

**AMENDMENT 1 to ADDENDUM NO. 18
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan, Orlando International Airport

THIS AMENDMENT is effective this 7th day of November, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **RICONDO & ASSOCIATES, INC.** ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated January 8, 2021, Authority and Consultant entered into an agreement for Consultant to provide General 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 Amendment 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-ONE THOUSAND EIGHT HUNDRED FIFTY-TWO AND NO/100 DOLLARS (\$91,852.00)**, broken down as follows:

Professional Fees:	NTE:	\$91,852.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$91,852.00

3. Except as expressly modified in this Amendment, the Agreement dated January 8, 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 Amendment this day of Nov 9, 2023.

GREATER ORLANDO AVIATION AUTHORITY


boxSIGN 4W8BQ9Z1-19W5RW3Q

By: Max Marble
Sr. Vice President, Capital Programs
Construction Committee Chair

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Nov 8, 2023



By: boxSIGN 1JBRLK51-19W5RW3Q
**NELSON MULLINS BROAD AND
CASSEL**
Legal Counsel
Greater Orlando Aviation Authority

RICONDO & ASSOCIATES, INC.



By: boxSIGN 4LWR3Z2Q-19W5RW3Q
Signature (Duly Authorized Rep.)
Pete Ricondo

Printed Name

Senior Vice President

Title



Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4392
(407) 825-2001

Memorandum

To: Members of the Construction Committee

From: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental
(Prepared by Chris DeLoatche)

Date: November 7, 2023

Re: Request for Approval of an Amendment to Addendum 18 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Initial Implementation Phase of the 2023 Strategic Plan.

On July 26, 2022, the Construction Committee approved Addendum 18 in the amount of \$710,422 to the above-referenced agreement. Since that time, it has been identified that support services are needed for the implementation of the 2023 Strategic Plan, as further described in Consultant's proposal, dated October 23, 2023.

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

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

☒ Experience ☒ Available Personnel ☒ Current Workload
☒ Expertise ☐ Equitable Distribution ☐ Other: _____

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

Funding is from previously approved Capital Expenditure fund 308.711.170.5310009.000.501489. Funding source verified by Andrea Harper of Construction Finance on 10/30/23 as correct and available.

It is respectfully requested that the Construction Committee approve the Amendment to Addendum 18 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$91,852.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$91,852.00
AAC – Compliance Review Date	MPG 10/26/23
AAC – Funding Eligibility Review Date	10/31/23

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President Planning and Environmental
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, Florida 32827

RE: Strategic Plan Implementation Support Services
Scope of Work and Budget

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (the Aviation Authority) with the initial implementation phase of the 2023 Strategic Plan. As part of this effort, Ricondo will synthesize and organize inputs from the Aviation Authority departments and assist with the creation and testing of the Strategic Plan dashboard.

The proposed project team includes Graphics Support Services (GSS Creative), which will provide graphic support services through this initial implementation phase.

BACKGROUND

The Aviation Authority updated and published its Strategic Plan in September 2023. The updated Strategic Plan is organized from a high-level overview of the values, mission, and vision to specific strategic goals and initiatives.

In total, 64 strategic objectives, which include specific, measurable, and time-bound targets set by the Aviation Authority to achieve its strategic goals, and 800 strategic initiatives or specific actions the Aviation Authority could undertake to implement and achieve its desired strategic outcomes have been identified.

While the implementation of the Strategic Plan will be performed by the Authority's staff through their department-defined strategic initiatives, the Ricondo Team will support the initial strategic plan implementation by, in collaboration with the Authority's staff, sorting, evaluating, and consolidating the strategic initiatives. The Ricondo Team will also engage with the Authority's staff and/or a third party to assist with the development a Strategic Plan dashboard, which can be used to track the implementation of the strategic goals and initiatives.

Below is a summary of the tasks to be undertaken as part of this work order.

SCOPE OF WORK

TASK 1: STRATEGIC INITIATIVES DATA MANAGEMENT

Objective: *Collect and organize input from Aviation Authority staff to articulate the Strategic Initiatives the Authority will implement and monitor.*

The Ricondo Team will collect, sort, and organize the Aviation Authority's data inputs for the Authority's "Champions" who will be responsible for implementing the Strategic Initiatives and Strategic Objectives. This will include the formulation of lists and databases to synthesize the Authority's staff input.

Task 1.1 Data Collection and Organization

The Ricondo Team will collect Aviation Authority-provided submission forms to create a consolidated dataset of suggested draft Strategic Initiatives. The data submitted by the Authority's departments and individual staff will be consolidated into a single database and organized for review by Aviation Authority leadership.

