

**ADDENDUM NO. 45
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

**Project: FY24 On-Call Signage Design and Consulting Services, Orlando
International Airport**

THIS ADDENDUM is effective this 18th 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 **ONE HUNDRED TWENTY-ONE THOUSAND TWO HUNDRED NINETY-FOUR AND NO/100 DOLLARS (\$121,294.00)**, broken down as follows:

Professional Fees:	NTE:	\$121,294.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$121,294.00

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 **Oct 26, 2023** -

GREATER ORLANDO AVIATION AUTHORITY

Kevin J. Thibault

By:

boxSIGN

1V3Q39J4-1VVP57Z5

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: boxSIGN

1JBRLK51-1VVP57Z5

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

RICONDO & ASSOCIATES, INC

Pete Ricondo

By:

boxSIGN

4LWR3Z2Q-1VVP57Z5

Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Brad Friel, Senior Vice President of Multi-Modal Planning and Environmental

DATE: October 5, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Signage Design and 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

Consultant's proposal, dated August 18, 2023, is to provide on-call signage design and consulting services on an as-needed basis to the Greater Orlando Aviation Authority (Aviation Authority) for the 2024 fiscal year extending through September 30, 2024.

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 \$121,294.00. Funding is from previously-approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend 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	\$121,294.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$121,294.00
AAC – Compliance Review Date	<i>SJ</i> 09/28/23
AAC – Funding Eligibility Review Date	09/28/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo

August 18, 2023

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: Proposal for On-Call Signage Design and Consulting Services at the Orlando International Airport (MCO)

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo), Carolyn Binder, CPA, and Artistic Identity LLC (Artistic Identity) appreciate the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (the Aviation Authority) planning department with on-call signage design and consulting services for the period extending from ~~October 5, 2023~~ through September 30, 2024.
October 18, 2023

Services to be completed as part of this addendum will include:

- Assistance with signage/wayfinding projects, from concept development to final completion
- Review of GOAA sign design guidelines
- Project scope definition assistance
- Quality Control / Owner Authorized Representative (OAR) services for GOAA signage/wayfinding projects
- Field observations and signage/wayfinding design recommendations
- Coordination meetings as required
- Preparation of field survey findings
- Preparation of Rough Order of Magnitude cost estimates to assist GOAA Planning with the establishment of project budgets

Carolyn Binder, CPA will be responsible for project control support services including the tracking of labor effort, progress reports, status updates, and coordination with the Aviation Authority staff for all related invoicing matters.

Schedule

The proposed services are for the period beginning ~~October 5, 2023~~ through September 30, 2024.

October 18, 2023

Hourly Rates

The approved hourly rates for Ricondo, Carolyn Binder, CPA, and Artistic Identity's are noted in **Table 1**.

TABLE 1 –APPROVED HOURLY RATES

POSITION	HOURLY RATE
Ricondo/Senior Director	\$251.00
Carolyn Binder, CPA/Senior Consultant	\$117.00
Artistic Identity/Senior Project Manager	\$156.00
Artistic Identity/Administrative Assistant	\$67.00

Professional Fees

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$121,294. A copy of Artistic Identity's proposal for these services is attached for your reference.

TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Director	\$251.00	2	\$ 502.00
Carolyn Binder, CPA/Senior Consultant	\$117.00	12	\$ 1,404.00
Artistic Identity/Senior Project Manager	\$156.00	755	\$ 117,780.00
Artistic Identity/ Administrative Assistant	\$67.00	24	\$ 1,608.00
TOTAL COSTS			\$ 121,294.00
LOCAL DEVELOPING BUSINESS (LDB) PARTICIPATION			98.42%
WOMEN BUSINESS ENTREPRISE (WBE) PARTIPCATION			1.16%

Minority/Women Business Enterprise (MWBE) and Local Developing Business (LDB) Participation

Artistic Identity is registered as a LDB.

Carolyn Binder, CPA is registered as a WBE, DBE, ACDBE, and SBE.



RICONDO®

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
August 18, 2022
Page 3

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.

Sébastien Carreau
Director

ENCLOSURE – Artistic Identity Proposal including Professional Fee Breakdown and Hourly Rate; Truth in Negotiation Form

cc: 21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\22-12 on-call signage design & consulting\08052022_on-call signage design and consulting_august 23 thru end of sep 2022.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

ARTISTIC IDENTITY

Sebastien Carreau (Ricondo)
Greater Orlando Airport Authority
Orlando International Airport
One Fuqua Blvd.
Orlando, FL 32827

Re: Professional Fee Proposal: **Signage Design and Consulting On Call Services for Orlando International Airport**, for the GREATER ORLANDO AIRPORT AUTHORITY

Dear Ricondo:

ARTISTIC IDENTITY LLC appreciates the opportunity to submit our Fee Proposal for the above referenced services for your consideration.

