

**ADDENDUM NO. 8  
TO THE AGREEMENT DATED MAY 7, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND MSE GROUP, LLC**

**Project: FY24 Wildlife Hazard Assessment Survey and Report, Orlando International Airport**

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

**WITNESSETH:**

**WHEREAS**, by Agreement dated May 7, 2021 Authority and Consultant entered into an agreement for Consultant to provide **Continuing Environmental** 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 **EIGHTY-TWO THOUSAND TWO HUNDRED THIRTY-TWO AND NO/100 DOLLARS (\$82,232.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$72,698.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$9,534.00</u></b>
<b>Total:</b>		<b>\$82,232.00</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. 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 May 7, 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 October 12, 2023 \_\_\_\_\_.

**GREATER ORLANDO AVIATION AUTHORITY**

By:   
box SIGN 1V3Q39J4-13KJQ669  
\_\_\_\_\_  
Kevin J. Thibault, P.E.  
Chief Executive Officer

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Oct 10, 2023**

  
By: box SIGN 1J8RLK51-13KJQ669  
\_\_\_\_\_  
**NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

**MSE GROUP, LLC**

By:   
box SIGN 13LVJ59V-13KJQ669  
\_\_\_\_\_  
Signature (Duly Authorized Rep.)  
Ellen M. Eveland  
Printed Name  
Vice President - SE Region  
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, Senior Vice President, Multi-Modal Planning and Environmental  
(Prepared by Dan Carrington)

DATE: August 29, 2023

---

**ITEM DESCRIPTION**

Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with MSE Group, LLC for FY 2024 Wildlife Hazard Assessment Survey & Report at Orlando International Airport (MCO)

**BACKGROUND**

In 2021, the firms providing Continuing Environmental Consulting Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On April 21, 2021, the Aviation Authority Board approved a Continuing Environmental Consulting Services Agreement with each of the following firms:

- Breedlove, Dennis and Associates, Inc.
- Bio-Tech Consulting, Inc.
- DRMP, Inc.
- The Transit Group, Inc. d/b/a Ecological Associates, Inc.
- EXP U.S. Service, Inc.
- MSE Group, LLC
- Terracon Consultants, Inc.
- Vanasse Hangen Brustlin, Inc.

These no-cost base agreements established the negotiated hourly rates. The continuing environmental consulting services may include, but are not limited to, evaluation and assessment of wildlife issues, uplands and wetlands evaluation, habitat analysis, threatened and endangered species issues, jurisdictional wetland determinations, water quality analysis, land management, and monitoring of wetlands mitigation on facilities operated or purchased by the Aviation Authority 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 preparation of required notices and reports, coordination and providing assistance with requirements of authorities having jurisdiction over various mitigation sites, documentation of existing environmental conditions, preparation of environmental studies, technical support, and assistance with permitting activities 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 22, 2023, is to provide FY24 Wildlife Hazard Assessment Surveys and annual report with accordance with FAA AC 150/5200-38 at Orlando International Airport (MCO).

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 \$82,232.00. 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 Consulting Services Agreement with MSE Group, LLC for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$72,698.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$9,534.00</b>
<b>TOTAL</b>	<b>\$82,232.00</b>
<b>AAC – Compliance Review Date</b>	<i>SJ</i> 08/23/23
<b>AAC – Funding Eligibility Review Date</b>	08/23/23

## ATTACHMENTS

Attachment A: Finance Form  
Attachment B: OSBD Memo



Date: August 22, 2023

***Electronic Mail Delivery Only***

[dcarrington@goaa.org](mailto:dcarrington@goaa.org)

Dan Carrington  
Greater Orlando Aviation Authority (GOAA)  
5855 Cargo Road  
Orlando, Florida 32827

RE: **Proposal – October 2023 – September 2024  
GOAA Wildlife Hazard Assessment Survey & Report  
Orlando International Airport, Orlando, Florida  
Continuing Environmental Consulting Services - May 7, 2021**

Dear Mr. Carrington:

MSE Group, LLC (MSE) is pleased to submit the following proposal to assist GOAA by providing natural resource management services for the survey and management of avifauna abatement of wading bird species through the reduction of prey species (i.e., fish) within the waterways of selected airfield areas. These services will be provided from October 2023 through September 2024 under MSE's Agreement for Continuing Environmental Consulting Services, dated May 7, 2021 and are consistent with **FAA AC 150/5200-38: Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans**. Separated

## Scope of Work

MSE has a qualified team in place and ready to support GOAA with the following tasks.

