

**ADDENDUM NO. 39  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project:** Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem, Orlando International Airport

**THIS ADDENDUM** is effective this 1<sup>st</sup> 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 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 **ONE HUNDRED TWENTY-SEVEN THOUSAND NINE HUNDRED FOUR AND NO/100 DOLLARS (\$127,904.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$127,904.00</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>\$127,904.00</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 day of Aug 9, 2023 \_\_\_\_.

**GREATER ORLANDO AVIATION AUTHORITY**

By:

*Kevin J. Thibault*  
boxSIGN 1V3Q39J4-46ZKQPPQ

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

By:

*Karen Ryan*  
boxSIGN 5J8R1K11-46ZKQPPQ

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

**RICONDO & ASSOCIATES, INC**

By:

*Pete Ricondo*  
boxSIGN 4LWR3Z2Q-46ZKQPPQ

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, 32827-4399

### **MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Pete Pelletier, Vice President of Information Technology

DATE: August 1, 2023

### **ITEM DESCRIPTION**

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem 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**

Consultant's proposal, dated July 5, 2023, is to provide Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem. These services will provide the Authority with request for proposal solicitation documentation for the Aviation Authority Enterprise Digital Content Ecosystem. Deliverables include a finalized statement of work and specifications to be used as part of the procurement documentation, Solicitation response format and evaluation criteria, procurement process timeline, and final procurement package. It is recommended that a performance bond not be required for these services since a bond requirement is not in their agreement.

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 \$127,904.00. Funding is from previously approved Operations and Maintenance Funds (301.521.170.5310009.000.000000).

## **RECOMMENDED ACTION**

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

<b>Not-to-Exceed Fees</b>	<b>\$127,904.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$127,904.00</b>
<b>AAC – Compliance Review Date</b>	<i>JSS</i> 7/27/23
<b>AAC – Funding Eligibility Review Date</b>	7/27/23

## **ATTACHMENTS**

Attachment A – Finance Form  
Attachment B: OSBD Memo

## ATTACHMENT A

### FINANCE FORM

Date:	07/14/23	Requestor's Extension:	3902
Requestor's Name:	Pete Pelletier	Preparer's Extension:	3124
Preparer's Name:	Ian Brooks	Solicitation #:	N/A
Requestor's Department:	Information Technology	Contract # / Name:	RFP Development Services
Description:	Consulting Services	Procurement Committee Date:	8/1/2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

### NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.521.210.5310009.000.000000	\$127,904.00					\$127,904.00
Total Requisition:	\$127,904.00					
Requisition Number:	94587					
Funding Approver:						
OMB Notes:						

July 5, 2023

Mr. Joe Furnari  
Manager, Automation Software  
Greater Orlando Aviation Authority

RE: Request for Proposal (RFP) Development for Digital and Wayfinding Infrastructure  
Scope of Work and Fee Proposal

Dear Mr. Furnari:

Ricondo & Associates, Inc. (Ricondo), the JW Group Inc. (JW Group), and Hahn integrated Systems (Hahn) appreciate the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority with the development of a Request for Proposal (RFP) for a consultant/vendor to provide comprehensive support services for the Aviation Authority's digital and wayfinding infrastructure.

The proposed scope of work consists of five primary tasks as noted below. The JW Group's proposal, which is included in Appendix B, provides a detailed description of each subtask.

## **Task 1 – Mobilization and Project Controls**

The Ricondo Team will lead a kick-off meeting and mobilization efforts to initiate work on the project. The kick-off meetings will include the review of the scope and expectations, project goals and objectives, identification of key contacts and stakeholders (Aviation Authority departments, system vendors, airport tenants, etc.), definition of progress reporting methodology, and schedule requirements.

## **Task 2 – Discovery and Stakeholder Engagement**

The goal of this task will be to understand the current digital and wayfinding infrastructure, system integrations, existing contractual agreements, roles and responsibilities of individuals and/or entities currently providing support services, and future requirements. This information will be used to develop the business, functional, and performance requirements to be included in procurement documentation.

The results of this effort will be documented and used to support the assessment to be performed in Task 3 and the development of request for proposal documentation in Task 4, as necessary.

### ***Task 2 Meeting***

The Ricondo Team will conduct one (1) two (2)-day site visit to facilitate this task. Additionally, up to five (5) remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.



### **Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System**

The goal of this task will be to understand and document the impacts of migrating to a new vendor to support the digital and wayfinding infrastructure. Information gathered in the Task 2 stakeholder discussions will be used to analyze the effects of a system/vendor replacement. Items that will be assessed include, but are not limited to:

- Hardware Impacts – Is the existing hardware proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
- Content Impacts – Is the content created for the existing system proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
- Supporting Infrastructure – Will there be impacts to the supporting infrastructure associated with a replacement solution?

As part of the analysis and assessment, the Ricondo Team will perform an industry outreach effort to identify and document the approach(es) used by peer airports regarding their digital ecosystems. The team has a network of current and former airport clients where digital signage systems have been deployed and are currently being supported through various approaches. Established contacts in the industry will be utilized to identify peer airports that can be used for analysis and evaluation. The key information to be obtained through this effort will include, but is not limited to:

- Approach for supporting the various display hardware, including hardware required for driving displays, video walls, etc. (e.g., video controllers).
- Approach for supporting the video distribution infrastructure.
- Approach for managing / supporting the development and maintenance of existing and new content. This will include both internal and any contracted content development.
- Approach for managing the digital ecosystem where vendor proprietary hardware, software, and content is a factor.
- Approach for obtaining resources to provide the required maintenance support. This will identify approaches of using internal staff versus outsourced (contracted) services.

