V-00991-MCO B-SIDE BAG MAKE-UP AREA GUARDRAIL REPLACEMENT Construction Phase OAR Services for V-991	CCM	03/21/23	NA	03/22/23	1007298	\$14,265.00	\$14,265.00
023	000	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Construction Phase OAR Services for V-S00033 Terminal C CBP and TSA Regulatory Changes (D/B)	CCM	03/28/23	NA	04/03/23	1007303	\$73,904.00	\$73,904.00
024	000	V-00994-MCO	V-00994-MCO ALASKA AIRLINES RELOCATION (D/B) Design and Construction Phase OAR Services for V-994	CCM	04/11/23	NA	04/18/23	1007320	\$20,985.00	\$20,985.00
025	000	V-00993-MCO	V-00993-MCO AIRSIDES 1-4 SERVICE AREAS TRITURATOR CANOPIES (D/B) Construction Phase OAR Services for V-993	CCM	04/11/23	NA	04/18/23	1007393	\$10,475.00	\$10,475.00
026	000	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Design and Construction Phase OAR Services for BP-S199	CCM	04/25/23	NA	04/27/23	1007355	\$39,933.00	\$39,933.00
026	001	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Additional Design and Construction Phase OAR Services for BP-S199	CCM	05/02/23	05/17/23	05/24/23	AMD 1007355	\$595,131.00	\$635,064.00
026	002	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Additional Design and Construction Phase OAR Services for BP-S199	CCM	11/21/23	NA	12/04/23		\$34,620.00	\$669,684.00
026	003	BP-S00199-MCO	BP-S00199-MCO TRAIN STATION PASSENGER DROP-OFF LOBBY PARKING LOTS (D/B) Extension and No Cost Reallocation for Design and Construction Phase OAR Services for BP-S199	CCM	04/09/24	NA	04/15/24		\$0.00	\$669,684.00
027	000	R-00099-MCO	R-00099-MCO TERMINALS A & B RENTAL CAR QTA CANOPY LEAKS Construction Phase OAR Services for R-099	CCM	04/25/23	NA	04/27/23	1007354	\$11,170.00	\$11,170.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

028	000	V-00981-MCO	V-00981-MCO HYATT 4TH FLOOR WATER HEATER PIPING REPAIR Construction Phase OAR Services for R-099	CCM	04/25/23	NA	04/27/23	1007324	\$50,350.00	\$50,350.00
029	000	G-00042-MCO	G-00042-MCO ROADWAY AND GARAGE - SIGN UPDATES Construction Phase OAR Services for G-00042	CCM	05/09/23	NA	05/15/23	1007344	\$3,840.00	\$3,840.00
030	000	V-00980-MCO	V-00980-MCO CCTV RENEWAL & REPLACEMENT - PHASE 1 D/B Design Phase OAR Services for V-980	CCM	05/30/23	NA	06/09/23	1007373	\$151,376.00	\$151,376.00
030	001	V-00980-MCO	V-00980-MCO CCTV RENEWAL & REPLACEMENT - PHASE 1 D/B Additional Design Phase OAR Services for V-980	CCM	01/30/24	NA	02/02/24		\$30,972.00	\$182,348.00
030	002	V-00980-MCO	V-00980-MCO CCTV RENEWAL & REPLACEMENT - PHASE 1 D/B Additional Design Phase OAR Services for V-980	CCM	08/13/24	NA	08/14/24		\$53,280.00	\$235,628.00
031	000	V-00999-MCO	V-00999-MCO A & B GARAGES BARRIER CABLE REPAIR Construction Phase OAR Services for V-999	CCM	05/30/23	NA	06/01/23	1007380	\$2,105.00	\$2,105.00
032	000	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Construction Phase OAR Services for V-S00033	CCM	06/06/23	NA	06/09/23	1007376	\$7,680.00	\$7,680.00
032	001	V-S00033-MCO	V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B) Additional Construction Phase OAR Services for V-S00033	CCM	07/11/23	NA	07/11/23		\$23,040.00	\$30,720.00
033	000	V-01000-MCO	V-01000-MCO LEVEL 3 TSA BREAKROOM AND RESTROOM REBUILD Construction Phase OAR Services	CCM	06/06/23	NA	06/21/23	1007397	\$8,797.00	\$8,797.00
034	000	V-01002-MCO	V-01002-MCO TERMINALS A AND B CENTER CORE CCTV INSTALLATION Construction Phase OAR Services for V-1002	CCM	07/25/23	NA	08/01/23	1007414	\$19,990.00	\$19,990.00
035	000	-	FY24 Staff Extension Services to Airline Relations	PSC	09/05/23	09/27/23	10/04/23	96602	\$593,427.00	\$593,427.00
036	000	-	FY24 Staff Extension for Small Projects, Including Project Manager and Project Coordinator Services, for the Construction Department	PSC	09/05/23	09/27/23	10/04/23	96904	\$332,862.00	\$332,862.00
036	001	-	Reduction in Services for FY24 Staff Extension for Small Projects, Including Project Manager and Project Coordinator Services, for the Construction Department	PSC	07/23/24	NA	08/01/24		(\$100,000.00)	\$232,862.00
037	000	-	FY24 On-Call Estimating Services for the Engineering and Construction Department	PSC	09/05/23	09/27/23	10/12/23	97392	\$50,000.00	\$50,000.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

