

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: September 10, 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. NEW BUSINESS

- A. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-C-RFP, Low Voltage Wiring and Installation Services (On Call) to Orlando Business Telephone Systems, Inc.
- B. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) to Quality Cable Contractors, Inc.
- C. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 2, Contract Adjustment, for Procurement Contract 24-101-A-RFP Information Technology Continuing Consulting Services Agreement to Barich Inc.

III. INFORMATION ITEM

- A. 24-375-RFP Insurance Consultant Services to Siver Insurance Consultants (Siver).

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 17, 2024.

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

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

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, 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 17, 2024 at 9:30 a.m.](#)



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Harsh Uchariya, Vice President of Information Technology

DATE: September 10, 2024

ITEM DESCRIPTION

Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-C-RFP, Low Voltage Wiring and Installation Services (On Call) to Orlando Business Telephone Systems, Inc.

BACKGROUND

On June 19, 2024, the Aviation Authority Board awarded Request for Proposal, 24-280-RFP, Low Voltage Wiring and Installation Services (On Call) to Orlando Business Telephone Systems, Inc. The Contract will expire on July 31, 2029.

The Contract requires Orlando Business telephone Systems, Inc. to provide the Aviation Authority with Low Voltage Cabling Installation, Testing, and Repair Services on an on-call basis at the Orlando International Airport and the Orlando Executive Airport. The primary objective of this solicitation is to meet the Aviation Authority’s ongoing need for low voltage and wiring installation services for installing low voltage voice and data wiring, conduit and rack pathways, related electrical power distribution to IT equipment, and any other necessary components for a complete Premise Distribution System (“PDS”), and Outside Plant (“OSP”) backbone cabling and pathways system, serving complete voice, video, surveillance, access control, and data, wireless and cellular and other similar cabling subsystems on an “as needed” basis.

ISSUES

Contract Adjustment – Staff is requesting that the agreement to be revised to add the following scope of work to provide On-Call Low Voltage Wiring, Installation, Testing and Repair Services at the Orlando International Airport. The on-call nature of this contract consists of providing the Aviation Authority with the mechanism to support numerous Low Voltage work orders throughout the fiscal year.

Term: 10/01/2024 – 09/30/2025

SMALL BUSINESS

This contract includes a detailed Small Business Action Plan that the Consultant will commit to implementing to maximize Small Business participation and development. For Amendment No. 1, small business participation will be assessed on the project’s scope of work and availability.

ALTERNATIVES

None

FISCAL IMPACT

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$450,000. Funding required in the current and subsequent fiscal years will be allocated from Capital Expenditure Funds, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.1, Contract Adjustment to Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) with Orlando Business Telephone Systems, Inc; (2) authorize funding in the not-to-exceed amount of \$450,000 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 – Finance Form
Attachment B – Contract History

ATTACHMENT A

FINANCE FORM

Date:	<u>8/21/2024</u>	Requestor's Extension:	<u>3542</u>
Requestor's Name:	<u>Paul Haust</u>	Preparer's Extension:	<u>3124</u>
Preparer's Name:	<u>Ian Brooks</u>	Solicitation #:	<u>24-280-RFP</u>
Requestor's Department:	<u>Information Technology</u>	Contract # / Name:	<u>Low Voltage Wiring and Installation Services (On Call)</u>
Description:	<u>FY25 On Call LV Svcs</u>	Procurement Committee Date:	<u></u>
Vendor:	<u>OBTS</u>	Agenda Item #:	<u>NB-A</u>

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

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.521.170.5340007.000.501775			\$450,000.00			\$450,000.00
Total Requisition:			\$450,000.00			\$450,000.00
Requisition Number:			97743			
Funding Approver:	<u><i>Aubrey Harper</i></u>					
OMB Notes:	<u></u>					

ATTACHMENT B

CONTRACT HISTORY

24-280-C-RFP, Low Voltage Wiring and Installation Services (On-Call)
Orlando Business Telephone Systems, Inc.