The results of this assessment will be used to support the requirements to be included in Task 4.

#### ***Task 3 Meeting***

The Ricondo Team will facilitate one in-person meeting/work session with the Aviation Authority staff to review the findings from this study, including Task 1, 2, and 3 and draft recommendations for the procurement of Digital Content and Ecosystem services.



## **Task 4 – Request for Proposal Development**

The business, functional, and performance specifications for procurement documentation will be developed in a format developed by the Ricondo Team with input from the Aviation Authority. This documentation will also include the requirements for transitioning / migration to a new vendor platform (as necessary). The design will be formally submitted and performed in two (2) phases, draft and final. At the delivery of the draft submittal, the team will facilitate a design review workshop to present the current status of the documentation, to facilitate discussion, and to receive input and feedback from the Aviation Authority stakeholders.

### ***Task 4 Meeting***

The Ricondo Team will conduct one (1) two (2)-day site visit to facilitate this task. Additionally, up to five (5) remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.

## **Task 5 – Solicitation Vendor Selection Support**

The Ricondo Team will provide support services during the solicitation phase to assist the Authority with the overall process and selection of a vendor that meets the established specifications and requirements. Support services are anticipated to include the following:

- Participation in pre-solicitation meeting with potential vendors.
- Technical assistance in responding to Request for Information requests by Vendors.
- Participation in internal coordination meetings as directed by the Authority to support the solicitation process.
- Provide evaluation of solicitation responses to confirm adherence to all solicitation requirements and to rank vendors based on the established evaluation criteria.
- Support the interview / demonstration process for short listed vendors, as necessary. This will include the development of agendas and demonstration scripts, attending the short list interview / demonstration, and providing technical guidance to the Authority.
- Provide support for and attend the vendor evaluation (and recommendations) presentation to the Authority committee.

## **Deliverables**

The deliverable for this project will include the following:

- Finalized statement of work and specifications to be used as part of the procurement documentation.
- RFP response format and evaluation criteria



Mr. Joe Furnari  
Greater Orlando Aviation Authority  
July 5, 2023  
Page 4

- Procurement schedule
- Final procurement package

## Preliminary Schedule

The proposed schedule for this project is as follow:

- Task 1 – 1 Week
- Task 2 – 4 Weeks (Note: will be dependent on stakeholder coordination)
- Task 3 – 4-6 Weeks (Note: will be dependent on peer airport availability)
- Task 4 – 6-8 Weeks
- Task 5 – Duration dependent on the Aviation Authority's procurement process

## Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) for the proposed services is \$127,904.00. The breakdown of the NTE fee for Ricondo, the JW Group, and Hahn is included in Appendix A.

TABLE 1 – NOT TO EXCEED PROFESSIONAL FEES

FIRM	COST
Ricondo & Associates, Inc. Labor	\$ 11,264.00
The JW Group Labor	\$ 98,516.00
Hahn Integrated Systems Labor	\$ 18,124.00
<b>TOTAL COSTS</b>	<b>\$ 127,904.00</b>

We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at [scarreau@ricondo.com](mailto:scarreau@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau

Director

cc: 21041212; Pete Pelletier

## APPENDIX A      BREAKDOWN OF PROFESSIONAL FEES

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-1**  
**SUMMARY OF TOTAL CONTRACT VALUE**  
RFP Development for Digital and Wayfinding Infrastructure

Phase of Project:	Task 1 - Mobilization and Project Controls	Task 2 - Discovery and Stakeholder Engagement	Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	Task 4 - Development of Requirements and Procurement Document	Task 5 - Solicitation Vendor Selection Support	TOTAL CONTRACT
2.0 Not to Exceed Professional Fees:	\$3,140.00	\$22,888.00	\$17,796.00	\$73,556.00	\$10,524.00	<b>\$127,904.00</b>
3.0 Not to Exceed Reimbursable Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>4.0 TOTAL CONTRACT VALUE:</b>	<b>\$3,140.00</b>	<b>\$22,888.00</b>	<b>\$17,796.00</b>	<b>\$73,556.00</b>	<b>\$10,524.00</b>	<b>\$127,904.00</b>

Total Not to Exceed Professional Labor Hours:	16	116	92	376	56	<b>656</b>
<b>TOTAL LABOR HOURS:</b>	<b>16</b>	<b>116</b>	<b>92</b>	<b>376</b>	<b>56</b>	<b>656</b>
<b>Average Hourly Rate:</b>						<b>\$195</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-4**  
**SUMMARY OF NOT TO EXCEED PROFESSIONAL FEES AND REIMBURSABLE EXPENSES**

Phase of Project:	Task 1 - Mobilization and Project Controls		Task 2 - Discovery and Stakeholder Engagement		Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System		Task 4 - Development of Requirements and Procurement Document		Task 5 - Solicitation Vendor Selection Support		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
<b>Ricondo &amp; Associates, Inc.</b>													
Not to Exceed Professional Fees	2	\$502.00	2	\$502.00	4	\$1,004.00	40	\$7,756.00	8	\$1,500	56	\$11,264.00	\$201
<b>The JW Group</b>													
Not to Exceed Professional Fees	12	\$2,244.00	100	\$19,628.00	80	\$15,216.00	268	\$52,404.00	48	\$9,024	508	\$98,516.00	\$194
<b>Hahn integrated Systems</b>													
Not to Exceed Professional Fees	2	\$394.00	14	\$2,758.00	8	\$1,576.00	68	\$13,396.00	0	\$0	92	\$18,124.00	\$197
<b>Total Not to Exceed Professional Fees:</b>	<b>16</b>	<b>\$3,140.00</b>	<b>116</b>	<b>\$22,888.00</b>	<b>92</b>	<b>\$17,796.00</b>	<b>376</b>	<b>\$73,556.00</b>	<b>56</b>	<b>\$10,524</b>	<b>656</b>	<b>\$127,904.00</b>	<b>\$195</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
Ricondo & Associates, Inc.

