

**AMENDMENT 1 to ADDENDUM NO. 10  
TO THE AGREEMENT DATED OCTOBER 1, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND HDR ENGINEERING, INC.**

**Project: Additional FY24 On-Call Transportation Planning Services,  
Orlando International Airport**

**THIS AMENDMENT** is effective this 26<sup>th</sup> day of March, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **HDR ENGINEERING, INC.** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated October 1, 2021, Aviation Authority and Consultant entered into an agreement for Consultant to provide Continuing Transportation Planning Consulting 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 SIXTY THOUSAND AND NO/100 DOLLARS (\$60,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$60,000.00</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>\$60,000.00</b>

3. Except as expressly modified in this Amendment, the Agreement dated October 1, 2021 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 Amendment this day of Mar 29, 2024 .

**GREATER ORLANDO AVIATION AUTHORITY**


**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Mar 29, 2024**

*Karen Ryan*

By: box SIGN 18RLK51-4W6JQWJX  
**NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

By:   
box SIGN 1V3Q3914-4W6JQWJX  
\_\_\_\_\_  
Kevin J. Thibault, P.E.  
Chief Executive Officer

**HDR ENGINEERING, INC.**

By:   
box SIGN 1JRPLK29-4W6JQWJX  
\_\_\_\_\_  
Signature (Duly Authorized Rep.)  
Katie E Duty, PE  
\_\_\_\_\_  
Printed Name  
Vice President  
\_\_\_\_\_  
Title

## MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental  
*(Prepared by Chris DeLoatche)*

DATE: March 26, 2024

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for additional fiscal year 2024 On-Call Transportation Planning Review Services for the Greater Orlando Aviation Authority.

## BACKGROUND

In 2021, the firms providing Continuing Transportation Planning Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On May 19, 2021, the Aviation Authority Board approved a Continuing Transportation Planning Services Agreement with the following firms:

- HDR Engineering, Inc.
- HNTB Corporation

These no-cost base agreements established the negotiated hourly rates. These services consist of the performance of transportation planning services and related professional services, and may include, but not be limited to, on-airport roadway traffic counts, multi-modal transportation facility planning, airport passenger surface access-related analyses, coordination with local, regional, state and federal transportation agencies on transportation planning issues to support the development of the Aviation Authority's existing and future facilities; assisting with strategic development planning, planning analyses of roadway opportunities and constraints, wayfinding and signage, and other miscellaneous transportation projects and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities. The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, evaluation and documentation of existing conditions; Master Document support, plan review and support of the Aviation Authority's horizontal permitting program, technical support and review of documents prepared by others, management support on various Aviation Authority projects and all other related professional services.

## ISSUES

On September 26, 2023 the Procurement Committee approved \$75,000 for similar on-call transportation planning services. Since the initial approval, several high priority reviews have been conducted related to Terminal C, East Airfield and Tradeport Dr. It has been determined that an additional \$60,000 will be needed to address any further transportation planning services. The consultant's proposal dated March 13, 2024 is to provide these on-call services for the Greater Orlando Aviation Authority.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

If approved, these services would be effective the date of Procurement Committee approval.

**SMALL BUSINESS**

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

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$60,000.00. Funding is from previously-approved Operation and Maintenance Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$60,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$60,000.00</b>
CRI – Compliance Review Date	<i>SJ</i> 03/15/24
CRI – Funding Eligibility Review Date	03/15/24

**ATTACHMENTS**

Attachment A: Finance Form



March 11, 2024

Mr. Brad Friel, A.A.E  
Greater Orlando Aviation Authority  
Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, FL 32827-4399

Re: Amendment No. 1 to Addendum No. 10 to Continuing Transportation Planning Services Agreement dated October 1, 2021: FY24 On-Call Transportation Planning Services, Orlando International Airport

Dear Brad:

HDR Engineering, Inc. (HDR) is pleased to submit this contract addendum amendment proposal to provide transportation planning consulting services to GOAA on an as-needed basis. HDR will utilize this amendment to continue performing miscellaneous transportation planning and traffic engineering tasks requested by GOAA that are not associated with other on-going work authorizations. This authorization is proposed as an amendment to Addendum No. 10, which was originally approved by GOAA on October 18, 2023 in the amount of \$75,000. Due to a heavy volume of transportation planning support work across several tasks since the initiation of the contract addendum, the previously approved fee has nearly been exhausted. As such, an additional fee of \$60,000 is requested to provide sufficient fee to cover current and forthcoming review tasks. This proposed supplemental fee would result in a total amended fee of \$135,000 for this contract addendum. Transportation planning support tasks requested to date include the following:

