

**AMENDMENT 1 to ADDENDUM NO. 8  
TO THE AGREEMENT DATED JUNE 7, 2022  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND COST MANAGEMENT, INC. dba CMI**

**Project: Additional FY24 Small Projects Support, Orlando International Airport**

**THIS AMENDMENT** is effective this 21<sup>st</sup> day of August, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **COST MANAGEMENT, INC. dba CMI** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated June 7, 2022, Aviation Authority and Consultant entered into an agreement for Consultant to provide Continuing Program and Project Management 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 Amendment 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 FIFTY THOUSAND NINETY-TWO AND NO/100 DOLLARS (\$50,092.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$50,092.00</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>\$50,092.00</b>



## MEMORANDUM

TO: Members of the Procurement Committee

FROM: Scott Shedek, Vice President of Construction

DATE: July 30, 2024

## ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board for Approval of an Amendment to Addendum No. 8 to the Continuing Program and Project Management Services Agreement with Cost Management Inc. dba CMI (CMI) for Additional FY 2024 Small Projects Owner's Authorized Representative (OAR) Support Services at the Orlando International Airport (MCO) and Other Facilities operated by the Aviation Authority

## BACKGROUND

On May 18, 2022, the Aviation Authority Board approved a Continuing Program and Project Management Services Agreement with each of the following firms:

- AECOM Technical Services, Inc.
- Cost Management Inc. dba CMI (MWBE)
- Geotech Consultants International, Inc. dba GCI, Inc. (MWBE)
- PSA Constructors, Inc. dba PSA Management, Inc. (MWBE/LDB)
- The Roderick Group, Inc. dba Ardmore Roderick (MWBE)
- WSP USA, Inc.

These no-cost base agreements established the negotiated hourly rates. These services include all services necessary for the management of the design and construction of both individual projects and programs consisting of two or more individual projects, including the management of design from planning and conceptual design phase through detailed design, bidding and award of construction contracts; development of design criteria documents, and management of design/build contracts; management of the construction and commissioning of projects including performing as the OAR; providing material testing, quantity surveying, construction inspection, construction safety compliance inspection, and other services required to verify compliance of construction with contract documents; providing cost estimating, cost control, scheduling, progress reporting, and planning services to support both design and construction activities; negotiations of contracts for program and project related professional and construction services required from the Aviation Authority's other consultants and contractors; coordination of the activities of multiple consultants and contractors onsite; and all other related services, which may be required to accomplish the planning, funding, design, bidding and award, construction, commissioning and operation of projects and programs for the Aviation Authority's existing and future facilities.

On August 29, 2023, the Procurement Committee approved Addendum No. 8 to the Continuing Program and Project Management Services Agreement with CMI for FY 2024 Small Projects OAR Support Services at MCO and Other Projects operated by the Aviation Authority for the total not-to-exceed fees amount of \$89,776.00.

## EXHIBIT A

**ISSUES**

Consultant’s proposal, dated July 11, 2024, is to provide additional construction project management, project controls, construction administration and construction coordination services in support of FY 2024 small projects at MCO and other facilities operated by the Aviation Authority.

Services cannot commence before the date of Aviation Authority Board approval. The approved addendum (or amendment as applicable) must be executed by the Aviation Authority before invoicing for services. Services will be provided through September 30, 2024.

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

**SMALL BUSINESS**

The MWBE/LDB/VBE participation has been reviewed by the Small Business Development Department. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$50,092.00. Funding is from previously approved from Operations and Maintenance Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Amendment to Addendum No. 8 to the Continuing Program and Project Management Services Agreement with Cost Management Inc. dba CMI for the services contained herein and the amount as shown below:

Not to Exceed Fees	<b>\$50,092.00</b>
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$50,092.00</b>
CRI – Compliance Review Date	DL 7/25/24
CRI – Funding Eligibility Review Date	7/25/24

Owner's Representative  
Estimating / Scheduling  
Value Engineering  
Life Cycle Costing  
LEED Consulting  
Constructability Review  
Cashflow Projections  
Change Orders  
Claims Analysis  
Contract Administration  
Commissioning  
Construction Auditing  
Facilities Condition  
Assessment  
Information Technology  
Database Development  
Program Management  
Software Modules



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Website: [www.cminc.biz](http://www.cminc.biz)  
Email: [cmi@cminc.biz](mailto:cmi@cminc.biz)

11 July 2024

Mr. Scott Shedek, P.E.  
Vice President of Construction  
**Greater Orlando Aviation Authority**  
One Jeff Fuqua Boulevard  
Orlando, Florida 32824

<u>CMI No. P-5303.2</u>	
<b>GOAA Small Projects OAR Support Services for O&amp;M Projects</b>	
CMI	\$50,092.00
<b>Total Not to Exceed Fee</b>	<b>\$50,092.00</b>
Fifty Thousand and Ninety-Two Dollars.	

