

**AMENDMENT 1 to ADDENDUM NO. 20
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Additional FY23 On-Site Planning Support Services, Orlando International Airport

THIS AMENDMENT is effective this 1st day of August, 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 **THIRTY-NINE THOUSAND NINE HUNDRED SIXTY AND NO/100 DOLLARS (\$39,960.00)**, broken down as follows:

Professional Fees:	NTE:	\$39,960.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$39,960.00

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 Aug 9, 2023.

GREATER ORLANDO AVIATION AUTHORITY

Kevin J. Thibault

boxSIGN 1V3Q3914-1862X9L2

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

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Aug 3, 2023

Karen Ryan

By: NELSON MULLINS BROAD AND CASSEL
Legal Counsel
Greater Orlando Aviation Authority

RICONDO & ASSOCIATES, INC.

Pete Ricondo

boxSIGN 41WR3700-1862X9L2

By: Signature (Duly Authorized Rep.)
Pete Ricondo
Printed Name
Senior Vice 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: Brad Friel, Senior Vice President of Multi-Modal Planning and Environmental

DATE: August 1, 2023

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 20 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Site Planning Support Services at the Orlando International Airport.

BACKGROUND

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the FAA; Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

ISSUES

On September 21, 2022, the Aviation Authority Board approved Addendum 20 in the amount of \$399,896.00 to the above-referenced agreement. Addendum 20 is an on-call award based on an estimated amount of work that would be required. It has been the Authority's practice to fund on-call general consulting type scope of work with a defined amount of Operations and Maintenance funds, so as not to over-encumber an on-call assignment. Throughout the fiscal year, as on-call assignments are completed, additional scope and funding needs are evaluated and funded on an as-needed basis.

Since the time Addendum 20 was awarded, it has been determined that additional on-site planning support services are required for the Fiscal Year 2023 (FY23), as furthered described in Consultant's proposal, dated July 21, 2023.

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

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 \$39,960.00. Funding is from previously-approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 20 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$39,960.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$39,960.00
AAC – Compliance Review Date	<i>JSS</i> 7/27/23
AAC – Funding Eligibility Review Date	7/27/23

ATTACHMENTS

- Attachment A: Finance Form
- Attachment B: OSBD Memo

ATTACHMENT A
FINANCE FORM

Date:	<u>August 1, 2023</u>	Requestor's Extension:	<u>xt 3139</u>
Requestor's Name:	<u>Brad Friel</u>	Preparer's Extension:	<u>xt 3142</u>
Preparer's Name:	<u>Alex Sorondo</u>	Solicitation #:	<u>N/A</u>
Requestor's Department:	<u>Multi-Modal Planning & Environmental</u>	Contract # / Name:	<u>General Consulting Services Professional Agreement</u>
Description:	<u>Professional Services</u>	Procurement Committee Date:	<u>August 1, 2023</u>
Vendor:	<u>Ricondo & Associates, Inc.</u>	Agenda Item #:	<u></u>

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
301.711.170.5310009.000.000000	\$39,960.00					
Total Requisition:	\$39,960.00					
Requisition Number:	94620					
Funding Approver:						
OMB Notes:						



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 1, 2023

Re: Request for Approval of an Amendment to Addendum 20 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Site Planning Support Services at the Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Ricondo & Associates, Inc. proposes 100% 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) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Amendment to Addendum 20 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Site Planning Support Services at the 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: \$39,960.00

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	<u>39,960.00</u>	Actual Result	<u>100%</u>
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	-	Actual Result	0%
Total MWBE Participation	<u>39,960.00</u>	Actual Result	<u>100%</u>

6.b. Engineering / Professional Service Firm Information:

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

6.b. Name and Address of MWBE Subconsultant

Name: KIND Strategies Group, LLC
Address: 5857 Indigo Crossing Drive
City, State, Zip: Rockledge, FL 32955
Telephone: 407-697-4254

6.c. *Identity: Caucasian Female American

Work Item(s): Staffing

Amount of Subcontract \$39,960.00

Percent of Prime Contract (%): 100%

* 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)

July 21, 2023

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: Proposal for Additional Fiscal Year (FY) 2023 On-Site Planning Support Services at the Orlando International Airport (MCO)
Amendment 1 to Addendum 20

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) and KIND Strategies (KIND) appreciate the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA) with additional on-site planning support services for the period extending from August 1, 2023 through September 30, 2023.

