

**ADDENDUM NO. 11  
TO THE AGREEMENT DATED NOVEMBER 27, 2022  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY**

**Project:**      **FY24 Construction Payment Application and Invoice Review Services to the Construction Finance Department, Orlando International and Executive Airports**

**THIS ADDENDUM** is effective this 1<sup>st</sup> day of October, 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 27, 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 SEVEN HUNDRED SIXTY-FOUR THOUSAND TWO HUNDRED SIXTY-FOUR AND NO/100 DOLLARS (\$1,764,264.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$1,764,264.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$1,764,264.00</b>

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 27, 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 day of October 4, 2023.

**GREATER ORLANDO AVIATION AUTHORITY**

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Oct 2, 2023**

*Karen Ryan*

By: box SIGN

1JBRLK51-4PPZ5KV9

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

By:

*Kevin J. Thibault*

box SIGN

1V3Q39J4-4PPZ5KV9

**Kevin J. Thibault, P.E.,  
Chief Executive Officer**

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

By:

*Robert K Brancheau*

box SIGN

4LW7R03X-4PPZ5KV9

**Signature (Duly Authorized Rep.)**

**Robert Kenneth Brancheau**  
**Printed Name**

**Executive Vice President**  
**Title**



Subject to CFOC 9/7/23 and Board

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

# Memorandum

**To:** Members of the Construction Committee

**From:** Marie Dennis, Deputy Chief Financial Officer  
(As Prepared by Heather Lee)

**Date:** August 29, 2023

**Re:** Request for Recommendation of 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 Agreement with Anser Advisory Consulting, LLC (AAC) for FY24 Construction Payment Application and Invoice Review Services to the Construction Finance Department at the Orlando International Airport and Orlando Executive Airport

Consultant's proposal dated, August 29, 2023, is to provide construction payment application and invoice review services to the Finance Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports. Services to be provided as part of this effort include contract, cost, and funding compliance reviews of the design and construction related billings in support of the capital projects. Services provided in the proposal cover the period October 1, 2023, through September 30, 2024.

If approved, these services would be effective October 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 \$345,862.00 subject to adoption by the Aviation Authority Board of the Fiscal Year 2024 Aviation Authority Budget; 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 \$1,418,402.00. Funding source(s) verified by Andrea Harper of Construction Finance on 8/30/23 as correct and available. Funding source(s) verified by Malvin Martinez of Construction Finance on 08/30/23 as correct and available.

It is respectfully requested that the Construction Committee recommend approval to the Aviation Authority Board 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	\$1,764,264.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$1,764,264.00</b>
AAC – Compliance Review Date	<u>JSS</u> 8/24/23
AAC – Funding Eligibility Review Date	8/24/23

req 94904

Number	Line	Distribution	Charge Account	Item	Description	Amount
94904	1	1	301.111.170.5310009.000.000000		CIP	345,862.00

CC  
ITEM V-J  
9/5/2023



August 29, 2023

Ms. Marie Dennis  
Deputy Chief Financial Officer  
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 Construction Pay application and Invoice Review services to the Finance Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports for FY 2024. The scope of services in this proposal consists of the following elements:

- 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.; and
- 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. Invoice and payment application tracking reports; and other analysis required for various funding sources.
- Perform 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.

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 the restart projects including those projects that have received federal funding:



- Invoice Review - This task is to review professional services invoices and applications for payments to ensure contract and funding compliance and prepare payment request.

This scope of services represents a broad description of the services provided by AAC under this proposal and is not intended to cover all support services that may be requested by the Authority's Finance Department.

Our estimated effort totals a not-to-exceed amount of \$1,764,264.00 with an estimate of hours and billing rates provided in Exhibit 1 and covers the period October 1, 2023, through September 30, 2024.

Our Fee Proposal includes an MWBE participation of 27.6% as we continue to strive to maximize the MWBE/LDB participation.

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 (907) 360-0737.

