

**ADDENDUM NO. 15
TO THE AGREEMENT DATED NOVEMBER 27, 2022
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND ANSER ADVISORY CONSULTING, LLC dba ANSER ADVISORY**

Project: FY25 CIP and CIR Support Services to the Engineering and Construction Department, Orlando International Airport

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 HUNDRED EIGHTY-THREE THOUSAND SIX HUNDRED FOUR AND NO/100 DOLLARS (\$983,604.00)**, broken down as follows:

| | | |
|-------------------------------|-------------|----------------------|
| Professional Fees: | NTE: | \$983,604.00 |
| Professional Fees: | LS: | \$0.00 |
| Reimbursable Expenses: | NTE: | <u>\$0.00</u> |
| Total: | | \$983,604.00 |

- 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 Sep 19, 2024.

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Sep 19, 2024

Karen Ryan

By: box SIGN 1J8RLK51-4Z83J9QZ
**NELSON MULLINS RILEY AND
SCARBOROUGH, Legal Counsel
Greater Orlando Aviation Authority**

GREATER ORLANDO AVIATION AUTHORITY

By: *Kevin J. Thibault*
box SIGN 1V3Q39J4-4Z83J9QZ
Kevin J. Thibault, P.E.
Chief Executive Officer

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

By: *Robert K Brancheau*
box SIGN 4IW7RX3X-4Z83J9QZ
Signature (Duly Authorized Rep.)

Robert K Brancheau
Printed Name

Executive Vice President
Title

MEMORANDUM

TO: Members of the Construction Committee

FROM: Marie Dennis, Deputy Chief Financial Officer

DATE: August 27, 2024

ITEM DESCRIPTION

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 FY25 CIP and CIR Support Services to the Engineering and Construction Department at the Orlando International Airport and Orlando Executive Airport

BACKGROUND

This proposal is to provide CIP support and CIR review services. AAC staff will act as a staff extension providing GOAA executive management with a single point resource for all capital program development analysis, project definition, and capital plan updates. AAC staff will support the Authority's on-going capital activity, bond issues, and other strategic activities. This effort will also entail the maintenance of the CIP data, review of project scope, preparation of scenario analysis, process development activities for updating the CIP. AAC staff will also provide review services in support of the annual CIP and R&R project process including scope definition, cost estimate validation, and funding eligibility determinations

ISSUES

Consultant's proposal, dated August 13, 2024, is to provide CIP support and CIR review services. 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. Funding source verified by *Melvin Martinez* of Construction Finance on 08 / 22 / 24 as correct and available.

EXHIBIT A

CC
ITEM IV-K
8/27/2024

RECOMMENDED ACTION

It is respectfully requested that the Construction 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 (AAC) for the services contained herein and the amount as shown below:

| | |
|---------------------------------------|----------------------|
| Not to Exceed Fees | \$983,604.00 |
| Lump Sum Fees | \$0.00 |
| Not to Exceed Expenses | \$0.00 |
| TOTAL | \$983,604.00 |
| AAC – Compliance Review Date | <i>NR</i> 08/20/2024 |
| AAC – Funding Eligibility Review Date | 08/20/2024 |



August 13, 2024

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 FY25 CIP Support and CIR Review Services to the Engineering and Construction Department in support of the Authority's Capital Improvement Program activities at Orlando International and Orlando Executive Airports. AAC staff will function as a staff extension providing GOAA executive management with a single point resource for capital program development analysis, project definition, and capital plan updates beginning October 1, 2024, through September 30, 2025. The scope of services in this proposal consists of the following elements:

1. In January, meet with all GOAA departments that generate capital projects to review the 2025 list of CIP and CIR projects that were submitted and approved. For projects that were not approved, determine when or if the project should be advanced again as a capital budget request and in what year.
2. As part of the meetings in January, determine if new projects should be added to a draft list of CIP projects for consideration. Begin the preparation of estimates for the projects that are considered viable candidates for the CIP and CIR process.
3. In February, sponsors from the applicable departments should draft or update their previous funding requests for inclusion in the capital budget preparation process. By the end of February, a draft list of CIP and CIR projects are prepared for both airports.
4. In March, the preliminary list of projects is reviewed by executive staff for an initial vetting. Projects deemed viable will be checked and placed into the 5-year CIP planning period along with accompanying assumptions on commitment schedule, cash flow and funding plan.
5. By April 15, the draft CIP and preliminary list of CIRs will be presented to the Authority and their financial consultant to model the potential impact of the proposed capital projects on future rates and charges and GOAA capital funding cash balances.
6. After the financial modeling is complete. Anser will collaborate with executive staff to finalize the draft list of CIP and CIR projects. Anser will work with GOAA staff and their other financial consultants to update JACIP and other applicable grant support documents.
7. The CIP and CIR projects will be presented to the Aviation Authority in 2025 for consideration and approval as part of the typical budget process.



8. Following Board action, communications will be prepared to all affected departments about the final resolution of the project(s) and information will be compiled and forwarded to the Engineering and Construction projects to document the projects proposed to start in late 2025 and early 2026.

