

**ADDENDUM NO. 47
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Noise Office Support, 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 NINETY-NINE THOUSAND EIGHT HUNDRED EIGHTY-NINE AND NO/100 DOLLARS (\$199,889.00)**, broken down as follows:

Professional Fees:	NTE:	\$199,889.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$199,889.00

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 30, 2023 .

GREATER ORLANDO AVIATION AUTHORITY

By:


boxSIGN 1V3Q39J4-1VVP5VV5

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

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 30, 2023



By: boxSIGN 1JBRLK31-1VVP5VV5
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

RICONDO & ASSOCIATES, INC

By:


boxSIGN 4LWR3Z2Q-1VVP5VV5

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: Marquez Griffin, Vice President of MCO Operations
(Prepared by: Kevin Thompson)

DATE: October 5, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Noise Office Support 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

On October 25, 2022, the Construction Committee approved Addendum 26 in the amount of \$25,000.00 to the above-referenced agreement. Subsequently, on May 23, 2023, the Procurement Committee approved Amendment 1 to Addendum 26 in the amount of \$75,000.00 to the above-referenced agreement. Subsequently, on July 25, 2023, the Procurement Committee approved Amendment 2 to Addendum 26 in the amount of \$25,000.00 to the above-referenced agreement. Additionally on August 22, 2023 the Procurement Committee approved Amendment 3 to Addendum 26, in the amount of \$75,000 to the above referenced agreement. 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.

Consultant's proposal, dated September 26, 2023, is to provide Noise Officer Support for the Fiscal Year 2024 (FY24).

If approved, these services would be effective the date of Aviation Authority Board meeting on October 18, 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.

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 **\$199,889.00**. 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 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	\$199,889.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$199,889.00
AAC – Compliance Review Date	MPG 9/28/23
AAC – Funding Eligibility Review Date	9/28/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo

September 26, 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 Noise Office Support at the Orlando International Airport (MCO)

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo), Carolyn Binder, CPA, and Environmental Science Associates (ESA) appreciate the opportunity to submit this proposal to provide as needed noise office support for the Greater Orlando Aviation Authority (the Aviation Authority). Services to be completed as part of this addendum may include airspace operational analysis, noise, land use and environmental support and public outreach and communications.

Below is a breakdown of the anticipated services to be provided. ESA's scope of work including staffing assumptions is included as an attachment to this proposal.

Noise Office Support

ESA will support GOAA as needed in support of its noise office activities. This support may include conducting airspace operational analysis, noise, land use and environmental support and public outreach and communications. As needed, ESA will prepare noise office products, such as weekly noise summaries, complaint summaries and responses, and noise technical reports; conduct noise modeling analyses that may include the use of alternative noise metrics; conduct land use database and procedure analyses; develop flight track density graphics to analyze existing and/or proposed flight paths; portable noise monitoring, including monitor setup and data analysis; other noise and data analyses. This proposal assumes approximately twenty-five (25) hours per week for a period of up to eight (8) months of support for this task.

Deliverables may include technical memos, PowerPoint presentations and other supporting materials as required.

Noise Office Procedures Manual

ESA will prepare a Noise Office Procedures Manual providing detailed instructions for various tasks and procedures that are commonly performed in the day-to-day operation of the noise office. This procedures manual is intended as a guide to GOAA staff in the typical operation of the noise office, including common reports, summaries, complaint management and response procedures, and usage of the MCO Noise and Operations Monitoring System (NOMS).

***Aviation Noise Abatement Committee Support***

ESA will provide technical expertise in support of the Aviation Noise Abatement Committee (ANAC). This support will include the preparation of meeting materials and attendance at up to two (2) ANAC meetings. Meeting materials may include presentations, noise and complaint reports, and other technical analyses to be presented to the ANAC. This proposal assumes that up to two (2) ESA staff members will attend, in-person, up to two (2) ANAC meetings.

Portable Noise Monitoring Support

ESA will assist GOAA with portable noise monitoring efforts. ESA will use their noise monitoring experience and expertise to assist in the planning of potential noise monitoring activities and locations, as well as the setup, and breakdown of portable noise monitors. ESA will also support data and technical analysis of portable noise monitoring data. This proposal assumes one (1) ESA staff member will conduct field visits in support of the setup and breakdown of portable noise monitors.