### Task 1: Continual Wildlife Hazard Assessment Survey - FY 2024

Conduct monthly Wildlife Hazard Assessment Surveys consistent with **FAA AC 150/5200-38: Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans**.

- Conduct monthly using the Point Count Survey methodology at 20 monitoring stations:
  - Two survey rotations at eight runway monitoring stations (RW-01 through RW-08) performed at near sunrise and sunset approximating peak airfield activity times (civil sunrise–11:00 am and 2:00–civil sunset), and
  - One survey rotation at twelve surface water monitoring stations (SW-01 through SW-12) between sunrise and 11:00 am.
- Conduct monthly hazardous/protected species wildlife surveys using the Wandering Transect Survey methodology to document occurrences within and immediately adjacent to the Airport exclusive the Point Count Stations.
- Enter data collected during Wildlife Hazard Assessment Surveys (Point Count & Wandering Transect), including locational data (GPS), into Microsoft Excel spreadsheets and QA/QC data.

- Prepare monthly Wildlife Hazard Assessment Survey data summaries and quarterly Wildlife Hazard Survey summary maps (Total Individuals Observed and Fractal Map of Cumulative Hazard) and submit with to GOAA Environmental and Wildlife Operations staff.
- Notify GOAA if any protected species nesting activity is verified during the surveys.

### Task 2: Wildlife Hazard Assessment Report - FY 2023

Prepare and submit the annual *Wildlife Hazard Assessment Report* consistent with **FAA AC 150/5200-38: Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans**. This report will summarize all wildlife data collected during **FY 2023** and previously reported as the *Annual Avifauna Survey Summary Report* and the *Annual Protected Species Summary Report*.

- Coordinate with GOAA and wildlife agencies, if necessary, to obtain additional information on documented occurrences of threatened and endangered species.
- Prepare and submit the annual **FY 2023** summary report documenting the findings of the Wildlife surveys:
  - Description of methodologies used for the surveys and related activities,
  - Coordination results with wildlife agencies,
  - Findings of the surveys:
    - Protected species observations,
    - Wildlife hazard observations, and
    - Potential remedies to wildlife hazard,
  - List of wildlife species observed during surveys,
  - List of known and potentially occurring protected species,
  - Habitat requirements of protected species,
  - Description of suitable protected species habitats within areas observed, and
  - Discussion and Analysis.
  - Report Figures:
    - Location Map,
    - Airside Survey Map,
    - Protected/Listed Species Map – Wading Birds,
    - Protected/Listed Species Observations Map – Non-wading Birds,
    - Nests, Roosts, & Burrows Map: BAEA/SACR/Wading Birds/Raptors,
    - Bald Eagle Nest Map,
    - Wood Stork Colonies Map,
    - Map of Total Individuals Observed (quarterly and final summary), and
    - Fractal Map of Cumulative Hazard (quarterly and final summary).
  - Supporting tables,
  - Supporting graphs, and
  - Supporting appendices.

### Schedule

Upon your authorization, MSE will coordinate with the appropriate GOAA personnel to develop a project schedule that meets the time frames anticipated for the project.



## 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 Consulting Services, dated May 7, 2021 and not to exceed **\$82,232.00**. MSE will utilize the unit rates provided in **Attachment A**.

## MWBE/LDB Commitment

We have teamed with Ecospatial Analysts, Inc. who is a certified Orange County MWBEs. A breakout of the fees and expenses for each company is provided in **Attachment A**.

## Closure

MSE appreciates the opportunity to submit our qualifications and we look forward to continuing our support to GOAA on this project. If you have any questions regarding our proposal or need additional information, please contact me at 321.289.2104 / [kobrien@msegroup.com](mailto:kobrien@msegroup.com) or Christian H Miller at 321.663.8242 / [cmiller@msegroup.com](mailto:cmiller@msegroup.com).

