

**ADDENDUM NO. 14
TO THE AGREEMENT DATED JUNE 10, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND HNTB CORPORATION**

Project: LYNX Busses Siting Support Services, Orlando International Airport

THIS ADDENDUM is effective this 13th day of August, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **HNTB CORPORATION** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated June 10, 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 FIFTY-FOUR THOUSAND NINE HUNDRED SIXTY AND NO/100 DOLLARS (\$54,960.00)**, broken down as follows:

Professional Fees:	NTE:	\$54,960.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$54,960.00

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 June 10, 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 _____.


GREATER ORLANDO AVIATION AUTHORITY

By: _____
Kevin J. Thibault, P.E.
Chief Executive Officer

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of _____

By: _____
NELSON MULLINS RILEY AND
SCARBOROUGH, Legal Counsel
Greater Orlando Aviation Authority

HNTB CORPORATION

By:  _____
Signature (Duly Authorized Rep.)
George Gilhooley
Printed Name
SVP
Title

MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: August 13, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for LYNX Busses Siting Support 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

Consultant's proposal, dated July 23, 2024, is to provide for transportation consulting services to support GOAA's ongoing LYNX coordination. GOAA and LYNX are in on-going conversations about where the most efficient location for them to operate their bus services at MCO. This effort will include meeting attendance, concept development, and other miscellaneous services as needed. HNTB will support GOAA staff by attending coordination meetings with Lynx. As needed, conceptual designs will be developed to provide visualization for discussions with LYNX. Concept drawings will be drawn to scale and use existing aerial imagery as a base map. No survey data will be collected.

EXHIBIT A

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

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board to the Continuing Transportation Planning Services Agreement with HNTB Corporation does not exceed the \$250,000 threshold; thus, this agenda item does not require 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 \$54,960.00. Funding is from previously-approved Capital Expenditure Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve of an addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for the services contained herein and amount as shown below:

Not to Exceed Fees	\$54,960.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$54,960.00
CRI – Compliance Review Date	DL 8/5/24
CRI – Funding Eligibility Review Date	8/5/24



July 31, 2024

Mr. Brad Friel
Director of Planning and Development
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827

Re: LYNX Support Services

Dear Mr. Friel:

HNTB Corporation (HNTB) is pleased to submit this proposal for transportation consulting services to support GOAA's ongoing LYNX coordination. This effort will include meeting attendance, concept development, and other miscellaneous services as needed.

For this agreement, GOAA will be referred to as the Client and HNTB will be referred to as the Consultant.

SCOPE

Detailed scope documents are attached. The scope documents detail the work to be performed by HNTB.

SCHEDULE

The Consultant will work as expeditiously as possible to meet the Client's schedule for individual task work authorizations. The Consultant will coordinate with Client staff about the schedule for each work request received.

FEE

Services provided under this agreement will be performed on an as-needed basis using the most up to date hourly rate schedule on file with GOAA. A recommended labor budget Not-to-Exceed (NTE) fee authorization of \$54,960.00 is requested for the Consultant to accomplish the activities as assigned by the Client.

DBE/MWBE/LDB

This scope of services does not include any DBE/MWBE/LDB. As such, HNTB has provided our commitment to pursue and fulfill the DBE/MWBE/LDB objectives and will continue to seek opportunities on future tasks.

TERMS OF AGREEMENT

The terms and conditions of the Agreement for Professional Services Continuing Transportation Planning Services at the Orlando International and Executive Airports dated June 10, 2021 will apply to this addendum.

LYNX Support Services

July 31, 2024

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This proposal represents a continuation of services by HNTB as part of our Transportation Planning contract with GOAA. If you need additional information, please feel free to contact me. We appreciate the opportunity to provide the Authority with our professional services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Zornek". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott Zornek, PE

Project Manager

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: HNTB Corporation

By: _____



Print Name: Scott Zornek

Date: 7/31/2024

Attachment

LYNX SUPPORT SCOPE

7/23/24

TASK 1 Meetings

HNTB will support GOAA staff by attending coordination meetings with Lynx. This scope covers the attendance of 10 meetings and assumes one senior engineer and one junior engineer from HNTB will be attending.

