

**ADDENDUM NO. 11  
TO THE AGREEMENT DATED APRIL 18, 2023  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND AVCON, INC.**

**Project: FY24 On-Call Engineering Support Services, Orlando International Airport**

**THIS ADDENDUM** is effective this 1<sup>st</sup> day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **AVCON, INC.** ("Consultant").

**WITNESSETH:**

**WHEREAS**, by Agreement dated April 18, 2023, Authority and Consultant entered into an agreement for Consultant to provide Continuing Civil Engineering Consulting 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 HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$150,000.00</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>\$150,000.00</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 April 18, 2023 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**

*Kevin J. Thibault*

By:

boxSIGN

TV3Q39H-15XJ2L97

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

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

*Karen Ryan*

By:

boxSIGN

1JBRLK51-15XJ2L97

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

**AVCON, INC.**

*Sandeep Singh*

By:

boxSIGN

4WB779JB-15XJ2L97

Signature (Duly Authorized Rep.)

**SANDEEP SINGH**

Printed Name

**President**

Title



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**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Tuan Nguyen, Assistant Vice President of Engineering  
(Prepared by Alex Sorondo)

DATE: September 12, 2023

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**ITEM DESCRIPTION**

Request for Recommendation of Approval to the Aviation authority Board of an Addendum to the Continuing Civil Engineering Services Agreement with Avcon, Inc. for FY 2024 (FY24) On-Call Engineering Support Services at the Orlando International Airport.

**BACKGROUND**

In 2023, the firms providing Continuing Civil Engineering Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On March 15, 2023, the Aviation Authority Board approved a Continuing Civil Engineering Services Agreement with the following firms:

- AECOM Technical Services, Inc.
- Avcon, Inc.
- Atkins North America, Inc.
- C&S Engineers, Inc.
- Kimley-Horn and Associates, Inc.
- Mead & Hunt, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include continuing civil engineering services and related professional services, including but not limited to, civil, traffic, environmental, structural evaluation and design; landscape and irrigation design; utilities and infrastructure design; airfield design; roadway and signage design; surveying; cost estimating; scheduling; geotechnical services; stormwater management consulting and design services; and all other related services including coordination with the Aviation Authority, its Consultants, the City or Orlando and all agencies having jurisdiction over the facilities such as the Federal Aviation Administration, the Transportation Security Administration, the Florida Department of Transportation, and the Orlando Utilities Commission.

The Services may also include studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, design criteria package development, permitting, construction administration, resident engineering, master document support, technical support and review of documents prepared by others, design management support on various Aviation Authority projects and all other engineering and related professional services which may be required where the

**EXHIBIT A**

Aviation Authority elects not to solicit letters of interest by means of public advertisement.

## **ISSUES**

Consultant's proposal, dated August 28, 2023, is to provide FY24 on-call engineering services to the Aviation Authority.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Civil Engineering Services Agreement with Avcon, Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Aviation Authority Board approval.

If approved, these services would be effective October 1, 2023 and extend through September 30, 2024.

## **SMALL BUSINESS**

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

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$150,000.00. Funding is from Operation and Maintenance Funds, subject to adoption by the Aviation Authority Board of the FY24 Aviation Authority Board.

## **RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum to the Continuing Civil Engineering Services Agreement with Avcon, Inc. for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$150,000.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$150,000.00</b>
<b>AAC – Compliance Review Date</b>	LKR 09/11/23
<b>AAC – Funding Eligibility Review Date</b>	09/11/23

## **ATTACHMENTS**

Attachment A: Finance Form

Attachment B: OSBD Memo



**AVCON, INC.**  
ENGINEERS & PLANNERS

P:\Alex Sorondo\AVCON\Engineering and Planning 2024 On-Call Support  
Proposal 8-28-23.doc

5555 E. Michigan Street, Suite 200  
Orlando, FL 32822  
Phone: (407) 599-1122  
Fax: (407) 599-1133  
www.avconinc.com

August 28, 2023

Mr. Tuan Nguyen, P.E.  
Manager Civil Engineering  
**Greater Orlando Aviation Authority**  
11314 Terminal C Access Road  
Orlando, Florida 32824

Reference: **FY2024 On-Call Engineering Support  
Construction, Engineering, and Planning  
Airport Maintenance  
Airport Operations  
Orlando International Airport (MCO)**

Dear Tuan:

As a follow-up to our previous discussions, and my recent dialogue with Alex to formulate the proposal for on-call engineering services for the multiple Aviation Authority Divisions under a common Addendum, we have prepared this letter to request funding be authorized to provide on-call, small scope professional engineering support services to the Greater Orlando Aviation Authority Construction, Engineering and Planning (CEP) staff, Maintenance Staff, and Operations Staff for miscellaneous assignments which may arise from time to time.

