

**AMENDMENT 3 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 22nd 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 **SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$75,000.00)**, broken down as follows:

Professional Fees:	NTE:	\$75,000.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$75,000.00

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 30, 2023.

GREATER ORLANDO AVIATION AUTHORITY

Kevin J. Thibault

boxSIGN 1V3Q29J4-1XR77XUJ

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 28, 2023

Karen Ryan

By: boxSIGN

11BBIK51-1XR77ZUJ

**NELSON MULLINS BROAD AND
CASSEL**
Legal Counsel
Greater Orlando Aviation Authority

RICONDO & ASSOCIATES, INC.

Pete Ricondo

boxSIGN 4LWR3Z2Q-1XR77XUJ

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 & Environmental
(Prepared by: Kevin Thompson)

DATE: August 22, 2023

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. Subsequently, on May 23, 2023, the Procurement Committee approved Amendment 1 to Addendum 26 in the amount of \$75,000.00 to the above-referenced agreement. Additionally, on July 25, 2023, the Procurement Committee approved Amendment 2 to 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 and Amendments 1 & 2 to Addendum 26 were 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 July 31, 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 Operations 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:

Not-to-Exceed Fees	\$75,000.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$75,000.00
AAC – Compliance Review Date	MPG 8/4/23
AAC – Funding Eligibility Review Date	8/8/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo

July 31, 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 (the Aviation Authority) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation 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 the Aviation Authority.

Proposed Schedule

The proposed services will be completed by September 30, 2023.

Professional Fees

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

Brad Friel, A.A.E.
Greater Orlando Aviation Authority
July 10, 2023
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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 approved hourly rates for FY 2023 (Refer to **Table 1**).

TABLE 1 – FY 2023 APPROVED HOURLY RATES

COMPANY	POSITION	HOURLY RATES
Ricondo	Senior Officer	\$315.00
Ricondo	Senior Director	\$251.00
Ricondo	Manager	\$166.00
Ricondo	Senior Consultant	\$136.00
Ricondo	Consultant	\$87.00
Ricondo	Senior Graphic Designer	\$105.00
Ricondo	Graphic Designer	\$72.00
Ricondo	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.

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau
Director

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: 07/31/2023

FINANCE FORM

Date:	August 1, 2023	Requestor's Extension:	3139
Requestor's Name:	Brad Friel	Preparer's Extension:	2453
Preparer's Name:	Kevin Thompson	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning & Environmental	Contract # / Name:	General Consulting Services Professional Agreement
Description:	Professional Services	Procurement Committee Date:	August 22, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	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:	94689					
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

Requisitions - 94689

Operating Unit: **GOAA**

Number: **94689** Type: **Internal Requisition** Preparer: **Wages, Alice M**

Description: **FY23 PC 08/22/23** Status: **Incomplete** Total: **USD 75,000.00**

Lines: **Source Details** **Details** **Currency**

Num	Type	Item	Rev	Category	Description	UOM	C	[]
1	Encumbrance C			Encumbrance Ho	FY 2023 On-Call Genera	US D	7	

Destination Type: **Expense** Source: **Supplier**

Requester: **Wages, Alice M** Supplier:

Organization: **Material Control - 121** Site:

Location: **Planning** Contact:

Subinventory: Phone:

Distributions **Approve...**



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 22, 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.

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