

**ADDENDUM NO. 1
TO THE AGREEMENT DATED MARCH 24, 2023
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND JACOBS PROJECT MANAGEMENT CO.**

Project: Executive Project Management and Oversight Services to Support the Construction Phase of BP-S195, Orlando International Airport

THIS ADDENDUM is effective this 1st day of May, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **JACOBS PROJECT MANAGEMENT CO.** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated March 24th, 2023, Authority and Consultant entered into an agreement for Consultant to provide Executive Program Management and Oversight Services for STC Programs consulting services; and

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

WHEREAS, the 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 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 **TWO HUNDRED FORTY-ONE THOUSAND TWO HUNDRED NINETY-TWO AND NO/100 DOLLARS (\$241,792.00)**, broken down as follows:

Professional Fees:	NTE:	\$221,192.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$20,100.00</u>
Total:		\$241,292.00

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 March 24th, 2023 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 day of May 11, 2023.

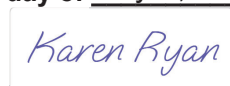
GREATER ORLANDO AVIATION AUTHORITY



By: boxSIGN 4WB8QZJ-4Z7XPWBV _____

Max Marble
Sr. Vice President, Capital Programs
Construction Committee Chair

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of May 4, 2023**



By: boxSIGN 4WB8QZJ-4Z7XPWBV _____
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

JACOBS PROJECT MANAGEMENT CO.



By: boxSIGN 5JRB3Z7Z-4Z7XPWBV _____

Signature (Duly Authorized Rep.)

Thomas J. Meinhart

Printed Name

Sr. Vice President

Title



CCM HANDOUT
4/25/2023
Item VI-E
Revised Entire Item

Orla
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Memorandum

To: Members of the Construction Committee

From: Scott Shedek, Vice President of Construction

Date: April 25, 2023

Re: Request for Approval of an Addendum to the Executive Program Management and Oversight Services for STC Programs Services Agreement with Jacobs Project Management Co. to provide Executive Project Management and Oversight Services to support the Construction Phase of BP-S00195 for W-S00149 Program Management and Oversight (PMO) Services for Terminal C Programs at Orlando International Airport

Consultant’s proposal, dated April 19, 2023, is to provide Executive Project Management and Oversight Services for construction phase of BP-S00195 Terminal C ASC Gates 250-253. Scope of work includes oversight, project, and construction management assistance.

If approved, these services would be effective May 1, 2023.

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

Funding is from General Airport Revenue Bonds. Funding source verified by _____ of Construction Finance on ___/___/___ as correct and available.

It is respectfully requested that the Construction Committee approve an Addendum to the Executive Program Management and Oversight Services for STC Programs Services Agreement with Jacobs Project Management Co. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$221,192.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$20,100.00
TOTAL	\$241,292.00
AAC – Compliance Review Date	
AAC – Funding Eligibility Review Date	

April 19th, 2023

Mr. Max Marble
SR VP Capital Programs

Mr. Scott Shedek
VP of Construction

Greater Orlando Aviation Authority
Orlando International Airport
One Jeff Fuqua Blvd
Orlando, FL 82827

Subject: Scope Proposal 1 Startup – Key Staff

Dear Mr. Marble and Mr. Shedek,

Jacobs Program Management Co. is pleased to provide this revised proposal to provide key staff to support your South Terminal Restart Program. Please find the proposal scope and fee in the following documentation.

We greatly appreciate the opportunity to provide this proposal, and if you have any questions please do not hesitate to ask.

Sincerely,



Brad Miller | [Jacobs](#) | Aviation Program Manager, VP
M: 303.618.4335 | brad.miller@jacobs.com

Scope

Jacobs Project Management Company is pleased to provide two Key Executive PMO Staff full time over the duration of two months. The intent of the two month startup scope is to provide near immediate on site presence and integration into the GOAA Team while the 90 day assessment is being performed. This will happen prior to the General Staffing agreement being executed, which will fund the full PMO team.

The positions included are:

- 1) Executive PMO Director, Brad Miller
- 2) Construction Management Director, David Grauvogl

The staff provided are for Executive Program management services related to initial program startup activities, client organization familiarization, program management assistance and advisory on behalf of the Greater Orlando Aviation Authority (GOAA). Additionally, we will provide oversight, project, and construction management assistance, guidance, advisory and leadership for GOAA's delivery partners.