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none">• PC Approved 5/28/2024• Board Approved, 6/19/2024, Item K	60 Months	06/01/2024 thru 07/31/2029	\$0.00
Amendment No. 1	<ul style="list-style-type: none">• Pending PC Meeting Approval 09/3/2024	Contract Adjustment	10/01/2024 Thru 09/30/2025	\$450,000.00
Total Contract Value with all Changes (approved and proposed)				\$450,000.00

SECTION 01 11 00 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 PROJECT DESCRIPTION

- A. Project/Work Identification:

1. The General overall description of the Work of the Contract for the:

24-280, Amendment 1: LOW VOLTAGE WIRING AND INSTALLATION SERVICES

On-Call Low Voltage Services (FY25 – OBTS)

Orlando International Airport
Orlando, Florida

can be summarized for purposes of administration and payment in the manner of project segments as follows:

2. The Project consists of:

Installing conduit and copper / fiber communications cabling that includes (but not limited to) Category 5E/6/6A, single-mode fiber, multi-mode fiber (very limited MM fiber), coax, and multi-conductor wiring. All cabling is installed terminated and tested as part of OIA's Premise Distribution (PDS) or as directed. Some installation activities are highlighted below.

On-demand testing PDS jacks, patch panels, all components in OIA's PDS installation, replacing / repairing as needed.

Installing intra-building fiber and copper cables. Fiber sizes from 6 to 288 strands, or as directed.

Provide and install all manner of racks, cabinets, ladder rack, typical comm room components, and install OFCI (Owner Furnished Contractor Installed) cabinets and racks when directed.

Perform fiber fusion splicing, installing fiber connectors of all types; ST, SC, LC, etc., install LIUs, and all manner of fiber distribution network components.

Installing Outside Plant (OSP) fiber and copper cables, creating first service entry cross connect fields, provide and install TVSS.

Perform all cable services necessary for a fiber and copper infrastructure, for wired and wireless networks.

Install electric power outlets typically 120vac, but not limited to 120vac. *All installations by licensed and GOAA approved electric contractor.

Install conduit for intra- and inter-building communication cabling. All building communication cables are required to be in metallic (EMT typical) conduit. Install rigid conduit or buried PVC where required.

Perform OSP directional bores, trenching, cable locating, all manner of OSP work.

Provide and install OSP pedestals and terminals for campus distribution.

Creating fiber optic channels spanning End One – End Two locations creating connections needed to for Ethernet based switches and network devices (or any devices requiring such a fiber channel). Fiber channels are required to be tested with OTDR and all related documentation completed by Technicians. OTDRs are required for all fiber tests and installations.

NOTE: All communication cabling follows TIA/EIA Commercial Building standards and BICSI standards as referenced in GOAA's Master Design Guidelines.

1.3 CONTRACTOR USE OF PREMISES

- A. Limit use of the premises to construction activities within areas indicated; allow for any Owner and tenant occupancy, and use by the public.
 - 1. Minimize any disruption to all operating areas, including parking areas.
 - a. Existing public services and utility systems shall remain in operation during the construction period, excluding times required for installation of new work unless specifically allowed by the Contract.
 - b. Schedule and coordinate outages and interruptions of public service with the OAR. See the specific forms for processes and time constraints. Utilize the following forms:
 - 1) Form #018 System Interruption/Utility Outage Notification.
 - 2) Form #018a System Interruption/Utility Outage Notification Procedured.
 - 3) Form #018b Roofing Impact Notification
 - 4) Form #018c Security System Interruption/Outage Request

2. Provide all temporary directional signage, safety, and barricading required for passenger services.
 - a. Submit a plan indicating signage, safety, and barricading for access routes, storage areas and work sites, at the pre-construction meeting.
 - b. Directional signing at the access gate and or along the delivery route to the storage area or work site shall be as directed by the OAR.
3. Confine operations to areas within Contract limits indicated. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.
4. Access to site shall be shown on the plans or as directed by the OAR. Do not permit any unauthorized construction personnel or traffic on the site. Provide for traffic control to and from the various construction areas. Immediately clean-up any debris deposited along the access road as a result of construction traffic.
 - a. Keep driveways and entrances serving the premises clear and available to the Owner, Tenant, their employees at all times, and the public. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
5. All material orders for delivery to the site will use as a delivery address the access point at the Contractor's storage site.
 - a. Coordinate with the OAR and allow for the least possible disruption of the facilities normal operations for delivery of materials and removal of demolished and discarded materials.
 - b. Delivery of materials and removal of demolished and discarded materials shall be scheduled as follows:
 - 1) Schedule and coordinate all deliveries and removal of debris with the Owner, or between the hours of 10:00 PM and 6:00 AM each day of the work week.
6. The limits of construction material storage areas, equipment storage areas, and parking areas shall be as indicated in the documents or as directed by the OAR. Erect and maintain suitable fencing, marking and warning devices suitable for both day/night use to delineate the perimeter of all such areas. Refer to specification Section 01 55 30 Requirements for Use of Canal Road.