038	000	V-S00043-MCO	V-S00043-MCO TERMINAL C EGRESS STAIR VISION SCREENS Construction Phase OAR Services for V-S00043	CCM	10/10/23	NA	10/20/23	1007462	\$8,996.00	\$8,996.00
039	000	W-00490-MCO	W-00490-MCO CHANGING REGULATORY PROGRAM OVERSIGHT SERVICES Construction Phase OAR Services for W-00490	CCM	10/10/23	NA	11/01/23	1007456	\$140,754.00	\$140,754.00
039	001	W-00490-MCO	W-00490-MCO CHANGING REGULATORY PROGRAM OVERSIGHT SERVICES Additional Construction Phase OAR Services for W-00490	CCM	04/30/24	NA	05/16/24		\$67,584.00	\$208,338.00
039	002	W-00490-MCO	W-00490-MCO CHANGING REGULATORY PROGRAM OVERSIGHT SERVICES Additional Construction Phase OAR Services for W-00490	CCM	07/23/24	NA	07/26/24		\$42,750.00	\$251,088.00
040	000	E-S00019-MCO	E-S00019-MCO TERMINAL C EXIT SIGNAGE IN LANDSIDE AND AIRSIDE Construction Phase OAR Services for E-S00019	CCM	10/24/23	NA	10/27/23	1007502	\$4,900.00	\$4,900.00
041	000	V-01010-MCO	V-01010-MCO TERMINAL A EAST LEVEL 1 OFFICE CREATION Design Phase OAR Services for V-01010	CCM	10/24/23	NA	10/30/23	1007491	\$29,808.00	\$29,808.00
042	000	V-S00044-MCO	V-S00044-MCO TERMINAL C TENANT BUILDOUT (COMPLETION OF BP-S187) Construction Phase OAR Services for V-S00044	CCM	11/07/23	NA	11/08/23	1007476	\$19,968.00	\$19,968.00
043	000	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE Construction Phase OAR Services for E-281	CCM	11/21/23	NA	12/04/23	1007479	\$219,914.00	\$219,914.00
043	001	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE No Cost Revision for Construction Phase OAR Services for E-281,	CCM	01/30/24	NA	02/02/24		\$0.00	\$219,914.00
043	002	E-00281-MCO	E-00281-MCO AIRSIDE 4 PA SYSTEM UPGRADE Additional Construction Phase OAR Services for E-281	CCM	02/13/24	NA	02/14/24		\$87,890.00	\$307,804.00
044	000	V-S00049-MCO	V-S00049-MCO COPA AIRLINES RELOCATION Construction Phase OAR Services for V-S00049	CCM	02/27/24	NA	03/04/24	1007587	\$3,474.00	\$3,474.00
044	001	V-S00049-MCO	V-S00049-MCO COPA AIRLINES RELOCATION Additional Construction Phase OAR Services for V-S00049	CCM	07/16/24	NA	07/19/24		\$3,780.00	\$7,254.00
045	000	V-S00050-MCO	V-S00050-MCO AVIANCA AIRLINES RELOCATION Construction Phase OAR Services for V-S00050	CCM	02/27/24	NA	03/04/24	1007588	\$2,418.00	\$2,418.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

046	000	V-S00051-MCO	V-S00051-MCO AEROMEXICO AIRLINES RELOCATION Construction Phase OAR Services for V-S00051	CCM	02/27/24	NA	03/04/24	1007589	\$3,342.00	\$3,342.00
047	000	H-00374-MCO	H-00374-MCO TRITURATOR SEWER LINE REPLACEMENT (DESIGN/BUILD) Construction Phase OAR Services for H-374	CCM	06/25/24	NA	06/28/24	1007699	\$19,130.00	\$19,130.00

Total for Geotech Consultants International, Inc., dba GCI, Inc. for Agreement No. 202204-OAR2

\$4,941,473.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration 1st Extension 2nd Extension	Current Expiration Date
Continuing Agreement Consultant - OAR/RE Construction			
Geotech Consultants International, Inc., dba GCI, Inc.	Black American 06/07/22	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	06/07/25

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
09/05/23	09/27/23	035	000	\$593,427.00	\$593,427.00
09/05/23	09/27/23	036	000	\$332,862.00	\$926,289.00
09/05/23	09/27/23	037	000	\$50,000.00	\$976,289.00
07/23/24		036	001	(\$100,000.00)	\$876,289.00

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: August 27, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 02-22, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services to Designers West Interiors Inc.