Schedule and Estimated Fee Table

The total estimated fee for this scope is not to exceed **\$241,292**. The basis of payment for this scope is time and materials. It is expected that the fee will be expended over a 60 day period in accordance with the schedule shown in the table below. Monthly invoices will be submitted to GOAA. Actual labor hours and allowable expenses will be billed in accordance with the Professional Service Agreement (PSA).

SCOPE 1 STARTUP - KEY STAFF						
			MAY	JUN		
	RATE	HOURS	HOURS	TOTAL HRS	TOTAL COST	
Brad Miller	307	172	172	344	\$105,608.00	
David Grauvogl	336	172	172	344	\$115,584.00	
					\$221,192.00	Total Labor
					\$12,100.00	Travel Reimbursement Allowance (includes lodging, meals and incidentals per 2023 USGSA)
					\$8,000.00	Vehicle allowance
					\$241,292.00	GRAND TOTAL FOR 2 MONTHS

Please note that in order to continue these services beyond June 30th, execution of the General Staffing (forthcoming) scope must be executed by July 1st in order to maintain staff continuity. At that time, the intent is to shift all key staff and staff into General Staffing.

Other Assumptions and Clarifications

- This scope of work assumes a startup Notice to Proceed of May 1st, 2023.
- Rates provided are approved by GOAA within the Professional Service Agreement (PSA) inclusive of a \$35 Travel Premium for David Grauvogl.
- Key staff may require airside escorts by others while the badging process is ongoing.
- Other relatable items not covered in this scope include computer equipment, software, communications network, office space or furniture.

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 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 (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 Aviation Authority, whichever is later.

Consultant: Jacobs Project Management Company

By: 

Print Name: Thomas J. Meinhart

Date: April 18, 2023



MEMORANDUM

To: Members of the Construction Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: April 25, 2023

Re: Request for Approval of an Addendum to the Executive Program Management and Oversight Services for STC Program Services Agreement with Jacobs Project Management Co. to provide Executive Project Management and Oversight Services to support the Construction Phase of BP-S00195 for W-S00149 Program Management and Oversight (PMO) Services for Terminal C Programs at Orlando International Airport

The Small Business Development Department (SBDD) has reviewed the proposal and determined that Jacobs Project Management Co. does not propose small business participation on this addendum as the services being provided are staffing support.

From: [Jillian Stansell](#)
To: [Scott Shedek](#)
Cc: [Lisa Rainey](#); [Michael Gardner](#); [Becky Sanchez](#); [Johanna Arriaga](#); [LaChant Barnett](#); [Patricia Bryant](#); [Vicki Hoffman](#)
Subject: RE: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM
Date: Monday, April 24, 2023 9:55:00 AM
Attachments: [image001.png](#)
[CCM ITEM VIE REVISED ENTIRE ITEM WS00149 Jacob PMO 60 Day Assessment CCM 042523 \\$241,292.00.pdf](#)
Importance: High

Good morning Scott,

Per our recent phone call, the 60-day assessment is meant to address BPS00195 specifically so I did add the BPS00195 scope information to the body of the memo from the original item submittal as discussed. Also, you did confirm that the additional travel/vehicle allowances are for Brad Miller since the travel costs for David Grauvogl are being covered by the GOAA approved travel premium that was included with his hourly rate.

Please see the attached PDF for the final version of the 60-day assessment item.

If you have any questions, please let me know.

Thank you,

Jillian Stansell, CAPM

Manager

M 260-894-0187

On Behalf of Greater Orlando

Aviation Authority

anseradvisory.com



From: Scott Shedek <scott.shedek@goaa.org>
Sent: Thursday, April 20, 2023 11:44 AM
To: Jillian Stansell <Jillian.Stansell@anseradvisory.com>
Cc: Lisa Rainey <Lisa.Rainey@anseradvisory.com>; Michael Gardner <mgardner@projectstarmgmt.com>; Becky Sanchez <becky.sanchez@anseradvisory.com>; Johanna Arriaga <johanna.arriaga@anseradvisory.com>; LaChant Barnett <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>
Subject: RE: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM
Importance: High

Jillian, please see attached.

