

**ADDENDUM NO. 2
TO THE AGREEMENT DATED NOVEMBER 27th, 2022
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY**

Project: FY23 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Construction Finance Department (Task 1), Orlando International Airport

THIS ADDENDUM is effective this 1st day of January, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY** ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated November 27th, 2022 Authority and Consultant entered into an agreement for Consultant to provide Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory 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 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 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 **ONE MILLION ONE HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED SIXTY AND NO/100 DOLLARS (\$1,118,560.00)**, broken down as follows:

| | | |
|-------------------------------|-------------|-----------------------|
| Professional Fees: | NTE: | \$1,118,560.00 |
| Professional Fees: | LS: | \$0.00 |
| Reimbursable Expenses: | NTE: | <u>\$0.00</u> |
| Total: | | \$1,118,560.00 |

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. 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, 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 November 27th, 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 Addendum this 3rd day of January, 2023.

GREATER ORLANDO AVIATION AUTHORITY

**Approved as to Form and Legality
(for the benefit of GOAA only)**

this 27th day of December, 2022

By: 
**Rumberger, Kirk & Caldwell, PA,
Legal Counsel, Greater Orlando
Aviation Authority**

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

**ANSER ADVISORY CONSULTING, LLC dba
ANSER ADVISORY**

By: 

Signature (Duly Authorized Rep.)

Robert K Brancheau

Printed Name

Executive Vice President

Title



HANDOUT
11/22/2022 PSC
Item 3
Revised Entire Item

Orlando
Orlando
Orlando

(407) 825-2001

Memorandum

To: Members of the Professional Services Committee

From: Marie Dennis, Director of Finance
(As Prepared by Lisa Rainey)

Date: November 22, 2022

Re: Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services Agreement with Anser Advisory Consulting, LLC (AAC) for FY23 Financial Consulting for Construction, Maintenance, Environmental and Other Projects to the Construction Finance Department (Task 1) at the Orlando International Airport and Orlando Executive Airport

Consultant's proposal dated November 10, 2022, is to provide FY23 Financial Consulting for Construction, Maintenance, Environmental and Other Projects services to the Construction Finance Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports.

Services provided in the proposal cover the period January 1, 2023, through September 30, 2023. If approved, these services would be effective January 1, 2023.

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

Funding is from Operation and Maintenance Funds in the amount of \$392,792.00 and Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, Florida Department of Transportation grants to the extent eligible, and General Airport Revenue Bonds in the amount of \$725,768.00. Funding source(s) verified by _____ of Construction Finance on ___/___/___ and by _____ of Construction Finance on ___/___/___ as correct and available.

It is respectfully requested that the Professional Services Committee recommend to the Aviation Authority Board approval of an Addendum to the Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services with Anser Advisory Consulting, LLC (AAC) for the services contained herein and the amount as shown below:

| | |
|---------------------------------------|-----------------------|
| Not to Exceed Fees | \$1,118,560.00 |
| Lump Sum Fees | \$0.00 |
| Not to Exceed Expenses | \$0.00 |
| TOTAL | \$1,118,560.00 |
| AAC – Compliance Review Date | JSS 11/21/22 |
| AAC – Funding Eligibility Review Date | JSS 11/21/22 |



November 10, 2022

Ms. Marie Dennis
Director of Finance
Greater Orlando Aviation Authority
5850 Cargo Road
Orlando FL 32814

Dear Ms. Dennis:

Anser Advisory Consulting, LLC (AAC) is pleased to submit this proposal to provide FY23 Financial Consulting for Construction, Maintenance, Environmental and Other Projects services to the Finance Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports. The scope of services in this proposal consists of the following elements:

