

**AMENDMENT 2 to ADDENDUM NO. 52  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project: Additional Services for W-496 North Terminal Refresh for  
Airsides 1, 2, and 3 Restroom Improvements, Orlando  
International Airport**

**THIS AMENDMENT** is effective this 26<sup>th</sup> day of March, 2024, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Aviation Authority"), and **RICONDO & ASSOCIATES, INC.** ("Consultant").

**WITNESSETH:**

**WHEREAS**, by Agreement dated January 8, 2021, Aviation 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 Aviation Authority as are contained in any additional scope of work established by the Aviation Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

**WHEREAS**, the Aviation Authority and the Consultant desire to enter into this Amendment 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 Aviation 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 TWO HUNDRED TWENTY-SIX THOUSAND THREE HUNDRED EIGHTY-SIX AND NO/100 DOLLARS (\$226,386.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$226,386.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$0.00</u></b>
<b>Total:</b>		<b>\$226,386.00</b>

3. Except as expressly modified in this Amendment, 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 Amendment this day of Mar 28, 2024.

**GREATER ORLANDO AVIATION AUTHORITY**

  
box SIGN 4WB8Q9ZJ-4KR5JLX6

By: Max Marble  
Sr. Vice President, Capital Programs

Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Mar 28, 2024



By: Karen Ryan  
box SIGN 1UBDK51-4KR5JLX6  
**NELSON MULLINS BROAD AND  
CASSEL**  
Legal Counsel  
Greater Orlando Aviation Authority

**RICONDO & ASSOCIATES, INC.**

  
box SIGN 4LWR3Z2Q-4KR5JLX6

By: Pete Ricondo  
Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



## MEMORANDUM

TO: Members of the Construction Committee

FROM: Robert Furr, Vice President of Engineering and Architecture

DATE: March 26, 2024

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 52 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Services on W-00496 North Terminal Refresh at Orlando International Airport

## BACKGROUND

On November 21, 2023, the Construction Committee approved Addendum 52 in the amount of \$195,303 to the above-referenced agreement. On January 23, 2024, the Construction Committee approved an Amendment to Addendum 52 in the amount of \$97,772. Since that time, it has been discovered that additional services are required for identified concepts, as furthered described in Consultant's proposal, dated 3/1/2024.

## ISSUES

Consultant's proposal, dated 3/1/2024, is for Phase 1 of the proposed scope, the preparation of the Interiors Look and Feel Refresh documents for the North Terminal Complex, including Level 3 of the landside terminal and the departure levels of the airsides hubs and concourses.

If approved, services will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on (☒ all that apply):

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input type="checkbox"/> Equitable Distribution         | <input type="checkbox"/> Other: _____     |

## SMALL BUSINESS

The MWBE/LDB participation has been reviewed by the Office of Small Business Development. Their findings and recommendation are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from General Airport Revenue Bonds (GARBs) . Funding source verified by Malvin Martinez  
of Construction Finance on 03 / 21 / 24 as correct and available.

## RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve an Amendment to Addendum No. 52 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	\$226,386.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$226,386.00</b>
AAC – Compliance Review Date	<i>SJ</i> 03/20/24
AAC – Funding Eligibility Review Date	03/20/24

REVISED March 15, 2024

Mr. Robert Furr, RA, NCARB, ID  
Vice President, Engineering and Architecture  
Greater Orlando Aviation Authority  
11314 Terminal C Service Road  
Orlando, FL 32824

RE: ***Interiors Look and Feel Refresh***, Tenant Design Criteria Manual, and Design Criteria Package North Terminal Complex Orlando International Airport (MCO)

Dear Mr. Furr:

Ricondo & Associates, Inc. (Ricondo), Gensler, and Studio for Architecture appreciate the opportunity to submit this proposal to the Greater Orlando Aviation Authority (Aviation Authority) for the ***Interiors Look and Feel Refresh*** for the North Terminal Complex (including Level 3 of the landside terminal and the departure levels of the airside hubs and concourses), the update of the Tenant Design Criteria Manual (TDCM) for the retail, food and beverage, and service spaces and the Design Criteria Package for the Base Building.

The Scope of Work is divided in three Phases:

Phase 1: ***Interiors Look and Feel Refresh***

Phase 2: Update of the TDCM

Phase 3: Design Criteria Package for the Base Building

Applicable sections of the ***Interiors Look and Feel Refresh*** Document will support the release of the Request for Proposals and associated concession packages to be issued by GOAA in May for the operations of the concessions in the North Terminal Complex. The Document will assist future tenants and their designers in developing future concession designs that reflect and complement the overall interior vision for the common use spaces in the North Terminal. The TDCM update will incorporate new guidelines defined during the ***Interiors Look and Feel Refresh*** effort for concessions spaces. And the Design Criteria Package will be utilized to solicit future design-builders to upgrade the finishes in the Base Building.

The Aviation Authority recently completed the renovation of Terminals A and B ticket lobbies. As such, the ***Interiors Look and Feel Refresh*** effort will be limited to the retail corridors, east and west great halls, food court, security screening checkpoint, and Automated People Mover (APM) stations located at Level 3 of the landside terminal. At the airside, the effort will be limited to the hubs and concourses including common use spaces, concession areas, circulation corridors, hallways, and holdrooms. Refer to **Exhibit 1** for areas to be included in the effort.

This proposal assumes that the existing concession lease lines will generally remain unchanged. To the extent practical, the Ricondo team will update the 2003 Tenant Design Criteria. However, it is understood



that this document is generally outdated and will require a major rework to reflect new design standards, materials, etc.

## Team

The following firms comprise the Team:

- Ricondo (Phases 1, 2, and 3)
  - Overall project management and coordination
  - Quality assurance and quality control
  - Collaboration with Design Architect to establish the interiors vision.
- Gensler (Phases 1, 2, and 3)
  - Design Architect and production lead.
- Studio for Architecture (Phases 1, 2, and 3) – Women Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE)
  - Architecture design and production support
- SGM Engineering (Phases 2 and 3) – DBE
  - Mechanical, Electrical, Plumbing, Fire Protection, and Information Systems engineering
- Structural Engineer – To Be Determined (Phases 2 and 3)
  - Structural engineering
- Carolyn Binder, CPA - WBE and DBE
  - Project control support services/administration

## Scope of Work

The Scope of Work will be divided in three (3) Phases. The Scope of Work and Fee proposed and presented below is only for Phase 1. Further definition of Future Phases 2 and 3 will be provided at a later time upon request by the Aviation Authority.

Phase 1 includes the following:

1. ***Interiors Look and Feel Refresh:***
  - a. Defines and identifies an interiors vision for the Level 3 of the landside terminal and the departure levels of the airsides' hubs and concourse.
  - b. Includes workshops with the Aviation Authority staff to identify design intent, goals, and priorities, etc. and elicit ideas to help formulate an interiors vision.
  - c. Includes the Concessions governing guidelines.
  - d. Identifies color and material palettes.

