

**ADDENDUM NO. 56
TO THE AGREEMENT DATED JANUARY 8, 2021
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY
AND RICONDO & ASSOCIATES, INC.**

Project: FY24 On Call Support Services for Concessions Department, Orlando International Airport

THIS ADDENDUM is effective this 19th 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 FORTY-SEVEN THOUSAND FOUR HUNDRED FORTY AND NO/100 DOLLARS (\$47,440.00)**, broken down as follows:

Professional Fees:	NTE:	\$47,440.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$47,440.00

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 27, 2023.

GREATER ORLANDO AVIATION AUTHORITY



By: boxSIGN 1V3Q39J4-4YWK8P33
Kevin J. Thibault, P.E.
Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Dec 22, 2023**



By: boxSIGN 1JBRK51-4YWK8P33
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

RICONDO & ASSOCIATES, INC



By: boxSIGN 4LWR3Z2O-4YWK8P33
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, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tracy Conner Harris, Vice President, Concessions

DATE: December 19, 2023

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Support Services for Concessions Department 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 to the Authority. 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.

Since FY22, Ricondo & Associates has provided on-call support services to Concessions on an annual basis. Historically, Ricondo & Associates has primarily provided design review support services to the department.

ISSUES

Consultant's proposal, dated September 18, 2023 (updated December 4, 2023) to assist the Aviation Authority Concessions department with miscellaneous support services at MCO on an as-needed basis, as requested by the Aviation Authority.

If approved, these services would be effective upon Procurement Committee approval date.

EXHIBIT A

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. is below the \$250,000 threshold; thus, this agenda item does not require Board approval.

SMALL BUSINESS

Not Applicable.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$47,440 with funding from FY24 Operations and Maintenance fund account code 301.221.220.5310005.000.000000.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for services contained herein and the amount as shown below.

Not to Exceed Fees	\$47,440.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$47,440.00
AAC – Compliance Review Date	<i>SJ</i> 12/11/23
AAC – Funding Eligibility Review Date	12/11/23

ATTACHMENT A



September 18, 2023 (Revised December 4, 2023)

Ms. Tracy C. Harris
Greater Orlando Aviation
Authority Vice President,
Concessions
5855 Cargo Road
Orlando, FL 32827

RE: Proposal for Fiscal Year (FY) 2024 On-Call Support Services for the Concessions Department at the Orlando International Airport (MCO)

Dear Ms. Harris:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA or the Aviation Authority) Concessions department with miscellaneous support services at the Orlando International Airport (MCO) on an as-needed basis, as requested by the Aviation Authority.

We understand that the services to be provided may relate to, but not necessarily be limited to:

- Preparation of concessions exhibits on an on-call basis
- Assist with the preparation of exhibits illustrating rental car company space reallocation
- Review of concessionaire proposals for food and beverage, vending, and retail concessions
- Provide any guidance necessary for understanding of Terminal Design Standards as it applies to retail and food and beverage tenants
- Support the Aviation Authority's food service and retail consultant including the development of enplanement projections per airside to support the planning of future concessions program on an on- call basis
- Review concessionaires' proposals in advance of Design Review Team (DRT) meetings
- Perform DRT reviews and conduct research as necessary to respond to design issues
- Assist GOAA staff with design coordination related to DRT recommendations and comments
- Attend and advise DRT at monthly scheduled meetings (2 meetings per month for a total of 24 meetings)

Schedule

The proposed services are for Fiscal Year 2024.

Professional Fees

While this proposal has been developed with an attempt to understand the desired services as noted above, the actual hours of effort could vary based on the number of tasks to be completed in FY 2024 and complexity. This proposal is predicated on the following labor hour assumptions:

- Senior Director: 40 hours
- Director: 80 hours
- Manager: 30 hours
- Senior Consultant: 80 hours

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumptions is \$47,440. There is no Ricondo expense budget for this task.

TABLE 1 – PROFESSIONAL FEES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	40	\$ 11,800.00
Ricondo/Director	\$239.00	80	\$ 19,120.00
Ricondo/Manager	\$180.00	30	\$ 5,400.00
Ricondo/Senior Consultant	\$139.00	80	\$ 11,120.00
Expenses			Not Applicable
TOTAL COSTS			\$ 47,440.00

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.



Sebastien Carreau, Director
 ENCLOSURE – Truth in Negotiation
 Form cc: 21041212

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant: Ricondo & Associates, Inc.

By:

A handwritten signature in blue ink that reads "Ricondo". The signature is stylized with a cursive font, featuring a prominent loop at the end of the word.

Print Name: Pete Ricondo, P.E., Senior Vice President

Date: 12/04/2023

FINANCE FORM

Date:	12.05.23	Requestor's Extension #:	X2042
Requestor's Name:	Tracy Harris	Preparer's Extension #:	X2042
Preparer's Name:	Tracy Harris	Solicitation #:	NA
Requestor's Department:	Concessions	Contract # / Name:	General Consultant
Description:	Addendum to Contract	Procurement Committee Date:	December 19, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.221.220.5310005.000.000000		\$47,440				
Total Requisition:		\$47,440				
Requisition Number:		95846				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
95846	Ricondo Call Support Ser	Incomplete	14-DEC-2023 08:09:5	USD	47,440.00	Browne, Donald F

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: December 19, 2023

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo Associates, Inc. for Fiscal Year 2024 On-Call Support Services for Concessions Department, at the Orlando International Airport.

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

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