- Assist with the development of project control budgets and funding plans for construction projects.
- Construction Finance Oversight Committee (CFOC) support including pre-meetings, actual meetings, preparation of funding strategies, preparation of CFOC ratification and action memoranda, updates of Estimated Cost at Completion (EAC), and preparation and updates of CFOC worksheets.
- Funding eligibility reviews for planning, design, and construction related items including, but not limited to, direct pays, start-up packages for CIP funded projects, PIRs, and other items as requested by GOAA Finance Department (eligibility reviews for items approved by the Authority's Construction Committee and Professional Services Committee are covered under Financial Consulting for Construction, Maintenance, Environmental and Other Projects services provided to the Construction Department).
- Financial analysis to include Cash Flow, Commitments, and Funding projections for CIP projects, and other financial analyses as requested by GOAA Finance Department.
- Review of funding plans for existing and/or completed CIP projects or programs to optimize funding.
- Review of usage of previously issues bond proceeds to ensure compliance with tax status and assist with closeout of prior bonds.
- Annual tasks include writing and/or review of project sections in annual budget brief and CAFR items such as MD&A and CIP sections.
- Bond support services to assist with the anticipated bond issues.
- Perform all other services as requested by the Finance Department.



There are several restart efforts including: the Ground Transportation Facility (GTF) pedestrian bridge connecting the new South Terminal to the SAPM and Intermodal Facility (ITF), the restart and completion of the four proposed Multiple Apron Ramp System (MARS) gates and the restart and completion of the aircraft apron and airfield for taxiways that were originally part of the Phase 1 Expansion portion of the South Terminal Program. Specific to these restart projects, including those projects that have received federal funding, AAC will provide the following services:

- Control Budget Development - This task is to establish and maintain the control budgets for the major cost elements based on construction cost estimates prepared by other consultants.
- Funding Plan Development - This task is to establish and update the funding plan for the major cost elements and ensure that the proposed funding sources are aligned with the proposed scope of work.
- Funding Compliance – This task is to ensure that funding requirements are met. Specifically, this task will focus on the federal funding requirements to provide assurance to the Aviation Authority that AIG and ATP grant funds are properly allocated and used. This includes applying provisions of 2 CFR Part 200 Uniform Administrative requirements.
- Funding Eligibility – This task is to prepare funding eligibility determinations for all design and construction related costs.
- Financial Analysis – This task is to prepare cashflow projections by fund source, prepare sources and uses of fund analysis, assist with cash management, assist with the development of funding optimization strategy, and provide bond support services.
- Financial Oversight – This task is to assist with the preparation and updates of Construction Finance Oversight Committee (CFOC) worksheets including updates of Estimated Cost at Completion (EAC), development of project budgets and funding plans, tracking of variances to the CIP, and development and updates of Control Documents. This task is to prepare CFOC ratification and action memoranda in support of the program.
- Program Support – This task is to provide a wide range of strategic support activities to the Senior Director and Directors leading the overall program.
- Control Procedures Development - This task is to develop internal control procedures and/or review/improve existing procedures as needed. Areas covered include, but are not limited to, federal and state funding compliance, cost reporting, cost at completion forecasting, budget and funding development, and invoices review.
- Assist with FDOT and FAA grant invoicing requirements as needed.
- Assist with FAA change management process as needed.
- Assist with annual grant Single Audit requirements as needed.
- Other services as requested by the Finance Department.



Our estimated effort totals a not-to-exceed amount of \$1,118,560.00 with an estimate of hours and billing rates provided in Exhibit 1 with the breakdown of fees by program in Exhibit 2. These services cover the period beginning January 1, 2023, through September 30, 2023.

AAC does not propose any MWBE participation for these support services due to the specific nature of the proposed services.

We appreciate the opportunity to present this proposal and look forward with working with the Authority on this important project. Should you have any questions or if we may be of further assistance, please do not hesitate to contact me at (407) 595-2599.

