

**ADDENDUM NO.  
TO THE AGREEMENT DATED JUNE 19, 2024  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND C&S ENGINEERS, INC.**

**Project: FY25 CAD, GIS and BIM Services for W-527 CAD, GIS and BIM Services, Orlando International Airport**

**THIS ADDENDUM** is effective this 1<sup>st</sup> day of October, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **C&S ENGINEERS, INC.** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated June 19, 2024, Aviation Authority and Consultant entered into an agreement for Consultant to provide Continuing On-Call Architectural and Engineering Services; and

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

**WHEREAS**, the Aviation Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein contained, the Aviation Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit “A.” Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.

2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED amount of FIVE HUNDRED THIRTY-THREE THOUSAND TWO HUNDRED THIRTY-TWO AND NO/100 DOLLARS (\$533,232.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$533,232.00</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>\$533,232.00</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. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Aviation Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated June 19, 2024 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 on this date Sep 25, 2024.

**GREATER ORLANDO AVIATION AUTHORITY**

By: Kevin J. Thibault  
box SIGN 1V3Q39J4-4Z83JW2K  
Kevin J. Thibault, P.E.  
Chief Executive Officer

Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Sep 25, 2024  
Karen Ryan  
By: box SIGN 1J8RLK51-4Z83JW2K  
**NELSON MULLINS RILEY AND  
SCARBOROUGH, Legal Counsel  
Greater Orlando Aviation Authority**

**C & S ENGINEERS, INC.**

By: Douglas R. Saunders  
box SIGN 17L3PZ94-4Z83JW2K  
Signature (Duly Authorized Rep.)  
Department Manager  
Title

**MEMORANDUM**

TO: Members of the Construction Committee

FROM: Tuan Nguyen, P.E., Assistant Vice President, Engineering  
*Prepared by: Omar Viera-Rivera*

DATE: August 20, 2024

**ITEM DESCRIPTION**

Request for Recommendation for Approval of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with C&S Engineers, Inc., for FY2025 MCO CAD, GIS and BIM Services W-00527 at Orlando International Airport

**BACKGROUND**

On May 15, 2024, the Authority approved and entered an agreement with C&S Engineers, Inc., for Continuing On-Call Architecture and Engineering Consulting Services. The Agreement was fully executed on 06/19/2024.

**ISSUES**

Consultant’s proposal, dated 07/26/2024, is to provide the CAD, GIS and BIM services from October 1, 2024, through September 30, 2025. Refer to the attached proposal for more details. Services would support GOAA Departments including but not limited to Planning, Engineering, Operations, Commercial Properties, Concessions, Maintenance, and IT Departments.

If approved, services will be effective the date of October 1, 2024, contingent upon the Aviation Authority Board approval.

This continuing consultant was selected for this task based on ( all that apply):

- Experience
- Available Personnel
- Current Workload
- Expertise
- Equitable Distribution
- Other: \_\_\_\_\_

**SMALL BUSINESS**

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

**ALTERNATIVES**

None.

**FISCAL IMPACT**

Funding is from FY 2025 Operations and Maintenance Funds 301.716.170.5310009.000.000000 subject to approval from the Aviation Authority Board for the FY 2025 Aviation Authority Budget. Funding source verified by *Melvin Martinez* of Construction Finance on 08/14/24 as correct and available.

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee recommend to the Aviation Authority Board for approval for an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services with C&S Engineers, Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$533,232.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$533,232.00</b>
AAC – Compliance Review Date	<i>SJ</i> 08/14/24
AAC – Funding Eligibility Review Date	08/14/24

\*\*\*SENT VIA EMAIL ONLY\*\*\*

August 12, 2024

Tuan Nguyen, P.E., [TNguyen@goaa.org](mailto:TNguyen@goaa.org)  
Assistant Vice President Engineering  
Greater Orlando Aviation Authority  
Engineering and Construction  
11312 Terminal C Service Road  
Orlando International Airport  
Orlando, FL 32824

Re: Greater Orlando Aviation Authority (GOAA)  
**W-00527-MCO CAD, GIS, and BIM FY2025 Services Proposal, Revision No. 03**

C&S File: L94.MKT.PRO

Dear Mr. Nguyen:

C&S Companies appreciates the opportunity to submit the proposal for the above referenced project. Enclosed for your review and approval are the following documents for the W-00527-MCO CAD, GIS, and BIM FY2025 Services Proposal.

