

**ADDENDUM NO. 40
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

**Project: FY24 On Call Operational Readiness Staffing and Support Services,
Orlando International Airport**

THIS ADDENDUM is effective this 1st day of October, 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 **TWO HUNDRED FIVE THOUSAND FIVE HUNDRED SIX AND NO/100 DOLLARS (\$205,506.00)**, broken down as follows:

Professional Fees:	NTE:	\$205,506.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$205,506.00

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 October 4, 2023.

GREATER ORLANDO AVIATION AUTHORITY

Kevin J. Thibault

By:

boxSIGN 1V3Q39J4-4YWY228J

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

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 2, 2023**

Karen Ryan

By:

boxSIGN 1JBRUKS1-4YWY228J

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

RICONDO & ASSOCIATES, INC

Pete Ricondo

By:

boxSIGN 4LWR3Z2Q-4YWY228J

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: Jacqueline Chin, Assistant Vice President – Airline Relations

DATE: September 5, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to General Consulting Services Agreement with Ricondo & Associates, Inc. for FY2024 On-Call Operational Readiness Staffing and Support Services at the Orlando International Airport.

BACKGROUND

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

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

ISSUES

Consultant's proposal dated August 15, 2023, is to provide FY24 operational readiness staffing and support services.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo & Associates, Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

If approved, these services would be effective October 1, 2023.

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 \$205,506.00. Funding is from Operation and Maintenance Funds subject to Aviation Authority Board adoption of the FY24 Aviation Authority budget.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of 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	\$205,506.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$205,506.00
AAC – Compliance Review Date	<i>SJ</i> 08/30/23
AAC – Funding Eligibility Review Date	08/30/23

ATTACHMENTS

Attachment A: Finance Form

Attachment B: OSBD Memo

August 15, 2023

Ms. Jacqueline Chin
Greater Orlando Aviation Authority
Assistant VP - Airline Relations
5855 Cargo Road
Orlando, FL 32827-4349

RE: Proposal for Fiscal Year (FY) 2024 On-Call Operational Readiness Staffing and Support Services

Dear Ms. Chin:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA) with various projects and tasks related to the rebalancing of passenger demand between the existing terminals and airside, as well as operational readiness support services, for the period extending from October 1, 2023 through September 30, 2024. These services will require a Senior Consultant from Ricondo to provide the following services:

- Assist with various Operational Readiness Activation and Transition (ORAT) programs.
- Assess impacts associated with airlines relocations.
- Assist with technical review processes.
- Assist with the coordination and development of familiarization and training plans.
- Assist with collection of information for schedule development and monitor construction milestones.
- Assist with the implementation of transition plans.
- Coordinate with various GOAA departments and tenants to ensure stakeholders are engaged in the ORAT programs including the update of checklists tracking the status of activation activities.
- Support the development of metrics for measuring progress and reporting methodologies covering stakeholders' key tasks and dependencies in achieving operational readiness.
- Support the development of new processes and procedures to support operations in the new facilities.
- Track and monitor testing, training and orientation activities.
- Assist with the management of ORAT programs using reporting tools, such as AutoCAD; Adobe Photoshop, Acrobat, Illustrator; SketchUp, SharePoint, Microsoft Office, GIS applications, etc.

Schedule

The proposed services are for the period beginning October 1, 2023 through September 30, 2024.



Ms. Jacqueline Chin
Greater Orlando Aviation Authority
August 15, 2023
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Hourly Rates

Ricondo's approved hourly rates are noted in **Table 1**.

TABLE 1 – RICONDO APPROVED HOURLY RATES FOR FY 2023

POSITION	HOURLY RATES
Senior Director	\$251.00
Senior Consultant	\$136.00

Professional Fees

This proposal is predicated on the following labor hour assumptions:

- Senior Director: 6 hours
- Senior Consultant: 1,500 hours (approximately 30 hours per week)

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$205,506.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Director	\$251.00	6	\$ 1,506.00
Ricondo/Senior Consultant	\$136.00	1,500	\$ 204,000.00
Expenses			Not Applicable
TOTAL COSTS			\$ 205,506.00

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau
Director

ENCLOSURE – Truth in Negotiation Form



Ms. Jacqueline Chin
Greater Orlando Aviation Authority
August 15, 2023
Page 3

cc: 21041212

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staffing_ricondo proposal_rev1.docx

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: 08/15/2023

Sneha Joge

From: Winfrid Beltran <winfrid.beltran@goaa.org>
Sent: Wednesday, August 30, 2023 4:08 PM
To: Sneha Joge
Cc: Jackie Chin; Sebastian Carreau
Subject: Ricondo 'FY24 On Call Operational Readiness Rates

Sneha,

I've spoken to Jackie Chin, who in turn has spoken with Sebastian from Ricondo. Ricondo understands they are committed to the rates as stated in the proposal regardless of any changes that might occur for FY '24.