2. Concepts will consider the following:
  - a. Two distinct concepts with pros and cons analysis and recommendation.
  - b. A holistic, comprehensive, and integrated approach to complement GOAA's Vision for their customers experience and working environment. The solution will enhance the unique and international culture found in Orlando.
  - c. Benchmark and identify best practices research of other renown airports. For budgeting purposes, it has been assumed that no more than three airports would be benchmarked.
  - d. Demonstrate an attention to innovation, detail and quality which are practical, functional, visually pleasing, and within the boundaries of the design to cost requirements, and engineering and constructability constraints.
  - e. Use an interrelated family of materials and building systems in the selection, such as: flooring, ceilings, walls, base, lighting, speakers, fire alarm devices, sprinkler systems, signage, Furnishings, Fixtures and Equipment (FFE), dynamic technology, plantings, art in public places, other features, or amenities, etc.
  - f. Sensory qualities: Color palettes, patterns, scale, acoustics, feel and touch.
  - g. Maintenance, warranties, operational expenditure (OPex), sustainability, durability, cleanliness, flexibility, promotion of products as Made in the USA (qualitative review only).
3. Materials and cost data will be considered during the effort per the Feasibility Studies currently in progress by Others. The Feasibility Studies address Levels 1 and 2 of the Landside Building.
4. The **Interiors Look and Feel Refresh** will be validated based on the Strategic Objectives and Feasibility Studies for Levels 1 and 2 of the Landside Building developed by Others.
5. The DRAFT Look and Feel Document will be submitted in May (assuming receipt of Notice-to-Proceed mid-March) in coordination with the Concessionaires' Solicitation Schedule. The Document will provide sufficient design definition with the GOAL that Future Concessionaires will design concession spaces according to the **Interiors Look and Feel Refresh** of the Future Base Building. The Look and Feel document, which is intended to establish an ethos to future work, will be highly illustrative in nature and envisioned to be no more than 30 pages in length.
6. Other deliverables will include design concept presentations summarizing thematic concepts (precedent imagery, look/feel images), overall terminal refresh concepts (extent of finish upgrades, space reconfigurations, etc.), overall concessions concepts (demonstration of different levels of tenant personalization versus standardization, etc.), and plan mapping of key areas of improvement, as well as up to five (5) photorealistic renderings of proposed terminal interiors.
7. This proposal assumes up to five meetings/workshops and a three-day series of workshop with the Aviation Authority's stakeholders to kick-off the projects, identify what an authentically Orlando airport experience would look like, review preliminary design concepts for terminal interiors and concessions, and review the Look and Feel Document.
8. GOAA's Concessionaires' Solicitation schedule will be provided prior to the NTP.

The subsequent Phase 2 will include the following:

1. Update of the Tenant Design Criteria Manual (TDCM) based on one (1) preferred Concept.
2. The TDCM update will include coordination with the applicable engineering disciplines to support the preferred Concept. Engineering disciplines to be considered include structural, mechanical, electrical, plumbing, fire protection and information systems.
3. The North Terminal Complex areas to be covered in the TDCM, include initially:
  - a. Landside Terminals A & B (departure level only) including:
    - i. East and West Great Halls
    - ii. Retail Corridors
    - iii. Food Court
    - iv. Security Screening Checkpoint Areas
    - v. APM stations
  - b. Airsides 1 – 4 including:
    - i. Common use and circulation spaces
    - ii. Concession spaces
    - iii. Holdrooms

The subsequent Phase 3 will include the development of the Future Base Building Design Criteria Package.

1. Design Criteria Package – Base Building
  - a. Defines the ***Interiors Look and Feel Refresh*** for the Future Base Building.
  - b. Will be utilized to solicit for future design-builder to upgrade the Base Building finishes and serve as a coordination tool between the Future Base Building and Future Concessions Fit-Out.

Refer to Subconsultants' Proposals attached for more definition of the description of services.

## Exclusions

- Update of TDCM
- Future Base Building Design Criteria Package
- Cost Estimating.



## Schedule

The anticipated schedule is as follows: (Schedule may have to be adjusted based on NTP.)

Notice to Proceed	March 26, 2024.
Workshops	April 3-5, 2024.
Design Concepts Presentation	May 9, 2024.
DRAFT Interiors Look and Feel Refresh Document	May 24, 2024.
FINAL Document and Presentation	June 4, 2024.

## Professional Fees

As noted in **Table 1**, the total Not-to-Exceed Fee for the proposed services is **\$226,386**. The proposals from Gensler, Studio for Architecture, and Carolyn Binder, CPA, LLC are included in **Appendix A**.

TABLE 1 – BUDGET ESTIMATE – LABOR – REFER TO EXHIBIT A FOR DETAIL

FIRM	COST
Ricondo	\$ 41,742
Gensler	\$ 138,072
Studio for Architecture	\$ 45,168
Carolyn Binder, CPA, LLC	\$ 1,404
<b>TOTAL COSTS</b>	<b>\$ 226,386</b>

We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at [scarreau@ricondo.com](mailto:scarreau@ricondo.com).

Sincerely,

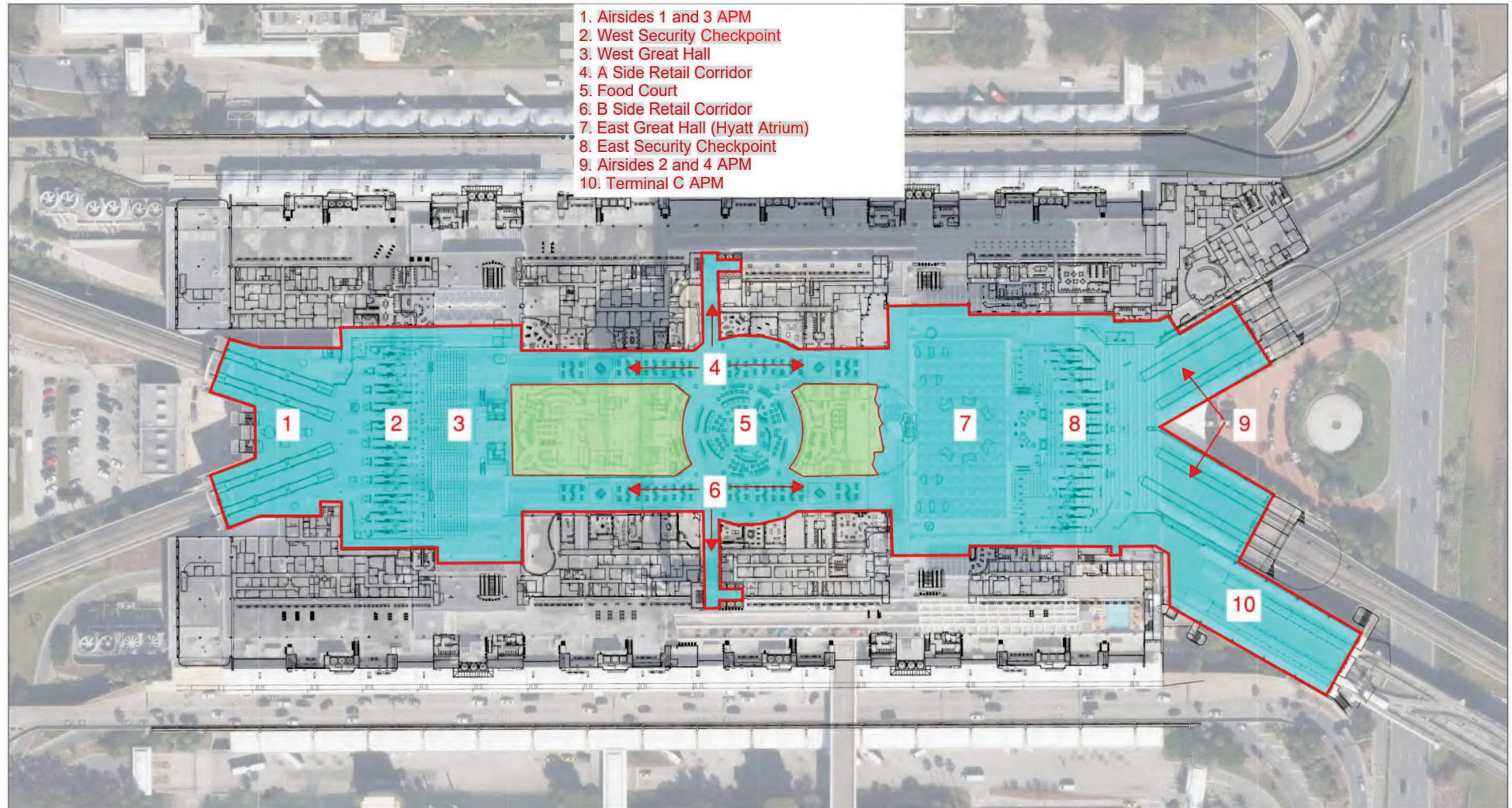
RICONDO & ASSOCIATES, INC.