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR OFFICER		SENIOR DIRECTOR		TECHNICAL EDITOR		TOTAL		
Rate (\$/Hour):	\$315		\$251		\$124		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Task 1 - Mobilization and Project Controls</b>									
Task 1 - Mobilization and Project Controls		\$0	2	\$502		\$0	2	\$502	\$251
<b>Task 2 - Discovery and Stakeholder Engagement</b>									
Task 2 - Discovery and Stakeholder Engagement		\$0	2	\$502		\$0	2	\$502	\$251
<b>Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System</b>									
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System		\$0	4	\$1,004		\$0	4	\$1,004	\$251
<b>Task 4 - Development of Requirements and Procurement Documentation</b>									
Task 4 - RFP Development	4	\$1,260	16	\$4,016	20	\$2,480	40	\$7,756	\$194
<b>Task 5 - Solicitation Vendor Selection Support</b>									
Task 5 - Solicitation Vendor Selection Support		\$0	4	\$1,004	4	\$496	8	\$1,500	\$188
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>4</b>	<b>\$1,260</b>	<b>28</b>	<b>\$7,028</b>	<b>24</b>	<b>\$2,976</b>	<b>56</b>	<b>\$11,264</b>	<b>\$201</b>

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

**The JW Group**

The JW Group	PRINCIPAL IN CHARGE		PRINCIPAL IN CHARGE w/ Travel Premium		SENIOR IT Sys. Specialist		TOTAL		
Rate (\$/Hour):	\$183.00		\$233.00		\$195.00		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Task 1 - Mobilization and Project Controls</b>									
Task 1 - Mobilization and Project Controls	8	\$1,464.00		\$0	4	\$780.00	12	\$2,244.00	\$187
<b>Task 2 - Discovery and Stakeholder Engagement</b>									
Task 2 - Discovery and Stakeholder Engagement	40	\$7,320.00	16	\$3,728	44	\$8,580.00	100	\$19,628.00	\$196
<b>Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System</b>									
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	32	\$5,856.00		\$0	48	\$9,360.00	80	\$15,216.00	\$190
<b>Task 4 - Development of Requirements and Procurement Documentation</b>									
Task 4 - RFP Development	64	\$11,712.00	24	\$5,592	180	\$35,100.00	268	\$52,404.00	\$196
<b>Task 5 - Solicitation Vendor Selection Support</b>									
Task 5 - Solicitation Vendor Selection Support	28	\$5,124.00		\$0	20	\$3,900.00	48	\$9,024.00	\$188
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>172</b>	<b>\$31,476.00</b>	<b>40</b>	<b>\$9,320</b>	<b>296</b>	<b>\$57,720.00</b>	<b>508</b>	<b>\$98,516.00</b>	<b>\$194</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
**Hahn Integrated Systems**

Hahn Integrated Systems	PRINCIPAL (incl. Travel)		TOTAL		
Rate (\$/Hour):	\$197.00		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
<b>Task 1 - Mobilization and Project Controls</b>					
Task 1 - Mobilization and Project Controls	2	\$394.00	2	\$394.00	\$197
<b>Task 2 - Discovery and Stakeholder Engagement</b>					
Task 2 - Discovery and Stakeholder Engagement	14	\$2,758.00	14	\$2,758.00	\$197
<b>Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System</b>					
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/Syster	8	\$1,576.00	8	\$1,576.00	\$197
<b>Task 4 - Development of Requirements and Procurement Documentation</b>					
Task 4 - RFP Development	68	\$13,396.00	68	\$13,396.00	\$197
<b>Task 5 - Solicitation Vendor Selection Support</b>					
Task 5 - Solicitation Vendor Selection Support	0	\$0.00	0	\$0.00	#DIV/0!
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>92</b>	<b>\$18,124.00</b>	<b>92</b>	<b>\$18,124.00</b>	<b>\$197</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLES C-7b and C-7c**  
**PARTICIPATION SCHEDULES**

**TABLE C-7b MWBE PARTICIPATION SCHEDULE**

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Project Administration, RFP Review, QA/QC	\$11,264.00	N/A
The JW Group		N/A	IT Consulting Services, Stakeholder Engagement, RFP Development	\$98,516.00	N/A
Hahn integrated Systems		MWBE	IT Consulting Services, Discovery and Stakeholder Engagement; RFP Development	\$18,124.00	14.2%
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$127,904.00</b>	<b>14.2%</b>

**TABLE C-7c LDB PARTICIPATION SCHEDULE**

NAME OF FIRM	ADDRESS	PROPOSED SCOPE OF SERVICES		FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Prime consultant, Project Administration, RFP Review, QA/QC	\$11,264.00	N/A
The JW Group		N/A	IT Consulting Services, Stakeholder Engagement, RFP Development	\$98,516.00	N/A
Hahn integrated Systems		MWBE	IT Consulting Services, Discovery and Stakeholder Engagement; RFP Development	\$18,124.00	14.2%
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$127,904.00</b>	<b>14.2%</b>



**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-9**  
**CONTRACT HOURLY RATES**

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the contract hourly rates shown below.

