

**ADDENDUM NO. 75  
TO THE AGREEMENT DATED JANUARY 8, 2021  
BETWEEN THE GREATER ORLANDO AVIATION AUTHORITY  
AND RICONDO & ASSOCIATES, INC.**

**Project: FY25 On-Call General Consulting Services, Orlando International Airport**

**THIS ADDENDUM** is effective this 1<sup>st</sup> day of October, 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 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 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 ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$150,000.00</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>\$150,000.00</b>

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. Aviation 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, Aviation 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 Sep 19, 2024.

**GREATER ORLANDO AVIATION AUTHORITY**

  
box SIGN 1V3Q39J4-4P7QXK3R

By:

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

**Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Sep 19, 2024**



By: box SIGN 1U8RIK51-4P7QXK3R

**NELSON MULLINS RILEY AND  
SCARBOROUGH, Legal Counsel  
Greater Orlando Aviation Authority**

**RICONDO & ASSOCIATES, INC**

  
box SIGN 4LWR3Z2Q-4P7QXK3R

By:

Signature (Duly Authorized Rep.)

Pete Ricondo

Printed Name

Senior Vice President

Title



## **MEMORANDUM**

**TO:** Members of the Procurement Committee

**FROM:** Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

**DATE:** September 3, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority for Approval of an Addendum of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call General Consulting Services at the 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 Federal Aviation Administration (FAA); Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

## **ISSUES**

Consultant's proposal, dated August 19, 2024, is to provide Fiscal Year 2025 on-call general consulting services. These services may relate to, but not necessarily be limited to professional consulting services for: airfield analysis, terminal planning/programming, landside planning (e.g., roadways, parking facilities, terminal curbs, rental car facilities/spaces), airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analysis, preparation of 3D renderings, aircraft parking plan analyses, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority.

Services cannot commence before the date of Aviation Authority approval. The approved addendum must be executed by the Aviation Authority before invoicing for services.

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 and Associates, Inc. does exceed the \$250,000 threshold; thus, this agenda item requires Board approval.

**EXHIBIT A**

**SMALL BUSINESS**

The Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority's Small Business Development Department. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$150,000.00. Funding is from Operations and Maintenance Funds, subject to Aviation Authority Board adoption of the FY25 Aviation Authority budget.

**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 amount as shown below:

Not to Exceed Fees	\$150,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$150,000.00</b>
CRI – Compliance Review Date	DL 8/27/24
CRI – Funding Eligibility Review Date	8/27/24

August 19, 2024

Mr. Bradley Friel, A.A.E., AICP  
Senior Vice President  
Multi-Modal Planning & Environmental  
Greater Orlando Aviation Authority  
One Jeff Fuqua Boulevard  
Orlando, FL 32824

RE: Proposal FY2025 On-Call General Consulting Services for Work to be Performed at Orlando International Airport

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal for an Addendum to the General Consulting Services Agreement to provide on-call, as needed, general consulting services with a Not-to-Exceed Fee in the amount of \$150,000.00. The purpose of this budget is to assist the Greater Orlando Aviation Authority (the Aviation Authority) with miscellaneous general consulting efforts or advisory services on an as-needed basis, as requested by the Aviation Authority as it relates to projects for Orlando International Airport (MCO) during Fiscal Year (FY) 2025.

These services may relate to, but not necessarily be limited to professional consulting services for: airfield analysis, terminal planning/programming, landside planning (e.g., roadways, parking facilities, terminal curbside, rental car facilities/spaces), airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analysis, preparation of 3D renderings, aircraft parking plan analyses, and other miscellaneous general consulting and advisory services, as deemed necessary by the Aviation Authority.

### *Schedule*

Ricondo will coordinate with Aviation Authority staff to identify the schedule and deadlines associated with each work request received.

### *Professional Fees*

Services provided under this agreement will be performed on an as-needed basis using the most current, approved hourly rates for Ricondo. The proposed Not-to-Exceed Fee is \$150,000.00.

### *Hourly Rates*

It is mutually understood that work under this Addendum for On-Call General Consulting Services would only be undertaken when requested by Aviation Authority staff. Services performed under this Addendum would be compensated based on Ricondo approved hourly rates for FY 2025 (refer to **Table 1**).