Typical types of on-call services contemplated under this task for CEP will include but not be limited to:

- Emergency response to the full breadth of airport events or discovered situations;
- Support airfield and airside planning support issues;
- Evaluate airfield compatibility issues;
- Address various documentation requests and provide exhibits for GOAA assigned tasks;
- Addressing questions or issues posed by external customers regarding maintenance, operations, construction, engineering, and planning;
- Provide investigative services relating to pavements, markings, and other airfield engineering needs;
- Evaluate changes to design standards or specifications as required by the FAA or other agency updates;
- Provide access to specialty subconsultants for surveying, testing, and other needs;
- Address Engineering requests from other divisions of the Aviation Authority;
- Provide limited term OAR support roles for internal Aviation Authority projects;
- Review impacts of airfield and airside projects designed by others for compatibility with overall planning parameters, including primary and specialty utilities and other systems as requested by GOAA CEP; and
- Support in preparation of minor scope documents, cost estimates and/or construction.



On-Call assignments from our historical role supporting GOAA Maintenance and electrical staff may include:

- Parking and other facility structural evaluations and damage assessments;
- Emergency airfield investigations and response for maintenance service support;
- Updates to Airfield Electrical Atlas documents and software for mobile ALCS controls and monitoring as well as similar roles to support the airfield pavement management system;
- Records research of GOAA electrical and pavement airfield development;
- Minor design elements to support on-call electrical or paving contractor services;
- Training on FAA and other standards and applications;
- Support of one-line diagram documentations from airfield, landside, highmast lighting and other subsystems;
- Review of construction plans, and specifications prepared by others for conformity with GOAA electrical standards; and
- Master Planning for future improvements and enhancements at OIA; and
- Updates to electrical as-builts and airfield electrical atlas drawings.

On-Call assignments from our historical role supporting GOAA Operations may include:

- Recurring Gate Planning alterations for Gates to continue to optimize current North Terminal Aircraft Gate Parking Positions;
- Technical support for developing various scenarios for airline relocation options for the North Terminal Complex in anticipation of relocations and optimization of airside utilization following the commissioning of the new STC complex;
- Emergency airfield investigations and response to Operations' requests for service support;
- Pavement markings engineering support for airfield, leasehold delineation, commercial curbs, loop roadway systems, cell lot parking and other areas of responsibility of the Airside or Landside operations staff;
- Planning for airport facility modifications to serve limited Regional Jet and Turbo Prop operations at parent or code share airline gates;
- Perform planning support assignments and other aircraft or gate planning analysis for passenger boarding bridges, PC Air, 400 Hz, fueling hydrants, GSE parking, and other operational needs on the airside as may be requested by GOAA or airline partners through GOAA Operations;
- Consult with GOAA Planning, Engineering, and Construction Staff on behalf of Operations and other internal/external commercial and airline customers to review capability and availability/expansion of aprons or facilities for use in new alignments or modified operational plans;



- Review impacts of airside and landside terminal projects designed by others for compatibility with overall planning parameters, including primary and specialty utilities and other systems as requested by Operations; and
- Provide planning and other exhibits as well as final documents for support work (drawings, specs, estimates, etc.) for airline operations in support of various tasks undertaken by Operations or other Aviation Authority departments.

For the above noted On-Call services, we are proposing a line item budgeting process for the above Aviation Authority Divisions to facilitate proper division budget controls under this single on-call proposal. The proposed **Not-to-Exceed Budget** breakdown as requested by the Aviation Authority is as follows:

<b>Construction, Engineering and Planning</b>	<b>\$50,000.00 (Per Alex Sorondo)</b>
<b>Maintenance - Electrical / Pavements</b>	<b>\$50,000.00 (Per Rick Schulz/J. Daniels)</b>
<b>Operations</b>	<b>\$50,000.00 (Per Abdu EL Baroudi)</b>

Thus, we are proposing a total **Not-to-Exceed Budget** of **One hundred fifty thousand and no/100 dollars (\$150,000.00)** for anticipated service levels for the period of October 1, 2023, through September 30, 2024 (FY 2024). There are no specific tasks identified in this proposal. All work will be approved within the overall task order as outlined below. Separate project numbering and accounting will be provided for each of the Aviation Authority Divisions. This proposed budget is based on our experiences on previous years of assignments for CEP and other departments. We believe this should provide adequate resources for the budget year for the anticipated utilization on these smaller on-call support tasks. We will provide an update on expenditures and remaining balances with each monthly invoice, per division, with the residual funding updated at the completion of each task.