SIGNAGE DESIGN & CONSULTING ON CALL SERVICES

These on call services as proposed to GOAA Planning will consist of:

- Assist GOAA with Signage / Wayfinding Projects, from concept development to final completion, as requested.
- Review signage package and Division “10.1400” of Specifications for constructability issues and other design concerns, as requested.
- Review GOAA Sign Design Guidelines and provide comments for incorporation, as requested.
- Assist GOAA to define project scope, as requested.
- Provide Quality Control for GOAA Signage / Wayfinding Projects, as requested.
- Conduct field observation and provide design recommendations, as requested.
- Attend coordination meetings as required
- Provide written documentation of all field findings, project coordination, and design recommendations, as requested.
- Prepare Rough Order of Magnitude cost estimates to assist GOAA Planning and establishing project budgets, as requested.

PRELIMINARY SCHEDULE

Based on GOAA’s funding, this effort will be for approximately 12 months from ~~Oct 5, 2023~~ thru Sep 30th, 2024.

Oct 18, 2023

PROFESSIONAL FEES

See attached tables for hours and fees.

SUMMARY OF PROPOSED NOT TO EXCEED PROFESSIONAL FEES:

FIRM	FEE
ARTISTIC IDENTITY Not to Exceed Fees	\$119,388
Not to Exceed Reimbursables Expenses	\$0
TOTAL	\$119,388

The proposed **ARTISTIC IDENTITY LLC** professional fees were calculated as follows and are not to exceed:

ARTISTIC IDENTITY LLC Professional Fee Breakdown:

Task/Position	Senior Project Manager		Senior Cad Technician		Cad Technician		Admin. Assistant		Total	
Hourly Rate (\$/Hr.)	\$156		\$101		\$70		\$67			
Extension of Staff	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost
Sr. Project Manager	755	\$117,780	0	\$0		\$0			755	\$117,780
Cad Technician		\$0	0	\$0	0	\$0	0		0	\$0
Clearical / Office		\$0	0	\$0		\$0	24	\$1,608	24	\$1,608
		\$0	0	\$0		\$0			0	\$0
Grand Total										
	755	\$117,780	0	\$0	0	\$0	24	\$1,608	779	\$119,388

HOURLY RATES:

The hourly rates provided are consistent with our Consulting agreement and are summarized as follows:

FIRM	POSITION	HOURLY RATE
ARTISTIC IDENTITY	Senior Project Manager	\$156.00
ARTISTIC IDENTITY	Senior Cad Technician	\$101.00
ARTISTIC IDENTITY	Cad Technician	\$70.00
ARTISTIC IDENTITY	Administrative Assistant	\$67.00

We hope this proposal meets with your approval and as always, I am available to discuss with you or your staff any aspect of the information contained herein. **ARTISTIC IDENTITY LLC** is committed to servicing GOAA with our fullest capabilities. I look forward to hearing from you soon.

Sincerely,

ARTISTIC IDENTITY

Robert Jarvis
 Sr. Project Manager



Scope of Services

Greater Orlando Aviation Authority

Carolyn Binder, CPA, LLC's scope of work for the Greater Orlando Aviation Authority.

Project Control Support Activities

Carolyn Binder will be responsible for project control support services including, but not limited to,

- Reviewing billing/invoices/task authorizations/project budgets for clerical accuracy
- Tracking labor effort
- Creating progress reports internally and for GOAA management
- Coordinating with other subconsultants, Ricondo, and Aviation Authority staff for all related invoicing matters
- Providing status updates, as needed

Engagement Administration

Carolyn Binder, CPA acknowledges that during the engagement she will have access to and become acquainted with various trade secrets, innovations, processes, information, records, and specifications owned or licensed by GOAA and Ricondo. Carolyn Binder, CPA agrees that she will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Airport.

Proposal Price

Our hourly rate to provide these services is **\$117/hour, with an anticipated budget of 12 hours = NTE \$1,404.**

Sincerely,

A handwritten signature in blue ink that reads 'Carolyn Binder CPA LLC'.

Carolyn Binder
Carolyn Binder, CPA, LLC
9300 Conroy Windermere Road #2093
Windermere, Florida 34786
407-319-0301
www.bindercpafirm.com

Sneha Joge

From: Alejandro Sorondo <alejandro.sorondo@goaa.org>
Sent: Thursday, September 28, 2023 6:18 AM
To: Sneha Joge
Cc: Lisa Rainey; Michael Gardner; Estefania Wilbraham; Karla Carman; Becky; Johanna; Lachant; Patricia Bryant; Vicki Hoffman
Subject: RE: Revised PC items for October 5, 2023 committee meeting.

Thanks Sneha...I made the changes to the memo to October 5th...THEN it was brought to my attention that it had to go to Board, but I forgot to change the date on the proposal.

Thanks again for keeping me on the straight and narrow....You guys are great at finding my shortcoming!!! 😊

No issues with the changes.