Deliverable

- Meeting minutes with defined action items and due dates

TASK 2 Concept Development

As needed, conceptual designs will be developed to provide visualization for discussions with LYNX. Concept drawings will be drawn to scale and use existing aerial imagery as a base map. No survey data will be collected. This scope will limit the number of concept drawings to 5 one-sheet in 11x17 format.

Deliverable

- Up to 5 11 x 17 conceptual drawings

TASK 3 Miscellaneous

This miscellaneous task covers items not previously identified in Task 1 or 2. These items may include data collection, operational analysis, cost estimating, etc. If needed, this task can be reallocated to support additional services in Tasks 1 and 2. Before beginning any miscellaneous task, a brief understanding of the effort will be shared with GOAA staff including the magnitude of the effort (hours), schedule, and delivery format.

Deliverable

- To be determined through coordination with GOAA staff

All work completed under this scope is not to exceed \$54,960.00. Any work beyond what is defined will be considered additional services and will require an amendment to the scope/fee or an additional task work order.

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

Phase of Project:	Task 1	Task 2	Task 3	SUBTOTAL	TOTAL CONTRACT
1.0 Lump Sum Fee:	\$0	\$0	\$0	\$0	\$0
2.0 Not to Exceed Reimbursable Fee:	\$14,440	\$22,072	\$18,448	\$54,960	\$54,960
3.0 Not to Exceed Reimbursable Expenses:	\$0	\$0	\$0	\$0	\$0
4.0 TOTAL CONTRACT VALUE:	\$14,440	\$22,072	\$18,448	\$54,960	\$54,960

Total Lump Sum Labor Hours:	0	0	0	0	0
Total Not to Exceed Reimbursable Labor Hours:	64	151	96	311	311
TOTAL LABOR HOURS:	64	151	96	311	311
Average Hourly Rate:	\$226	\$146	\$192	\$177	\$177

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

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

Phase of Project:	Task 1		Task 2		Task 3		Task 4		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
HNTB, Inc.											
Not to Exceed Reimbursable Fee	64	\$14,440	151	\$22,072	96	\$18,448	0	\$0	311	\$54,960	\$177
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0		\$0	
Sub-Total - HNTB	64	\$14,440	151	\$22,072	96	\$18,448	0	\$0	311	\$54,960	\$177
Total Not to Exceed Amount:	64	\$14,440	151	\$22,072	96	\$18,448	0	\$0	311	\$54,960	\$177

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

**Greater Orlando Aviation Authority
LYNX Support
HNTB Corporation**

Position:	SENIOR PROJECT MANAGER 1		SENIOR PROJECT ENGINEER		PROJECT ENGINEER		ENGINEER		ENGINEERING INTERN		SENIOR DESIGNER		TOTAL		
	Rate (\$/Hour):	\$340.00	\$241.00		\$157.00		\$136.00		\$112.00		\$167.00		hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Avg. Hourly Rate
Task 1 Meetings	24.0	\$8,160	0.0	\$0	40.0	\$6,280	0.0	\$0	0.0	\$0	0.0	\$0	64.0	\$14,440	\$226
Task 2 Concept Development	3.0	\$1,020	4.0	\$964	4.0	\$628	20.0	\$2,720	60.0	\$6,720	60.0	\$10,020	151.0	\$22,072	\$146
Task 3 Miscellaneous	16.0	\$5,440	16.0	\$3,856	16.0	\$2,512	16.0	\$2,176	16.0	\$1,792	16.0	\$2,672	96.0	\$18,448	\$192
TOTAL NOT TO EXCEED REIMBURSABLE FEE:	43.0	\$14,620	20.0	\$4,820	60.0	\$9,420	36.0	\$4,896	76.0	\$8,512	76.0	\$12,692	311.0	\$54,960	\$177

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.