Brad Friel, A.A.E.  
 Greater Orlando Aviation Authority  
 August 19, 2024  
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**TABLE 1 – FY 2025 APPROVED HOURLY RATES**

COMPANY	POSITION	HOURLY RATES
Ricondo	Senior Officer*	\$400.00
Ricondo	Officer*	\$390.00
Ricondo	Senior Director*	\$345.00
Ricondo	Director*	\$289.00
Ricondo	Manager*	\$216.00
Ricondo	Senior Consultant*	\$158.00
Ricondo	Technical Editor	\$164.00
Ricondo	Senior Graphic Designer	\$156.00
Ricondo	Graphic Designer	\$122.00
Ricondo	Consultant*	\$116.00
Ricondo	Technical Specialist	\$75.00

\*A travel premium (field) rate to cover expenses for the categories denoted above with an asterisk, allowing for an additional \$50/hour to each of the approved hourly rates for staff members attending meetings or doing onsite work traveling from Chicago, Washington DC, Denver, and Dallas has also been approved; and an additional \$35/hour to each of the approved hourly rates for staff members attending meetings or doing onsite work traveling from Miami.

We appreciate the opportunity to continue serving and supporting the Greater Orlando Aviation Authority. If you require additional information, please contact me at 305-677-0370 or via email at [pricondo@ricondo.com](mailto:pricondo@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.



Pete Ricondo, P.E.  
 Senior Vice President

cc: Kevin Thompson  
 Christopher DeLoatche  
 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: 08/19/2024

## Addenda / Amendments Awarded per Agreement - Summary for Committee

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

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	General Consulting Services Agreement	<b>PSC</b>	12/09/20	01/08/21		\$0.00	\$0.00
001	000	-	FY21 On-Call General Consulting Services	<b>CCM</b>	02/16/21	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	<b>CCM</b>	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	<b>CCM</b>	04/20/21	NA	04/30/21 93379	\$55,380.00	\$55,380.00
003	001	-	Additional FY21 On-Call Signage Design and Consulting Services	<b>CCM</b>	08/24/21	NA	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	<b>CCM</b>	06/29/21	NA	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	<b>CCM</b>	09/28/21	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	<b>CCM</b>	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	<b>CCM</b>	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	<b>CCM</b>	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	<b>CCM</b>	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	<b>CCM</b>	08/31/21	NA	09/15/21 93829	\$25,000.00	\$25,000.00
010	000	-	FY22 On-Site Planning Support Services	<b>CCM</b>	08/31/21	09/15/21	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	<b>CCM</b>	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	<b>CCM</b>	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	09/28/21	NA	10/05/21 93834	\$114,968.00	\$114,968.00
013	001	-	Additional FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	05/24/22	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	08/23/22	NA	08/31/22	\$21,900.00	\$196,728.00
014	000	-	FY22 On-call Support Services for the Commercial Properties Department	<b>CCM</b>	11/23/21	NA	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
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
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

## Addenda / Amendments Awarded per Agreement - Summary for Committee

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
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

## Addenda / Amendments Awarded per Agreement - Summary for Committee

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	96527	\$94,268.00	\$94,268.00
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	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24	04/25/24		\$80,000.00	\$180,000.00
044	003	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$80,000.00	\$260,000.00
044	004	-	Additional FY24 On-Call General Consulting Services	PSC	08/27/24	NA			\$89,884.00	\$349,884.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23	97376	\$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	1007489	\$1,090,217.00	\$1,090,217.00
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
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	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$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	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

052	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00
052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23	97575	\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24	1007526	\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, NEW END-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
059	001	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$13,062.00	\$23,062.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24	1007646	\$795,886.00	\$795,886.00
060	001	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE Additional FY24 On-Call General Consulting Services	CCM	07/23/24	NA			\$0.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$58,250.00	\$58,250.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.50	\$22,954.50
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24		\$119,384.00	\$119,384.00
065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24		\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION- DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA			\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24		\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24		\$227,536.00	\$227,536.00
068	001	-	Additional Pre-Planning Activities for Environmental Assessment Development	PSC	08/13/24	08/21/24	08/26/24		\$7,502.51	\$235,038.51
069	000	-	Airport Layout Plan (ALP) Update Support Services	PSC	07/23/24	NA	08/01/24		\$40,000.00	\$40,000.00
070	000	-	Project Implementation Staff Support Services	PSC	07/23/24	NA	08/01/24		\$32,805.00	\$32,805.00
071	000	-	Economic Impact Study of Advanced Air Mobility	PSC	07/23/24	NA	07/29/24		\$48,443.00	\$48,443.00
072	000	W-00525-MCO	W-00525-MCO MCO MASTER PLAN UPDATE Professional Consulting Services for W-525	CCM	08/06/24	08/21/24	08/26/24		\$4,799,486.00	\$4,799,486.00
073	000	-	FY24 On-Call Environmental Planning and National Environmental Policy Act Compliance Consulting Services	PSC	08/13/24	08/21/24	08/26/24		\$38,258.00	\$38,258.00