Dear Mr. Shedek,

We hereby submit our fee proposal for OAR Support Service. Our understanding is that we will be providing Construction Phase OAR and project coordination services and documentation as the process may require for projects at Orlando International Airport.

### **SERVICES**

Our scope will be to support GOAA with construction phase OAR and coordinating services. This proposal is for staffing for the period 01 August 2024 to 30 September 2024.

### **FEE SCHEDULE**

Our anticipated staffing plan equates to a NTE Fee as described in the attached Breakdown of Fees spreadsheet.

### **MWBE / DBE / LDB PARTICIPATION**

Due to the specialized nature of this assignment, it will not be possible to engage another firm and achieve any MWBE/DBE/LDB participation. However, CMI is a certified MBE firm for providing these services.

### **EXCLUSIONS**

This proposal excludes: office space rental; utilities; cost estimating & scheduling and travel outside of the Central Florida area.

### **PAYMENT**

We will invoice in accordance with the terms of our Contract with the Authority.

Sincerely,

**CMI**

*Brian Gainous*

Brian Gainous  
Senior Project Manager

## 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 Cost Management Inc. dba CMI

By: 

Print Name: Ganesh Jiawon

Date: 07/11/2024

**PRIME CONSULTANT - CMI**

Small Projects OAR Support Services for O&M Projects																			
			2024					2025											
Role	Staff	Firm	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Hours	Rate	Total NTE Fee
<b>Project Management Services</b>																			
Senior Project Manager	Brian Gainous	CMI	60.0	60.0	-	-	-	-	-	-	-	-	-	-	-	-	120	\$ 186.00	\$ 22,320.00
Senior Project Coordinator	TBD	CMI	132.0	130.0	-	-	-	-	-	-	-	-	-	-	-	-	262	\$ 106.00	\$ 27,772.00
																			\$ -
<b>TOTAL NTE FEE</b>																			<b>50,092.00</b>



**Small Projects OAR Support Services for O&M Projects**

Role	Firm	Hourly Rate	Total Hours	Total Fee (\$)
Senior Project Manager	CMI	\$ 186.00	120	\$ 22,320.00
Senior Project Coordinator	CMI	\$ 106.00	262	\$ 27,772.00
<b>TOTAL FEE</b>			<b>382</b>	<b>\$ 50,092.00</b>

MWBE/ LDB Participation				
Firm		Designation (MWBE/LDB/DBE)	Fee Amount	Percentage Participation
CMI		MBE	\$ 50,092.00	100%





**Greater Orlando Aviation Authority**  
 CMI Cumulative Project Staffing  
 Projected Hours by Task for FY2024  
 OAR STAFFING MANHOURS  
 01 October 2023 thru' 30 September 2024

