

**ADDENDUM NO. 29  
TO THE AGREEMENT DATED SEPTEMBER 8, 2017  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND MATERN PROFESSIONAL ENGINEERING, INC.**

**Project: FY24 On-Call Mechanical, Electrical, and Plumbing Engineering Services, 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 **MATERN PROFESSIONAL ENGINEERING, INC.** ("Consultant").

**WITNESSETH:**

**WHEREAS**, by Agreement dated September 8, 2017, Authority and Consultant entered into an agreement for Consultant to provide Continuing MEP 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 **NINETY-NINE THOUSAND NINE HUNDRED FORTY-SIX AND NO/100 DOLLARS (\$99,946.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$99,946.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$99,946.00</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 September 8, 2017 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

*Kevin J. Thibault*

By:

boxSIGN 1V3Q39J4-4QY236XP

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**

*Karen Ryan*

By: boxSIGN

1JBRLK51-4QY236XP

**NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

#### MATERN PROFESSIONAL ENGINEERING, INC.

*Ryan Strandquest*

By:

boxSIGN 11Q27NRY4-4QY236XP

Signature (Duly Authorized Rep.)

Ryan Strandquest  
Printed Name

President  
Title



---

**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Tuan Nguyen, P.E., Assistant Vice President, Engineering  
(Prepared by Alex Sorondo)

DATE: September 12, 2023

---

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board Approval of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) to provide fiscal year 2024 (FY24) On-Call Mechanical, Electrical and Plumbing Engineering Services at the Orlando International Airport.

**BACKGROUND**

In 2017, the firms providing Continuing Mechanical, Electrical and Plumbing (MEP) Engineering Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On August 16, 2017, the Aviation Authority Board approved a Continuing MEP Engineering Services Agreement with the following firms:

- Matern Professional Engineering, Inc.
- C&S Engineers, Inc.
- SGM Engineering, Inc.
- RTM Engineering Consultants, LLC
- Graef-USA, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include the performance of MEP engineering and related professional services, including, but are not limited to, mechanical, electrical and plumbing design; fire protection engineering; security and systems design; structural design; utility and infrastructure cost estimating; scheduling and any associated architecture and all other related services including coordination with the Aviation Authority, its consultants, the City of Orlando and all agencies having jurisdiction over the Orlando International and Orlando Executive Airports. The services may also include studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, permitting, documents prepared by others, design management support on various Aviation Authority projects and all other 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.

On January 18, 2023, the Aviation Authority Board approved exercising an additional renewal option and extending the Continuing MEP Engineering Consulting Services Agreement with MPE to September 30,

2023. This extension was necessary to maintain coverage of these MEP services while the Aviation Authority continues its evaluation regarding continuing agreement alternatives.

## ISSUES

Consultant's proposal, dated August 24, 2023, is to provide FY24 On-Call MEP engineering consulting services to the Greater Orlando Aviation Authority.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

If approved, these services would be effective October 1, 2023 and extend through September 30, 2024.

## 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 \$99,946.00 from FY24 Operation and Maintenance (O&M) Funds, subject to adoption by the Aviation Authority Board of the FY24 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 MEP Engineering Services Agreement with Matern Professional Engineering, Inc. for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$99,946.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$99,946.00</b>
<b>AAC – Compliance Review Date</b>	<i>EW</i> 9/6/2023
<b>AAC – Funding Eligibility Review Date</b>	9/6/2023

## ATTACHMENTS

Attachment A: Finance Form  
Attachment B: OSBD Memo

**PROPOSAL**

DATE: August 24, 2023

CLIENT: Tuan Nguyen, P.E.  
Greater Orlando Aviation Authority  
Engineering and Construction  
11314 Terminal C Service Road  
Orlando, FL 32827

RE: OIA MEP On-Call Continuing Services FY 24  
MPE Project No.: T-6717

Dear Mr. Nguyen:

Attached is our proposal for Mechanical, Electrical, Plumbing, and Fire Protection Operations and Support Services for the scope described below.