- Task 1: Southwest Airlines Tug 3-Way Stop concept plans
- Task 2: Miscellaneous
- Task 3: Tracon and Tower Area Signing and Pavement Markings
  - Tracon area concept plan
  - Traffic Control Tower gate area concept plan
  - Oversized / disabled parking access road and exit concept plan
- Task 4: Terminal C Area Improvements
  - Train Station PDL loop road operations and traffic calming plan
  - Terminal C entrance road signing and pavement marking improvements
  - Terminal C Baggage Handling System Irregular Operations (BHS IROP) plan
- Task 5: Southport Traffic Impact Study Review
- Task 6: East Airfield Development Area Transportation Support

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

315 E. Robinson Street, Suite 400  
Orlando, FL 32801  
T 407.420.4200 F 407.420.4242



Each task will continue to be tracked as it is assigned to assist GOAA with managing the overall budget of this agreement with a monthly report provided along with each invoice.

The terms and conditions of the Agreement for Professional Services for Continuing Transportation Planning Services Orlando International and Executive Airports will apply to this addendum. If you have any questions, please contact Jamie Krzeminski at (407) 420-4250. We look forward to working with you.

Sincerely,  
HDR ENGINEERING, INC.

A handwritten signature in blue ink that reads "Katie E. Duty".

Katie E. Duty  
Vice President

JMK:jmk

C: Jeff Arms (HDR); HDR Accounting Department



## **Exhibit A - Scope of Services for Amendment 1 to FY24 On-Call Professional Transportation Planning Consulting Services, Orlando International Airport**

### **SCOPE**

The proposed budget amendment is proposed to cover current and future tasks in FY24. Specific future tasks are yet to be determined but will consist of miscellaneous transportation planning and traffic engineering tasks and services at Orlando International Airport (MCO) requested by GOAA that are not associated with other ongoing work authorizations.

### **SCHEDULE**

The Consultant will work as expeditiously as possible to meet the Client's schedule for individual task work authorizations received during FY24 through September 30, 2024. The Consultant will coordinate with Client staff about the schedule for each task request received.

### **FEE**

Services provided under this agreement will be performed on an as-needed basis using HDR's approved hourly rate schedule (effective October 1, 2023). A recommended additional labor budget fee authorization of \$60,000 is requested for the Consultant to accomplish the miscellaneous tasks requested by the Client, as follows:

HDR Engineering, Inc. (labor, hourly not to exceed)	\$ 60,000.00
<hr/>	
Total	\$ 60,000.00

The additional requested fee would be added to the previously approved fee of \$75,000 for a total amended authorization of \$135,000.

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

Since this scope of services is for an on-call contract with uncertain tasks and services, the specific DBE/MWBE/LDB firms to be utilized cannot be identified at this time. As such, HDR Engineering, Inc. has provided our commitment to pursue and fulfill the Authority's DBE/MWBE/LDB participation goals.



## GOAA 2023 HOURLY RATE SCHEDULE

	<u>HOURLY RATE</u>
Senior Principal	\$ 333
Project Principal	\$ 249
Senior Project Manager	\$ 208
Engineer/Planner VI	\$ 166
Engineer/Planner V	\$ 148
Engineer/Planner IV	\$ 132
Engineer/Planner III	\$ 113
Engineer/Planner II	\$ 106
Engineer/Planner I	\$ 93
Chief Designer	\$ 168
Senior Designer	\$ 99
Designer	\$ 79
Senior Project Accountant	\$ 129
Document Control	\$ 119





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: HDR Engineering, Inc.

