

**ADDENDUM NO. 44  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project: FY24 On-Call General Consulting Services, Orlando International Airport**

**THIS ADDENDUM** is effective this 18<sup>th</sup> 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 **FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$50,000.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$50,000.00</b>

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;  
AND

- B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

4. Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated January 8, 2021 and all prior addenda will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto by their duly authorized representatives, have executed this Addendum on this day of Oct 26, 2023.

**GREATER ORLANDO AVIATION AUTHORITY**

*Kevin J. Thibault*

By:

box SIGN

1V303914-1BLKJAYK

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

Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Oct 23, 2023

*Karen Ryan*

By:

box SIGN

1BB1851-1BLKJAYK

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

**RICONDO & ASSOCIATES, INC**

*Pete Ricondo*

By:

box SIGN

4LW10322Q-1BLKJAYK

Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



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**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Brad Friel, Senior Vice President of Multi-Modal Planning & Environmental  
(Prepared by: Kevin Thompson)

DATE: October 5, 2023

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**ITEM DESCRIPTION**

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

**BACKGROUND**

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

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

**ISSUES**

Addendum 26 is an on-call award based on an estimated amount of work that would be required. It has been the Authority's practice to fund on-call general consulting type scope of work with a defined amount of Operations and Maintenance funds, so as not to over-encumber an on-call assignment. Throughout the fiscal year, as on-call assignments are completed, additional scope and funding needs are evaluated and funded on an as-needed basis.

Since then, it has been determined that on-call general consulting services are required for the Fiscal Year 2024 (FY24), as further described in the Consultant's proposal, dated September 5, 2023.

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 the date of Aviation Authority Board 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 **\$50,000.00**. Funding is from previously-approved Operation and Maintenance Funds.

### **RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board an approval an Addendum to the 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>\$50,000.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$50,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>SJ</i> 09/26/23
<b>AAC – Funding Eligibility Review Date</b>	09/26/23

### **ATTACHMENTS**

Attachment A: Finance Form  
Attachment B: OSBD Memo

September 5, 2023

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

RE: Proposal for Fiscal Year (FY) 2024 On-Call General Consulting Services

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to establish a general consulting services allowance in the amount of \$50,000. The purpose of this allowance is to assist the Greater Orlando Aviation Authority (the Aviation Authority) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority.

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

***Proposed Schedule***

This proposal assumes Ricondo will receive Notice-to-Proceed (NTP) on October 5, 2023.

***Professional Fees***

The proposed Not-to-Exceed Fee is \$50,000.

Brad Friel, A.A.E.  
Greater Orlando Aviation Authority  
July 10, 2023  
Page 2

### ***Hourly Rates***

It is mutually understood that work under this Addendum for On-Call General Consulting Services would only be undertaken when requested by GOAA staff. Services performed under this Addendum would be compensated based on Ricondo approved hourly rates for FY 2024 (Refer to **Table 1**).

**TABLE 1 – FY 2024 APPROVED HOURLY RATES**

COMPANY	POSITION	HOURLY RATES
Ricondo	Senior Officer	\$350.00
Ricondo	Officer	\$340.00
Ricondo	Senior Director	\$295.00
Ricondo	Director	\$239.00
Ricondo	Manager	\$180.00
Ricondo	Senior Consultant	\$139.00
Ricondo	Technical Editor	\$138.00
Ricondo	Senior Graphic Designer	\$134.00
Ricondo	Graphic Designer	\$97.00
Ricondo	Consultant	\$93.00
Ricondo	Technical Specialist	\$66.00

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

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau  
Director

cc: 21041212

## 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: 09/05/2023

# ATTACHMENT A

## FINANCE FORM

<b>Date:</b>	October 5, 2023	<b>Requestor's Extension:</b>	X3139
<b>Requestor's Name:</b>	Brad Friel	<b>Preparer's Extension:</b>	X2453
<b>Preparer's Name:</b>	Kevin Thompson	<b>Solicitation #:</b>	N/A
<b>Requestor's Department:</b>	Planning	<b>Contract # / Name:</b>	General Consulting Services Professional Agreement
<b>Description:</b>	On-Call Services	<b>Procurement Committee Date:</b>	October 5, 2023
<b>Vendor:</b>	Ricondo & Associates, Inc.	<b>Agenda Item #:</b>	

### NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.000000		\$50,000.000				
Total Requisition:		\$50,000.00				
Requisition Number:		95105				
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

Operating Unit	GOAA	
Number	95105	Type Internal Requisition
Description	FY24 PC 10/05/23	Status Incomplete
Preparer	Wages, Alice M	Total USD 50,000.00

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
1	Encumbrance C			Encumbrance Ho	Addendum 26, Ricondo	US D	5	

Destination Type Expense

Requester Wages, Alice M

Source Supplier

Supplier





## 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: October 05, 2023

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

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Ricondo & Associates, Inc. does not propose small business participation on this 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: Max E. Marble, Chair, Construction Committee

DATE: October 18, 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.