FIRM	POSITION	CONTRACT HOURLY RATE
Ricondo & Associates	Senior Officer	\$315
Ricondo & Associates	Officer	\$275
Ricondo & Associates	Senior Director	\$251
Ricondo & Associates	Manager	\$166
Ricondo & Associates	Senior Consultant	\$136
Ricondo & Associates	Technical Editor	\$124
Ricondo & Associates	Senior Graphics Designer	\$105
Ricondo & Associates	Consultant	\$87
Ricondo & Associates	Graphic Designer	\$72
The JW Group	Principal in Charge (High)	\$183.00
The JW Group	Principal in Charge (High) with Travel	\$233.00
The JW Group	Sr. IT Sys. Specialist (High)	\$195.00
Hahn Integrated Systems	Principal (incl. Travel)	\$197.00

## APPENDIX B     THE JW GROUP PROPOSAL

## **Proposed Scope of Work**

### **Solicitation Documentation Development for providing Comprehensive Services Supporting the Greater Orlando Aviation Authority Digital and Wayfinding Infrastructure**

Presented to:

**Ricondo**

**June 29, 2023**

Presented by:



302 Dawnwood Drive  
Landenberg, PA 19350  
484.508.8344  
[www.thejwg.com](http://www.thejwg.com)

## Introduction

The following scope of services defines the work to be performed to assist Ricondo, and their client, the Greater Orlando Aviation Authority (the Authority), in developing solicitation documentation for a consultant/vendor to provide comprehensive support services for the Authority's digital and wayfinding infrastructure. It is anticipated that The JW Group, Inc. (JWG) and Hahn Integrated Systems (Hahn) will partner to complete the proposed scope of work.

To develop the solicitation documentation the following tasks will be performed:

Task 1 – Mobilization and Project Controls

Task 2 – Discovery and Stakeholder Engagement

Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System

Task 4 - Development of Business, Functional, and Performance Requirements and Solicitation Documentation

Task 5 – Solicitation / Procurement Support

## Task 1 – Mobilization and Project Controls

JWG/Hahn team members will lead a kick-off meeting and mobilization efforts to initiate work on the project. The kick-off meeting will include the review of the scope and expectations, project goals and objectives, identification of key contacts and stakeholders (Authority departments, system vendors, airport tenants, etc.), definition of progress reporting methodology, and schedule requirements.

## Task 2 – Discovery and Stakeholder Engagement

The goal of this task will be to understand the current digital and wayfinding infrastructure, system integrations, existing contractual agreements, roles and responsibilities of individuals and/or entities currently providing support services, and future requirements. This information will be used to develop the business, functional, and performance requirements to be included in procurement documentation. To perform this task the following will be performed:

1. JWG/Hahn team members will conduct interviews with project stakeholders including Authority representatives in IT, properties, facilities, operations, administration, and others as directed by the Authority project manager to ensure that we have a clear understanding of activity forecasts, strategic business plans, functional and operational expectations, and any constraints or limitations that may be applicable. Additionally, JWG/Hahn team members will facilitate meetings with any affected tenants or vendors to ensure that their needs and requirements are considered during the development of the

- business, functional and performance requirements. Tasks that will be performed as part of this effort include, but are not limited to:
- a) Review existing and identify new contractual requirements.
  - b) Identify and document business, functional and performance requirements to be included in solicitation documentation.
  - c) Identify and document expectations and requirements for a consultant/vendor to support the digital and wayfinding infrastructure. This is anticipated to include, but not be limited to:
    - 1. Anticipated tasks and projects to be performed.
    - 2. Content management and scheduling requirements.
    - 3. Content control requirements.
    - 4. Content development requirements, including clear direction on content creation / studio duties and coordination requirements.
    - 5. Processes and procedures to be used.
    - 6. Coordination and reporting requirements.
    - 7. Infrastructure support requirements (networking, cybersecurity, etc.)
    - 8. Responsiveness (response times, service expectations) requirements.
    - 9. Consultant/Vendor minimum qualifications.
  - d) Review the current digital backwall and wayfinding environment (system architecture, network architecture, display types, video wall hardware, software(s) in place, planned enhancements, etc.)
  - e) Discuss issues or concerns with current environment and desired enhancements (if applicable)
  - f) Discuss evaluation criteria, vendor response format and pricing format for inclusion in solicitation documentation.
2. Deliverables. It is anticipated that this task will result in the following deliverables:
- a) Meeting minutes from all stakeholder meetings.
  - b) Preliminary list of business, functional and performance requirements to be included in solicitation documentation.
  - c) Outline of vendor response and pricing format and evaluation criteria.
3. It is assumed that one (1) two (2) day site visit will be required to facilitate this task. Additionally, remote meetings using Teams or WebEx will be held to facilitate individual stakeholder schedules and/or to support follow-up discussions.

The results of this effort will be documented and used to support the assessment to be performed in Task 3 and the development of solicitation documentation in Task 4, as necessary.

## Task 3 – Assess the Impacts of Replacing the Incumbent Vendor/System

The goal of this task will be to understand and document the impacts of migrating to a new vendor to support the digital and wayfinding infrastructure. Information gathered in the Task 2 stakeholder discussions will be used to analyze the effects of a system/vendor replacement. Items that will be assessed include, but are not limited to:

1. Hardware Impacts – Is the existing hardware proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
2. Content Impacts – Is the content created for the existing system proprietary, or can it be used with other software solutions? If it is proprietary, what are the impacts?
3. Supporting Infrastructure – Will there be impacts to the supporting infrastructure associated with a replacement solution?