**Legend:**  
 Proposal submitted for review  
 Previously approved  
 Future proposal

Name	Position	Sponsor	GOAA Project #	Task Description	Total	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Bill White	Safety Director	S. Shedek	FY24 O&M	Airport Safety Compliance	596	13	104	51	36	61	38	20	29	51	70	63	60
Bill White	Safety Director	S. Shedek	V-01006	Airside 3 Wing 1 Ramp Level Upgrades	6	0	0	0	0	0	0	0	6	0	0	0	0
Bill White	Safety Director	S. Shedek	H-00361	JFB (Loop Road) B Terminal Entrance Reconfiguration	25	0	0	0	0	0	0	0	0	0	15	10	0
Bill White	Safety Director	S. Shedek	V-995	Replacement of Elevator P58 at Airside 4	15	0	0	0	0	0	0	0	0	0	0	5	10
Bill White	Safety Director	WSP	W-453	Airside 2 & 4, Safety Oversight	339	18	20	19	20	20	21	42	43	36	40	30	30
Bill White	Safety Director	PSA	E-280	West Airfield Electrical Upgrades	134	30	31	37	20	3	0	0	0	0	13	0	0
Bill White	Safety Director	Lea & Elliot	BP-0477	Specialty APM & Passenger Rail Systems	57	4	4	4	8	4	8	4	5	4	4	4	4
Bill White	Safety Director	Ardmore	BP-049	OEA Taxiways A, B and E4 Rehabilitation	114	0	0	0	0	34	40	40	0	0	0	0	0
Bill White	Safety Director	Ardmore	BP-497	Taxiways G and H Rehabilitation, Phase 1	521	0	0	0	20	41	54	62	68	68	68	70	70
Bill White	Safety Director	GCI	BP-S0199	Train Station Passenger Drop-off Lobby Parking Lot	70	0	8	38	24	0	0	0	0	0	0	0	0
				n/a	-												
Bill White	Safety Director	S. Shedek		Purchasing Building Rehabilitation Project	-												
<b>TOTAL HOURS</b>					<b>1877</b>	<b>65</b>	<b>167</b>	<b>149</b>	<b>128</b>	<b>163</b>	<b>161</b>	<b>168</b>	<b>151</b>	<b>159</b>	<b>210</b>	<b>182</b>	<b>174</b>
Brian Gainous	Sr. Project Manager	S. Shedek	FY24 O&M	Miscellaneous Small Projects	496	160	148	136	42	10	0	0	0	0	0	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-01006	Airside 3 Wing 1 Ramp Level Upgrades	146	0	0	0	0	0	34	60	28	15	9	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-995	Replacement of Elevator P58 at Airside 4 (D/B)	40	0	26	0	0	14	0	0	0	0	0	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-995	Replacement of Elevator P58 at Airside 4 (Construction)	218	0	0	0	0	10	28	10	10	20	15	45	80
Brian Gainous	Sr. Project Manager	S. Shedek	EP-00429	Water Intrusion - NTLs-Level 1 B East - OAR	30	0	0	10	0	0	0	20	0	0	0	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	EP-00447	Jeff Fuqua Fence Repair	59	0	0	0	0	49	0	0	10	0	0	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	H-00361	JFB (Loop Road) B Term Entrance Reconfiguration	635	0	0	0	78	94	80	60	20	30	100	90	83
Brian Gainous	Sr. Project Manager	S. Shedek	V-00976	Smart Restroom Pilot Project	50	0	0	0	0	0	12	30	8	0	0	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-01017	HVAC Improvements GOAA Executive Office	100	0	0	0	0	0	10	0	18	10	22	30	10
Brian Gainous	Sr. Project Manager	S. Shedek	V-01018	N. Terminal Roof Top Canopy A and B Sides Beam Re-Painting	115	0	0	0	0	0	0	0	100	0	15	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-01021	NTC East Checkpoint HVAC Modifications	155	0	0	0	0	0	0	0	0	20	60	40	35
