

**AMENDMENT 1 to ADDENDUM NO. 22
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Additional FY23 On Call Signage Design and Consulting Services, Orlando International Airport

THIS AMENDMENT is effective this 17th day of May, 2020, 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 **SEVENTY-SIX THOUSAND FORTY AND NO/100 DOLLARS (\$76,040.00)**, broken down as follows:

Professional Fees:	NTE:	\$76,040.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$76,040.00

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 Jun 1, 2023.

GREATER ORLANDO AVIATION AUTHORITY



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

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of May 22, 2023

Karen Ryan

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

RICONDO & ASSOCIATES, INC.



By: _____
Signature (Duly Authorized Rep.)
Pete Ricondo, P.E.
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: May 2, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval of an Amendment to Addendum 22 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Call Signage Design and Consulting 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 13, 2022, the Construction Committee approved Addendum 22 in the amount of \$114,968.00 to the above-referenced agreement. Addendum 22 was an on-call award based on an estimated amount of work that would be required for a period of six to eight months. It was always intended to progress through the fiscal year and establish additional funding for as needed signage consulting as it became necessary.

Since the time Addendum 22 was issued, it has been discovered that additional on-call signage design and consulting services are required for the Fiscal Year 2023 (FY23), as furthered described in Consultant's proposal, dated April 19, 2023.

If approved, these services would be effective the date of Aviation Authority Board approval.

SMALL BUSINESS

The MWBE/LDB/VE 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 \$76,040.00. Funding is from previously-approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Amendment to Addendum 22 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	\$76,040.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$76,040.00
AAC – Compliance Review Date	<i>JSS</i> 4/26/23
AAC – Funding Eligibility Review Date	4/21/23

ATTACHMENTS

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

**ATTACHMENT A
FINANCE FORM**

Date:	<u>April 19, 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>May 2, 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
301.711.170.5310005.000.000000	\$76,040.00					
Total Requisition:	\$76,040.00					
Requisition Number:	94042					
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

April 19, 2023

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

RE: Proposal for Additional On-Call Signage Design and Consulting Services at the Orlando International Airport (MCO)

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) and Artistic Identity LLC (Artistic Identity) appreciate the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA) planning department with additional on-call signage design and consulting services for the period extending from May 17, 2023 through September 30, 2023.

Services to be completed as part of this addendum will include:

- Assistance with signage/wayfinding projects, from concept development to final completion
- Review of GOAA sign design guidelines
- Project scope definition assistance
- Quality Control / Project Management (PM) services for GOAA signage/wayfinding projects
- Field observations and signage/wayfinding design recommendations
- Coordination meetings as required
- Preparation of field survey findings
- Preparation of Rough Order of Magnitude cost estimates to assist GOAA Planning with the establishment of project budgets

Schedule

The proposed services are for the period beginning May 17, ²⁰²³~~2022~~ through September 30, 2023.

Hourly Rates

Artistic Identity’s approved hourly rates are noted in **Table 1**.

TABLE 1 – ARTISTIC IDENTITY APPROVED HOURLY RATES

POSITION	HOURLY RATE
Senior Project Manager	\$146.00
Senior AutoCAD Technician	\$101.00
AutoCAD Technician	\$70.00
Office Manager	\$60.00

Professional Fees

This proposal is predicated on the following labor hour assumption:

- Senior Project Manager: 520 hours
- Office Manager: 2 hours

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$76,040. There is no Ricondo labor or expense budget for this task. A copy of Artistic Identity’s proposal for these services is attached for your reference.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Artistic Identity/Senior Project Manager	\$146.00	520	\$ 75,920.00
Artistic Identity/Office Manager	\$60.00	2	\$ 120.00
TOTAL COSTS			\$ 76,040.00
LOCAL DEVELOPING BUSINESS (LDB) PARTICIPATION			100%

Minority/Women Business Enterprise (MWBE) and Local Developing Business (LDB) Participation

Artistic Identity is registered as a LDB.



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
August 29, 2022
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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.

A handwritten signature in blue ink, appearing to read "S. Carreau", with a large, sweeping flourish above the name.

Sébastien Carreau
Director

ENCLOSURE – Artistic Identity Proposal including Professional Fee Breakdown and Hourly Rate; Truth in Negotiation Form

cc: 21041212

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: 04/19/2023

ARTISTIC IDENTITY

Sebastien Carreau (Ricondo)
Greater Orlando Airport Authority
Orlando International Airport
One Fuqua Blvd.
Orlando, FL 32827

Re: Professional Fee Proposal: **Signage Design and Consulting On Call Services for Orlando International Airport**, for the GREATER ORLANDO AIRPORT AUTHORITY

Dear Ricondo:

ARTISTIC IDENTITY LLC appreciates the opportunity to submit our Fee Proposal for the above referenced services for your consideration.

SIGNAGE DESIGN & CONSULTING ON CALL SERVICES

These services as assigned from GOAA Planning will continue to consist of:

- Assist GOAA with Signage / Wayfinding Projects, from concept development to final completion
- Review signage package and Division “10.1400” of Specifications for constructability issues and other design concerns
- Review GOAA Sign Design Guidelines and provide comments for incorporation
- Assist GOAA to define project scope
- Quality Control / Project Manager for GOAA Signage / Wayfinding Projects
- Conduct field observation and provide design recommendations
- Attend coordination meetings as required
- Provide written documentation of all field findings, project coordination, and design recommendations
- Prepare Rough Order of Magnitude cost estimates to assist GOAA Planning and establishing project budgets

PRELIMINARY SCHEDULE

Based on GOAA’s funding, this effort will be for approximately 4.5 months from May 17, 2023 thru Sep 30th, 2023.