Addenda / Amendments Awarded per Agreement - Summary for Committee

HNTB Corporation -- Agreement No. 202104-CTP2 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	PSC	04/27/21	05/19/21	06/10/21	\$0.00	\$0.00	
001	000	-	FY21 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	06/22/21	NA	06/29/21	93531	\$76,032.00	\$76,032.00
002	000	-	FY21 On Call Horizontal Development Plan Review Services	CCM	07/27/21	NA	08/03/21	93692	\$5,000.00	\$5,000.00
003	000	-	FY21 On Call Transportation Planning Services	CCM	07/27/21	NA	08/03/21	93595	\$15,000.00	\$15,000.00
004	000	-	FY22 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	08/31/21	09/15/21	09/20/21	93878	\$387,882.00	\$387,882.00
005	000	-	FY22 On Call Horizontal Development Plan Review Services	CCM	09/28/21	NA	10/05/21	93879	\$10,000.00	\$10,000.00
006	000	-	FY22 On Call Transportation Planning Services	CCM	09/28/21	NA	10/05/21	93845	\$50,000.00	\$50,000.00
007	000	W-00446-MCO	W-00446-MCO MCO ROADWAY MASTER PLAN Professional Transportation Planning Services for W-00446	CCM	12/07/21	NA	12/14/21	1006911	\$241,525.00	\$241,525.00
008	000	-	FY23 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	08/23/22	09/21/22	09/26/22	95154	\$423,360.00	\$423,360.00
009	000	-	FY23 On Call Horizontal Development Plan Review Services	CCM	10/04/22	NA	10/20/22	95226	\$10,000.00	\$10,000.00
010	000	-	FY23 On Call Transportation Planning Services	CCM	10/04/22	NA	10/20/22	95443	\$25,000.00	\$25,000.00
011	000	-	FY24 On Call Horizontal Review Consulting Services	PSC	09/26/23	NA	10/26/23	96634	\$10,000.00	\$10,000.00
012	000	-	FY24 On Call Transportation Planning Consulting Services	PSC	09/26/23	NA	10/04/23	96680	\$30,000.00	\$30,000.00
013	000	-	No Cost Addendum to Exercise Both Renewal Options	CCM	05/07/24	NA	05/16/24		\$0.00	\$0.00

Total for HNTB Corporation for Agreement No. 202104-CTP2

\$1,283,799.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	<i>Original Duration</i> <i>1st Extension</i> <i>2nd Extension</i>	Current Expiration Date
Continuing Agreement Consultant - Transportation Planning			
HNTB Corporation	Not a Minority Firm 06/10/21	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	06/10/26

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
09/26/23		011	000	\$10,000.00	\$10,000.00
09/26/23		012	000	\$30,000.00	\$40,000.00

ATTACHMENT A

FINANCE FORM

Date:	<u>July 29, 2024</u>	Requestor's Extension:	<u>x3139</u>
Requestor's Name:	<u>Brad Friel</u>	Preparer's Extension:	<u>X2255</u>
Preparer's Name:	<u>Chris DeLoatche</u>	Solicitation #:	<u>N/A</u>
Requestor's Department:	<u>Multi-Modal Planning and Environmental</u>	Contract # / Name:	<u>Continuing Transportation Planning Services</u>
Description:	<u>LYNX Siting Support Services</u>	Procurement Committee Date:	<u>August 13, 2024</u>
Vendor:	<u>HNTB Corporation</u>	Agenda Item #:	<u>CA-A</u>

NON-PROJECT FUNDS: CAPEX

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310013.000.501672		\$54,960.00				
Total Requisition:		\$54,960.00				
Requisition Number:		97528				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97528	PC 08/13/24 - LYNX Siting Support S	In Process	31-JUL-2024 10:19:05	USD	54,960.00	Wages, Alice M	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 13, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for LYNX Busses Siting Support 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 limited and specialized scope of the services to be provided, does not propose small business participation on this addendum.