Brian Gainous	Sr. Project Manager	S. Shedek	V-01022	North Terminal East and West Checkpoint Signage	39	0	0	0	0	0	0	0	8	0	20	11	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-1024	Terminal A Side Garage Storm Drain Repairs	56	0	0	0	0	0	0	0	0	25	19	12	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-00961	AS1 APM Ceiling Repairs	110	0	0	0	0	0	0	0	10	40	40	20	0
Brian Gainous	Sr. Project Manager	S. Shedek	V-01026	American Airlines Airside 3 Roof Drain Re-routing	10	0	0	0	0	0	0	0	0	8	2	0	0
Brian Gainous	Sr. Project Manager	S. Shedek	H-00375	Bear Road Ditch Clean Out	70	0	0	0	0	0	0	0	0	30	25	15	0
Brian Gainous	Sr. Project Manager	S. Shedek	H-00376	Cargo Road Bldg. 858 Parking Lot Sealcoat and Re-striping	27	0	0	0	0	0	0	0	0	0	20	7	0
Brian Gainous	Sr. Project Manager	S. Shedek	FY24 O&M	Miscellaneous Small Projects	160	0	0	0	0	0	0	0	0	0	0	80	80
Brian Gainous	Sr. Project Manager	S. Shedek	H-00334	Gourmet Gate Retention Pond Flume Repairs	-												
				n/a	-												
<b>TOTAL HOURS</b>					<b>2516</b>	<b>160</b>	<b>174</b>	<b>146</b>	<b>120</b>	<b>177</b>	<b>164</b>	<b>180</b>	<b>202</b>	<b>168</b>	<b>347</b>	<b>370</b>	<b>308</b>
TBD	Sr. Project Coordinator	S. Shedek	FY24 O&M	Miscellaneous Small Projects	262	0	0	0	0	0	0	0	0	0	0	132	130
				n/a	-	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL HOURS</b>					<b>262</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132</b>	<b>130</b>
Priya Basant	Tech Assistant	S. Shedek	FY24 O&M	Airport Safety Compliance	24	3	4	2	4	4	4	2	1	0	0	0	0
Priya Basant	Tech Assistant	S. Shedek	EP-00429	Water Intrusion - NTLs-Level 1 B East - OAR	5	0	0	5	0	0	0	0	0	0	0	0	0
Priya Basant	Tech Assistant	S. Shedek	EP-00446	Jeff Fuqua Fence Repair	-	0	0	0	0	0	0	0	0	0	0	0	0
Priya Basant	Tech Assistant	S. Shedek	V-995	Replacement of Elevator P58 at Airside 4 (Construction)	6	0	0	0	0	0	6	0	0	0	0	0	0
Priya Basant	Tech Assistant	S. Shedek	V-00961	AS1 APM Ceiling Repairs	7	0	0	0	0	0	0	0	0	3	0	0	4
Priya Basant	Tech Assistant	S. Shedek	V-01017	HVAC Improvements GOAA Executive Office	6	0	0	0	0	0	3	0	0	0	0	3	0
Priya Basant	Tech Assistant	S. Shedek	V-01018	N. Terminal Top A&B Re-painting Canopy Repainting	5	0	0	0	0	0	0	0	3	0	2	0	0
Priya Basant	Tech Assistant	S. Shedek	V-01021	NTC East Checkpoint HVAC Modifications	7	0	0	0	0	0	0	3	0	2	2	0	0
Priya Basant	Tech Assistant	S. Shedek	V-01022	North Terminal East and West Checkpoint Signage	4	0	0	0	0	0	2	0	0	2	2	0	0
Priya Basant	Tech Assistant	S. Shedek	V-01024	North Terminal A Side Garage Storm Drain Repairs	7	0	0	0	0	0	0	0	0	3	4	0	0
Priya Basant	Tech Assistant	S. Shedek	V-01026	American Airlines Airside 3 Roof Drain Re-routing	4	0	0	0	0	0	0	0	0	0	2	2	0
Priya Basant	Tech Assistant	S. Shedek	H-00375	Bear Road Ditch Clean Out	8	0	0	0	0	0	0	0	0	4	4	0	0
Priya Basant	Tech Assistant	S. Shedek	H-00376	Cargo Road Bldg. 858 Parking Lot Sealcoat and Re-striping	6	0	0	0	0	0	0	0	0	3	3	0	0
Priya Basant	Tech Assistant	S. Shedek	H-00334	Gourmet Gate Retention Pond Flume Repairs	-												
				n/a	0												
<b>TOTAL HOURS</b>					<b>89</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>13</b>	<b>7</b>	<b>4</b>	<b>15</b>	<b>19</b>	<b>5</b>	<b>4</b>