By: *Katie E. Duty*

Print Name: Katie E. Duty, Vice President

Date: March 11, 2024

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

### HDR Engineering, Inc. -- Agreement No. 202104-CTP1 Continuing Transportation Planning

<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 Transportation Planning	<b>PSC</b>	04/27/21	05/19/21	10/01/21	\$0.00	\$0.00	
001	000	-	FY22 On-Call Horizontal Development Plan Review Services	<b>CCM</b>	10/05/21	NA	10/12/21	93841	\$25,000.00	\$25,000.00
001	001	-	Reduction in Scope of FY22 On-Call Horizontal Development Plan Review Services	<b>CCM</b>	08/23/22	NA	08/31/22		(\$10,000.00)	\$15,000.00
002	000	-	FY22 On-Call Transportation Planning Services	<b>CCM</b>	10/05/21	NA	10/12/21	93843	\$50,000.00	\$50,000.00
002	001	-	Additional FY22 On-Call Transportation Planning Services	<b>CCM</b>	08/23/22	NA	08/31/22		\$10,000.00	\$60,000.00
003	000	-	2022 Easter MCO Traffic Count Program	<b>CCM</b>	03/22/22	NA	03/29/22	94592	\$84,977.00	\$84,977.00
004	000	-	FY23 On Call Horizontal Development Plan Review Services	<b>CCM</b>	10/04/22	NA	10/20/22	95445	\$25,000.00	\$25,000.00
005	000	-	FY23 On Call Transportation Planning Services	<b>CCM</b>	10/04/22	NA	10/20/22	95444	\$50,000.00	\$50,000.00
005	001	-	Additional FY23 On Call Transportation Planning Services	<b>CCM</b>	01/03/23	NA	01/18/23		\$50,000.00	\$100,000.00
006	000	-	Dowden Road Extension Traffic Study	<b>CCM</b>	01/03/23	NA	01/18/23	95668	\$67,033.00	\$67,033.00
007	000	-	2023 Easter MCO Traffic Count Program	<b>PSC</b>	03/21/23	NA	03/29/23	96210	\$89,948.00	\$89,948.00
008	000	-	Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	<b>CCM</b>	08/01/23	NA	08/10/23	1007419	\$202,388.00	\$202,388.00
008	001	-	Additional Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	<b>CCM</b>	10/10/23	NA	10/20/23		\$193,721.00	\$396,109.00
009	000	-	FY24 On Call Horizontal Development Plan Review Services	<b>PSC</b>	09/26/23	10/18/23	10/26/23	96635	\$20,000.00	\$20,000.00
009	001	-	Additional FY24 On Call Horizontal Development Plan Review Services	<b>PSC</b>	01/02/24	NA	01/09/24		\$20,000.00	\$40,000.00
010	000	-	FY24 On-Call Transportation Planning Services	<b>PSC</b>	09/26/23	10/18/23	10/26/23	96637	\$75,000.00	\$75,000.00
011	000	-	2024 Easter MCO Traffic Count Program	<b>PSC</b>	03/12/24	NA			\$90,000.00	\$90,000.00
<b>Total for HDR Engineering, Inc. for Agreement No. 202104-CTP1</b>								<b>\$1,043,067.00</b>		

## ***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 - Transportation Planning</b>			
HDR Engineering, Inc.	Not a Minority Firm 10/01/21	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	10/01/24

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

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
03/21/23		007	000	\$89,948.00	\$89,948.00
09/26/23	10/18/23	009	000	\$20,000.00	\$109,948.00
09/26/23	10/18/23	010	000	\$75,000.00	\$184,948.00
01/02/24		009	001	\$20,000.00	\$204,948.00
03/12/24		011	000	\$90,000.00	\$294,948.00

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>March 13, 2024</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>x2255</u>
<b>Preparer's Name:</b>	<u>Chris DeLoatche</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning and Environmental</u>	<b>Contract # / Name:</b>	<u>Continuing Transportation Planning Services</u>
<b>Description:</b>	<u>On-Call Transportation Planning</u>	<b>Procurement Committee Date:</b>	<u>March 26, 2024</u>
<b>Vendor:</b>	<u>HDR Engineering, Inc.</u>	<b>Agenda Item #:</b>	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310013.000.00 0000		\$60,000.00				
<b>Total Requisition:</b>		\$60,000.00				
<b>Requisition Number:</b>		96491				
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96491	PC 03/26/24 - HDR FY24 On-Call Tra	In Process	15-MAR-2024 13:36:4	USD	60,000.00	Wages, Alice M	<input checked="" type="checkbox"/>

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: March 26, 2024

**ITEM DESCRIPTION**

Request for Approval of an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for additional fiscal year 2024 On-Call Transportation Planning Review Services for the Greater Orlando Aviation Authority.

**SMALL BUSINESS**

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

Our analysis indicates that HDR Engineering, Inc. is eligible for award of the subject amendment.