

**AMENDMENT 1 to ADDENDUM NO. 26  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project: Additional FY23 On-Call General Consulting Services, Orlando International Airport**

**THIS AMENDMENT** is effective this 23<sup>RD</sup> day of May, 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 **SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$75,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$75,000.00</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>\$75,000.00</b>

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 May 25, 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 24, 2023



By: Karen Ryan  
box SIGN 1JBRLK51-4LWZ9P7X  
**NELSON MULLINS BROAD AND  
CASSEL**  
Legal Counsel  
Greater Orlando Aviation Authority

**RICONDO & ASSOCIATES, INC.**



By: Pete Ricondo  
box SIGN 4LWR3Z2Q-4LWZ9P7X  
Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



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**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 23, 2023

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**ITEM DESCRIPTION**

Request for Approval of an Amendment to Addendum 26 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Call General 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 October 25, 2022, the Construction Committee approved Addendum 26 in the amount of \$25,000.00 to the above-referenced agreement. Addendum 26 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 26 was awarded, it has been determined that additional on-call general consulting services are required for the Fiscal Year 2023 (FY23), as furthered described in Consultant's proposal, dated April 26, 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 \$75,000.00. Funding is from previously-approved Operation and Maintenance Funds.

### **RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 26 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$75,000.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$75,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>QSS</i> 5/16/23
<b>AAC – Funding Eligibility Review Date</b>	5/16/23

### **ATTACHMENTS**

Attachment A: Finance Form

Attachment B: OSBD Memo

# ATTACHMENT A

## FINANCE FORM

Date:	May 2, 2023	Requestor's Extension:	xt 3139
Requestor's Name:	Brad Friel	Preparer's Extension:	xt 3142
Preparer's Name:	Alex Sorondo	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning & Environmental	Contract # / Name:	General Consulting Services Professional Agreement
Description:	Professional Services	Procurement Committee Date:	May 23, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

### 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	\$75,000.00					
Total Requisition:	\$75,000.00					
Requisition Number:	94082					
Funding Approver:	Andrea Harper					
OMB Notes:						



## 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 23, 2023

Re: Request for Approval of an Amendment to Addendum 26 to the General Consulting Services Professional Agreement with Ricondo & Associates, Inc. for Additional Fiscal Year 2023 On-Call General Consulting Services at the Orlando International Airport.

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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, Ricondo & Associates, Inc. does not propose small business participation on this amendment.

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

April 26, 2023

Mr. Brad Friel, A.A.E.  
Senior Vice President Multi-Modal Planning & Environmental  
Greater Orlando Aviation Authority  
5855 Cargo Road  
Orlando, FL 32827

RE: Proposal for Fiscal Year (FY) 2023 On-Call General Consulting Services

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to establish a general consulting services allowance in the amount of \$75,000. The purpose of this allowance is to assist the Greater Orlando Aviation Authority (GOAA) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Authority.

These services may relate to, but not necessarily be limited to professional consulting services for: master planning, airfield analysis, terminal planning/programming/design, airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, and other miscellaneous general consulting and advisory services, as deemed necessary by GOAA.

***Proposed Schedule***

The proposed services are for the period beginning May 23, 2023 through September 30, 2023.

***Professional Fees***

The proposed allowance/Not-to-Exceed Fee for FY 2023 is \$75,000.



Brad Friel, A.A.E.  
Greater Orlando Aviation Authority  
April 26, 2023  
Page 2

### ***Hourly Rates***

It is mutually understood that work under this Addendum for On-Call General Consulting Services would only be undertaken when requested by GOAA staff. Services performed under this Addendum would be compensated based on Ricondo's approved hourly rates for FY 2023 (Refer to **Table 1**).