PROFESSIONAL FEES

See attached tables for hours and fees.

SUMMARY OF PROPOSED NOT TO EXCEED PROFESSIONAL FEES:

FIRM	FEE
ARTISTIC IDENTITY Not to Exceed Fees	\$76,040
Not to Exceed Reimbursables Expenses	\$0
TOTAL	\$76,040

The proposed **ARTISTIC IDENTITY LLC** professional fees were calculated as follows and are not to exceed:

ARTISTIC IDENTITY LLC Professional Fee Breakdown:

Sr. Project Manager	520	\$75,920	0	\$0		\$0			520	\$75,920	
Cad Technician		\$0	0	\$0	0	\$0			0	\$0	
Clearical / Office		\$0	0	\$0		\$0	2	\$120	2	\$120	
		\$0	0	\$0		\$0			0	\$0	
Grand Total	520	\$75,920	0	\$0	0	\$0	2	\$120	522	\$76,040	
	Sr. Project Manager, \$146/hour							Office Manager, \$60/hour			

HOURLY RATES:

The hourly rates provided are consistent with our Consulting agreement and are summarized as follows:

FIRM	POSITION	HOURLY RATE
ARTISTIC IDENTITY	Senior Project Manager	\$146.00
ARTISTIC IDENTITY	Senior Cad Technician	\$101.00
ARTISTIC IDENTITY	Cad Technician	\$70.00
ARTISTIC IDENTITY	Office Manager	\$60.00

We hope this proposal meets with your approval and as always, I am available to discuss with you or your staff any aspect of the information contained herein. **ARTISTIC IDENTITY LLC** is committed to servicing GOAA with our fullest capabilities. I look forward to hearing from you soon.

Sincerely,

ARTISTIC IDENTITY

 Robert Jarvis
 Sr. Project Manager



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Construction Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: May 2, 2023

Re: Request for Recommendation of Approval of an Amendment to Addendum 22 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Call Signage Design and Consulting 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% LDB participation on this amendment.

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

LDB/VBE 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 of Approval of an Amendment to Addendum 22 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Call Signage Design and Consulting Services at the Orlando International Airport

1. Construction Information:

Amendment Amount: \$0.00

2.a. Name and Address of Prime Contractor

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

2.b. Name and Address of LDB/VBE Subconsultant

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

2.c. *Identity: _____

Work Item(s) _____

Amount of Subcontract _____

Percent of Prime Contract (%) _____

3. Engineering/Professional Services Information:

Amendment Amount: \$76,040.00

4.a. 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

4.b. Name and Address of LDB/VBE Subconsultant

Name: Artistic Identity, LLC

Address: 1621 Curry Ford Rd

City, State, Zip: Orlando, FL 32806

Telephone: 321-231-0566

4.c. *Identity: Caucasian Male

Work Item(s) Signage Design and Consulting Services

Amount of Subcontract \$76,040.00

Percent of Prime Contract (%) 100%

I certify that the information included on this form and its attachment is correct

Signature: Edelis Molina Date: 05/02/23

for George I. Morning, Director of Small Business Development Department

* In Items 2.c. and 4.c. above specify the identity of LDB 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: May 17, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve an Amendment to Addendum No. 22 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year (FY) 2023 On-Call Signage Design and Consulting Services

BACKGROUND

In 2020, the firm providing General Consulting Services was selected through a competitive award process. On December 9, 2020, the Aviation Authority Board approved a General Consulting Services Agreement with Ricondo & Associates, Inc.

This no-cost base agreement established the negotiated hourly rates. These services are procured on an as-needed or annual basis, and include, but are not limited to, 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 Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the 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.

Addenda Nos. 1 through 36, and applicable amendments, to the General Consulting Services Agreement with Ricondo & Associates, Inc. have been approved. A summary of these approvals can be provided upon request.

On September 13, 2022, the Construction Committee approved Addendum No. 22 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY 2023 On-Call Signage Design and Consulting Services for the total amount of \$114,968.

ISSUES

A fee has been negotiated Ricondo & Associates, Inc. for the total amount of \$76,040 for Additional FY 2023 On-Call Signage Design and Consulting Services. Addendum No. 22 provides on-call signage design and consulting services on an estimated amount of work required for a period of six to eight months. It was always intended to progress through the fiscal year and establish additional funding for as-needed signage consulting as it became necessary. It has been determined that additional on-call signage design and consulting services are required for the remainder of FY 2023, with services to be provided through September 30, 2023.

On May 2, 2023, the Procurement Committee recommended approval of an Amendment to Addendum No. 22 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional FY 2023 On-Call Signage Design and Consulting Services, as outlined in the memorandum.

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all agreement addenda and applicable amendments that result in the value of any agreement being increased, in the aggregate, by \$250,000 or more over the agreement value. As this amendment to Addendum No. 22 will result in an aggregate increase to the Aviation Authority's Agreement with Ricondo & Associates, Inc. exceeding \$250,000, Aviation Authority Board approval is required.

SMALL BUSINESS

The Aviation Authority has reviewed the proposal submitted by Ricondo & Associates, Inc. and determined that Ricondo & Associates, Inc. proposes 100% Local Developing Business (LDB) participation on this amendment, and certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$76,040. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve an Amendment to Addendum No. 22 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional FY 2023 On-Call Signage Design and Consulting Services, for a total not-to-exceed fee amount of \$76,040, with funding from previously-approved 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.