

**ADDENDUM NO. 13
TO THE AGREEMENT DATED NOVEMBER 27, 2022
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY**

Project: FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects to the Risk Management and Safety Department, Orlando International and Executive Airports

THIS ADDENDUM is effective this 1st day of October, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated November 27, 2022, Aviation 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 Aviation Authority as are contained in any additional scope of work established by the Aviation Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

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

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

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit “A.” Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.
2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED amount of NINE THOUSAND NINE HUNDRED FORTY AND NO/100 DOLLARS (\$9,940.00)**, broken down as follows:

| | | |
|-------------------------------|-------------|----------------------|
| Professional Fees: | NTE: | \$9,940.00 |
| Professional Fees: | LS: | \$0.00 |
| Reimbursable Expenses: | NTE: | <u>\$0.00</u> |
| Total: | | \$9,940.00 |

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

AND

B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

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

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

5. Except as expressly modified in this Addendum, the Agreement dated 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 Aug 30, 2024.

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Aug 29, 2024**

Karen Ryan

By: boxSIGN 188RLK51-1XXLW72V

**NELSON MULLINS RILEY AND
SCARBOROUGH, Legal Counsel
Greater Orlando Aviation Authority**

GREATER ORLANDO AVIATION AUTHORITY

By: *Max Marble*

boxSIGN 4W88Q9Z1-1XXLW72V

Max Marble
Sr. Vice President, Capital Programs

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

By: *Robert K Brancheau*

boxSIGN 4LW78X3X-1XXLW72V

Signature (Duly Authorized Rep.)
Robert Kenneth Brancheau
Printed Name
Executive Vice President
Title

MEMORANDUM

TO: Members of the Construction Committee

FROM: Tricia Cottman, Vice President, Risk Management and Safety

DATE: August 27, 2024

ITEM DESCRIPTION

Request for 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 FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects to the Risk Management and Safety Department at the Orlando International Airport and Orlando Executive Airport

BACKGROUND

This proposal is to provide FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects services to the Risk Management and Safety Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports.

ISSUES

Consultant's proposal dated, August 13, 2024, is to provide FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects services to the Risk Management and Safety 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 October 1, 2024, through September 30, 2025.

If approved, these services would be effective October 1, 2024.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

Funding is from Operation and Maintenance Funds subject to adoption by the Aviation Authority Board of the Fiscal Year 2025 Aviation Authority Budget. Funding source verified by Melvin Martinez of Construction Finance on 08 / 22 / 24 as correct and available.

EXHIBIT A

CC
ITEM IV-I
8/27/2024

RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve 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 | \$9,940.00 |
| Lump Sum Fees | \$0.00 |
| Not to Exceed Expenses | \$0.00 |
| TOTAL | \$9,940.00 |
| AAC – Compliance Review Date | <i>SJ</i> 08/20/24 |
| AAC – Funding Eligibility Review Date | 08/20/24 |



August 13, 2024

Ms. Tricia Cottman
Vice President, Risk Management and Safety
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827

Dear Ms. Cottman:

Anser Advisory Consulting, LLC (AAC) is pleased to submit this proposal to provide FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects services to the Risk Management and Safety 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:

- Provide compliance support services in support of the Authority's Oversight Committees including, but not limited to, Construction Committee and the Aviation Authority Board.
- Prepare 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, Capital Facility Charge (CFC) funding, and other funding sources, as applicable.
- Perform all other services as requested by the Risk Management and Safety Department.

Our estimated effort totals a not-to-exceed amount of \$9,940.00 with an estimate of hours and billing rates provided in Exhibit 1 and covers the period October 1, 2024, through September 30, 2025.

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 (907) 360-0737.

