

**ADDENDUM NO. 17
TO THE AGREEMENT DATED JUNE 10, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND HNTB CORPORATION**

**Project: FY25 On Call Transportation Planning Review
Services, Orlando International Airport**

THIS ADDENDUM is effective this 1st day of October, 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 FORTY-FIVE THOUSAND AND NO/100 DOLLARS (\$45,000.00)**, broken down as follows:

Professional Fees:	NTE:	\$45,000.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$45,000.00

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.

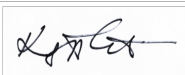
4. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.


In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, 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 Sep 23, 2024

GREATER ORLANDO AVIATION AUTHORITY

By: 
box SIGN 1V3Q39J4-1RKW8PZ6
Kevin J. Thibault, P.E.
Chief Executive Officer

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Sep 20, 2024

By: box SIGN 1J8RLK51-1RKW8PZ6
NELSON MULLINS RILEY AND
SCARBOROUGH, Legal Counsel
Greater Orlando Aviation Authority

HNTB CORPORATION

By: 
box SIGN 4YL6P8Q1-1RKW8PZ6
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: 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 HNTB Corporation for Fiscal Year 2025 On-Call Transportation Planning Review 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 15, 2024 is to provide on-call transportation planning services at the Orlando International Airport. Such services include, but are not limited to the review, analysis, and providing recommendations for traffic planning and traffic engineering issues identified by the Aviation Authority. The scope may also include meetings, workshops, or presentations, as required.

EXHIBIT A

Services cannot commence before the date of Aviation Authority Board approval. The approved amendment 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 for the Continuing Transportation Planning Services Agreement with HNTB Corporation 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 \$45,000.00. Funding is from Operations and Maintenance Funds, subject to Aviation Authority Board adoption of the FY25 Aviation Authority budget.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval 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	\$45,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$45,000.00
CRI – Compliance Review Date	DL 8/26/24
CRI – Funding Eligibility Review Date	8/26/24



August 15, 2024

Mr. Brad Friel
Senior Vice President of Multi-Modal Planning and Environmental
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827

Re: On Call Professional Services for Continuing Transportation Planning
Professional Fee Proposal: **FY 25 On-Call Transportation Planning Services**
October 1, 2024 through September 30, 2025
Orlando International Airport (MCO)

Dear Mr. Friel:

HNTB Corporation (HNTB) is pleased to submit this proposal for transportation consulting services associated with supporting Greater Orlando Aviation Authority (GOAA) staff with on-call transportation planning, traffic engineering and technical support on an as-needed basis for the fiscal year 2024. HNTB will utilize this authorization to perform miscellaneous transportation planning and traffic engineering services requested by GOAA that are not associated with other work authorizations. HNTB will prepare a Task Authorization form including an hourly estimate of fees to complete each task as it is assigned to assist GOAA with managing the overall budget of this agreement.

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

SCOPE

Generally, the scope of work will include, but is not limited to, the review, analysis, and providing recommendations for traffic planning and traffic engineering issues identified by GOAA. The scope may also include meetings, workshops, or presentations, as required by the Client.

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 hourly rate schedule on file with GOAA. A recommended labor budget Not-to-Exceed (NTE) fee authorization of \$45,000 is requested for the Consultant to accomplish the miscellaneous activities as assigned by the Client.

Mr. Brad Friel
August 15, 2024
Page 2

DBE/MWBE/LDB

Since this scope of services is for an on-call contract, the specific DBE/MWBE/LDB firms to be utilized cannot be identified at this time. As such, HNTB has provided our commitment to pursue and fulfill the DBE/MWBE/LDB objectives.

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.

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".

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: George Gilhooley

Date: 8/19/2024

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:	\$45,000	\$0	\$0	\$45,000	\$45,000
3.0 Not to Exceed Reimbursable Expenses:	\$0	\$0	\$0	\$0	\$0
4.0 TOTAL CONTRACT VALUE:	\$45,000	\$0	\$0	\$45,000	\$45,000

Total Lump Sum Labor Hours:	0	0	0	0	0
Total Not to Exceed Reimbursable Labor Hours:	253	0	0	253	253
TOTAL LABOR HOURS:	253	0	0	253	253
Average Hourly Rate:	\$178	#DIV/0!	#DIV/0!	\$178	\$178

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-4
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	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0		\$0	
Sub-Total - HNTB	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178
Total Not to Exceed Amount:	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-4
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	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0		\$0	
Sub-Total - HNTB	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178
Total Not to Exceed Amount:	253	\$45,000	0	\$0	0	\$0	0	\$0	253	\$45,000	\$178

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 MASTER MOBILITY 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
014	000	-	LYNX Busses Siting Support Services	PSC	08/13/24	NA	08/20/24		\$54,960.00	\$54,960.00

Total for HNTB Corporation for Agreement No. 202104-CTP2

\$1,338,759.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration 1st Extension 2nd Extension	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
08/13/24		014	000	\$54,960.00	\$94,960.00

ATTACHMENT A

FINANCE FORM

Date:	<u>August 20, 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>On-Call Transportation Planning</u>	Procurement Committee Date:	<u>September 3, 2024</u>
Vendor:	<u>HNTB Corporation</u>	Agenda Item #:	<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			\$45,000.00			
Total Requisition:			\$45,000.00			
Requisition Number:			97692			
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97692	FY25 (Dept.711) HNTB	In Process	20-AUG-2024 16:47:02	USD	45,000.00	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 HNTB Corporation for Fiscal Year 2025 On-Call Transportation Planning Review 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, HNTB Corporation 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 HNTB Corporation (HNTB) 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 HNTB 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 Horizontal Permitting Review Services at MCO, for the total not-to-exceed fees amount of \$10,000, with funding from Operations and Maintenance Funds (subject to approval of the FY 2025 Aviation Authority Budget by the Aviation Authority Board). Services will include review of proposed horizontal development within properties controlled by the Aviation Authority at MCO, follow-up reporting, and coordination with other stakeholders such as Orange County, FL, adjacent developments, or other governmental or quasi-governmental entities. 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 HNTB and determined that HNTB does not propose any small business participation on this addendum, and certifies that HNTB 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-L].*
- FY 2025 On-Call Transportation Planning Services at MCO, for the total not-to-exceed fees amount of \$45,000, with funding from Operations and Maintenance Funds (subject to approval of the FY 2025 Aviation Authority Budget by the Aviation Authority Board). Services will include, but are not limited to, review, analysis, and recommendations for traffic planning and traffic engineering issues as identified by the Aviation Authority. The Aviation Authority has reviewed the proposal from HNTB and determined that HNTB does not propose any small business participation on this addendum, and certifies that HNTB 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-M].*

As these addenda will result in an aggregate increase to the Aviation Authority's Agreement with HNTB 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 \$55,000. 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 HNTB Corporation as follows: (a) FY 2025 Horizontal Permitting Review Services at MCO, for the total not-to-exceed fees amount of \$10,000, 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 \$45,000, 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.