- Scope of Work, dated August 8, 2024
  - Includes the Woolpert proposal as an attachment.
- C-Tables, dated August 12, 2024
  - Lump sum fee - \$0.00
  - Not to Exceed Reimbursable Fee - \$533,232.00
  - Not to Exceed Reimbursable Expenses - \$0.00
  - Total: \$533,232.00
- Truth in Negotiation Certification, dated August 12, 2024
- Items modified in Revision No. 01
  - Adjusted the following positions:
    - Senior Geospatial SME to Senior Geospatial SME (HOME)
    - Senior Geospatial SME to Senior BIM Specialist (FIELD)
    - Senior GIS Analyst to Sr. Admin. Assistant (HOME)
  - Adjusted the dates on all attachments.
- Items modified in Revision No. 02
  - Adjusted project number to W-00527
  - Adjusted the dates on all attachments.
- Items modified in Revision No. 03
  - Changed office coordinator to administrative
  - Updated totals no Table C-5

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

C&S ENGINEERS, INC.

A handwritten signature in blue ink that reads "Douglas R. Saunders". The signature is written in a cursive style.

Douglas R. Saunders, P.E., [dsaunders@cscos.com](mailto:dsaunders@cscos.com)

Department Manager

cc:

**SCOPE OF WORK**  
**W-00527-MCO CAD, GIS and BIM Services – FY2025**  
**August 8, 2024**

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**Sponsor:** Greater Orlando Aviation Authority  
**Services Provided:** MCO CAD, GIS and BIM Services – FY2025

**Project Description:**

The objective of this project is to provide technical support for CAD, GIS and BIM Services at the Orlando International Airport for the Fiscal Year 2025.

Greater Orlando Aviation Authority manages Orlando International (MCO) and Orlando Executive (ORL) airports. The Aviation Authority over the years has amassed huge volumes of CAD and GIS data representing the airside and landside facilities at its airports. Over the past few years, GOAA has also been receiving BIM deliverables for major new construction like the SITF and Terminal C landside and airside buildings. A small group of CAD/GIS analysts currently handle all of the Authority's CAD/GIS needs. With Orlando International's a new terminal now being operational, GOAA is in need of skilled BIM staff to extract data delivered as BIM models for the new construction to assist with maintaining and running the facilities. These models contain valuable asset and floor plan data that GOAA Planning, Engineering, Maintenance and IT need to be incorporated into GOAA's CAD & GIS and other enterprise systems. To this end, GOAA has requested Woolpert for a technical staff extension position.

Woolpert, Inc. will work under C&S Engineers, Inc. on-call contract to provide technical staff extension position. This staff extension will support GOAA with day-to-day BIM related tasks including, data extraction from BIM models, BIM exhibit production, modifying existing BIM models to GOAA's BIM standards, reviewing incoming BIM deliverables, etc. Under this proposal Woolpert will provide one staff member to work as staff extension in GOAA offices.

**Task No. 01 Plan and Manage Task**

**C&S Engineers, Inc. tasks:**

1. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
2. Provide to GOAA monthly project status reports.

**Woolpert, Inc. tasks:**

1. This task would involve project setup, project plan, invoicing and other administrative activities.

**Assumptions:**

- a. All work will be completed remotely.

**SCOPE OF WORK**  
**W-00527-MCO CAD, GIS and BIM Services – FY2025**  
**August 8, 2024**

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**Task No. 02 Technical Staff Extension**

**C&S Engineers, Inc. tasks:**

1. No work associated with this task.

**Woolpert, Inc. tasks:**

1. Assumptions:
  - a. Woolpert staff member will work on site in GOAA's offices.
  - b. GOAA will provide Woolpert staff member login credentials and access to GOAA's network as is necessary in performance of duties assigned.
  - c. GOAA will provide Woolpert staff member with a dedicated workspace, including computer workstation and telephone assigned to this staff member, as well as access to printers & plotter and other peripherals as necessary.
  - d. GOAA PM will provide Letter of Introduction necessary for obtaining GOAA badge for Woolpert's on-site staff member
2. Deliverables:
  - a. Deliverables will be determined based tasks assigned during the course of day-to-day activities of the technical staff extension.

