

**ADDENDUM NO. 64
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Passenger Intercept Surveys, Orlando International Airport

THIS ADDENDUM is effective this 24th day of April, 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 TWENTY-TWO THOUSAND NINE HUNDRED FIFTY-FOUR AND 50/100 DOLLARS (\$22,954.50)**, broken down as follows:

Professional Fees:	NTE:	\$22,954.50
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
 Total:		 \$22,954.50

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.

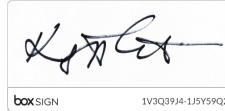
4. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

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 Apr 25, 2024.

GREATER ORLANDO AVIATION AUTHORITY



By: _____
Kevin J. Thibault, P.E.
Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Apr 25, 2024**



By: _____
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

RICONDO & ASSOCIATES, INC



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

Printed Name
Senior Vice President

Title



MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: April 2, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Passenger Intercept Surveys at Orlando International Airport (MCO).

BACKGROUND

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

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

ISSUES

The Consultant's proposal, dated March 11, 2024, is to conduct 1,500 on-site surveys during April and May with the purpose of gathering current and new demographic data and feedback from arriving passengers. Surveys would be conducted in the baggage claim and rental car waiting areas.

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

If approved, these services would be effective the date of the Aviation Authority Board approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$22,954.50. Funding is from previously-approved Operation and Maintenance Funds.

RECOMMENDED ACTION

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

Not to Exceed Fees	\$22,954.50
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$22,954.50
AAC – Compliance Review Date	<i>SJ</i> 03/22/24
AAC– Funding Eligibility Review Date	03/22/24

ATTACHMENTS

Attachment A – Finance Form

March 11, 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: Proposal for Passenger Intercept Survey at Orlando International Airport (MCO)

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) and That Survey Company, LLC (TSC) appreciate the opportunity to submit this proposal to provide passenger survey services for the Greater Orlando Aviation Authority (the Aviation Authority). Services to be completed include the conduct of a passenger survey in April 2024 to gather feedback from arriving passengers utilizing touchscreen tablets.

Below is a breakdown of the anticipated services to be provided. That Survey Company's scope of work including staffing assumptions is included as an attachment to this proposal.

Intercept Passenger Survey Support

TSC team will conduct 1,500 onsite surveys during Spring Break with the purpose of gathering current and new demographic data and feedback from arriving passengers. Surveys would be conducted in the baggage claim and rental car waiting areas. The TSC team will provide the following:

- Consultation, design, and programming of survey
- Onsite representatives/interviewers to administer the survey using touchscreen tablets. After brief instructions from the survey representative, passengers privately complete the survey; the representative remains with the passenger to assist with any questions or clarifications.
- Survey to include up to 15 questions, and question types/formats may include single answer, multi-response answer, numeric, form fields, open-ended, and more.
- The goal is to collect 1,500 completed surveys during the survey period. Surveys will be completed by arriving passengers in the baggage claim and car rental areas.

Deliverables: A full report, including a Management Summary and color charts/graphs, will be emailed (PDF) to the Authority within 10 business days after completing data collection. The raw data of the passenger responses will be provided in an Excel spreadsheet.

Schedule

The proposed services will be completed in April 2024.

Mr. Bradley Friel, A.A.E., AICP
 Greater Orlando Aviation Authority
 March 11, 2024
 Page 2

Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) professional fee amount for the proposed services is \$22,954.50. A copy of TSC and Carolyn Binder, CPA proposals for these services is attached for your reference.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	4	\$ 1,180.00
Manager	\$180.00	12	\$ 2,160.00
TSC/ Owner/Senior Representative	\$85.00	182.5	\$ 15,512.50
TSC/ Survey Representative	\$34.00	100	\$ 3,400.00
Carolyn Binder, CPA/Senior Consultant	\$117.00	6	\$ 702.00
GRAND TOTAL			\$ 22,954.50
WOMEN BUSINESS ENTREPRISE (WBE)/DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION			3.01% 3.06

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

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

cc: 21041212

TRUTH IN NEGOTIATION CERTIFICATION

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

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

Consultant: Ricondo & Associates, Inc.