Sincerely,

David O. Benouaich
Project Executive
david.benouaich@anseradvisory.com

| EXHIBIT 1 | | | | |
|-------------------------------|------------------|-------------------------------------|-----------------------|-----------------------|
| Firm | Position | FY 2023 Billing Rate | Total Hour | Total Fees |
| Anser | Sr. Associate | \$ 107.00 | 969 | \$ 103,683.00 |
| Anser | Principal | \$ 295.00 | 180 | \$ 53,100.00 |
| Anser | Manager | \$ 146.00 | 789 | \$ 115,194.00 |
| Anser | Principal | \$ 295.00 | 648 | \$ 191,160.00 |
| Anser | Principal | \$ 295.00 | 360 | \$ 106,200.00 |
| Anser | Director | \$ 225.00 | 744 | \$ 167,400.00 |
| Anser | Staff Accountant | \$ 93.00 | 576 | \$ 53,568.00 |
| Anser | Director | \$ 225.00 | 684 | \$ 153,900.00 |
| Anser | Manager | \$ 146.00 | 144 | \$ 21,024.00 |
| Anser | Sr. Associate | \$ 107.00 | 1,433 | \$ 153,331.00 |
| | | | | |
| TOTAL | | | 6,527 | \$1,118,560.00 |
| | | | | |
| Total Prime Consultant | | | | \$1,118,560.00 |
| Total Small Business | | | | \$ - |
| Percent Participation | | | | 0.0% |

| EXHIBIT 2 | | | |
|--|------------------------|---------------------------------|------------------------|
| Program | Anser Total | Subconsultants Total | Total |
| Multiple Apron Ramp System (MARS) Gates | \$ 531,286.00 | \$ - | \$ 531,286.00 |
| Ground Transportation Facility (GTF) | \$ 99,595.00 | \$ - | \$ 99,595.00 |
| Aircraft Apron and Airfield for Taxiways | \$ 94,887.00 | \$ - | \$ 94,887.00 |
| Operational and Maintenance (O&M) | \$ 392,792.00 | \$ - | \$ 392,792.00 |
| TOTAL | \$ 1,118,560.00 | \$ - | \$ 1,118,560.00 |

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: Anser Advisory Consulting, LLC



By: _____

Print Name: Robert K Brancheau

Date: 11/10/2022 _____



MEMORANDUM

To: Members of the Professional Services Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: November 22, 2022

Re: Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services Agreement with Anser Advisory Consulting (AAC) for FY23 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Construction Finance Department (Task 1) at the Orlando International Airport and Orlando Executive Airport.

We have reviewed the proposal from Anser Advisory Consulting, LLC (AAC) and determined that Anser Advisory Consulting, LLC (AAC) does not propose small business participation on this Addendum due to the specific nature of the proposed services.

Our analysis indicates that Anser Advisory Consulting, LLC (AAC) is eligible for award of the subject Addendum.

REQUEST FOR RECOMMENDATION OF APPROVAL TO THE AVIATION AUTHORITY BOARD OF AN ADDENDUM TO THE FINANCIAL CONSULTING FOR CONSTRUCTION, MAINTENANCE, ENVIRONMENTAL, AND OTHER PROJECTS; CONSTRUCTION PAYMENT APPLICATION AND INVOICE REVIEW; FINANCIAL CONSULTING FOR THE CAPITAL IMPROVEMENT PROGRAM (CIP) AND CAPITAL INITIATION REQUESTS (CIR); GRANT AND PASSENGER FACILITY CHARGE (PFC) APPLICATION SERVICES; EXTENSION OF STAFF SERVICES; AND AUDIT AND ADVISORY SERVICES AGREEMENT WITH ANSER ADVISORY CONSULTING, LLC FOR FY 2023 FINANCIAL CONSULTING FOR CONSTRUCTION, MAINTENANCE, ENVIRONMENTAL AND OTHER PROJECTS TO THE CONSTRUCTION FINANCE DEPARTMENT (CATEGORY 1), AT THE ORLANDO INTERNATIONAL AIRPORT AND ORLANDO EXECUTIVE AIRPORT.

3. [A handout was presented, which included a revised Memorandum, and Supporting Documentation.] Mr. Brancheau presented the memorandum. Discussion ensued.

Ms. Dennis stated that this item is subject to funding consensus by the Construction Finance Oversight Committee (CFOC).

