

**ADDENDUM NO. 1
TO THE AGREEMENT DATED JANUARY 12, 2024
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND MONTROSE ENVIRONMENTAL SOLUTIONS, INC.**

Project: FY24 On Call Environmental Compliance Services, Orlando International Airport

THIS ADDENDUM is effective this day of Aug 1, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Aviation Authority”), and **MONTROSE ENVIRONMENTAL SOLUTIONS, INC.** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated January 12, 2024, Aviation 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 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 THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00)**, broken down as follows:

Professional Fees:	NTE:	\$30,000.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$30,000.00

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 December xx, 2023 and all prior addenda will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Addendum this day of Aug 1, 2024.


GREATER ORLANDO AVIATION AUTHORITY

By: 
boxSIGN 1V3Q39J4-42V52YZ9

Kevin J. Thibault, P.E.
Chief Executive Officer

On behalf of

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Jul 25, 2024**


By: boxSIGN 1B8RLK51-42V52YZ9

**NELSON MULLINS RILEY AND
SCARBOROUGH, Legal Counsel
Greater Orlando Aviation Authority**

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.

By: 
boxSIGN 1V733XP2-42V52YZ9

Signature (Duly Authorized Rep.)
Ellen M. Eveland, PE

Printed Name
Vice President

Title



MEMORANDUM

TO: Members of the Procurement Committee

FROM: Keegan O'Brien, P.E., Assistant Vice President of Environmental

DATE: June 25, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions Inc., for FY2024 On-Call Environmental Compliance Services at Orlando International Airport

BACKGROUND

In 2023, the firms providing Continuing Environmental Engineering Consultant Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On December 13, 2023, the Aviation Authority Board approved a Continuing Environmental Engineering Consultant Services Agreement with the following firms:

- CDM Smith
- Montrose Environmental Solutions, Inc.
- Terracon Consultants, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include, but are 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 material 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 May 14, 2024, is to provide FY2024 On-Call Environmental Compliance Services.

EXHIBIT A

Upon completion of all required documentation, services will be effective no earlier than Procurement Committee approval.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions Inc., does not exceed the \$250,000 threshold; thus, this agenda item dose not require Board approval.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$30,000.00. Funding is from previously approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions, Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$30,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$30,000.00
CRI – Compliance Review Date	DL 6/18/24
CRI – Funding Eligibility Review Date	6/18/24

May 14, 2024

Electronic Mail Delivery Only
mary.obrien@goaa.org

Keegan O'Brien
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, Florida 32827

RE: May 2024 – September 2024 On-Call Environmental Compliance Services
Orlando International Airport (OIA), Orlando, Florida
Continuing Environmental Engineering Consultant Services – January 12, 2024

Dear Mrs. O'Brien,

Montrose Environmental Solutions, Inc. (Montrose) is pleased to present our proposal to provide "on-call" professional services associated with comprehensive environmental compliance audits and facility inspections for OIA in Orlando, Florida. These services will be provided from May 2024 – September 2024 under our Agreement for Continuing Environmental Engineering Consultant Services dated January 12, 2024.

Background

The Greater Orlando Aviation Authority's (GOAA) mandate to legally operate OIA includes maintaining compliance with applicable federal and local environmental permits, registrations, and plans for a variety of facilities and tenants. These obligations require the regular monitoring, recording, and responses of airport activities and procedures, including those associated with 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. 40 CFR Part 273 and FAC Chapter 62-730.185 – Standards for Universal Waste 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 Storm Water 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. FL Stat 403.077 – FDEP regulations for submitting a Public Notice of Pollution for reportable releases.
8. Sewer use for oil/water separators (OWSs) and grease traps pursuant to City of Orlando Chapter 30.

