

**ADDENDUM NO. 42
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

**Project: FY24 On-Call Airline Reallocation 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 **SIXTY-FIVE THOUSAND SIXTY AND NO/100 DOLLARS (\$65,060.00)**, broken down as follows:

Professional Fees:	NTE:	\$65,060.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$65,060.00

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

By:

Kevin J. Thibault
boxSIGN 1V3Q39J4-4ZQRXJ7L

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**

By:

Karen Ryan
boxSIGN 1JBRUKS1-4ZQRXJ7L

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

RICONDO & ASSOCIATES, INC

By:

Pete Ricondo
boxSIGN 4LWR3Z2Q-4ZQRXJ7L

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 12, 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 Fiscal Year (FY) 2024 On-Call Airline Reallocation 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 31, 2023 is to provide FY 2024 On-Call Airline Reallocation Support Services. Ricondo & Associates, Inc. will assess various airline allocation scenarios and evaluate the relocation of domestic and international airline carriers between Terminals A and B (Airsides 1, 2, 3, and 4) and Terminal C.

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 \$65,060.00. Funding is from Operation and Maintenance Funds subject to Aviation Authority Board adoption of the FY 24 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	\$65,060.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$65,060.00
AAC – Compliance Review Date	<i>SJ</i> 09/01/23
AAC – Funding Eligibility Review Date	09/01/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo

August 31, 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 Airline Reallocation Support Services at the Orlando International Airport (MCO)

Dear Ms. Chin:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA) with airline reallocation support services at the Orlando International Airport (MCO). The Ricondo team will assess various airline allocation scenarios and evaluate the relocation of domestic and international airline carriers between Terminals A and B (Airsides 1, 2, 3, and 4) and Terminal C. This task will include an assessment of aircraft gate requirements, a review of peak hour passenger volumes, and the development of ramp charts depicting a series of bars representing the time period in which an aircraft is parked, either at a designated gate or at a remote parking position.

The services to be provided may relate to, but not necessarily be limited to:

- Establish airline gate relocation assumptions with GOAA staff
- Establish baseline design day flight schedules (DDFS) representing a peak month average day (PMAD) of total passenger airline activity. This proposal assumes that the baseline DDFS will be established based on currently published airline flight schedules and/or be provided by the airlines.
- Match arrivals and departures on a first-in/first-out operation with reasonable ground times
- Analysis of demand and peaking metrics for passengers and aircraft operations. This includes assessing international arriving passenger demand at the Federal Inspection Services (FIS) facilities and potential impacts to wait times and queue lengths.
- Aircraft gate allocation simulation (i.e., development of ramp charts)
- Prepare summary of findings in PowerPoint presentation format

Exclusions

For the purpose of clarification to this fee proposal, the following are noted as exclusions:

- Development of aviation activity forecasts

- Development of future DDFS. Ricondo will rely on currently published flight schedules or information to be provided by the airlines
- Review airline relocation impacts (landside vehicle traffic, baggage handling systems, etc.)

Hourly Rates

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

TABLE 1 – APPROVED HOURLY RATES

FIRM	POSITION	HOURLY RATES
Ricondo	Senior Director	\$295.00
Ricondo	Manager	\$180.00
Ricondo	Senior Consultant	\$139.00
Ricondo	Consultant	\$93.00

Proposed Schedule

This proposal assumes Ricondo will receive Notice-to-Proceed (NTP) on October 1, 2023.

Professional Fees

While this proposal has been developed with an attempt to understand the desired services as noted above, the actual hours of effort could vary based on the number of scenarios to be completed and complexity. This proposal is predicated on the labor hour assumptions noted in **Table 2** and **C-5** (See Attached). The Not to Exceed (NTE) fee amount for the proposed services is \$65,060.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	20	\$ 5,900.00
Ricondo/Manager	\$180.00	100	\$ 18,000.00
Ricondo/Senior Consultant	\$139.00	264	\$ 36,696.00
Ricondo/Consultant	\$93.00	48	\$ 4,464.00
Expenses			Not Applicable
TOTAL COSTS			\$ 65,060.00



RICONDO®

Ms. Jacqueline Chin
Greater Orlando Aviation Authority
August 22, 2023
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We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau

Director

ENCLOSURE – Truth in Negotiation Form

cc: 21041212

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

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR DIRECTOR		MANAGER		SENIOR CONSULTANT		CONSULTANT		TOTAL		
Rate (\$/Hour):	\$295		\$180		\$139		\$93		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
Tasks											
Tasks											
Establish airline gate relocation assumptions/Identify scenarios		\$0	4	\$720	4	\$556	0	\$0	8	\$1,276	\$160
Develop baseline design day flight schedules (DDFS)		\$0	16	\$2,880	40	\$5,560		\$0	56	\$8,440	\$151
Aircraft gate allocation simulation (i.e., development of ramp charts)	4	\$1,180	40	\$7,200	100	\$13,900	48	\$4,464	192	\$26,744	\$139
Establish aircraft gate requirements	4	\$1,180	12	\$2,160	20	\$2,780	0	\$0	36	\$6,120	\$170
Analysis of demand and peaking metrics (passengers and aircraft operations)	4	\$1,180	8	\$1,440	20	\$2,780	0	\$0	32	\$5,400	\$169
Prepare summary of findings PowerPoint presentations	8	\$2,360	20	\$3,600	80	\$11,120	0	\$0	108	\$17,080	\$158
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	20	\$5,900	100	\$18,000	264	\$36,696	48	\$4,464	432	\$65,060	\$151

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: 08/31/2023

Addenda / Amendments Awarded per Agreement - Summary for Committee

Ricondo & Associates, Inc. -- Agreement No. 202012-GC General Consulting Services Agreement

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount
000	000	-	General Consulting Services Agreement	PSC	12/09/20	01/08/21		\$0.00	\$0.00
001	000	-	FY21 On-Call General Consulting Services	CCM	02/16/21	02/23/21	93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	04/13/21	93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	04/30/21	93379	\$55,380.00	\$55,380.00
003	001	-	Additional FY21 On-Call Signage Design and Consulting Services	CCM	08/24/21	09/15/21	AMD 93379	\$9,940.00	\$65,320.00
004	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	06/29/21	07/06/21	1006749	\$66,800.00	\$66,800.00
004	001	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) No Cost Time Adjustment to Provide FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	09/28/21	10/05/21	AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	08/23/21	93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	08/23/21	94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	08/23/21	93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	09/15/21	93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	09/15/21	93829	\$25,000.00	\$25,000.00
010	000	-	FY22 On-Site Planning Support Services	CCM	08/31/21	09/15/21	93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	09/28/21	93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	10/05/21	93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	10/05/21	93834	\$114,968.00	\$114,968.00
013	001	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	05/24/22	06/08/22		\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	08/31/22		\$21,900.00	\$196,728.00
014	000	-	FY22 On-call Support Services for the Commercial Properties Department	CCM	11/23/21	12/07/21	94312	\$25,776.00	\$25,776.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00
029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00955-MCO	V-00955-MCO AIRSIDE 4 TSA AREA WALL PANEL INSTALLATION Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23		\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23			\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23		\$127,904.00	\$127,904.00
040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23			\$205,506.00	\$205,506.00
Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC									\$6,614,627.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00

FINANCE FORM

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
308-302-170-5310009-000-501658		\$65,060.00				
Total Requisition:		\$65,060.00				
Requisition Number:		TBD				
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 Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: September 12, 2023

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

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined, due to the on-call nature of the services to be provided, 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.