- a. Parking management cards may be used to provide contractor parking in the terminal garages and terminal top parking. These cards will cost \$60 per card per month, taxes not included.
- B. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.4 OWNER OCCUPANCY

- A. Full Owner Occupancy: The Owner, its tenants, and the public will occupy the site and existing building and adjacent facilities (outside the limits of the construction area unless specified) during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts, facilitate occupancy usage, and protect persons and property in the project area during the entire construction period. Perform the Work so as not to interfere with the Owner's operations.
 - 1. All work may be carried out without time restrictions unless otherwise directed by the Owner, or time restrictions due to Airport Operations within work areas (such as Customs, FIS, scheduled flights, other). It is the responsibility of the Contractor to be aware of time restrictions.
 - 2. Unless otherwise directed by the Owner or dictated by specific Airport Operations area restrictions (see above 1.4.A.1), work shall be scheduled between the hours of 7:00 AM until 6:00 PM each day.
 - 3. Access into Comm Rooms and Work Areas; it is the responsibility of the Contractor to coordinate physical access prior to work start into; Technology Rooms / Communication Rooms, Work Areas, and ancillary work areas necessary for tasks to be accomplished.

1.5 LAWS, PERMITS, AND REGULATIONS

- A. Comply with all applicable laws, ordinances, regulations, codes, ADA requirements.
- B. Obtain and pay for all license and permits, all fees and charges for connection to outside services and parking for Contractor's vehicles.
- C. Abide by FAA and Owner's safety and security regulations and procedures relative to access to, and work in, Airport Operations Areas and secured facilities.
- D. Comply with Owner's insurance requirements.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 11 00



Orlando Business Telephone Systems, Inc.

5345 L. B. McLeod Road, Orlando, Florida 32811

Tel: 407 996-9000 Fax: 407 996-6123

www.obtssolutions.com

8-21-2024

Greater Orlando Aviation Authority
Orlando International Airport
5850-B Cargo Road
Orlando, FL 32827

Labor Rates for the period of 10/1/24 to 9/30/25

\$65.00 an hr. for Lead Tech for Standards Labor Hours

\$87.00 an hr. for Lead Tech for Overtime Labor Hours

Material Mark Up will be at 15%.

Sub-Contractors Mark Up will be at 15%.

If you have any questions, or need to contact me directly, you can reach me at 407-996-1104 or via email: linda@obtssolutions.net

Sincerely,

Linda Childress Frymyer, CFO



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Harsh Uchariya, Vice President of Information Technology

DATE: September 10, 2024

ITEM DESCRIPTION

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ATTACHMENT A

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Preparer's Name:	<u>Ian Brooks</u>	Solicitation #:	<u>24-280-RFP</u>
Requestor's Department:	<u>Information Technology</u>	Contract # / Name:	<u>Low Voltage Wiring and Installation Services (On Call)</u>
Description:	<u>FY25 On Call LV Svcs</u>	Procurement Committee Date:	<u>TBD</u>
Vendor:	<u>QCC</u>	Agenda Item #:	<u>TBD</u>

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

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.521.170.5340007.000.501775			\$450,000.00			\$450,000.00
Total Requisition:			\$450,000.00			\$450,000.00
Requisition Number:			97708			
Funding Approver:	<u>Audrey Harper</u>					
OMB Notes:						

ATTACHMENT B

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Quality Cable Contractors, Inc.

