

**ADDENDUM NO. 54
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: Parking Capacity Analysis, Orlando International Airport

THIS ADDENDUM is effective this 13th day of December, 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 EIGHTY-THREE THOUSAND FIVE HUNDRED FOUR AND NO/100 DOLLARS (\$83,504.00)**, broken down as follows:

Professional Fees:	NTE:	\$83,504.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$83,504.00

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.

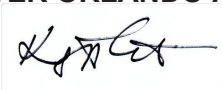
4. Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

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 Dec 14, 2023.

GREATER ORLANDO AVIATION AUTHORITY

By: 
boxSIGN 1V3Q39J4-427XK8QV
Kevin J. Thibault, P.E.
Chief Executive Officer

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Dec 14, 2023


By: boxSIGN 1JBRLK51-427XK8QV
NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority

RICONDO & ASSOCIATES, INC

By: 
boxSIGN 4LWR3Z2Q-427XK8QV
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 & Environmental
(Prepared by: Kevin Thompson)

DATE: November 21, 2023

ITEM DESCRIPTION

Request of Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a parking capacity analysis at Orlando International Airport (MCO).

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 September 26, 2023 is to provide a Parking capacity analysis that would quantify future public parking demand at MCO for the Fiscal Year 2024 (FY24).

If approved, these services would be effective the date of the Aviation Authority Board approval.

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 **\$83,504.00**. 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	\$83,504.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00

SJ

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo

September 26, 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: Parking Capacity Analysis - Orlando International Airport (MCO)
Scope of Work and Budget

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) and KMI International (KMI) appreciate the opportunity to submit this proposal to the Greater Orlando Aviation Authority (GOAA or the Aviation Authority) to quantify future public parking demand at the Orlando International Airport (MCO or the Airport). Ricondo will collect, analyze, and consolidate historical ground transportation and parking transactions and revenue by month for fiscal year (FY) 2019 through FY 2023 to derive estimates of transaction and revenue parking trends. This task will include analysis of changes in revenue per transaction, revenue and transactions on a per originating passenger basis, and average duration (where applicable). The analysis will assess changes in overall volume of activity and revenue, considering the impact of Transportation Network Companies (TNCs) and the anticipated emergence of autonomous vehicles.

As a baseline condition, future demand would be estimated based on the assumption that parking requirements would increase in proportion to the expected increase in annual originating airline passengers. In addition, up to three alternative parking demand scenarios would also be developed. These alternative demand scenarios would serve as sensitivity analyses that consider the potential public parking impacts that could result from other transportation modes and/or technologies.

Scope of Work

Task 1 – Analyze Recent Ground Transportation Trends

The Ricondo Team will collect, analyze, and consolidate historical ground transportation transactions and revenue by month for FY 2019 through FY 2023 for analysis of mode share trends and to derive future estimates of transactions by mode. Airport access modes to be assessed include the following:

- taxis
- limos
- TNCs
- private vehicles
- shared-ride vans
- courtesy vehicles

- rental cars
- off-Airport parking
- on-Airport parking
- public transit

This task will also include an analysis of changes in transactions on a per originating passenger basis and average duration (where applicable). The analysis will assess the drivers of mode share changes, as well as changes in overall volume of activity, considering the impact of evolving ground transportation technologies and customer preferences. This scope of work assumes all required data will be readily available from the existing revenue control system and other sources managed by the Aviation Authority.

Task 2 – Parking Demand Assessment and Development of Future Parking Scenarios

This effort would quantify the existing public parking demand and project future parking demand based on multiple internal and external factors.

The scope of work is based on the following assumptions:

- Future public parking demands would be prepared for 5-year, 10-year, and 20-year planning horizons based on the baseline aviation activity forecasts (FAA TAF or the projections used for the consolidated rental car [CONRAC] planning analyses).
- Estimated public parking demands will be prepared for the 95th percentile day.
- The public parking demands and requirements will represent the airline passengers, meeters/greeters, and well-wishers using the parking facilities within the Airport revenue control system.