As part of the analysis and assessment, JWG/Hahn team members will perform an industry outreach effort to identify and document the approach(es) used by peer airports regarding their digital ecosystems. JW /Hahn has a network of current and former airport clients where digital signage systems have been deployed and are currently being supported through various approaches. JWG/Hahn will utilize established contacts in the industry to identify peer airports that can be used for analysis and evaluation. The key information to be obtained through this effort will include, but is not limited to:

1. Approach for supporting the various display hardware, including hardware required for driving displays, video walls, etc. (e.g., video controllers).
2. Approach for supporting the video distribution infrastructure.
3. Approach for managing / supporting the development and maintenance of existing and new content. This will include both internal and any contracted content development.
4. Approach for managing the digital ecosystem where vendor proprietary hardware, software, and content is a factor.
5. Approach for obtaining resources to provide the required maintenance support. This will identify approaches of using internal staff versus outsourced (contracted) services.

The results of this assessment will be used to support the requirements to be included in Task 4.

## Task 4 – Solicitation Documentation Development

The business, functional, and performance specifications for solicitation documentation will be developed in a format developed by the JWG/Hahn team with input from the Authority. This documentation will also include the requirements for transitioning / migration to a new vendor platform (as necessary). The design will be formally submitted and performed in two (2) phases, draft and final. At the delivery of the draft submittal, the team will facilitate a design review workshop to present the current status of the documentation, to facilitate discussion, and to receive input and feedback from Authority stakeholders. To perform this task, the Team will perform the following services:

1. The team will work with the Authority stakeholders to finalize the detailed scope of work to be provided / performed by the consultant/vendor.
2. The team will identify staffing, response, and reporting (including performance metrics) requirements to be included in the solicitation documentation.
3. The team will identify and include potential project-related requirements in the solicitation documentation. This may include the identification and feasibility of potential projects, potential permitting requirements, and anticipated schedules.
4. The team will develop a draft statement of work, including business, functional, and performance specifications as well as content creation requirements and submit for review and comment. To assist in the review the team will perform a review workshop with Authority stakeholders to finalize the statement of work (SoW) and business, functional and performance specification portions of the solicitation package. Agreed upon modifications will be made to the SoW and requirements to include all stakeholder comments and input. It is anticipated that the SoW and specifications will define the following, as a minimum:
  - a) Services and support to be provided, including content creation/studio duties.
  - b) Coordination and reporting requirements.
  - c) Potential projects.
  - d) Response and reporting requirements.
  - e) Testing and acceptance requirements.
  - f) Others as determined during stakeholder discussions.
5. JWG/Hahn will assist in developing evaluation criteria and a response format to direct potential consultants/vendors in preparing their responses. This will provide clear guidance to proponents and define the format and information required for the Authority to efficiently perform reviews of submitted responses against the identified evaluation criteria. This will also include pricing forms that define base response elements, add/alternate response elements, unit pricing, and support pricing as required. This response format

- will be coordinated with the established evaluation criteria that will be coordinated with the Authority.
6. Once the statement of work, specifications, evaluation criteria, and response formats are finalized, the team will coordinate with the Authority to finalize the solicitation package. This will consist of integrating these requirements into the Authority required documentation format. It is anticipated that the Authority's procurement department will provide requirements for contractual legal language (including indemnity and insurance requirements).
  7. Deliverables. It is anticipated that this task will result in the following deliverables:
    - a. Finalized statement of work and specifications to be used as part of the solicitation documentation.
    - b. Vendor response format and evaluation criteria
    - c. Procurement schedule
    - d. Final procurement package
  8. It is assumed that two (2) one (1) day site visits will be required to facilitate this task.

## Task 5 – Solicitation Vendor Selection Support

JWG/Hahn will provide support services during the solicitation phase to assist the Authority with the overall process and selection of a vendor that meets the established specifications and requirements. Support services are anticipated to include the following:

1. Participation in pre-solicitation meeting with potential vendors.
2. Technical assistance in responding to Request for Information requests by Vendors.
3. Participation in internal coordination meetings as directed by the Authority to support the solicitation process.
4. Provide evaluation of solicitation responses to confirm adherence to all solicitation requirements and to rank vendors based on the established evaluation criteria.
5. Support the interview / demonstration process for short listed vendors, as necessary. This will include the development of agendas and demonstration scripts, attending the short list interview / demonstration, and providing technical guidance to the Authority.
6. Provide support for and attend the vendor evaluation (and recommendations) presentation to the Authority committee.



## Schedule

The schedule for completion of the above-described tasks will be coordinated with the Authority and Ricondo. Our preliminary schedule, that is dependent on stakeholder coordination and input as well as the Authority's procurement process is as follows:

Task 1 – 1 Week

Task 2 – 4 Weeks (Note: will be dependent on stakeholder coordination)

Task 3 – 4-6 Weeks (Note: will be dependent on peer airport availability)

Task 4 – 6-8 Weeks (Note: will be dependent on the Authority's procurement department input and coordination)

Task 5 – Duration dependent on Authority's procurement process.