Scott Shedek, P.E.
Vice President of Construction
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

Office: (407) 825-2465
Cell: (407) 750-0971

From: Jillian Stansell <Jillian.Stansell@anseradvisory.com>
Sent: Wednesday, April 19, 2023 3:32 PM
To: Scott Shedek <scott.shedek@goaa.org>
Cc: Lisa Rainey <Lisa.Rainey@anseradvisory.com>; Mike Gardner <mgardner@projectstarmgmt.com>; Becky Sanchez <becky.sanchez@anseradvisory.com>; Johanna Arriaga <johanna.arriaga@anseradvisory.com>; LaChant Barnett <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>
Subject: RE: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM
Importance: High

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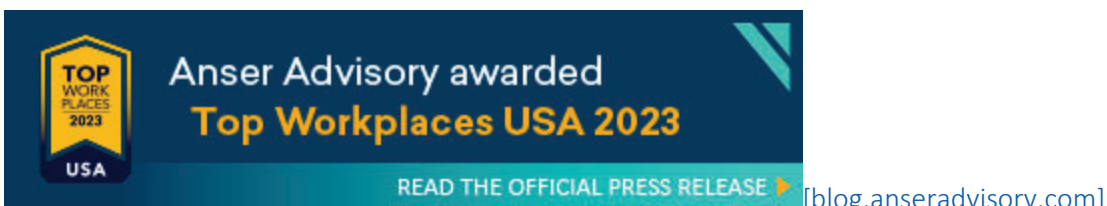
Hi Scott,

I was just following up to see if you had received any revisions from Jacobs yet. I have to turn over all 4/25 CCM items to Project Controls first thing tomorrow morning for inclusion on the final agenda publication.

If I haven't received any revisions from you by then, I will upload what we currently have for these two items so they make the initial agenda publication.

Thank you,

Jillian Stansell, CAPM
Manager
M 260-894-0187
*On Behalf of Greater Orlando
Aviation Authority*
anseradvisory.com [anseradvisory.com]



From: Scott Shedek <scott.shedek@goaa.org>
Sent: Tuesday, April 18, 2023 10:53 AM
To: Jillian Stansell <Jillian.Stansell@anseradvisory.com>
Cc: Lisa Rainey <Lisa.Rainey@anseradvisory.com>; Michael Gardner <mgardner@projectstarmgmt.com>; Becky Sanchez <becky.sanchez@anseradvisory.com>; Johanna Arriaga <johanna.arriaga@anseradvisory.com>; LaChant Barnett <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>
Subject: RE: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM
Importance: High

Jillian, I will revise the memo with the changes indicated once a revised proposal is received from Jacobs. Please see below in green in response.

Scott Shedek, P.E.
Vice President of Construction
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

Office: (407) 825-2465
Cell: (407) 750-0971

From: Jillian Stansell <jillian.stansell@anseradvisory.com>
Sent: Monday, April 17, 2023 10:51 AM
To: Scott Shedek <scott.shedek@goaa.org>
Cc: Lisa Rainey <Lisa.Rainey@anseradvisory.com>; Mike Gardner <mgardner@projectstarmgmt.com>; Becky Sanchez <becky.sanchez@anseradvisory.com>; Johanna Arriaga <johanna.arriaga@anseradvisory.com>; LaChant Barnett <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>
Subject: FW: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM
Importance: High

CAUTION: This email originated outside of GOAA. Stop and think before you click! If you are not expecting it or if it looks suspicious, please report it using the Phishing Report Button.

Good morning Scott,

I was just following up on the review comments below. Please keep in mind that all 4/25 CCM items are due to CF tomorrow at noon for their review so please provide all final revisions when possible.

Thank you,

Jillian Stansell, CAPM

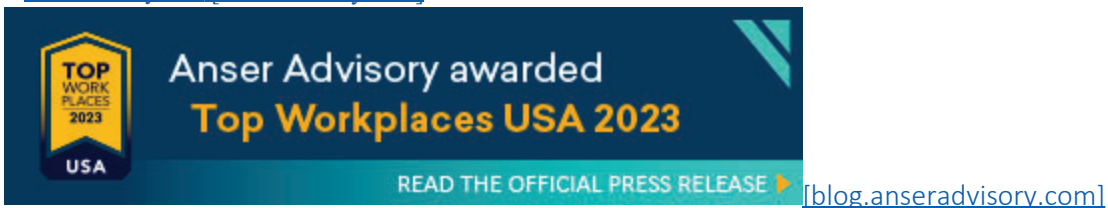
Manager

M 260-894-0187

On Behalf of Greater Orlando

Aviation Authority

anseradvisory.com [anseradvisory.com]



From: Jillian Stansell

Sent: Thursday, April 13, 2023 3:10 PM

To: Scott Shedek <scott.shedek@goaa.org>

Cc: Lisa Rainey <lisa.rainey@anseradvisory.com>; Mike Gardner <mgardner@projectstarmgmt.com>; Becky Sanchez <becky.sanchez@anseradvisory.com>; Johanna Arriaga <johanna.arriaga@anseradvisory.com>; LaChant Barnett <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>

Subject: Jacobs BPS195 PMO 60 and 90 days, 4/25 CCM

Importance: High

Good afternoon Scott,

Please see the review comments for each item below.

