

**ADDENDUM NO. 3
TO THE AGREEMENT DATED FEBRUARY 28, 2024
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND LOYAL WINGMAN, LLC**

Project: OAR Project Management and Inspection Services for H-377 Casa Verde Pedestrian Crosswalk, Orlando International Airport

THIS ADDENDUM is effective this 21st day of May, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **LOYAL WINGMAN, LLC**, (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated February 28, 2024, Aviation Authority and Consultant entered into an agreement for Consultant to provide Continuing Program and Project Management Services for Airfield, Roadway, and Horizontal Construction Projects 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 SIX THOUSAND TWELVE AND NO/100 DOLLARS (\$6,012.00)**, broken down as follows:

Professional Fees:	NTE:	\$6,012.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$6,012.00

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.

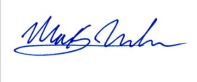
4. Aviation Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, 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 February 28, 2024, 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 23, 2024


GREATER ORLANDO AVIATION AUTHORITY

By: 
boxSIGN 4W88Q9ZJ-13JR2YX8
 Max Marble
 Sr. Vice President, Capital Programs

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


 By: boxSIGN 188R1K51-13JR2YX8
**NELSON MULLINS BROAD AND
 CASSEL, Legal Counsel
 Greater Orlando Aviation Authority**

LOYAL WINGMAN, LLC

By: 
boxSIGN 19WK8888-13JR2YX8
 Signature (Duly Authorized Rep.)

President
 Title

MEMORANDUM

TO: Members of the Construction Committee

FROM: Scott Shedek, P.E., Vice President of Construction

DATE: May 21, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Program and Project Management Services for Airfield, Roadway, and Horizontal Construction Projects with Loyal Wingman, LLC. for OAR Project Management and Inspection services for H-00377 Casa Verde Pedestrian Crosswalk at the Orlando International Airport.

BACKGROUND

On February 21, 2024, the Procurement Committee recommended an award to the Aviation Authority Board to award construction coordination and inspection services, including contract administration, monitoring of project cost and schedule and coordination of the Work with the Owner’s ongoing operations and its other contractors that may have adjacent Work.

ISSUES

Consultant’s proposal, dated May 6, 2024, is to provide OAR Services for pedestrian crosswalk improvements at Casa Verde Rd. near the Facilities building.

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

This continuing consultant was selected for this task based on (☑ all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input checked="" type="checkbox"/> Current Workload |
| <input type="checkbox"/> Expertise | <input type="checkbox"/> Equitable Distribution | <input type="checkbox"/> Other: _____ |

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

Funding is from previously approved Operations and Maintenance Funds 301.631.661.5460002.000.000000. Funding source verified by *Melvin Martinez* of Construction Finance on 05 / 15 / 24 as correct and available.

RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve an Addendum to the Continuing Program and Project Management Services for Airfield, Roadway, and Horizontal Construction Projects with Loyal Wingman, LLC. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$6,012.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$6,012.00
AAC – Compliance Review Date	<i>SJ</i> 05/13/24
AAC – Funding Eligibility Review Date	05/14/24

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: Loyal Wingman, LLC

By: *A. Lauren Brown*

Print Name: A. Lauren Brown, President

Date: May 7, 2024



OAR PROPOSAL FOR

CASA VERDE ROAD CROSSWALK SAFETY IMPROVEMENTS

Anna Lauren Brown
lauren@theloyalwingman.com
2118 Hoffner Avenue
Belle Isle, FL 32809

May 6, 2024

Ms. Christina Taylor, PMP
Senior Project Manager, Construction
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, Florida 32824

Dear Ms. Taylor,

RE: OAR Proposal for H-00377
Casa Verde Crosswalk

Loyal Wingman, LLC, is pleased to submit this proposal to provide OAR Services for the installation of safety improvements at the pedestrian crosswalk on Casa Verde Road connecting the Maintenance Administration building to the Motor Pool.

Fee Summary

Our estimated man-hour requirements and applicable unit rates for completion of the project are attached to this proposal. The proposed cost is estimated at \$6,012.00. The total contract value consists of \$6,012.00 for a Not-To-Exceed Reimbursable Fee and \$0.00 for a Not-To-Exceed Expense. The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the work.

Small Business

The scope of the Casa Verde Road crosswalk safety improvements will be a small project with a construction phase that will last less than a week. For that reason, this assignment does not provide an opportunity to work with a small business. We will continue to pursue roles for our small business partners for future assignments. We remain committed to exceeded the goals of the program.

FIDELIS - INTEGRITAS - PRUDENS



OWNER'S AUTHORIZED REPRESENTATIVE (OAR) SERVICES

Payment

We will invoice in accordance with the terms of our contract with the Authority.