GOAA Staff Transition

One (1) ESA staff will visit the GOAA noise office for a period of up to one (1) week and meet with GOAA staff in-person at project conclusion to assist with the onboarding and training of new GOAA noise office staff and familiarize them with the day-to-day operation of the noise office.

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 will be completed in Fiscal Year 2024.

Hourly Rates

The approved hourly rates for Ricondo, Carolyn Binder, CPA, and ESA are noted in **Table 1**.

TABLE 1 –APPROVED HOURLY RATES

POSITION	HOURLY RATE
Ricondo/Senior Director	\$295.00
Carolyn Binder, CPA/Senior Consultant	\$117.00
ESA/Senior Principal Consultant 4	\$296.00
ESA/Principal Consultant 6	\$265.00
ESA/Senior Consultant 4	\$153.00
ESA/ Senior Consultant 3	\$135.00

Professional Fees

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$199,889. 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	\$295.00	2	\$ 590.00
Carolyn Binder, CPA/Senior Consultant	\$117.00	12	\$ 1,404.00
ESA/Senior Principal Consultant 4	\$296.00	36	\$ 10,656.00
ESA/Principal Consultant 6	\$265.00	27	\$ 7,155.00
ESA/Senior Consultant 4	\$153.00	400	\$ 61,200.00
ESA/Senior Consultant 4 with Travel Premium	\$183.00	328	\$ 60,024.00
ESA/ Senior Consultant 3	\$135.00	436	\$ 58,860.00
TOTAL COSTS			\$ 199,889.00
WOMEN BUSINESS ENTREPRISE (WBE)/DISADVANTAGED BUSINESS ENTERPRISE PARTICPATION			0.70%

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

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



RICONDO®

Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
September 26, 2023
Page 4

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 – ESA 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\pending - noise support\08262023_noise office support.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: 09/26/2023



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



5401 South Kirkman Road
Suite 475
Orlando, FL 32819
407.403.6300 [phone](#)
407.403.6301 [fax](#)

esassoc.com

September 25, 2023

Mr. Sebastien Carreau
Director
Ricondo
3504 Lake Lynda Drive, Suite 165
Orlando, FL 32817

Subject: As Needed Noise Office Support
Greater Orlando Aviation Authority

Dear Sebastien:

Environmental Science Associates (ESA) is pleased to offer this proposal to provide as needed noise office support for the Greater Orlando Aviation Authority (GOAA). Services anticipated as part of this effort are outlined below:

Task 1 –Noise Office Support

Description: The Consultant will support GOAA as needed in support of its noise office activities. This support may include conducting airspace operational analysis, noise, land use and environmental support and public outreach and communications. Deliverables may include technical memos, PowerPoint presentations and other supporting materials as required. The level of effort associated with this task is limited to the available budget. Task 1 is broken into the following subtasks:

1. **Initial Mobilization:** One (1) ESA staff member will visit the GOAA noise office and meet with GOAA staff in-person at project onset in order to familiarize ESA with the GOAA noise office duties, responsibilities, and needs.

Assumptions: One (1) ESA staff member will work in-person at the GOAA noise office for a period of up to two (2) weeks at project onset.

Deliverables: None.

2. **Noise Office Support:** ESA will assist GOAA with the day-to-day operation of the noise office. Tasks that ESA may support include, but are not limited to:
 - Preparation of noise office products, such as weekly noise summaries, complaint summaries and responses, and noise technical reports.
 - Conduct noise modeling analyses that may include the use of alternative noise metrics; outputs may include noise values at specific locations, contour GIS files, and contour images.



Sebastien Carreau
September 25, 2023
Page 2

- Conduct land use database and procedure analyses.
- Develop flight track density graphics to analyze existing and/or proposed flight paths.
- Portable noise monitoring, including monitor setup and data analysis.
- Other noise and data analysis tasks as needed.

Assumptions: This task will be performed remotely by ESA staff and no in-person visits will be required. ESA assumes approximately twenty-five (25) hours per week for a period of up to eight (8) months of support for this task.

Deliverables: To be determined.

3. **Noise Office Procedures Manual:** ESA will prepare a Noise Office Procedures Manual providing detailed instructions for various tasks and procedures that are commonly performed in the day-to-day operation of the noise office. This procedures manual is intended as a guide to GOAA staff in the typical operation of the noise office, including common reports, summaries, complaint management and response procedures, and usage of the MCO Noise and Operations Monitoring System (NOMS).