As we have used in the past on similar assignments with the Aviation Authority, this task order will be implemented with specific requests from the Aviation Authority to AVCON from time to time in response to various needs on and around the airport. Each individual task request will be outlined and budgeted with a confirming email to GOAA CEP with copies to the requesting entity or individual.

All engineering disciplines will be performed by **AVCON** staff. However, we will look for opportunities such as field surveys, testing, or other specialty support roles to enhance our MBE or LDB subconsultant participation.

Our proposed billing rates are presented in the table on the following page. Based on our current backlog of work already in process, we anticipate approval of this proposal and wage rates for availability on October 2. We understand that proposals in advance of the rate changes will be governed by the current rates in effect as of the approval.



Mr. Tuan Nguyen, P.E.  
 Scope of Work and Fee Proposal  
 On-Call Services  
 Airport Construction, Engineering and Planning, FY 2024  
 Orlando International Airport  
 August 28, 2023      Page 4



<u>Position Description</u>	<u>Proposed 2024 Rate*</u>
Principal	<del>\$298.00</del> \$284
QC Reviewer	<del>\$298.00</del> \$244
Senior Project Manager	<del>\$283.00</del> \$269
Project Manager	<del>\$228.00</del> \$215
Sr. Project Engineer/Designer	<del>\$186.00</del> \$149
Project Engineer/Designer	<del>\$137.00</del> \$128
Engineer/Designer	<del>\$112.00</del> \$107
Sr. CAD Designer	<del>\$124.00</del> \$118
Administrative/Clerical	<del>\$-85.00</del> \$81
Sr. Construction Manager	\$132.00
Contract Administrator	<del>\$112.00</del> \$106

If you have any final questions regarding our proposal, please feel free to call us at your earliest convenience.

Sincerely,

**AVCON, INC.**

James A. Kriss, P.E.  
 Sr. Project Manager

CC: Alex Sorondo, GOAA CEP  
 Scott Shedek, GOAA Construction  
 Gary Hunt, GOAA, Maintenance  
 Jeff Daniels, GOAA, Maintenance  
 Rick Schulz, GOAA, Maintenance  
 Tom Draper, GOAA, Operations  
 Bob DeBare, GOAA, Operations  
 Ben Holman, AVCON  
 Dan Nichols, AVCON





**AVCON, INC.**  
**Engineers & Planners**

5555 E. Michigan St., Suite 200  
Orlando, Florida 32822  
Phone: (407) 599-1122  
Fax: (407) 599-1133  
[www.avconinc.com](http://www.avconinc.com)

August 28, 2023

Mr. Tuan Nguyen  
Manager - Engineering  
**Greater Orlando Aviation Authority**  
11314 S. Terminal C Service Road  
Orlando, FL 32824

Reference: **TRUTH IN NEGOTIATION CERTIFICATION**  
**On-Call Services – FY 2024**  
**Orlando International Airport / Orlando Executive Airport**

Dear Mr. Nguyen:

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 Greater Orlando 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 one (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 Greater Orlando Aviation Authority, whichever is later.

Certified:

**AVCON, INC.**

A handwritten signature in blue ink that reads "James A. Kriss". The signature is fluid and cursive, with the first name "James" being the most prominent part.

James A. Kriss, P.E.  
Sr. Vice President

Date: August 28, 2023

## Sneha Joge

**From:** Lisa Rainey <lisa.rainey@anseradvisory.com>  
**Sent:** Monday, September 11, 2023 9:30 AM  
**To:** Sneha Joge  
**Subject:** FW: Proposed item for PC - AVCON - FY24 On-Call Civil Engineering Consulting Services

**Importance:** High

### Lisa Rainey, PMP, CFE

Senior Manager

M 409-383-7727

On Behalf of Greater Orlando

Aviation Authority

[anseradvisory.com](http://anseradvisory.com)



**From:** Lisa Rainey  
**Sent:** Sunday, September 10, 2023 6:14 PM  
**To:** Alejandro Sorondo <alejandro.sorondo@goaa.org>; Danielle Plummer <danielle.plummer@goaa.org>  
**Subject:** RE: Proposed item for PC - AVCON - FY24 On-Call Civil Engineering Consulting Services  
**Importance:** High

Danielle,

The rates below are what I see in iPro as effective 10/01/23. Are these the newly approved rates? If so, I will redline the proposal and add these rates so we can move this forward as a handout?