## Proposed Fees

JWG proposes to perform the above detailed scope of work for a not to exceed fee of **\$98,516**, including travel-related expenses. Invoicing will be submitted monthly based on actual hours worked and expenses incurred. This fee estimate is based on the anticipated labor hours and travel related expenses as detailed in the tables below:

The JW Group, Inc.	Principal in Charge		Principal in Charge w/Travel Premium		Sr. IT Systems Specialist		TOTAL		
Rate (\$/Hour):	\$183		\$233		\$195		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
Tasks									
Tasks									
Task 1 - Mobilization and Project Controls	8	\$1,464		\$0	4	\$780	12	\$2,244	\$187
Task 2 - Discovery and Stakeholder Engagement	40	\$7,320	16	\$3,728	44	\$8,580	100	\$19,628	\$196
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	32	\$5,856	0	\$0	48	\$9,360	80	\$15,216	\$190
Task 4 - Development of Requirements and Procurement Documentation	64	\$11,712	24	\$5,592	180	\$35,100	268	\$52,404	\$196
Task 5 - Solicitation Vendor Selection Support	28	\$5,124	0	\$0	20	\$3,900	48	\$9,024	\$188
<b>TOTAL NTE PROFESSIONAL FEES:</b>	<b>172</b>	<b>\$31,476</b>	<b>40</b>	<b>\$9,320</b>	<b>296</b>	<b>\$57,720</b>	<b>508</b>	<b>98,516</b>	<b>\$194</b>

Hahn Integrated Systems	Principal incl.		TOTAL		
	Travel				
Rate (\$/Hour):	\$197		labor	Cost	Avg. Hourly
	hours	Cost	hours		
Tasks					
Tasks					
Task 1 - Mobilization and Project Controls	2	\$394	2	\$394	\$197
Task 2 - Discovery and Stakeholder Engagement	14	\$2,758	14	\$2,758	\$197
Task 3 - Assess the Impacts of Replacing the Incumbent Vendor/System	8	\$1,576	8	\$1,576	\$197
Task 4 - Development of Requirements and Procurement Documentation	68	\$13,396	68	\$13,396	\$197
Task 5 - Solicitation Vendor Selection Support	0	\$0	0		
TOTAL NTE PROFESSIONAL FEES:	92	\$18,124	92	18,124	\$197

## **APPENDIX C      HAHN INTEGRATED SYSTEMS PROPOSAL**



May 26, 2023

the JWgroup  
Jim Willis  
302 Dawnwood Drive  
Landenberg, PA 19350

Please accept this proposal to assist the JWgroup with the development of a Request for Proposal (RFP) for a consultant/vendor to provide comprehensive support services for the Greater Orlando Aviation Authority's Digital and Wayfinding Infrastructure. The proposed scope of work will include assistance with the following described tasks:

- Task 1- Mobilization and Project Controls
- Task 2- Discovery and Stakeholder Engagement
- Task 3- Assess the Impacts of replacing the Incumbent Vendor/System
- Task 4- Development of Requirements and Procurement Documentation

Hahn Integrated shall provide Subject Matter Expertise services in accordance with the provisions of the agreement for professional services. The proposed staffing level effective as of June 28, 2023.

EMPLOYEE	RATE	HOURS	TOTAL
Neil Hahn	\$197 (incl. travel)	92	\$18,124

We appreciate the opportunity to present this proposal and we look forward to working on the project. Should you have any questions or need additional information, call me at 303-396-8131.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil Hahn', is written over a light blue horizontal line.

Neil Hahn  
Vice President

**Hahn Integrated Systems Inc**  
Projected Hours

**C-Table 1 – Rate Table**

EMPLOYEE	Position	Hours	Hourly Rate	TOTAL
Neil Hahn	Principal	92	\$197 (incl. travel)	\$18,124
<b>Total</b>		<b>92</b>		<b>\$18,124</b>

**C-Table 2 – Summary Hours by Proposal**

Name	Position	Sponsor	Task Description	TOTAL
Neil Hahn	Principal	The JWgroup	RFP Development of Digital Wayfinding Infrastructure	92
<b>TOTAL</b>				<b>92</b>

**C-Table 3 – Project Hours by Proposed Task, By Month**

Employee	Position	Project	May-23	Jun 23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Neil Hahn	Principal	RFP Development for Digital Wayfinding Infrastructure		10	20	30	32				92
<b>Total</b>				<b>10</b>	<b>20</b>	<b>30</b>	<b>32</b>				<b>92</b>

See attached email below, Ian confirmed that HISC work has not begun and will not begin until the NTP is issued

## 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: 07/05/2023

**From:** [Ian Brooks](#)  
**To:** [Jillian Stansell](#); [Pete Pelletier](#)  
**Cc:** [Lisa Rainey](#); [Sneha Joge](#); [Michael Gardner](#); [Becky Sanchez](#); [Johanna Arriaga](#); [LaChant Barnett](#); [Patricia Bryant](#); [Vicki Hoffman](#); [Debbie McKeown](#); [Tara Ciaglia](#); [Nadege Cadet](#)  
**Subject:** RE: PC Item Ricondo RFP Dev (Visual Ecosystem)  
**Date:** Thursday, July 27, 2023 7:19:50 AM  
**Attachments:** [image001.png](#)  
[AAC RECOMMENDED EDITS\\_PC Item Ricondo RFP Development PKGv3.pdf](#)

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Hi Jillian,

I have made the memo suggested edits to the memo in the attached package.  
I can also address your FY23 question.

Yes, Ricondo is aware and understands that any scope completed after 9/30/23 cannot be invoiced under this addendum.

If we need to continue into FY24, we will bring a new item back with FY24 O&M.

I hope that helps.

