

**ADDENDUM NO. 13  
TO THE AGREEMENT DATED OCTOBER 1, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND HDR ENGINEERING, INC.**

**Project: FY25 On-Call Transportation Planning 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 **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 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 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. 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 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 Addendum this day of Sep 24, 2024

**GREATER ORLANDO AVIATION AUTHORITY**

By: Kevin J. Thibault  
**box SIGN** 1V3039J4-1J78LXV5  
Kevin J. Thibault, P.E.  
Chief Executive Officer

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Sep 23, 2024**

*Karen Ryan*

By: **box SIGN** 1J8RLK51-1J78LXV5  
**NELSON MULLINS RILEY AND  
SCARBOROUGH, Legal Counsel  
Greater Orlando Aviation Authority**

**HDR ENGINEERING, INC.**

By: Katie E. Duty  
Signature (Duly Authorized Rep.)  
Katie E. Duty  
Printed Name  
Vice President  
Title



## **MEMORANDUM**

**TO:** Members of the Procurement Committee

**FROM:** Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

**DATE:** September 3, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

## **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**

The consultant's proposal dated August 27, 2024 is to provide on-call transportation planning services for the Orlando International Airport. HDR Engineering, Inc. will utilize this authorization to perform miscellaneous transportation planning and traffic engineering tasks requested by GOAA that are not associated with other on-going work authorizations.

Services cannot commence before the date of Aviation Authority Board approval. The approved addendum must be executed by the Aviation Authority before invoicing for services.

## **EXHIBIT A**

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with HDR Engineering, Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

**SMALL BUSINESS**

The Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority’s Small Business Development Department. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$60,000.00. Funding is from Operations and Maintenance Funds, subject to Aviation Authority Board adoption of the FY25 Aviation Authority Budget.

**RECOMMENDED ACTION**

is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum 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	DL 8/29/24
CRI – Funding Eligibility Review Date	8/29/24



August 27, 2024

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

Re: Addendum to Continuing Transportation Planning Services Agreement dated October 1, 2021: FY25 On-Call Professional Transportation Planning Services

Dear Brad:

HDR Engineering, Inc. (HDR) is pleased to submit this proposal to provide professional transportation planning consulting services to GOAA on an as-needed basis. HDR will utilize this authorization to perform miscellaneous transportation planning and traffic engineering tasks requested by GOAA that are not associated with other on-going work authorizations. Each task will be tracked as it is assigned to assist GOAA with managing the overall budget of this agreement, which per your request, has been set at \$60,000 for FY25.

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.

Katie E. Duty, PE, ENV SP  
Vice President

JMK:jmk

C: Jeff Arms, Matt Wiesenfeld (HDR); HDR Accounting Department



## Exhibit A - Scope of Services for FY25 On-Call Professional Transportation Planning Consulting Services

### SCOPE

The specific scope of services is yet to be determined but will consist of miscellaneous transportation planning and traffic engineering tasks and services 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 FY25 between October 1, 2024 and September 30, 2025. The Consultant will coordinate with Client staff about the schedule for each work request.

### FEE

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

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

### 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 2024 HOURLY RATE SCHEDULE  
(Negotiated/Approved Date 09/13/2023)**

	<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: 