I also want to make clear that the PC memo has been modified to comply with the latest guidance from GOAA. Specifically, the fiscal impact section has been changed to reflect that the action is contingent upon Board approval of the GOAA budget. Further, the recommended action has been modified to reflect that the committee will be requested to recommend approval to the board and a new statement regarding the cumulative value of the consultant's approved work. The associated Finance form has also been modified to reflect the updated fund code. Other minor edits to dates have also been made ('24 vice '23).

When you send the final draft, please copy both Jackie and Sebastian.

Regards,

Winfrid 'Win' Beltran, CPP
Senior Project Manager – Operational Readiness
GCI Inc. on behalf of the
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827
Office: 407.825.1637
Cell: 407.719.3436
E-mail: winfrid.beltran@goaa.org

Item NB-F
Revised Backup

Date:	August 29, 2023	Requestor's Extension:	3830
Requestor's Name:	Jacquelin Chin	Preparer's Extension:	1637
Preparer's Name:	Winfrid 'Win' Beltran, CPP	Solicitation #:	N/A
Requestor's Department:	Airlines Relations	Contract # / Name:	General Consulting Services Professional Agreement
Description:	FY 24 Operational Readiness Staffing	Procurement Committee Date:	September 5, 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
301.302.170.5310005.000.000000		\$205,506.00				
Total Requisition:		\$205,506.00				
Requisition Number:		TBD				
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:	Section 302 is new and will be added for FY24					



PC HANDOUT

9/5/2023

**Item NB-F
OSBD Memo**

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: September 5, 2023

Re: Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year (FY) 2024 On-Call Operational Readiness Staffing and Support Services at the Orlando International Airport (MCO)

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined, due to the limited and specialized scope of the required services, Ricondo & Associates, Inc. does not propose small business participation on this addendum.

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



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: September 27, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. at the Orlando International Airport (MCO)

BACKGROUND

On December 9, 2020, the Aviation Authority Board approved the General Consulting Services Agreement with Ricondo & Associates, Inc., following a competitive award process in compliance with state statutes and Aviation Authority policies.

The agreement is structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The scope of advertised services includes 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.

For reference, since August 2023, the following amendment to the General Consulting Services Agreement with Ricondo & Associates, Inc. has been approved. A summary of previous approvals can be provided upon request.

- Amendment No. 3 to Addendum No. 26 for Additional Fiscal Year (FY) 2023 On-Call General Consulting Services at MCO, for the total not-to-exceed fee amount of \$75,000, with funding from previously-approved Operations and Maintenance Funds. Services will consist of assistance to the Aviation Authority on 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. Services will be provided through October 1, 2023. *[Reference PC Meeting held August 22, 2023, Agenda Item No. III-C].*

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the

aggregate, by \$250,000 or more over the contract value. The Procurement Committee recommended approval of an addendum to the above-referenced agreement, as follows:

- An Addendum for FY 2024 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fee amount of \$205,506, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will consist of assisting the Aviation Authority on various projects and tasks related to the rebalancing of passenger demand between the existing terminals and airside, as well as operational readiness support services. Services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized scope of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 5, 2023, Agenda Item No. IV-F].*
- An Addendum for Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at MCO, for the total not-to-exceed fee amount of \$94,268, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will provide the Aviation Authority with the completed procurement package for the proposed 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. Services will be provided from October 1, 2023, through completion of the requested services. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized scope of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 12, 2023, Agenda Item No. III-E].*
- An Addendum for FY 2024 On-Call Airline Reallocation Support Services at MCO, for the total not-to-exceed fee amount of \$65,060, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will include, but are not limited to, assessments of various airline allocation scenarios and evaluation of the relocation of domestic and international airline carriers between Terminals A and B (Airside 1, 2, 3 and 4) and Terminal C. Services will be provided from October 1, 2023, through completion of the requested services. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the on-call nature of the required services to be provided. The Small Business Department certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held September 12, 2023, Agenda Item No. III-F].*

As this addendum 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, as outlined in the memorandum.

SMALL BUSINESS

Individual small business participation is included for each of the addenda listed above.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$364,834. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. and for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (1) FY 2024 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fee amount of \$205,506, with funding from Operations and Maintenance Funds;
- (2) Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem at MCO, for the total not-to-exceed fee amount of \$94,268, with funding from Operations and Maintenance Funds; and,
- (3) FY 2024 On-Call Airline Reallocation Support Services at MCO, for the total not-to-exceed fee amount of \$65,060, with funding from Operations and Maintenance Funds.