Thank you,  
Ian

Sincerely,

Ian Brooks  
P: 407-825-3124  
C: 407-432-1354  
[ian.brooks@goaa.org](mailto:ian.brooks@goaa.org)

---

**From:** Jillian Stansell <[jillian.stansell@anseradvisory.com](mailto:jillian.stansell@anseradvisory.com)>  
**Sent:** Wednesday, July 26, 2023 6:13 PM  
**To:** Ian Brooks <[ian.brooks@goaa.org](mailto:ian.brooks@goaa.org)>; Pete Pelletier <[ppelletier@goaa.org](mailto:ppelletier@goaa.org)>  
**Cc:** Lisa Rainey <[Lisa.Rainey@anseradvisory.com](mailto:Lisa.Rainey@anseradvisory.com)>; Sneha Joge <[sjoge@projectstarmgmt.com](mailto:sjoge@projectstarmgmt.com)>; Mike Gardner <[mgardner@projectstarmgmt.com](mailto:mgardner@projectstarmgmt.com)>; Becky Sanchez <[becky.sanchez@anseradvisory.com](mailto:becky.sanchez@anseradvisory.com)>; Johanna Arriaga <[johanna.arriaga@anseradvisory.com](mailto:johanna.arriaga@anseradvisory.com)>; LaChant Barnett <[lachant.barnett@anseradvisory.com](mailto:lachant.barnett@anseradvisory.com)>; Patricia Bryant <[patricia.bryant@anseradvisory.com](mailto:patricia.bryant@anseradvisory.com)>; Vicki Hoffman <[vicki.hoffman@anseradvisory.com](mailto:vicki.hoffman@anseradvisory.com)>  
**Subject:** RE: PC Item Ricondo RFP Dev (Visual Ecosystem)  
**Importance:** High

**CAUTION:** This email originated outside of GOAA. Stop and think before you click! If you are not expecting it or if it looks suspicious, please report it using the Phishing Report Button.



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Good afternoon gentlemen,

I haven't gotten a response on my previous comments so I wanted to follow up since all 8/1 PCM items are due to Project Controls tomorrow morning at 9am.

In addition to my previous comments, I did need confirmation that Ricondo is aware and understands that any scope completed after 9/30/23 cannot be invoiced under this addendum.

I also wanted to add that I do recommend a few memo edits as highlighted in the attached which includes removing the "recommendation" language from the ITEM DESCRIPTION and RECOMMENDED ACTION as well as revising the BACKGROUND section to match the previously submitted Ricondo PCM items. I moved the language that was under the BACKGROUND section that describes this item and moved it to the ISSUES section. Please review these edits carefully and let me know if any information is incorrect, if further edits are needed, or if these edits are acceptable.

I appreciate your continued support in getting this item ready for PCM!

Thank you,

**Jillian Stansell, CAPM**

Manager

M 260-894-0187

*On Behalf of Greater Orlando*

*Aviation Authority*

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**From:** Jillian Stansell

**Sent:** Tuesday, July 25, 2023 4:38 PM

**To:** 'Ian Brooks' <[ian.brooks@goaa.org](mailto:ian.brooks@goaa.org)>

**Cc:** Pete Pelletier <[ppelletier@goaa.org](mailto:ppelletier@goaa.org)>; Lisa Rainey <[lisa.rainey@anseradvisory.com](mailto:lisa.rainey@anseradvisory.com)>; Sneha Joge <[sjoge@projectstarmgmt.com](mailto:sjoge@projectstarmgmt.com)>; Mike Gardner <[mgardner@projectstarmgmt.com](mailto:mgardner@projectstarmgmt.com)>; Becky Sanchez <[becky.sanchez@anseradvisory.com](mailto:becky.sanchez@anseradvisory.com)>; Johanna Arriaga <[johanna.arriaga@anseradvisory.com](mailto:johanna.arriaga@anseradvisory.com)>; LaChant Barnett <[lachant.barnett@anseradvisory.com](mailto:lachant.barnett@anseradvisory.com)>; Patricia Bryant <[patricia.bryant@anseradvisory.com](mailto:patricia.bryant@anseradvisory.com)>; Vicki Hoffman <[vicki.hoffman@anseradvisory.com](mailto:vicki.hoffman@anseradvisory.com)>

**Subject:** RE: PC Item Ricondo RFP Dev (Visual Ecosystem)

Hi Ian and Pete,

I understand that the goal is to complete all Tasks by 9/30/23, but based on Ricondo's preliminary

schedule, this scope will not be completed before 9/30/23, unless some tasks will be performed concurrently. Is the plan for some tasks to be performed concurrently?

Also, Ian's responses below indicated that he would come back to PCM at a later date if services aren't completed by 9/30/23 to fund any scope that is not completed by the end of FY23. Please note – if you are going this route, you will need to submit 1. A Reduction of Services Amendment to reduce any incomplete tasks under this addendum/contract and 2. The new addendum for the remaining scope and associated fees. These will have to be two separate PCM items. I just wanted to give you a heads up.

Thank you,

**Jillian Stansell, CAPM**

Manager

M 260-894-0187

*On Behalf of Greater Orlando*

*Aviation Authority*

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[\[newsroom.accenture.com\]](http://newsroom.accenture.com)

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**From:** Ian Brooks <[ian.brooks@goaa.org](mailto:ian.brooks@goaa.org)>  
**Sent:** Friday, July 21, 2023 4:08 PM  
**To:** Jillian Stansell <[Jillian.Stansell@anseradvisory.com](mailto:Jillian.Stansell@anseradvisory.com)>  
**Cc:** Pete Pelletier <[ppelletier@goaa.org](mailto:ppelletier@goaa.org)>  
**Subject:** FW: PC Item Ricondo RFP Dev (Visual Ecosystem)  
**Importance:** High

Hi Jillian,

Please see attached and below.