Sébastien Carreau  
Director

TRUTH IN NEGOTIATION CERTIFICATION; GENSLER PROPOSAL; STUDIO FOR ARCHITECTURE PROPOSAL  
CAROLYN BINDER PROPOSAL

cc: 21041212; Teresa Davidson



Drawing: Drawing.dwg; Layout: 11x17; Plotted: Feb 19, 2024, 12:21PM

EXHIBIT 1

ORLANDO INTERNATIONAL AIRPORT  
MAIN TERMINAL DEPARTURE LEVEL





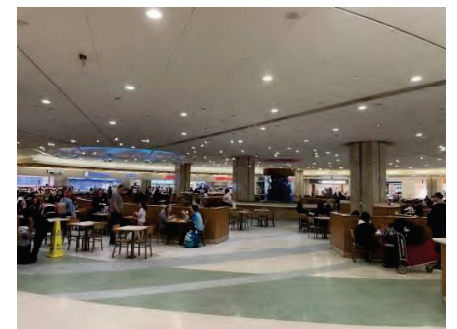
West Security Checkpoint



West Great Hall



Retail Corridors



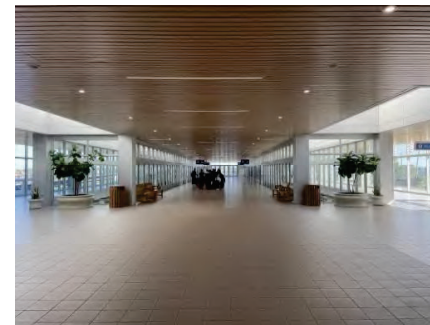
Food Court



East Great Hall  
(Hyatt Atrium)