Task 1.2 Strategic Objective Champion Identification

The Ricondo Team will assist the Aviation Authority leadership with synthesizing draft Strategic Initiatives and identifying "Champions" to support the implementation of the Strategic Objectives and Initiatives. The purpose of identifying champions is to ensure all Strategic Initiatives supporting each Strategic Objective has a clearly identified leader for monitoring progress to ensure the Authority remains accountable to fulfilling the components of the Strategic Plan.

Task 1.3 Strategic Initiatives Refinement and Validation

The Ricondo Team will assist the Aviation Authority with refining and validating the draft Strategic Initiatives to publish final Strategic Initiatives. The Team will consolidate ideas, revise language, and otherwise edit the Strategic Initiatives to articulate a holistic and complementary set of initiatives.

Task 1.4 Strategic Initiatives Meetings (4 Total: November – December 2023)

The Ricondo Team will conduct up to four (4) meetings with the Aviation Authority to review, discuss, and synthesize the Strategic Initiatives data. These meetings will be scheduled by the Aviation Authority between November 2023 and December 2023. The purpose of this series of meetings is for the Aviation Authority to identify its Strategic Objective champions and finalize its Strategic Initiatives.

Up to three (3) staff of the Ricondo Team will attend each meeting to present findings, facilitate discussion, and record directions from the Aviation Authority. The Ricondo Team will prepare materials as described in *Task 3: Presentation Materials*.

Task 1.5 Authority Board/Leadership Update 1

As needed, the Ricondo Team will support the Aviation Authority with the preparation of content and messaging for future Board or leadership briefings regarding the identification of the Strategic Initiatives. The Ricondo Team will prepare materials as described in *Task 3: Presentation Materials*.

TASK 2: DASHBOARD IMPLEMENTATION

Objective: *Collaborate with the Aviation Authority IT staff and/or a third-party vendor to create a user-friendly dashboard accessible to all Authority staff to support reporting of progress towards the implementation of the Strategic Plan Objectives and Initiatives.*

The Ricondo Team will coordinate with the Aviation Authority's selected vendor or the Authority IT staff to ensure the Authority's Strategic Initiatives and overarching Goals and Objectives are incorporated into the Strategic Plan dashboard/tracking system. This will include coordination with the Authority and vendor to specify the preferred metrics and data visualization.

The vendor and/or GOAA IT will supply the necessary software, hardware, and maintenance for supporting the Aviation Authority's dashboard and tracking system. Ricondo will only support the implementation of the dashboard by coordinating the outcomes of the 2023 Strategic Plan with the vendor and/or GOAA IT.

Task 2.1 Dashboard Template

As needed, the Ricondo Team will draft a dashboard template including data visualization graphics, text, flowcharts, etc.

Task 2.2 Dashboard Review and Refinement

The Ricondo Team will assist the Aviation Authority leadership with reviewing the draft dashboard and tracking system and organize comments and updated specifications for revision. At the direction of the Authority, the Ricondo Team will coordinate with the vendor and/or GOAA IT to refine and test the draft dashboard and tracking system.

Task 2.3 Dashboard Implementation Meetings (4 Total: November 2023 – January 2024)

The Ricondo Team will conduct up to four (4) meetings with the Aviation Authority to review, discuss, and test the dashboard and tracking system. These meetings will be scheduled by the Aviation Authority between November 2023 and January 2024. Up to three (3) staff of the Ricondo Team will attend each meeting to facilitate discussion and record directions from the Aviation Authority. The Ricondo Team will prepare materials as described in *Task 3: Presentation Materials*.

Task 2.5 Authority Board/Leadership Update 2

As needed, the Ricondo Team will support the Aviation Authority with the preparation of content and messaging for future Board or leadership briefings regarding the Strategic Plan dashboard and tracking system. The Ricondo Team will prepare materials as described in *Task 3: Presentation Materials*.

Note: This proposal and the associated labor hours assume the dashboard will be implemented by January 2024 at the latest.

TASK 3: PRESENTATION MATERIALS

Objective: *Support briefings and discussions with the analytical and summary information to support meetings of the Aviation Authority to establish Strategic Initiatives and prepare for ongoing implementation, execution, and monitoring of the Strategic Plan.*

The Ricondo Team will prepare presentation materials to support the Strategic Initiatives meetings, Dashboard Implementation Meetings, Department Trainings, and Board Briefings.

Task 3.1 Technical Presentations for Strategic Initiatives Meetings

The Ricondo Team will prepare presentation slides and handouts to support the discussion of Aviation Authority leadership at the four (4) Strategic Initiatives Meetings. The Team will electronically deliver requested meeting materials in file formats .PPTX, .DOCX, and .PDF.