Sincerely,

Heather Lee  
Deputy Project Director  
[heather.lee@anseradvisory.com](mailto:heather.lee@anseradvisory.com)



## EXHIBIT 1 - BREAKDOWN OF HOURS AND FEES

Firm	Position	FY 2024 Billing Rate	Total Hour	Total Fees
Anser	Sr. Associate	\$ 121.00	0	\$ -
Anser	Principal	\$ 305.00	0	\$ -
Anser	Manager	\$ 149.00	0	\$ -
Anser	Principal	\$ 305.00	91	\$ 27,755.00
Anser	Principal	\$ 305.00	0	\$ -
Anser	Director	\$ 213.00	0	\$ -
Anser	Cost Engineer II	\$ 77.00	0	\$ -
Anser	Cost Engineer II	\$ 77.00	0	\$ -
Anser	Director	\$ 213.00	0	\$ -
Anser	Manager	\$ 149.00	0	\$ -
Anser	Sr. Associate	\$ 121.00	0	\$ -
Anser	Manager	\$ 149.00	0	\$ -
Anser	Sr. Associate	\$ 121.00	1,808	\$ 218,768.00
Anser	Sr. Associate	\$ 121.00	1,808	\$ 218,768.00
Anser	Staff Accountant	\$ 103.00	0	\$ -
Anser	Principal	\$ 305.00	0	\$ -
Anser	Director	\$ 213.00	1,705	\$ 363,165.00
Anser	Senior Director	\$ 260.00	0	\$ -
Anser	Budget Analyst	\$ 70.00	954	\$ 66,780.00
Anser	Sr. Manager	\$ 179.00	0	\$ -
Anser	Sr. Manager	\$ 179.00	0	\$ -
Anser	Manager	\$ 149.00	0	\$ -
Anser	Project Director	\$ 275.00	180	\$ 49,500.00
Anser	Sr. Associate	\$ 121.00	0	\$ -
Anser	Sr. Manager	\$ 179.00	1,860	\$ 332,940.00
Anser	Manager	\$ 149.00	0	\$ -
Anser	Manager	\$ 149.00	0	\$ -
EVD	Sr. Invoice Review Associate	\$ 129.00	1,756	\$ 226,524.00
EVD	Sr. Invoice Review Associate	\$ 129.00	2,016	\$ 260,064.00
EVD	Sr. Invoice Review Associate	\$ 129.00	0	\$ -
EDC	Senior Project Manager	\$ 139.00	0	\$ -
Project Star	Senior Compliance Associate	\$ 137.00	0	\$ -
Project Star	Senior Compliance Associate II	\$ 144.00	0	\$ -
<b>TOTAL</b>			<b>12,178</b>	<b>\$1,764,264.00</b>
<b>Total Prime Consultant</b>			<b>8,406</b>	<b>\$1,277,676.00</b>
<b>Total Small Business</b>			<b>3,772</b>	<b>\$ 486,588.00</b>
<b>Percent Participation</b>				<b>27.6%</b>



## EXHIBIT 2 - BREAKDOWN OF FEES BY PROGRAM

Program	Anser Total	Subconsultants Total	Total
Multiple Apron Ramp System (MARS) Gates	\$ 278,179.00	\$ 104,619.00	\$ 382,798.00
Ground Transportation Facility (GTF)	\$ 266,189.00	\$ 101,523.00	\$ 367,712.00
Aircraft Apron and Airfield for Taxiways	\$ 259,565.00	\$ 93,009.00	\$ 352,574.00
Terminal C Day 2	\$ 124,409.00	\$ 38,442.00	\$ 162,851.00
Airside 2&4 APM Replacement	\$ 57,115.00	\$ 11,610.00	\$ 68,725.00
North Terminal Rehabilitation	\$ 63,360.00	\$ 20,382.00	\$ 83,742.00
Operational and Maintenance (O&M)	\$ 228,859.00	\$ 117,003.00	\$ 345,862.00
<b>TOTAL</b>	<b>\$ 1,277,676.00</b>	<b>\$ 486,588.00</b>	<b>\$ 1,764,264.00</b>





August 15, 2023

Ms. Heather Lee, Deputy Project Director  
Anser Advisory, LLC

RE: Greater Orlando Aviation Authority  
Compliance Services  
STC Closeout Services  
Invoice Review Support

Dear Ms. Lee:

Emerging Venture Development, Inc. is pleased to submit this proposal to provide Compliance Services; STC Closeout Services; and Invoice Review Support through September 30, 2024.