Print Name: Katie E. Duty, Vice President

Date: August 27, 2024



# Addenda / Amendments Awarded per Agreement - Summary for Committee

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

Add Amd Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount
000 000 -	Continuing Transportation Planning	PSC	04/27/21	05/19/21	10/01/21	\$0.00	\$0.00
001 000 -	FY22 On-Call Horizontal Development Plan Review Services	CCM	10/05/21	NA	10/12/21	\$25,000.00	\$25,000.00
001 001 -	Reduction in Scope of FY22 On-Call Horizontal Development Plan Review Services	CCM	08/23/22	NA	08/31/22	(\$10,000.00)	\$15,000.00
002 000 -	FY22 On-Call Transportation Planning Services	CCM	10/05/21	NA	10/12/21	\$50,000.00	\$50,000.00
002 001 -	Additional FY22 On-Call Transportation Planning Services	CCM	08/23/22	NA	08/31/22	\$10,000.00	\$60,000.00
003 000 -	2022 Easter MCO Traffic Count Program	CCM	03/22/22	NA	03/29/22	\$84,977.00	\$84,977.00
004 000 -	FY23 On Call Horizontal Development Plan Review Services	CCM	10/04/22	NA	10/20/22	\$25,000.00	\$25,000.00
005 000 -	FY23 On Call Transportation Planning Services	CCM	10/04/22	NA	10/20/22	\$50,000.00	\$50,000.00
005 001 -	Additional FY23 On Call Transportation Planning Services	CCM	01/03/23	NA	01/18/23	\$50,000.00	\$100,000.00
006 000 -	Dowden Road Extension Traffic Study	CCM	01/03/23	NA	01/18/23	\$67,033.00	\$67,033.00
007 000 -	2023 Easter MCO Traffic Count Program	PSC	03/21/23	NA	03/29/23	\$89,948.00	\$89,948.00
008 000 -	Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	CCM	08/01/23	NA	08/10/23	\$202,388.00	\$202,388.00
008 001 -	Additional Professional Transportation Planning Services for W-483 Traffic Congestion Management Study	CCM	10/10/23	NA	10/20/23	\$193,721.00	\$396,109.00
008 002 -	RESERVED for future use	CCM	12/31/24	NA			\$396,109.00
009 000 -	FY24 On Call Horizontal Development Plan Review Services	PSC	09/26/23	10/18/23	10/26/23	\$20,000.00	\$20,000.00
009 001 -	Additional FY24 On Call Horizontal Development Plan Review Services	PSC	01/02/24	NA	01/09/24	\$20,000.00	\$40,000.00
010 000 -	FY24 On-Call Transportation Planning Services	PSC	09/26/23	10/18/23	10/26/23	\$75,000.00	\$75,000.00
010 001 -	Additional FY24 On-Call Transportation Planning Services	PSC	03/26/24	NA	03/29/24	\$60,000.00	\$135,000.00
010 002 -	Additional FY24 On-Call Transportation Planning Services	PSC	08/13/24	NA		\$70,000.00	\$205,000.00
011 000 -	2024 Easter MCO Traffic Count Program	PSC	03/12/24	NA	03/19/24	\$90,000.00	\$90,000.00
012 000 -	No Cost Addendum to Exercise Both Renewal Options	CCM	05/07/24	05/15/24	05/23/24	\$0.00	\$0.00

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

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Total for HDR Engineering, Inc. for Agreement No. 202104-CTP1

\$1,173,067.00
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# 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	10/01/26

## 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
03/26/24		010	001	\$60,000.00	\$354,948.00
08/13/24		010	002	\$70,000.00	\$424,948.00

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>August 27, 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>September 3, 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
301.711.170.5310008.000.00 0000			\$60,000.00			
<b>Total Requisition:</b>			\$60,000.00			
<b>Requisition Number:</b>			97694			
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97694	FY25 (Dept.711) HDR	In Process	20-AUG-2024 16:50:17	USD	60,000.00	Wages, Alice M

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: September 03, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

**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.



## **MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: September 18, 2024

## **ITEM DESCRIPTION**

Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. (HDR) at the Orlando International Airport (MCO)

## **BACKGROUND**

On May 19, 2021, the Aviation Authority Board approved no-cost base agreements for Continuing Transportation Planning Services Agreement with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- HDR Engineering, Inc.
- HNTB Corporation

The agreements are structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The terms of the agreements shall be for a period of three years with optional renewal periods of two additional one-year terms, to be exercised at the discretion of the Aviation Authority and accepted by both parties.

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.

A summary of previously-approved addenda, and applicable amendments, to the Continuing Transportation Planning Services Agreement with HDR can be provided upon request.

## **ISSUES**

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or

more over the contract value. The Procurement Committee (PC) recommended approval of addenda to the above-referenced agreement, as follows:

- Fiscal Year (FY) 2025 On-Call Horizontal Development Plan Review Services at MCO, for the total not-to-exceed fees amount of \$20,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, review of proposed horizontal development within properties controlled by the Aviation Authority at MCO. These reviews will be summarized in reports to the Aviation Authority prior to distribution to applicants or other stakeholders, which may include municipalities, Orange County, adjacent developments to MCO or other governmental or quasi-governmental entities. Services may also include meetings, workshops, or presentations, as required. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from HDR, and determined that HDR does not propose any small business participation on this addendum, and certifies that HDR is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 3, 2024, Agenda Item No. 3-O].*
- FY 2025 On-Call Transportation Planning Services at MCO, for the total not-to-exceed fees amount of \$60,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, reviews, analyses, and recommendations for traffic planning and traffic engineering issues identified by the Aviation Authority. The scope may also include meetings, workshops, or presentations, as required by the Aviation Authority. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from HDR, and determined that HDR does not propose any small business participation on this addendum, and certifies that HDR is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 3, 2024, Agenda Item No. 3-N].*

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

#### **SMALL BUSINESS**

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

#### **ALTERNATIVES**

None.

#### **FISCAL IMPACT**

The fiscal impact is \$80,000. 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 Procurement Committee to: (1) approve Multiple Addenda to the Continuing Transportation Planning Services Agreement with HDR Engineers, Inc. as follows: (a) FY 2025 On-Call Horizontal Development Plan Review Services at MCO, for the total not-to-exceed fees amount of \$20,000, with funding from Operations and Maintenance Funds; and, (b) FY 2025 On-Call Transportation Planning Services at MCO, for the total not-to-exceed fees amount

of \$60,000, with funding from Operations and Maintenance Funds; and, (2) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.