Task 3.2 Technical Presentations for Dashboard Implementation Meetings

The Ricondo Team will prepare presentation slides and handouts to support the discussion of Aviation Authority leadership at the four (4) Dashboard Implementation Meetings. The Team will electronically deliver requested meeting materials in file formats .PPTX, .DOCX, and .PDF.

Task 3.3 Technical Presentations for Departmental Trainings

As needed, the Ricondo Team will collaborate with the Aviation Authority's vendor to prepare one (1) set of presentation slides and handouts for the Authority to conduct departmental trainings. The presentation materials will instruct Aviation Authority staff on how to view and update the vendor's Strategic Plan dashboard and track individual, department, team, and organizational progress. The Team will electronically deliver requested meeting materials in file formats .PPTX, .DOCX, and .PDF.

Task 3.4 Technical Presentations for Authority Board and/or Leadership Updates

As needed, the Ricondo Team will prepare presentation slides and handouts to support Aviation Authority leadership briefings to the Authority Board. The Team will electronically deliver requested meeting materials in file formats .PPTX, .DOCX, and .PDF.

PROFESSIONAL FEES

As noted in **Table 1**, the Not to Exceed (NTE) professional fee amount for the proposed services is \$91,852. A copy of GSS's proposal for these services is attached for your reference. Also attached to this proposal is a detailed breakdown of Ricondo's proposed budget.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Officer	\$350.00	8	\$ 2,800.00
Ricondo/Senior Director	\$295.00	88	\$ 25,960.00
Ricondo/Senior Director with Travel Premium	\$330.00	14	\$ 4,620.00
Ricondo/Manager	\$180.00	184	\$ 33,120.00
Ricondo/Senior Consultant	\$139.00	136	\$ 18,904.00
GSS Creative/ Senior Graphic Designer	\$124.00	52	\$ 6,448.00
TOTAL NOT TO EXCEED PROFESSIONAL FEES			\$ 91,852.00
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION			7.02%

Disadvantaged Business (DBE) Participation

GSS Creative is registered as a DBE.

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau
Director

ENCLOSURE – Truth in Negotiation Form; Detailed Budget Table; GSS Creative Proposal including Professional Fee Breakdown and Hourly Rate

cc: 21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - strategic plan\implementation\102323_strategic_plan_implementation_support.docx

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: Ricondo & Associates, Inc.

By:  _____

Print Name: Pete Ricondo, P.E., Senior Vice President

Date: 10/23/2023

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES
Ricondo

Ricondo & Associates, Inc.	Senior Officer		Senior Director		Senior Director + Travel Premium		Manager		Senior Consultant		TOTAL		
Rate (\$/Hour):	\$350		\$295		\$330		\$180		\$139		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
TASKS													
TASK 1: STRATEGIC INITIATIVES DATA MANAGEMENT	4	\$1,400	16	\$4,720	6	\$1,980	46	\$8,280	52	\$7,228	124	\$23,608	\$190
Task 1.1 - Data Collection and Organization	0	\$0	0	\$0	0	\$0	4	\$720	20	\$2,780	24	\$3,500	\$146
Task 1.2 - Strategic Objective Champion Identification	0	\$0	2	\$590	0	\$0	8	\$1,440	0	\$0	10	\$2,030	\$203
Task 1.3 - Strategic Initiatives Refinement and Validation	0	\$0	10	\$2,950	0	\$0	24	\$4,320	32	\$4,448	66	\$11,718	\$178
Task 1.4 - Strategic Initiatives Meetings (4 Total: October - November 2023)	4	\$1,400	4	\$1,180	4	\$1,320	8	\$1,440	0	\$0	20	\$5,340	\$267
Task 1.5 - Authority Board/Leadership Update 1		\$0		\$0	2	\$660	2	\$360	0	\$0	4	\$1,020	\$255
TASK 2: DASHBOARD IMPLEMENTATION	4	\$1,400	34	\$10,030	8	\$2,640	86	\$15,480	24	\$3,336	156	\$32,886	\$211
Task 2.1 - Specifications for Dashboard Vendor		\$0	16	\$4,720	0	\$0	24	\$4,320	0	\$0	40	\$9,040	\$226
Task 2.2 - Dashboard Review and Refinement		\$0	12	\$3,540	0	\$0	56	\$10,080	24	\$3,336	92	\$16,956	\$184
Task 2.3 - Dashboard Implementation Meetings (4 Total: December 2023 - January 2024)	4	\$1,400	4	\$1,180	6	\$1,980	4	\$720	0	\$0	18	\$5,280	\$293
Task 2.4 - Authority Board/Leadership Update 2		\$0	2	\$590	2	\$660	2	\$360	0	\$0	6	\$1,610	\$268
TASK 3: PRESENTATION MATERIALS	0	\$0	38	\$11,210	0	\$0	52	\$9,360	60	\$8,340	150	\$28,910	\$193
Task 3.1 - Technical Presentations for Strategic Initiatives Meetings		\$0	10	\$2,950	0	\$0	16	\$2,880	16	\$2,224	42	\$8,054	\$192
Task 3.2 - Technical Presentations for Dashboard Implementation Meetings		\$0	10	\$2,950	0	\$0	16	\$2,880	16	\$2,224	42	\$8,054	\$192
Task 3.3 - Technical Presentations for Departmental Trainings		\$0	10	\$2,950	0	\$0	16	\$2,880	16	\$2,224	42	\$8,054	\$192
Task 3.4 - Technical Presentations for Authority Board Updates		\$0	8	\$2,360	0	\$0	4	\$720	12	\$1,668	24	\$4,748	\$198
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	8	\$2,800	88	\$25,960	14	\$4,620	184	\$33,120	136	\$18,904	430	\$85,404	\$199