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01 11 00 - 1

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01 11 00 - 2

2. Provide all temporary directional signage, safety, and barricading required for passenger services.
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- B. Obtain and pay for all license and permits, all fees and charges for connection to outside services and parking for Contractor's vehicles.
- C. Abide by FAA and Owner's safety and security regulations and procedures relative to access to, and work in, Airport Operations Areas and secured facilities.
- D. Comply with Owner's insurance requirements.

PART 2 - PRODUCTS (Not Applicable)

01 11 00 - 4

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 11 00



*Offering our services to Central Florida Since 1986
Phone systems, Voice, Data, Fiber Optics, CATV Cabling, Security Cameras
GOAA MBE/LDB CERTIFIED*

August 13, 2024

Greater Orlando Aviation Authority
Construction Committee

RE: GOAA 24-280 LOW VOLTAGE RATES 2024-2025

Dear Procurement Committee:

As requested, please see attached rates. If you require another format, please feel free to reach out to us.

Sincerely,

Gabriel del Rio
Quality Cable Contractors, Inc.
CEO

*1936 Premier Row Orlando, FL 32809
Phone 407-246-0606 Fax 407-482-5942
E-mail: info@qcciorlando.com
www.qcciorlando.com*



*Offering our services to Central Florida Since 1986
 Phone systems, Voice, Data, Fiber Optics, CATV Cabling, Security Cameras
 GOAA MBE/LDB CERTIFIED*

DESCRIPTION	HOURLY LABOR RATE STANDARD (\$)
a. Project Manager	\$75.00
b. Lead Technician	\$61.50
c. Cable Installer	\$51.50
	HOURLY LABOR RATE NON-STANDARD/OVERTIME (\$)
d. Project Manager	\$93.75
e. Lead Technician	\$76.87
f. Cable Installer	\$64.38
DESCRIPTION	MARKUP (%)
g. Contractors Mark-up % over its cost for Parts, Materials, Rentals, and Components purchased (e.g. 1% should be entered as .01)	0.2(% expressed in decimals)
h. Subcontractor Labor and Materials Markup	
Misc Materials (includes screws, labels, nuts, bolts, etc.)	Up to \$35

1936 Premier Row Orlando, FL 32809
Phone 407-246-0606 Fax 407-482-5942
E-mail: info@qcciorlando.com
www.qcciorlando.com



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Harsh Uchariya, Vice President of Information Technology

DATE: September 10, 2024

ITEM DESCRIPTION

Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 2, Contract Adjustment, for Procurement Contract 24-101-A-RFP Information Technology Continuing Consulting Services Agreement to Barich Inc.

BACKGROUND

On May 24, 2024, the Aviation Authority Board awarded Request for Proposal, 24-101-RFP, Information Technology Consulting Services to Barich Inc. The Contract will expire on May 31, 2029.

The Contract requires Barich Inc. to provide a broad range of services associated with the planning and implementation of IT projects and initiatives that are identified in the Aviation Authority's Capital Improvement Plan (CIP), Information Technology Master Plan (ITMP), the Aviation Authority's annual project planning process, and other IT projects and initiatives requested by the Aviation Authority. The Services may include project management; staff augmentation; research of specific technologies; research and concept development; IT business analysis; business case development, infrastructure and applications design, installation, configuration, development and testing; database management and administration; cyber and physical security; development of solicitation documents; functional, performance and interface requirements definition and documentation project planning; applications development, implementation and integration across multiple systems; operations and management of IT; assistance with IT roadmap or strategic plans; vendor and product evaluations and recommendations and other IT consulting services.

ISSUES

Contract Adjustment – Staff is requesting that the agreement to be revised to add the following scope of work to assess Terminal C Infrastructure at the Orlando International Airport. The Information Technology Department determined there is a need for a more consistent and comprehensive platform of communications infrastructure for Terminal C.

The Aviation Authority Information Technology presently maintains a record of information for the remainder of the campus that includes duct bank routing and pathway, specific cables installed, dark fiber capacity, and MDF/IDF terminations. The records are comprised of project as-built drawings, AutoCAD files and GIS.