By:  _____

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

Date: 03/11/2024

APPENDIX A SUBCONSULTANT PROPOSALS

ARRIVING PASSENGER SURVEY QUOTE
Orlando International Airport/GOAA
Sebastien Carreau, RICONDO, 407-446-3007
Survey Dates – April 2024

Overview:

That Survey Company provides intercept survey services to gather important feedback from those important to your business – your arriving passengers. Our friendly survey staff randomly invite travelers to participate in the survey, and by using touchscreen tablets and computers, where the respondent touches his own answers on the screen, it creates a fun and interactive experience for the passenger.

We propose to conduct 1,500 onsite surveys in April 2024 for the purpose of gathering current and fresh demographic data and feedback from arriving passengers while they are onsite and experiencing the Orlando International Airport. Surveys would be conducted in the baggage claim and rental car waiting areas.

That Survey Company (TSC) to provide:

1. Consultation, design and programming of survey.
2. Onsite representatives/interviewers to administer the survey using touchscreen tablets. After brief instruction from the survey representative, passengers privately complete the survey; the representative remains with passenger to assist with any questions or clarifications.
 - a. Survey to occur on dates to be determined, during April 2024
3. Survey to include up to 15 questions, and question types/formats may include single answer, multi-response answer, numeric, ranking, open-ended, and more.
4. The goal is to collect 1,500 completed surveys during the survey period. Surveys will be completed by arriving passengers in the baggage claim and car rental areas.
5. Full report, including Management Summary and color charts/graphs will be emailed (PDF) within 10 business days after completing data collection.
 - a. Additionally, raw data in Excel spreadsheet will be provided.

Greater Orlando Aviation Authority (GOAA) to provide:

1. Security clearance allowing TSC staff on the land side to conduct surveys.
2. Timely coordination for planning survey questions.

Cost:

\$18,912.50 - includes all items above.

Position	Hrly Rates	# labor hrs	cost
Owner/Sr Rep	\$ 85.00	182.5	\$ 15,512.50
Survey Rep	\$ 34.00	100	\$ 3,400.00

Potential Additional Costs:

- a. Increased scope of survey project: Additional questions above 15
- b. Additional reporting, TBD
- c. Multi-lingual survey: Any additional language



Statistical Accuracy:

All information will be said to be "from those polled" and will represent only those who completed the survey. That Survey Company LLC is not responsible for damages or liability as a direct or indirect result of misinterpretation of data by the client or third party. To meet or exceed a 95% confidence level with a margin of error of +/- 5%, 385 surveys are needed out of a population of 58,000,000.

Misc

- That Survey Company LLC – FEIN 47-2785800
- The Hartford – insurance for general liability, professional liability, auto liability, worker comp, umbrella

Quote & Payment Terms:

Prices quoted above are valid for 30 days, and then are subject to change without notice. A non-refundable 20% deposit, plus any incurred travel expenses, secures your survey project, and full balance is due upon receipt (net 15 days) of final report. Past due amounts will be charged interest at 1.5% per month.

About Us:

That Survey Company provides market research services to a variety of businesses and organizations which need to collect feedback and data from guests, attendees and others at events and places of business.

We believe collecting opinions and data from survey respondents should be a fun, friendly and easy experience for the respondent. We won't proclaim that we have PhD's in Statistics (because we don't), and we won't claim we are the only way to conquer learning what your customers really think, but we promise that we will use every reasonable effort to collect valid and meaningful feedback and data based on the scope of the survey project, and that we will present it to you in an easy to read format.

We served our first client in 2001 when we started our business in Orlando, Florida, as a Licensed Distributor for TouchPoll, Inc. After a name change (That Survey Company LLC) and an 8-year stint in Colorado, we have permanently relocated to the Space Coast, FL. Our clients come from a variety of industries and business types and include attractions, fairs, conventions, airports, trade shows, casinos, libraries, museums, special events, theme parks and more. We are delighted to serve returning clients year after year, and we welcome the opportunity to work with you and your organization.

GOAA Accepted by (print name)

Title

Sign name

Date

Donna Gross

Pres/owner

Donna Gross

3-21-24.