**Task No. 03 On Call Support**

**C&S Engineers, Inc. tasks:**

1. No work associated with this task.

**Woolpert, Inc. tasks:**

GOAA will advise Woolpert when services are required. Woolpert will assist GOAA with its on call support needs as they may arise. Support may include, but is not limited to the following:

- Airspace Analysis
- Addressing
- Data development
- Developing processes pertaining to CAD, GIS & BIM data
- Updating FME workbenches
- Troubleshooting data related issues
- Providing recommendations and solutions related to data and applications



**SCOPE OF WORK**  
**W-00527-MCO CAD, GIS and BIM Services – FY2025**  
**August 8, 2024**

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1. Assumptions:
  - a. All work will be completed remotely.
  - b. GOAA will provide Woolpert access to data and/or GOAA's network as is necessary for completing the task.
  - c. The GOAA's project manager will ensure site readiness and staff participation as needed for the requested services
  
2. Deliverables:
  - a. Deliverables will be determined based on each request.

**Schedule**

This Technical Staff Extension is from October 1, 2024 through September 30, 2025.

**DBE/MWBE/LDB Participation**

The limited scope of required services does not provide an opportunity for DBE/MWBE/LDB participation on this project.

END OF SCOPE OF WORK

**SCOPE OF WORK**  
**W-00527-MCO CAD, GIS and BIM Services – FY2025**  
**August 8, 2024**

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**ATTACHMENT**  
**PROPOSAL FROM WOOLPERT, INC.**



# **GREATER ORLANDO AVIATION AUTHORITY**

## **Proposal**

Technical Staff Extension FY 2025

Greater Orlando Aviation Authority (GOAA)

July 25, 2024



**WOOLPERT**

ARCHITECTURE | ENGINEERING | GEOSPATIAL



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# Change Control

Change Record			
Date	Author	Version	Change Reference
07/19/2023	Prateek Sharma	1.0	Initial Draft
07/25/2023	Prateek Sharma	1.1	Updated to correct titles



# Program Objective

Greater Orlando Aviation Authority manages Orlando International (MCO) and Orlando Executive (ORL) airports. The Aviation Authority over the years has amassed huge volumes of CAD and GIS data representing the airside and landside facilities at its airports. Over the past few years, GOAA has also been receiving BIM deliverables for major new construction like the SITF and Terminal C landside and airside buildings. A small group of CAD/GIS/BIM analysts currently handle all of the Authority's CAD/GIS/BIM needs. With Orlando International's a new terminal now being operational, and terminal expansion being currently planned, the Authority's need for skilled CAD, GIS & BIM staff is also increasing due to overall airport growth. GOAA has requested Woolpert for two on-site staff extension positions to support ongoing tasks related to CAD, GIS and BIM data development, updates and assisting Authority departmental staff with their data needs. These staff extensions will support GOAA with day to day graphics production, airspace analysis, address assignment, GIS data maintenance and development, planning support (such as airport layout plan updates), lease updates, Exhibit A property map updates, BIM model updates, BIM data extraction, BIM exhibit production, modifying existing BIM models to GOAA's BIM standards, reviewing incoming BIM deliverables, etc. Under this proposal Woolpert will provide two staff members to work as staff extension in GOAA offices.

## Task 1: Plan and Manage Task

This task would involve project setup, project plan, invoicing and other administrative activities.

### Assumptions:

- All work will be completed remotely.

## Task 2: Technical Staff Extension

Woolpert will provide two technical staff members to assist GOAA with day-to-day BIM related tasks. These tasks will include but not be limited to, BIM data extraction, BIM exhibit production, modifying existing BIM models, reviewing incoming BIM deliverables, etc.