1. General Description of Project Scope and Fee

- 1.1 Operations and Support Services for a period of one year starting October 01, 2023 and ending September 30, 2024.
- 1.2 Provide on-call mechanical, electrical, and plumbing (MEP) review and electrical design and installation review services to Planning, Engineering, Construction, Information Technology (IT), and Maintenance departments in coordinating north and south terminal MEP and IT work. The services include tenant project design reviews, response to Maintenance requests for field assessments of existing conditions, permit plan development for IT low voltage installations, and assistance in the coordination of north and south terminal project electrical design services and installations at the Orlando International Airport.
- 1.3 Provide assessment and design or scope review to ensure that various small projects, tenant and GOAA, are coordinated with existing electrical distribution systems.
- 1.4 Update master one line diagram for North Terminal Complex (NTC) as required.
- 1.5 Provide on-call coordination with electrical systems manager for electrical projects initiated by their department.
- 1.6 Provide on-call coordination with GOAA IT manager for IT projects initiated by their department.
- 1.7 Estimating. Provide estimating input as required.

## 2. Hourly Rates

JOB TITLES	HOURLY RATE
Principal Engineer	\$341
QC Reviewer	\$247
Senior Project Manager	\$152
Engineer	\$118
Senior CADD Designer	\$109
CADD Tech	\$87
Administrative Assistant	\$77

## 3. Fee

3.1. Not to Exceed Fee (Engineering & Construction)	\$29,968.00
3.2. .Not to Exceed Fee (GOAA IT Support)	\$20,000.00
3.3. Not to Exceed Fee (GOAA Maintenance Support)	\$49,978.00
3.4. <b>Not to Exceed Fee (TOTAL)</b>	<b>\$99,946.00</b>

Sincerely,  
**MATERN PROFESSIONAL ENGINEERING, INC.**



Thomas C. Croff  
Senior Project Manager  
TCC/emh


Authorization to provide the above Engineering Services:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

 <b>ENGINEER-ARCHITECT COST PROPOSAL</b>		GOAA Cost Proposal			
<b>A. DIRECT SALARY COSTS</b>					
SPECIALTIES	JOB TITLES	MAN-HOURS	HOURLY RATE	DOLLAR AMOUNT	SUB-TOTAL PER SPECIALTY
GOAA Engineering Support	Principal Engineer	10	\$341	3410	
	QC Reviewer	12	\$247	2964	
	Senior Project Manager	56	\$152	8512	
	Engineer	41	\$118	4838	
	Senior CADD Designer	72	\$109	7848	
	CADD Tech	24	\$87	2088	
	Administrative Assistant	4	\$77	308	
				0	
				0	<b>\$29,968.00</b>
GOAA IT Support	Principal Engineer	8	\$341	2728	
	QC Reviewer	12	\$247	2964	
	Senior Project Manager	60	\$152	9120	
	Engineer	12	\$118	1416	
	Senior CADD Designer	16	\$109	1744	
	CADD Tech	18	\$87	1566	
	Administrative Assistant	6	\$77	462	
				0	
				0	<b>\$20,000.00</b>
GOAA Electrical Maintenance Support	Principal Engineer	12	\$341	4092	
	QC Reviewer	48	\$247	11856	
	Senior Project Manager	68	\$152	10336	
	Engineer	56	\$118	6608	
	Senior CADD Designer	58	\$109	6322	
	CADD Tech	60	\$87	5220	
	Administrative Assistant	72	\$77	5544	
				0	
				0	<b>\$49,978.00</b>
Other Labor (Not Used)	Item	Qty			
				0	
				0	
				0	
				0	<b>\$0.00</b>
Total Drawings		TOTAL MAN-HOURS	725	TOTAL SALARIES - A	<b>\$99,946.00</b>
<b>REIMBURSABLE EXPENSES</b>					
					<b>\$0</b>
TOTAL CONSULTANTS - B					<b>\$0</b>
<b>C. OTHER DIRECT COSTS (attach estimates as necessary)</b>					
1					<b>\$0</b>
TOTAL OTHER DIRECT COSTS - C					<b>\$0</b>
COMPENSATION SCHEDULE FOR TOTAL COST			TOTAL COSTS		
PHASE		DOLLAR AMT.		TOTAL NTE COST TO GOAA	
				<b>\$99,946.00</b>	
				ARCHITECT-ENGINEER FIRM NAME & ADDRESS	
				Matern Professional Engineering, Inc	
				130 Candace Drive	
				Maitland, Florida 32707	
				PREPARED AND APPROVED BY: (Name/Title)	
				Thomas C. Croff	
<b>Total</b>		<b>\$ -</b>		DATE: 8/25/2023	