### SERVICES OVERVIEW:

Our services associated with this work effort include, but are not limited to the following items:

#### Task 1 – Compliance Services

- Perform compliance services in support of the Authority's Oversight Committees including, but not limited to, contract and funding compliance reviews, monthly reporting, and budget tracking.

#### Task 1 - STC Closeout Services

- Review professional services invoices and applications for payments to ensure contract and funding compliance, prepare payment request, and reconcile final costs.
- Perform program compliance activities including review services, alignment of scope and funding, and final GMP amendments.

#### Task 2 Invoice Review Support

- Review professional services invoices and applications for payments to ensure contract and funding compliance and prepare payment request.

This is the only scope applicable to this addendum.

### PROPOSED TEAM AND PROFESSIONAL FEES:

Task	Position	Description	Hours	Hourly Rate	Total Billed
1	Sr. Invoice Review Associate	Compliance Services	1,512	\$129	\$195,048
1	Sr. Invoice Review Associate	STC Closeout Services	260	\$129	\$33,540
2	Sr. Invoice Review Associate	Invoice Review Support	1,756	\$129	\$226,524
2	Sr. Invoice Review Associate	Invoice Review Support	2,016	\$129	\$260,064

This is the only fee applicable to this addendum.





**SCHEDULE:**

This effort will cover the period beginning approximately on October 1, 2023 through approximately September 30, 2024.

We appreciate the opportunity to present this proposal and look forward to working with you 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 954-288-4393.

Sincerely,

A handwritten signature in black ink, reading "Marguerite Hampton".

Marguerite Hampton

President


Emerging Venture Development, Inc.

## 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: Heather lee

Date: 8/15/2023



## 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: August 29, 2023

Re: Request for Recommendation of 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 Agreement with Anser Advisory Consulting, LLC (AAC) for FY24 Construction Payment Application and Invoice Review Services to the Construction Finance Department at the Orlando International Airport and Orlando Executive Airport

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Anser Advisory Consulting, LLC (AAC) proposes 27.6% MWBE participation on this addendum.

Our analysis indicates that Anser Advisory Consulting, LLC (AAC) 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) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: **Request for Recommendation of 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 Agreement with Anser Advisory Consulting, LLC (AAC) for FY24 Construction Payment Application and Invoice Review Services to the Construction Finance Department at the Orlando International Airport and Orlando Executive Airport**

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

**2. MWBE Goal by Group Representation:**

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

**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: \$1,764,264.00

**5. MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	486,588.00	Actual Result	27.6%
Caucasian Female American	-	Actual Result	0.0%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
<b>Total MWBE Participation</b>	<b>486,588.00</b>	<b>Actual Result</b>	<b>27.6%</b>

**6.b. Engineering / Professional Service Firm Information:**

Name: Anser Advisory Consulting, LLC (AAC)

Address: 2420 Lakemont Ave, Suite 450

City, State, Zip: Orlando, FL 32814

Telephone: 714.209.7671

**6.b. Name and Address of MWBE Subconsultant**

Name: Emerging Venture Development, Inc.

Address: 1730 NE 16th Avenue

City, State, Zip: Fort Lauderdale, FL 33305

Telephone: (954) 288-4393

**6.c. \*Identity:**

Black American

Work Item(s): Sr. Invoice Review Associate

Amount of Subcontract \$486,588.00

Percent of Prime Contract (%): 27.6%

\* 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)



## 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, Chairman, Construction Committee

DATE: September 27, 2023

### ITEM DESCRIPTION

Recommendation of the Construction 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

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, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- 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*)

The agreements are structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The terms of the agreements shall be for a period of five years.