### Assumptions:

- Woolpert staff member will work on site in GOAA's offices.
- GOAA will provide Woolpert staff member login credentials and access to GOAA's network as is necessary in performance of duties assigned.
- GOAA will provide Woolpert staff member with a dedicated workspace, including computer workstation and telephone assigned to this staff member, as well as access to printers & plotter and other peripherals as necessary.
- GOAA PM will provide Letter of Introduction necessary for obtaining GOAA badge for Woolpert's on-site staff member

### Deliverables:

- Deliverables will be determined based tasks assigned during the course of day to day activities of the technical staff extension.



## Task 3: On call Support

GOAA will advise Woolpert when services are required. Woolpert will assist GOAA with its on-call support needs as they may arise. Support may include, but is not limited to the following:

- Airspace Analysis
- Addressing
- Data development
- Developing processes pertaining to CAD, GIS & BIM data
- Updating FME workbenches
- Troubleshooting data related issues
- Providing recommendations and solutions related to data and applications

### **Assumptions:**

- All work will be completed remotely.
- GOAA will provide Woolpert access to data and/or GOAA's network as is necessary for completing the task.
- The GOAA's project manager will ensure site readiness and staff participation as needed for the requested services

### **Deliverables:**

- Deliverables will be determined based on each request.



# Schedule

October 1, 2024 – September 30, 2025

# Cost

The following table provides a breakdown of the task order cost.

	Senior Geospatial SME (HOME)	Senior BIM Specialist (FIELD)	Sr. Admin. Assistant (HOME)
Hourly Rate	\$255.00	\$122.00	\$73.00
Total Fee	\$23,460.00	\$480,192.00	\$876.00
Total Hours	92	3936	12
<b>Task 1: Plan &amp; Manage Task</b>	<b>12</b>	<b>0</b>	<b>12</b>
Project Management	12	0	12
<b>Task 2: Technical Staff Extension</b>	<b>0</b>	<b>3936</b>	<b>0</b>
Technical Staff Extension (BIM) - 2 positions	0	3936	0
<b>Task 3: On call Support Services</b>	<b>80</b>	<b>0</b>	<b>0</b>
On call Support Services	80	0	0

Task Summary	Senior Geospatial SME (HOME)	Senior BIM Specialist (FIELD)	Sr. Admin. Assistant (HOME)	LABOR (T&M)
Task 1: Plan & Manage Task	\$3,060.00	\$0.00	\$876.00	\$3,936.00
Task 2: Technical Staff Extension	\$0.00	\$480,192.00	\$0.00	\$480,192.00
Task 3: On call Support Services	\$20,400.00	\$0.00	\$0.00	\$20,400.00
<b>Total</b>	<b>\$23,460.00</b>	<b>\$480,192.00</b>	<b>\$876.00</b>	<b>\$504,528.00</b>

# DBE/MWBE/LDB Participation

The limited scope of required services does not provide an opportunity for DBE/MWBE/LDB participation on this project.



**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-1**  
**SUMMARY OF TOTAL CONTRACT VALUE**

<b>Phase of Project:</b>	<b>Task No. 1 Plan &amp; Manage Task</b>	<b>Task No. 2 Technical Staff Extension</b>	<b>Task No. 3 On call Support Services</b>	<b>TOTAL CONTRACT</b>
1.0 Lump Sum Fee:	\$0	\$0	\$0	<b>\$0</b>
2.0 Not to Exceed Reimbursable Fee:	\$32,640	\$480,192	\$20,400	<b>\$533,232</b>
3.0 Not to Exceed Reimbursable Expenses:	\$0	\$0	\$0	<b>\$0</b>
<b>4.0 TOTAL CONTRACT VALUE:</b>	<b>\$32,640</b>	<b>\$480,192</b>	<b>\$20,400</b>	<b>\$533,232</b>

Total Lump Sum Labor Hours:	0	0	0	<b>0</b>
Total Not to Exceed Reimbursable Labor Hours:	144	3936	80	<b>4160</b>
<b>TOTAL LABOR HOURS:</b>	<b>144</b>	<b>3936</b>	<b>80</b>	<b>4160</b>
<b>Average Hourly Rate:</b>	\$227	\$122	\$255	\$128