Upon motion of Mr. Griffin, second by Ms. Dennis, vote carried to recommend approval to the Aviation Authority Board of an Addendum to the Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services Agreement with Anser Advisory Consulting, LLC for FY 2023 Financial Consulting for Construction, Maintenance, Environmental and Other Projects to the Construction Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,118,560.00, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operation and Maintenance Funds; subject to funding consensus by the CFOC. [Subsequent to the Construction Committee meeting, the CFOC consensed funding for this item, as outlined above.]

REQUEST FOR RECOMMENDATION OF APPROVAL TO THE AVIATION AUTHORITY BOARD OF AN ADDENDUM TO THE FINANCIAL CONSULTING FOR CONSTRUCTION, MAINTENANCE, ENVIRONMENTAL, AND OTHER PROJECTS; CONSTRUCTION PAYMENT APPLICATION AND INVOICE REVIEW; FINANCIAL CONSULTING FOR THE CAPITAL IMPROVEMENT PROGRAM (CIP) AND CAPITAL INITIATION REQUESTS (CIR); GRANT AND PASSENGER FACILITY CHARGE (PFC) APPLICATION SERVICES; EXTENSION OF STAFF SERVICES; AND AUDIT AND ADVISORY SERVICES AGREEMENT WITH ANSER ADVISORY CONSULTING, LLC FOR SOUTH TERMINAL C FINANCIAL CLOSEOUT SERVICES TO THE FINANCE DEPARTMENT FOR W-S00120, SOUTH TERMINAL C, PHASE 1- FINANCIAL OVERSIGHT (CATEGORY 1), AT THE ORLANDO INTERNATIONAL AIRPORT.

4. [A handout was presented, which included a revised Memorandum, Supporting Documentation, and an Office of Small Business Development Participation Memorandum.] Mr. Brancheau presented the memorandum. Discussion ensued.

Upon motion of Mr. Griffin, second by Ms. Dennis, vote carried to recommend approval to the Aviation Authority Board of an Addendum to the Financial Consulting for Construction, Maintenance, Environmental, and other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services Agreement with Anser Advisory Consulting, LLC for South Terminal C Financial Closeout Services to the Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,183,797.00, with funding from General Airport Revenue Bonds.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chairman, Professional Services Committee

DATE: December 14, 2022

ITEM DESCRIPTION

Recommendation of the Professional Services Committee to Approve Multiple Addenda to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services, at Orlando International and Executive Airports, with Anser Advisory Consulting, LLC dba Anser Advisory

BACKGROUND

In 2022, the firms providing Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; Grant and PFC Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports were selected through a competitive award process.

On August 17, 2022, the Aviation Authority Board approved an Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; Grant and PFC Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports Agreement with the following firms:

- Anser Advisory Consulting, LLC dba Anser Advisory (*Categories 1, 2, 3, 4, 5 and 6*)
- Carr, Riggs & Ingram, LLC (*Categories 2, 3, and 6*)
- CohnReznick, LLP (*Categories 1, 2, 5 and 6*)
- R.M. Chin & Associates, Inc. (*Categories 1, 3, 4, and 6*)
- Talson International, LLC (*Categories 2 and 6*)

These no-cost base agreements established the negotiated hourly rates, and services are procured on an as-needed or annual basis. The Services were procured utilizing Categories of Services as follows:

Category 1: Financial Consulting for Construction, Maintenance, Environmental and Other Projects: Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Review construction contract awards, change orders and professional services fee proposals for contract compliance and funding eligibility for federal, state and other funding sources, including, but not limited to, Bipartisan

Infrastructure law (BIL) grants, Airport Improvement Program (AIP) grants, Florida Department of Transportation (FDOT) grants, Passenger Facility Charges (PFC) funding, Operations and Maintenance funding, Capital Expenditure funding, General Airport Revenue bond funding, Customer Facility Charges (CFC) funding, and other funding sources, as applicable;

- Perform independent, third party reviews of change orders prior to submission to the Authority's Construction Committee; verify that change orders adequately describe the contract change and include plan revisions where applicable; verify independent cost estimates and cost recapitulation worksheets to ensure that change order pricing is aligned with the scope of work; verify funding source and availability of funds for change orders; review change order pricing for supporting documentation and appropriate mark-ups; perform labor burden analysis for change order labor rates, as needed;
- Review scope description, verify availability of funds, review supporting documentation and independent estimates for job order contracts; perform independent estimates; collect, maintain, analyze, and publish change order, professional fees, and labor rate databases; perform reviews for Davis-Bacon wage compliance on Airport Improvement Program (AIP) and other federal funded projects as applicable; and all other services as requested to support the Authority's departments and public committees that are responsible for oversight of construction projects from inception through final close-out; and,
- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports for projects, construction project statistics, cash flow projections, and Estimates at Completion (EACs).