### *Hourly Rates Report By Vendor*

Office	Position	Hourly Rate	Effective	Renog. Date	Comments
HOME	Admin/Clerical	\$81.00	10/01/23	10/01/24	
HOME	Contract Administrator	\$106.00	10/01/23	10/01/24	
HOME	Engineer/Designer	\$107.00	10/01/23	10/01/24	
HOME	Multiplier	\$2.95	10/01/23	10/01/24	
HOME	Principal	\$284.00	10/01/23	10/01/24	
HOME	Project Engineer/Designer	\$128.00	10/01/23	10/01/24	
HOME	Project Manager	\$215.00	10/01/23	10/01/24	
HOME	Senior CADD Designer	\$118.00	10/01/23	10/01/24	
HOME	Senior Engineer	\$177.00	10/01/23	10/01/24	
HOME	Senior Inspector	\$124.00	10/01/23	10/01/24	
HOME	Senior Project Manager	\$269.00	10/01/23	10/01/24	

## Lisa Rainey, PMP, CFE

Senior Manager

M 409-383-7727

On Behalf of Greater Orlando

Aviation Authority

[anseradvisory.com](http://anseradvisory.com)



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**From:** Lisa Rainey <[Lisa.Rainey@anseradvisory.com](mailto:Lisa.Rainey@anseradvisory.com)>

**Sent:** Friday, September 8, 2023 5:07 PM

**To:** Alejandro Sorondo <[alejandro.sorondo@goaa.org](mailto:alejandro.sorondo@goaa.org)>; Danielle Plummer <[danielle.plummer@goaa.org](mailto:danielle.plummer@goaa.org)>; Procurement Committee <[PC@goaa.org](mailto:PC@goaa.org)>; Kathy Anderson <[kanderson@goaa.org](mailto:kanderson@goaa.org)>

**Cc:** Sneha Joge <[sjoge@projectstarmgmt.com](mailto:sjoge@projectstarmgmt.com)>; Estefania Wilbraham <[estefania.wilbraham@anseradvisory.com](mailto:estefania.wilbraham@anseradvisory.com)>; Andrea Harper <[AHarper@goaa.org](mailto:AHarper@goaa.org)>

**Subject:** RE: Proposed item for PC - AVCON - FY24 On-Call Civil Engineering Consulting Services

**Importance:** High

Alex and Danielle,

I do not see the newly approved Avcon rates in iPro yet. I realize it may need to refresh overnight or something before we see them so, assuming we can verify the rates that were approved match the proposed rates we can sign off on the item, send to CF for signature first thing Monday then issue the entire package as a handout by noon on Monday.

If the approved rates are different than the rates on Avcon's proposal we can redline it and then follow the same process as above.

## Lisa Rainey, PMP, CFE

Senior Manager

M 409-383-7727

On Behalf of Greater Orlando

Aviation Authority

[anseradvisory.com](http://anseradvisory.com)



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**From:** Alejandro Sorondo <[alejandro.sorondo@goaa.org](mailto:alejandro.sorondo@goaa.org)>

**Sent:** Friday, September 8, 2023 3:32 PM

**To:** Danielle Plummer <[danielle.plummer@goaa.org](mailto:danielle.plummer@goaa.org)>; Lisa Rainey <[Lisa.Rainey@anseradvisory.com](mailto:Lisa.Rainey@anseradvisory.com)>; Procurement Committee <[PC@goaa.org](mailto:PC@goaa.org)>; Kathy Anderson <[kanderson@goaa.org](mailto:kanderson@goaa.org)>

**Cc:** Tuan Nguyen <[TNguyen@goaa.org](mailto:TNguyen@goaa.org)>; Sneha Joge <[sjoge@projectstarmgmt.com](mailto:sjoge@projectstarmgmt.com)>; Estefania Wilbraham <[estefania.wilbraham@anseradvisory.com](mailto:estefania.wilbraham@anseradvisory.com)>; Michael Gardner <[mgardner@projectstarmgmt.com](mailto:mgardner@projectstarmgmt.com)>; Johanna Arriaga <[johanna.arriaga@anseradvisory.com](mailto:johanna.arriaga@anseradvisory.com)>; LaChant Barnett <[lachant.barnett@anseradvisory.com](mailto:lachant.barnett@anseradvisory.com)>; Vicki Hoffman <[vicki.hoffman@anseradvisory.com](mailto:vicki.hoffman@anseradvisory.com)>; Patricia Bryant <[patricia.bryant@anseradvisory.com](mailto:patricia.bryant@anseradvisory.com)>; Andrea Harper <[AHarper@goaa.org](mailto:AHarper@goaa.org)>