BACKGROUND

The initial term of the Contract was for 36 months, which commenced on December 1, 2021, with the Aviation Authority having options to renew the Contract for two additional periods of one year each. The Original term is due to expire on November 30, 2024.

Designers West Interiors Inc. will provide all labor, supervision, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to, performing replacement and repairs for existing woven and tufted broadloom carpet and the installation of new woven and tufted broadloom carpet, including carpet tiles, vinyl, and rubber flooring throughout the Orlando International Airport Terminal Complex and other Aviation Authority's owned buildings. The Aviation Authority will provide all carpet, rubber, and vinyl flooring necessary for Contractor to perform the work. The contractor will provide all other necessary materials and supplies to complete the repair and replacement services.

ISSUES

Designer West Interiors, Inc. agrees to the first renewal option of the contract through November 30, 2025. Based on the information known, the contractor has performed satisfactorily during the initial contract term.

The one-year value for the first renewal option is a total not-to-exceed amount of \$403,095. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority.

SMALL BUSINESS

The Small Business Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and limited availability of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is for a not-to-exceed amount of \$403,095 for the one-year option. Funding required in the subsequent fiscal year will be allocated from the previously approved Capital Expenditure Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, the First Renewal Option for Purchasing Contract 02-22, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services to Designers West Interiors Inc.; (2) authorize funding in the not-to-exceed amount of \$403,095 from the Capital Expenditure Fund; 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– Contract History

Attachment B – Finance Form

Attachment A– Contract History

02-22 CARPET, VINYL AND RUBBER FLOORING REPAIR AND REPLACEMENT SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	CPC 9/20/2021 NB Item A Board 10/20/2021 NB Item C	36 Months Contract Award	12/1/2021 thru 11/30/2024	\$1,154,685
Amendment No. 1	Pending PC & Board Approvals	First Renewal Option	12/1/2024 thru 11/30/2025	\$403,095
Total Contract Value with all changes (approved and proposed):				\$1,557,780

MEMORANDUM

TO: Members of the Aviation Authority

FROM: Gary Hunt, Vice President of Facilities

DATE: August 27, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care LLC.

BACKGROUND

The initial term of the Contract was for 36 months, which commenced on December 1, 2021, with the Aviation Authority having options to renew the Contract for two additional periods of one year each. The Original term is due to expire on November 30, 2024.

This contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation services for Terminals A and B located at the Orlando International Airport (“OIA”) in accordance with the Contract Documents. The Contract also allows the Aviation Authority to increase, decrease, or delete any portion of the Scope of Services of the Contract.

ISSUES

Helping Hand agrees to the first renewal option of the contract through November 30, 2025. Based on the information known, the Contractor has performed satisfactorily during the initial contract term.

The one-year value for the first renewal option is a not-to-exceed amount of \$1,739,173.15. The pricing does include a CPI increase of 2.7% for option year 1 as allowed per the terms and conditions of the contract. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority.

SMALL BUSINESS

This contract includes a Minority and Women Business Enterprise (MWBE) participation requirement. The participation goal for this contract is 30% for MWBE. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is for a not-to-exceed amount of \$1,739,173.15 for the one-year option. Funding required in the current and subsequent fiscal years 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: (1) approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care LLC.; (2) authorize funding in the not-to-exceed amount of \$1,739,173.15 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.

ATTACHMENTS

Attachment A– Contract History

Attachment B – Finance Form

Attachment A– Contract History

CONTRACT HISTORY

05-22 LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	CPC 8/9/2021 NB Item A Board 9/15/2021 NB Item B	36 Months Contract Award	12/1/2021 thru 11/30/2024	\$4,187,150
Amendment No. 1	PC Approval 9/24/2024 Board Approval 10/16/2024	First Renewal Option	12/1/2024 thru 11/30/2025	\$1,739,174
Total Contract Value with all changes (approved and proposed):				\$5,926,324

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Eugene Angel, Fleet Manager of Facilities

DATE: August 27, 2024

ITEM DESCRIPTION

Request to Recommend to the Aviation Authority Board to Award Other Entity Contract (OEC) 24-815-OEC for four (4) Chevy Silverado work utility trucks from Garber Fleet Sales utilizing Florida Sheriffs Association Contract# FSA23-VEL31.0 and 24-816-OEC for five (5) Ford Transit Vans from Alan Jay Fleet Sales utilizing Sourcewell Contracts 060920-NAF and 091521-NAF

BACKGROUND

Florida Sheriffs Association Contract# FSA23-VEL31.0 is effective until September 30, 2024, Sourcewell Contract# 060920-NAF is effective until August 1, 2025, and Sourcewell Contract# 091521-NAF is effective until November 8, 2025.