## Addenda / Amendments Awarded per Agreement - Summary for Committee

### Cost Management, Inc., dba CMI -- Agreement No. 202204-OAR5 Continuing Program and Project Management Services

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>	
000	000	-	Continuing Program and Project Management Services	<b>PSC</b>	04/22/22	05/18/22	06/07/22	\$0.00	\$0.00	
001	000	-	FY23 Safety Compliance Services	<b>CCM</b>	09/27/22	NA	10/20/22	95363	\$143,995.00	\$143,995.00
002	000	-	FY23 Small Projects OAR Support	<b>CCM</b>	09/27/22	NA	10/20/22	95362	\$123,152.00	\$123,152.00
003	000	V-00978-MCO	V-00978-MCO TERMINAL TOP GARAGE FIRE SPRINKLER REPAIR OAR Support for V-978	<b>CCM</b>	01/03/23	NA	01/18/23	1007218	\$65,916.00	\$65,916.00
004	000	V-00989-MCO	V-00989-MCO TERMINAL B SKYBRIDGE REPAINTING OAR Support for V-989	<b>CCM</b>	02/21/23	NA	03/03/23	1007274	\$18,828.00	\$18,828.00
005	000	V-00983-MCO	V-00983-MCO USDA BUILDING EXTERIOR ENHANCEMENTS OAR Support for V-983	<b>CCM</b>	03/21/23	NA	03/22/23	1007296	\$16,340.00	\$16,340.00
006	000	V-00996-MCO	V-00996-MCO HYATT MECHANICAL ROOM WATERPROOFING OAR Support for V-996	<b>CCM</b>	04/25/23	NA	05/17/23	1007360	\$11,584.00	\$11,584.00
007	000	E-00284-MCO	E-00284-MCO MANHOLE 504 CONVERSION TO JUNCTION CAN PLAZA OAR Support for E-284	<b>CCM</b>	06/06/23	NA	06/14/23	1007377	\$19,358.00	\$19,358.00
007	001	E-00284-MCO	E-00284-MCO MANHOLE 504 CONVERSION TO JUNCTION CAN PLAZA Additional OAR Support for E-284	<b>CCM</b>	08/29/23	NA	09/06/23	AMD 1007377	\$5,000.00	\$24,358.00
008	000	-	FY24 Small Projects Support	<b>PSC</b>	08/29/23	09/27/23	10/04/23	96801	\$89,776.00	\$89,776.00
009	000	V-01006-MCO	V-01006-MCO AIRSIDE 3 WING 1 RAMP LEVEL UPGRADES Construction Phase OAR Services for V-1006, Airside 3, Wing 1 Ramp Level Upgrades	<b>PSC</b>	09/26/23	NA	10/02/23	1007453	\$29,395.00	\$29,395.00
010	000	-	FY24 Construction Safety Compliance Services	<b>PSC</b>	10/05/23	NA	10/30/23	96908	\$99,904.00	\$99,904.00
011	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) OAR Support for V-995	<b>CCM</b>	10/24/23	NA	10/27/23	1007492	\$7,240.00	\$7,240.00
012	000	BP-00485-MCO	BP-00485-MCO HYATT LOBBY RENOVATION (DESIGN/BUILD) Preparation of a Rough Order of Magnitude (ROM) Budget Estimate for BP-485	<b>CCM</b>	10/31/23	NA	11/21/23	1007466	\$28,521.00	\$28,521.00
013	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Cost Estimating Services for W-S211	<b>CCM</b>	11/21/23	NA	11/29/23	1007499	\$216,240.00	\$216,240.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

014	000	H-00361-MCO	H-00361-MCO JFB (LOOP RD) TERMINAL B ENTRANCE RECONFIGURATION (D/B) Construction Phase OAR Services for H-361	CCM	12/19/23	NA	01/23/24	1007513	\$249,843.00	\$249,843.00
015	000	V-00976-MCO	V-00976-MCO SMART RESTROOM PILOT PROJECT Construction Phase OAR Services for V-976	CCM	12/19/23	NA	01/23/24	1007525	\$9,050.00	\$9,050.00
016	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Phase OAR Services for V-995	CCM	01/02/24	NA	01/24/24	1007532	\$99,893.00	\$99,893.00
017	000	BP-00485-MCO	BP-00485-MCO HYATT LOBBY RENOVATION (DESIGN/BUILD) Project Management Services for BP-485	CCM	01/30/24	NA	02/02/24	1007573	\$179,552.00	\$179,552.00
018	000	V-01017-MCO	V-01017-MCO HVAC IMPROVEMENTS FOR GOAA EXECUTIVE OFFICES Construction Phase OAR Services for V-1017	CCM	03/05/24	NA	03/07/24	1007593	\$20,440.00	\$20,440.00
019	000	V-01018-MCO	V-01018-MCO NORTH TERMINAL ROOFTOP CANOPY A AND B SIDES BEAM REPAINTING Construction Phase OAR Services for V-1018	CCM	03/12/24	NA	03/18/24	1007607	\$22,431.00	\$22,431.00
020	000	V-01021-MCO	V-01021-MCO NTC EAST CHECKPOINT HVAC MODIFICATIONS Construction Phase OAR Services for V-1021	CCM	03/12/24	NA	03/18/24	1007624	\$32,483.00	\$32,483.00
021	000	V-01022-MCO	V-01022-MCO NORTH TERMINAL A AND B EAST AND WEST CHECKPOINT SIGNAGE OAR Support Services for V-1022	CCM	04/09/24	NA	04/15/24	1007622	\$9,114.00	\$9,114.00
022	000	V-01024-MCO	V-01024-MCO NORTH TERMINAL A-SIDE PARKING GARAGE STORM DRAIN REPAIRS OAR Support Services for V-1024	CCM	04/23/24	NA	04/26/24	1007630	\$11,994.00	\$11,994.00
023	000	H-00375-MCO	H-00375-MCO BEAR ROAD DITCH CLEANING OAR Support Services for H-375	CCM	05/07/24	NA	05/10/24	1007656	\$15,612.00	\$15,612.00
024	000	V-00961-MCO	V-00961-MCO AIRSIDE 1 APM CEILING REPAIRS OAR Support Services for V-961	CCM	05/07/24	NA		1007652	\$23,448.00	\$23,448.00
025	000	H-00376-MCO	H-00376-MCO CARGO ROAD BUILDING 858 PARKING LOT SEALCOAT AND RE-STRIPING OAR Services for H-376	CCM	05/14/24	NA	05/23/24	1007680	\$5,526.00	\$5,526.00
026	000	V-01026-MCO	V-01026-MCO AMERICAN AIRLINES AIRSIDE 3 ROOF DRAIN RE-ROUTING OAR Services for V-1026	CCM	05/14/24	NA	05/23/24	1007664	\$2,196.00	\$2,196.00