Alex Sorondo, PE, MBA

alejandro.sorondo@goaa.org

Tel (407) 825-3142 Cell (407) 389-9134

From: Sneha Joge <SJoge@projectstarmgmt.com>
Sent: Wednesday, September 27, 2023 8:23 PM
To: Alejandro Sorondo <alejandro.sorondo@goaa.org>
Cc: Lisa Rainey <Lisa.Rainey@anseradvisory.com>; Mike Gardner <mgardner@projectstarmgmt.com>; Estefania Wilbraham <estefania.wilbraham@anseradvisory.com>; Karla Carman <karla.carman@goaa.org>; Becky <becky.sanchez@anseradvisory.com>; Johanna <johanna.arriaga@anseradvisory.com>; Lachant <lachant.barnett@anseradvisory.com>; Patricia Bryant <patricia.bryant@anseradvisory.com>; Vicki Hoffman <vicki.hoffman@anseradvisory.com>
Subject: RE: Revised PC items for October 5, 2023 committee meeting.

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.

Good evening Alex,

Thank you for the revisions. I had to redline the period beginning dates from October 5 to October 18 on Ricondo and Al's proposal. See attached revised copy for your records.

Please review these edits and redlines carefully and let me know if any information is incorrect, if further edits are needed, or if these edits/redlines are acceptable to use in the final item.

Also, can you please confirm that Robert Jarvis is good with Al's proposal since he did not sign off on it.

Thank you,

Sneha Joge Senior Compliance Associate

ProjectStar Management Consultants, Inc./Subconsultant to Anser Advisory.

On Behalf of the Greater Orlando Aviation Authority

M 407.925.4536

ATTACHMENT A

FINANCE FORM

Date:	August 21 , 2023	Requestor's Extension:	xt 3139
Requestor's Name:	Brad Friel	Preparer's Extension:	xt 3142
Preparer's Name:	Karla Carman	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning & Environmental	Contract # / Name:	General Consulting Services Agreement
Description:	Professional Services	Procurement Committee Date:	October 5, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

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		\$121,294				
Total Requisition:		\$121,294				
Requisition Number:		95112				
Funding Approver:	Andrea Harper					
OMB Notes:						

Requisitions - 95112

Operating Unit

GOAA

Number

95112

Type

Internal Requisition

Preparer

Wages, Alice M

Description

FY24 PC 10/5/23 F

Status

Incomplete

Total

USD 121,294.00

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	([])
1	Encumbrance C			Encumbrance Ho	Ricondo & Assoc. On-C	US Dc	1

Destination Type

Expense

Requester

Wages, Alice M

Organization

Material Control - 121

Location

Planning

Subinventory

Source

Supplier

Supplier

Site

Contact

Phone

Distributions

Approve



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: October 05, 2023

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

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Ricondo & Associates, Inc. proposes 1.2% MWBE and 98.4% LDB participation on this addendum.

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

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation of Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Signage Design and Consulting Services at the Orlando International Airport.

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total MWBE Participation	-	Actual Result	_____

3.a. Prime Contractor Information:

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.c. *Identity:

Work Item(s): _____
Amount of Subcontract _____
Percent of Prime Contract (%): _____

4. Engineering/Professional Services Information:

Addendum Amount: \$121,294.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0.0%
Asian Subcontinent American	-	Actual Result	0.0%
Black American	-	Actual Result	0.0%
Caucasian Female American	1,404.00	Actual Result	1.2%
Hispanic American	-	Actual Result	0.0%
Native American	-	Actual Result	0.0%
Other	-	Actual Result	0.0%
Total MWBE Participation	1,404.00	Actual Result	1.2%

6.b. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.
Address: 1146 Corporate Blvd Suite 140
City, State, Zip: Orlando, FL 32817
Telephone: (407) 381-5730

6.b. Name and Address of MWBE Subconsultant

Name: Carolyn Binder CPA, LLC
Address: 3674 Winding Lake Circle
City, State, Zip: Orlando, FL 32835
Telephone: 407-319-0301

6.c. *Identity:

Work Item(s): Project control support services
Amount of Subcontract \$1,404.00
Percent of Prime Contract (%): 1.2%

* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)

LDB/VBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS
PLEASE COMPLETE THIS FORM

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation of Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Signage Design and Consulting Services at the Orlando International Airport.

1. Construction Information:

Addendum Amount: _____

2.a. Name and Address of Prime Contractor

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

2.b. Name and Address of LDB/VBE Subcontractor

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

2.c. *Identity: _____

Work Item(s): _____

Amount of Subcontract: _____

Percent of Prime Contract (%) _____

3. Engineering/Professional Services Information:

Addendum Amount: \$121,294.00

4.a. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.

Address: 1146 Corporate Blvd Suite 140

City, State, Zip: Orlando, FL 32817

Telephone: (407) 381-5730

4.b. Name and Address of LDB/VBE Subconsultant

Name: Artistic Identity, LLC

Address: 1621 Curry Ford Rd

City, State, Zip: Orlando, FL 32806

Telephone: 321-231-0566

4.c. *Identity: Caucasian Male

Work Item(s) Signage Design and Consulting Services

Amount of Subcontract \$119,388.00

Percent of Prime Contract (%) 98.4%

* In Items 2.c. and 4.c. above specify the identity of LDB/VBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)



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.