Assumptions: None.

Deliverables:

One (1) electronic copy of a Draft Noise Office Procedures Manual.

One (1) electronic copy of a Final Noise Office Procedures Manual, to be delivered within four weeks of GOAA review of the Draft Noise Office Procedures Manual.

4. **ANAC Support:** ESA will provide technical expertise in support of the Aviation Noise Abatement Committee (ANAC). This support will include the preparation of meeting materials and attendance at up to two (2) ANAC meetings. Meeting materials may include presentations, noise and complaint reports, and other technical analyses to be presented to the ANAC.

Assumptions: Up to two (2) ESA staff members will attend, in-person, up to two (2) ANAC meetings.

Deliverables: To be determined.

5. **Portable Noise Monitoring Support:** ESA will assist GOAA with portable noise monitoring efforts. ESA will use their noise monitoring experience and expertise to assist in the planning of potential noise monitoring activities and locations, as well as the setup, and breakdown of portable noise monitors. ESA will also support data and technical analysis of portable noise monitoring data.



Sebastien Carreau
September 25, 2023
Page 3

Assumptions: One (1) ESA staff member will conduct field visits in support of the setup and breakdown of portable noise monitors.

Deliverables: To be determined.

6. **GOAA Staff Transition:** One (1) ESA staff will visit the GOAA noise office and meet with GOAA staff in-person at project conclusion to assist with the onboarding and training of new GOAA noise office staff and familiarize them with the day to day operation of the noise office.

Assumptions: One (1) ESA staff member will conduct in-person meetings at the GOAA noise office for a period of up to one (1) week at project conclusion.

Deliverables: None.

Estimated Cost

ESA estimated cost for these services is **\$197,895** to be billed on a not to exceed basis at ESA's GOAA approved contract rates.

Please let us know if you have any questions or need anything further.

Sincerely,

Michael R. Arnold
Senior Vice President

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

NAME OF FIRM	Senior Principal Consultant 4		Principal Consultant 6		Senior Consultant 4		Senior Consultant 3		Senior Consultant 4 with Travel Premium		TOTAL		
Rate (\$/Hour):	\$296		\$265		\$153		\$135		\$183		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
Tasks													
Task 1													
Initial Mobilization		\$0	4	\$1,060		\$0		\$0	80	\$14,640	84	\$15,700	\$187
Noise Office Support	8	\$2,368	15	\$3,975	340	\$52,020	420	\$56,700	80	\$14,640	863	\$129,703	\$150
Noise Office Procedures Manual	4	\$1,184	4	\$1,060	40	\$6,120	16	\$2,160		\$0	64	\$10,524	\$164
ANAC Support	24	\$7,104		\$0	20	\$3,060		\$0	40	\$7,320	84	\$17,484	\$208
Portable Noise Monitoring Support		\$0	4	\$1,060		\$0		\$0	80	\$14,640	84	\$15,700	\$187
GOAA Staff Transition		\$0		\$0		\$0		\$0	48	\$8,784	48	\$8,784	\$183
Labor (NTE)	36	\$ 10,656	27	\$ 7,155	400	\$ 61,200	436	\$ 58,860	328	\$ 60,024	1227	\$ 197,895	\$161
TOTAL NOT TO EXCEED FEES:	36	\$ 10,656	27	\$ 7,155	400	\$ 61,200	436	\$ 58,860	328	\$ 60,024	1227	\$ 197,895	

FINANCE FORM

NON-PROJECT FUNDS: O&M

Requisitions - 95106

Operating Unit

GOAA

Number

95106

Type

Internal Requisition

Preparer

El Baroudi, Abderrahim

Description

FY24 Noise Abaten

Status

Incomplete

Total

USD

197,895.00

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[]
1	Encumbrance C			Encumbrance Ho	FY24 Noise Abatement s	US D	1	

Destination Type

Expense

Requester

El Baroudi, Abderrahim

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 of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Noise Office Support 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 0.7% MWBE 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 to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Noise Office Support 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: \$199,889.00

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	0.7%
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	0.7%

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 (%): 0.7%

* 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)



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.