GOAA DATE: 5/17/23ITEM #8-C
DOCUMENTARY # $_{101687}$ 

# AMENDMENT 5 to ADDENDUM NO. 5 TO THE AGREEMENT DATED JULY 12, 2022 BETWEEN GREATER ORLANDO AVIATION AUTHORITY AND AECOM TECHNICAL SERVICES, INC.

Project: Additional Program Management Services for the Construction

Phase for BP-S00195 Terminal C, Phase 1X - Airside Concourse,

**Orlando International Airport** 

**THIS AMENDMENT** is effective this 1st day of July, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **AECOM TECHNICAL SERVICES, INC.** ("Consultant').

#### WITNESSETH:

**WHEREAS**, by Agreement dated July 12, 2022, Authority and Consultant entered into an agreement for Consultant to provide Continuing Program and Project Management Services; and

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

**WHEREAS**, the Authority and the Consultant desire to enter into this Amendment 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 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 **TWO MILLION THREE HUNDRED TWENTY-THREE THOUSAND TWO HUNDRED TEN AND NO/100 DOLLARS (\$2,323,210.00)**, broken down as follows:

Professional Fees:NTE:\$2,260,310.00Professional Fees:LS:\$0.00Reimbursable Expenses:NTE:\$62,900.00

Total: \$2,323,210.00

- Except as expressly modified in this Amendment, the Agreement dated July 12, 2022 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 Amendment this day of May 24, 2023.

**GREATER ORLANDO AVIATION AUTHORITY** 

Approved as to Form and Legality (for the benefit of GOAA only) this day of May 18, 2023  Karen Ryan  By:	Ву:	Kevin J. Thibault  Kevin J. Thibault, P.E.  Chief Executive Officer
NELSON MULLINS BROAD AND CASSEL, Legal Counsel Greater Orlando Aviation Authority	By:	AECOM TECHNICAL SERVICES, INC. ROSS Spence
	·	Signature (Duly Authorized Rep.)  Ross Spence  Printed Name
		Vice President

Title





Orlando International Airport One Jeff Fuqua Boulevard Orlando, Florida, 32827-4392 (407) 825-2001

### Memorandum

То:	Members of the Construction Committee				
From:	Scott Shedek, Vice President of Construction (Prepared by Ross Spence, OAR)				
Date:	April 25, 2023				
Re:	Request for Recommendation of Approval of an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Program Management Services for the Construction Phase for BP-S00195 Termina C, Phase 1X – Airside Concourse at Orlando International Airport				
the above ref 2022, the Coreferenced ag Committee re subsequently through Marc Amendment thandling syst Construction (	2022, the Construction Committee approved Addendum No. 5 for \$247,611.00 to ferenced agreement for services through December 14, 2022. On October 25, construction Committee approved an Amendment for \$5,000.00 to the above preement to cover reprographic costs. On November 22, 2022, the Construction ecommended approval of an Amendment for \$1,580,568.00 which was approved by the Aviation Authority Board on December 14, 2022 for services th 31, 2023. On February 7, 2023, the Construction Committee approved and for \$180,336.00 to the above referenced agreement for additional baggage term related services through April 30, 2023. On February 28, 2023, the Committee approved an Amendment for \$2,576,690.00 which was subsequently the Aviation Authority Board on March 15, 2023 for services through June 30,				
the project. (services to su	me it has been determined that additional services are required to support Consultant's proposal, dated April 12, 2023, is to provide additional staff apport Terminal C Phase 1X Airside Concourse Restart. These services include, mited to, project management, scheduling, and administrative functions for the department.				
If approved, th	nese services would be effective July 1, 2023.				
This continuin  ⊠ Experienc  ⊠ Expertise	g consultant was selected for this task based on (☑ all that apply):  e   ☑ Available Personnel   ☑ Current Workload      ☑ Equitable Distribution   ☐ Other:				
	DB/DBE participation has been reviewed by the Office of Small Business. Their findings and recommendation are attached.				
	m General Airport Revenue Bonds, Passenger Facility Charges to the extent eligible, epartment of Transportation Grants to the extent eligible. Funding source verified by of Construction Finance on / / as correct and available.				