This project for the South Terminal C will assess existing backbone fiber pathways, including site duct bank and intra-building conduits while documenting existing cables and identifying available dark fiber strands. Here the contractor will perform verification and comparison to as-built documents and reconcile data within CAD software.

The total cost for Amendment #2 is a not-to-exceed amount of \$243,440. Pricing is based on an hourly rate. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by the consultant.

SMALL BUSINESS

This contract includes a Minority and Women Business Enterprise (MWBE) participation requirement. The participation goal for this contract is 17% 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 for this Contract Adjustment is a not-to-exceed amount of \$243,440 with funding from previously approved Capital Expenditure funds from project W-S00155.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.2, Contract Adjustment to Procurement Contract 24-101-A-RFP, Information Technology Continuing Consulting Services with Barich Inc.; (2) authorize funding in the not-to-exceed amount of \$243,440 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.

ATTACHMENT A: Finance Form

ATTACHMENT B: Contract Summary

Attachment A
Finance Form

Date:	7/26/2024	CCM / PC:	PC
Requestor's Name:	Paul Haust	Requestor's Extension:	4548
Form Preparer's Name:	Ian Brooks	Preparer's Extension:	3124
Requestor's Department:	Information Technology	Purchasing Solicitation #:	NA
Description:	STC Infrastructure Assessment	Committee Date:	9/3/2024
Vendor:	Barich Inc	Committee Agenda Item#:	NB-C

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
310.521.210.5310009.000.501600	243,440.00					243,440.00
						-
						-
						-
						-
Total Requisition	243,440.00		-	-	-	243,440.00
BPA or Requisition Number	W-S0155					

Funding Approver: Andrea Harper
OMB Notes:

Attachment B
Contract Summary

24-101-A-RFP, Information Technology Continuing Consulting Services Agreement
Barich Inc.

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • PC Approved 03/12/2024 • Board Approved 04/24/2024, Item "N" 	60 Months	06/01/2024 thru 5/31/2029	\$0.00
Amendment No. 1	<ul style="list-style-type: none"> • Procurement Services Approved 07/23/2024 	Contract Adjustment	10/01/24 Thru 09/30/2025	\$150,000.00
Amendment No. 2	<ul style="list-style-type: none"> • Pending PC Meeting Approval 09/3/2024 	Contract Adjustment	09/19/2024 Thru (est) June 2025	\$243,440.00
Total Contract Value with all Changes (approved and proposed)				\$393,440.00



On-Call STC Infrastructure Assessment Services

BARICH, INC.
2241 E. Pecos Rd.
Chandler, Arizona 85225
OFFICE: (480) 361-4122
WEB: www.barich.net

July 31, 2024

Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827-4399

Dear Mr. Palakal,

It is our pleasure to present the **Barich, Inc. (Barich)** response to the request for On-Call STC Infrastructure Assessment services provided under the existing W-372 On-Call IT Consulting Services Contract. For this request, Barich has partnered with **Burns Engineering, Inc. (Burns)**.

Attached is a high-level Statement of Work to fulfill the requirements set forth by The Authority. Barich will provide the consulting services with a defined not-to-exceed budget of **\$243,440.00**, to be billed on a monthly basis. The Scope of Work to be performed, along with an anticipated schedule and hourly rates by role are included in the attached Scope of Work document. Barich services only include project oversight and invoice support services in accordance with contractual terms for the Principal in Charge and Project Administrator roles.

Barich Roles	Hourly Rate	Number of Hours (Not to Exceed)	Total
Principal-In-Charge	\$206	24	\$4,944.00
Project Administrator	\$79	128	\$10,112.00
			\$15,056.00

If you have any questions regarding the service agreement or fee, please feel free to reach out to me directly. We would be pleased to address any issues at your convenience. Our team will be ready to begin work after notification of notice to proceed for the project.

Sincerely,

Justin Phy
Principal-In-Charge
Barich, Inc.



Scope of Work

for

On-Call STC Infrastructure Assessment

Document Version: 1.2

Date: 07/31/2024

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Barich, Inc. (Barich) is pleased to provide a proposal for the documentation of existing communications infrastructure at Orlando International Airport related to the South Terminal Complex. To execute this work, Barich has partnered with Burns Engineering, Inc. (Burns) to provide this Scope of Work.