TSC Accepted by (print name)

Title

Sign name

Date



CAROLYN BINDER, CPA, LLC

Scope of Services

Greater Orlando Aviation Authority

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

Project Control Support Activities

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

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

Engagement Administration

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

Proposal Price

Our hourly rate to provide these services is **\$117/hour, with an anticipated budget of 6 hours = NTE \$702.00.**

Sincerely,

Carolyn Binder
Carolyn Binder, CPA, LLC
9300 Conroy Windermere Road #2093
Windermere, Florida 34786
407-319-0301
www.bindercpafirm.com

Addenda / Amendments Awarded per Agreement - Summary for Committee

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

General Consulting Services Agreement

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	General Consulting Services Agreement	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
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
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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

Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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		\$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
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 AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23		\$47,440.00	\$47,440.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

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		\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24		\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24		\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA			\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA			\$129,650.00	\$129,650.00

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

\$10,570,217.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Addenda / Amendments in Chronological Order

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

ATTACHMENT A

FINANCE FORM

Date:	<u>March 19, 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>Passenger Intercept Surveys</u>	Procurement Committee Date:	<u>April 2, 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		\$22,954.50				
Total Requisition:		\$22,954.50				
Requisition Number:		96529				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96529	PC 04/02/24 - Ricondo	In Process	19-MAR-2024 16:17:2	USD	23,304.50	Wages, Alice M	<input checked="" type="checkbox"/>



MEMORANDUM

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: April 02, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Passenger Intercept Surveys at Orlando International Airport (MCO).

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 3% 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 Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Passenger Intercept Surveys at Orlando International Airport (MCO).**

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
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: \$22,954.50

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	702.00	Actual Result	3%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	-	Actual Result	0%
Total MWBE Participation	702.00	Actual Result	3%

6.b. Engineering / Professional Service Firm Information:

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

6.b. Name and Address of MWBE Subconsultant

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

6.c. *Identity:

Work Item(s): Caucasian Female American
 Amount of Subcontract \$702.00
 Percent of Prime Contract (%): 3%

* 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)



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: April 24, 2024

ITEM DESCRIPTION

Notification of Committee Recommendations to the Chief Executive Officer for Approval at the April 24, 2024, Aviation Authority Board Meeting

BACKGROUND

The attached list represents contracts executed by the Chief Executive Officer or designee per Board Policy or requiring notification to the Board.

The following list represents contracts recommended by the Procurement Committee (PC) to be executed by the Chief Executive Officer requiring notification to the Aviation Authority Board:

- Amendment to Addendum No. 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Additional Fiscal Year (FY) 2024 On-Call Transportation Planning Services at the Orlando International Airport, for the total not-to-exceed fees amount of \$60,000, with funding from previously-approved Operations and Maintenance Funds. These additional services will include review, analysis, and recommendation for traffic planning and traffic engineering issues identified by the Aviation Authority. The scope may also include meetings, workshops, or presentations, as required by the Aviation Authority. Services will be provided through September 30, 2024. The Aviation Authority has reviewed the proposal from HDR Engineering, Inc., and determined that HDR Engineering, Inc. does not propose any small business participation in this Amendment because of the on-call nature of the services to be provided. The Small Business Department certifies that HDR Engineering, Inc. is in good standing as it related to its small business participation on those addenda in which small business participation is required in its professional services agreement. *[Reference PC Meeting held March 26, 2024, Consent Agenda Item No. II-A].*
- Amendment to Addendum No. 44 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional FY 2024 On-Call General Consulting Services at Orlando International Airport, for the total not-to-exceed fees amount of \$80,000, with funding from previously-approved Operations and Maintenance Funds. Since the approval of Addendum No. 44, several projects have been conducted related to airport development and advanced air mobility that have used a significant portion of the initially approved funding. It has been determined that an additional \$80,000 will be needed to address any further general on-call services. These additional services will include assistance to the Aviation Authority on miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority. These services may relate to, but not necessarily be limited to, professional consulting services for master planning, airfield analysis, terminal planning/programming/design, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services. Services will be provided through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that

Ricondo & Associates, Inc. does not propose any small business participation on this Amendment because of the on-call nature of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement.

[Reference PC Meeting held April 2, 2024, Agenda Item No. II-A].

- Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Passenger Intercept Surveys Services at Orlando International Airport, for the total not-to-exceed fees amount of \$22,954.50, with funding from previously-approved Operations and Maintenance Funds. Services will include conducting multiple onsite surveys in April and May 2024, to gather current and new demographic data and feedback from arriving passengers. These surveys will be conducted in the baggage claim and rental car waiting areas. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 3% MWBE participation on this Addendum and certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held April 2, 2024, Agenda Item No. II-B].*