**Addenda / Amendments Awarded per Agreement - Summary for Committee**

027	000	R-00096-MCO	R-00096-MCO MCO SKYLIGHT REPAIRS AT GREAT HALL OAR Services for R-00096	CCM	06/18/24	NA	06/24/24	\$4,000.00	\$4,000.00
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*Total for Cost Management, Inc., dba CMI for Agreement No. 202204-OAR5* \$1,560,831.00

## **Addenda / Amendments Awarded per Agreement - Summary for Committee**

### **Terms of Agreement**

Firm	Agreement Execution Date	Original Duration 1st Extension 2nd Extension	Current Expiration Date
<b>Continuing Agreement Consultant - OAR/RE Construction</b>			
Cost Management, Inc., dba CMI	Asian-Subcontinent American 06/07/22	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	06/07/25

### **Addenda / Amendments in Chronological Order**

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
08/29/23	09/27/23	008	000	\$89,776.00	\$89,776.00
09/26/23		009	000	\$29,395.00	\$119,171.00
10/05/23		010	000	\$99,904.00	\$219,075.00

**ATTACHMENT A  
FINANCE FORM**

<b>Date:</b>	<u>July 30, 2024</u>	<b>CCM / PC:</b>	<u>PC</u>
<b>Requestor's Name:</b>	<u>Scott Shedek</u>	<b>Requestor's Extension:</b>	<u></u>
<b>Form Preparer's Name:</b>	<u>Brian Gainous</u>	<b>Preparer's Extension:</b>	<u>EXT. 3117</u>
<b>Requestor's Department:</b>	<u>Construction</u>	<b>Purchasing Solicitation #:</b>	<u>N/A</u>
<b>Description:</b>	<u>Additional FY24 OAR Services</u>	<b>Committee Date:</b>	<u>July 30, 2024</u>
<b>Vendor:</b>	<u>Cost Management Inc. DBA CMI</u>	<b>Committee Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: O&M**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301-715-170-5310009.000.000000	\$50,092.00					
<b>Total Requisition:</b>	\$50,092.00					
<b>Requisition Number:</b>	97459					
<hr/>						
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97459	FY24 CCM 2024-07-30	In Process	23-JUL-2024 12:46:50	USD	50,092.00	Ciaglia, Tara A	<input checked="" type="checkbox"/>

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: July 30, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Amendment to Addendum No. 8 to the Continuing Program and Project Management Services Agreement with Cost Management Inc. dba CMI (CMI) for Additional FY 2024 Small Projects Owner's Authorized Representative (OAR) Support Services at the Orlando International Airport (MCO) and Other Facilities operated by the Aviation Authority

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Cost Management, Inc. dba CMI does not propose small business participation on this amendment as the services being provided are for staffing support.



## **MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

## **ITEM DESCRIPTION**

Recommendation of the Construction Committee to Approve Multiple Addenda to the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI (CMI)

## **BACKGROUND**

On May 18, 2022, the Aviation Authority Board approved Continuing Program and Project Management Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- AECOM Technical Services, Inc.
- Cost Management, Inc. dba CMI (*MWBE*)
- Geotech Consultants International, Inc. dba GCI, Inc. (*MWBE*)
- PSA Constructors, Inc. dba PSA Management, Inc. (*MWBE/LDB*)
- The Roderick Group, Inc. dba Ardmore Roderick (*MWBE*)
- WSP USA, 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 three years with optional renewal periods of two additional one-year terms, to be exercised at the discretion of the Aviation Authority and accepted by both parties.