Approval of this request will result in the purchase of four (4) Chevy Silverado Work Utility Trucks and five (5) Ford Transit Vans.

Requisition Table			
Description	Quote	Cost	Fund
Qty 1 – 2024 Chevy Silverado 2500 Work Utility Truck	CK20943	\$70,675.55	501094/ CIR#0000961 New Vehicle
Qty 1 - 2024 Chevy Silverado 2500 Work Utility Truck	CK20943	\$62,078.55	501027 / CIR#00062 Vehicle Replacement (rolling stock)
Qty 2 - 2024 Chevy Silverado 3500 Work Utility Trucks	CK30943	\$154,265.50	501027 / CIR#00062 Vehicle Replacements (rolling stock)
Qty 1 – 2024 Ford Transit T-350 Passenger Van	55301-2	\$53,814.00	501094 / CIR#00961 New Vehicle
Qty 2 - 2024 Ford Transit T-250 Cargo Vans	55821-2	\$105,078.00	501094 / CIR#00961 New Vehicles
Qty 1 - 2024 Ford Transit T-350 Passenger Van	55301-2	\$53,814.00	501027 / CIR#00062 Vehicle Replacement (rolling stock)
Qty 1 - 2024 Ford Transit T-250 Cargo Van	55821-2	\$52,539.00	501027 / CIR#00062 Vehicle Replacement (rolling stock)

Delivery shall be completed with a not-to-exceed (NTE) of 180 days after issuance of the Purchase Order.

ISSUES

The purchase of these units will be new additions and replacements to the fleet that would provide the Aviation Authority with the capability to self-perform airport maintenance.

SMALL BUSINESS

The Small Business Development Department (SBDD) has reviewed the requirements for the above-referenced solicitation and determined that 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 Florida Sheriffs Association Contract# FSA23-VEL31.0, Sourcewell Contracts 091521-NAF and 060920-NAF.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is to allocate a not-to-exceed amount of \$552,264.60. Funding required in the fiscal year will be allocated from the previously approved Capital Expenditure Funds CIR00961 308.631.170.5650001.000.501094 and CIR00062 308.631.170.5650001.000.501027 from Fiscal Year 2024.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board to: (1) award 24-815-OEC and 24-816-OEC for a one-time procurement of four (4) Chevy Silverados to Garber Fleet Sales and five (5) Ford Transit Vans to Alan Jay Fleet as the awarded Contractors; (2) authorize funding from the Capital Expenditure Funds in the not-to-exceed amount of \$552,264.60; and (3) authorize the Procurement Services Department to issue the necessary Purchase Orders.

ATTACHMENTS

Attachment A – Finance Form

ATTACHMENT A

FINANCE FORM

Date:	<u>8/15/2024</u>	Requestor's Extension:	<u>3628</u>
Requestor's Name:	<u>Eugene Angel</u>	Preparer's Extension:	<u>2495</u>
Preparer's Name:	<u>John Field</u>	Purchasing Solicitation:	<u>24-815-OEC & 24-816-OEC</u>
Requestor's Department:	<u>Facilities</u>	CCM / PC / PSC:	<u>PC</u>
Description:	<u>Purchase of four (4) Chevy work utility trucks and five (5) Ford Transit Vans</u>	Committee Date:	<u>8/27/2024</u>
Vendor:	<u>Garber Fleet Sales & Alan Jay Fleet Sales</u>	Committee Agenda Item #:	<u>New Business H</u>

NON-PROJECT FUNDS: O&M, CAPEX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	TOTAL CONTRACT
308.631.170.5650001.000.501094	229,567.55					552,264.60
308.631.170.5650001.000.501027	322,697.05					
Total Requisition:	552,264.60					552,264.60
Requisition Numbers:	97704 & 97705					

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97704	PC 8/27/24 Vehicle F	In Process	21-AUG-2024 11:03:4	USD	229,567.55	Field, John M	<input checked="" type="checkbox"/>
97705	8/27/24 PC OEC purc	In Process	21-AUG-2024 11:05:3	USD	322,697.05	Field, John M	<input checked="" type="checkbox"/>

OMB Notes: _____ **onverted into PO #:** _____
Funding Approver: Andrea Harper **Date:** _____
Buyer: _____

Total Requisition: _____

BPA Amount: _____

Grand Total – Agree to Committee Item: _____