**TABLE 1 – RICONDO'S FY 2023 APPROVED HOURLY RATES**

POSITION	HOURLY RATES
Senior Officer	\$315.00
Senior Director	\$251.00
Manager	\$166.00
Senior Consultant	\$136.00
Consultant	\$87.00
Senior Graphic Designer	\$105.00
Graphic Designer	\$72.00
Technical Editor	\$124.00

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information, please contact me at 407-583-6824 or via email at [scarreau@ricondo.com](mailto:scarreau@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau  
Director  
ENCLOSURE – GOAA Approved Rates  
cc: 21041212

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## 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: 04/26/2023

**ADDENDUM NO. 26  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project:** FY23 On-Call General Consulting Services, Orlando International Airport

**THIS ADDENDUM** is effective this 25<sup>th</sup> day of October, 2022,  
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 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 **TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$25,000.00</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>\$25,000.00</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.

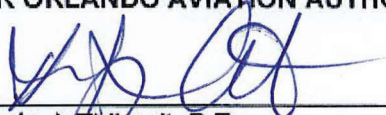
In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan 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 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 Addendum on this 8th day of Nov., 2022.

**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 2 day of Nov, 2022

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  
(407) 825-2001

## Memorandum

**To:** Members of the Construction Committee

**From:** Brad Friel, A.A.E., Director of Planning and Development  
(Prepared by Alex Sorondo)

**Date:** October 25, 2022

**Re:** Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year (FY) 2023 On-Call General Consulting Services at Orlando International Airport

Consultant's proposal, dated October 11, 2022, is to provide the Greater Orlando Aviation Authority (GOAA) with miscellaneous general consulting efforts or advisory services at the Orlando International Airport (MCO) on an as-needed basis, as requested by the Authority.

If approved, these services would be effective October 25, 2022.

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

Funding is from FY23 Operations & Maintenance funds. Funding source verified by Andrea Harper of Construction Finance on 10/19/22 as correct and available. 301.711.170.5310005.000.000000 GH

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

Not to Exceed Fees – Ricondo	\$25,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$25,000.00</b>
Reviewed by AAC	<u>QSS</u> 10/17/22
AAC - Funding Eligibility Review Date	10/18/22

Req. 92623



October 11, 2022

Brad Friel, A.A.E.  
Director of Planning and Development  
Greater Orlando Aviation Authority  
5855 Cargo Road  
Orlando, FL 32827

RE: Proposal for Fiscal Year (FY) 2023 On-Call General Consulting Services

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to establish a general consulting services allowance in the amount of \$25,000. The purpose of this allowance is to assist the Greater Orlando Aviation Authority (GOAA) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Authority.

These services may relate to, but not necessarily be limited to professional consulting services for: strategic planning, master planning, airfield analysis, terminal planning/programming/design, airspace analysis, airport activity forecasting, capital improvement program support and implementation services, and other miscellaneous general consulting and advisory services, as deemed necessary by GOAA.

***Proposed Schedule***

The proposed services are for the period beginning October 25, 2022 through September 30, 2023.

***Professional Fees***

The proposed allowance/Not-to-Exceed Fee for FY 2023 is \$25,000.



Brad Friel, A.A.E.  
Greater Orlando Aviation Authority  
October 11, 2022  
Page 2

### **Hourly Rates**

It is mutually understood that work under this Addendum for On-Call General Consulting Services would only be undertaken when requested by GOAA staff. Services performed under this Addendum would be compensated based on Ricondo's approved hourly rates for FY 2023 (Refer to **Table 1**).

**TABLE 1 – RICONDO'S FY 2022 APPROVED HOURLY RATES**

POSITION	HOURLY RATES
Senior Officer	\$315.00
Senior Director	\$251.00
Manager	\$166.00
Senior Consultant	\$136.00
Consultant	\$87.00
Senior Graphic Designer	\$105.00
Graphic Designer	\$72.00
Technical Editor	\$124.00

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information, please contact me at 407-583-6824 or via email at [scarreau@ricondo.com](mailto:scarreau@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau

Director

ENCLOSURE – GOAA Approved Rates

cc: 21041212

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## 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: 10/11/2022