It is respectfully requested that the Construction Committee recommend to the Aviation Authority Board approval an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$2,260,310.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$62,900.00
TOTAL	\$2,323,210.00
TOTAL  AAC – Compliance Review Date	<b>\$2,323,210.00</b>



April 12, 2023

Mr. Scott Shedek Vice President of Construction GREATER ORLANDO AVIATION AUTHORITY 5850 Cargo Road Orlando, Florida 32827-4399

Subject: ASC P1X Restart - Additional Staffing Services

Orlando International Airport

Dear Mr. Shedek:

AECOM is pleased to submit this proposal to provide additional staffing services for projects defined by the Vice President of Consturction at the Orlando International Airport. This proposal has been prepared based on our understanding of the following scope of work: additional staffing for the ASC P1X Restart.

This Task will be an Amendment to Addendum No. 05 to AECOM's Continuing Program and Project Management Services, dated July 12, 2022. This work will be billed for a Not-to-Exceed amount of \$2,323,210.00.

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

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

Sincerely,

Ross Spence Program Manager

**AECOM Technical Services, Inc.** 

## GOAA P1 X Restart - Project Construction Phase

MOD	COMPANY	Hourly Rate	WKS TO GO	DESCRIPTION AND PERSON'S NAME	START DATE	COMPL. DATE	LOA	RECASTED DED LABOR OMPLETE
1	AECOM	\$ 293.00	13.00	STC Program Director	7/1/2023	9/30/2023	\$	152,360.00
1	KMERK	\$ 293.00	13.00	Ross Spence STC Program Director	7/1/2023	9/30/2023	\$	152,360.00
1	BCSI	\$ 180.00	13.00	Ksenia Merck STC Project Manager III	7/1/2023	9/30/2023	\$	93,600.00
1	BCSI	\$ 180.00	13.00	Scott Mizell STC Project Manager III	7/1/2023	9/30/2023	\$	93,600.00
1	ECO	\$ 97.00	13.00	Tom Reeder STC LEED Specialist	7/1/2023	9/30/2023	\$	50,440.00
0.6	AECOM	\$ 180.00	13.00	Robyn Dowsey STC Project Manager III	7/1/2023	9/30/2023	\$	56,160.00
0.5	AECOM	\$ 107.00	13.00	Torie Brooks STC Document Control II	7/1/2023	9/30/2023	\$	27,820.00
1	JSG	\$ 167.00	13.00	Lisa Stoeckert STC Project Manager II	7/1/2023	9/30/2023	\$	86,840.00
1	GCI	\$ 124.00	13.00	Laura Joslyn STC Sr Inspector I	7/1/2023	9/30/2023	\$	64,480.00
	AFOOM	¢ 407.00	42.00	Nabeel Aladham STC Project Manager II - Structure	7/4/0000	0/00/0000	•	00.040.00
	AECOM	\$ 167.00		Steve Fuller	7/1/2023	9/30/2023	\$	86,840.00
1	WSP	\$ 210.00		STC Senior Construction Manager  Dan Stuart	7/1/2023	9/30/2023	\$	109,200.00
1	GCI	\$ 180.00	13.00	STC Project Manager III - Safety John Panzella	7/1/2023	9/30/2023	\$	93,600.00
1	GCI	\$ 124.00	13.00	STC Sr. Inspector I - Mechanical Mark Penoyar	7/1/2023	9/30/2023	\$	64,480.00
1	OPC	\$ 165.00	13.00	STC Senior Scheduler II Todd Nolan	7/1/2023	9/30/2023	\$	85,800.00
1	HAHN	\$ 180.00	13.00	STC Project Manager III Garry White	7/1/2023	9/30/2023	\$	93,600.00
1	HAHN	\$ 180.00	13.00	STC Project Manager III Gregory Chomitzky	7/1/2023	9/30/2023	\$	93,600.00
1	HAHN	\$ 156.00	13.00	STC Project Manager I	7/1/2023	9/30/2023	\$	81,120.00
0.25	СМІ	\$ 107.00	13.00	Victoria Harvey STC Document Control II	7/1/2023	9/30/2023	\$	13,910.00
1	СМІ	\$ 179.00	13.00	Priya Basant STC Senior Estimator II	7/1/2023	9/30/2023	\$	93,080.00
1	СМІ	\$ 179.00	13.00	Pando Basant STC Senior Estimator II	7/1/2023	9/30/2023	\$	93,080.00
1	CMI	\$ 179.00	13.00	Philippe Eustache STC Senior Estimator II	7/1/2023	9/30/2023	\$	93,080.00
1	BCSI	\$ 210.00	13.00	Nick Phillips STC Senior Construction Manager - Quality	7/1/2023	9/30/2023	\$	109,200.00
1	NV5	\$ 108.00		Matt Breen STC Senior Contract Administrator	7/1/2023	9/30/2023	\$	56,160.00
				Courtney Blankenship STC Sr. Inspector I - Electrical	7/1/2023			
	GCI	\$ 124.00		Rich Dobbyn		9/30/2023	\$	64,480.00
	PSA	\$ 180.00		STC Project Manager III - P1 Coordination  Don Corthell	7/1/2023	9/30/2023	\$	46,800.00
0.5	PSA	\$ 124.00		STC Sr. Inspector I - Electrical Dale Race	7/1/2023	9/30/2023	\$	32,240.00
1	AECOM	\$ 221.00		STC Assistant Program Manager - BHS Pankaj Gupta	7/1/2023	9/30/2023	\$	114,920.00
0.5	WSP	\$ 221.00	13.00	STC Assistant Program Manager - BHS Jim Wheeler	7/1/2023	9/30/2023	\$	57,460.00
1	TBD*			STC - Envelope Commissioning Agent - Start Up	-	-	\$	50,000.00
1	Misc			Expenses - Software, office supplies			\$	12,900.00