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

<b>\$18,642,768.01</b>
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## **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
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.50	\$1,859,502.50
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.50
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.50
07/23/24		044	003	\$80,000.00	\$2,318,277.50
07/23/24		059	001	\$13,062.00	\$2,331,339.50
07/23/24		069	000	\$40,000.00	\$2,371,339.50

**Addenda / Amendments Awarded per Agreement - Summary for Committee**

07/23/24		070	000	\$32,805.00	\$2,404,144.50
07/23/24		071	000	\$48,443.00	\$2,452,587.50
08/13/24	08/21/24	068	001	\$7,502.51	\$2,460,090.01
08/13/24	08/21/24	073	000	\$38,258.00	\$2,498,348.01
08/27/24		044	004	\$89,884.00	\$2,588,232.01

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>August 20, 2024</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>X2255</u>
<b>Preparer's Name:</b>	<u>Chris DeLoatche</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning and Environmental</u>	<b>Contract # / Name:</b>	<u>General Consulting Services</u>
<b>Description:</b>	<u>On-Call Services</u>	<b>Procurement Committee Date:</b>	<u>September 3, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</u>	<b>Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: O&M**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.00 0000			\$150,000.00			
<b>Total Requisition:</b>			\$150,000.00			
<b>Requisition Number:</b>			97686			
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97686	FY25 (Dept. 711) Ricc	In Process	20-AUG-2024 11:12:11	USD	150,000.00	Wages, Alice M



**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: September 03, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY25 On-Call General Consulting Services at the Orlando International Airport (MCO).

**SMALL BUSINESS**

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 in this addendum due to the on-call nature of the general consulting services.



## **MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: September 18, 2024

## **ITEM DESCRIPTION**

Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) at the Orlando International Airport (MCO) and Orlando Executive Airport (ORL)

## **BACKGROUND**

On December 9, 2020, the Aviation Authority Board approved the General Consulting Services Agreement with Ricondo, 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.

A summary of previously-approved addenda, and applicable amendments, to the General Consulting Services Agreement with Ricondo can be provided upon request.

## **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:

- Fiscal Year (FY) 2025 On-Call General Consulting Services at MCO, for the total not-to-exceed fees amount of \$150,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, professional consulting services for airfield analysis, terminal planning/programming, landside planning (e.g., roadways, parking facilities, terminal curb fronts, rental car facilities/spaces); airspace analysis, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analysis, preparation of 3D renderings, aircraft parking plan analysis, and other related general consulting and

advisory services, as requested by the Aviation Authority. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-P].*

- FY 2025 On-Call Signage and Design Consulting Services at MCO, for the total not-to-exceed fees amount of \$122,712, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, assistance with signage/wayfinding projects from concept development to final completion; review of Aviation Authority sign design guidelines; project scope definition assistance; field observations and signage/wayfinding design recommendations; coordination meetings as required; preparation of field survey findings; preparation of Rough Order of Magnitude cost estimates to assist the Planning Department with the establishment of project budgets; and project-based construction administration duties, as requested. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 1.1% Minority and Women Business Enterprise (MWBE) and 97.6% Local Developing Business (LDB) participation on this Addendum, and certifies that Ricondo is in good standing as it relates to its small business participation. *[Reference PC Meeting held September 3, 2024, Agenda Item No. 3-U].*
- FY 2025 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fees amount of \$215,973, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, performing specialized and advanced administrative functions and public meeting assignments, in support of the Aviation Authority's Operational Readiness team. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum as the services are for onsite staffing support, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-V].*
- FY 2025 Advanced Air Mobility (AAM) Support Services at MCO, for the total not-to-exceed fees amount of \$60,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, professional consulting services for coordination of AAM Task Force meetings and external outreach activities; preparation of AAM pre- and post-meeting materials; analysis and drafting of vertical takeoff and landing site plans; vertical takeoff and landing airspace analysis; AAM conceptual operations planning; and AAM report documentation, as requested by the Aviation Authority. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-T].*
- FY 2025 Noise Abatement Office Support Services at MCO, for the total not-to-exceed fees amount of \$196,096, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, noise abatement office support services, Aviation Noise Abatement Committee (ANAC) support, and potable noise monitoring support. Noise abatement office support services may also include conducting airspace operational analysis, noise, land use and environmental support and public outreach and communications. As needed, preparation of noise office products, such as weekly noise summaries, complaint summaries and responses, and noise technical reports; conduct noise modeling analyses that may include the use of alternative noise metrics; conduct land use database and procedure analyses; develop flight track density graphics to analyze existing and/or proposed flight paths; portable noise, monitoring,