Category 2: Construction Payment Application and Invoice Review: Services may include, but are not limited to:

- Review construction project payment applications, professional services fee invoices, and other project related invoices for contract compliance, including but not limited to verification of approved billing rates, allowable costs, and supporting documentation, such as certified payrolls, construction change order approvals;
- Review construction project payment applications, professional services fee invoices, and other project related invoices for funding compliance including, but not limited to availability of funding, alignment of scope, verification that costs are eligible, allowable, reasonable and allocable and comply with specific grant agreement terms and federal, state, PFC, and local funding requirements, including compliance with procurement, reporting, Buy American, and prevailing wage requirements, as applicable;
- Prepare payment and funding forms for timely entry into the Authority's accounting system to ensure payment in accordance with Florida prompt payment statutes; and,
- Invoice and payment application tracking reports; and other analysis required for various funding sources.

Category 3: Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR): Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Assist in the development and updates of the Capital Improvement Program and Capital Initiation Request budgets;

- Maintain CIP/CIR data, analysis of price escalation and cost estimate validation;
- Evaluation of financing alternatives as it relates to eligibility for Airport Improvement Program (AIP), Florida Department of Transportation (FDOT), Passenger Facility Charges (PFC), Bipartisan Infrastructure law (BIL) and other funding sources;
- Financial analysis, such as cash flow projections for capital projects based on funding sources, financial commitments;
- Financial support activities for bond issuances and other strategic initiatives;
- Financial support services for the annual budget process; and,
- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports, construction project statistics, cash flow projections and Estimates at Completion (EACs).

Category 4: Grant and Passenger Facility Charge (PFC) Application Services: Services may include, but are not limited to:

- Assist in preparation of applications for federal, state, and PFC funding;
- Assist with requests for federal agency approvals for procurement and contract compliance as needed; and,
- Assist with grant and PFC application close-out.

Category 5: Extension of Staff Services: Services may include, but are not limited to:

- Assist the Engineering, Construction, and Finance Departments in preparation for Construction Finance Oversight Committee, Construction Committee, Professional Services Committee, and other meetings upon request;
- Assist with agenda and minutes;
- Assist with contract, purchase order and invoice processing using specified software programs; and,
- Assist with budget planning and tracking, creation of projects and completion of project control forms.

Category 6: Audit and Advisory Services:

- Perform audits of engineering and construction contracts, upon request; and,
- Provide advisory services regarding best practices and process improvements.

Under any category, the Services may also include financial, audit, accounting, and other oversight services in support of emergency or disaster recovery efforts, assisting the construction department and legal counsel on construction claims reviews, dispute review board proceedings, legal proceedings, advisory services regarding best practices and process improvements, and any other extension of staff duties as requested to support the Authority.

Procurement services may be awarded to any of the five selected firms; however, the specific services must be awarded per category to the firm(s) that proposed under the specific category.

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value.