We appreciate the opportunity to present this proposal and we look forward to working with GOAA on this most important project. We are excited to support our partners in taking on more of a project leadership role. We will work closely with them to ensure a successful project. Should you have any questions or if we may be of further assistance, do not hesitate to reach out to us.

For the mission,



A. Lauren Brown

President/ Operations Manager

LOYAL WINGMAN, LLC.

H-00377
Casa Verde Crosswalk
STAFFING SCHEDULE

SCHEDULE: OAR CONSTRUCTION SERVICES

ROLE	FIRM	INDIVIDUAL*	90 Days Anticipated Schedule							Total Hours	Hourly Rates	Total \$	DBE/MWBE/LDB Participation	Individual participation %	
			NTP	March	April	May	June	July	August						September
Senior Project Manager	LW	Ben Brown				2	2	2			6	\$ 197.00	\$ 1,182.00		
Senior Inspector	LW	Paul Zimmerman			2	40					42	\$ 93.00	\$ 3,906.00		
Administrative Assistant	AI	Jessica Jarvis								0	\$ 67.00	\$ -		0.00% LDB	
Project Coordinator	LW	Lauren Brown			4	4	4			12	\$ 77.00	\$ 924.00			
TOTAL STAFF HOURS			0	0	8	46	6	0	0	60		\$6,012.00			
Reimbursable Expenses															
Survey Crew	On Point Surveying									0	\$ -	\$ -		0.00% DBE	
Asphalt Plant Inspection	EEC									0	\$ -	\$ -		0.00% DBE	
Sampling Technician	EEC									0	\$ -	\$ -		0.00% DBE	
Materials Testing	EEC									0	\$ -	\$ -		0.00% DBE	
Total support services											\$ -	\$ -		Total LDB	
TOTAL OAR FEE NTE												\$6,012.00		0.0%	

ANTICIPATED MEETINGS: Field Kick off meeting, Pre-Construction Conference, Operations Coordination Meetings, Substantial Completion walkthrough, Closeout Coordination meeting.

60 check hours

Estimated Construction Budget	\$63,593.00
Staffing OAR Fee %	9.45%
Material Testing and Survey %	0.00%
Total fee %	9.45%

Greater Orlando Aviation Authority
 Orlando International Airport
 Casa Verde Crosswalk - SUMMARY

Construction Phase OAR Estimated Reimbursable Expenses Allowance

Item #	Firm	Description	Qty	Unit Cost	Total Cost		
1	On Point Surveying	Survey Crew	1	\$0.00	\$0.00		
2	EEC	Asphalt Plant Inspection	0	\$ -	\$0.00		
3	EEC	Sampling Technician	0	\$ -	\$0.00		
4	EEC	Materials Testing	0	\$ -	\$0.00		
ESTIMATED TOTAL REIMBURSABLE EXPENSES ALLOWANCE					\$0.00		

Greater Orlando Aviation Authority
 Orlando International Airport
 Casa Verde Crosswalk - SUMMARY

Construction Phase OAR Staffing Man-hours

Role	Name	Firm	Hourly Rate (\$)	Total Hours	Total Fee (\$)
Senior Project Manager	Ben Brown	LW	\$ 197.00	6	\$ 1,182.00
Senior Inspector	Paul Zimmerman	LW	\$ 93.00	42	\$ 3,906.00
Project Coordinator	Lauren Brown	LW	\$ 77.00	12	\$ 924.00
Subtotal Prime					\$ 6,012.00
Subcontractors / Reimbursable Allowance					
Administrative Assistant	Jessica Jarvis	AI	\$ 67.00	0	\$ -
Senior Project Manager	Rob Jarvis	AI	\$ 156.00	0	\$ -
					\$ -
					\$ -
					\$ -
Reimbursable Expenses		(See detail)			\$0.00
Subtotal Sub-consultants					\$ -
TOTAL FEE					\$ 6,012.00

DBE / MWBE / LDB Participation

Firm	DBE	MWBE	LDB	Fee Amount	Percentage Utilized
Artistic Identity			X	\$0.00	0.00%
					0.00%
					0.00%
Total					0.00%

Casa Verde Crosswalk - SUMMARY

TABLE C-7a DBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	PROPOSED SCOPE OF SERVICES		FEE	PROPOSED PARTICIPATION
TOTAL PROPOSED PARTICIPATION				\$0.00	0.00%

TABLE C-7b MWBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
TOTAL PROPOSED PARTICIPATION					