The development of future parking scenarios will build on the previous task to consider the potential future impact to parking demand from TNC evolution, the anticipated emergence of autonomous vehicles, and/or other factors. Future public parking needs at MCO are uncertain due to the evolution of other transportation modes and/or technologies, such as TNCs, autonomous vehicles, rail, and other arrival modes. To account for this uncertainty, up to three (3) parking demand scenarios will be developed exclusive of a baseline condition in which future demand would be estimated based on the assumption that parking requirements would increase in proportion to the expected increase in annual originating airline passengers. Ricondo would work collaboratively with GOAA staff to derive a “propensity-to-park factor” for each alternative demand scenario. These alternative demand scenarios would serve as sensitivity analyses that consider the potential public parking impacts that could result from other transportation modes and/or technologies. These scenarios will be developed to consider variables including, but not limited to, the following:

- Growth of TNCs and ride-sharing – The scenarios will assume different growth rates for TNC mode share and residual impact on the overall parking demand.
- Autonomous vehicles – Autonomous vehicle technology is rapidly evolving, and fully autonomous vehicles may be operating on public roadways within the next few years. Predicting the impact of autonomous vehicles is a multifaceted challenge given the uncertainties surrounding potential ownership models, market acceptance, and the public policy response. The Ricondo Team will develop

a set of assumptions and derive potential scenarios to model the impact of autonomous vehicles on parking demand.

- Trends in private vehicle ownership – Demographics may drive a reduction in private vehicle ownership as younger generations increasingly prefer the convenience and economics of using TNCs and public transportation over owning and driving vehicles. This trend could be accelerated by the development of autonomous vehicles operated as shared fleets. These factors would reduce the demand for parking. The scenarios will consider different rates of change in private vehicle ownership.
- Introduction of public transit-oriented infrastructure – The introduction of mass transit systems (rail, bus, or others) connecting the Airport to downtown Orlando or other regional destinations (e.g., Brightline) may impact future parking demand at MCO. The scenarios will consider the possible residual impact on the overall parking demand.

Each scenario will drive a projection of activity by year for each mode of Airport access, which will serve as the basis for establishing the parking demand. One of the parking demand scenarios will be selected in collaboration with GOAA for which existing and future facility capacity will be assessed against.

Task 3 – Parking Demand Assessment and Development of Future Parking Scenarios

The public parking future facility requirements will be calculated using the selected parking demand scenario from the previous task. The estimated requirements will be compared with available parking spaces, and estimated deficiencies (or surplus) in available spaces will be identified. Requirements will be presented in a tabular format that will identify the planning horizon (and originating passenger demand level) where parking demand is expected to exceed the supply of parking and the anticipated deficiency on a facility-by-facility basis. This assessment will account for the relocation of the existing rental car operations to a CONRAC and associated capacity that relocation may provide to public parking. The preferred parking pricing strategy from the Pricing Study, if approved and executed, will also be incorporated into the requirements analysis to include any potential effects on demand from a change in pricing.

Future facility needs (if any) will be identified based on the requirements analysis and up to two (2) development scenarios will be considered. Rough order of magnitude (ROM) cost estimates will be provided.

Deliverables

- A PowerPoint presentation summarizing the methodology and preliminary results of the Study for client review and input.
- A final PowerPoint Presentation documenting the results of the Study.
- A Technical memorandum documenting the results and recommendations of the Study to be incorporated into the Master Plan.

Meetings

Ricondo anticipates participating in the following meetings during the duration of this task:

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

- Three web conference sessions using Microsoft Teams or similar software. These web conference sessions will provide an opportunity to review the model assumptions and the findings with GOAA staff.
- Two on-site meetings with the Leadership Team

Proposed Schedule

This proposal assumes this study will be completed within 90 calendar days of receipt of the historical transactions and revenue data or Notice-to-Proceed (NTP), whichever comes last.

Professional Fees

The Not to Exceed (NTE) fee for the proposed services is \$83,504. The attached C tables provide a breakdown by labor cost of the following project cost summary.

TABLE 1 – COST SUMMARY – LABOR AND REIMBURSABLE EXPENSES

FIRM	COST
Ricondo Labor	\$ 73,520.00
Ricondo Expenses	Not Applicable
KMI International Labor	\$ 9,984.00
KMI International Expenses	Not Applicable
TOTAL COSTS	\$ 83,504.00

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

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau

Director

ENCLOSURE – Truth in Negotiation Form

cc: Jason Garman
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: 09/26/2023

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-1
SUMMARY OF TOTAL CONTRACT VALUE
MCO Parking Analysis