The PSC has recommended approval of addenda on the above-referenced agreement, as follows:

- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for Fiscal Year (FY) 2023 Financial Consulting for Construction, Maintenance, Environmental, Procurement, and Other Projects to the Construction Department (Category 1), for the total not-to-exceed fee amount of \$1,431,711, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operation and Maintenance Funds. These services will include the review of all items presented before the Aviation Authority's Construction Committee, and as applicable, Aviation Authority Board, including but not limited to construction change orders, construction job orders, construction-related professional services fee proposals, and construction-related purchasing requests, for compliance to contract terms and conditions, and Aviation Authority policies and procedures; applicable funding eligibility reviews; and other related services included in Category 1. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory proposes 16% Minority and Women Business Enterprise (MWBE) participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 2].*
- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,118,560, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operation and Maintenance Funds. These services will include the review of all items presented before the Aviation Authority's Construction Finance Oversight Committee; applicable funding eligibility reviews and financial analyses to include cash flow, commitments and funding projections; development of project control budgets and funding plans; attendance and agenda preparation of applicable committees; and other related services included in Category 1. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory, due to the specific nature of the proposed services, does not propose any small business participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 3].*
- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for South Terminal C Financial Closeout Services to the Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,183,797, with funding from General Airport Revenue Bonds. These services will include but

are not limited to, the review of items presented to the Construction Committee to establish final contract values, review and reconcile contract values and budgets, review funding sources and eligibility, assist with vendor coordination, review and process final pay applications, and other support services as directed by Finance Department, and all other related services included in Category 1. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory proposes 22.6% MWBE participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 4].*

- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Construction Payment Application and Invoice Review Services to the Construction Finance Department (Category 2), for the total not-to-exceed fee amount of \$1,045,942, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operation and Maintenance Funds. These services will include, but are not limited to, contract, cost and funding compliance reviews of design and construction-related billings in support of the capital projects; and all other related services included in Category 2. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory proposes 28.9% MWBE participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 5].*
- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 CIP and CIR Support Services to the Construction Finance Department (Category 3), for the total not-to-exceed fee amount of \$728,780, with funding from previously-approved Operation and Maintenance Funds. These services will provide, but are not limited to, CIP support and CIR review services; Aviation Authority executive management with a single point resource for all capital program development analyses, project definitions, and capital plan updates; support to the Aviation Authority's ongoing capital activity, bond issues, and other strategic activities; maintenance of the CIP data, review of project scope, preparation of scenario analysis, process development activities for updating the CIP; review services in support of the annual CIP and Renewal and Replacement (R&R) project process including scope definition, cost estimate validation, and funding eligibility determinations; and all other related services included in Category 3. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory proposes 33.4% MWBE participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 6].*
- Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Staff Extension Support Services to the Construction Finance Department (Category 5), for the total not-to-exceed fee amount of \$166,599, with funding from previously-approved Operation and Maintenance Funds. These services will provide extension of staff services to the Construction Finance Department in its efforts to accommodate construction activities relating to ongoing construction programs; and

other related services included in Category 5. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory, due to the specific nature of the proposed services, does not propose any small business participation on this addendum, and certifies that Anser Advisory Consulting, LLC dba Anser Advisory is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 7].*

As these addenda will result in an aggregate increase to the Aviation Authority's Agreement with Anser Advisory Consulting, LLC dba Anser Advisory exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$5,675,389. Funding is from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee and approve (1) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for Fiscal Year (FY) 2023 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Construction Department (Category 1), for the total not-to-exceed fee amount of \$1,431,711, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operations and Maintenance Funds; (2) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Financial Consulting for Construction, Maintenance, Environmental, Procurement, and Other Projects to the Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,118,560, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operations and Maintenance Funds; and, (3) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for South Terminal C Financial Closeout Services to the Finance Department (Category 1), for the total not-to-exceed fee amount of \$1,183,797, with funding from General Airport Revenue Bonds; (4) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Construction Payment Application and Invoice Review Services to the Construction Finance Department (Category 2), for the total not-to-exceed fee amount of \$1,045,942, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, General Airport Revenue Bonds, and previously-approved Operations and Maintenance Funds;

(5) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 CIP and CIR Support Services to the Construction Finance Department (Category 3), for the total not-to-exceed fee amount of \$728,780, with funding from previously-approved Operations and Maintenance Funds; (6) an Addendum to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory for FY 2023 Staff Extension Support Services to the Construction Finance Department (Category 5), for the total not-to-exceed fee amount of \$166,599, with funding from previously-approved Operations and Maintenance Funds; and, (7) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.