including monitor set-up and data analysis; and other as-needed noise and data analyses. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 1.4% MWBE participation on this Addendum, and certifies that Ricondo is in good standing as it relates to its small business participation.

*[Reference PC Meeting held September 3, 2024, Agenda Item No. 3-S].*

- FY 2025 Environmental Planning and National Environmental Policy Act (NEPA) Compliance Consulting Services at MCO, for the total not-to-exceed fees amount of \$35,812, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, strategy planning for NEPA compliance relative to new, proposed development or modifications/expansion of existing facilities and infrastructure; consultations on existing environmental documents prepared for agency approvals; pre-NEPA planning activities; preparation of categorical exclusion applications; internal Aviation Authority coordination on NEPA compliance strategies and coordination meetings with the Federal Aviation Administration or other regulatory agencies; and technical studies and documentation in support of securing NEPA compliance or related permitting. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-B].*
- FY 2025 Project Implementation Staff Extension Support Services at MCO, for the total not-to-exceed fees amount of \$100,000, with funding from Operations and Maintenance Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, staff extension support for strategic planning, congestion management, master planning, terminal planning/programming, capital improvement program/implementation support, and other related services, as requested by the Aviation Authority. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-R].*
- FY 2025 On-Call General Consulting Services at ORL, for the total not-to-exceed fees amount of \$10,000, with funding from ORL Revenue Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item). Services will include, but are not limited to, professional consulting services for airfield and airspace analyses, helicopter and vertical takeoff and landing concept planning, capital improvement program support and implementation services, general aviation facility concept development, landside road and parking modeling and conceptual planning, and other related general consulting and advisory services, as requested by the Aviation Authority. Services will be provided from October 1, 2024, through September 30, 2025. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum, and certifies that Ricondo 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 September 3, 2024, Agenda Item No. 3-Q].*

As these addenda and applicable amendments will result in an aggregate increase to the Aviation Authority's Agreement with Ricondo exceeding \$250,000, Aviation Authority Board approval is required.

## **SMALL BUSINESS**

Individual small business participation is included for each of the addenda listed above.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$890,593. Funding is from MCO Operations and Maintenance Funds and ORL Revenue Funds (subject to adoption of the FY 2025 Aviation Authority Budget by the Aviation Authority Board, under separate item).

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. as follows: (a) FY 2025 On-Call General Consulting Services at MCO, for the total not-to-exceed fees amount of \$150,000, with funding from Operations and Maintenance Funds; (b) FY 2025 On-Call Signage and Design Consulting Services at MCO, for the total not-to-exceed fees amount of \$122,712, with funding from Operations and Maintenance Funds; (c) FY 2025 On-Call Operational Readiness Staffing and Support Services at MCO, for the total not-to-exceed fees amount of \$215,973, with funding from Operations and Maintenance Funds; (d) FY 2025 AAM Support Services at MCO, for the total not-to-exceed fees amount of \$60,000, with funding from Operations and Maintenance Funds; (e) FY 2025 Noise Abatement Office Support Services at MCO, for the total not-to-exceed fees amount of \$196,096, with funding from Operations and Maintenance Funds; (f) FY 2025 Environmental Planning and NEPA Compliance Consulting Services at MCO, for the total not-to-exceed fees amount of \$35,812, with funding from Operations and Maintenance Funds; (g) FY 2025 Project Implementation Staff Extension Support Services at MCO, for the total not-to-exceed fees amount of \$100,000, with funding from Operations and Maintenance Funds; and, (h) FY 2025 On-Call General Consulting Services at ORL, for the total not-to-exceed fees amount of \$10,000, with funding from ORL Revenue Funds; and, (2) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.