Scope includes all services necessary for the management of the design and construction of both individual projects and programs, consisting of two or more individual projects, including the management of design from planning and conceptual design phase through detailed design, bidding and award of construction contracts; development of design criteria documents, and management of design/build contracts; management of the construction and commissioning of projects, including performing as the OAR; providing material testing, quantity surveying, construction inspection, construction safety compliance inspection, and other services required to verify compliance of construction with contract documents; providing cost estimating, cost control, scheduling, progress reporting, and planning services to support both design and construction activities; negotiations of contracts for program and project related professional and construction services required from the Aviation Authority's other consultants and contractors; coordination of the activities of multiple consultants and contractors onsite; and all other related services, which may be required to accomplish the planning, funding, design, bidding and award, construction, commissioning and operation of projects and programs for the Aviation Authority's existing and future facilities.

As of July 2024, a total of 27 addenda, and applicable amendments, to the Continuing Program and Project Management Services Agreement with CMI 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 Construction Committee (CC) and the Procurement Committee (PC) recommended approval of addenda and applicable amendments to the above-referenced agreement, as follows:

- Addendum for Project Management Services in support of Bid Package (BP) No. 00485, Hyatt Lobby Renovations at the Orlando International Airport (MCO), for the total not-to-exceed fees amount of \$386,880, with funding from Hyatt Lobby Renovations (CIR00164). BP No. 00485 entails major interior finish upgrades and new furnishings to the Hyatt 1<sup>st</sup> Floor Motor Court Lobby, 3<sup>rd</sup> Floor Elevator Lobby, 4<sup>th</sup> Floor Lobby, Briefing Room, Meeting Room Corridors/Performance Balcony, Continental Ballroom and Lobby Bar. A new Market Grab-n-Go will be an added amenity to the 4<sup>th</sup> Floor Lobby area across from the Lobby Bar. CMI services will include, but are not limited to, construction management, oversight, inspection services and material testing for BP No. 00485. Additional assistance to the Aviation Authority in the areas of pre-construction, construction project management, project control, contract administration, construction coordination and close-out services are also included. CMI is a certified MWBE firm. The Aviation Authority has reviewed the proposal from CMI and determined that CMI does not propose any small business participation on this Addendum and certifies that CMI 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 July 30, 2024, Agenda Item No. IV-A].*
- Amendment to Addendum No. 8 for Additional Fiscal Year (FY) Small Project OAR Support Services at MCO, Orlando Executive Airport (ORL) and Other Facilities operated by the Aviation Authority, for the total not-to-exceed fees amount of \$50,092, with funding from previously-approved Operations and Maintenance Funds. Services will include, but are not limited to, project definition and development, including the preparation of documents, review of costs for potential projects as directed by the Aviation Authority for submission to the Construction Committee for consideration, inspections of Aviation Authority facilities, definition of scope issues, contact and coordination of repairs as required to address warranty and emergency issues, and administrative support services. CMI is a certified MWBE firm. The Aviation Authority has reviewed the proposal from CMI and determined that CMI does not propose any small business participation on this Addendum and certifies that CMI 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 PC Meeting held July 30, 2024, Agenda Item No. III-J].*

As these addenda and applicable amendments will result in an aggregate increase to the Aviation Authority's Agreement with CMI exceeding \$250,000, Aviation Authority Board approval is required.

## SMALL BUSINESS

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

## ALTERNATIVES

None.

## FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$436,972. Funding is from Hyatt Lobby Renovations (CIR00164) and previously-approved Operations and Maintenance Funds.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendations of the Construction Committee and Procurement Committee for the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI to: (1) approve an Addendum for Project Management Services in support of BP No. 00485, Hyatt Lobby Renovations at MCO, for the total not-to-exceed fees amount of \$386,880, with funding from Hyatt Lobby Renovations (CIR00164); (2) approve an Amendment to Addendum No. 8 for Additional FY Small Project OAR Support Services at MCO, ORL and Other Facilities operated by the Aviation Authority, for the total not-to-exceed fees amount of \$50,092, with funding from previously-approved Operations and Maintenance Funds; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.