<sup>\*</sup> Commissioning initial services budget value (Not to Exceed Reimbursables).

From: Spence, Ross

To: <u>Jillian Stansell</u>; Ross Spence

Cc: Laura Joslyn; Lisa Rainey; Michael Gardner; Becky Sanchez; Johanna Arriaga; LaChant Barnett; Patricia Bryant;

Vicki Hoffmar

Subject: Re: BPS00195 AECOM Additional Prog. Mgt., 4/25 CCM

**Date:** Monday, April 17, 2023 1:20:56 PM

Attachments: <u>image001.png</u>

20230425 - P1X ASC Restart AECOM - Staff through September 2023 - rev1.pdf

#### Hello Jillian,

Please see the comments below and the attached revision.

- Please see the attached PDF for my recommended memo edits. The main recommended edit is that I added the through dates of the most current amendments to show that there is no overlap in services with this newest amendment.
- Do you have any supporting documentation for the STC Envelope Commissioning Agent -Start Up?
  - If not, can you describe what services will be provided as part of this expense? Initial services for RFI/Submittal reviews related to building envelope as needed. Attend any precon meetings related to roofing or exterior skin through September 2023.
- The reimbursable expenses are estimating a total of 5 months, but this scope only covers 3 months. Please review and revise as needed. **Revised**
- What is included in the proposed "safety" costs? PPE, safety glasses, vests, safety signage, as needed.
- What is included in the proposed "office supplies" costs? Notepads, binders, pens, general
  office materials.
- Please confirm the reprographic/printing costs will be performed by a third party, out of house. GOAA does not reimburse for in-house printing. **Confirmed.**
- For NV5 STC Project Coordinator II, the rate proposed is \$107/hour. However, the GOAA approved rate for STC Project Coordinator II is only \$94/hour. Please review and revise accordingly. Corrected to STC Senior Contract Administrator for \$108/hr.

#### Thanks.

#### **Ross Spence**

STC Sr. Program Director
D 1-407-825-4159 C 1-407-271-3204
ross.spence@aecom.com

#### **AECOM**

11064 Canal Road, Orlando, FL 32827 <a href="https://www.aecom.com">www.aecom.com</a>

#### **STC P1X Reimbursables Schedule**

	Months	Mo	onthly Total	G	irand Total
Safety (glasses, vests, signage)	3	\$	250.00	\$	750.00
Reprographics/Printing (3rd party)	3	\$	500.00	\$	1,500.00
Office Supplies (OAR/Owner) - pens, notebooks, etc	3	\$	200.00	\$	600.00
Capital Program Software	3	\$	3,000.00	\$	9,000.00
Estimating Software	3	\$	300.00	\$	900.00
Online Mtg Subscription	3	\$	50.00	\$	150.00

Budget Total \$ 4,300.00 \$ 12,900.00

#### TRUTH IN NEGOTIATION CERTIFICATION

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

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the 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: <u>AECOM Technical Services Inc.</u>

By:

Print Name: Koss Spence

Date: April 12, 2023



#### **GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport 5850-B Cargo Road Orlando, Florida 32827-4399

#### **MEMORANDUM**

To: Members of the Construction Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: April 25, 2023

Re: Request for Recommendation of Approval of an Amendment to Addendum No. 05 to the Continuing

Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Program Management Services for the Construction Phase for BP-S00195 Terminal C,

Phase 1X Airside Concourse, at Orlando International Airport

We have reviewed the qualifications of the subject contract's DBE specifications and determined that AECOM Technical Services, Inc. proposes 16% DBE participation on this amendment.