Sincerely,  
**MSE Group, LLC**

Keegan O'Brien, PE  
MSE Contract Manager

Attachment A – Cost Estimate

Cc. Christian H Miller, QAWB, PWS, MSE Project Manager

---

***Attachment A - Cost Estimate***

---



**Attachment A - Cost Estimate**  
**Wildlife Hazard Assessment Survey Report**  
**ORLANDO INTERNATIONAL AIRPORT**  
**(FY 2024) October 2023 - September 2024**  
**Continuing Environmental Consulting Services - May 7, 2021**  
**MSE Group, LLC**

Position:	Associate Engineer/Scientist		Senior I Professional		Project II Professional		Project I Professional		Staff I Professional		Clerical		Total		Justification
	Rate (\$/Hour):	\$178.00	\$130.00		\$116.00		\$102.00		\$72.00		\$53.00		Staff hours	Cost	
Tasks	Staff hours	Cost	Staff hours	Cost	Staff hours	Cost	Staff hours	Cost	Staff hours	Cost	Staff hours	Cost	Staff hours	Cost	
<b>Task 1: Wildlife Hazard Assessment Survey - FY 24</b>															
1.1 Mobilization & project management.	0	\$0.00	0	\$0.00	12	\$1,392.00	0	\$0.00	0	\$0.00	0	\$0.00	12	\$1,392.00	12 events @ 1 hrs/MSE event
1.2 Conduct monthly Point Count Surveys for wildlife adjacent to runways & airfield surface waters (1x/mth for 12 mth).	0	\$0.00	0	\$0.00	144	\$16,704.00	0	\$0.00	0	\$0.00	0	\$0.00	144	\$16,704.00	12 events @ 12 hrs/event
1.3 Conduct monthly wandering transect Surveys for wildlife species (1x/mth for 12 mth).	0	\$0.00	0	\$0.00	120	\$13,920.00	0	\$0.00	0	\$0.00	0	\$0.00	120	\$13,920.00	12 events @ 8 hrs/event
1.4 Conduct Spotlight Surveys for listed/significant species (4x/yr).	0	\$0.00	0	\$0.00	16	\$1,856.00	0	\$0.00	0	\$0.00	0	\$0.00	16	\$1,856.00	4 events @ 6 hrs/event
1.5 Enter data recorded during field surveys the Excel data base and convert into GIS (ArcGIS format including GPS coordinates).	0	\$0.00	0	\$0.00	24	\$2,784.00	0	\$0.00	72	\$5,184.00	0	\$0.00	96	\$7,968.00	12 months @ 6 hrs /month
1.7 Prepare monthly data summaries with 2 maps prepared quarterly (seasonal).	0	\$0.00	0	\$0.00	12	\$1,392.00	0	\$0.00	0	\$0.00	0	\$0.00	12	\$1,392.00	12 events @ 1hr data/event
1.8 Coordinate with GOAA & ECOS	0	\$0.00	0	\$0.00	6	\$696.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$696.00	0.5 hr/mth
Sub-Total	0	\$0.00	0	\$0.00	334	\$6,728.00	0	\$0.00	72	\$5,184.00	0	\$0.00	406	\$43,928.00	
<b>Task 2: Wildlife Hazard Assessment Report - FY 23</b>															
2.1 Coordinate with GOAA & Wildlife agencies to obtain additional information	4	\$712.00	0	\$0.00	24	\$2,784.00	0	\$0.00	0	\$0.00	0	\$0.00	28	\$3,496.00	
2.2 Prepare FY 23 Wildlife Hazard Assessment Report (combining the Avifauna and Protected Species Annual Summary Survey Reports) including Figures, Tables, Graphs, and supporting Appendicies.	2	\$356.00	12	\$1,560.00	138	\$16,008.00	0	\$0.00	88	\$6,336.00	6	\$318.00	246	\$24,578.00	rpt prep / graphics / QC
2.3 Coordinate with GOAA & ECOS.	0	\$0.00	0	\$0.00	6	\$696.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$696.00	
Sub-Total	6	\$1,068.00	12	\$1,560.00	168	\$19,488.00	0	\$0.00	88	\$6,336.00	6	\$318.00	280	\$28,770.00	
<b>TOTAL MSE LABOR</b>	<b>6</b>	<b>\$1,068</b>	<b>12</b>	<b>\$1,560</b>	<b>502</b>	<b>\$58,232</b>	<b>0</b>	<b>\$0</b>	<b>160</b>	<b>\$11,520</b>	<b>6</b>	<b>\$318</b>	<b>686</b>	<b>\$72,698</b>	
<b>Not-To-Exceed Expenses:</b>															
8 1/2 x 11 B&W Copies <input type="text" value="780"/> Copies @ \$0.10 = \$78.00															
8 1/2 x 11 Color Copies <input type="text" value="500"/> Copies @ \$1.25 = \$625.00															
11 x 17 Color Copies <input type="text" value="300"/> Copies @ \$1.75 = \$525.00															
24x36 Blueprints <input type="text" value="10"/> Copies @ \$3.00 = \$30.00															
<b>\$1,258.00</b>															
Misc. equipment/supplies (field books, markers, etc.) <input type="text" value="2"/> lump sum \$225.00 = \$450.00															
Delivery service <input type="text" value="8"/> Trips @ \$22.00 = \$176.00															
<b>\$626.00</b>															
Boat Rental (per day) <input type="text" value="0"/> Trips @ \$200.00 = \$0.00															
ATV Rental (per day) <input type="text" value="0"/> Trips @ \$165.00 = \$0.00															
<b>\$0.00</b>															
<b>Not To-Exceed Expenses: \$1,884.00</b>															
<b>Not-To Exceed Subcontractor Costs:</b>															
Subconsultant (Ecospatial Analysts, Inc.) see Attachment A1 \$7,650.00															
<b>TOTAL NOT-TO-EXCEED FEE \$7,650.00</b>															
<b>Total MSE Labor \$72,698.00</b>															
<b>Total MSE Expenses \$1,884.00</b>															
<b>Total Subconsultant Expenses \$7,650.00</b>															
<b>Total Project Cost \$82,232.00</b>															