1. Overview

This proposal has been updated by Burns from the original version submitted in July 2023. The scope of work remains essentially the same, but the staffing has been updated to include participation with Jeremy Robbins and Josh Poulalion. Also, Burns rates have been updated to be in compliance with the current 2024 approved rates as part of the Barich IT On-call contract.

During 2023, the Burns team participated in several meetings with GOAA IT related to the need for a consistent, comprehensive platform of communications infrastructure related to the South Terminal Complex. GOAA IT presently maintains a record of information for the remainder of the campus that includes duct bank routing and pathway, specific cables installed, dark fiber capacity, and MDF/IDF terminations. The records are comprised of project as-built drawings, AutoCAD files and GIS.

2. Scope of Work

This proposal specifically defines the scope of work for this infrastructure assessment to provide deliverables as outlined in Section 3. This project for the South Terminal Campus will assess existing backbone fiber pathways, including site duct bank and intrabuilding conduits. Document existing cables and identify available dark fiber strands. Perform verification and comparison to as-built documents and reconcile data within CAD software. We will engage GOAA IT periodically to review and gain acceptance of our findings and documentation. Our assessment will cover the following:

- STC OSP Pathways including terminations within at least 14 MDF/IDF rooms within ASC, LST, GTF, PKG, SAPM/ITF, ARFF, SMPOE, CEP, EPG and CPD. The pathways include approximately 30,000 linear feet of duct bank segments.
- ASC In Building Backbone Pathways including terminations in 21 IDF rooms and Zone Enclosures. The pathways include approximately 12,000 linear feet of overhead backbone conduit runs.
- LST In Building Backbone Pathways including terminations in 32 IDF rooms and Zone Enclosures. The pathways include approximately 7,500 linear feet of overhead conduit runs.
- GTF In Building Backbone Pathways including terminations in 8 IDF rooms. The pathways include approximately 1,200 linear feet of overhead conduit runs.

Task Items:

- A. Site Survey
 - (1) Locate/trace conduit start points
 - (2) Inspect maintenance holes and cable

- (3) Contents/labels
 - (4) Comm Room Inventory
 - (5) Use of GPS/GNSS device to verify asset locations in FL State Plane Coordinates
 - (a) Interface capability with AutoCAD
 - (b) Logging Centerpoint
- B. Record Drawing and As-Built Analysis
- (1) Meeting with GOAA IT staff to gather historical project data
 - (2) Cross check field survey against project record documents
 - (3) Assign project data to individual infrastructure assets
- C. Pathway BIM/CAD
- (1) Initial work session with GOAA IT on Implementation Process
 - (2) Draft reconciled, reviewed, and accepted data into AutoCAD
 - (a) Utilize Feature Sets and attributes
 - (3) Working environment
 - (a) Use E-Transmit with encryption to transfer data to/from GOAA
 - (b) Burns will be responsible for their own work environment
 - (c) Requires use of AutoCAD 2023
 - (i) Use of AutoCAD MAP (if required)
 - (4) Editing and Updating will be done in CAD and then published to GIS
 - (5) Data Fields to be linked across GOAA Databases
 - (a) FQID
 - (b) UCI Number
 - (c) FCID
 - (d) Billable Identifiers (Customer ID Number, Tenant Leasing Info, Netplus)

3. List of Deliverables

- A. Site Survey, Record Drawing and As-built Analysis, Pathway BIM/CAD and Review Meetings will be provided for the following facilities in prioritized order:
- (1) STC Outside Plant Backbone
 - (2) ASC In-Building Backbone
 - (3) LST In-Building Backbone
 - (4) GTF In-Building Backbone

4. Schedule

The schedule will be developed with GOAA IT as part of initial project start-up to define interim submittal dates and final project completion. All work is anticipated to be complete eight (8) months after NTP.

5. Assumptions, Clarifications & Exceptions

Assumptions:

- A. The Airport Authority will provide the GPS device for our use in identifying infrastructure coordinates.
- B. Review and documentation for the North Terminal Complex and associated site infrastructure is not included within this scope of services.
- C. The assessment does not include the SAPM/ITF facilities and outbuildings.