AAC staff will also support the Authority's on-going capital activity, bond issues, and other strategic activities. This effort will also entail the maintenance of the CIP data, review of project scope, preparation of scenario analysis, process development activities for updating the CIP. AAC staff will also provide review services in support of the annual CIP and R&R project process including scope definition, cost estimate validation, and funding eligibility determinations. Services provided in the proposal cover the period October 1, 2024, through September 30, 2025.

We propose a not-to-exceed fee of \$983,604.00 with an estimate of hours and billing rates provided in Exhibit 1 (attached) and covers the period from October 1, 2024, through September 30, 2025.

Our Fee Proposal includes an MWBE participation of 24.5% as we continue to strive to maximize the MWBE/LDB participation.

We appreciate the opportunity to present this proposal and look forward to 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 | 552 | \$ 134,688.00 |
| Anser | Manager | \$ 145.00 | 204 | \$ 29,580.00 |
| Anser | Principal | \$ 325.00 | 420 | \$ 136,500.00 |
| Anser | Project Director | \$ 305.00 | 612 | \$ 186,660.00 |
| Anser | Senior Associate | \$ 126.00 | 0 | \$ - |
| Anser | Senior Director | \$ 277.00 | 648 | \$ 179,496.00 |
| Anser | Senior Manager | \$ 185.00 | 408 | \$ 75,480.00 |
| EDC | Sr. Project Manager | \$ 150.00 | 1,608 | \$ 241,200.00 |
| 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 | | | 4,452 | \$ 983,604.00 |
| | | | | |
| Total Prime Consultant | | | 2,844 | \$ 742,404.00 |
| Total Small Business | | | 1,608 | \$ 241,200.00 |
| Percent Participation | | | | 24.5% |



August 13, 2024

Heather Lee
Anser Advisory, Director
Email: heather.lee@anseradvisory.com
Phone: (907) 360-0737

**RE: Greater Orlando Aviation Authority (GOAA)
W452 Construction-Engineering Financial Consulting, Capital Planning, Grant Management,
Invoice Review and Construction Audit (FY2025)**

Dear Ms. Lee,

ECo Design and Consulting, LLC (ECo) is pleased to present this proposal for professional consulting services to assist the Anser team with the Greater Orlando Aviation Authority (GOAA) contract W452, as referenced above, for GOAA's fiscal year 2025 contract renewal. ECo will assist with the appropriate tasks associated with the master contract and outlined in more detail below.

GOAA Approved Hourly Rate

Senior Project Manager \$150.00 NTE Hourly Rate
Travel Premium \$25.00 NTE Hourly Rate

Below is a more detailed list of the items included within the scope of work:

PROJECT SCOPE OF SERVICES

- **Task 3 - CIP Support and CIR Review Services** - Provide capital program development analysis, project definition, and capital plan updates.

Task 3 Services shall be provided at the GOAA approved rate of \$150/hour for 1,608 hours.

Task 3-Not to Exceed Fee.....\$241,200.00

**Note: A travel premium of \$25/hour will be added to any documented hours required while traveling to and/or from MCO/ORL, as approved by GOAA. The overall Not to Exceed fee authorized will not be exceeded.*

SCHEDULE

To Be Determined in coordination with Anser and GOAA.

Invoicing for the tasks outlined above will be on a monthly basis. Additional effort outside of the hours outlined above may be completed at the hourly rate as additional services. In the event that we are required to retain an attorney to collect on this account, you will also be responsible for all collection casts, including attorney's fee. Blueprinting/hard copies, delivery and other expenses will be invoiced as direct reimbursable expenses.

If this meets with your approval, please return one signed copy of this proposal electronically to my office as our official notice to proceed. We appreciate this opportunity and look forward to the successful completion of this project. Please call if you have further requests or questions.

Sincerely,

APPROVED

Jaime Eaton, PE
President
ECo Design and Consulting, LLC

Print Name: _____


Date: _____

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

Requisition Headers Summary

| Number | Description | Approval Status | Creation Date | Currency | Total | Preparer |
|--------|-----------------------|-----------------|---------------------|----------|------------|------------------|
| 97725 | FY25 - Anser Advisory | Incomplete | 22-AUG-2024 14:06:3 | USD | 983,604.00 | McCondichie, Har |
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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 CIP and CIR Support to the Engineering and Construction 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) proposes 24.5% MWBE participation on this addendum.