TABLE C-7c LDB PARTICIPATION SCHEDULE

NAME OF FIRM	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Artistic Identity		LDB	Project Management	\$0.00	0.0%
TOTAL PROPOSED PARTICIPATION				\$0.00	

Greater Orlando Aviation Authority OAR Staffing
Projected Hours by Task for FY2024 (October 1, 2023 - September 30, 2024)

Legend:

Future proposal

19-Apr

Name	Position	Company	Sponsor	Project #	Project Name	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	TOTAL
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	BP 496	East Airfield Taxiways Rehabilitation Phase 3A/B (Taxiways N, J, and L)	142	133	94	74	28.5								471.5
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	H-S00029	Airfield Civil Restart Enabling Work	44	22	23										89
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	BP 497	Taxiways G and H, Phase 1		56	80	88	84	72	70	74	66	79	88	82	839
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	BP 49	Taxiways A, B, & E Rehabilitation													0
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	H-00371	Wrong Way Singage and Roadway Markings Project								2	2	2			6
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	H-00377	Casa Verde Crosswalk								2	2	2			6
Ben Brown	Sr. Project Manager	Loyal Wingman	Construction	W-S00149	Terminal C Program								44	32	32	32	32	172
TOTAL HOURS						186	211	197	162	112.5	72	70	122	102	115	120	114	1583.5
Paul Zimmerman	Sr. Inspector	Loyal Wingman	Construction	BP 497	Taxiways G and H, Phase 1	0	0	152	176	168	168	176	184	164	184	176	167	1715
Paul Zimmerman	Sr. Inspector	Loyal Wingman	Construction	H-00377	Casa Verde Crosswalk	0	0						2	40				42
Paul Zimmerman	Sr. Inspector	Loyal Wingman	Construction	H-00372	Taxiway B1 Repairs	0	0						32	16				48
TOTAL HOURS						0	0	152	176	168	168	208	202	204	184	176	167	1805
Sam Chizek	Inspector Aide	Loyal Wingman	Construction	BP 496	East Airfield Taxiways Rehabilitation Phase 3A/B (Taxiways N, J, and L)	74	100.75	74.75	72	5								326.5
Sam Chizek	Inspector Aide	Loyal Wingman	Construction	H-S00029	Airfield Civil Restart Enabling Work	132	36.5	54.5										223
Sam Chizek	Inspector Aide	Loyal Wingman	Construction	BP 497	Taxiways G and H, Phase 1	0	0	0	142	84	99	110	160	160	184	175	167	1281
Sam Chizek	Inspector Aide	Loyal Wingman	Construction	BP 49	Taxiways A, B, & E Rehabilitation				8.5	61	68.25	46						183.75
Sam Chizek	Inspector Aide	Loyal Wingman	Construction	W-S00149	Terminal C Program								160	160	160	160	160	800
TOTAL HOURS						206	137.25	129.25	222.5	150	167.25	196	320	320	344	335	327	2814.25
Lauren Brown	Project Coordinator	Loyal Wingman	Construction	H-00377	Casa Verde Crosswalk								4	4	4			12
Lauren Brown	Project Coordinator	Loyal Wingman	Construction	W-S00149	Terminal C Program								4	4	4	4	4	20
TOTAL HOURS						0	0	0	0	0	0	0	4	4	4	4	4	20
Total Loyal Wingman Hours						392	348.25	478.25	560.5	430.5	407.25	434	648	630	647	635	612	6222.75

ATTACHMENT A

FINANCE FORM

Date: 5/7/2024
Requestor's Extension: _____
Requestor's Name: Jeff Daniels
Preparer's Extension: 2495
Preparer's Name: John Field
Solicitation #: _____
Requestor's Department: Facilities
Contract # / Name: CASA VERDE PEDESTRIAN CROSSWALK

Description: Project: H-00377
Procurement Committee Date: _____
Vendor: _____
Agenda Item #: _____

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.631.661.5460002.000.000000	79,612.00					79,612.00
Total Requisition:	79,612.00					79,612.00
Requisition Number:	96936					
Funding Approver: <i>Andrea Harper</i> OMB Notes: _____ _____ _____						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96936	FY24 CCM - H-00377	In Process	07-MAY-2024 20:24:1	USD	79,612.00	Field, John M	<input checked="checked" type="checkbox"/>

MEMORANDUM

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: May 21, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Program and Project Management Services for Airfield, Roadway, and Horizontal Construction Projects with Loyal Wingman, LLC for OAR Project Management and Inspection Services for H-00377 Casa Verde Pedestrian Crosswalk at Orlando International Airport

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Loyal Wingman, LLC does not propose small business participation on this addendum due to the limited scope of the project.