Phase of Projec :	Task 1 - Analysis	Task 2 - Documentation	Task 3 - Stakeholder Meetings	TOTAL CONTRACT
2.0 Not to Exceed Professional Fees:	\$44,092.00	\$25,004.00	\$14,408.00	\$83,504.00
3.0 Not to Exceed Reimbursable Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
4.0 TOTAL CONTRACT VALUE:	\$44,092.00	\$25,004.00	\$14,408.00	\$83,504.00

Total Not to Exceed Professional Labor Hours:	244	120	54	418
TOTAL LABOR HOURS:	244	120	54	418
Average Hourly Rate:				\$200

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL

TABLE C-4

SUMMARY OF NOT TO EXCEED PROFESSIONAL FEES AND REIMBURSABLE EXPENSES

Phase of Project:	Task 1 - Analysis		Task 2 - Documentation		Task 3 - Stakeholder Meetings		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
Ricondo & Associates, Inc.									
Not to Exceed Professional Fees	196	\$34,10						.	
KMI International									
Not to Exceed Professional Fees	48	\$9,98						.	
Total Not to Exceed Professional Fees:	244	\$44,092.00	120	\$25,004.00	54	\$14,408.00	418	\$83,504.00	\$200

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

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR OFFICER		SENIOR DIRECTOR		SENIOR DIRECTOR w/ Travel Premium		SENIOR CONSULTANT		TECHNICAL EDITOR		TOTAL		
Rate (\$/Hour):	\$350		\$295		\$320		\$139		\$138		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
Task 1 - Analysis													
Data Review		\$0	4	\$1,180		\$0	20	\$2,780		\$0	24	\$3,960	\$165
Analyze Recent Ground Transportation Trends		\$0	8	\$2,360		\$0	32	\$4,448		\$0	40	\$6,808	\$170
Parking Demand Assessment and Development of Future Parking Scenarios		\$0	20	\$5,900		\$0	60	\$8,340		\$0	80	\$14,240	\$178
Parking Facility Capacity Assessment and Future Development		\$0	12	\$3,540		\$0	40	\$5,560		\$0	52	\$9,100	\$175
Task 2 - Documentation													
Powerpoint presentation - draft		\$0	16	\$4,720		\$0	24	\$3,336		\$0	40	\$8,056	\$201
Powerpoint Presentation - final		\$0	8	\$2,360		\$0	12	\$1,668		\$0	20	\$4,028	\$201
Report	4	\$1,400	24	\$7,080		\$0	24	\$3,336	8	\$1,104	60	\$12,920	\$215
Task 3 - Stakeholder Meetings													
Conduct 3 web conference sessions for materials development and review, including meeting preparation		\$0	12	\$3,540		\$0	8	\$1,112		\$0	20	\$4,652	\$233
Conduct 2 executive meetings and presentations via web, including preparation		\$0	16	\$4,720	14	\$4,480	4	\$556		\$0	34	\$9,756	\$287
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	4	\$1,400	120	\$35,400	14	\$4,480	224	\$31,136	8	\$1,104	370	\$73,520	\$199

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

KMI International

KMI International (COST ESTIMATES)	Senior Estimator/ Scheduler		TOTAL		
Rate (\$/Hour):	\$208.00		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
Task 1 - Analysis					
Parking Facility Capacity Assessment and Future Development	48	\$9,984.00	48	\$9,984.00	\$208
Task 2 - Documentation					
Task 3 - Stakeholder Meetings					
TOTAL NOT TO EXCEED PROFESSIONAL FEE :	48	\$9,984.00	48	\$9,984.00	\$208

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLES C-7b and C-7c
PARTICIPATION SCHEDULES

TABLE C-7b MWBE PARTICIPATION SCHEDULE

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Parking Capacity Analysis	\$73,520.00	N/A
KMI International		N/A	Cost Estimating	\$9,984.00	N/A
TOTAL PROPOSED PARTICIPATION				\$83,504.00	0.0%

TABLE C-7c LDB PARTICIPATION SCHEDULE

NAME OF FIRM	ADDRESS	PROPOSED SCOPE OF SERVICES		FEE	PROPOSED PARTICIPATION
Ricondo & Associates, Inc.		N/A	Parking Capacity Analysis	\$73,520.00	N/A
KMI International		N/A	Cost Estimating	\$9,984.00	12.0%
TOTAL PROPOSED PARTICIPATION				\$83,504.00	12.0%

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-9
CONTRACT HOURLY RATES

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the contract hourly rates shown below.

