

**ADDENDUM NO. 5  
TO THE AGREEMENT DATED MARCH 24, 2023  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND JACOBS PROJECT MANAGEMENT CO.**

**Project: Assessment and Procurement Activities for W-526 Enterprise Project Management Information System (PMIS) Implementation, Orlando International Airport**

**THIS ADDENDUM** is effective this 27<sup>th</sup> day of August, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **JACOBS PROJECT MANAGEMENT CO.** (“Consultant”).

**WITNESSETH:**

**WHEREAS**, by Agreement dated March 24<sup>th</sup>, 2023, Aviation 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 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 **LUMP SUM amount of SIXTY-FIVE THOUSAND SIX HUNDRED EIGHTY AND NO/100 DOLLARS (\$65,680.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$0.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$65,680.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$65,680.00</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.

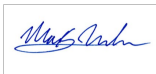
4. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

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 March 24<sup>th</sup>, 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 Sep 11, 2024.

**GREATER ORLANDO AVIATION AUTHORITY**



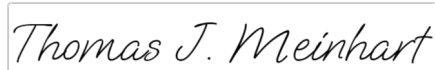
By: box SIGN 4W88Q9ZJ-189V7KK7  
Max Marble  
Sr. Vice President, Capital Programs

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Sep 5, 2024**



By: box SIGN 1J8RLK51-189V7KK7  
**NELSON MULLINS RILEY AND  
SCARBOROUGH, Legal Counsel  
Greater Orlando Aviation Authority**

**JACOBS PROJECT MANAGEMENT CO.**



By: box SIGN 1JR3LZ7Z-189V7KK7  
Signature (Duly Authorized Rep.)  
Thomas J. Meinhart  
Printed Name  
Sr. Vice President  
Title

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Max Marble, Senior Vice President, Capital Programs

DATE: August 27, 2024

## ITEM DESCRIPTION

Request for Approval of an Addendum to the Executive Program Management and Oversight Services for Terminal C Programs Agreement with Jacobs Project Management Co. for assessment and procurement activities to support the Enterprise Project Management Information System (PMIS) Implementation project (W-00526) at the Orlando International Airport

## BACKGROUND

On February 15, 2023, the Aviation Authority Board approved an Agreement for Professional Services for Executive Program Management and Oversight Services for Terminal C Programs with Jacobs Project Management Co. On April 25, 2023, the Construction Committee approved Addendum No. 2, to the above referenced agreement under project W-S00149, to provide an overall assessment of the South Terminal Program including processes and systems and recommending improvements. This effort resulted in a report of findings provided to the Greater Orlando Aviation Authority (GOAA) including a recommendation made to consider an enterprise level PMIS for managing future programs and projects.

## ISSUES

Consultant's proposal, dated August 16, 2024, includes a project to provide initial assessment and procurement activities required to implement an Enterprise PMIS per GOAA request. This effort will focus on continuing the preliminary study, making an in-depth assessment of existing program management processes, PMIS and tools currently used at GOAA, preparing recommendations on streamlining existing processes, proposing alternate PMIS configuration options and assisting in preparing user and system requirements.

If approved, services will be effective the date of Construction Committee approval.

Consultant shall, with each monthly invoice, certify that the assigned work and services are on schedule to be completed within the contracted lump sum price, or provide at time of certification a written notice to GOAA of any deviations.

## SMALL BUSINESS

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

## ALTERNATIVES

None.

EXHIBIT A

**CC**  
**ITEM IV-B**  
**8/27/2024**

**FISCAL IMPACT**

Funding is from Operation & Maintenance (O&M) Fund 301.716.170.5310009.000.000000. Funding source verified by *Melvin Martinez* of Construction Finance on 08 / 22 / 24 as correct and available.