**Subject:** RE: Proposed item for PC - AVCON - FY24 On-Call Civil Engineering Consulting Services

## FINANCE FORM

<b>Date:</b>	August 28, 2023	<b>Requestor's Extension:</b>	4662
<b>Requestor's Name:</b>	Tuan Nguyen	<b>Preparer's Extension:</b>	3142
<b>Preparer's Name:</b>	Alex Sorondo	<b>Solicitation #:</b>	
<b>Requestor's Department:</b>	Engineering & Construction	<b>Contract # / Name:</b>	Continuing Civil Engineering Services Agreement
<b>Description:</b>	Professional Services	<b>Procurement Committee Date:</b>	September 12, 2023
<b>Vendor:</b>	Avcon, Inc.	<b>Agenda Item #:</b>	

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.631.170.5310008.000.000000		\$50,000.00				
301.414.110.5310009.000.000000		\$10,000.00				
301.414.130.5310009.000.000000		\$40,000.00				
301.716.170.5310008.000.000000		\$50,000.00				
<b>Total Requisition:</b>		\$150,000.00				
<b>Requisition Number:</b>		94968				
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>						

Operating Unit	GOAA	Type	Internal Requisition	Preparer	Higinio, Greta N
Number	94968	Status	Incomplete	Total	USD 150,000.00
Description	FY24 PCM 09/12/2				

  

Lines	Source Details	Details	Currency					
Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
1	Encumbrance C			Encumbrance Ho	AVCON On-call Eng Su	US D	1	

  

Destination Type	Expense	Source	Supplier
Requester	Mitchell, Elecia B	Supplier	



## GREATER ORLANDO AVIATION AUTHORITY

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

### MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: September 12, 2023

Re: Request for Recommendation of Approval to the Aviation authority Board of an Addendum to the Continuing Civil Engineering Services Agreement with Avcon, Inc. for FY 2024 (FY24) On-Call Engineering Support Services at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Avcon, Inc. does not propose small business participation at this time.

Our analysis indicates that Avcon, Inc. is eligible for award of the subject addendum.





## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32227-4392

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: September 27, 2023

### ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Civil Engineering Services Agreement with Avcon, Inc. for FY 2024 On-Call Civil Engineering Services, at the Orlando International Airport

### BACKGROUND

On March 15, 2023, the Aviation Authority Board approved Continuing Civil Engineering Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- AECOM Technical Services, Inc.
- Atkins North America, Inc.
- Avcon Inc. (*MWBE*)
- C&S Engineers, Inc.
- Kimley-Horn and Associates, Inc.
- Mead & Hunt, Inc.

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.

Services will consist of continuing civil engineering services and related professional services, including but not limited to, civil, traffic, environmental, structural evaluation and design; landscape and irrigation design; utilities and infrastructure design; airfield design; roadway and signage design; surveying; cost estimating; scheduling; geotechnical services; stormwater management consulting and design services; and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities such as the Federal Aviation Administration, the Transportation Security Administration, the Florida Department of Transportation, and the Orlando Utilities Commission.

The Services may also include studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, design criteria package development, permitting, construction administration, resident engineering, master document support, technical support and review of documents prepared by others, design management support on various Aviation Authority projects and all other engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

A total of 10 addenda, and applicable amendments, to the Continuing Civil Engineering Services Agreement with Avcon, Inc. have been approved. A summary of these approvals can be provided upon request.

## **ISSUES**

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value. The Procurement Committee has recommended approval of an addendum to the above-referenced agreement, as follows:

- Addendum for FY 2024 On-Call Civil Engineering Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$150,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will consist of on-call civil engineering services and related professional services, including but not limited to, civil, traffic, environmental, structural evaluation and design; landscape and irrigation design; utilities and infrastructure design; airfield design; roadway and signage design; surveying; cost estimating; scheduling; geotechnical services; stormwater management consulting and design services; and all other related services. Services will be provided from October 1, 2023, through September 30, 2024. *[Reference PC Meeting held September 12, 2023, Agenda Item No. III-A].*

As this addendum will result in an aggregate increase to the Aviation Authority's Agreement with Avcon, Inc. exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

## **SMALL BUSINESS**

Avcon, Inc. is a certified Minority and Women Business Enterprise (MWBE) firm. The Aviation Authority has reviewed the proposal from Avcon, Inc., and determined that Avcon, Inc. does not propose any small business participation on this Addendum because of the on-call nature of the services to be provided. The Small Business Department certifies that Avcon, Inc. is in good standing as it relates to its small business participation as required on previously contracted services.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$150,000. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2024 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 Procurement Committee and approve an Addendum to Continuing Civil Engineering Services Agreement with Avcon, Inc. for FY 2024 On-Call Civil Engineering Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$150,000, with funding from Operations and Maintenance Funds; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.