FIRM	POSITION	CONTRACT HOURLY RATE
Ricondo & Associates	Senior Officer	\$350
Ricondo & Associates	Officer	\$340
Ricondo & Associates	Senior Director	\$295
Ricondo & Associates	Manager	\$180
Ricondo & Associates	Senior Consultant	\$139
Ricondo & Associates	Technical Editor	\$138
Ricondo & Associates	Senior Graphics Designer	\$134
Ricondo & Associates	Consultant	\$93
Ricondo & Associates	Graphic Designer	\$97
KMI International	Senior Estimator/Scheduler	\$20 .

ATTACHMENT A

FINANCE FORM

Date:	November 13, 2023	Requestor's Extension:	X3139
Requestor's Name:	Brad Friel	Preparer's Extension:	X2453
Preparer's Name:	Kevin Thompson	Solicitation #:	N/A
Requestor's Department:	Planning	Contract # / Name:	General Consulting Services Professional Agreement
Description:	On-Call Services	Procurement Committee Date:	November 21, 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
301.234.601.5310009.000.000000		\$83,504.000				
Total Requisition:		\$83,504.00				
Requisition Number:		95579				

Funding Approver:

OMB Notes:

REVIEWED

By Magaly at 8:02 am, Nov 20, 2023

GOAA Req Headers								
Number	Preparer	Description	Approval Status	Creation Date	Total	Type	Operating Un	Canceled
95579	Wages, Alice M	FY24 PC 11/21/2	In Process	13-NOV-2023 14:42:29	83,504.00	Internal Requisition	GOAA	<input type="checkbox"/>

Addenda / Amendments Awarded per Agreement - Summary for Committee

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

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

Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00
030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23	08/18/23		\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23	96397	\$127,904.00	\$127,904.00
040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23		\$94,268.00	\$94,268.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23		\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23		\$50,000.00	\$50,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23		\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23		\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23		\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23		\$1,090,217.00	\$1,090,217.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23		\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA			\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA			\$71,219.00	\$71,219.00

Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC

\$8,792,659.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: December 13, 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 December 2020, a total of 51 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.

For Reference, the following addenda have been recently approved by the Construction Committee (CC) and the Procurement Committee (PC) in accordance with Aviation Authority policy:

- Addendum for bid and award consulting services for V-00995, Replacement of Elevator P58 on Airside 4 (Design/Build) at MCO, for the total not-to-exceed fee amount of \$16,730, with funding from Line of Credit to be reimbursed by future General Airport Revenue Bonds. Services will include, but are not limited to, finalizing the bid package to address the Aviation Authority final review comments; participating in the Pre-Bid release and the Pre-Bid Meeting with the Aviation Authority Continuing Vertical Contractors; assisting with the bidders' questions and answers; reviewing the bids, material delivery and construction schedule proposed; evaluating and providing recommendations of the submitted bids; and, assisting with any contractors' clarifications and bid negotiations, if applicable. 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 CC Meeting held October 10, 2023, Agenda Item No. IV-I].*

- Amendment to Addendum No. 18 for additional support services in the initial implementation phase of the 2023 Strategic Plan at MCO, for the total not-to-exceed fee amount of \$91,852, with funding from previously-approved Capital Expenditure Funds. Additional services will include, but are not limited to, synthesizing and organizing inputs from the Aviation Authority departments, and assisting with the creation and testing of the 2023 Strategic Plan dashboard. The dashboard will be used to track the implementation of the strategic goals and initiatives. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. proposes 7% Minority and Women Business Enterprise (MWBE) participation for 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. *[Reference CC Meeting held November 7, 2023, Agenda Item No. IV-F].*
- Addendum for FY 2024 On-Call General Consulting Support Services for the Commercial Properties Department at MCO, for the total not-to-exceed fee amount of \$31,260, 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 review of tenant design concepts; development of concept plans for future commercial development; and assistance with tenant design standards as applied to airline, non-airline and non-terminal tenants, conceptual layouts and exhibits, and compliance verification of approved design documents. 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 November 7, 2023, Agenda Item No. CA-A].*
- Addendum for Terminal C, Phase 2, Written Re-evaluation for W-S00211, Terminal C, Phase 2, Program Definition Document Development at MCO, for the total not-to-exceed fee amount of \$71,219, with funding from previously-approved Capital Expenditure Funds. Services will provide environmental support services for the proposed Terminal C, Phase 2, expansion. Services will include a written re-evaluation to maintain compliance with the National Environmental Policy Act of 1969 (NEPA). The Federal Aviation Administration (FAA) has determined that the 1999 South Terminal Development Environmental Assessment is outdated and needs to be updated; thus, the need for a new written re-evaluation. The Ricondo Team will address additional documentation required for preparation of a new re-evaluation document and coordination efforts with the FAA. 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 CC Meeting held November 14, 2023, Agenda Item No. IV-C].*