October 23, 2023

Dear Mr. Carreau:

This proposal is for Graphics Support Services, Inc. (dba) GSS Creative to assist Ricoondo with graphics support for the Strategic Plan Implementation. Please see our fees in the table below.

GSS Creative (DBE)	Senior Graphics Designer		TOTAL		
Rate (\$/Hour):	\$124		labor hours	Cost	Avg. Hourly Rate
	hours	Cost			
TASKS					
TASK 1: STRATEGIC INITIATIVES DATA MANAGEMENT	0	\$0	0	\$0	\$0
TASK 2: DASHBOARD IMPLEMENTATION	0	\$0	0	\$0	\$0
TASK 3: PRESENTATION MATERIALS	52	\$6,448	52	\$6,448	\$124
Task 3.1 - Technical Presentations for Strategic Initiatives Meetings	16	\$1,984	16	\$1,984	\$124
Task 3.2 - Technical Presentations for Dashboard Implementation Meetings	16	\$1,984	16	\$1,984	\$124
Task 3.3 - Technical Presentations for Departmental Trainings	12	\$1,488	12	\$1,488	\$124
Task 3.4 - Technical Presentations for Authority Board Updates	8	\$992	8	\$992	\$124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	52	\$6,448	52	\$6,448	\$124

Respectfully,

Michelle Piette
President
Graphics Support Services, Inc.

ATTACHMENT A

FINANCE FORM

Date:	October 24, 2023	Requestor's Extension:	x3139
Requestor's Name:	Brad Friel	Preparer's Extension:	x2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Enviro.	Contract # / Name:	General Consulting Services
Description:	2023 Strategic Plan Support Services	Construction Committee Date:	November 7, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: CIR

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.711.170.5310009.000.501489		\$91,852.00				
Total Requisition:		\$91,852.00				
Requisition Number:		95366				

Funding Approver: *Andrea Harper*
OMB Notes:

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
95366	FY 24 Ricondo & Assoc	In Process	24-OCT-2023 10:58:4	USD	91,852.00	Wages, Alice M

MEMORANDUM

TO: Members of the Construction Committee

FROM: Edelis Molina, Sr. Small Business Administrator

DATE: November 07, 2023

RE: Request for Approval of an Amendment to Addendum 18 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Initial Implementation Phase of the 2023 Strategic Plan, Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Ricondo & Associates, Inc. proposes 7% MWBE participation on this amendment.

Our analysis indicates that Ricondo & Associates, Inc. is eligible for award of the subject amendment.

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) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Amendment to Addendum 18 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Initial Implementation Phase of the 2023 Strategic Plan, Orlando International Airport.

1. Construction Information:

Amendment 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	_____
Total MWBE Participation	-	Actual Result	_____

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:

Amendment Amount: \$91,852.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	6,448.00	Actual Result	7%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	_____	Actual Result	0%
Total MWBE Participation	6,448.00	Actual Result	7%

6.b. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.
Address: 1146 Corporate Blvd Suite 140
City, State, Zip: Orlando, FL 32817
Telephone: (407) 381-5730

6.b. Name and Address of MWBE Subconsultant

Name: Graphics Support Services, Inc., DBA GSS Creative
Address: 20 N Clark Street, Suite 1500
City, State, Zip: Chicago, IL 60602
Telephone: (312) 553-2111

6.c. *Identity:

Work Item(s): Caucasian Female American
Amount of Subcontract \$6,448.00
Percent of Prime Contract (%): 7%

* 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)