**RECOMMENDED ACTION**

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

Not to Exceed Fees	\$0.00
Lump Sum Fees	\$65,680.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$65,680.00</b>
AAC – Compliance Review Date	<i>SJ</i> 08/21/24
AAC – Funding Eligibility Review Date	08/21/24

August 16, 2024

Mr. Max Marble  
SR VP Capital Programs

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

Subject: Enterprise Project Management Information System (PMIS) Implementation

Dear Mr. Marble,

Jacobs Program Management Co. is pleased to provide this proposal to support the Greater Orlando Aviation Authority's efforts for the Enterprise Project Management Information System (PMIS) Implementation project (W-S00526) at the Orlando International Airport. 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,



Ellen Patterson | Jacobs | Vice President / Executive Director of Operations  
P: 561.737.9254 | [ellen.patterson@jacobs.com](mailto:ellen.patterson@jacobs.com)

## **SCOPE AND SCHEDULE**

### **Project Management Information System (PMIS) – PMO Support**

#### **PROJECT DESCRIPTION**

Jacobs Project Management Co. (JACOBS), as the Consultant for the Greater Orlando Aviation Authority (GOAA), had carried out a comprehensive maturity assessment of GOAA Program Management and Oversight (PMO) and presented a report of its findings. As part of the report, PMIS recommendation (No. 13) was made to GOAA about considering an enterprise level PMIS for managing future MCO programs and projects. This effort will focus on continuing the preliminary study, making an in-depth assessment of existing program management processes, PMIS and tools currently used at GOAA, preparing recommendations on streamlining existing processes, proposing alternate PMIS configuration options and assisting in preparing user and system requirements.

#### **SERVICES TO BE PROVIDED**

JACOBS will initiate a formal review and assessment of enterprise-wide program management systems and processes covering full project lifecycle, identify opportunities for streamlining processes and improving data management, work with GOAA in developing system requirements and specifications for a potential upgrade and/or replacement of an integrated PMIS.

The project will be implemented in the following steps:

1. Lead a chartering workshop with key GOAA staff and other stakeholders in order to:
  - 1.1. Align on task objectives and outcomes;
  - 1.2. Review system options;
  - 1.3. Discuss workplan, schedule and stakeholder participation;
2. Work with various GOAA stakeholders to assess program management business processes currently in use for delivering capital programs and projects including the following:
  - 2.1. Map existing processes;
  - 2.2. Document information flows;
  - 2.3. Assess reports and dashboards;
  - 2.4. Review interfaces with existing systems: GOAA's PMIS software (iPRO), Box, SharePoint, custom Excel based software tools, OAR's specific construction management systems and other stakeholder tools;
3. Prepare and deliver an in-depth assessment report with recommendations;
4. Present PMIS system/software options to GOAA along with their pros and cons;
5. Develop system specifications and user requirements for a new integrated PMIS; and
6. Assess vendors and submit a list of vendors with required PMIS implementation and integration capabilities.

#### **DELIVERABLES**

1. Existing program management business processes and systems assessment report.
2. Detailed user and system requirements for a potential new integrated PMIS.

- List of vendors with required PMIS implementation and integration capabilities.

## EXCLUDED SERVICES

The following services are excluded from this proposal, but can be provided in the future as requested by GOAA:

- Procurement support including support of Q&A, revisions, and addendums during the RFP process;
- Procurement support during vendor shortlisting and facilitating system demonstration, evaluation and contract development; and
- Support and training during the implementation of a new system.

## SCHEDULE

The following is the proposed schedule of work for the project:

Activity	Duration (Working Days)	Remarks
Onsite Chartering Workshop	1 Day	Alignment on task, objectives, schedule and resource requirements
Onsite In-Depth Review of Existing Program Management Processes, Systems and Tools	5 Days	Five (5) days onsite
Prepare In-Depth Assessment Report and Submit to GOAA	5 Days	
Assessment Report Review and Comment Period By GOAA	3 Days	
Incorporate GOAA Feedback and Comments in the Report and Present Final Recommendation Report	3 Days	Includes onsite presentation
Development and Submission of System Specifications and User Requirements for a New Integrated PMIS	7 Days	To be completed concurrently with vendor assessment
Assess Vendors and Submit List of Vendors with Required PMIS Implementation and Integration Capabilities	7 Days	To be completed concurrently with specification development

## LENGTH OF SERVICES

The estimated date of services shall be from August 27, 2024, to September 30, 2024.