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

On August 29, 2023, the Construction Committee has recommended approval of the following addenda on the above-referenced agreement with Anser Advisory Consulting, LLC, as outlined in the memorandum:

- An Addendum for South Terminal C Financial Closeout Services to the Finance Department for W-S00120, South Terminal C, Phase 1, Financial Oversight Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$354,367, with funding from General Airport Revenue Bonds. The scope of these services covers the period from October 1, 2023, through program completion, which is estimated to be December 31, 2023. Services to be provided as part of this effort 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 the Finance Department. The Aviation Authority has reviewed the proposal submitted by Anser Advisory Consulting, LLC dba Anser Advisory, and determined that Anser Advisory Consulting, LLC dba Anser Advisory proposed 9.5% Minority and Women Business Enterprise (MWBE) participation on this addendum, and is in good standing as it relates to its small business participation.
- An Addendum for Fiscal Year (FY) 2024 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Construction and Engineering Department, for the total not-to-exceed fee amount of \$2,794,156, 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 Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). These services will provide, but are not limited to, support to Construction and Engineering in support of the Aviation Authority's CIP activities at Orlando International Airport and Orlando Executive Airport. Services will consist of compliance support services of the Aviation Authority's Oversight committees, including Construction Committee, Procurement Committee and the Aviation Authority Board; review of construction contract award and professional services fee proposals for contract compliance; perform independent third-party reviews of change orders and professional services fee agreement addenda/amendments prior to submission to the Aviation Authority's Construction and Procurement Committees; perform independent fee estimates for federally-funded projects and reviews for Davis-Bacon wage compliance on AIP and other federally-funded projects; verify funding sources and prepare funding eligibility on federal, state and other funding sources; develop and update EACs for active capital construction projects and report on EAC information; prepare cost statistics reports and executive reports, including management reports, cost reports and KPI reports; and all other services requested by Construction and Engineering. Services will be provided from October 1, 2023, through September 30, 2024. 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 20.9% 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.

- An Addendum for FY 2024 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Finance Department for the total not-to-exceed fee amount of \$1,975,532, 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 Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). These services will provide, but are not limited to, support to Finance in support of the Aviation Authority's CIP activities at Orlando International Airport and Orlando Executive Airport. These services will include, but are not limited to, 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. Services will be provided from October 1, 2023, through September 30, 2024. 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 11% 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.
- An Addendum for FY 2024 CIP and CIR Support Services to the Construction Department for the total not-to-exceed fee amount of \$994,761, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). 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. Services will be provided from October 1, 2023, through September 30, 2024. 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 17% 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.
- An Addendum for FY 2024 Construction Payment Application and Invoice Review Services to the Construction Finance Department for the total not-to-exceed fee amount of \$1,764,264, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). 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. Services will be provided from October 1, 2023, through September 30, 2024. 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 27.6% 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.

- An Addendum for FY 2024 Staff Extension Support Services to the Construction Finance Department for the total not-to-exceed fee amount of \$251,196, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). 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. Services will be provided from October 1, 2023, through September 30, 2024. 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 services to be provided, does not propose any small business participation on this Addendum. The Small Business Department certifies that Anser Advisory Consulting, LLC dba Anser Advisory 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.

## **SMALL BUSINESS**

Individual small business participation is included for each of the addenda listed above.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$8,134,276. 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 Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item).

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee and approve 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 CIP and CIR; Grant and 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 the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (1) W-S00120, South Terminal C, Phase 1, Financial Oversight Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$354,367, with funding from General Airport Revenue Bonds;
- (2) FY 2024 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Construction and Engineering Department, for the total not-to-exceed fee amount of \$2,794,156, 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 Operations and Maintenance Funds;
- (3) FY 2024 Financial Consulting for Construction, Maintenance, Environmental, and Other Projects to the Finance Department for the total not-to-exceed fee amount of \$1,975,532, 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

Operations and Maintenance Funds;

- (4) FY 2024 CIP and CIR Support Services to the Construction Department for the total not-to-exceed fee amount of \$994,761, with funding from Operation and Maintenance Funds;
- (5) FY 2024 Construction Payment Application and Invoice Review Services to the Construction Finance Department for the total not-to-exceed fee amount of \$1,764,264, with funding from Operations and Maintenance Funds; and,
- (6) FY 2024 Staff Extension Support Services to the Construction Finance Department for the total not-to-exceed fee amount of \$251,196, with funding from Operations and Maintenance Funds.