East Security Checkpoint



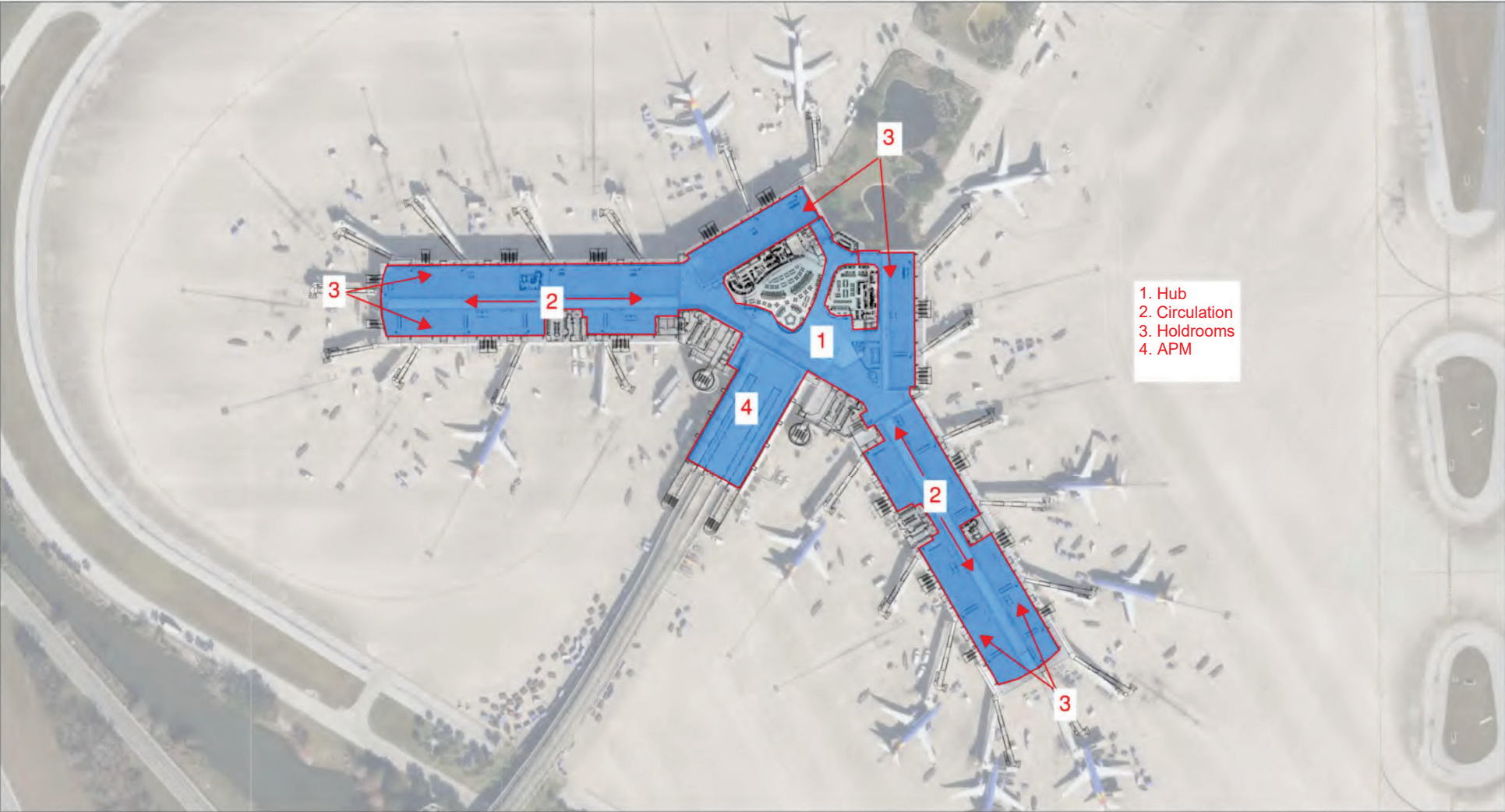
Terminal C APM



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**EXHIBIT 1**  
ORLANDO INTERNATIONAL AIRPORT  
AIRSIDE 1





- 1. Hub
- 2. Circulation
- 3. Holdrooms
- 4. APM



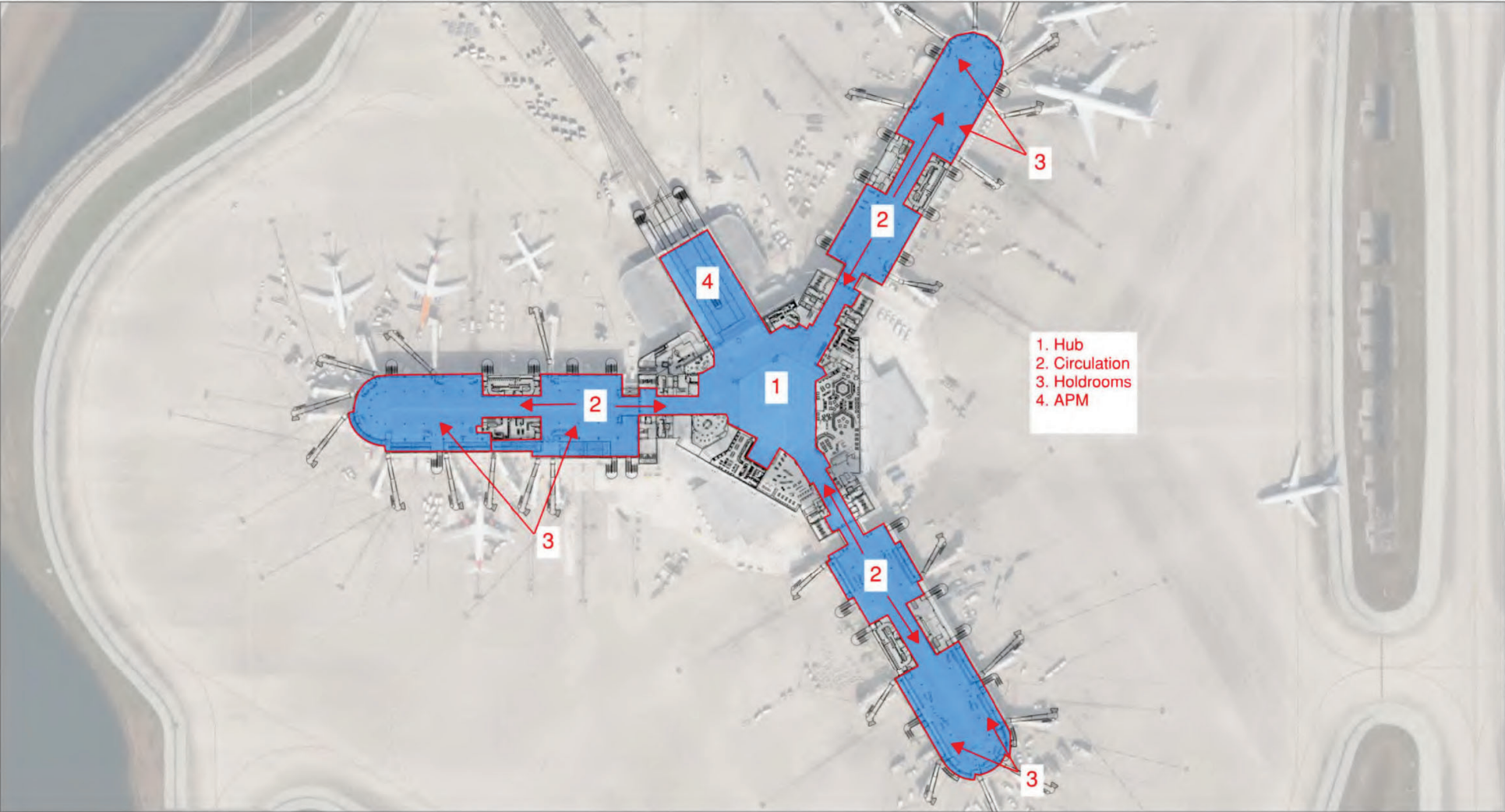
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EXHIBIT 1

ORLANDO INTERNATIONAL AIRPORT  
AIRSIDE 2







- 1. Hub
- 2. Circulation
- 3. Holdrooms
- 4. APM



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## 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: 2/29/2024





## APPENDIX A

### BREAKDOWN OF PROFESSIONAL FEES

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**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-1**  
**SUMMARY OF TOTAL CONTRACT VALUE**  
**Interiors Look and Feel Refresh for the North Terminal**

Phase of Project:		TOTAL
PHASE 1	Tasks	CONTRACT
1.0 Lump Sum Fee:	\$0	\$0
2.0 Not to Exceed Professional Fees:	226,386	\$226,386
3.0 Not to Exceed Reimbursable Expenses:	\$0.00	\$0.00
<b>4.0 TOTAL CONTRACT VALUE:</b>	<b>\$226,386</b>	<b>\$226,386</b>

Total Lump Sum Labor Hours:	0	0
Total Not to Exceed Professional Labor Hours:	1,145	1,145
<b>TOTAL LABOR HOURS:</b>	<b>1,145</b>	<b>1,145</b>
<b>Average Hourly Rate:</b>		<b>\$198</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-4**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**

TASKS	PHASE 1		TOTAL		
	Labor Hours	Total Fee	Labor Hours	Cost	Avg. Rate
<b>Ricondo &amp; Associates, Inc.</b>					
Not to Exceed Fee Subtotal	139	\$41,742	139	\$41,742	\$300
<b>Gensler</b>					
Not to Exceed Fee Subtotal	666	\$138,072	666	\$138,072	\$207
<b>Studio for Architecture</b>					
Not to Exceed Fee Subtotal	328	\$45,168	328	\$45,168	\$138
<b>Carolyn Binder, CPA, LLC</b>					
Not to Exceed Fee Subtotal	12	\$1,404.00	12	\$1,404	\$117
<b>Total Not to Exceed Amount:</b>	<b>1,145</b>	<b>\$226,386</b>	<b>1,145</b>	<b>\$226,386</b>	<b>\$198</b>

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

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR DIRECTOR		SENIOR DIRECTOR WITH TRAVEL PREMIUM		TECHNICAL EDITOR		TOTAL		
Rate (\$/Hour):	\$295		\$330		\$138		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Tasks</b>									
<b>PHASE 1 TASKS</b>									
Look and Feel sessions coordination	8	\$2,360	0	\$0	0	\$0	8	\$2,360	\$295
Look and Feel sessions preparation	20	\$5,900	0	\$0	0	\$0	20	\$5,900	\$295
Synthesis review	8	\$2,360	0	\$0	0	\$0	8	\$2,360	\$295
Development of Concepts	20	\$5,900	0	\$0	0	\$0	20	\$5,900	\$295
Refinement of preferred Concept	8	\$2,360	0	\$0	0	\$0	8	\$2,360	\$295
Look and Feel Document review	16	\$4,720	0	\$0	4	\$552	20	\$5,272	\$264
Virtual Meetings	16	\$4,720	0	\$0	0	\$0	16	\$4,720	\$295
On-Site Meetings	0	\$0	39	\$12,870	0	\$0	39	\$12,870	\$330
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES (PHASE 1):</b>	<b>96</b>	<b>\$28,320</b>	<b>39</b>	<b>\$12,870</b>	<b>4</b>	<b>\$552</b>	<b>139</b>	<b>\$41,742</b>	<b>\$300</b>