## SERVICES TO BE PROVIDED BY GOAA

- GOAA shall assign a single point of contact for JACOBS to provide coordination and organization support for this task order.
- GOAA shall provide access to authorized GOAA staff and other stakeholders and make time available as needed during assessment and gathering of business and user requirements.
- GOAA shall provide any information on existing on premise and cloud systems and tools utilized for document management.

- GOAA shall provide read-only access to systems and tools for the purpose of evaluation if required.

## **LUMP SUM FEE**

The total fee for this scope is **\$65,680.00** as shown in the table below.

Position	Planned Hours	Billing Rate	Total
Program Controls/PMIS Advisor	80	\$235.00	\$18,800.00
Project Controls Manager	80	\$203.00	\$16,240.00
Project Management Systems Consultant	80	\$144.00	\$11,520.00
Senior Graphic Designer	40	\$103.00	\$4,120.00
Expenses (10 Trips Estimated at \$1,500.00 EA per GOAA Travel Policy – e.g. \$550.00 airfare, \$400.00 lodging, \$350.00 car rental, \$200 meals)			\$15,000.00
<b>Total Lump Sum Amount</b>			<b>\$65,680.00</b>

The basis of payment for this scope is Lump Sum. The fee will be invoiced as follows:

\$19,700.00 (30% of total fee) after submittal of the meeting minutes for the initial onsite chartering workshop.

\$45,980.00 (balance of total fee) after the onsite presentation of the final recommendation report and submission of PMIS system specifications and vendor list.

## **OTHER ASSUMPTIONS AND CLARIFICATIONS**

- This scope of work assumes a Notice to Proceed based upon GOAA Construction Committee approval.
- Staff roles provided are based on feedback from GOAA staff through meetings, JACOBS' interpretation of GOAA processes and procedures, and industry standards of management teams of aviation programs of similar stature. If changes in the program scope occurs, or changes become necessary due to discovery of GOAA requirements, Jacobs will present amendments to this addendum as necessary for GOAA approval.



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 Co.

By: 

Print Name: Ellen B. Patterson

Date: August 16, 2024

**ATTACHMENT A**  
**FINANCE FORM**

<b>Date:</b>	<u>08/16/2024</u>	<b>CCM / PC:</b>	<u>CCM</u>
<b>Requestor's Name:</b>	<u>Max Marble</u>	<b>Requestor's Extension:</b>	<u>#4393</u>
<b>Form Preparer's Name:</b>	<u>Rich Parente</u>	<b>Preparer's Extension:</b>	<u>#1438</u>
<b>Requestor's Department:</b>	<u>Engineering &amp; Construction</u>	<b>Purchasing Solicitation #:</b>	<u>N/A</u>
<b>Description:</b>	<u>Enterprise PMIS Implementation</u>	<b>Committee Date:</b>	<u>08/27/2024</u>
<b>Vendor:</b>	<u>Jacobs Project Management Co.</u>	<b>Committee Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.716.170.5310009.000.000000	\$65,680.00					
<b>Total Requisition:</b>	\$65,680.00					
<b>Requisition Number:</b>	<b>97626</b>					
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97626	FY24 CCM 2024-08-2	In Process	14-AUG-2024 15:43:0	USD	75,000.00	Ciaglia, Tara A	<input checked="" type="checkbox"/>

**MEMORANDUM**

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: August 27, 2024

**ITEM DESCRIPTION**

Request for Approval of an Addendum to the Executive Program Management and Oversight Services for Terminal C Programs Agreement with Jacobs Project Management Co. for assessment and procurement activities to support the Enterprise Project Management Information System (PMIS) Implementation project (W-00526) at the Orlando

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Jacobs Project Management Co. does not propose small business participation on this addendum.