Notes:

1. The lump sum cells in Table C-1 are linked to Table C-2 values
2. The Not to Exceed cells in Table C-1 are linked to Table C-4 values
3. The linked cells are based on a maximum of 5 subconsultants; if more than 5 are included enter all values manually.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-2**  
**SUMMARY OF LUMP SUM FEES**

Phase of Project:	Task No. 1 Plan & Manage Task		Task No. 2 Technical Staff Extension		Task No. 3 On call Support Services		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
<b>Consultant - C&amp;S</b>									
Lump Sum Fee Subtotal Subtotal	0	\$0	0	\$0	0	\$0	0	\$0	#DIV/0!
<b>Subconsultant No. 1 - Woolpert</b>									
Lump Sum Fee Subtotal	0	\$0	0	\$0	0	\$0	0	\$0	#DIV/0!
<b>Subconsultant No. 2 -</b>									
<b>Total Lump Sum Amount:</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>#DIV/0!</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**

**TABLE C-4**

**SUMMARY OF NOT TO EXCEED REIMBURSABLE FEES AND EXPENSES**

Phase of Project:	Task No. 1 Plan & Manage Task		Task No. 2 Technical Staff Extension		Task No. 3 On call Support Services		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
<b>Consultant - C&amp;S</b>									
Not to Exceed Reimbursable Fee	120	\$28,704	0	\$0	0	\$0	120	\$28,704	\$ 239
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0	
<b>Sub-Total Designer</b>	<b>120</b>	<b>\$28,704</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>120</b>	<b>\$28,704</b>	<b>\$ 239</b>
<b>Subconsultant No. 1 - Woolpert</b>									
Not to Exceed Reimbursable Fee	24	\$3,936	3,936	\$480,192	80	\$20,400	4,040	\$504,528	\$ 125
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0	
<b>Sub-Total Subconsultant No. 1</b>	<b>24</b>	<b>\$3,936</b>	<b>3,936</b>	<b>\$480,192</b>	<b>80</b>	<b>\$20,400</b>	<b>4,040</b>	<b>\$504,528</b>	<b>\$ 125</b>
<b>Total Not to Exceed Amount:</b>	<b>144</b>	<b>\$32,640</b>	<b>3,936</b>	<b>\$480,192</b>	<b>80</b>	<b>\$20,400</b>	<b>4,160</b>	<b>\$533,232</b>	<b>\$ 128</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE FEES**

Position: C&S Engineers, Inc.	Department Manager		Administrative		TOTAL		
	\$272.00		\$108.00		labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	labor hours	Cost	labor hours	Cost	labor hours	Cost	Rate
<b>Task No. 1 - Plan &amp; Manage Task</b>							
Project Management	96	\$26,112	24	\$2,592	120	\$28,704	\$239
<b>Task No. 2 - Technical Staff Extension</b>							
MCO CAD, GIS, and BIM Services - 2 Positions	0	\$0	0	\$0	0	\$0	#DIV/0!
<b>Task No. 3 - On call Support Services</b>							
MCO CAD, GIS, and BIM Services - as needed	0	\$0	0	\$0	0	\$0	#DIV/0!
<b>TOTAL NOT TO EXCEED REIMBURSABLE FEE:</b>	<b>96</b>	<b>\$26,112</b>	<b>24</b>	<b>\$2,592</b>	<b>120</b>	<b>\$28,704</b>	<b>\$239</b>

**NOTES:**

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a not to exceed reimbursable basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE FEES**

Position: Woolpert, Inc.	Senior Geospatial SME (HOME)		Senior BIM Specialist (Field)		Sr. Admin Assistant (HOME)		TOTAL		
	\$255.00		\$122.00		\$73.00		labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	Avg. Hourly Rate
<b>Task No. 1 - Plan &amp; Manage Task</b>									
Project Management	12	\$3,060	0	\$0	12	\$876	24	\$3,936	\$164
<b>Task No. 2 - Technical Staff Extension</b>									
MCO CAD, GIS, and BIM Services - 2 Positions	0	\$0	3936	\$480,192	0	\$0	3936	\$480,192	\$122
<b>Task No. 3 - On call Support Services</b>									
MCO CAD, GIS, and BIM Services - as needed	80	\$20,400	0	\$0	0	\$0	80	\$20,400	\$255
<b>TOTAL NOT TO EXCEED REIMBURSABLE FEE:</b>	<b>92</b>	<b>\$3,060</b>	<b>3936</b>	<b>\$0</b>	<b>12</b>	<b>\$876</b>	<b>4040</b>	<b>\$504,528</b>	<b>\$125</b>

