

**ADDENDUM NO. 36
TO THE AGREEMENT DATED JUNE 15, 2018
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND MSE GROUP, LLC**

Project: FY24 Comprehensive Environmental Audits and Training Services, Orlando International Airport

THIS ADDENDUM is effective this 1st day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **MSE GROUP, LLC** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated June 15, 2018 Authority and Consultant entered into an agreement for Consultant to provide **Continuing Environmental Engineering** 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 **NINETEEN THOUSAND NINE HUNDRED NINETY-NINE AND 50/100 DOLLARS (\$19,999.00)**, broken down as follows:

Professional Fees:	NTE:	\$19,546.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$453.50</u>
Total:		\$19,999.50

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 15, 2018 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 October 4, 2023.

GREATER ORLANDO AVIATION AUTHORITY

By: 
boxSIGN 1V3Q39J4-4QY236Z9
Kevin J. Thibault, P.E.
Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 2, 2023**


By: boxSIGN 188LX51-4QY236Z9
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

MSE GROUP, LLC

By: 
boxSIGN 13LV159V-4QY236Z9
Signature (Duly Authorized Rep.)
James E Cotton
Printed Name
Program Manager
Title



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: August 29, 2023

ITEM DESCRIPTION

Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC to provide FY24 Comprehensive Environmental Audits and Training Services at the Orlando International Airport.

BACKGROUND

In 2018, the firms providing Continuing Environmental Engineering Consulting Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On May 16, 2018, the Aviation Authority Board approved a Continuing Environmental Engineering Consulting Services Agreement with the following firms:

- AECOM Technical Services, Inc.
- MSE Group, LLC (*MWBE*)
- Professional Services Industries, Inc.
- Terracon Consultants, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include, but not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum and hazardous materials incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

ISSUES

Consultant's proposal dated August 8, 2023 (revised August 23, 2023) is to provide FY24 Comprehensive Environmental Audits and Training Services at the Orlando International Airport.

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

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$19,999.50. Funding is from Operations & Maintenance, subject to adoption by Aviation Authority Board of FY2024 Aviation Authority budget.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum to the Continuing Environmental Engineering Consulting Services with MSE Group, LLC for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$19,546.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$453.50
TOTAL	\$19,999.50
AAC – Compliance Review Date	<i>SJ</i> 08/23/23
AAC – Funding Eligibility Review Date	08/23/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo



Proposal

ECOLOGICAL | ENVIRONMENTAL | ENGINEERING

August 8, 2023 (revised August 23, 2023)

Electronic Mail Delivery Only
dcarrington@goaa.org

Mr. Dan Carrington
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, Florida 32827

**RE: FY24 (October 2023 – September 2024) Environmental Compliance Services
Orlando International Airport (OIA), Orlando, Florida
Continuing Environmental Engineering Consulting Services – June 15, 2018**

Dear Mr. Carrington:

MSE Group, LLC (MSE) is pleased to present our proposal to provide professional environmental services to perform comprehensive environmental compliance audits and facility inspections, training workshops, and administrative services as requested for the OIA facility located in Orlando, Florida. These services will be provided from October 2023 through September 2024 under MSE Group's Agreement for Continuing Environmental Engineering Consulting Services dated June 15, 2018.

Background

GOAA operates and maintains the OIA. As part of the operating activities, multiple environmental permits, registrations, plans and supporting compliance data are generated and maintained. The compliance documentation supports GOAA and tenant operations. To monitor the multiple operating facilities with applicable regulatory and internal requirements, GOAA is required to monitor compliance with the following programs:

1. Resource Conservation and Recovery Act (RCRA), pursuant to Code of Federal Regulations (CFR) Title 40 Parts 260 through 268, adopted in Chapter 62-730 of the Florida Administrative Code (FAC).
2. Management of Used Oil pursuant to 40 CFR Part 279 adopted in FAC 62-710.
3. National Pollutant Discharge Elimination System (NPDES) pursuant to Florida Statute (FS) 403.0885 and FAC 62-621.300.
4. NPDES Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP), associated OIA-specific Stormwater Pollution Prevention Plan (SWPPP), and Best Management Practices (BMPs).
5. NPDES General Permits for Construction Activity pursuant to FAC 62-621.300.
6. Spill Prevention, Control, and Countermeasures (SPCC) pursuant to 40 CFR Part 112 and associated OIA-specific SPCC plan.
7. Sewer use for oil/water separators (OWSs) and grease traps pursuant to City of Orlando Chapter 30.

Accordingly, GOAA has requested a proposal to complete compliance support services encompassing plan updates, training, inspections and overall environmental compliance.



Scope of Work

The objective of this project is to evaluate the compliance status of OIA sites (tenant and GOAA operated) with applicable environmental programs and provide training as required with GOAA and regulatory requirements. The following scope of work (SOW) is proposed for the OIA environmental compliance program.