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

Gensler	PRINCIPAL IN CHARGE		PRINCIPAL IN CHARGE w/ TRAVEL PREMIUM		PRINCIPAL   DESIGN DIRECTOR		PRINCIPAL   DESIGN DIRECTOR w/ TRAVEL PREMIUM		TECHNICAL DIRECTOR		DESIGNER		DESIGNER		DESIGNER w/ TRAVEL PREMIUM		INTERMEDIATE DESIGNER		INTERMEDIATE DESIGNER		PLANNER		TOTAL		
Rate (\$/Hour):	\$314		\$377		\$314		\$377		\$227		\$131		\$131		\$169		\$146		\$146		\$110		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
<b>Tasks</b>																									
<b>PHASE 1 TASKS</b>																									
Workshop preparation	24	\$7,536		\$0	6	\$1,884		\$0		\$0	8	\$1,048	24	\$3,144		\$0	16	\$2,336		\$0		\$0	78	\$15,948	\$204
Synthesis	24	\$7,536		\$0	6	\$1,884		\$0		\$0		\$0	24	\$3,144		\$0		\$0		\$0		\$0	54	\$12,564	\$233
Concept development 1	12	\$3,768		\$0	12	\$3,768		\$0		\$0		\$0		\$0		\$0	52	\$7,592	40	\$5,840		\$0	116	\$20,968	\$181
Concept development 2	12	\$3,768		\$0	12	\$3,768		\$0		\$0		\$0		\$0		\$0	60	\$8,760	60	\$8,760		\$0	144	\$25,056	\$174
Final document prep	24	\$7,536		\$0	10	\$3,140		\$0		\$0	24	\$3,144		\$0		\$0	60	\$8,760	48	\$7,008		\$0	168	\$29,588	\$178
		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0	0	\$0	\$0
		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	\$0
Meetings		\$0	36	\$13,572		\$0	36	\$13,572		\$0		\$0		\$0	36	\$6,804		\$0		\$0		\$0	108	\$33,948	\$314
Travel and Lodging Expenses		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	\$0
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES (PHASE 1):</b>	<b>96</b>	<b>\$30,144</b>	<b>36</b>	<b>\$13,572</b>	<b>46</b>	<b>\$14,444</b>	<b>36</b>	<b>\$13,572</b>	<b>0</b>	<b>\$0</b>	<b>32</b>	<b>\$4,192</b>	<b>48</b>	<b>\$6,288</b>	<b>36</b>	<b>\$6,804</b>	<b>188</b>	<b>\$27,448</b>	<b>148</b>	<b>\$21,608</b>	<b>0</b>	<b>\$0</b>	<b>666</b>	<b>\$138,072</b>	<b>\$207</b>

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

Studio for Architecture	President		Vice President		Sr. Project Manager		Sr. Project Architect		Project Architect		Project Architect		TOTAL		
Rate (\$/Hour):	\$138		\$138		\$137		\$118		\$85		\$0				
GOAA North Terminal Interiors Look and Feel Refresh	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	labor hours	Cost	Avg. Hourly Rate
<b>Look and Feel Refresh Meeting</b>															
Kick-off Meeting	4	\$552	4	\$552	4	\$548	0	\$0	0	\$0	0	\$0	12	\$1,652	\$138
In-person Workshops / Presentations (5)	80	\$11,040	40	\$5,520	40	\$5,480	0	\$0	0	\$0	0	\$0	160	\$22,040	\$138
Virtual Meetings (2)	6	\$828	6	\$828	10	\$1,370	0	\$0	0	\$0	0	\$0	22	\$3,026	\$138
Design Review with Owner	16	\$2,208	16	\$2,208	16	\$2,192	0	\$0	0	\$0	0	\$0	48	\$6,608	\$138
<b>Sub-Total Field Evaluation</b>	<b>106</b>	<b>\$14,628</b>	<b>66</b>	<b>\$9,108</b>	<b>70</b>	<b>\$9,590</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>242</b>	<b>\$33,326</b>	<b>\$138</b>
<b>Look and Feel Refresh Concept Development</b>															
Development of two Concepts	16	\$2,208	16	\$2,208	8	\$1,096	0	\$0	0	\$0	0	\$0	40	\$5,512	\$138
Review Meeting	4	\$552	4	\$552	4	\$548	0	\$0	0	\$0	0	\$0	12	\$1,652	\$138
Design Criteria Development	8	\$1,104	4	\$552	10	\$1,370	0	\$0	0	\$0	0	\$0	22	\$3,026	\$138
Final Review	4	\$552	4	\$552	4	\$548	0	\$0	0	\$0	0	\$0	12	\$1,652	\$138
<b>Sub-Total Report Preparation</b>	<b>32</b>	<b>\$4,416</b>	<b>28</b>	<b>\$3,864</b>	<b>26</b>	<b>\$3,562</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>86</b>	<b>\$11,842</b>	<b>\$138</b>
<b>Design Criteria Development Phase 2 &amp; 3</b>															
Final Draft Development	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Final Review and Comments	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Incorporate Comments and Issue Documents	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>Sub Total Review Meeting</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>Sub-Total Project Management</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>
<b>TOTAL FEE:</b>	<b>138</b>	<b>\$19,044</b>	<b>94</b>	<b>\$12,972</b>	<b>96</b>	<b>\$13,152</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>328</b>	<b>\$45,168</b>	<b>\$138</b>

**NOTES:**

1. A separate spreadsheet is required for each consultant/sub consultant with any portion of it's services to be compensated on a lump sum basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
**Carolyn Binder, CPA, LLC**

Carolyn Binder, CPA, LLC	Sr. Project Manager		TOTAL		
Rate (\$/Hour):	\$117		labor hours	Cost	Avg. Hourly Rate
	hours	Cost			
Tasks					
Tasks					
Project Administration	12	\$1,404	12	\$1,404	\$117
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>12</b>	<b>\$1,404</b>	<b>12</b>	<b>\$1,404</b>	<b>\$117</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-6**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE EXPENSES**

EXPENSES:		AMOUNT			
<b>TASK 3</b>					
Travel Reimbursable Expenses		# of Trips	# of Days	Unit Price	
Air Travel - US Airport (BOS/Orlando) round trip					\$0
Air Travel - US Airport (MIA/Orlando (round trip)					\$0
Air Travel - US Airport (ORD/Orlando (round trip)					\$0
Air Travel - Oversea Airport LRH/Orlando (round trip)					\$0
Hotel/Lodging/Per Diem Expenses - 1 night					\$0
Hotel/Lodging/Per Diem Expenses - Multiple Night					\$0
Airport Parking					\$0
Taxi					\$0
Per diem expenses					\$0
<b>Subtotal - Ricondo &amp; Associates</b>					<b>\$0.00</b>
<b>Task 3 Total</b>					<b>\$0.00</b>