Our analysis indicates that AECOM Technical Services, Inc. is eligible for award of the subject amendment.

DBE UTILIZATION FORM FOR F	FEDERALLY FUNDED PROJECTS					
PLEASE COMPLETE THIS FORM	1					
This form should be used to re	port Construction and Engineering /Professional Services activit	ies.				
	<u></u>					
Name of Airport:	Orlando International Airport	Telephone No: (407) 825-7130	-			
Address:	One Jeff Fuqua Boulevard, Orlando, FL 32827					
Project Name & Number:	Request for Recommendation of Approval of an Amenda	nent to Addendum No. 05 to the Continuing Program	and Project Management Services A	Agreement with		
	AECOM Technical Services, Inc. for Additional Program N	lanagement Services for the Construction Phase for	BP-S00195 Terminal C, Phase 1X Air	side Concourse,		
	at Orlando International Airport					
1. Construction Information:		4. Engineering/Professional Services	Information:			
Amendment Amount:		Amendment Amount:	2,323,210.00			
2. DBE Goal by Group Represent.	ation:	5. DBE Goal by Group Representation	n:			
Asian Pacific American	Actual Result	Asian Pacific American	- Actual Result			
Asian Subcontinent American	Actual Result	Asian Subcontinent American	- Actual Result	0%		
Black American	Actual Result	Black American	366,080.00 Actual Result	16%		
Caucasian Female American	Actual Result	Caucasian Female American	- Actual Result	0%		
Hispanic American	Actual Result	Hispanic American	- Actual Result	0%		
Native American	Actual Result	Native American	- Actual Result	0%		
Other	Actual Result	Other	Actual Result	0%		
Total DBE Participation	- Actual Result	Total DBE Participation	366,080.00 Actual Result	16%		
3.a. Prime Contractor Information	:	6.b. Engineering / Professional Services	s Firm Information:			
Name:		Name: AECOM Technica	al Services, Inc.			
Address:						
City, State, Zip:		City, State, Zip: Tampa, FL 33607				
Telephone:		Telephone: <b>813-636-2425</b>				
3.b. Name and Address of DBE Sul	bcontractor	6.b. Name and Address of DBE Subcor	nsultant			
Name:		Name: Please see attach				
A al al a a a a .		Address:				
City, State, Zip:		City, State, Zip.				
Telephone:		Telephone:				
3.c. *Identity:		6.c. *Identity:				
Work Item(s):		Work Item(s):				
Amount of Subcontr	ract:	Amount of Subcontract:				
	ract:	Dougont of Drime Contract.				

I certify that the information included on this form and its attachment is correct

Signature: Edelis Molina Date: 04/25/23

for George I. Morning, Vice President of Small Business Department

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

#### **DBE Subcontractor/Subconsultant Certification** Request for Recommendation of Approval of an Amendment to Addendum No. 05 to the Continuing Program Project Name & Number: and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Program Management Services for the Construction Phase for BP-S00195 Terminal C, Phase 1X Airside Concourse, at **Orlando International Airport** Prime Firm: **AECOM Technical Services, Inc.** Amendment Amount: \$2,323,210.00 **Company Name** PSA Management, Inc. Geotech Consultants International, Inc. **Address** 800 N Magnolia Ave, Suite 1850 2290 N Ronald Reagan Blvd, Suite 100 City, State, Zip Orlando, FL 32803 Longwood, FL 32750 Phone (407) 898-9119 407-331-6332 Identity Black American Black American STC Project Manager III - P1 Coordination, STC Sr. STC Sr Inspector I, STC Project Manager III - Safety, Work Item Inspector I - Electrical STC Sr. Inspector I - Mechanical, STC Sr. Inspector I **Amount of Subcontract** 79,040.00 287,040.00 Percentage 3.4% 12.4% **Company Name** Address City, State, Zip Phone Identity **Work Item Amount of Subcontract** Percentage **Company Name** Address City, State, Zip Phone Identity **Work Item Amount of Subcontract** Percentage **Company Name Address** City, State, Zip Phone Identity Work Item **Amount of Subcontract** Percentage \$366,080.00 16% 2,323,210.00