# ecospatial ANALYSTS

August 9, 2023

Christian Miller | MSE Group, LLC  
5858 S Semoran Blvd  
Orlando, FL 32822

RE: Proposal – October 2023 – September 2024  
GOAA Wildlife Hazard Assessment Survey & Report  
Orlando International Airport, Orlando, Florida  
Continuing Environmental Consulting Services

Dear Mr. Miller;  
Ecospatial Analysts, Inc. is please to submit the following proposal for the Continuing Environmental Consulting Services FY24 for Greater Orlando Aviation Authority.

## SCOPE OF WORK

### **Task 1: Wildlife Hazard Report**

- 1.1 Develop two digital wildlife data layers with metadata per quarter (Fall, Winter, Spring, & Summer) to share with stakeholders and submit to GOAA's ArcGIS Online account (Total Individuals Observed and Fractal Map of Cumulative Hazard of Species Observed).
- 1.2 Prepare two wildlife maps per quarter (December, March, June and September) provide edits to MSE comments, and submit to MSE for submittal to GOAA (Total Individuals Observed and Fractal Map of Cumulative Hazard of Species Observed).
- 2.3 Coordinate with GOAA & MSE.

### **Task 2: Wildlife Hazard Assessment Report - FY 2023**

- 2.1 Develop digital wildlife data layers with metadata for Annual Summary of Listed Species Observed by Aerial & Ground Survey – FY 2023 and Fractal Map of Cumulative Hazard of Species Observed by Aerial & Ground Surveys FY 2023, (Fall, Winter, Spring, & Summer). Data layers will be share with stakeholders and submit to GOAA's ArcGIS Online account. Includes processing of monthly data from 2023 March to September, which was not conducted under the original Task Order.
- 2.2 Prepare six wildlife maps for annual report, provide edits to MSE comments, and submit to MSE for submittal to GOAA (two for Listed Species Observed by Aerial & Ground Survey – FY 2023 & four Fractal Map of Cumulative Hazard of Species Observed by Aerial & Ground Surveys FY 2023, (Fall, Winter, Spring, & Summer).
- 2.3 Coordinate with GOAA & MSE

## DELIVERY

Products will be produced and delivered to MSE within two weeks from the time of data deleivery..

## PAYMENT SCHEDULE AND TERMS

Professional fees will be invoiced based on the cost schedule provided below.