Sincerely,

Heather Lee
Deputy Project Director
heather.lee@anseradvisory.com



EXHIBIT 1 - BREAKDOWN OF HOURS AND FEES


| Firm | Position | FY 2025 Billing Rate | Total Hours | Total Fees |
|-------------------------------|------------------------------|----------------------------|----------------|--------------------|
| Anser | Associate | \$ 105.00 | 0 | \$ - |
| Anser | Budget Analyst | \$ 73.00 | 0 | \$ - |
| Anser | Cost Engineer II | \$ 81.00 | 0 | \$ - |
| Anser | Director | \$ 199.00 | 0 | \$ - |
| Anser | Director II | \$ 244.00 | 0 | \$ - |
| Anser | Manager | \$ 145.00 | 0 | \$ - |
| Anser | Principal | \$ 325.00 | 0 | \$ - |
| Anser | Project Director | \$ 305.00 | 15 | \$ 4,575.00 |
| Anser | Senior Associate | \$ 126.00 | 0 | \$ - |
| Anser | Senior Director | \$ 277.00 | 0 | \$ - |
| Anser | Senior Manager | \$ 185.00 | 29 | \$ 5,365.00 |
| EDC | Sr. Project Manager | \$ 150.00 | 0 | \$ - |
| EVD | Sr. Invoice Review Associate | \$ 129.00 | 0 | \$ - |
| Project Star | Sr. Compliance Associate II | \$ 147.00 | 0 | \$ - |
| Project Star | Sr. Compliance Associate III | \$ 169.00 | 0 | \$ - |
| TOTAL | | | 44 | \$ 9,940.00 |
| Total Prime Consultant | | | 44 | \$ 9,940.00 |
| Total Small Business | | | 0 | \$ - |
| Percent Participation | | | | 0.0% |

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: 8/13/2024

ATTACHMENT B

FINANCE FORM

| | | | |
|-------------------------|--|-----------------------------|---------------------|
| Date: | <u>8/27/24</u> | Requestor's Extension: | _____ |
| Requestor's Name: | <u>Tricia Cottman</u> | Preparer's Extension: | <u>907-360-0737</u> |
| Preparer's Name: | <u>Heather Lee</u> | Solicitation #: | _____ |
| Requestor's Department: | <u>Construction Finance</u> | Contract # / Name: | _____ |
| Description: | <u>Risk Committee Compliance Support</u> | Procurement Committee Date: | _____ |
| Vendor: | <u>Anser Advisory Consulting, LLC</u> | Agenda Item #: | _____ |

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

| Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx | FY 23 Amount | FY24 Amount | FY25 Amount | FY26 Amount | FY27 Amount | TOTAL CONTRACT |
|--|----------------------|----------------|----------------|----------------|----------------|-------------------|
| 301.513.170.5310009.000.000000 | | | 9,940.00 | | | 9,940.00 |
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| TOTAL CONTRACT: | | | 97721 | | | |
| Total Requisition: | | | | | | |
| Requisition Number: | | | | | | |
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| | | | | | | |
| Funding Approver: | <i>Andrea Harper</i> | | | | | |
| OMB Notes: | | | | | | |

| Number | Description | Approval Status | Creation Date | Currency | Total | Preparer | Reserved |
|--------|-------------------------------------|-----------------|----------------------|----------|----------|-----------------|----------|
| 97721 | FY25 Anser Advisory Consulting, LLC | In Process | 22-AUG-2024 10:57:10 | USD | 9,940.00 | Sanassi, Sharda | ■ |

Requisition Headers Summary

| Number | Description | Approval Status | Creation Date | Currency | Total | Preparer | C... |
|--------|---------------------|-----------------|----------------------|----------|----------|-----------------|------|
| 97721 | FY25 Anser Advisory | In Process | 22-AUG-2024 10:57:10 | USD | 9,940.00 | Sanassi, Sharda | |
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Lines

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MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 27, 2024

ITEM DESCRIPTION

Request for 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 FY25 Financial Consulting for Construction, Maintenance, Environmental and Other Projects to the Risk Management and Safety Department at the Orlando International Airport and Orlando Executive Airport

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Anser Advisory Consulting, LLC (AAC) does not propose small business participation on this addendum due to the limited and specific nature of the services to be provided.