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS

PLEASE COMPLETE THIS FORM

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: **Request for 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 CIP and CIR Support to the Engineering and Construction 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 | _____ |
| Total MWBE Participation | - | Actual Result | _____ |

3.a. Prime Contractor Information:

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.c. *Identity:

Work Item(s): _____
 Amount of Subcontract _____
 Percent of Prime Contract (%): _____

4. Engineering/Professional Services Information:

Addendum Amount: \$983,604.00

5. MWBE Goal by Group Representation:

| | | | |
|---------------------------------|--------------------------|----------------------|---------------------|
| Asian Pacific American | _____ | Actual Result | <u>0%</u> |
| Asian Subcontinent American | _____ | Actual Result | <u>0%</u> |
| Black American | _____ | Actual Result | <u>0%</u> |
| Caucasian Female American | <u>241,200.00</u> | Actual Result | <u>25%</u> |
| Hispanic American | _____ | Actual Result | <u>0%</u> |
| Native American | _____ | Actual Result | <u>0%</u> |
| Other | _____ | Actual Result | <u>0%</u> |
| Total MWBE Participation | <u>241,200.00</u> | Actual Result | <u>24.5%</u> |

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: ECo Design and Consulting, LLC
 Address: 3200 Powers Ave
 City, State, Zip: Jacksonville, FL 32207
 Telephone: 904-733-8720

6.c. *Identity:

Work Item(s): Caucasian Female American
 Work Item(s): Senior Project Manager
 Amount of Subcontract \$241,200.00
 Percent of Prime Contract (%): 24.5%

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



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: September 18, 2024

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 Airport (MCO) and Orlando Executive Airport (ORL), with Anser Advisory Consulting, LLC dba Anser Advisory (Anser)

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 MCO and ORL 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 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, PFC funding, Operations and Maintenance funding, Capital Expenditure funding, General Airport Revenue Bonds 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 Aviation 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 AIP and other federal funded projects as applicable; and all other services as requested to support the Aviation 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 CIP and 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 AIP, FDOT, PFC, 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 EACs.

Category 4: Grant and 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, Procurement 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 Aviation Authority.

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 27, 2024, the Construction Committee (CC) recommended approval of the following addenda on the above-referenced agreement with Anser:

- Fiscal Year (FY) 2025 Staff Extension Support Services to the Construction Finance Department for the total not-to-exceed fees amount of \$292,320, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, 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, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Anser, and determined that Anser does not propose any small business participation on this addendum because of the specific nature of the services to be provided. The Small Business Development Department certifies that Anser is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference CC Meeting held August 27, 2024, Agenda Item No. 4-J].*
- FY 2025 CIP and CIR Support Services to the Engineering and Construction Departments for the total not-to-exceed fees amount of \$983,604, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, 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, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Anser, and determined that Anser proposes 24.5% Minority and Women Business Enterprise (MWBE)/Local Developing Business (LDB)/Veteran Business Enterprise (VBE) participation on this addendum, and certifies that Anser is in good standing as it relates to its small business participation. *[Reference CC Meeting held August 27, 2024, Agenda Item No. 4-K].*
- FY 2025 Financial Consulting on Construction, Maintenance, Environmental and Other Projects to the Finance Department for the total not-to-exceed fees amount of \$2,183,708, 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 of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, 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 MCO and ORL. 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, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Anser, and determined that Anser does not propose any small business participation on this addendum because of the specific nature of the services to be provided. The Small Business Development Department certifies that Anser is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference CC Meeting held August 27, 2024, Agenda Item No. 4-L].*

- FY 2025 Construction Payment Application and Invoice Review Services to the Construction Finance Department for the total not-to-exceed fees amount of \$2,565,912, 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 of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, 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, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Anser, and determined that Anser proposes 30.4% MWBE/LDB/VBE participation on this addendum, and certifies that Anser is in good standing as it relates to its small business participation. *[Reference CC Meeting held August 27, 2024, Agenda Item No. 4-M].*
- FY 2025 Financial Consulting on Construction, Maintenance, Environmental and Other Projects to the Construction and Engineering Departments, for the total not-to-exceed fees amount of \$3,098,964, 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 of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, support to the Construction and Engineering Departments in support of the Aviation Authority's CIP activities at MCO and ORL, and consist of compliance support services of the Aviation Authority, including the Construction Committee and 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 Committee; perform independent fee estimates for federally-funded projects and reviews for Davis-Bacon wage rate 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 the Construction and Engineering Departments. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Anser, and determined that Anser proposes 20.6% MWBE/LDB/VBE participation on this addendum, and certifies that Anser is in good standing as it relates to its small business participation. *[Reference CC Meeting held August 27, 2024, Agenda Item No. 4-N].*

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

Fiscal impact is \$9,124,508. 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 of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to (1) approve Multiple Addenda to the Anser Advisory Consulting, LLC dba Anser Advisory. as follows: (a) FY 2025 Staff Extension Support Services to the Construction Finance Department for the total not-to-exceed fees amount of \$292,320, with funding from Operations and Maintenance Funds; (b) FY 2025 CIP and CIR Support Services to the Engineering and Construction Departments for the total not-to-exceed fees amount of \$983,604, with funding from Operations and Maintenance Funds; (c) FY 2025 Financial Consulting on Construction, Maintenance, Environmental and Other Projects to the Finance Department for the total not-to-exceed fees amount of \$2,183,708, 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; (d) FY 2025 Construction Payment Application and Invoice Review Services to the Construction Finance Department for the total not-to-exceed fees amount of \$2,565,912, 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; and, (e) FY 2025 Financial Consulting on Construction, Maintenance, Environmental and Other Projects to the Construction and Engineering Departments, for the total not-to-exceed fees amount of \$3,098,964, 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; and, (2) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.