	<b>Staff Hours</b>	<b>Cost</b>
<b>Task 1: Wildlife Hazard Report</b>		
1.1 Develop two digital wildlife data layers with metadata per quarter (Fall, Winter, Spring, & Summer) to share with stakeholders and submit to GOAA's ArcGIS Online account (Total Individuals Observed and Fractal Map of Cumulative Hazard of Species Observed).	34	\$3,060
1.2 Prepare two wildlife maps per quarter (December, March, June and September) provide edits to MSE comments, and submit to MSE for submittal to GOAA (Total Individuals Observed and Fractal Map of Cumulative Hazard of Species Observed).	16	\$1,440
2.3 Coordinate with GOAA & MSE.	4	\$360
Sub-Total	54	\$4,860
<b>Task 2: Wildlife Hazard Assessment Report - FY 23</b>		
2.1 Develop digital wildlife data layers with metadata for Annual Summary of Listed Species Observed by Aerial & Ground Survey – FY 2023 and Fractal Map of Cumulative Hazard of Species Observed by Aerial & Ground Surveys FY 2023, (Fall, Winter, Spring, & Summer). Data layers will be share with stakeholders and submit to GOAA's ArcGIS Online account. Includes processing of monthly data from 2023 March to September, which was not conducted under the original Task Order.	14	\$1,260
2.2 Prepare six wildlife maps for annual report, provide edits to MSE comments, and submit to MSE for submittal to GOAA (two for Listed Species Observed by Aerial & Ground Survey – FY 2023 & four Fractal Map of Cumulative Hazard of Species Observed by Aerial & Ground Surveys FY 2023, (Fall, Winter, Spring, & Summer).	14	\$1,260
2.3 Coordinate with GOAA & MSE	3	\$270
Sub-Total	31	\$2,790
<b>TOTAL ECOS LABOR</b>	<b>85</b>	<b>\$7,650</b>

**TOTAL NOT-TO-EXCEED FEE**

**\$7,650**

If the above proposal meets your approval, please sign in the space provided below and return to our office. If you should have further questions concerning the proposed work, please contact me at 321-403-5147 or [vlarson@ecospatialanalysts.com](mailto:vlarson@ecospatialanalysts.com). I appreciate your business and thank you for the opportunity to work on your project.

Regards,



(electronically submitted)  
Vickie L. Larson  
President

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: Keegan O'Brien

Print Name: Keegan O'Brien

Date: August 22, 2023

**ATTACHMENT A  
FINANCE FORM**

<b>Date:</b>	<u>08/16/2023</u>	<b>Requestor's Extension:</b>	<u>3463</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>3463</u>
<b>Preparer's Name:</b>	<u>Dan Carrington</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Planning &amp; Environmental</u>	<b>Contract # / Name:</b>	<u>Continuing Environmental Consulting Services Agreement</u>
<b>Description:</b>	<u>2024 Wildlife Hazard Management Training</u>	<b>Procurement Committee Date:</b>	<u>8/29/2023</u>
<b>Vendor:</b>	<u>MSE Group, LLC</u>	<b>Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: O&M**

Account Code Format:	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000		\$82,232.00				
<b>Total Requisition:</b>		\$82,232.00				
<b>Requisition Number:</b>		94859				
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>	Subject of Board Budget Approval and Availability of Funds					

Operating Unit GOAA  
 Number 94859 Type Internal Requisit Preparer Harper, Andrea  
 Description FY24 PC 8/29/23 M Status Incomplete Total USD 82,232.00

Lines | Source Details | Details | Currency

Num	Item	Rev	Category	Description	UOM	Quantity
1	ice C		Encumbrance.Ho	Wildlife hazard survey	US D	82232

Destination Type Expense Source Supplier  
 Requester Wages, Alice M Supplier



**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 Consulting Services Agreement with MSE Group, LLC for FY 2024 Wildlife Hazard Assessment Survey & Report at Orlando International Airport (MCO)

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that MSE Group, LLC proposes 9.3% MWBE participation on this Addendum.

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

**MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**

PLEASE COMPLETE THIS FORM

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with MSE Group, LLC for FY 2024 Wildlife Hazard Assessment Survey & Report at Orlando International Airport (MCO)

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

**2. MWBE Goal by Group Representation:**

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
<b>Total MWBE Participation</b>	<b>-</b>	<b>Actual Result</b>	<b>_____</b>

**3.a. Prime Contractor Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3.b. Name and Address of MWBE Subcontractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3.c. \*Identity:** \_\_\_\_\_

Work Item(s): \_\_\_\_\_

Amount of Subcontract \_\_\_\_\_

Percent of Prime Contract (%): \_\_\_\_\_

**4. Engineering/Professional Services Information:**

Addendum Amount: \$82,232.00

**5. MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	7,650.00	Actual Result	9.3%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
<b>Total MWBE Participation</b>	<b>7,650.00</b>	<b>Actual Result</b>	<b>9.3%</b>