**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	Senior Officer w Travel Premium	\$385
Ricondo & Associates	Officer	\$340
Ricondo & Associates	Officer w Travel Premium	\$375
Ricondo & Associates	Senior Director	\$295
Ricondo & Associates	Senior Director w Travel Premium	\$330
Ricondo & Associates	Director	\$239
Ricondo & Associates	Director w Travel Premium	\$274
Ricondo & Associates	Manager	\$180
Ricondo & Associates	Senior Consultant	\$139
Ricondo & Associates	Technical Editor	\$138
Ricondo & Associates	Consultant	\$93
Ricondo & Associates	Senior Graphic Designer	\$134
Ricondo & Associates	Graphic Designer	\$97
Ricondo & Associates	Technical Specialist	\$66
Gensler	Principal in Charge	\$314
Gensler	Principal in Charge w Travel Premium	\$377
Gensler	Principal/Design Director	\$314
Gensler	Principal/Design Director w Travel Premium	\$377
Gensler	Technical Director	\$227
Gensler	Designer/Graphic Designer	\$131
Gensler	Designer	\$131
Gensler	Designer w Travel Premium	\$189
Gensler	Intermediate Designer	\$146
Gensler	Planner	\$110
Studio for Architecture	Vice President	\$138
Studio for Architecture	President/Principal	\$138
Studio for Architecture	Senior Project Manager	\$137
Studio for Architecture	Project Manager	\$128
Studio for Architecture	Senior Project Architect	\$118
Studio for Architecture	Project Architect	\$85
Carolyn Binder, CPA, LLC	Sr. Project Manager	\$117



## APPENDIX B

### PROPOSALS FROM SUBCONSULTANTS

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REVISED March 15, 2024

Teresa P. Davidson, AIA, LEED AP  
Director  
Ricondo  
421 King Street  
Suite 400  
Alexandria, VA 22314

Subject: **Proposal for Architectural Services**  
For North Terminal Complex Orlando  
Phase 1: Interiors Look and Feel Refresh for the North Terminal  
Gensler Project Number TBD

Dear Teresa:

This proposal is for architectural support at the North Terminal Complex Orlando for Phase 1 Interiors Look and Feel Refresh for the North Terminal.

## **A. PROJECT**

---

A.1 Project Description. The project includes concept design a generation of a look and feel document for public spaces in the North Terminal of Orlando International Airport (the "Project").

A.2 Project Schedule. The project schedule of important milestones ("Schedule") is set forth in a schedule exhibit included in this proposal (see Exhibit A). The Project will proceed in accordance with the Schedule. The parties will monitor the Project for conformance with the Schedule. If Client directs Gensler to provide Additional Services requiring additional time or the Project is not proceeding in accordance with the Schedule due to factors beyond Gensler's reasonable control, Gensler and Client will adjust the Schedule as appropriate, consistent with Section B.3, Optional/Additional Services.

A.3 Sustainability Goals.

A.4.1 Client's anticipated sustainable certification objective(s) for the Project will be determined during the concept development process (the "Sustainable Certification Objective").

If Client identifies a Sustainable Certification Objective, Client and Gensler may complete and incorporate an exhibit into this Agreement to define the terms, conditions, and services related to Client's Sustainable Certification Objective. As certification for various sustainable objectives is granted by independent agencies and relies on submissions by other team members and selections and decisions by Client, Gensler cannot guarantee or assure that the project will achieve a particular Sustainable Certification Objective.



## **B. SCOPE OF SERVICES PROVIDED BY GENSLER**

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Client and Gensler will each provide the names of their key Project team members, including the primary contact person and the person authorized to make decisions. Meetings and Site Visits may be conducted by telephonic, videoconference, or other remote means.

### B.1 Gensler's Basic Services

Gensler's Basic Services include design services for initial concepts for the North Terminal complex.

Unless Gensler and Client expressly agree otherwise, Gensler's Basic Services only include services with respect to improvements within Client's real estate designated for the Project.

Gensler's fee for Basic Services is based upon (among other things) the information in Section A, including the Project Schedule, and the scope of services in Section B. Changes in Project Budget, Schedule, or scope may result in Additional Services, consistent with Section B.3.

#### B.1.1 Pre-Design

As part of Pre-Design Task1, the Consultant team will prepare meeting materials to support design discussions, conduct sessions and workshops with the Client and stakeholders, and develop and refine concepts for the overall building interiors and concessions.

Task 1 deliverables include:

- Look and Feel document  
This document will provide a blueprint for development of future interiors work and concessions standards. It will establish the overall aesthetic and design goals for the Future Base Building Design Criteria Package. It will be aspirational in nature, intended to tell a story about future passenger and employee experience at the airport. It will be formatted to work as a preface to the revised TDCM standards (to be completed as part of a separate scope of work). Highly illustrative in nature and envisioned to be no more than 30 pages in length, the Look and Feel Document is intended to establish an ethos to future work.
- Design Concept Presentations  
Two design concept presentations are planned (one interim and one final). These will include a combination of the following elements:
  - Thematic concepts (precedent imagery, look/feel images)
  - Overall terminal refresh concepts (extent of finish upgrades, space reconfigurations, etc)
  - Overall concessions concepts (demonstration of different levels of tenant personalization versus standardization, etc)
  - Plan mapping of key areas of improvement
  - Diagram(s) indicating extent of improvement areas by Client and Concessions Tenants
  - Representative enlarged plans and elevations showing potential improvement treatments to



be further developed as part of Base Building Design Criteria Package

- Development of up to 5 representative concessions 'types' with supporting plans, diagrams and three-dimensional images

- Photorealistic Renderings

Development of up to 5 photorealistic renderings of terminal interiors will be provided.

Up to six meetings/workshops are envisioned as part of Task 1.

#### Meeting 1: Kickoff Meeting

During the Kickoff Meeting, the Consultant team will develop an agenda which includes discussion of administrative items (points of contact, preferred methods of communication) and project management items (schedule and deliverable review). Planning for the collaborative work sessions with stakeholders will also occur at this meeting, with discussion of dates, attendees, and overall format for those sessions. Questions on the Feasibility Study (conducted by others prior to initiation of the project) or other project background materials will also be discussed as part of this meeting.

#### Meeting 2: Workshop Prep

The primary focus on this meeting will be to review draft agendas and presentation materials for the working sessions. Logistics and facilitation questions will also be reviewed at this meeting. If advance meeting material or homework is required, it will be reviewed prior to sending out the working session attendees.

#### Meeting 3: Workshops/Working Sessions

The Consultant team will conduct a series of Workshops (simplified here as Meeting 3) with the Client and other identified stakeholders. The final format of these sessions will be determined after meeting with the Client team but is anticipated to include three-days of on-site workshops. Potential session formats that may be included are:

- A facilities walk-through with key Client representatives

The purpose would be to understand current challenges, opportunities, and areas of improvement.

- Interviews

These one-hour sessions would involve meeting with Client stakeholders (which may be organized by departments) to solicit feedback on key areas of improvement.

- Workshop session

A longer-format workshop could include a cross-section of project stakeholders and decision-makers, focused on the aspirational elements of what a future vision for terminal and what an authentically Orlando airport experience would look like. This session would be facilitated with specific interactive activities that engage participants around key phrases, image selection, mapping of user journeys, etc.

- Executive session

A targeted session with Client executives may be conducted separate from the working session



#### Meeting 4: Synthesis Meeting

Following the Workshops, the Consultant team will review findings to date and prepare a synthesis document that outlines: value statement for the project, key findings, design objectives, and indications of opportunities for future development. This document will serve as a key alignment point for design moving forward and is intended to provide a grounding document.