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value. The Procurement Committee (PC) recommended approval of addenda to the above-referenced agreement, as follows:

- Addendum for the Interim Update of the MCO Airport Layout Plan (ALP), for the total not-to-exceed fee amount of \$13,840, with funding from previously-approved Operations and Maintenance Funds. Services will consist of the interim update of the MCO ALP to incorporate facilities that have been demolished or constructed since the last ALP update in July 2021, and

new proposed facilities that would support the operations of Electric Vertical Takeoff and Landing (EVTOL) aircraft. Services will also include, but are not limited to, preparation of an airspace drawing to depict the VFR vertiport approach and departure surfaces as described in the Federal Aviation Administration (FAA) Advisory Circular (AC) Engineering Brief No. 104, Vertiport Design, dated September 2022. Ricondo & Associates, Inc. will review, prepare, and complete, as needed, sections of the Standard Operating Procedures (SOP) 2.00, Standard Procedure for FAA Review and Approval of ALPs Checklist, and draft the checklist while simultaneously updating the ALP drawing sheet. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized 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 November 21, 2023, Agenda Item No. III-B].*

- Addendum for Parking Capacity Analysis Consulting Services at MCO, for the total not-to-exceed fee amount of \$83,504, with funding from previously-approved Operations and Maintenance Funds. Services will provide a parking capacity analysis that will quantify future public parking demands at MCO for Fiscal Year (FY) 2024. Services will consist of, but are not limited to, collecting, analyzing and consolidating historical ground transportation and parking transactions and revenues by month for FY 2019 through FY 2023, to derive estimates of transaction and revenue parking trends. This task will include analysis of changes in revenue per transaction, revenue and transactions on a per originating passenger basis and average duration, where applicable. The analysis will assess changes in overall volume of activity and revenue, considering the impact of Transaction Network Companies (TNC) and the anticipated emergence of autonomous vehicles. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized 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 November 21, 2023, Agenda Item No. III-C].*
- Addendum for Parking Pricing Study Consulting Services at MCO, for the total not-to-exceed fee amount of \$87,100, with funding from previously-approved Operations and Maintenance Funds. Services will consist of a parking pricing study that would complement the parking capacity assessment of parking demand at MCO, by analyzing how parking rates, changes in products, marketing and other factors may affect occupancy as parking capacity becomes more constrained over time. This study will evaluate whether parking demand could be better balanced between MCO parking products, if the need for the construction of additional parking facilities could be delayed by either rebalancing demand among the parking products or decreasing occupancy, and how parking revenues and transactions will be impacted by potential price changes. Services will include, but are not limited to, benchmarking pricing and product mix at up to fifteen other airports, evaluating the potential effects on demand of a modified product offering or additional amenities, and calculating the financial impacts of any forecasted changes from parking to the competitive modes, e.g., off-airport parking operators or TNCs, as a result of the pricing analysis, and developing alternate pricing strategy scenarios via an excel based model that forecasts pricing and industry impacts over the upcoming 10 years. The Aviation Authority has reviewed the proposal from Ricondo & Associates, Inc., and determined that Ricondo & Associates, Inc. does not propose any small business participation on this Addendum because of the limited and specialized 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 November 21, 2023, Agenda Item No. III-D].*

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 \$184,444. Funding is from 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 for the 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:

- (a) Interim Update of the MCO Airport Layout Plan (ALP), for the total not-to-exceed fee amount of \$13,840, with funding from previously-approved Operations and Maintenance Funds;
- (b) Parking Capacity Analysis Consulting Services at MCO, for the total not-to-exceed fee amount of \$83,504, with funding from previously-approved Operations and Maintenance Funds; and,
- (c) Parking Pricing Study Consulting Services at MCO, for the total not-to-exceed fee amount of \$87,100, with funding from previously-approved Operations and Maintenance Funds.