

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

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

**THIS ADDENDUM** is effective this 1<sup>st</sup> day of October, 2023, 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 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 TWENTY THOUSAND TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$120,250.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$120,250.00</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>\$120,250.00</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 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 Sep 18, 2023 \_\_\_\_\_.

**GREATER ORLANDO AVIATION AUTHORITY**



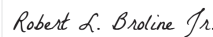
By: box SIGN 4W88Q9ZJ-427K5W6V \_\_\_\_\_  
Max Marble  
Sr. Vice President, Capital Programs  
Construction Committee Chair

Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Sep 12, 2023



By: box SIGN 1881K51-427K5W6V \_\_\_\_\_  
**NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

**CARR, RIGGS & INGRAM, LLC**



By: box SIGN 17K6W0RV-427K5W6V \_\_\_\_\_  
Signature (Duly Authorized Rep.)  
Robert L. Broline Jr.  
\_\_\_\_\_  
Printed Name  
Partner  
\_\_\_\_\_  
Title



Orlando International Airport  
One Jeff  
Orlando, Florida, 32827-4392  
(407) 825-2001

**INFORMATION ITEM**  
**Original CCM**  
**9/5/2023**  
**Item No. V-L**  
**Revised Info Item**

# Memorandum

**To: Members of the Construction Committee**  
**From: Marie Dennis, Deputy Chief Financial Officer (Prepared by Rob Broline)**  
**Date: August 29, 2023**

**Re: Request for Recommendation of Approval of an Addendum to the Construction-Engineering-Financial Consulting, Capital Planning, Grant Management, Invoice Review, and Construction Audit Services Agreement with Carr, Riggs & Ingram, LLC for Fiscal Year (FY) 2024, Construction Payment Application and Invoice Review at the Orlando International and Executive Airports at the Orlando International and Executive Airports (Category 2)**

Consultant's proposal, dated August 4, 2023, is to provide Construction Payment Application and Invoice Review (Category 2) 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 included in Category 2.

If approved, these services would be effective October 1, 2023, through December 31, 2023.

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

Funding is from the Operations and Maintenance Fund, contingent upon Aviation Authority Board adoption of the FY2024 Aviation Authority budget. Funding source 301.111.170.5310009.000.000000 verified by Andrea Harper of the Finance department on 8/30/23 as correct and available.

It is respectfully requested that the Construction Committee approve an Addendum to the Professional Services Agreement 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 with Carr, Riggs & Ingram, LLC for Fiscal Year (FY) 2024, Construction Payment Application and Invoice Review 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	\$120,250.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$120,250.00</b>
AAC – Compliance Review Date	MPG 8/29/23
AAC – Funding Eligibility Review Date	8/29/23





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

August 4, 2023

Ms. Marie Dennis  
Director of Finance  
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 Authority's Finance Department.

Our estimated effort totals a not-to-exceed amount of **\$120,250** with an estimate of hours and billing rates provided in Exhibit 1 and covers the period October 1, 2023 through December 31, 2023.

We appreciate the opportunity to submit this proposal and look forward to working with the 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

4-Aug-23

October 1, 2023 through December 31, 2023				
Title/Position	Firm	Billing Rate	Hours	Fees
Partner	Carr, Riggs & Ingram	\$ 270.00	195	\$ 52,650
Senior Mgr.	Carr, Riggs & Ingram	\$ 200.00		-
Mgr./Sr. Consult.	Carr, Riggs & Ingram	\$ 165.00		-
Super. Senior	Carr, Riggs & Ingram	\$ 150.00		-
Senior Accountant	Carr, Riggs & Ingram	\$ 130.00	520	67,600
Staff/Jr. Consult.	Carr, Riggs & Ingram	\$ 100.00		-
<b>Total</b>			<b>715</b>	<b>\$ 120,250</b>

**Assumptions:**

Senior: Full-time.

Partner: average 15 hours per week 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., Partner

Date: August 16, 2022



**MEMORANDUM**

To: Members of the Construction Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: August 29, 2023

Re: Request for Recommendation of Approval of an Addendum 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 with Carr, Riggs & Ingram, LLC for Fiscal Year (FY) 2024, Construction Payment Application and Invoice Review at the Orlando International and Executive Airports (Category 2)

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 addendum 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 addendum.

**FINANCE FORM**

<b>Date:</b>	<u>08/11/2023</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>Preparer's Name:</b>	<u>LuAnn Fisher</u>	<b>Solicitation #:</b>	<u>W452</u>
<b>Requestor's Department:</b>	<u>Finance</u>	<b>Contract # / Name:</b>	<u>Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services Agreement</u>
<b>Description:</b>	<u>CAT 2 Invoice &amp; Pay App Review</u>	<b>Construction Committee Date:</b>	<u>08/29/2023</u>
<b>Vendor:</b>	<u>Carr, Riggs &amp; Ingram</u>	<b>Agenda Item #:</b>	<u></u>

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

<b>Account Code Format:</b> xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	<b>FY24 Amount</b>	<b>FY25 Amount</b>	<b>FY26 Amount</b>	<b>FY27 Amount</b>	<b>FY28 Amount</b>	<b>TOTAL CONTRACT</b>
301.111.170.5310009.000.000000	120,250					
<b>TOTAL TASK ORDER:</b>	<b>120,250</b>					
<b>Total Requisition:</b>	<b>120,250</b>					
<b>Requisition Number:</b>						
<b>Funding Approver:</b>						
<b>OMB Notes:</b>	Funding subject to adoption of the FY2024 Fiscal Year Budget by the Aviation Authority Board					