## 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: Matern Professional Engineering, Inc.

By: 

Print Name: Thomas C. Croff

Date: August 24, 2023



## Addenda / Amendments Awarded per Agreement - Summary for Committee

### Matern Professional Engineering, Inc. -- Agreement No. 201708-MEP3 Continuing MEP Engineering Services

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount	
000	000	-	Continuing MEP Engineering Services	PSC	08/07/17	08/16/17	09/08/17	\$0.00	\$0.00	
001	000	BP-00480-MCO	BP-00480-MCO PARKING GARAGE B CHILLER REPLACEMENT Peer Review of Mechanical and Electrical Drawings for BP-480	CCM	08/22/17	NA	09/25/17	1005307	\$5,174.00	\$5,174.00
002	000	-	Review of the Master Design Guideline's Plumbing Specifications	CCM	10/17/17	NA	11/09/17	88242	\$1,592.00	\$1,592.00
002	001	-	Additional Review of the Master Design Guideline's Plumbing Specifications	CCM	12/04/18	NA	01/03/19	Amd8824 2	\$2,632.00	\$4,224.00
003	000	-	FY18 Mechanical Design Peer Review Services for Major Programs	CCM	10/24/17	NA	11/20/17	88321	\$19,900.00	\$19,900.00
004	000	-	FY18 Electrical System Review and Master One-Line Diagram Update On-call Services	CCM	01/23/18	NA	02/19/18	88805	\$139,996.00	\$139,996.00
005	000	BP-00481-MCO	BP-00481-MCO REMOTE SORTING FACILITY HVAC REPLACEMENT Peer Review During Construction Administration for BP-00481	CCM	04/03/18	NA	05/03/18	1005639	\$6,902.00	\$6,902.00
006	000	V-00891-MCO	V-00891-MCO EAST FIRE STATION OUTSIDE AIR SYSTEM Site Assessment for V-891	CCM	07/17/18	NA	08/03/18	1005784	\$1,953.00	\$1,953.00
007	000	V-S00008-MCO	V-S00008-MCO HBJ HVAC REPLACEMENT AND MISC. ELECTRICAL IMPROVEMENTS Construction Phase Services for V-S00008	CCM	07/24/18	NA	08/21/18	1005838	\$23,674.00	\$23,674.00
008	000	W-00397-MCO	W-00397-MCO HYATT LAUNDRY WASTE HEAT RECOVERY STUDY (T-4978) Site Assessment for W-397	CCM	08/07/18	NA	08/31/18	89540	\$5,434.00	\$5,434.00
009	000	E-00248-MCO	E-00248-MCO FAA RADIO SITE CONNECTION TO GOAA EMERGENCY POWER Design and Construction Administration Services for E248	CCM	08/28/18	NA	09/20/18	1005960	\$12,398.00	\$12,398.00
010	000	E-00143-MCO	E-00143-MCO MAIN COMPUTER ROOM - ELECTRICAL UPGRADES Additional Design, Bid, and Award Phase Services for E-143	CCM	10/02/18	NA	10/31/18	1005897	\$22,210.00	\$22,210.00
011	000	-	FY19 On-Call Peer and Electrical System Review and Master One-Line Diagram Update Services	CCM	10/16/18	NA	11/02/18	90046	\$160,000.00	\$160,000.00
012	000	V-00913-MCO	V-00913-MCO COMMUNICATION ROOM REFURBISHMENT - PHASE 1 Construction Administration Services for V-913	CCM	02/05/19	NA	02/27/19	1006069	\$89,552.10	\$89,552.10