The Authority has requested KIND to provide staff extension services to support GOAA's planning department. These services will require a Program Manager and Project Manager I from KIND to be on-site to complete the following services:

- Program Manager:
 - Provide land use and master planning support services
 - Provide strategic planning support services
 - Provide strategic marketing support for real estate and other revenue generating assets
 - Assist in the development of standard operating procedures as identified by GOAA staff
 - Assist in the development of wayfinding processes, guidelines, and master plans
 - Other support services as identified by GOAA staff
- Project Manager I: (Senior Project Manager)
 - Review requests for additional or modified wayfinding on MCO property
 - Track active wayfinding projects
 - Coordinate with project teams to ensure compliance with GOAA standards
 - Provide support to GOAA wayfinding planning groups
 - Maintain signage guidelines and specifications
 - Other support services as identified by GOAA staff

Schedule

The proposed services are for the period starting August 1, 2023 through September 30, 2023.

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
July 21, 2023
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Professional Fees

This proposal is predicated on the following labor hour assumptions:

- Program Manager: 136 hours
- Senior Project Manager: 136 hours

The Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumptions is **\$39,960**. There is no Ricondo labor or expense budget for this task. A copy of KIND's proposal for these services is attached for your reference.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
KIND Strategies/Program Manager	\$179.00	135	\$ 24,165.00
KIND Strategies/Senior Project Manager	\$117.00	135	\$ 15,795.00
TOTAL COSTS			\$ 39,960.00

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 – KIND Strategies Proposal

cc: 21041212

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July 21, 2023

Mr. Sébastien Carreau
Ricondo & Associates
11486 Corporate Boulevard, Suite 140
Orlando, FL 32817

Reference: Fee proposal for
PLANNING SUPPORT SERVICES
Orlando International Airport
August 1, 2022 through September 30, 2023

Dear Mr. Carreau:

KIND Strategies is pleased to submit this proposal to provide two staff extension positions for the Greater Orlando Aviation Authority. This proposal has been prepared based on our understanding of the following scope of work.

SCOPE OF SERVICES:

The Greater Orlando Aviation Authority (GOAA) requires the provision of two extension of staff positions for the Planning & Development Department from ~~October 1, 2022~~ through September 30, 2023. These services consist of: August 1, 2023

Program Manager:

- Provide land use and master planning support services
- Provide strategic planning support services
- Provide strategic marketing support for real estate and other revenue generating assets
- Assist in the development of standard operating procedures as identified by GOAA staff
- Assist in the development of wayfinding processes, guidelines, and master plans
- Other support services as identified by GOAA staff

Senior Project Manager:

- Review requests for additional or modified wayfinding on MCO property
- Track active wayfinding projects
- Coordinate with project teams to ensure compliance with GOAA standards
- Provide support to GOAA wayfinding planning groups
- Maintain signage guidelines and specifications
- Other support services as identified by GOAA staff

HOURLY RATES:

GOAA approved hourly rates are summarized as follows:

FIRM	POSITION	HOURLY RATE
KIND Strategies	Program Manager	\$179
KIND Strategies	Senior Project Manager	\$117

PROFESSIONAL FEES:

KIND Strategies proposes a "NOT TO EXCEED" (NTE) fee of Thirty-Nine Thousand Nine Hundred and Sixty (\$39,960) for the above referenced services. The proposed professional fees were calculated as follows:

POSITION	HOURLY RATE	LABOR HOURS	TOTAL
Program Manager	\$179	135	\$24,165
Senior Project Manager	\$117	135	\$15,795
			\$39,960

We hope this proposal meets with your approval and thank you for the opportunity to be of service. If you have any questions, please do not hesitate to contact me.

Sincerely,



Karen Block, AIA, AICP

KIND Strategies