FOR BOTH ITEMS:

- I recommend confirming with Project Controls if Board will be required for both of these items since they're going to the same CCM and, together, would trigger Board approval with their aggregate costs.
 - If Board is required for both items, services cannot begin prior to May 17th (the next Board date) and the items will need to be adjusted accordingly. **These items are 2 separate scopes, if any Board item is needed, it will just be an info item.**

BPS00195 CONST. PHASE SUPPORT:

- I do recommend a few memo edits as seen in the attached including updating the agreement name, adding the project number, adding the appropriate fund sources, correcting the small business paragraph, etc. All changes have been highlighted in the attached PDF. Please let me know if any information is incorrect, if further edits are needed, or if these edits are acceptable. **These acceptable.**
- Please provide a completed TIN certificate from Jacobs. I have attached the template for your use. **This has been requested from Jacobs.**
- Typically, travel costs are covered in the travel premium which takes into account lodging, per diem, transportation, etc. GOAA has approved a travel premium of \$35/hour for Jacobs to utilize. What additional costs are included in the proposed travel & vehicle allowances? **These items are an NTE amount if needed, we will discuss further with Jacobs today.**
- Is GOAA okay with these additional travel and vehicle allowance costs over and above the travel premium that has been established? **Yes, as these items are an NTE amount if needed, we will discuss further with Jacobs today.**
- Please note that GOAA doesn't reimburse for badging costs so those need to be removed from the \$500 proposed "supplies and badging" costs. **These costs will be removed.**
- Additionally, what is included with the "supplies" costs? **These items are for misc. office supplies.**
- Once the reimbursable expenses have been sorted, the memo will need to be updated to split the NTE Fees from the NTE Expenses in the summary table. **Agree.**

90 DAY OVERALL TERM. C ASSESSMENT:

- I do recommend a few memo edits as seen in the attached including updating the agreement name, adding the project number, adding the appropriate fund sources, correcting the small business paragraph, etc. All changes have been highlighted in the attached PDF. Please let me know if any information is incorrect, if further edits are needed, or if these edits are acceptable. **These acceptable.**
- Please provide a completed TIN certificate from Jacobs. I have attached the template for your use. **This has been requested from Jacobs**
- Typically, travel costs are covered in the travel premium which takes into account lodging, per diem, transportation, etc. GOAA has approved a travel premium of \$35/hour for Jacobs to utilize. However, Jacobs is proposing a \$20,000 travel expense on this item. Is there a reason they aren't using their GOAA approved travel premium? **These items are an NTE amount if needed, we will discuss further with Jacobs today.**
 - Is GOAA okay with these additional travel costs over and above the travel premium that has been established? **Yes, as these items are an NTE amount if needed, we will discuss further with Jacobs today.**
- Jacobs' is proposing several positions and hourly rates that do not align with their current, GOAA approved positions and rates. Please revise the proposal to align with Jacobs' current GOAA approved positions and rate OR coordinate with Kathy Anderson to get these new positions and rates approved. I have attached Jacobs' current GOAA approved positions and rates for your reference/use. **Agree, Jacobs is working on this**
- Jacobs' fee breakdown is proposing the use of company "AR". What does this stand for? I need the company name in order to validate the proposed rates against the iPro vendor rate

database. **Ardmore Roderick**

- Please provide "AR" company's proposal letter. **This will be part of revised package**
- Jacobs' proposal states that they assume they can use the resources from the 60 day proposal on this proposal for the 90 day assessment. What does this mean? (See "General Assumptions and Clarifications", bullet point #4) **The project director and construction manager may be used to assist/coordinate the assessment activities with the Jacobs assessment team at no additional cost**
- Please confirm that Jacobs' understands that they cannot invoice services for the 90 day assessment scope under the 60 day (BPS195) addendum. **Jacobs understands this**
- Please confirm you have read and accept Jacobs' General Assumptions and Clarifications. **These are acceptable.**

If you have any questions, please let me know.

Thank you,

Jillian Stansell, CAPM

Manager

M 260-894-0187

On Behalf of Greater Orlando

Aviation Authority

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