

**AMENDMENT 1 to ADDENDUM NO. 3  
TO THE AGREEMENT DATED DECEMBER 27, 2022  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND CARR, RIGGS & INGRAM, LLC**

**Project: Additional FY24 Construction Payment Application and Invoice Review (Category 2), Orlando International Airport**

**THIS AMENDMENT** is effective this 1<sup>st</sup> day of January, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **CARR, RIGGS & INGRAM, LLC** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated December 27, 2022 Authority and Consultant entered into an agreement for Consultant to provide Construction Payment Application and Invoice Review, Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR), and Audit and Advisory Services; and

**WHEREAS**, under the Agreement, Consultant agreed to perform such additional services for the Authority as are contained in any additional scope of work established by the Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

**WHEREAS**, the Authority and the Consultant desire to enter into this 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 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 **FOUR HUNDRED SIXTY-FIVE THOUSAND AND NO/100 DOLLARS (\$465,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$465,000.00</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>\$465,000.00</b>

3. Except as expressly modified in this Amendment, the Agreement dated December 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 Dec 20, 2023.


**GREATER ORLANDO AVIATION AUTHORITY**

  
boxSIGN 1V3Q3914-1VVK7977


By: \_\_\_\_\_

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

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Dec 19, 2023**

  
boxSIGN 1J8RLK51-1VVK79ZZ  
**By: \_\_\_\_\_  
NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

**CARR, RIGGS & INGRAM, LLC**

  
boxSIGN 17K6WQ9V-1VVK79ZZ

By: \_\_\_\_\_

Signature (Duly Authorized Rep.)

Robert L. Broline Jr.

Printed Name

Partner

Title

**MEMORANDUM**

**TO:** Members of the Construction Committee

**FROM:** Marie Dennis, Deputy Chief Financial Officer  
*(Prepared by Rob Broline)*

**DATE:** November 21, 2023

**RE:** Request for Recommendation of Approval of an Amendment to Addendum 3 to the Construction Payment Application and Invoice Review, Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services Agreement (Category 2) with Carr, Riggs & Ingram LLC

On August 29, 2023, the Construction Committee approved Addendum 3 in the amount of \$120,250 to the above-referenced agreement. Since that time, the Finance Department has requested that these services be extended for January 1, 2024 through December 31, 2024 as furthered described in Consultant’s proposal, dated November 1, 2023, which is to provide Construction Payment Application and Invoice Review Services at the Orlando International and Executive Airports. Scope of services will include contract, cost and funding compliance reviews of design and construction related billings in support of the Engineering and Construction Department; and other related services for Category 2.

If approved, services will be effective January 1, 2024, through December 31, 2024.

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

Funding is from Operation and Maintenance Funds (301.111.170.5310009.000.000000). Funding source verified by Melvin Martinez of Construction Finance on 11/16/23 as correct and available. Funding required in current and subsequent fiscal years will be allocated from the Operation and Maintenance Funds, as approved through the budget process and when funds become available.

It is respectfully requested that the Construction Committee recommend to the Aviation Authority Board approval of an Amendment to Addendum 3 to the Professional Services Agreement for Construction Payment Application and Invoice Review, Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at the Orlando International and Executive Airports (Category 2) with Carr, Riggs & Ingram LLC for the services contained herein and amount as shown below:

Not to Exceed Fees	\$465,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$465,000.00</b>
AAC – Compliance Review Date	<i>SJ</i> 11/15/23
AAC – Funding Eligibility Review Date	11/15/23



Carr, Riggs & Ingram, LLC  
215 Baytree Drive  
Melbourne, Florida 32940  
(321) 255-0088  
(321) 259-8648 (fax)  
www.cricpa.com

November 1, 2023

Ms. Marie Dennis  
Deputy Chief Financial Officer  
Greater Orlando Aviation Authority  
5850 Cargo Road  
Orlando, FL 32827

Dear Ms. Dennis:

Carr, Riggs & Ingram (CRI) is pleased to submit a proposal to provide consulting services related to Category 2 to the Finance Department in support of the Authority's Non-Capital Improvement Program activities at the Orlando International and Orlando Executive Airports. The scope of this proposal includes the following related to contract and funding compliance reviews for non-CIP, North Terminal Programs (all Programs and/or projects not included in the STC Program) related invoices:

Contract Compliance Review:

- Verify that contract is in place and fully executed including contract modifications
- Verify that contract amounts are not exceeded
- Verify billing rates used are those set forth in the contract for both prime and subconsultants
- Verify overhead rates do not exceed those set forth in the contract
- Verify reimbursable expenses are itemized
- Verify supporting documentation is included in invoice package
- Prepare Exception Report
- Work with consultant to resolve open issues
- Prepare Payment Form

Funding Compliance Review:

- Verify that costs are allowable, reasonable and allocable
- Prepare Funding Form, in accordance with the established funding eligibility

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

Our estimated effort totals a not-to-exceed amount of **\$465,000** with an estimate of hours and billing rates provided in Exhibit 1 and covers the period January 1, 2024 through December 31, 2024.