Task 1: Environmental Plan Updates and Compliance Inspections Support

The following tasks are proposed to be completed at OIA as follows:

1. MSE will review and update GOAA's SPCC plan and SWPPP to reflect recent changes to the facility (i.e., south terminal expansion and storage tank additions, tenant inventory, Best Management Practices).
2. MSE will update applicable appurtenance database tables and e-ALP hazardous waste codes and division tables as requested.
3. MSE will provide environmental auditing support as needed and directed by GOAA personnel. Support tasks may include monthly SPCC tank or SWPPP inspections as well as follow up inspections or serving as a backup in the event GOAA is unable to perform the inspections.

Task 2: Workshops

In efforts to support facilities to maintain compliance with regulatory and site-specific training requirements, MSE will provide up to three 2-hour environmental workshops virtually, conducted for GOAA facilities and tenants at OIA. The existing environmental workshop PowerPoint presentations will be reviewed and updated as needed prior to the training events. Additionally, MSE will provide a handout electronically of the PowerPoint presentation, sign-in sheets to document training attendance, workshop evaluation forms, and certifications (on GOAA certification template) for up to 100 people total.

COST PROPOSAL

The scope of services defined above will be completed on a time and materials basis for each requested service per the Continuing Environmental Engineering Consulting Services dated June 15, 2018, and not to exceed **\$19,999.50**. MSE will utilize the unit rates provided in **Attachment A**.

Closure

We appreciate the opportunity to submit this proposal. If you have any questions or require additional information, please contact me at (407) 548-7019 or klapic@msegroupp.com.

Very truly yours,

MSE Group, LLC

Kyle Lopic
Senior Scientist

Dianne Montes
Staff Scientist

Attachments:

Attachment A – Proposed Unit Rate Fees

Attachment A – Proposed Unit Rate Fees

**Attachment A
Greater Orlando Aviation Authority**

Continuing Environmental Engineering Consulting Services - June 15, 2018

August 8, 2023

ITEM	RATE	UNIT	Number of Units	Total
MSE PERSONNEL LABOR				
Associate Engineer/Scientist	\$178.00	Hour	24	\$4,272.00
Senior I Professional	\$130.00	Hour	10	\$1,300.00
Staff II Professional	\$87.00	Hour	128	\$11,136.00
Senior Technician	\$76.00	Hour	22	\$1,672.00
Admin/Clerical	\$53.00	Hour	22	\$1,166.00
MISCELLANEOUS EQUIPMENT/EXPENDABLES				
Color Prints	\$0.70	per page	625	\$437.50
B/W Prints	\$0.10	per page	160	\$16.00

MSE NTE Fees	\$19,546.00	97.7%
MSE NTE Expenses	\$453.50	2.3%
	Total NTE Amount \$19,999.50	

The above referenced fees and expenses are estimated. The actual fees and expenses will vary based on scope of work performed.

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 MSE Group, LLC

By: *Kyle Lopic*

Print Name: Kyle Lopic

Date: 08/08/2023



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: August 29, 2023

Re: Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC to provide FY24 Comprehensive Environmental Audits and Training Services at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the limited scope of the services to be provided, MSE Group, LLC does not propose any small business participation on this Addendum.

Our analysis indicates that MSE Group, LLC is eligible for award of the subject Addendum.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: September 27, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC for Fiscal Year (FY) 2024 Environmental Engineering Consulting Services at the Orlando International Airport (MCO) and Orlando Executive Airport (ORL)

BACKGROUND

On May 16, 2018, the Aviation Authority Board approved Continuing Environmental Consulting Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- AECOM Technical Services, Inc.
- MSE Group, LLC (*MWBE*)
- Professional Service Industries, Inc.
- Terracon Consultants, Inc.

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. On May 19, 2023, the Aviation Authority Board approved an addendum to each agreement exercising an additional renewal option through December 31, 2023.

Services may include, but not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum and hazardous materials incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services

Since December 2021, a total of 10 addenda, and applicable amendments, to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC have been approved. A summary of these approvals 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 has recommended approval of addenda to the above-referenced agreement, as follows:

- An Addendum for FY 2024 On-Call Emergency Response Services at MCO, for the total amount of \$50,000, which include the not-to-exceed fee amount of \$20,000 and the not-to-exceed expense amount of \$30,000, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will consist of emergency response crews on a 24-hour basis to manage land or water discharges of petroleum products, chemicals or sewer effluent. Response teams will provide the necessary equipment, manpower and materials to contain and clean up the identified spill. Disposal of contaminated water, soils and materials will occur only at facilities licensed to handle such water. As needed, response teams may also serve as oversight for other contractors in the event of a discharge that is managed by a tenant or other third party to ensure applicable cleanup standards are met. These services will be provided from October 1, 2023, through September 30, 2024. MSE Group, LLC is a certified Minority and Women Business Enterprise (MWBE) firm. The Aviation Authority has reviewed the proposal from MSE Group, LLC, and determined that MSE Group, LLC proposes 16% MWBE participation on this addendum, and certifies that MSE Group, LLC is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-C].*
- An Addendum for FY 2024 Comprehensive Environmental Audits and Training Services at MCO, for the total amount of \$19,999.50, which includes the not-to-exceed fee amount of \$19,546 and the not-to-exceed expense amount of \$453.50, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). As part of the MCO activities, multiple environmental permits, registrations, plans and supporting compliance data are generated and maintained. The compliance documentation supports the Aviation Authority and tenant operations. To monitor the multiple operating facilities with applicable regulatory and internal requirements, the Aviation Authority is required to monitor compliance with various local, state and federal agencies. Services to be provided by MSE Group, LLC will consist of professional environmental services to perform comprehensive compliance audits and facility inspections, training workshops and administrative services as needed. These services will be provided from October 1, 2023, through September 30, 2024. MSE Group, LLC is a certified Minority and Women Business Enterprise (MWBE) firm. The Aviation Authority has reviewed the proposal from MSE Group, LLC, and determined that MSE Group, LLC does not propose any small business participation on this Addendum because of the limited scope of services to be provided. The Small Business Department certifies that MSE Group, LLC 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 August 29, 2023, Agenda Item No. IV-D].*
- An Addendum for FY 2024 On-Call Baseline Environmental Impact Investigations (BEII) Services at MCO, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$15,000 and the not-to-exceed expense amount of \$10,000, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will include, but are not limited to, evaluating current environmental conditions at designated locations to determine the presence of a release or threatened release of hazardous substances or petroleum products, in accordance with state regulatory agencies such as the Florida Department of Transportation and the Florida Department of Environmental Protection. These services will be provided from October 1, 2023, through September 30, 2024. MSE Group, LLC is a certified Minority and Women Business Enterprise (MWBE) firm. The Aviation Authority has reviewed the proposal from MSE Group, LLC, and determined that MSE Group, LLC proposes 14% MWBE participation on this

addendum, and certifies that MSE Group, LLC is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-E].*

- An Addendum for FY 2024 On-Call Asbestos Survey and Monitoring Services, Indoor Air Quality Monitoring, BEII Services, and Emergency Response Services at ORL, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$10,000 and the not-to-exceed expense amount of \$15,000, with funding from ORL Revenue Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). In support of the maintenance activities or upgrades at ORL, assessments and surveys for asbestos and Indoor Air Quality (IAQ) evaluations may be required on a planned or emergency basis. As part of property divestitures and acquisitions, occasional due diligence BEIIs are requested. Additionally, rapid/emergency responses to hazardous material incidents may also be needed to complete mitigation and restoration activities at ORL. Services to be provided by MSE Group, LLC in support of these requirements will include, but are not limited to, pre-demolition/renovation asbestos surveys and clearances, and IAQ monitoring for asbestos; complete IAQ monitoring; BEII evaluations of current environmental conditions at designated locations; and emergency response crews on a 24-hour standby basis to manage land or water discharges of petroleum products, chemicals or sewer effluent. These services will be provided from October 1, 2023, through September 30, 2024. MSE Group, LLC is a certified Minority and Women Business Enterprise (MWBE) firm. The Aviation Authority has reviewed the proposal from MSE Group, LLC, and determined that MSE Group, LLC proposes 14% MWBE participation on this addendum, and certifies that MSE Group, LLC is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-F].*

As these addenda will result in an aggregate increase to the Aviation Authority's Agreement with MSE Group, LLC exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

SMALL BUSINESS

Individual small business participation is included for each of the addenda listed above.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$119,999.50. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2023 Aviation Authority Budget by the Aviation Authority Board under separate item), and ORL Revenue Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve Addenda to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (1) FY 2024 On-Call Emergency Response Services at MCO, for the total amount of \$50,000, which include the not-to-exceed fee amount of \$20,000 and the not-to-exceed expense amount of \$30,000, with funding from Operations and Maintenance Funds;
- (2) FY 2024 Comprehensive Environmental Audits and Training Services at MCO, for the total amount of \$19,999.50, which includes the not-to-exceed fee amount of \$19,546 and the not-to-exceed expense amount of \$453.50, with funding from Operations and Maintenance Funds;
- (3) FY 2024 On-Call Baseline Environmental Impact Investigations (BEII) Services at MCO, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$15,000 and the not-to-exceed expense amount of \$10,000, with funding from Operations and Maintenance Funds;

- (4) FY 2024 On-Call Asbestos Survey and Monitoring Services, Indoor Air Quality Monitoring, BELL Services, and Emergency Response Services at ORL, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$10,000 and the not-to-exceed expense amount of \$15,000, with funding from ORL Revenue Funds.