Since September 2023, a total of 42 addenda, and applicable amendments, to the General Consulting Services Agreement with Ricondo & Associates, Inc. have been approved. A summary of these approvals can be provided upon request.

### ISSUES

On October 3, 2023, the Construction Committee recommended approval of an addendum to the above-referenced agreement, as follows:

- Addendum for W-00489, Terminals A and B (North Terminal Complex) Baggage Handling System (BHS) Evaluation at MCO, for the total not-to-exceed fee amount of \$314,799, with funding from Line of Credit to be reimbursed by future General Airport Revenue Bonds. Services will consist of the evaluation, and the development of design concepts and program documents for an upgrade to the existing Terminals A and B (North Terminal Complex BHS at MCO. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 11.9% Local Developing Business (LDB) participation on this Addendum, certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation. *[Reference CC Meeting held October 3, 2023, Agenda Item No. IV-U]*.

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 (PC) recommended approval of an addendum to the above-referenced agreement, as follows:

- Addendum for FY 2024 On-Call General Consulting Services at MCO, for the total not-to-exceed fee amount of \$50,000, 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 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 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 October 5, 2023, Agenda Item No. IV-C].*
- Addendum for Fiscal Year (FY) 2024 On-Call Signage Design and Consulting Services at MCO, for the total not-to-exceed fee amount of \$121,294, with funding from previously-approved Operations and Maintenance Funds. Services will consist of assistance with signage/wayfinding projects, from concept development to final completion; review of Aviation Authority signage design guidelines; quality control for signage/wayfinding projects; field observations and signage/wayfinding design recommendations; preparation of Rough Order of Magnitude (ROM) cost estimates to establish project budgets, and other related services. Services will be provided through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 1.2% Minority and Women Business Enterprise (MWBE) and 98.4% Local Developing Business (LDB) participation on this Addendum, and certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held October 5, 2023, Agenda Item No. IV-D].*
- Addendum for FY 2024 On-Call Utility Consulting Services at MCO, for the total not-to-exceed fee amount of \$31,444, with funding from previously-approved Operations and Maintenance Funds. Services will consist of review of Aviation Authority agreements with utility services providers, analyses of historical utility consumption data, development of utility consumption estimates, review of utility service rate structures, and, as needed, on-site consultation/ coordination. The proposed utility consulting services will be limited to the following utilities: backup electric generation, chilled water, water, wastewater, and Orlando Utilities Commission (OUC) utility services. Services will focus on the following areas, but not limited to, Terminals A, B and C; East Airfield Development; Heintzelman Corridor; and Tradeport Corridor. Services will be provided through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 4.5% MWBE participation on this Addendum, and certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held October 5, 2023, Agenda Item No. IV-E].*
- Addendum for FY 2024 Noise Office Support Services at MCO, for the total not-to-exceed fee amount of \$199,889, with funding from previously-approved Operations and Maintenance Funds. Services will consist of noise office support, airspace operational analysis, land use and environmental support, and public outreach and communications on an as-needed basis, as requested by the Aviation Authority. Services may include, but are not limited to, noise office procedures manual preparation, Aviation Authority Noise Abatement Committee support, and portable noise monitoring support. Services will be provided through September 30, 2024. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 0.7% MWBE participation on this Addendum, and

certifies that Ricondo & Associates, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held October 5, 2023, Agenda Item No. IV-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 \$717,426. Funding is from Line of Credit to be reimbursed by future General Airport Revenue Bonds, and previously-approved Operations and Maintenance Funds.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee's approval of Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. 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) Construction Committee for W-00489, Terminals A and B (North Terminal Complex) Baggage Handling System (BHS) Evaluation at MCO, for the total not-to-exceed fee amount of \$314,799, with funding from Line of Credit to be reimbursed by future General Airport Revenue Bonds.
- (2) Procurement Committee for:
  - (a) Addendum for FY 2024 On-Call General Consulting Services at MCO, for the total not-to-exceed fee amount of \$50,000, with funding from previously-approved Operations and Maintenance Funds;
  - (b) FY 2024 On-Call Signage Design and Consulting Services at MCO, for the total not-to-exceed fee amount of \$121,294, with funding from previously-approved Operations and Maintenance Funds;
  - (c) FY 2024 On-Call Utility Consulting Services at MCO, for the total not-to-exceed fee amount of \$31,444, with funding from previously-approved Operations and Maintenance Funds; and,
  - (d) FY 2024 Noise Office Support Services at MCO, for the total not-to-exceed fee amount of \$199,889, with funding from previously-approved Operations and Maintenance Funds.