We appreciate the opportunity to submit this proposal and look forward to working with the Aviation Authority on this project.

Sincerely,

*Carr, Riggs & Ingram, L.L.C.*

Robert L. Broline Jr.  
Partner  
Carr, Riggs & Ingram LLC

EXHIBIT 1 – BREAKDOWN OF HOURS AND FEES

1-Nov-23

Category 2

January 1, 2024 through December 31, 2024				
Title/Position	Firm	Billing Rate	Hours	Fees
Partner/Principal	Carr, Riggs & Ingram	\$ 270.00	750	\$ 202,500
Senior Manager	Carr, Riggs & Ingram	\$ 195.00		-
Manager/Senior Consultant	Carr, Riggs & Ingram	\$ 165.00		-
Supervising Senior	Carr, Riggs & Ingram	\$ 150.00		-
Senior Accountant/ Consultant	Carr, Riggs & Ingram	\$ 130.00	1,250	162,500
Staff Accountant/Junior Consultant	Carr, Riggs & Ingram	\$ 100.00	1,000	100,000
<b>Total</b>			<b>3,000</b>	<b>\$ 465,000</b>

**Assumptions:**

Senior Accountant: 50 weeks, average 25 hours/week.

Staff Accountant: 50 weeks, average 20 hours/week.

Partner: average 15 hours per week (50 weeks) and includes: supervising senior, performing quality review of senior's invoice/payment application reviews, resolving issues, and attending meetings as needed.

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 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.

Consultant: Carr, Riggs & Ingram LLC

By: *Robert L. Broline Jr.*

Print Name: Robert L. Broline Jr.

Date: November 1, 2023

**Greater Orlando Aviation Authority  
Purchasing Contracts Finance Form**

<b>Date:</b>	<u>11/3/2023</u>	<b>Requestor's Extension:</b>	<u>x2026</u>
<b>Requestor's Name:</b>	<u>LuAnn Fisher</u>	<b>Preparer's Extension:</b>	<u>x2026</u>
<b>Form Preparer's Name:</b>	<u>LuAnn Fisher</u>	<b>Purchasing Solicitation #:</b>	<u>W452 - Category 2</u>
<b>Requestor's Department:</b>	<u>Finance</u>	<b>Committee:</b>	<u>Construction Committee</u>
	<u>Construction-Engineering- Finance Consulting Servcies (Category 2)</u>	<b>Committee Date:</b>	<u>11/21/2023</u>
<b>Description:</b>		<b>Board Date:</b>	<u>12/13/2023</u>
<b>Vendor:</b>	<u>Carr, Riggs &amp; Ingram, LLC</u>		

**NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS**

<b>Account Code</b> <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	<b>FY 24 Amount</b>	<b>FY 25 Amount</b>	<b>FY 26 Amount</b>	<b>FY 27 Amount</b>	<b>FY 28 Amount</b>	<b>Total Contract</b>
301.111.170.5310009.000.000000	\$ 348,750.00	\$ 116,250.00				\$ 465,000.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total Requisition</b>	\$ 348,750.00	\$ 116,250.00	\$ -	\$ -	\$ -	\$ 465,000.00
<b>Requisition Number</b>	<b>95496</b>	<b>95498</b>				

**OMB Notes:** \_\_\_\_\_  
**Funding Approver:** *JWR*

**Converted into PO #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Buyer:** \_\_\_\_\_

**Total Requisition:** \$ 465,000.00  
**BPA Amount:** \$ -  
**Grand Total - Agree to Committee Item:** \$ 465,000.00

## **MEMORANDUM**

**TO:** Members of the Construction Committee

**FROM:** Edelis Molina, Manager Small Business Programs

**DATE:** November 21, 2023

**RE:** Request for Recommendation of Approval of an Amendment to Addendum 03 to the Construction Payment Application and Invoice Review, Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services Agreement (Category 2) with Carr, Riggs & Ingram, LLC

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Carr, Riggs & Ingram, LLC does not propose small business participation on this amendment due to the specific nature of the services to be provided.

