

**ADDENDUM NO. 61
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Support Services for the Advanced Air Mobility Taskforce, Orlando International and Executive Airport

THIS ADDENDUM is effective this 27th day of February, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Aviation Authority"), and **RICONDO & ASSOCIATES, INC.** ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated January 8, 2021, Aviation Authority and Consultant entered into an agreement for Consultant to provide General Consulting services; and

WHEREAS, under the Agreement, Consultant agreed to perform such additional services for the Aviation Authority as are contained in any additional scope of work established by the Aviation Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

WHEREAS, the Aviation Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the Aviation Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit "A." Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.

2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED amount of FIFTY-NINE THOUSAND ONE HUNDRED THIRTY-NINE AND NO/100 DOLLARS (\$59,139.00)**, broken down as follows:

Professional Fees:	NTE:	\$59,139.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$59,139.00

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;
AND

B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in

Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

4. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Aviation Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated January 8, 2021 and all prior addenda will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Addendum on this day of Mar 4, 2024.

GREATER ORLANDO AVIATION AUTHORITY


boxSIGN 4WB8Q9ZJ-1J55ZY23

By: _____
Max Marble
Sr. Vice President, Capital Programs

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Mar 1, 2024**


By: boxSIGN 1J8RLK51-1J55ZY23 _____
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

RICONDO & ASSOCIATES, INC


boxSIGN 4LWR8Z2Q-1J55ZY23

By: _____
Signature (Duly Authorized Rep.)
Pete Ricondo

Printed Name
Senior Vice President

Title



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental
(Prepared by Chris DeLoatche)

DATE: February 27, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

BACKGROUND

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

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

ISSUES

Consultant's proposal, dated January 2nd 2024, is to provide support services for the newly formed Advanced Air Mobility (AAM) Task Force. The scope of work will include Ricondo's role, including the coordination of Task Force meetings and external outreach activities, preparation of meeting materials, and general support of the Task Force from through September 2024.

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

If approved, these services would be effective the date of Procurement Committee approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$59,139.00. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

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

Not-to-Exceed Fees	\$59,139.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$59,139.00
AAC – Compliance Review Date	<i>SJ</i> 02/08/24
AAC – Funding Eligibility Review Date	02/08/24

ATTACHMENTS

Attachment A: Finance Form

January 2, 2024

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

RE: Advanced Air Mobility Task Force Support Services Scope of Work and Budget

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to the Greater Orlando Aviation Authority (Aviation Authority) to support their newly formed Advanced Air Mobility (AAM) Task Force. The scope of work herein documents Ricondo's role, including the coordination of Task Force meetings and external outreach activities, preparation of meeting materials, and general support of the Task Force from January 2024 through September 2024. Below is a breakdown of the anticipated services to be provided.

General Coordination and Support

Ricondo will provide general support to the AAM Task Force, including assistance with formulation, communications, and meeting logistics.

Internal Task Force Meetings

Ricondo will support up to nine (9) monthly meetings of the AAM Task Force between January 2024 and September 2024. Two (2) Ricondo staff will attend each meeting to facilitate discussions and record minutes. Ricondo will present pertinent technical analyses as requested to support discussions and decision-making of the AAM Task Force. This proposal assumes that research and analyses would need to be completed as part of this effort in advance of the meetings.

Ricondo will prepare meeting materials (e.g., agendas, presentations, etc.) in advance of each meeting and prepare draft meeting notes to be reviewed by Aviation Authority staff. Final meeting notes will be prepared based on Authority comments and will include a summary of action items.

External Outreach Meetings

Ricondo will assist Authority staff with scheduling and coordinating up to three (3) stakeholder outreach meetings, both with internal and external stakeholder groups. Two (2) Ricondo staff will attend each meeting. Ricondo will prepare meeting materials (e.g., agendas, presentations, etc.) in advance of each meeting and prepare draft meeting notes to be reviewed by Aviation Authority staff. Final meeting notes will be prepared based on Authority comments.

Mr. Bradley Friel, A.A.E., AICP
 Greater Orlando Aviation Authority
 January 2, 2024
 Page 2

Deliverables

- Meeting agendas, presentations, and minutes

Schedule

This project is to be completed by September 30, 2024.

Exclusions

- Conceptual renderings are assumed to be part of the on-call consulting services contract, separate from this task.

Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$59,139.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	9	\$ 2,655.00
Ricondo/Manager	\$180.00	153	\$ 27,540.00
Ricondo/Senior Consultant	\$139.00	144	\$ 20,016.00
GSS/Senior Graphics Designer	\$124.00	72	\$ 8,928.00
TOTAL COSTS			\$ 59,139.00
Disadvantaged Business Enterprise (DBE) Participation			15.1 %

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau
 Director



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
January 2, 2024
Page 3

ENCLOSURE – Truth in Negotiation Form

cc: Kevin Thompson
Foo Pham
Aaron Lofurno

21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - aam task force\goaa-aam-task-force_proposal_0102-2024.docx

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED
PROFESSIONAL FEES
 Ricondo & Associates, Inc.

Position:	SENIOR DIRECTOR		MANAGER		SENIOR CONSULTANT		TOTAL		
	\$295		\$180		\$139		labor		Avg. Hourly
Rate (\$/Hour):	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
AAM Task Force									
AAM Task Force Support									
Internal Task Force Meeting	9	\$2,655	27	\$4,860		\$0	36	\$7,515	\$209
Preparation for Task Force and Outreach Meetings including Analyses/Research		\$0	72	\$12,960	144	\$20,016	216	\$32,976	\$153
External Outreach Meetings		\$0	54	\$9,720		\$0	54	\$9,720	\$180
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	9	\$2,655	153	\$27,540	144	\$20,016	306	\$50,211	\$164

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

Position:	SENIOR		TOTAL		
	GRAPHICS DESIGNER		labor		Avg. Hourly
Rate (\$/Hour):	\$124		hours	Cost	Rate
	hours	Cost	hours	Cost	
AAM Task Force					
AAM Task Force Support					
Internal Task Force Meeting	12	\$1,488	12	\$1,488	\$ 124
External Outreach Meetings	60	\$7,440	60	\$7,440	\$ 124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	72	\$8,928	72	\$8,928	\$124

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: 01/02/2024



December 20, 2023

Dear sir or madam,

GSS Creative is pleased to join the Ricondo team and provide graphic support and production for the Advanced Air Mobility Steering Committee Support Services for the Greater Orlando Aviation Authority.

GSS Creative would provide the following services as incorporated in the Ricondo scope of work for following tasks:

- Point Point template specific to this project (including use of the recent "Innovation Connecting the World" rebrand logos and colors)
- Power Point presentations for 9 internal/Steering Committee meetings
- Power Point presentation for 3 external outreach meetings

The budget for the proposed services is 72 hours (\$8,928).

GSS Creative has been providing graphics support similar to those proposed since 1990, including several years working with the Ricondo team on graphics for the Aviation Authority.

We are looking forward to working with the team on this project.

Respectfully,

Michelle Piette
President
Graphics Support Services, Inc.

ATTACHMENT A

FINANCE FORM

Date:	<u>February 06, 2024</u>	Requestor's Extension:	<u>3139</u>
Requestor's Name:	<u>Brad Friel</u>	Preparer's Extension:	<u>2255</u>
Preparer's Name:	<u>Chris DeLoatche</u>	Solicitation #:	<u>N/A</u>
Requestor's Department:	<u>Multi-Modal Planning and Enviro.</u>	Contract # / Name:	<u>General Consulting Services</u>
Description:	<u>AAM Task Force</u>	Procurement Committee Date:	<u>February 27, 2024</u>
Vendor:	<u>Ricondo & Associates, Inc.</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: CIP

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.000000		\$59,139.00				
Total Requisition:		\$59,139.00				
Requisition Number:		96195				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
96195	PC 2/27/24 AAM Task	In Process	07-FEB-2024 11:49:53	USD	59,139.00	Wages, Alice M

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: February 27, 2024

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 15% MWBE participation on this addendum.

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

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS
PLEASE COMPLETE THIS FORM

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

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

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

3.a. Prime Contractor Information:

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.c. *Identity:

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

4. Engineering/Professional Services Information:

Addendum Amount: \$59,139.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	8,928.00	Actual Result	15%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	-	Actual Result	0%
Total MWBE Participation	8,928.00	Actual Result	15%

6.b. Engineering / Professional Service Firm Information:

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

6.b. Name and Address of MWBE Subconsultant

Name: Graphics Support Services, Inc., DBA GSS Creative
 Address: 20 N Clark ST Suite 1500
 City, State, Zip: Chicago, IL 60602
 Telephone: 312-553-2111

6.c. *Identity:

Work Item(s): Caucasian Female American
 Amount of Subcontract \$8,928.00
 Percent of Prime Contract (%): 15%

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