**NOTES:**

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a not to exceed reimburse.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-6**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE EXPENSES**

**REIMBURSABLE EXPENSES**

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A complete breakdown of estimated reimbursable expenses, if any, which will be compensated on a not to exceed reimbursable basis, shall be included in this section. The Consultant may use any format for this breakdown, provided that it clearly defines the basis for the not to exceed amount. A breakdown of each subconsultant's expenses is also required.

**Consultant - C&S**

Not Applicable

**Subconsultant No. 1 - Woolpert**

Not Applicable

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-7a, C-7b and C-7c**  
**PARTICIPATION SCHEDULES**

**TABLE C-7a DBE PARTICIPATION SCHEDULE**

NAME OF SUBCONSULTANT	ADDRESS	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Not Applicable.				
<b>TOTAL PROPOSED PARTICIPATION</b>			<b>\$0.00</b>	0.00%

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-7a, C-7b and C-7c**  
**PARTICIPATION SCHEDULES**

**TABLE C-7b MWBE PARTICIPATION SCHEDULE**

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Not Applicable.					
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$0.00</b>	<b>\$0.00</b>



**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-7a, C-7b and C-7c**  
**PARTICIPATION SCHEDULES**

**TABLE C-7c LDB PARTICIPATION SCHEDULE**

NAME OF FIRM	ADDRESS	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Not Applicable.				
<b>TOTAL PROPOSED PARTICIPATION</b>			<b>\$0.00</b>	<b>0</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-8**  
**LIST OF ANTICIPATED DRAWINGS SHEETS**

<u><b>DRAWING DESCRIPTION</b></u>	<u><b>NO. OF SHEETS</b></u>	<u><b>CONSULTANT</b></u>
Not applicable		

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-9**  
**CONTRACT HOURLY RATES**

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the corresponding Contract Hourly Rate, up to the Not to Exceed limit defined by the Agreement. Include information on positions held by both the design consultant and each subconsultant.

FIRM	POSITION	CONTRACT HOURLY RATE
<b>C&amp;S Engineers, Inc.</b>		
C&S	Department Manager	\$272.00
Prime	Administrative	\$108.00
<b>Woolpert, Inc.</b>		
Woolpert	Senior Geospatial SME (HOME)	\$255.00
Subconsultant No. 01	Senior BIM Specialist (Field)	\$122.00
	Sr. Admin Assistant (HOME)	\$73.00

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: C&S Engineers, Inc.

By: 

Print Name: Douglas R. Saunders

Date: August 12, 2024

**ATTACHMENT A  
FINANCE FORM**

<b>Date:</b>	<u>08/06/2024</u>	<b>CCM / PC:</b>	<u>CCM</u>
<b>Requestor's Name:</b>	<u>Tuan Nguyen</u>	<b>Requestor's Extension:</b>	<u>4662</u>
<b>Form Preparer's Name:</b>	<u>Omar Viera</u>	<b>Preparer's Extension:</b>	<u>7766</u>
<b>Requestor's Department:</b>	<u>Engineering</u>	<b>Purchasing Solicitation #:</b>	<u></u>
<b>Description:</b>	<u>W-00527 FY 2025 CAD-GIS-BIM Services</u>	<b>Committee Date:</b>	<u>08/20/2024</u>
<b>Vendor:</b>	<u>C&amp;S Engineers, Inc.</u>	<b>Committee Agenda Item #:</b>	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.716.170.5310009.000.000000		\$533,232.00				
<b>Total Requisition:</b>		\$533,232.00				
<b>Requisition Number:</b>		97622				
<b>Funding Approver:</b>	<i>JWR</i>	8/14/24				
<b>OMB Notes:</b>						