Our analysis indicates that Carr, Riggs & Ingram, LLC is eligible for award of the subject amendment.





## GREATER ORLANDO AVIATION AUTHORITY

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

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Max E. Marble, Chair, Construction Committee

DATE: December 13, 2023

### ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve an Addendum and Associated Amendments to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC

### BACKGROUND

On August 17, 2022, the Aviation Authority Board approved an Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; Grant and PFC Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports Agreement with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- Anser Advisory Consulting, LLC dba Anser Advisory (*Categories 1, 2, 3, 4, 5 and 6*)
- Carr, Riggs & Ingram, LLC (*Categories 2, 3, and 6*)
- CohnReznick, LLP (*Categories 1, 2, 5 and 6*)
- R.M. Chin & Associates, Inc. (*Categories 1, 3, 4, and 6*)
- Talson International, LLC (*Categories 2 and 6*)

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

The Services were procured utilizing Categories of Services as follows:

#### **Category 1: Financial Consulting for Construction, Maintenance, Environmental and Other Projects:** Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Review construction contract awards, change orders and professional services fee proposals for contract compliance and funding eligibility for federal, state and other funding sources, including, but not limited to, Bipartisan Infrastructure law (BIL) grants, Airport Improvement Program (AIP) grants, Florida Department of Transportation (FDOT) grants, Passenger Facility Charges (PFC) funding,

Operations and Maintenance funding, Capital Expenditure funding, General Airport Revenue bond funding, Customer Facility Charge (CFC) funding, and other funding sources, as applicable;

- Perform independent, third party reviews of change orders prior to submission to the Authority's Construction Committee; verify that change orders adequately describe the contract change and include plan revisions where applicable; verify independent cost estimates and cost recapitulation worksheets to ensure that change order pricing is aligned with the scope of work; verify funding source and availability of funds for change orders; review change order pricing for supporting documentation and appropriate mark-ups; perform labor burden analysis for change order labor rates, as needed;
- Review scope description, verify availability of funds, review supporting documentation and independent estimates for job order contracts; perform independent estimates; collect, maintain, analyze, and publish change order, professional fees, and labor rate databases; perform reviews for Davis-Bacon wage compliance on Airport Improvement Program (AIP) and other federal funded projects as applicable; and all other services as requested to support the Authority's departments and public committees that are responsible for oversight of construction projects from inception through final close-out; and,
- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports for projects, construction project statistics, cash flow projections, and Estimates at Completion (EACs).

**Category 2: Construction Payment Application and Invoice Review:** Services may include, but are not limited to:

- Review construction project payment applications, professional services fee invoices, and other project related invoices for contract compliance, including but not limited to verification of approved billing rates, allowable costs, and supporting documentation, such as certified payrolls, construction change order approvals;
- Review construction project payment applications, professional services fee invoices, and other project related invoices for funding compliance including, but not limited to availability of funding, alignment of scope, verification that costs are eligible, allowable, reasonable and allocable and comply with specific grant agreement terms and federal, state, PFC, and local funding requirements, including compliance with procurement, reporting, Buy American, and prevailing wage requirements, as applicable;
- Prepare payment and funding forms for timely entry into the Authority's accounting system to ensure payment in accordance with Florida prompt payment statutes; and,
- Invoice and payment application tracking reports; and other analysis required for various funding sources.

**Category 3: Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR):** Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Assist in the development and updates of the Capital Improvement Program and Capital Initiation Request budgets;
- Maintain CIP/CIR data, analysis of price escalation and cost estimate validation;
- Evaluation of financing alternatives as it relates to eligibility for Airport Improvement Program (AIP), Florida Department of Transportation (FDOT), Passenger Facility Charges (PFC), Bipartisan Infrastructure law (BIL) and other funding sources;
- Financial analysis, such as cash flow projections for capital projects based on funding sources, financial commitments;
- Financial support activities for bond issuances and other strategic initiatives;
- Financial support services for the annual budget process; and,

- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports, construction project statistics, cash flow projections and Estimates at Completion (EACs).

**Category 4: Grant and Passenger Facility Charge (PFC) Application Services:** Services may include, but are not limited to:

- Assist in preparation of applications for federal, state, and PFC funding;
- Assist with requests for federal agency approvals for procurement and contract compliance as needed; and,
- Assist with grant and PFC application close-out.