Scope of Work

At GOAA's request, Montrose will provide "on-call" professional services that will support airport and tenant compliance with applicable environmental permits and/or standards. These services will include evaluation of OIA sites (tenant- and GOAA-operated). The following list provides examples of services that may be requested:

1. Environmental Compliance: Site inspections and audits to ensure sites are following updates to regulations and/or procedures. Inspections would include the following:
 - a. Evaluation of Storage systems, waste container and container storage conditions, appropriate labeling and use of satellite storage, housekeeping practices, preventive maintenance, waste manifests and employee training records.
 - b. Evaluation of hazardous materials for usage.
 - c. Evaluation of Site-specific drainage, inventory of exposed materials, and risk identification conducted with the applicable recommended BMPs.
 - d. Evaluation of Significant spills and leaks documented for each facility will be inventoried and evaluated for improved prevention and response.
 - e. Evaluation of Oil Water Separator (OWS) conditions and documentation.
 - f. Evaluation of Petroleum storage tank conditions and documentation.
 - g. Evaluation of Stormwater conditions and documentation at potential areas of pollution, including but not limited to fueling stations/aboveground tanks, loading/unloading areas, wash bays, and bulk storage areas.
 - h. Evaluation of Grease Traps conditions and documentation.
 - i. Evaluation of Grounds Maintenance and documentation.
 - j. Evaluation of Environmental Record Keeping.
2. Deficiencies Reporting: Based on the field audit documentation, Montrose Environmental will provide GOAA with a specific deficiency sheet for each deficiency identified and a summary of the deficiencies via electronic mail.
 - a. The summary will include digital photographs (if applicable) documenting the deficiencies and recommendations for each corrective action.
 - b. The audit correspondence will be prepared and provided to the tenant by GOAA.
 - c. An inspection report will be provided to GOAA to document the inspection results as well as any deficiencies and recommendations identified.
 - d. Tenant- and GOAA-operated facility deficiencies will be reported combined and also as separate deficiencies.
 - e. Summary of deficiencies will be reported in excel.
3. Accommodations or Permissions: It is assumed that GOAA will provide any accommodations or permissions required for a Montrose employee to access GOAA's internal network and records storage locations.

4. **Potential Hazard:** In the event the Montrose Environmental inspector/auditor detects conditions that pose an immediate danger to the health and safety of personnel, or hazard to the environment, the Contractor shall report the facts to the GOAA POC immediately. A written report of such incidence shall be forwarded to the GOAA POC within five working days of the detection.
5. **Airport Improvement Program:** Montrose will assist in the identification and evaluation of the Airport Improvement Program (AIP) grants and funding for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

Proposed Cost

Per the January 12, 2024, Continuing Environmental Engineering Consultant Services Contract, on-call professional services will be completed on a time and materials basis not-to-exceed \$30,000. Unit rates are provided in **Attachment A**.

Key Assumptions

The following presents a summary of our assumptions developed in association with the scope of services:

1. All deliverables will be electronic via email.
2. Follow all GOAA EHS, Security and facility program regulations.

Closure

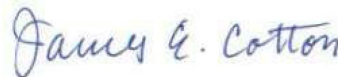
We appreciate the opportunity to support GOAA with this project. If you have any questions or require additional information, please contact me at 407.304.9568 / jicotton@montrose-env.com.

Very truly yours,

Montrose Environmental Solutions, Inc.



Mark Canfield
Federal Program Manager



James Cotton
Contract Manager

Enclosures:

Attachment A – Unit Rates
Attachment B – Truth in Negotiation Certificate

- cc. Proposal File
Montrose Contract/Client Manager
Kyle Lopic, EHS Consultant – Montrose