## Addenda / Amendments Awarded per Agreement - Summary for Committee

013	000	E-00143-MCO	E-00143-MCO MAIN COMPUTER ROOM - ELECTRICAL UPGRADES Construction Administration Services for E-143	CCM	02/26/19	NA	03/26/19	1006058	\$28,410.12	\$28,410.12
013	001	E-00143-MCO	E-00143-MCO MAIN COMPUTER ROOM - ELECTRICAL UPGRADES Additional Construction Administration Services for E-143	CCM	05/28/19	NA	06/19/19	AMD1006 058	\$2,352.00	\$30,762.12
014	000	E-00192-MCO	E-00192-MCO FIBER UPGRADE FOR AIRSIDES 2 AND 4 APM SWITCHGEAR Design, Bid and Award Phase Services for E-192	CCM	03/19/19	NA	05/02/19	1006081	\$29,027.60	\$29,027.60
015	000	-	FY20 On-Call Peer and Electrical System Review and Master One-Line Diagram Update Services	CCM	10/08/19	NA	11/05/19	91844	\$80,000.00	\$80,000.00
016	000	E-00238-MCO	E-00238-MCO AIRSIDE 4 FIRE PUMP REPLACEMENT Construction Administration Services for E-238	CCM	12/17/19	NA	01/13/20	1006361	\$10,010.90	\$10,010.90
017	000	E-00235-MCO	E-00235-MCO NORTH TERMINAL COMPLEX PA SYSTEM UPGRADE Design and Bid & Award Services for E-235	CCM	12/17/19	NA	02/04/20	1006463	\$13,702.00	\$13,702.00
018	000	-	First Extension	CCM	04/07/20	05/20/20	06/05/20		\$0.00	\$0.00
019	000	E-00235-MCO	E-00235-MCO NORTH TERMINAL COMPLEX PA SYSTEM UPGRADE Construction Administration Services for E-235	CCM	09/22/20	NA	10/05/20	1006585	\$21,295.20	\$21,295.20
020	000	-	FY21 On-Call Peer and Electrical Review and Master On-Line Diagram Update Services	CCM	09/22/20	NA	10/05/20	93037	\$65,000.00	\$65,000.00
021	000	-	Second and Final Extension	CCM	04/13/21	04/21/21	05/27/21		\$0.00	\$0.00
022	000	-	FY22 On-Call Mechanical, Electrical, and Plumbing System Review and Master One-Line Diagram Update Services	CCM	09/07/21	NA	09/28/21	93808	\$50,000.00	\$50,000.00
023	000	-	Additional Renewal Option	CCM	05/24/22	06/15/22	06/22/22		\$0.00	\$0.00
024	000	-	FY23 On Call Mechanical Electrical and Plumbing System Review and Master One-Line Diagram Update Services	CCM	09/27/22	NA	10/20/22	95221	\$50,000.00	\$50,000.00
024	001	-	Additional FY23 On Call Mechanical Electrical and Plumbing System Review and Master One-Line Diagram Update Services	PSC	02/28/23	03/15/23	03/21/23		\$59,940.00	\$109,940.00
025	000	-	Additional Renewal Option	CCM	01/03/23	01/18/23	01/24/23		\$0.00	\$0.00
026	000	-	Provide Electrical Infrastructure Maps with Summaries of Necessary Scope and Opinion of Probable Costs for Near Term Solutions	PSC	03/21/23	NA	04/26/23	96159	\$42,616.00	\$42,616.00

## ***Addenda / Amendments Awarded per Agreement - Summary for Committee***

027	000	E-00285-MCO	E-00285-MCO BUS DUCT REPLACEMENT FROM WEST TO EAST ELECTRICAL SWITCHGEAR ROOM Engineering Design Services for E-285	CCM	04/04/23	NA	06/22/23	1007310	\$109,781.00	\$109,781.00
028	000	E-S00015-MCO	E-S00015-MCO TERMINAL C KVAR PILOT PROGRAM Design Services for E-S0015	CCM	05/23/23	NA	06/01/23	1007364	\$12,906.00	\$12,906.00
028	001	E-S00015-MCO	E-S00015-MCO TERMINAL C KVAR PILOT PROGRAM Design Services for Terminal C KVAR Pilot Program	CCM	06/13/23	NA	06/21/23		\$1,600.00	\$14,506.00

***Total for Matern Professional Engineering, Inc. for Agreement No. 201708-MEP3***

**\$1,068,057.92**

## ***Addenda / Amendments Awarded per Agreement - Summary for Committee***

### ***Terms of Agreement***

Firm	Agreement Execution Date	Original Duration		Current Expiration Date	
		1st Extension			
		2nd Extension			
Continuing Agreement Consultant - MEP Engineering					
Matern Professional Engineering, Inc.	Not a Minority Firm	09/08/17	Original Dur:	3 Yrs	09/08/23
			1st Ext Dur:	1 Yrs	
			2nd Exr Dur:	2 Yrs	

### **Addenda / Amendments in Chronological Order**

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
02/28/23	03/15/23	024	001	\$59,940.00	\$59,940.00
03/21/23		026	000	\$42,616.00	\$102,556.00