**Category 5: Extension of Staff Services:** Services may include, but are not limited to:

- Assist the Engineering, Construction, and Finance Departments in preparation for Construction Finance Oversight Committee, Construction Committee, Professional Services Committee, and other meetings upon request;
- Assist with agenda and minutes;
- Assist with contract, purchase order and invoice processing using specified software programs; and,
- Assist with budget planning and tracking, creation of projects and completion of project control forms.

**Category 6: Audit and Advisory Services:**

- Perform audits of engineering and construction contracts, upon request; and,
- Provide advisory services regarding best practices and process improvements.

Under any category, the Services may also include financial, audit, accounting, and other oversight services in support of emergency or disaster recovery efforts, assisting the construction department and legal counsel on construction claims reviews, dispute review board proceedings, legal proceedings, advisory services regarding best practices and process improvements, and any other extension of staff duties as requested to support the Authority.

Procurement services may be awarded to any of the five selected firms; however, the specific services must be awarded per category to the firm(s) that proposed under the specific category.

## ISSUES

On November 21, 2023, the Construction Committee has recommended approval of the following addenda and associated amendments on the above-referenced agreement with Carr, Riggs & Ingram, LLC, as outlined in the memorandum:

- Addendum for Audit and Advisory Services related to MCO and ORL (Category 6), for the total not-to-exceed fee amount of \$322,500, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available. Services will include, but are not limited to, review of vendor submissions to the Procurement Committee to verify that submissions are accurate, complete and properly supported in compliance with the Procurement Committee Item Review Checklist for Professional Services, in support of the Engineering and Construction Department, and other related services included in Category 6. Services will be provided from January 1, 2024, through December 31, 2024. The Aviation Authority has reviewed the proposal from Carr, Riggs & Ingram, LLC, and determined that, due to the specific nature of the services to be provided, Carr, Riggs & Ingram, LLC did not propose any small business participation on this Addendum. The Small Business Department certifies that Carr, Riggs & Ingram, LLC 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 November 21, 2023, Agenda Item No. IV-H].*

- Amendment to Addendum No. 3 for Additional Construction Payment Application and Invoice Review Services at the Orlando International and Executive Airports (Category 2), for the total not-to-exceed fee amount of \$465,000, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available. Services will provide contract, cost and funding compliance reviews of design and construction related billings in support of the Engineering and Construction Department; and other related services included in Category 2. Services will be provided from January 1, 2024, through December 31, 2024. The Aviation Authority has reviewed the proposal from Carr, Riggs & Ingram, LLC, and determined that, due to the specific nature of the services to be provided, Carr, Riggs & Ingram, LLC did not propose any small business participation on this Addendum. The Small Business Department certifies that Carr, Riggs & Ingram, LLC 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 November 21, 2023, Agenda Item No. IV-I].*
- Amendment to Addendum No. 4 for Additional CIP and CIR Support Services to the Finance Department at the Orlando International and Executive Airports (Category 3), for the total not-to-exceed fee amount of \$479,250, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available. Services will assist with the development of project control budgets and funding plans for construction projects; assist in the development and updates of the CIP and CIR budgets; evaluation of financing alternatives as it relates to eligibility for AIP, FDOT, PFC, BIL and other funding sources; and other support services included in Category 3, as directed by the Finance Department. Services will be provided from January 1, 2024, through December 31, 2024. The Aviation Authority has reviewed the proposal from Carr, Riggs & Ingram, LLC, and determined that Carr, Riggs & Ingram, LLC proposes 26% Minority and Women Business Enterprise (MWBE) participation on this addendum, and certifies that Carr, Riggs & Ingram, LLC is in good standing as it relates to its small business participation.

## **SMALL BUSINESS**

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

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$1,266,750. Funding is from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee for the approval of an Addendum and Associated Amendments to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC, for the following services, and authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (a) Addendum for Audit and Advisory Services related to MCO and ORL (Category 6), for the total not-to-exceed fee amount of \$322,500, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available.;

- (b) Amendment to Addendum No. 3 for Additional Construction Payment Application and Invoice Review Services at the Orlando International and Executive Airports (Category 2), for the total not-to-exceed fee amount of \$465,000, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available; and,
- (c) Amendment to Addendum No. 4 for Additional CIP and CIR Support Services to the Finance Department at the Orlando International and Executive Airports (Category 3), for the total not-to-exceed fee amount of \$479,250, with funding from Operations and Maintenance Funds. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Funds, as approved through the budget process and when funds become available.