Thanks,  
Ian

Please see the review comments below:

- This item is proposing the use of FY23 O&M funds which means all scope must be completed by 9/30/23; however, Ricondo's schedule shows that Task 5 will take place over 8 weeks from committee approval which will fall into FY24. Can you confirm that all tasks under this scope will be completed by 9/30/23? The Goal is to be completed by September 30<sup>th</sup>. We originally thought we'd have started already but with discussions on method of procurement, we had to hold off until that was decided. (RFP or IFB)

- Will this RFP affect the digital content services Faith Group is providing for FY24 (see item submitted for 8/1 PCM)? **No**
- Ricondo's Task 3 Meeting mentions "CUPPS operations and maintenance services"; however, this item appears to be only for digital and wayfinding signage infrastructure. Should this language be revised? **Yes, it now reads, 'Digital Content and Ecosystem services'.**
- Ricondo's Task 4 Meeting is listed as "one (1) two (2)-day site visit"; however, JWG's proposal letter indicates this will be "two (2) one (1) day site visits". Which is correct? Please revise the appropriate documentation so the information is consistent. **Either way, it's 2 days. Not a necessary change**
- The Professional Fees on Ricondo's proposal letter has a different cost than the actual total amount. Please review and revise as needed. **Updated to correct amount.**
- Appendix A - On Ricondo's C-tables for HISC and JWG, the headers say "(COST ESTIMATES)". Does this mean that JWG and HISC are only providing cost estimates? The proposal letters for HISC and JWG seem to indicate they are providing far more services than that. I recommend removing (COST ESTIMATES) if JWG and HISC are performing more services than providing cost estimates. **They are cost estimates because it's a NTE. I removed them anyway.**
- Appendix B - Both of JWG and HISC's breakdown of fee tables behind JWG's proposal letter is listed as lump sum fees, but all other aspects of this proposal indicates this is for NTE Fees. Please revise these tables accordingly. **Updated to NTE**
- Appendix B - On that note, I recommend revising "Subject Matter Expert" to "Principal with Travel" on the HISC table JWG provided to align with the GOAA approved position and rate. **Done, I asked him to do that, I guess he missed that too.**
- Appendix C - HISC's proposal letter states "The proposed staffing level effective as of June 28, 2023". Since this item is going to 8/1 PCM, can you confirm that HISC can provide this level of staffing when these services are effective? **The proposed date was when we wanted to begin this. It is still valid and we will move forward once/if approved upon NTP.**
- Appendix C - On that note, HISC's C-Table 3 in their backup shows hours from June through September. **These services have not begun and will begin only after NTP has been issued.**
  1. Can you confirm that these services have not yet begun? **These services have not begun and will begin only after NTP has been issued.**
  2. Assuming services have not begun, I recommend revising HISC's table to show the correct months they will be participating in this scope. **This is only estimated time/dates. Once NTP is effective the time table will shift anyway. If this is going to go past the 9/30 date, I'll be bringing another PC item for the portion not completed in time.**

If you have any questions, please let me know.

Thank you,

**Jillian Stansell, CAPM**

Manager

M 260-894-0187

**On Behalf of Greater Orlando**

**Aviation Authority**

[anseradvisory.com](http://anseradvisory.com) [[anseradvisory.com](http://anseradvisory.com)]



[\[newsroom.accenture.com\]](https://newsroom.accenture.com)

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**From:** Ian Brooks <[ian.brooks@goaa.org](mailto:ian.brooks@goaa.org)>

**Sent:** Tuesday, July 18, 2023 2:53 PM

**To:** Jillian Stansell <[Jillian.Stansell@anseradvisory.com](mailto:Jillian.Stansell@anseradvisory.com)>; Debbie McKeown <[dmckeown@goaa.org](mailto:dmckeown@goaa.org)>

**Cc:** Joe Furnari <[JFurnari@goaa.org](mailto:JFurnari@goaa.org)>; Fatima F. Calkins <[fcalkins@goaa.org](mailto:fcalkins@goaa.org)>; Pete Pelletier <[ppelletier@goaa.org](mailto:ppelletier@goaa.org)>; Shiv Persaud <[spersaud@goaa.org](mailto:spersaud@goaa.org)>; Ziad Ghalayini <[Ziad.Ghalayini@anseradvisory.com](mailto:Ziad.Ghalayini@anseradvisory.com)>; Lisa Rainey <[Lisa.Rainey@anseradvisory.com](mailto:Lisa.Rainey@anseradvisory.com)>; Tara Ciaglia <[tara.ciaglia@goaa.org](mailto:tara.ciaglia@goaa.org)>; Orlando Santiago <[osantiago@goaa.org](mailto:osantiago@goaa.org)>; Nadege Cadet <[nadege.cadet@goaa.org](mailto:nadege.cadet@goaa.org)>; Luz Melendez <[luz.melendez@goaa.org](mailto:luz.melendez@goaa.org)>

**Subject:** PC Item Ricondo RFP Dev (Visual Ecosystem)

Hello Jillian,

Attached is an item I am submitting for the 8/1 PC.

Please let me know if you've any questions or concerns.

I've also dropped a copy into Box.

Thanks,

Sincerely,

Brooks, Ian J., CPCM  
Manager, Contracts, I.T.  
Greater Orlando Aviation Authority  
P: 407-825-3124  
C: 407-625-7682