**6.b. Engineering / Professional Service Firm Information:**

Name: MSE Group, LLC  
Address: 5858 S. Semoran Blvd.  
City, State, Zip: Orlando, FL 32822  
Telephone: (407) 629-8180

**6.b. Name and Address of MWBE Subconsultant**

Name: EcoSpatial Analysts, Inc.  
Address: 3245 North Courtenay Parkway, Suite 37  
City, State, Zip: Merrit Island, FL 32953  
Telephone: (321) 403-5147

**6.c. \*Identity:** Caucasian Female American

Work Item(s): Wildlife Hazard Assessment and Survey

Amount of Subcontract \$7,650.00

Percent of Prime Contract (%): 9.3%

\* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)



## 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 Services Agreement with MSE Group, LLC for Fiscal Year (FY) 2024 Environmental Consulting Services at the Orlando International Airport (MCO)

### BACKGROUND

On April 21, 2021, 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:

- Bio-Tech Consulting, Inc.
- Breedlove, Dennis and Associates, Inc. (VBE)
- DRMP, Inc.
- The Transit Group, Inc. dba Ecological Associates, Inc.
- EXP U.S. Service, Inc.
- MSE Group, LLC (MWBE)
- Terracon Consultants, Inc.
- Vanasse Hangen Brustlin, 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.

Services may include, but are not limited to, evaluation and assessment of wildlife issues, uplands and wetlands evaluation, habitat analysis, threatened and endangered species issues, jurisdictional wetland determinations, water quality analysis, land management, and monitoring of wetlands mitigation on facilities operated or purchased by the Aviation Authority 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 preparation of required notices and reports, coordination and providing assistance with requirements of authorities having jurisdiction over various mitigation sites, documentation of existing environmental conditions, preparation of environmental studies, technical support, and assistance with permitting activities which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

Since April 2021, a total of 6 addenda, and applicable amendments, to the Continuing Environmental 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. Thus, the Procurement Committee has recommended approval of addenda to the above-referenced agreement, as follows:

- An Addendum for FY 2024 Water Quality Monitoring Program at MCO, for the total not-to-exceed fee amount of \$249,970.36, which includes the not-to-exceed fee amount of \$154,924 and the not-to-exceed expense amount of \$95,046.36, 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 water quality monitoring services to comply with state and federal regulations such as Municipal Stormwater System Works, Decision of Regional Impact, and South Florida Water Management District. Services will include, but are not limited to, conducting analytical sampling around the MCO campus and monthly inspections of water quality monitoring stations at MCO; data analyzing and reporting of collecting samplings; and, installing up to four data loggers and up to eight monitoring stations. 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 17.5% 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-G].*
- An Addendum for FY 2024 Wildlife Hazard Assessment Survey and Report Services at MCO, for the total amount of \$82,232, which includes the not-to-exceed fee amount of \$72,698 and the not-to-exceed expense amount of \$9,534, 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 wildlife hazard assessment surveys and annual reporting in compliance with the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-38. Services will include, but are not limited to, assisting the Aviation Authority with natural resources management services for the survey and management of avifauna abatement of wading bird species through the reduction prey species (i.e., fish) within the waterways of selected airfield areas. These services will be provided from October 1, 2023, through September 30, 2024. MSE Group, LLC is a certified MWBE firm. The Aviation Authority has reviewed the proposal from MSE Group, LLC, and determined that MSE Group, LLC proposes 9.3% 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-H].*

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 \$332,202.36. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2024 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 and approve Addenda to the Continuing Environmental Consulting Services

Agreement with MSE Group, LLC for (1) FY 2024 Water Quality Monitoring Program at MCO, for the total not-to-exceed fee amount of \$249,970.36, which includes the not-to-exceed fee amount of \$154,924 and the not-to-exceed expense amount of \$95,046.36, with funding from Operations and Maintenance Funds; and, (2) FY 2024 Wildlife Hazard Assessment Survey and Report Services at MCO, for the total amount of \$82,232, which includes the not-to-exceed fee amount of \$72,698 and the not-to-exceed expense amount of \$9,534, with funding from Operations and Maintenance Funds; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.