# ATTACHMENT A

## FINANCE FORM

<b>Date:</b>	August 28, 2023	<b>Requestor's Extension:</b>	4662
<b>Requestor's Name:</b>	Tuan Nguyen, P.E.	<b>Preparer's Extension:</b>	3142
<b>Preparer's Name:</b>	Alex Sorondo	<b>Solicitation #:</b>	N/A
<b>Requestor's Department:</b>	Engineering	<b>Contract # / Name:</b>	Continuing MEP Engineering Consultant Services
<b>Description:</b>	FY24 On-Call MEP Consulting	<b>Procurement Committee Date:</b>	September 12, 2023
<b>Vendor:</b>	Matern Professional Engineering, Inc.	<b>Agenda Item #:</b>	

### NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.716.170.5310008.000.000000		\$29,968.00				
301.631.210.5310008.000.000000		\$49,978.00				
301.521.170.5310008.000.000000		\$20,000.00				
Total Requisition:		\$99,946.00				
Requisition Number:		94952				
Funding Approver:	Andrea Harper					
OMB Notes:						

Requisitions - [New]

Operating Unit

GOAA

Number

94952

Type

Internal Requisition

Preparer

Higinio, Greta N

Description

FY24 PCM 09/12/2

Status

Incomplete

Total

USD

99,946.00

Lines

Source Details

Details

Currency

Num	Category	Description	UOM	Quantity	Price	Need-By
1	Encumbrance.Ho	Matern Prof Eng Inc On	US Dc	99946	1	

Destination Type

Expense

Requester

Mitchell, Elecia B

Organization

Material Control - 121

Location

Engineering & Construction

Subinventory

Source

Supplier

Supplier

Site

Contact

Phone



## 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: September 12, 2023

Re: Request for Recommendation to the Aviation Authority Board Approval of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) to provide fiscal year 2024 (FY24) On-Call Mechanical, Electrical and Plumbing Engineering 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 on-call nature of the services to be provided, Matern Professional Engineering, Inc. does not propose small business participation at this time.

Our analysis indicates that Matern Professional Engineering, Inc. 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 an Addendum to the Continuing Mechanical, Electrical, Plumbing (MEP) Engineering Services Agreement with Matern Professional Engineering, Inc. for FY 2024 On-Call MEP Engineering Services, at the Orlando International Airport

### BACKGROUND

On August 16, 2017, the Aviation Authority Board approved Continuing MEP Engineering Consulting Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- C&S Engineers, Inc.
- Graef-USA, Inc.
- Matern Professional Engineering, Inc.
- RTM Engineering Consultants, LLC (*MWBE*)
- SGM Engineering, Inc. (*MWBE/LDB*)

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 January 18, 2023, the Aviation Authority Board approved an addendum to each agreement exercising an additional renewal option through September 30, 2023.

Services may include, but are not limited to, mechanical, electrical and plumbing design; fire protection engineering; security and systems design; structural design; utility and infrastructure cost estimating; scheduling and any associated architecture and all other related services including coordination with the Aviation Authority, its consultants, the City of Orlando 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 studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, permitting, documents prepared by others, design management support on various Aviation Authority projects, and all other engineering and related professional services.

A total of 28 addenda, and applicable amendments, to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. 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.

On September 12, 2023, the Procurement Committee recommended approval of an addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. as follows:

- Addendum for FY 2024 On-Call MEP Engineering Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$99,946, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will consist of MEP design; fire protection engineering; security and systems design; structural design; utility and infrastructure cost estimating; scheduling; other studies and related services regarding investigations, planning services, site selection services, relocation services document processing, testing services, and photographs; and, any associated architecture and all other related MEP services. Services will be provided from October 1, 2023, through September 30, 2024.

As this addendum will result in an aggregate increase to the Aviation Authority's Agreement Matern Professional Engineering, Inc. exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

## **SMALL BUSINESS**

The Aviation Authority has reviewed the proposal from Matern Professional Engineering, Inc., and determined that Matern Professional Engineering, Inc. does not propose any small business participation on this Addendum because of the on-call nature of the services to be provided. The Small Business Department certifies that Matern Professional Engineering, Inc. is in good standing as it relates to its small business participation as required on previously contracted services.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$99,946. 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 an Addendum to Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. for FY 2024 On-Call MEP Engineering Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$99,946, 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.