#### Meeting 5: Concept Design

An in-person meeting will be conducted to review preliminary design concepts for terminal interiors and concessions (refer to deliverables list above).

#### Meeting 6: Final Review

A final Review meeting will be held to review the Look and Feel document, concept refinement and other materials that may be included in the concessionaire solicitation.

**B.2 CAD Format and Standards.** Gensler and its consultants will use Revit and Gensler's CAD Standards. Gensler will translate CAD files provided by Client and/or Client's consultants as an Additional Service. Preparation/review of as-built construction drawings, including incorporating Contractor's as-built record drawings into Gensler's as-designed record files, may be requested by Client as an Additional Service.

**B.3 Optional/Additional Services.** Gensler will provide services beyond the Basic Services described in Section B.1 ("Additional Services") if requested by Client and confirmed in writing by Gensler. Additional Services include, but are not limited to:

- a. Services required due to accelerated deadlines, delays, untimely Client information, approvals, or instructions, out-of-sequence phasing, Project pauses or remobilization, or other schedule changes due to reasons beyond Gensler's reasonable control;
- b. Services required due to changes in: (i) the Program; (ii) previously provided Client information, approvals, or instructions; or (iii) federal, state, or local laws, or regulations (or their interpretation by the authority having jurisdiction);
- c. Value engineering services required due to (i) absence of Project Budget at the commencement of Services; (ii) Project Budget changes after the Programming phase; (iii) new value engineering instructions after commencement of the Construction Documents phase; or (iv) inaccurate cost estimates;
- d. Services required due to performance failures by Client and Client's consultants/contractors

### **C. SERVICES AND INFORMATION PROVIDED BY CLIENT**

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**C.1 Services Provided By Client or Others.** The following services may be required on the Project and will be provided by Client, Client's consultants or contractors, or others:

- a. Consulting services, including: MEP/FP/FA engineering; structural engineering; associate architecture
- b. Design-build or Design Assist services.



C.2 Information Provided By Client or Others. The following information may be required on the Project and will be provided by Client, Client's consultants or contractors, or others:

- a. Existing or Base Building information, including drawings, specifications, and other documents that describe the existing utility services, site conditions, build out and base building construction, and any systems with which the Project is to be coordinated;

#### **D. COMPENSATION**

---

Compensation to Gensler for Basic Services, Additional Services, and Reimbursable Expenses will be as described below. When Gensler's compensation is based on hourly rates, the rates will be those set forth in Gensler's Standard Hourly Billing Rates.

D.1 Basic Services. Compensation for Basic Services will be based on Gensler's Standard Hourly Billing Rates, as negotiated with the Client for this specific assignment. Please see attached spreadsheet (Exhibit B) for anticipated hours and extended fees. Fees are anticipated not to exceed One Hundred Thirty-Eight Thousand, Seventy-Two Dollars (\$138,072).

D.2 Additional Services. Compensation for Additional Services (if not agreed upon as a lump sum amount) will be based on Gensler's Negotiated Hourly Rates.

D.3 Reimbursable Expenses. Reimbursable Expenses will be billed pursuant to the Client's requests for per diem reimbursables and other published reimbursable requirements.

D.4 Consultants. If Client has directed Gensler to engage consultants in Section B.1, compensation for such consultants will be based on amounts invoiced to Gensler, plus fifteen percent (15%), to compensate Gensler for costs commonly incurred relating to consultant liability, management of consultants' services, and administration of consultants' contracts.

D.5 Progress Payments. Progress payments will be made monthly. Where Gensler's fee is based on a lump sum, progress payments for Basic Services will be based on the percentage of services provided during the previous month.

Thank you for consideration of this proposal and we are available to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn Sponza", with a stylized flourish at the end.

Carolyn Sponza, AIA, AICP, LEED BD+C  
Principal

# APPROACH | PROPOSED SCHEDULE

## PHASE 1

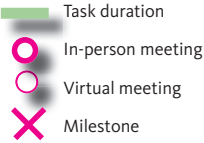
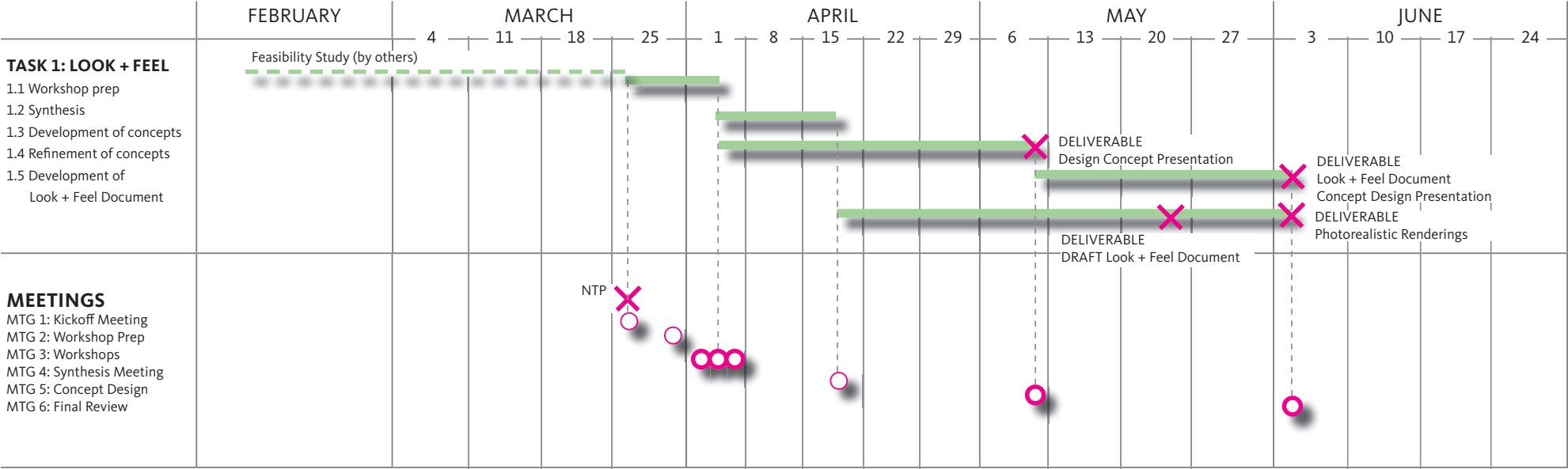




EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL  
TABLE C-5  
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES

Gensler		PRINCIPAL IN CHARGE		PRINCIPAL IN CHARGE w/ TRAVEL PREMIUM		PRINCIPAL   DESIGN DIRECTOR		PRINCIPAL   DESIGN DIRECTOR w/ TRAVEL PREMIUM		TECHNICAL DIRECTOR		DESIGNER		DESIGNER		DESIGNER w/ TRAVEL PREMIUM		INTERMEDIATE DESIGNER		INTERMEDIATE DESIGNER		PLANNER		TOTAL		
Rate (\$/Hour):		\$314		\$377		\$314		\$377		\$227		\$131		\$131		\$189		\$146		\$146		\$110		labor		Avg. Hourly
		hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost	hours	Cost			hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
Tasks																										
PHASE 1 TASKS																										
Workshop preparation		24	\$7,536		\$0	6	\$1,884		\$0		\$0	8	\$1,048	24	\$3,144		\$0	16	\$2,336		\$0		\$0	78	\$15,948	\$204
Synthesis		24	\$7,536		\$0	6	\$1,884		\$0		\$0		\$0	24	\$3,144		\$0		\$0		\$0		\$0	54	\$12,564	\$233
Concept development 1		12	\$3,768		\$0	12	\$3,768		\$0		\$0		\$0		\$0		\$0	52	\$7,592	40	\$5,840		\$0	116	\$20,968	\$181
Concept development 2		12	\$3,768		\$0	12	\$3,768		\$0		\$0		\$0		\$0		\$0	60	\$8,760	60	\$8,760		\$0	144	\$25,056	\$174
Final document prep		24	\$7,536		\$0	10	\$3,140		\$0		\$0	24	\$3,144		\$0		\$0	60	\$8,760	48	\$7,008		\$0	166	\$29,588	\$178
			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0	0	\$0	\$0
			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	\$0
Meetings			\$0	36	\$13,572		\$0	36	\$13,572		\$0		\$0		\$0	36	\$6,804		\$0		\$0		\$0	108	\$33,948	\$314
Travel and Lodging Expenses			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	\$0
TOTAL NOT TO EXCEED PROFESSIONAL FEES (PHASE 1):		96	\$30,144	36	\$13,572	46	\$14,444	36	\$13,572	0	\$0	32	\$4,192	48	\$6,288	36	\$6,804	188	\$27,448	148	\$21,608	0	\$0	666	\$138,072	\$207

February 29, 2024

Ricondo

Attn: Teresa P. Davidson, AIA, LEED AP, Director  
421 King Street Suite 400  
Alexandria, VA 22314

email: tdavidson@ricondo.com

phone: 1 703-519-2181 x247

Re: Proposal for GOAA Interiors Look and Feel Refresh Package of the North Terminal Complex Orlando International Airport (MCO) Rev 2

Comm: 24103

Dear Teresa,

Studio for Architecture appreciates the opportunity to submit our Proposal for Professional Services for a Design Criteria Package (DCP) GOAA Interior Look and Feel Refresh Package of the North Terminal Design Criteria Manual Phase 1. The Scope of Work, Schedule, Compensation and Design Assumptions for the project are described below.

## **SCOPE OF WORK**

Provide professional architectural and vision planning Design Criteria Services related to the development of tenant design guidelines for the North Terminal Complex Landside and four Airsides. For this effort Studio for Architecture will be a partnering with Gensler and Ricondo to provide Tenant Guidelines and vision for future concessions development in anticipation of the future phases and provide institutional knowledge of the North Terminal Complex. Our team will make every effort to standardize the visions and finish between the landside terminal and airsides to unified sense of place.

General Project Program Summary:

- Phase 1 Interior Look and Feel Refresh option development and master planning.
- Phase 1 Interior Look and Finish Option validation and goals
- Phase 1 colors and material palettes

## **SCHEDULE\***

Project Kickoff & Design Charrettes	Duration	1 weeks
Concept Development	Duration	3 weeks
Criteria Package Draft	Duration	1 weeks

*\*Schedule does not include time for Owner Review or Construction Management Estimating. Upon the Owner's review, approval and fee payment for each completed Design Document Submittal, the design team will proceed with the next Design Document Submittal.*

## **COMPENSATION**

Design Charrettes (documents 70% complete)	\$ 33,326
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*\* Phase billed monthly based on percentage complete.  
Payments due 30 days after invoice submitted.*

Concept Development (documents 30% complete)	\$ 11,842
--	-----------

*\* Phase billed monthly based on percentage complete.  
Payments due 30 days after invoice submitted.*

TOTAL Not to Exceed Fee	\$ 45,168
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Design Fees Breakdown:

Studio for Architecture, Inc.	Architecture	\$ 45,168
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**DESIGN ASSUMPTIONS**

1. The professional design services anticipated for this project are limited to those disciplines listed above.
2. Items not listed in the Scope of Work description above are not included in this proposal and assumed to be by others. Examples of excluded items, including but not limited to, the following disciplines and scope of work that are not included in this proposal:
  - As-built investigation
  - 3D Modeling and Rendering
  - Cost Estimating
  - Redesign of documentation based on GOAA comments during Concept Development and Criteria Phase scope of work.
  - Value Engineering redesign if required after owner approval to proceed to the next submittal phase.
  - Topographical Survey and Subsurface Utility Information Documentation by others.
  - Demolition Documentation for existing facilities.
  - Specialty Consultants, including design and specifications relative to MEP FP, communication systems (voice/data) and security systems. The Design Build team is responsible for providing data locations and conduit required for Owner's consultant.
  - Temporary Facilities.
  - Multiple Bid Packages.

**ADDITIONAL SERVICES**

Other Additional Services required beyond basic scope shall be negotiated on an as needed basis at which time a proposal for additional services will be provided, this includes but is not limited to Structural, MEP and FP Schematic Design Services.

We hope this proposal meets with your approval. Studio for Architecture is committed to servicing your team. Please sign below and forward a copy to our office so that we may begin the process and engage the design team.

Submitted by:

Owner /Authorized by:



02/29/24

Signature

date

Mary C. Roche, AIA, NCARB, LEED AP  
President  
Printed Name and Title

Signature

date

Teresa P. Davidson, AIA, LEED AP,  
Director  
Printed Name and Title

ATTACHMENTS: C1-9 Tables

cc: Carlos Roche, Ron Reitz



## 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](http://www.bindercpafirm.com)

**MEMORANDUM**

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: March 26, 2024

**ITEM DESCRIPTION**

Request for Approval of an Amendment to Addendum 52 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Services on W-00496 North Terminal Refresh at Orlando International Airport

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 21% MWBE participation on this amendment.

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

**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) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Amendment to Addendum 52 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Services on W-00496 North Terminal Refresh at Orlando International Airport

**1. Construction Information:**

Amendment 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	_____
<b>Total MWBE Participation</b>	<b>-</b>	<b>Actual Result</b>	<b>_____</b>

**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:**

Amendment Amount: \$226,386.00

**5. MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	46,572.00	Actual Result	21%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	-	Actual Result	0%
<b>Total MWBE Participation</b>	<b>46,572.00</b>	<b>Actual Result</b>	<b>21%</b>

**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: Please see attached  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**6.c. \*Identity:**

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

\* 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)

MWBE Subcontractor/Subconsultant Certification		
Project Name & Number:	Request for Approval of an Amendment to Addendum 52 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional Services on W-00496 North Terminal Refresh at Orlando International Airport	
Prime Firm:	Ricondo & Associates, Inc.	
Amendment Amount:	\$226,386.00	
Company Name	Carolyn Binder CPA, LLC	Studio for Architecture
Address	3674 Winding Lake Circle	12519 Fairmountt Dr
City, State, Zip	Orlando, FL 32835	Fort Myers, FL 33913
Phone	407-319-0301	407-496-7891
Identity	Caucasian Female American	Caucasian Female American
Work Item	Project Control Support Services	Architectural Support Services
Amount of Subcontract	\$1,404.00	45,168.00
Percentage	0.6%	20.0%
Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		
Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		
Company Name		
Address		
City, State, Zip		
Phone		
Identity		
Work Item		
Amount of Subcontract		
Percentage		
	\$46,572.00	21%
	\$226,386.00	