6. Fees

The fee for the administrative services associated with this scope of work is not-to-exceed \$15,056, based on the rates below in accordance with contractual terms for the Principal in Charge and Project Administrator.

Principal in Charge hours are proposed for charges incurred for oversight and management of the sub-consultant resources. Coordination of staff turnover when required. Review and approval of monthly invoices, resolving any discrepancies with invoices.

Project Administrator hours are for coordination of time sheets, invoice coordination with sub-consultant, and the processing of invoices.

The fee for the engineering services associated with the scope of work as defined above is not-to-exceed \$228,384, based on the rates below and included in the attached C-Tables.

The total fee for this scope of work is not-to-exceed \$243,440.00.

Company	Position	Hours	Contract Rate	Cost
Barich, Inc.	Principal-In-Charge	24	\$206.00/hr	\$4,944.00
Barich, Inc.	Project Administrator	128	\$79.00/hr	\$10,112.00
Burns Engineering, Inc.	Senior Project Manager	56	\$269.00/hr	\$15,064.00
Burns Engineering, Inc.	Engineering Specialist II	724	\$185.00/hr	\$133,940.00
Burns Engineering, Inc.	Engineering Specialist I	588	\$135.00hr	\$79,380.00
				\$243,440.00

INFORMATION ITEM

**Approved at the
Procurement Committee
meeting on March 26, 2024.**

**The only addition to this
memo since approval is the
red box language.**

MEMORANDUM

TO: Members of the Procurement Committee
FROM: Tricia Cottman, Vice President of Risk Management
DATE: March 26, 2024

ITEM DESCRIPTION

Request the Procurement Committee to approve the award of Request for Proposal 24-375-RFP Insurance Consultant Services to Siver Insurance Consultants (Siver).

BACKGROUND

On January 23, 2024, the Aviation Authority issued Request for Proposal 24-375-RFP Insurance Consultant Services to provide independent insurance consulting services on the risk management program for the Aviation Authority.

An email notification was sent to 2518 registered firms via the Aviation Authority's e-procurement platform. The Solicitation notice was viewed by 426 firms resulting in 30 firms downloading the solicitation documents. During the questions & answers phase, it appeared multiple firms showed interest.

The Awarded Consultant shall assist the Aviation Authority and its insurance brokers in designing and evaluating an insurance program that is acceptable to the Aviation Authority in alignment with its risk appetite. This includes, but is not limited to, reviewing, evaluating, and making recommendations of coverage types, limits, self-insured and other risk retention options, gaps in coverage and difference in conditions.

The proposed term of these professional services will be for five years, with the services to commence on or about May 1, 2024.

ISSUES

On February 21, 2024, the Aviation Authority received one (1) Proposal from Siver Insurance Consultants.

The Staff's review of the respondent's submission found that it was responsive and met the minimum requirements and Siver has the ability to meet the scope of services. Siver is the incumbent provider for these professional services.

SMALL BUSINESS

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

ALTERNATIVES

Not Applicable.

FISCAL IMPACT

Fees for all insurance consulting services shall be invoiced in detail based on the hourly rates which were submitted in the Insurance Consultant proposal. The fiscal impact of this award is not-to-exceed amount of \$250,000 over the term of the contract for Insurance Consultant Services. Funding is from the Operations and Maintenance Fund account. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

This contract may also have costs funded from the insurance project budgets in the BP-S00195 Terminal C Gates 250-253, BP-S00196 Terminal C Gates 250-253 Ramp, Remain Overnight, Airfield, and BP-S00198 Ground Transportation Facility Pedestrian Bridge and Level 3 Build-out programs. An item will be presented to the Construction Committee for cost under this contract impacting the aforementioned programs.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be awarded or recommended to the Aviation Authority Board: (1) award Request for Proposal #24-375 to Siver Insurance Consultants and accept the proposed hourly rates; (2) authorize funding from the Operations and Maintenance Funding in the not-to-exceed amount of \$250,000 for the term of the contract, and (3) authorize the Chief Executive Officer or designee to execute the necessary documents following satisfactory legal review.

ATTACHMENTS

Attachment A – Finance Form