Attachment A
Unit Rates

Attachment A			
Greater Orlando Aviation Authority			
Continuing Environmental Engineering Consulting Services - January 12, 2024			
May 14, 2024			
ITEM	RATE	UNIT	Total
MONTROSE PERSONNEL LABOR			
Principal	\$246.00	Hour	\$0.00
Senior Engineer	\$199.00	Hour	\$0.00
Senior Project Manager	\$177.00	Hour	\$0.00
Senior Geologist (or Scientist, Engineer)	\$151.00	Hour	\$0.00
Biologist	\$109.00	Hour	\$0.00
Project Geologist (or Scientist, Engineer)	\$115.00	Hour	\$0.00
Database Administrator	\$115.00	Hour	\$0.00
Chemist/Reviewer	\$113.00	Hour	\$0.00
Field Geologist (or Scientist, Engineer)	\$88.00	Hour	\$0.00
Administrative Assistant	\$76.00	Hour	\$0.00
CAD/GIS/BIM Analyst	\$67.00	Hour	\$0.00

Attachment B
Truth in Negotiation Certificate

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 Montrose Environmental Solutions, Inc.

By: *James E. Cotton*

Print Name: James E. Cotton

Date: May 14, 2024

Addenda / Amendments Awarded per Agreement - Summary for Committee

Montrose Environmental Solutions, Inc. -- Agreement No. 202311-CEE2 Continuing Environmental Engineering Consultant Services

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	Continuing Environmental Engineering Consultant Services	PSC	11/15/23	12/13/23	01/12/24	\$0.00	\$0.00
<i>Total for Montrose Environmental Solutions, Inc. for Agreement No. 202311-CEE2</i>								\$0.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	<i>Original Duration</i> <i>1st Extension</i> <i>2nd Extension</i>	Current Expiration Date
Continuing Agreement Consultant - Environmental Engineering			
Montrose Environmental Solutions, Inc.	01/12/24	Original Dur: 3 Yrs 1st Ext Dur: 1 Yrs 2nd Exr Dur: 1 Yrs	01/12/27

FINANCE FORM

Date:	<u>6/12/24</u>	CCM / PC:	<u>PC</u>
Requestor's Name:	<u>Keegan O'Brien</u>	Requestor's Extension:	<u>3555</u>
Form Preparer's Name:	<u>Keegan O'Brien</u>	Preparer's Extension:	<u>3555</u>
Requestor's Department:	<u>Planning & Environmental</u>	Purchasing Solicitation #:	<u>N/A</u>
Description:	<u>FY2024 On-Call Environmental Compliance Services</u>	Committee Date:	<u>6/25/24</u>
Vendor:	<u>Montrose Environmental Solutions, Inc.</u>	Committee Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000	\$30,000.00					
Total Requisition:	\$30,000.00					
Requisition Number:	97176					
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97176	FY24 PC: 06/25/24 Mo	In Process	12-JUN-2024 16:10:46	USD	30,000.00	Wages, Alice M	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: June 25, 2024

ITEM DESCRIPTION

Request of Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions, Inc. for FY2024 On-Call Environmental Compliance Services at the Orlando International Airport

SMALL BUSINESS

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, Montrose Environmental Solutions, Inc. does not propose small business participation on this addendum.

From: Aracelis Mercado <aracelis.mercado@goaa.org>

Sent: Wednesday, July 17, 2024 3:28 PM

To: GOAA Designees <GOAA-Designees2@goaa.org>; Directors and Aides <Dir-Aides@goaa.org>

Cc: James McMillan <james.mcmillan@goaa.org>; Starlene Barrett <starlene.barrett@goaa.org>; Kristal Mendez <kristal.mendez@goaa.org>

Subject: Designee for Chief Executive Officer

Please be advised that Mr. Kevin Thibault, Chief Executive Officer, will be out of the office Thursday, July 18, 2024 from 8:00 a.m. to Sunday, July 28 at 8:00 a.m.

During his absence, Ms. Kathleen Sharman, Chief Financial Officer, will be his designee.

Ms. Sharman can be reached at kathleen.sharman@goaa.org or 407-825-2043.

Please continue to use the signature process in place.

Thank you,

Ari

Aracelis Mercado

Assistant to Chief Executive Officer

aracelis.mercado@goaa.org

P 407-825-2261 C 407-784-0827

Orlando International Airport

One Jeff Fuqua Boulevard

Orlando, Florida 32827

orlandoairports.net