#### **GREATER ORLANDO AVIATION AUTHORITY**

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

#### **MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Max E. Marble, Chair, Construction Committee

DATE: May 17, 2023

#### ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Construction Phase Program Management Services for Project Bid Package (BP) No. S00195, Terminal C Airside Concourse Gates C250 – C253, at the Orlando International Airport

#### **BACKGROUND**

In 2022, the firms providing Continuing Program and Project Management Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On May 18, 2022, the Aviation Authority Board approved a Continuing Program and Project Management Services Agreement with each of the following firms:

- AECOM Technical Services, Inc.
- Cost Management, Inc. dba CMI (MWBE)
- Geotech Consultants International, Inc. dba GCI, Inc. (MWBE)
- PSA Constructors, Inc. dba PSA Management, Inc. (MWBE/LDB)
- The Roderick Group, Inc. dba Ardmore Roderick (MWBE)
- WSP USA, Inc.

These no-cost base agreements established the negotiated hourly rates. These services include all services necessary for the management of the design and construction of both individual projects and programs consisting of two or more individual projects, including the management of design from planning and conceptual design phase through detailed design, bidding and award of construction contracts; development of design criteria documents, and management of design/build contracts; management of the construction and commissioning of projects including performing as the Owner's Authorized Representative (OAR); providing material testing, quantity surveying, construction inspection, construction safety compliance inspection, and other services required to verify compliance of construction with contract documents; providing cost estimating, cost control, scheduling, progress reporting, and planning services to support both design and construction activities; negotiations of contracts for program and project related professional and construction services required from the Aviation Authority's other consultants and contractors; coordination of the activities of multiple consultants and contractors onsite; and all other related services, which may be required to accomplish the planning, funding, design, bidding and award, construction, commissioning and operation of projects and programs for the Aviation Authority's existing and future facilities.

On October 4, 2022, the Construction Committee approved Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the initial Program Management Services for BP No. S00195, Terminal C Airside Concourse Gates C250 – C253,

at the Orlando International Airport, for the total amount of \$247,611. Amendments to this addendum have been approved, as follows:

Amendment No.	Approval Date	Amount
1	October 25, 2022	\$ 5,000
2	December 14, 2022	\$1,580,568
3	February 2, 2023	\$ 180,336
4	March 15, 2023	\$2,576,690

#### **ISSUES**

A fee has been negotiated with AECOM Technical Services, Inc. for the total amount of \$2,323,210 for Additional Construction Phase Program Management Services for BP No. S00195, Terminal C Airside Concourse Gates C250 – C253, at the Orlando International Airport. Services will include, but are not limited to, additional program and project management, scheduling and administrative functions to the Construction Department. Services will be provided through September 30, 2023.

These services with AECOM Technical Services, Inc. are required to keep the project on schedule while Jacobs Project Management Co. (Jacobs), the selected Executive Program Management and Oversight (PMO) Services for Terminal C Programs, accomplishes their initial program assessment. Fees for Jacobs' PMO services will be presented at the June Aviation Authority Board meeting with Jacobs presenting its subconsultant team and fees at the August Board.

On April 25, 2023, the Construction Committee recommended approval of an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Construction Phase Program Management Services for BP No. S00195, Terminal C Airside Concourse Gates C250 – C253, at the Orlando International Airport, as outlined in the memorandum.

#### **SMALL BUSINESS**

The Aviation Authority has reviewed the proposal submitted by AECOM Technical Services, Inc., and determined that AECOM Technical Services, Inc. proposes 16% Disadvantaged Business Enterprise (DBE) participation on this amendment, and certifies that AECOM Technical Services, Inc. is in good standing as it relates to its small business participation.

#### **ALTERNATIVES**

None.

#### FISCAL IMPACT

Fiscal impact is \$2,323,210. Funding is from Florida Department of Transportation (FDOT) Grants to the extent eligible, Passenger Facility Charges to the extent eligible, and General Airport Revenue Bonds.

#### **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee and approve an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Construction Phase Program Management Services for BP No. S00195, Terminal C Airside Concourse Gates C250 – C253, at the Orlando International Airport, for the total amount of \$2,323,210, which includes the not-to-exceed fee amount of \$2,260,310 and the not-to-exceed reimbursable expenses amount of \$62,900, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.