Requisition Headers Summary

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97622	FY25 CCM 2024-08-20	In Process	14-AUG-2024 09:07:06	USD	533,232.00	Ciaglia, Tara A	<input type="checkbox"/>

Requisition Headers Summary

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97622	FY25 CCM 2024-08-2	In Process	14-AUG-2024 09:07:06	USD	533,232.00	Ciaglia, Tara A

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**MEMORANDUM**

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 20, 2024

**ITEM DESCRIPTION**

Request for Recommendation for Approval of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with C&S Engineers, Inc., for FY2025 MCO CAD, GIS and BIM Services W-00527 at Orlando International Airport

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the limited scope of the required services, which involve technical staff extension, C&S Engineers, Inc. does not propose small business participation for this addendum.



## MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: September 18, 2024

## ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services with C&S Engineers, Inc. (C&S) for Fiscal Year (FY) 2025 Computer Aided Design (CAD), Geographic Information Systems (GIS), Building Information Modeling (BIM) and Related Services (W-00527) at the Orlando International Airport (MCO)

## BACKGROUND

On May 15, 2024, the Aviation Authority Board approved a Continuing On-Call Architecture and Engineering Services Agreement with the following firms:

- C&S Engineers, Inc.
- Garver Engineers, LLC
- Kimley-Horn and Associates, Inc.
- Michael Baker International, Inc.
- RS&H, Inc.

These no-cost base agreements established the negotiated hourly rates. The continuing on-call architecture and engineering and related professional services will include, but are not limited to, the following disciplines:

- Airport engineering
- Navigational Aids (NAVAIDS) planning and design
- Land management and engineering development
- Cost estimating/ scheduling
- Airport planning
- Aviation and automotive fueling systems design
- Architecture planning and design
- Landscape architecture
- Materials testing
- Land use zoning and airspace
- Sustainability and resilience
- CAD/GIS/BIM services
- Building envelope and evaluation
- Bridge inspection
- Communications/IT systems design
- Interior design
- Marine engineering
- Civil engineering
- Pavement and facility inspections
- Structural engineering
- Land Surveying
- Electrical engineering
- Geotechnical engineering
- Subsurface utility engineering
- Transportation and traffic engineering
- Environmental Engineering
- Fire protection systems engineering
- Electric systems design
- Mechanical and plumbing engineering
- Other related services



## **ISSUES**

A fee has been negotiated with C&S for FY 2025 CAD, GIS, BIM and Related Services (W-00527) at MCO, for the total amount of \$533,232. Services will include, but are not limited to, preparation of ongoing updates of CAD drawings and GIS data sets; database consolidation planning and data integration into the Aviation Authority's Enterprise GIS system; related GIS and CAD planning, analysis, and input as needed; preparation and updating of the airport facility conceptual layout drawings, Airport Layout Plan (ALP) drawings, graphics, aerial photography and geospatial imagery, base maps, exhibits, floor plans, utility systems and building inventories; integration and management of the airport facility data, airport addressing, land use maps, property surveys and maps, easements and leasehold exhibits, facility management data layers and data attributes, geospatial space planning systems and airport airspace; and, assistance of Aviation Authority staff on various projects as requested. Services will be provided from October 1, 2024, through September 30, 2025. At the discretion of the Aviation Authority, the level of provided services may be adjusted during the fiscal year, depending on fluctuations of Aviation Authority staffing levels.

On August 20, 2024, the Construction Committee recommended approval of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with C&S for FY 2025 CAD, GIS, BIM and Related Services (W-00527) at MCO.

## **SMALL BUSINESS**

The Aviation Authority has reviewed the proposal from C&S, and determined that C&S does not propose any small business participation on this addendum because of the limited scope of required services, which involves technical staff extension, and certifies that C&S 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.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$533,232. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item).

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with C&S Engineers, Inc. for FY 2025 CAD, GIS, BIM and Related Services (W-00527) at MCO, for the total not-to-exceed fees amount of \$533,232, with funding from Operations and Maintenance Funds; and, authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.