

On **Tuesday, October 11, 2022, the Professional Services Committee** met in the Aviation Authority Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Vice Chair Hunt called the meeting to order at 9:20 a.m. Chairman Hunt read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Professional Services 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:

Gary Hunt, Vice Chair
Marie Dennis, Director of Finance
Marquez Griffin, Director of Airport Operations
Scott Shedek, Director of Construction

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Broad & Cassel)
George Morning, GOAA Director of Small Business Development
Mark Birkebak, GOAA Director of Engineering
Kathy Anderson, GOAA Contracts and Grants
Tara Ciaglia, Recording Secretary

CONSIDERATION OF FIRMS FOR W-00447, SELECTION OF ROADWAY SIGNAGE & INFRASTRUCTURE DESIGNER, AT THE ORLANDO INTERNATIONAL AIRPORT.

1. By September 20, the following Letter of Interest (LOI) was received for the above-referenced services:

- **AVCON, Inc.**

On August 21 and 24, 2022, the Aviation Authority advertised the above-referenced services to provide engineering design, bid, award, and construction administrative services for new and replacement roadway signage and infrastructure projects for the Orlando international Airport campus.

The PSC and staff had previously been furnished a copy of the LOI along with the Advertisement, Submission Requirements, and other supporting documentation. Staff presented reviews of the following selection criteria:

- A. Small Business Review
- B. Insurance Review
- C. Licensing and Claims Review
- D. Reference Review
- E. Financial Review
- F. Staff Evaluation

The proposer met all minimum requirements as set forth in the Submission Requirements.

Discussion ensued by the PSC regarding its evaluation of the submitted LOI. Due to the limited number of responses received, the PSC elected to re-advertise for these services. It was determined that a letter should be provided by AVCON, Inc. to declare their intent to either submit a new proposal or to proceed with the existing proposal.

Upon motion of Mr. Shedek, second by Ms. Dennis, vote carried to direct staff to re-advertise for W-00447, Selection of Roadway Signage & Infrastructure Designer, at the Orlando International Airport.

INFORMATION ITEMS

2. The following items were presented for information only:

- a) Revised Memorandum for Request for Recommendation of Approval to the Chief Executive Officer of an Addendum to the IT Consulting Services Agreement with Advanced IT Concepts, Inc. for FY 2023 Aviation Authority Enterprise Applications for On-Call Support Services at the Orlando International Airport [From Professional Services Committee on October 4, 2022, Agenda Item No. 3]

- b) Revised Memorandum for Request for Recommendation of Approval to the Chief Executive Officer of an Addendum to the IT Consulting Services Agreement with Advanced IT Concepts, Inc. for FY 2023 Aviation Authority Onsite Website Maintenance Support Services at the Orlando International Airport [From Professional Services Committee on October 4, 2022, Agenda Item No. 6]
- c) Revised Memorandum for Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the IT Consulting Services Agreement with Barich, Inc. for FY 2023 Research, Concept Development and CBP Biometric Innovation Lab Program Support at the Orlando International Airport [From Professional Services Committee on October 4, 2022, Agenda Item No. 4]
- d) Revised Memorandum for Request for Recommendation of Approval to the Chief Executive Officer of an Addendum to the IT Consulting Services Agreement with Faith Group Consulting, LLC for FY 2023 MCO Mobile Application Support and Maintenance Services at the Orlando International Airport [From Professional Services Committee on October 4, 2022, Agenda Item No. 5]

ADJOURNMENT

- 3. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:31 a.m.



Gary Hunt, Vice Chair
Professional Services Committee
Director of Maintenance